




Registered Charity No. 227480

To All Councillors on the Centre Committee,

You are duly summoned to a Meeting of the Centre Committee to take place on Wednesday 24 June 2026 at Billingshurst Centre at 7pm.

Members of the public are welcome to attend this meeting and speak for a maximum of three minutes about an item on the agenda for this meeting during the Public Session at the discretion of the Chairman. They must give their name.


G.C. Burt
Clerk to the Council

17 June 2026

A G E N D A

1. Chairman's Announcements.
2. Apologies for Absence.
3. To Receive Declarations of Interest and Notification of Changes to Members' Interests.
4. Approval of the Minutes of the meeting on 27 May 2026 previously circulated; to confirm and sign the minutes as a correct record.
5. Clerk's Report.
6. Public Session (Members of the public are welcome to attend this meeting and speak for a maximum of three minutes about an item on the agenda for this meeting, at the discretion of the Chairman. They must give their name.
7. To approve payments and note receipts for
 - a. May 2026 – Appendix **A**.
8. To note Bank Reconciliations:
 - a) COOP Current Account: 31 May 2026 – Appendix **B**.
 - b) NatWest Account: 31 May 2026 - Appendix **C**.
9. To note debtors - Appendix **D**.
10. To receive the Manager's Report - Appendix **E**.
11. Date of Next Meeting – **Wednesday 29 July 2026**

MEMBERS: CJ, PD, PB, SD, EB, JH, TL, MM

Members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.

List of Payments made between 01/05/2026 and 31/05/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2026	Lewis Caddy	BACS	714.00		Cleaning - April 2026
02/05/2026	Poundstretcher	CARD	3.99		Microfibre Duster
05/05/2026	Dan Fox	BACS	6.60		Milk etc_Apr_May 2026
05/05/2026	Billingshurst Parish Council	BACS	138.00		YE Rialtas Closedown REIMB
05/05/2026	E.ON NEXT LTD	DD	274.61		Gas Bill_April
06/05/2026	Digital Managed Print Services	BACS	7.01		INV 11287
06/05/2026	Mr G C Burt	BACS	30.00		4 large planters (FB Mktplce)
06/05/2026	Mr G C Burt	BACS	3.99		Cobweb Brush
07/05/2026	High Speed Training	CARD	24.00		Level 2 Food HygieneandSafety
15/05/2026	Wightman & Parrish	DD	194.42		Handtowel_Toilet Tissue
15/05/2026	Horsham District Council	DD	78.20		Financial Dir Fees
17/05/2026	Booker	CARD	119.36		Counter Sales
17/05/2026	Booker	CARD	126.25		Counter Sales
19/05/2026	Horsham District Council	DD	86.00		Waste Collection
19/05/2026	Gemma Pearce	BACS	1.65		Milk
19/05/2026	Dan Fox	BACS	11.40		Coffee_Milk
19/05/2026	Casual Staff	BACS	1,732.95		Salary_May
19/05/2026	Billingshurst Parish Council	BACS	169.93		Payroll Bureau Oct 25-Mar 26
19/05/2026	MD Fire Doors Ltd	BACS	460.27		Fire Door Inspection_MH_CC
19/05/2026	Billingshurst Parish Council	BACS	6,652.46		Salary Recharge - Feb26
19/05/2026	Billingshurst Parish Council	BACS	6,842.69		Salary Recharge - Jan26
19/05/2026	ADT Fire and Security	BACS	434.40		Intruder (Panic) Alarm Reset
21/05/2026	Snack at Jacks	BACS	72.31		Catering
26/05/2026	Everflow Utilities	DD	105.29		Water Bill_May
28/05/2026	ENGIE	DD	1,254.13		Electricity Bill_April
Total Payments			19,543.91		

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Co-Operative Bank

Cash Received between 01/05/2026 and 31/05/2026

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
11/05/2026	Counter Sales		Polling Day Breakfast	66.15
13/05/2026	Counter Sales		Sing4Pleasure_Tea_Coffee	20.00
20/05/2026	Counter Sales		Counter Sales	400.00
05/05/2026	HMRC		VAT Refund	4,210.81
05/05/2026	Horsham District Council		Business Rate Refund	211.20
06/05/2026	Natwest		TFR FROM NWB	32,721.21
06/05/2026	Natwest		Cancel entry	-32,721.21
06/05/2026	Natwest 1042	TRANSFER	Account closed	32,721.21
01/05/2026	Sales Recpts Page 4050		Sales Recpts Page 4050	246.76
01/05/2026	Sales Recpts Page 4051		Sales Recpts Page 4051	627.20
05/05/2026	Sales Recpts Page 4052		Sales Recpts Page 4052	541.07
06/05/2026	Sales Recpts Page 4053		Sales Recpts Page 4053	39.88
06/05/2026	Sales Recpts Page 4054		Sales Recpts Page 4054	133.70
06/05/2026	Sales Recpts Page 4055		Sales Recpts Page 4055	244.44
06/05/2026	Sales Recpts Page 4056		Sales Recpts Page 4056	303.77
07/05/2026	Sales Recpts Page 4057		Sales Recpts Page 4057	222.85
07/05/2026	Sales Recpts Page 4058		Sales Recpts Page 4058	1,725.54
11/05/2026	Sales Recpts Page 4059		Sales Recpts Page 4059	22.28
11/05/2026	Sales Recpts Page 4060		Sales Recpts Page 4060	39.88
11/05/2026	Sales Recpts Page 4061		Sales Recpts Page 4061	66.54
11/05/2026	Sales Recpts Page 4062		Sales Recpts Page 4062	104.32
11/05/2026	Sales Recpts Page 4063		Sales Recpts Page 4063	33.43
13/05/2026	Sales Recpts Page 4064		Sales Recpts Page 4064	39.89
13/05/2026	Sales Recpts Page 4065		Sales Recpts Page 4065	57.00
13/05/2026	Sales Recpts Page 4066		Sales Recpts Page 4066	59.82
13/05/2026	Sales Recpts Page 4067		Sales Recpts Page 4067	170.96
13/05/2026	Sales Recpts Page 4068		Sales Recpts Page 4068	179.52
13/05/2026	Sales Recpts Page 4069		Sales Recpts Page 4069	213.70
14/05/2026	Sales Recpts Page 4070		Sales Recpts Page 4070	46.66
14/05/2026	Sales Recpts Page 4071		Sales Recpts Page 4071	238.44
15/05/2026	Sales Recpts Page 4072		Sales Recpts Page 4072	23.02
15/05/2026	Sales Recpts Page 4073		Sales Recpts Page 4073	149.28
18/05/2026	Sales Recpts Page 4074		Sales Recpts Page 4074	44.56
19/05/2026	Sales Recpts Page 4076		Sales Recpts Page 4076	121.72

*see
attached*

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Co-Operative Bank

Cash Received between 01/05/2026 and 31/05/2026

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
19/05/2026	Sales Recpts Page 4077		Sales Recpts Page 4077	46.66
19/05/2026	Sales Recpts Page 4078		Sales Recpts Page 4078	61.37
19/05/2026	Sales Recpts Page 4079		Sales Recpts Page 4079	333.85
21/05/2026	Sales Recpts Page 4080		Sales Recpts Page 4080	19.94
21/05/2026	Sales Recpts Page 4081		Sales Recpts Page 4081	37.32
22/05/2026	Sales Recpts Page 4082		Sales Recpts Page 4082	68.94
22/05/2026	Sales Recpts Page 4083		Sales Recpts Page 4083	139.38
22/05/2026	Sales Recpts Page 4084		Sales Recpts Page 4084	239.78
22/05/2026	Sales Recpts Page 4085		Sales Recpts Page 4085	1,837.82
26/05/2026	Sales Recpts Page 4086		Sales Recpts Page 4086	74.66
26/05/2026	Sales Recpts Page 4087		Sales Recpts Page 4087	486.35
26/05/2026	Sales Recpts Page 4088		Sales Recpts Page 4088	327.90
27/05/2026	Sales Recpts Page 4089		Sales Recpts Page 4089	19.94
27/05/2026	Sales Recpts Page 4090		Sales Recpts Page 4090	103.98
29/05/2026	Sales Recpts Page 4097		Sales Recpts Page 4097	22.18
29/05/2026	Sales Recpts Page 4098		Sales Recpts Page 4098	205.38
29/05/2026	Sales Recpts Page 4099		Sales Recpts Page 4099	2,963.52
19/05/2026	Sales Recpts Page 4100		Sales Recpts Page 4100	149.33
26/05/2026	Sales Recpts Page 4101		Sales Recpts Page 4101	102.70
05/05/2026	Sales Recpts Page 4102		Sales Recpts Page 4102	83.98
11/05/2026	Sales Recpts Page 4103		Sales Recpts Page 4103	221.75
11/05/2026	Sales Recpts Page 4104		Sales Recpts Page 4104	0.01
06/05/2026	Sales Recpts Page 4105		Sales Recpts Page 4105	-99.32
02/05/2026	SumUp		Counter Sales	6.10
07/05/2026	SumUp		Counter Sales	2.16
08/05/2026	SumUp		Counter Sales	8.16
11/05/2026	SumUp		Counter Sales	6.34
15/05/2026	SumUp		Counter Sales	3.58
18/05/2026	SumUp		Counter Sales	3.39
19/05/2026	SumUp		Counter Sales	3.72
20/05/2026	SumUp		Counter Sales	3.58
21/05/2026	SumUp		Counter Sales	4.92
22/05/2026	SumUp		Counter Sales	6.14
26/05/2026	SumUp		Counter Sales	3.69

see attached

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Co-Operative Bank

Cash Received between 01/05/2026 and 31/05/2026

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
27/05/2026	SumUp		Counter Sales	2.69
28/05/2026	SumUp		Counter Sales	5.57
			Total Receipts	<u>50,833.06</u>

List of Receipts Entered for Month 2

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
CARERS	Carers Support West Sussex								
		28/04/2026	2063	111.95	0.00	111.95	0.00	01/05/2026	1
		28/04/2026	2064	36.17	0.00	36.17	0.00	01/05/2026	1
		28/04/2026	2065	98.64	0.00	98.64	0.00	01/05/2026	1
				Receipt Total	0.00	246.76			
HEARING	Hidden Hearing Limited								
		31/03/2026	2008	627.20	0.00	627.20	0.00	01/05/2026	1
				Receipt Total	0.00	627.20			
HEINRICH	Helen Heinrich								
		01/04/2026	2022	541.07	0.00	541.07	0.00	05/05/2026	1
				Receipt Total	0.00	541.07			
PAGE	Darren Page								
		06/05/2026	2089	39.88	0.00	39.88	0.00	06/05/2026	1
				Receipt Total	0.00	39.88			
GALLAGHER	Irish Dance								
		06/05/2026	2088	133.70	0.00	133.70	0.00	06/05/2026	1
				Receipt Total	0.00	133.70			
WSCC ACC	West Sussex County Council								
		14/04/2026	2052	244.44	0.00	244.44	0.00	06/05/2026	1
				Receipt Total	0.00	244.44			
STEYNING	Steyning Police								
		29/04/2026	2073	303.77	0.00	303.77	0.00	06/05/2026	1
				Receipt Total	0.00	303.77			
WOOLVEN	Southern Martial Arts								
		05/05/2026	2080	222.85	0.00	222.85	0.00	07/05/2026	1
				Receipt Total	0.00	222.85			
BFC	Billingshurst Family Church								
		06/05/2026	2090	139.60	0.00	139.60	0.00	07/05/2026	1
		06/05/2026	2091	1,036.92	0.00	1,036.92	0.00	07/05/2026	1

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
		06/05/2026	2092	77.60	0.00	77.60	0.00	07/05/2026	1
		06/05/2026	2093	38.40	0.00	38.40	0.00	07/05/2026	1
		06/05/2026	2094	62.46	0.00	62.46	0.00	07/05/2026	1
		06/05/2026	2095	93.12	0.00	93.12	0.00	07/05/2026	1
		06/05/2026	2096	62.08	0.00	62.08	0.00	07/05/2026	1
		06/05/2026	2097	119.25	0.00	119.25	0.00	07/05/2026	1
		06/05/2026	2098	57.26	0.00	57.26	0.00	07/05/2026	1
		06/05/2026	2099	38.85	0.00	38.85	0.00	07/05/2026	1
				Receipt Total	0.00	1,725.54			
LIFESTYLE	Lifestyle Fitness								
		29/04/2026	2070	22.28	0.00	22.28	0.00	11/05/2026	1
				Receipt Total	0.00	22.28			
KIMBER	Suzanne Kimber								
		30/04/2026	2075	19.94	0.00	19.94	0.00	11/05/2026	1
		07/05/2026	2101	19.94	0.00	19.94	0.00	11/05/2026	1
				Receipt Total	0.00	39.88			
HILDRETH	Sue Hildreth								
		28/04/2026	2061	66.54	0.00	66.54	0.00	11/05/2026	1
				Receipt Total	0.00	66.54			
PILATES	Judi Ranger								
		29/04/2026	2067	104.32	0.00	104.32	0.00	11/05/2026	1
				Receipt Total	0.00	104.32			
THE LITTLE	The Little Sound Company								
		11/05/2026	2108	33.43	0.00	33.43	0.00	11/05/2026	1
				Receipt Total	0.00	33.43			
SINGING	Singing for Pleasure								
		23/04/2026	2056	39.89	0.00	39.89	0.00	13/05/2026	1
				Receipt Total	0.00	39.89			
BADMINTON	Badminton (Thursday Club)								
		31/03/2026	2039	57.00	0.00	57.00	0.00	13/05/2026	1
				Receipt Total	0.00	57.00			

List of Receipts Entered for Month 2

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
BADMINTON	Badminton (Thursday Club)	30/04/2026	2074	59.82	0.00	59.82	0.00	13/05/2026	1
				Receipt Total	0.00	59.82			
SMB	Short Mat Bowls	04/03/2026	1951	170.96	0.00	170.96	0.00	13/05/2026	1
				Receipt Total	0.00	170.96			
SMB	Short Mat Bowls	29/04/2026	2069	179.52	0.00	179.52	0.00	13/05/2026	1
				Receipt Total	0.00	179.52			
SMB	Short Mat Bowls	31/03/2026	2017	213.70	0.00	213.70	0.00	13/05/2026	1
				Receipt Total	0.00	213.70			
WI 2	Women's Institute	11/05/2026	2104	46.66	0.00	46.66	0.00	14/05/2026	1
				Receipt Total	0.00	46.66			
WSCC ACC	West Sussex County Council	16/03/2026	1989	238.44	0.00	238.44	0.00	14/05/2026	1
				Receipt Total	0.00	238.44			
SOUTHDOWN	Southdown	14/04/2026	2053	23.02	0.00	23.02	0.00	15/05/2026	1
				Receipt Total	0.00	23.02			
WHIZZ	Whizz Kidz	13/04/2026	2049	149.28	0.00	149.28	0.00	15/05/2026	1
				Receipt Total	0.00	149.28			
TAICHI	Tai Chi	06/05/2026	2081	44.56	0.00	44.56	0.00	18/05/2026	1
				Receipt Total	0.00	44.56			

List of Receipts Entered for Month 2

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
KIMBER	Suzanne Kimber								
		12/02/2025	Payment 117-1	-56.74	0.00	-56.74	0.00	27/05/2025	1
		01/04/2025	1322	55.32	0.00	55.32	0.00	27/05/2025	1
		27/05/2025	1435	1.42	0.00	1.42	0.00	27/05/2025	1
				Receipt Total	0.00	0.00			
MIDHURST	Midhurst Palliative Care								
		19/05/2026	2115	121.72	0.00	121.72	0.00	19/05/2026	1
				Receipt Total	0.00	121.72			
WI	Women's Institute								
		19/05/2026	2114	46.66	0.00	46.66	0.00	19/05/2026	1
				Receipt Total	0.00	46.66			
PAT	Patience Mulbah								
		19/05/2026	2116	61.37	0.00	61.37	0.00	19/05/2026	1
				Receipt Total	0.00	61.37			
LIFE	Lifeways								
		05/05/2026	2078	333.85	0.00	333.85	0.00	19/05/2026	1
				Receipt Total	0.00	333.85			
KIMBER	Suzanne Kimber								
		14/05/2026	2109	19.94	0.00	19.94	0.00	21/05/2026	1
				Receipt Total	0.00	19.94			
PROBUS	Probus								
		19/05/2026	2113	37.32	0.00	37.32	0.00	21/05/2026	1
				Receipt Total	0.00	37.32			
VENTER	Carel Venter								
		20/05/2026	2117	68.94	0.00	68.94	0.00	22/05/2026	1
				Receipt Total	0.00	68.94			
CHORAL	Billingshurst Choral Society								
		29/04/2026	2071	139.38	0.00	139.38	0.00	22/05/2026	1
				Receipt Total	0.00	139.38			

List of Receipts Entered for Month 2

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
CARERS	Carers Support West Sussex	06/05/2026	2087	165.14	0.00	165.14	0.00	22/05/2026	1
		11/05/2026	2103	74.64	0.00	74.64	0.00	22/05/2026	1
		Receipt Total		0.00	239.78				
SUSSEX NHS	Sussex Community NHS Foundation Trust	11/05/2026	2102	1,837.82	0.00	1,837.82	0.00	22/05/2026	1
		Receipt Total		0.00	1,837.82				
HISTORY	Billingshurst Local History Society	13/04/2026	2050	74.66	0.00	74.66	0.00	26/05/2026	1
		Receipt Total		0.00	74.66				
BPC	Billingshurst Parish Council	01/04/2026	2027	205.65	0.00	205.65	0.00	26/05/2026	1
		01/04/2026	2028	280.70	0.00	280.70	0.00	26/05/2026	1
		Receipt Total		0.00	486.35				
BPC	Billingshurst Parish Council	06/05/2026	2082	47.20	0.00	47.20	0.00	26/05/2026	1
		06/05/2026	2083	280.70	0.00	280.70	0.00	26/05/2026	1
		Receipt Total		0.00	327.90				
KIMBER	Suzanne Kimber	21/05/2026	2121	19.94	0.00	19.94	0.00	27/05/2026	1
		Receipt Total		0.00	19.94				
MESSYCHURC	Messy Church	19/05/2026	2112	103.98	0.00	103.98	0.00	27/05/2026	1
		Receipt Total		0.00	103.98				
BCT	Billingshurst Community Transport	31/03/2026	Payment 135-1	-189.87	0.00	-189.87	0.00	01/04/2026	1
		01/04/2026	2030	189.88	0.00	189.87	0.01	01/04/2026	1
		Receipt Total		0.00	0.00				

List of Receipts Entered for Month 2

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
BCT	Billingshurst Community Transport								
		03/09/2025	Payment 124-1	-180.83	0.00	-180.83	0.00	07/10/2025	1
		03/12/2025	Payment 128-1	-180.83	0.00	-180.83	0.00	07/10/2025	1
		07/10/2025	1624	361.66	0.00	361.66	0.00	07/10/2025	1
				Receipt Total	0.00	0.00			
HILDRETH	Sue Hildreth								
		26/05/2026	2127	22.18	0.00	22.18	0.00	29/05/2026	1
				Receipt Total	0.00	22.18			
CARERS	Carers Support West Sussex								
		20/05/2026	2120	205.38	0.00	205.38	0.00	29/05/2026	1
				Receipt Total	0.00	205.38			
HEARING	Hidden Hearing Limited								
		29/04/2026	2068	2,963.52	0.00	2,963.52	0.00	29/05/2026	1
				Receipt Total	0.00	2,963.52			
JSULLIVAN	Jen Sullivan								
		18/05/2026	2110	149.33	0.00	149.33	0.00	19/05/2026	1
				Receipt Total	0.00	149.33			
NACRO	NACRO								
		22/05/2026	2123	102.70	0.00	102.70	0.00	26/05/2026	1
				Receipt Total	0.00	102.70			
WOW	Weight Off Workshop								
		28/04/2026	2060	83.98	0.00	83.98	0.00	05/05/2026	1
				Receipt Total	0.00	83.98			
WWATCHERS	WW GBR Ltd								
		29/04/2026	2072	221.75	0.00	221.75	0.00	11/05/2026	1
				Receipt Total	0.00	221.75			
WWATCHERS	WW GBR Ltd								
		11/05/2026	Payment 137-1	0.00	0.00	0.01	-0.01	11/05/2026	1
				Receipt Total	0.00	0.01			

List of Receipts Entered for Month 2

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
PILATES	Judi Ranger	09/03/2026	Payment 132-1	-99.32	0.00	-99.32	0.00	06/05/2026	1
				Receipt Total	0.00	-99.32			
				Total Receipts Entered for Month 2	0.00	13,143.65			

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
The Co-Operative Bank	31/05/2026		28,700.43
			<u>28,700.43</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			28,700.43
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			28,700.43
		Balance per Cash Book is :-	28,700.43
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

APPENDIX C

Date: 15/06/2026

Billingshurst Community Centre Current Year

Page 1

Time: 15:32

Bank Reconciliation Statement as at 31/05/2026
for Cashbook 3 - Natwest 1042

User: MANAGER

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest 1042	31/05/2026		0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

APPENDIX D

31/05/2026

Billingshurst Community Centre Current Year

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SALES LEDGER 1 UNPAID INVOICES BY DATE

User: MANAGER

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
	Payment 131-1	HILDRETH	HILDRETH	0.00	0.00	0.00	-0.40
10/05/2022	Payment 51-1	HEINRICH	HEINRICH	0.00	0.00	0.00	-4.25
13/12/2022	12875/1	NHSCCG	NHSCCG	297.50	59.50	357.00	357.00
04/04/2023	13137	PURELY	PURELY	15.80	3.16	18.96	18.96
18/07/2023	209	PURELY	PURELY	33.34	6.66	40.00	40.00
09/10/2023	340	PURELY	PURELY	50.01	9.99	60.00	40.00
25/10/2023	370	NHSSC	NHSSC	546.25	109.25	655.50	-0.01
03/01/2024	513	PURELY	PURELY	33.34	6.66	40.00	40.00
22/01/2024	548	MACMILLAN	MACMILLAN	74.58	14.92	89.50	89.50
31/01/2024	564	PURELY	PURELY	66.68	13.32	80.00	20.00
14/02/2024	596	CRATUS	CRATUS	32.88	6.57	39.45	39.45
05/03/2024	627	PURELY	PURELY	50.01	9.99	60.00	60.00
13/03/2024	652	MACMILLAN	MACMILLAN	92.91	18.59	111.50	111.50
26/03/2024	660	SALUTEM	SALUTEM	89.52	17.88	107.40	-0.02
23/04/2024	721	OSG	OSG	59.78	11.96	71.74	71.74
23/04/2024	722	WSCCAD	WSCCAD	181.08	36.22	217.30	217.30
30/07/2024	904	SINGING	SINGING	30.73	6.15	36.88	36.88
09/09/2024	963	TADAMS	TRACEY ADAMS	25.41	5.08	30.49	-0.01
12/11/2024	1064	WILSON	WILSON	188.20	37.65	225.85	225.85
16/12/2024	1127	HDC	HDC	79.11	15.82	94.93	94.93
16/12/2024	1128	GIBSON	GIBSON	120.17	24.03	144.20	144.20
16/12/2024	1129	CARTER	CARTER	51.25	10.25	61.50	1.04
04/02/2025	1208	HDC	HDC	178.52	35.70	214.22	214.22
04/02/2025	1221	WOW	WOW	64.68	12.94	77.62	77.62
10/02/2025	Payment 116-1	HDC	HDC	0.00	0.00	0.00	-291.84
15/04/2025	1365	BCT	BCT	150.69	30.14	180.83	5.26
29/04/2025	1376	HILDRETH	HILDRETH	69.88	13.98	83.86	83.86
22/05/2025	1427	SINGING	SINGING	31.66	6.33	37.99	37.99
31/05/2025	1465	CARERS	CARERS SUPPORT	29.62	5.92	35.54	35.54
30/06/2025	1468	CHORAL	CHORAL	73.76	14.76	88.52	88.52
30/06/2025	1484	HILDRETH	HILDRETH	88.00	17.60	105.60	105.60
30/06/2025	1523	MESSYCHURC	MESSY CHURCH	84.99	17.00	101.99	0.30
18/08/2025	Payment 121-1	NHSRDR	NHS RDR PAYABLES	0.00	0.00	0.00	-641.12
26/08/2025	Payment 120-1	HAP	HAPPY	0.00	0.00	0.00	-50.71
15/09/2025	Payment 122-1	WI	WI	0.00	0.00	0.00	-44.00
01/10/2025	1613	TAICHI	TAICHI	70.72	14.16	84.88	0.88
02/10/2025	Payment 125-2	ROBINSON	ROBINSON	0.00	0.00	0.00	-0.03
06/10/2025	1620	BFC	BFC	1,056.03	16.68	1,072.71	79.34
11/11/2025	1711	NACRO	NACRO	53.17	10.63	63.80	63.80
12/11/2025	1715	BPC	BPC	66.43	13.29	79.72	0.91
12/11/2025	1720	STG	ST GABRIELS	28.48	5.70	34.18	34.18
24/11/2025	1736	ELL	ELLEE	47.48	9.49	56.97	56.97
10/12/2025	1778	LOR	LORAIN	44.42	8.89	53.31	53.31
17/12/2025	1805	WEA	WEA	111.06	22.20	133.26	133.26
19/12/2025	Payment 126-1	NHSGR	NHS GR	0.00	0.00	0.00	-0.01
22/12/2025	Payment 127-1	PEGASUS	PEGASUS	0.00	0.00	0.00	-0.22
14/01/2026	Payment 129-1	WI 2	WI BECKS	0.00	0.00	0.00	-44.42
Subtotal C/Fwd				4,368.14	679.06	5,047.20	1,602.87

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
			Subtotal B/Fwd	4,368.14	679.06	5,047.20	1,602.87
26/01/2026	1855	LAWNMOWER	LAWNMOWER	74.07	14.81	88.88	88.88
24/02/2026	1926	WI	WI	44.42	8.89	53.31	53.31
09/03/2026	1962	WOW	WOW	133.28	26.64	159.92	159.92
10/03/2026	1970	BFC	BFC	980.40	10.00	990.40	10.00
12/03/2026	Payment 136-1	WI	WI	0.00	0.00	0.00	-8.89
18/03/2026	1995	WSCC ACC	WSCC ACCOUNTS	93.35	18.67	112.02	112.02
30/03/2026	2001	WSCC ACC	WSCC ACCOUNTS	453.84	90.77	544.61	544.61
01/04/2026	2023	WILSON	WILSON	517.94	103.59	621.53	621.53
01/04/2026	2030	BCT	BCT	158.23	31.65	189.88	0.01
08/04/2026	2043	NHSSC	NHSSC	224.70	44.94	269.64	269.64
12/04/2026	Payment 133-1	WSALC1	WSALC1	0.00	0.00	0.00	-0.01
05/05/2026	2076	HEINRICH	HEINRICH	422.47	84.48	506.95	506.95
05/05/2026	2077	MOVE IT	MOVE IT	69.63	13.92	83.55	83.55
05/05/2026	2079	ROCKCHOIR	ROCKCHOIR	41.55	8.31	49.86	49.86
06/05/2026	2084	WILSON	WILSON	332.51	66.50	399.01	399.01
06/05/2026	2085	BCT	BCT	26.86	5.37	32.23	32.23
06/05/2026	2086	BCT	BCT	158.23	31.65	189.88	189.88
06/05/2026	2100	STITCHED	STITCHED	33.58	6.72	40.30	40.30
11/05/2026	2105	HDC ET	HDC ET	481.41	96.28	577.69	577.69
11/05/2026	2106	WHIZZ	WHIZZ	124.40	24.88	149.28	149.28
11/05/2026	2107	BCP	BCP	26.86	5.37	32.23	32.23
11/05/2026	Payment 137-1	WWATCHERS	WWATCHERS	0.00	0.00	0.00	-0.01
18/05/2026	2111	CHORAL	CHORAL	116.16	23.22	139.38	139.38
20/05/2026	2118	HEALTH	HEALTHWATCH	53.00	10.60	63.60	63.60
20/05/2026	2119	WSCC ACC	WSCC ACCOUNTS	354.67	70.93	425.60	425.60
26/05/2026	2125	NHS	NHS	128.05	25.61	153.66	153.66
26/05/2026	2126	WILSON	WILSON	134.50	26.90	161.40	161.40
27/05/2026	2128	SUSSEX COI	SUSSEX COIN	115.05	23.01	138.06	138.06
28/05/2026	2131	SINGING	SINGING	33.24	6.65	39.89	39.89
			TOTAL INVOICES	9,700.54	1,559.42	11,259.96	6,636.45

APPENDIX E

BILLINGSHURST COMMUNITY & CONFERENCE CENTRE

CENTRE COMMITTEE

24 JUNE 2026

MANAGER'S REPORT

This report provides an overview of activity at the Billingshurst Community & Conference Centre during June 2026. This period has continued to demonstrate the Centre's important role within the community, alongside ongoing improvements to facilities, operational processes, financial resilience and future development opportunities.

People / Community

Despite May being a somewhat quieter month, the Centre has continued to support a wide variety of community activity and regular users. During this period, local charities, councils, schools, businesses, organisations and residents have continued to make use of the Centre for meals, auctions, meetings, conference calls, training sessions, birthday parties, family gatherings and shows, alongside our established regular bookings.

Following the disruption to the March film night, where audience members were unable to view the second half of the film due to an accident, the event will be re-run in June to provide those attendees with an opportunity to complete their viewing. I would like to thank Macmillan and MPC-Billingshurst for their efforts in arranging this additional screening opportunity.

Following the decision to cancel the table top sale, planned for the late May bank holiday, due to low booking numbers, we will continue to review opportunities for similar events in the future, with consideration given to seasonal timing and demand.

As part of our ongoing commitment to improving customer engagement and understanding the experience of those using the Centre, we have reintroduced two key customer feedback measures. All new customers are now asked a short question regarding their booking experience, with a further Net Promoter Score (NPS) question issued following their visit. Responses are collected automatically through Microsoft Forms, with notifications sent directly to me via Microsoft Teams when new feedback is received.

Projects / Strategy

Following the successful s106 funding application that supported the purchase of the new 100" SMART TV, I am pleased to confirm that a further s106 application has also been approved for a new set of more manoeuvrable tables. These tables will improve flexibility within our rooms and allow most members of staff to assist with room turnaround more efficiently, helping to improve operational resilience.

We are currently preparing a further s106 funding application which aims to support the district's active wellbeing strategy while also aligning with the Centre's own aspirations for future growth and diversification.

The new SMART TV technology continues to provide a more flexible solution for meetings, presentations and community events. As part of this ongoing development, a new HDMI connection has also been installed in the Stanley Room to improve ease of use alongside the upgraded equipment.

Processes / Maintenance

Following the recommendations identified during our recent fire door inspections, the outstanding signage requirements have now been completed. This ensures that the Centre remains fully compliant with the latest regulations.

During the month, an engineer attended to investigate an issue with the automatic doors in the Foyer. The problem appears to have been resolved and we will continue to monitor performance.

We have also continued to strengthen our operational processes. Following the previous stagnation of our face-to-face customer experience survey, the reintroduction of automated feedback measures through our standard operating procedures provides a more consistent and measurable approach to capturing customer views.

In preparation for the summer period, we will need to monitor staffing levels carefully and anticipate any potential gaps in resourcing, both due to planned holidays and the possibility of losing some casual workers as they move on to university.

Finance

Our application for a further 20% discretionary business rate relief has been approved by Horsham District Council, providing additional financial support for the Centre.

The Centre's year-end accounts are currently being prepared by the accountants ahead of publication.

I have also updated the financial dashboard covering January–May 2026 following input from the Clerk. The latest version includes additional information relating to unpaid invoices and is available for Centre Committee Members to review upon request.

At the end of May, there were 11 unpaid invoices worth a total value of £2,688 including VAT. All customers have been contacted regarding these outstanding payments. At least one payment has already been received, with the remaining invoices currently being investigated and followed up.

We have also changed the way caterer payments are processed, moving to payment via BACs rather than card payments. This avoids additional surcharges introduced by the caterer's new contactless payment provider.

In relation to payment approvals, James Marchant has been removed from the BCCC Payment Approvers group. The Clerk has requested user IDs for Trevor Leonard and Sandy Duck to broaden the pool of available approvers. Scheduled payment dates up to the end of December 2026 have now been shared with all approvers.

Future

Looking ahead, we will continue to focus on maintaining operational resilience throughout the summer period, particularly around staffing levels and holiday cover arrangements.

We will continue progressing opportunities to improve the Centre's facilities through further funding applications, including projects that support community wellbeing, increased usage and future diversification.

Customer feedback and engagement will remain a priority as we embed the new measurement processes and use the information gathered to help improve the experience of both regular users and new customers.

The Committee is invited to note this report.