

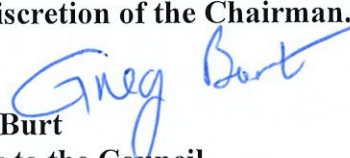


Registered Charity No. 227480

To All Councillors on the Centre Committee,

You are duly summoned to a Meeting of the Centre Committee to take place on Wednesday 29 July 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

23 July 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 24 June 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 June 2026 – Appendix A.
8. To note Bank Reconciliations for COOP Current Account: 30 June 2026 – Appendix B.
9. To note debtors - Appendix C.
10. To receive Q4 Budget update - Appendix D.
11. To receive the Manager's Report - Appendix E.
12. Date of Next Meeting – **Wednesday 30 September 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.

Date: 23/07/2026

Billingshurst Community Centre Current Year

Page 1

Time: 10:00

Co-Operative Bank

List of Payments made between 01/06/2026 and 30/06/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/06/2026	Lewis Caddy	BACS	714.00		Cleaning
08/06/2026	Dan Fox	BACS	8.10		Milk_May_June 2026
08/06/2026	Digital Managed Print Services	BACS	9.73		Printing_June 2026
08/06/2026	Lesley Ridgeway	BACS	10.99		30 Pack Plastic Tumblers
08/06/2026	Dan Fox	BACS	60.94		Fire Door Sign_Personal Alarms
08/06/2026	Rialtas Business Solutions Ltd	BACS	252.00		Setup Install Google Calendar
08/06/2026	Netcom	BACS	255.00		HDMI Installation_Trunking SR
08/06/2026	Sussex Land Services	BACS	271.20		Village Centre_April
08/06/2026	Prosale	BACS	222.00		Automatic Door InspectionFault
16/06/2026	E.ON NEXT LTD	DD	206.63		Gas Bill_May 2026
17/06/2026	Horsham District Council	DD	86.00		Horsham District Council
18/06/2026	Dan Fox	BACS	32.29		Reimb_Catering_Tech
18/06/2026	Mr G C Burt	BACS	41.72		Catering_Booker
18/06/2026	Baskets in Bloom	BACS	60.00		Hanging Baskets
18/06/2026	Snack at Jacks	BACS	65.25		Catering
18/06/2026	Casual Staff	BACS	1,537.77		Wages_June
18/06/2026	Snack at Jacks	BACS	135.45		Catering
18/06/2026	Billingshurst Parish Council	BACS	258.00		Website hosting reimb 2026-27
18/06/2026	1st Defense Fire Services Ltd	BACS	271.98		Annual Fire Ext. Service 2026
18/06/2026	ADT Fire and Security	BACS	128.41		System Reset_Fault
24/06/2026	Everflow Utilities	DD	108.42		Water Bill
26/06/2026	ENGIE	DD	1,186.34		Electricity Bill
Total Payments			5,922.22		

10:00

Co-Operative Bank

Cash Received between 01/06/2026 and 30/06/2026

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
01/06/2026	Counter Sales		Counter Sales	3.18
02/06/2026	Counter Sales		Counter Sales	7.16
03/06/2026	Counter Sales		Counter Sales	6.81
08/06/2026	Counter Sales		Counter Sales	3.24
18/06/2026	Counter Sales		Sing 4 Pleasure_Teas	20.00
01/06/2026	Sales Recpts Page 4106		Sales Recpts Page 4106	19.94
01/06/2026	Sales Recpts Page 4107		Sales Recpts Page 4107	32.23
01/06/2026	Sales Recpts Page 4109		Sales Recpts Page 4109	139.38
01/06/2026	Sales Recpts Page 4110		Sales Recpts Page 4110	267.39
02/06/2026	Sales Recpts Page 4111		Sales Recpts Page 4111	66.84
02/06/2026	Sales Recpts Page 4112		Sales Recpts Page 4112	139.60
02/06/2026	Sales Recpts Page 4113		Sales Recpts Page 4113	178.28
02/06/2026	Sales Recpts Page 4114		Sales Recpts Page 4114	506.95
02/06/2026	Sales Recpts Page 4115		Sales Recpts Page 4115	562.65
03/06/2026	Sales Recpts Page 4116		Sales Recpts Page 4116	44.56
04/06/2026	Sales Recpts Page 4117		Sales Recpts Page 4117	40.30
04/06/2026	Sales Recpts Page 4118		Sales Recpts Page 4118	49.86
04/06/2026	Sales Recpts Page 4119		Sales Recpts Page 4119	83.55
16/06/2026	Sales Recpts Page 4121		Sales Recpts Page 4121	46.66
16/06/2026	Sales Recpts Page 4122		Sales Recpts Page 4122	84.75
16/06/2026	Sales Recpts Page 4123		Sales Recpts Page 4123	103.98
17/06/2026	Sales Recpts Page 4124		Sales Recpts Page 4124	46.66
17/06/2026	Sales Recpts Page 4125		Sales Recpts Page 4125	130.46
17/06/2026	Sales Recpts Page 4126		Sales Recpts Page 4126	349.84
08/06/2026	Sales Recpts Page 4127		Sales Recpts Page 4127	78.24
08/06/2026	Sales Recpts Page 4128		Sales Recpts Page 4128	621.53
10/06/2026	Sales Recpts Page 4129		Sales Recpts Page 4129	89.12
10/06/2026	Sales Recpts Page 4130		Sales Recpts Page 4130	154.86
11/06/2026	Sales Recpts Page 4131		Sales Recpts Page 4131	425.60
12/06/2026	Sales Recpts Page 4132		Sales Recpts Page 4132	27.98
12/06/2026	Sales Recpts Page 4133		Sales Recpts Page 4133	149.28
15/06/2026	Sales Recpts Page 4134		Sales Recpts Page 4134	-3.99
15/06/2026	Sales Recpts Page 4135		Sales Recpts Page 4135	-3.99
12/06/2026	Sales Recpts Page 4136		Sales Recpts Page 4136	-0.01

Continued on Page 2

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Co-Operative Bank

Cash Received between 01/06/2026 and 30/06/2026

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
12/06/2026	Sales Recpts Page 4137		Sales Recpts Page 4137	177.40
15/06/2026	Sales Recpts Page 4138		Sales Recpts Page 4138	3.99
15/06/2026	Sales Recpts Page 4139		Sales Recpts Page 4139	79.76
15/06/2026	Sales Recpts Page 4140		Sales Recpts Page 4140	88.88
18/06/2026	Sales Recpts Page 4141		Sales Recpts Page 4141	39.89
18/06/2026	Sales Recpts Page 4142		Sales Recpts Page 4142	79.76
18/06/2026	Sales Recpts Page 4143		Sales Recpts Page 4143	138.06
18/06/2026	Sales Recpts Page 4144		Sales Recpts Page 4144	179.52
18/06/2026	Sales Recpts Page 4145		Sales Recpts Page 4145	197.91
22/06/2026	Sales Recpts Page 4146		Sales Recpts Page 4146	93.23
22/06/2026	Sales Recpts Page 4147		Sales Recpts Page 4147	32.23
22/06/2026	Sales Recpts Page 4149		Sales Recpts Page 4149	92.92
22/06/2026	Sales Recpts Page 4150		Sales Recpts Page 4150	379.76
24/06/2026	Sales Recpts Page 4151		Sales Recpts Page 4151	22.18
24/06/2026	Sales Recpts Page 4152		Sales Recpts Page 4152	89.12
26/06/2026	Sales Recpts Page 4153		Sales Recpts Page 4153	83.76
26/06/2026	Sales Recpts Page 4154		Sales Recpts Page 4154	404.50
22/06/2026	Sales Recpts Page 4155		Sales Recpts Page 4155	79.76
29/06/2026	Sales Recpts Page 4156		Sales Recpts Page 4156	132.97
30/06/2026	Sales Recpts Page 4157		Sales Recpts Page 4157	37.32
12/06/2026	Sales Recpts Page 4159		Sales Recpts Page 4159	0.01
15/06/2026	Sales Recpts Page 4161		Sales Recpts Page 4161	3.99
15/06/2026	Sales Recpts Page 4162		Sales Recpts Page 4162	3.99
09/06/2026	SumUp		Counter Sales	4.13
10/06/2026	SumUp		Counter Sales	2.85
11/06/2026	SumUp		Counter Sales	6.22
12/06/2026	SumUp		Counter Sales	8.79
15/06/2026	SumUp		Counter Sales	8.15
15/06/2026	SumUp		Counter Sales	8.15
15/06/2026	SumUp		Counter Sales - CANCELLED	-8.15
16/06/2026	SumUp		Counter Sales	7.71
17/06/2026	SumUp		Counter Sales	2.63
22/06/2026	SumUp		Counter Sales	2.32
22/06/2026	SumUp		Counter Sales	3.35

Continued on Page 3

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Co-Operative Bank

Cash Received between 01/06/2026 and 30/06/2026

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
23/06/2026	SumUp		Counter Sales	5.77
24/06/2026	SumUp		Counter Sales	2.69
25/06/2026	SumUp		Counter Sales	6.67
29/06/2026	SumUp		Counter Sales	3.15
Total Receipts				<u>6,978.23</u>

Sales Ledger for Month No 3					Order by Invoice Number						
Invoice Date	Invoice Number	Customer A/c Name	Customer A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Amount	Analysis Description
							A/C	Centre			
02/06/2026	2153	WEALD	WEALD	108.72	21.74	130.46	1025	100		8.00	Invoice No:-2153
02/06/2026	2154	BPC	BPC	233.92	46.78	280.70	1048	100		100.72	Invoice No:-2153
02/06/2026	2155	BPC	BPC	20.15	4.03	24.18	1010	100		233.92	Invoice No:-2154
02/06/2026	2156	BPC	BPC	62.22	12.44	74.66	1010	100		20.15	Invoice No:-2155
02/06/2026	2157	BPC	BPC	20.15	4.03	24.18	1010	100		62.22	Invoice No:-2156
02/06/2026	2158	BPC	BPC	20.15	4.03	24.18	1010	100		20.15	Invoice No:-2157
02/06/2026	2159	MOVE IT	MOVE IT	69.63	13.92	83.55	1005	100		20.15	Invoice No:-2158
02/06/2026	2160	PILATES	PILATES	65.19	13.05	78.24	1005	100		69.63	Invoice No:-2159
02/06/2026	2161	NHS	NHS	209.03	41.81	250.84	1000	100		65.19	Invoice No:-2160
										196.03	Invoice No:-2161
										13.00	Invoice No:-2161
02/06/2026	2162	BPC	BPC	13.43	2.69	16.12	1010	100		13.43	Invoice No:-2162
02/06/2026	2163	BCT	BCT	158.23	31.65	189.88	1015	100		158.23	Invoice No:-2163
03/06/2026	2164	HDC - FUNDING	FUN	2,596.83	0.00	2,596.83	1045	100		2,596.83	Invoice No:-2164
03/06/2026	2165	MUDI	MUDI	66.47	13.29	79.76	1006	100		66.47	Invoice No:-2165
03/06/2026	2166	BCP	BCP	23.32	4.66	27.98	1010	100		23.32	Invoice No:-2166
03/06/2026	2167	STITCHED	STITCHED	33.58	6.72	40.30	1010	100		33.58	Invoice No:-2167
08/06/2026	2168	RACHEL TEDSTONE	TEDSTONE	70.62	14.13	84.75	1006	100		70.62	Invoice No:-2168
09/06/2026	2169	MAWENHAM	MAW	515.89	103.18	619.07	1014	100		18.33	Invoice No:-2169
										497.56	Invoice No:-2169
16/06/2026	2170	WSCC ACCOUNTS	WSCC ACC	205.03	41.01	246.04	1000	100		196.03	Invoice No:-2170
										9.00	Invoice No:-2170
16/06/2026	2171	MESSY CHURCH	MESSYCHURC	86.65	17.33	103.98	1011	100		36.80	Invoice No:-2171
										49.85	Invoice No:-2171
16/06/2026	2172	SSLMC	SSLMC	291.53	58.31	349.84	1000	100		196.03	Invoice No:-2172
										95.50	Invoice No:-2172
16/06/2026	2173	CARERS SUPPORT	CARERS	53.00	10.60	63.60	1025	100		6.00	Invoice No:-2173
										47.00	Invoice No:-2173
16/06/2026	2174	WI BECKS	WI 2	38.88	7.78	46.66	1010	100		38.88	Invoice No:-2174

SALES LEDGER INVOICE LISTING

Sales Ledger for Month No 3

Order by Invoice Number

Invoice Date	Invoice Number	Customer A/c Name	Customer A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
							A/C	Centre	Amount	
16/06/2026	2175	WSCC ACCOUNTS	WSCC ACC	187.85	37.57	225.42	1000	100	176.85	Invoice No:-2175
16/06/2026	2176	WI	WI	38.88	7.78	46.66	1010	100	11.00	Invoice No:-2175
16/06/2026	2177	PROBUS	PROBUS	31.10	6.22	37.32	1010	100	38.88	Invoice No:-2176
16/06/2026	2178	CHORAL	CHORAL	77.44	15.48	92.92	1010	100	31.10	Invoice No:-2177
16/06/2026	2179	SCOUTS	SCOUTS	43.58	8.72	52.30	1025	100	77.44	Invoice No:-2178
16/06/2026	2180	WSCC ACCOUNTS	WSCC ACC	348.67	69.73	418.40	1000	100	10.00	Invoice No:-2179
16/06/2026	2181	SUSSEX FOUNDATION	SUSSEX NHS	192.85	38.57	231.42	1000	100	33.58	Invoice No:-2179
17/06/2026	2182	WSCC ACCOUNTS	WSCC ACC	375.67	75.13	450.80	1000	100	320.67	Invoice No:-2180
18/06/2026	2183	CARERS SUPPORT	CARERS	16.80	3.36	20.16	1012	100	28.00	Invoice No:-2180
18/06/2026	2184	VINT COLL	VINT COLL	164.92	32.99	197.91	1005	100	176.85	Invoice No:-2181
18/06/2026	2185	SINFIELD	SINFIELD	66.47	13.29	79.76	1006	100	16.00	Invoice No:-2181
19/06/2026	2186	MIDHURST	MIDHURST	77.69	15.54	93.23	1014	100	320.67	Invoice No:-2182
24/06/2026	2187	RACHAEL	RAC	74.27	14.85	89.12	1005	100	55.00	Invoice No:-2182
24/06/2026	2188	BILLINGSHURST LIONS	LIONS MS	110.81	22.16	132.97	1010	100	16.80	Invoice No:-2183
25/06/2026	2189	WSCC ACCOUNTS	WSCC ACC	527.67	105.53	633.20	1000	100	164.92	Invoice No:-2184
25/06/2026	2190	HDC	HDC	2,780.00	0.00	2,780.00	1045	100	66.47	Invoice No:-2185
25/06/2026	2191	SINGING	SINGING	33.24	6.65	39.89	1010	100	18.33	Invoice No:-2186
29/06/2026	2192	COMMUNITY MINIBUS	CMBA	360.00	72.00	432.00	1007	100	59.36	Invoice No:-2186
30/06/2026	2193	BADMINTON	BADMINTON	33.24	6.64	39.88	1010	100	74.27	Invoice No:-2187
30/06/2026	2194	VORSTER	VORSTER	92.85	18.55	111.40	1005	100	110.81	Invoice No:-2188
30/06/2026	2195	HILDRETH	HILDRETH	73.92	14.80	88.72	1005	100	320.67	Invoice No:-2189
30/06/2026	2196	TABLE TENNIS	TENNIS	145.40	29.10	174.50	1010	100	207.00	Invoice No:-2189
									2,780.00	Invoice No:-2190
									33.24	Invoice No:-2191
									360.00	Invoice No:-2192
									33.24	Invoice No:-2193
									92.85	Invoice No:-2194
									73.92	Invoice No:-2195
									145.40	Invoice No:-2196

SALES LEDGER INVOICE LISTING

Sales Ledger for Month No 3

Order by Invoice Number

Invoice Date		Invoice Number	Customer A/c Name	Customer A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Amount	Analysis Description
								A/C	Centre			
30/06/2026	2197		PILATES	PILATES	108.65	21.75	130.40	1005	100		108.65	Invoice No:-2197
30/06/2026	2198		SMB	SMB	187.00	37.40	224.40	1010	100		187.00	Invoice No:-2198
30/06/2026	2199		HEINRICH	HEINRICH	473.54	94.69	568.23	1005	100		473.54	Invoice No:-2199
30/06/2026	2200		MOVE IT	MOVE IT	69.63	13.92	83.55	1005	100		69.63	Invoice No:-2200
30/06/2026	2201		ROCKCHOIR	ROCKCHOIR	162.03	32.41	194.44	1010	100		162.03	Invoice No:-2201
30/06/2026	2202		WWATCHERS	WWATCHERS	147.84	29.56	177.40	1005	100		147.84	Invoice No:-2202
30/06/2026	2203		TRIS WOOLVEN	WOOLVEN	148.56	29.72	178.28	1005	100		148.56	Invoice No:-2203
30/06/2026	2204		WOW	WOW	155.52	31.12	186.64	1010	100		155.52	Invoice No:-2204
30/06/2026	2205		WHIZZ	WHIZZ	124.40	24.88	149.28	1010	100		124.40	Invoice No:-2205
28/06/2026	2206		LIFESTYLE	LIFESTYLE	18.57	3.71	22.28	1005	100		18.57	Invoice No:-2206
30/06/2026	2207		TAICHI	TAICHI	74.28	14.84	89.12	1005	100		74.28	Invoice No:-2207
30/06/2026	2208		GALLAGHER	GALLAGHER	222.84	44.56	267.40	1005	100		222.84	Invoice No:-2208
30/06/2026	2209		LIFE	LIFE	276.21	55.24	331.45	1025	100		110.00	Invoice No:-2209
								1000	100		166.21	Invoice No:-2209
28/06/2026	2210		HAINING	HAINING	49.85	9.97	59.82	1006	100		49.85	Invoice No:-2210
23/06/2026	2211		ACTION	ACTION	288.88	57.78	346.66	1010	100		248.88	Invoice No:-2211
								1025	100		40.00	Invoice No:-2211
17/06/2026	2212		CARERS SUPPORT	CARERS	206.66	41.33	247.99	1010	100		186.66	Invoice No:-2212
								1025	100		20.00	Invoice No:-2212
17/06/2026	2213		CARERS SUPPORT	CARERS	31.10	6.22	37.32	1010	100		31.10	Invoice No:-2213
24/06/2026	2214		WSCC ACCOUNTS	WSCC ACC	196.03	39.21	235.24	1000	100		196.03	Invoice No:-2214
30/06/2026	2215		WILSON	WILSON	628.37	125.67	754.04	1005	100		456.77	Invoice No:-2215
								1017	100		20.83	Invoice No:-2215
								1014	100		18.33	Invoice No:-2215
								1011	100		16.10	Invoice No:-2215
								1010	100		116.34	Invoice No:-2215
29/06/2026	2216		BFC	BFC	290.85	58.15	349.00	1010	100		290.85	Invoice No:-2216
29/06/2026	2217		BFC	BFC	102.48	0.00	102.48	1010	100		102.48	Invoice No:-2217
21/06/2026	2218		BFC	BFC	870.81	10.00	880.81	1017	100		50.00	Invoice No:-2218

Sales Ledger for Month No 3									
Order by Invoice Number									
Invoice Date	Invoice Number	Customer A/c Name	Customer A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis		
							A/C	Centre	Amount
							1010	100	820.81
14/06/2026	2219	BFC		67.92	0.00	67.92	1010	100	67.92
23/06/2026	2220	BFC		147.55	0.00	147.55	1010	100	147.55
26/06/2026	2221	BFC		202.55	0.00	202.55	1010	100	202.55
25/06/2026	2222	BPC		197.06	39.41	236.47	1010	100	197.06
TOTAL INVOICES				20,097.75	2,349.41	22,447.16			
							20,097.75		

Date: 14/07/2026

Billingshurst Community Centre Current Year

Page 1

Time: 16:06

Bank Reconciliation Statement as at 30/06/2026
for Cashbook 4 - Co-Operative Bank

User: MANAGER

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
The Co-Operative Bank	30/06/2026		31,626.03
			<u>31,626.03</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			31,626.03
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			31,626.03
		Balance per Cash Book is :-	31,626.03
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

APPENDIX C

01/07/2026		Billingshurst Community Centre Current Year					Page 1
10:18		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	ELLE	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
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	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
06/05/2026	2084	WILSON	WILSON	332.51	66.50	399.01	399.01
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	Payment 137-1	WWATCHERS	WWATCHERS	0.00	0.00	0.00	-0.01
22/05/2026	2122	PYNE	PYNE	66.08	13.22	79.30	79.30
22/05/2026	2124	ISS MED	ISSMED	25.72	5.15	30.87	30.87
26/05/2026	2126	WILSON	WILSON	134.50	26.90	161.40	161.40
01/06/2026	2134	ROCKCHOIR	ROCKCHOIR	124.65	24.93	149.58	149.58
01/06/2026	2139	WOW	WOW	120.52	24.11	144.63	144.63
02/06/2026	2154	BPC	BPC	233.92	46.78	280.70	280.70
02/06/2026	2155	BPC	BPC	20.15	4.03	24.18	24.18
02/06/2026	2156	BPC	BPC	62.22	12.44	74.66	74.66
02/06/2026	2157	BPC	BPC	20.15	4.03	24.18	24.18
02/06/2026	2158	BPC	BPC	20.15	4.03	24.18	24.18
02/06/2026	2159	MOVE IT	MOVE IT	69.63	13.92	83.55	83.55
02/06/2026	2162	BPC	BPC	13.43	2.69	16.12	16.12
03/06/2026	2164	FUN	HDC - FUNDING	2,596.83	0.00	2,596.83	2,596.83
09/06/2026	2169	MAW	MAWENHAM	515.89	103.18	619.07	619.07
12/06/2026	Payment 141-1	WWATCHERS	WWATCHERS	0.00	0.00	0.00	-0.01
14/06/2026	2219	BFC	BFC	67.92	0.00	67.92	67.92
15/06/2026	Payment 142-1	BUR	BURT	0.00	0.00	0.00	-3.99
16/06/2026	2170	WSCC ACC	WSCC ACCOUNTS	205.03	41.01	246.04	246.04
16/06/2026	2175	WSCC ACC	WSCC ACCOUNTS	187.85	37.57	225.42	225.42
16/06/2026	2179	SCOUTS	SCOUTS	43.58	8.72	52.30	52.30
16/06/2026	2180	WSCC ACC	WSCC ACCOUNTS	348.67	69.73	418.40	418.40
16/06/2026	2181	SUSSEX NHS	SUSSEX FOUNDATION	192.85	38.57	231.42	231.42
17/06/2026	2182	WSCC ACC	WSCC ACCOUNTS	375.67	75.13	450.80	450.80
17/06/2026	2212	CARERS	CARERS SUPPORT	206.66	41.33	247.99	247.99
17/06/2026	2213	CARERS	CARERS SUPPORT	31.10	6.22	37.32	37.32
21/06/2026	2218	BFC	BFC	870.81	10.00	880.81	880.81
23/06/2026	2211	ACTION	ACTION	288.88	57.78	346.66	346.66
23/06/2026	2220	BFC	BFC	147.55	0.00	147.55	147.55
24/06/2026	2214	WSCC ACC	WSCC ACCOUNTS	196.03	39.21	235.24	235.24
25/06/2026	2189	WSCC ACC	WSCC ACCOUNTS	527.67	105.53	633.20	633.20
25/06/2026	2190	HDC	HDC	2,780.00	0.00	2,780.00	2,780.00
25/06/2026	2191	SINGING	SINGING	33.24	6.65	39.89	39.89
25/06/2026	2222	BPC	BPC	197.06	39.41	236.47	236.47
			Subtotal C/Fwd	18,028.27	1,942.39	19,970.66	15,343.15

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
			Subtotal B/Fwd	18,028.27	1,942.39	19,970.66	15,343.15
26/06/2026	2221	BFC	BFC	202.55	0.00	202.55	202.55
28/06/2026	2206	LIFESTYLE	LIFESTYLE	18.57	3.71	22.28	22.28
28/06/2026	2210	HAINING	HAINING	49.85	9.97	59.82	59.82
29/06/2026	2192	CMBA	COMMUNITY MINIBUS	360.00	72.00	432.00	432.00
29/06/2026	2216	BFC	BFC	290.85	58.15	349.00	349.00
29/06/2026	2217	BFC	BFC	102.48	0.00	102.48	102.48
30/06/2026	2193	BADMINTON	BADMINTON	33.24	6.64	39.88	39.88
30/06/2026	2194	VORSTER	VORSTER	92.85	18.55	111.40	111.40
30/06/2026	2195	HILDRETH	HILDRETH	73.92	14.80	88.72	88.72
30/06/2026	2196	TENNIS	TABLE TENNIS	145.40	29.10	174.50	174.50
30/06/2026	2197	PILATES	PILATES	108.65	21.75	130.40	130.40
30/06/2026	2198	SMB	SMB	187.00	37.40	224.40	224.40
30/06/2026	2199	HEINRICH	HEINRICH	473.54	94.69	568.23	568.23
30/06/2026	2200	MOVE IT	MOVE IT	69.63	13.92	83.55	83.55
30/06/2026	2201	ROCKCHOIR	ROCKCHOIR	162.03	32.41	194.44	194.44
30/06/2026	2202	WWATCHERS	WWATCHERS	147.84	29.56	177.40	177.40
30/06/2026	2203	WOOLVEN	TRIS WOOLVEN	148.56	29.72	178.28	178.28
30/06/2026	2204	WOW	WOW	155.52	31.12	186.64	186.64
30/06/2026	2205	WHIZZ	WHIZZ	124.40	24.88	149.28	149.28
30/06/2026	2207	TAICHI	TAICHI	74.28	14.84	89.12	89.12
30/06/2026	2208	GALLAGHER	GALLAGHER	222.84	44.56	267.40	267.40
30/06/2026	2209	LIFE	LIFE	276.21	55.24	331.45	331.45
30/06/2026	2215	WILSON	WILSON	628.37	125.67	754.04	754.04
			TOTAL INVOICES	22,176.85	2,711.07	24,887.92	20,260.41

**Billingshurst Community Centre Current Year
Annual Budget - By Centre (Actual YTD Month 4)**

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
100	<u>Billinghurst CCC</u>								
1000	16,188	17,812	16,997	4,738	0	0	0	0	0
1005	23,092	24,380	24,247	8,721	0	0	0	0	0
1006	951	1,001	999	817	0	0	0	0	0
1007	0	0	0	360	0	0	0	0	0
1010	41,673	43,827	43,757	13,622	0	0	0	0	0
1011	439	474	461	167	0	0	0	0	0
1012	669	762	702	33	0	0	0	0	0
1013	10	10	11	161	0	0	0	0	0
1014	312	330	328	128	0	0	0	0	0
1015	10,011	10,162	10,512	2,629	0	0	0	0	0
1017	892	892	937	283	0	0	0	0	0
1020	458	458	481	0	0	0	0	0	0
1021	64	64	67	0	0	0	0	0	0
1024	3,101	3,297	3,256	601	0	0	0	0	0
1025	7,520	8,044	7,896	2,297	0	0	0	0	0
1027	3,695	3,695	3,880	716	0	0	0	0	0
1034	2,374	2,405	2,493	0	0	0	0	0	0
1035	119	19	125	0	0	0	0	0	0
1036	712	736	748	65	0	0	0	0	0
1045	15,501	15,501	16,276	5,377	0	0	0	0	0
1048	2,673	2,673	2,807	702	0	0	0	0	0
Total Income			136,980	41,419	0	0	0	0	0

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APPENDIX D

**Billingshurst Community Centre Current Year
Annual Budget - By Centre (Actual YTD Month 4)**

10:01

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4066 Subscriptions	100	255	105	0	0	0	0	0	0
	100	255	105	0	0	0	0	0	0
Direct Expenditure									
4000 Catering (Exp)	6,820	6,933	7,161	1,686	0	0	0	0	0
4010 Marketing & Publicity	116	116	122	62	0	0	0	0	0
4013 Event costs	318	318	334	2,941	0	0	0	0	0
4015 Pay - Permanent Staff	42,127	69,567	44,233	16,666	0	0	0	0	0
4020 Pay - Casual Staff	15,745	17,268	16,532	4,627	0	0	0	0	0
4025 Staff Training	595	595	625	20	0	0	0	0	0
4030 Rates	1,580	1,972	1,659	295	0	0	0	0	0
4035 Water Rates	774	763	813	300	0	0	0	0	0
4040 Refuse Collection	886	1,142	930	86	0	0	0	0	0
4045 Insurance	0	5,516	0	0	0	0	0	0	0
4050 Electricity	9,520	10,644	9,996	3,197	0	0	0	0	0
4055 Gas	7,397	7,541	7,767	1,488	0	0	0	0	0
4060 Stationery & Photocopying	975	983	1,024	49	0	0	0	0	0
4062 Office Furniture	0	0	0	2,780	0	0	0	0	0
4063 Office Equipment	0	274	0	157	0	0	0	0	0
4065 Postage	274	0	288	0	0	0	0	0	0
4075 IT/Computer Consumables	1,316	2,595	1,382	2,220	0	0	0	0	0
4080 Maintenance & Improvements	14,980	19,513	15,729	9,185	0	0	0	0	0
4085 Ad Hoc Repairs	98	98	103	362	0	0	0	0	0
4090 Cleaning	10,127	10,963	10,633	4,461	0	0	0	0	0
4095 Grounds Maintenance	2,035	2,956	2,137	1,054	0	0	0	0	0
4103 Centre toilets, doors and hall	0	5,303	0	243	0	0	0	0	0

Continued on next page

**Billingshurst Community Centre Current Year
Annual Budget - By Centre (Actual YTD Month 4)**

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4105 Professional Fees	2,062	2,682	2,165	861	0	0	0	0	0
4106 Licences	1,443	1,443	1,515	1,043	0	0	0	0	0
4107 Accountancy and Audit Fees	86	86	90	115	0	0	0	0	0
4110 Sundry Expenses	74	74	78	0	0	0	0	0	0
4115 Bank Charges	656	656	689	0	0	0	0	0	0
4117 Customer Refund	287	287	301	0	0	0	0	0	0
4125 Service Agreement	2,000	2,000	2,100	2,129	0	0	0	0	0
Overhead Expenditure	122,291	172,288	128,406	56,025	0	0	0	0	0
Movement to/(from) Gen Reserve	8,063	(35,999)	8,469	(14,606)	0		0		
Total Budget Income	130,454	136,544	136,980	41,419	0	0	0	0	0
Expenditure	122,391	172,543	128,511	56,025	0	0	0	0	0
Movement to/(from) Gen Reserve	8,063	(35,999)	8,469	(14,606)	0		0		

APPENDIX E

BILLINGSHURST COMMUNITY & CONFERENCE CENTRE

CENTRE COMMITTEE

29 JULY 2026

MANAGER'S REPORT

This report provides an overview of activity at the Billingshurst Community & Conference Centre during July 2026. Throughout the month, the Centre has continued to play an important role within the local community while also focusing on operational resilience, future planning and continuous improvement.

People / Community

Every month the Centre supports a wide range of regular community activities that benefit people of all ages. From toddler groups and youth sessions to coffee mornings, places of worship and a variety of wellbeing activities including badminton and Zumba Gold, the Centre continues to provide a welcoming space for the community. We also provide a base for local charities and organisations, alongside facilities for birthday parties, craft groups, choirs and many other community activities

During July I was pleased to welcome the Community Minibus Service as a new long-term user of the Centre. They have begun using part of our car park to accommodate one of their vehicles and will be renting this space on an ongoing basis. This represents another way in which the Centre can support essential local services whilst generating a modest additional income.

The Centre also continued to support a number of other external organisations. We provided tables to assist with the setup of the Billingshurst Show, hosted colleagues from Horsham Matters on several occasions while they worked to improve conditions for local residents and welcomed Billingshurst Lions as they carried out prostate cancer screening for hundreds of local men in the Main Hall. It is always encouraging to see the Centre being used in ways that directly contribute to the health and wellbeing of our community.

Projects / Strategy

Whilst we were unable to put all of the necessary arrangements in place in time for the 2026 FIFA World Cup, the experience has highlighted an opportunity that I believe is worthy of further consideration.

I would therefore like to propose that the Centre obtains a television licence. This would not only mitigate the risk of hirers accessing television content without the appropriate license but would also create opportunities for the Centre to host future sporting events, national occasions and other large-scale broadcasts which could generate additional income.

Further investigation will be required before any decision is made. However, as the Centre does not provide overnight accommodation, my initial understanding is that the annual licence fee would be comparable to that of a standard residential property, at approximately £180 per year.

Processes / Maintenance

During the month we carried out a full fire evacuation exercise. I am pleased to report that the drill was completed successfully, with all occupants safely evacuated and accounted for in under five minutes.

Our annual inspection of the hot water dispenser was also completed by our supplier. No faults were identified, ensuring continued reliability of what is arguably one of the Centre's most valued pieces of equipment amongst both visitors and staff.

We also received a request from West Sussex County Council regarding safeguarding arrangements. Whilst I was able to demonstrate that safeguarding is already embedded throughout the Centre's day-to-day operations through our Staff Handbook, hirer terms and conditions, incident reporting procedures, signage and various risk assessments, I believe there is merit in formalising these arrangements further. Following discussions with the Parish Clerk, I have agreed to prepare a dedicated safeguarding policy for future consideration as workloads permit.

Unfortunately, a couple of the Centre's fridge freezers failed during the recent period of exceptionally hot weather. Thankfully, staff were able to transfer all temperature-sensitive items into our remaining appliance before any stock was lost. We have also since been able to source one potential replacement from the surplus equipment left at Adversane Village Hall, but it's likely that we will need to purchase the 2nd replacement.

Finance

Following Cllr Marie Montoya's recent communication to the Centre Committee, I have implemented as many of the requested amendments as possible within the Financial Dashboard, whilst remaining mindful of the time required to prepare the monthly reporting. At present, the majority of the work involved in producing the dashboard is spent cleaning and processing financial data before it can be presented graphically. As our financial and bookings software Rialtas does not currently export data directly into Excel and we do not have dedicated analysis software, this remains a largely manual process. For this reason, I have prioritised improvements that provide additional value without significantly increasing preparation time. I attach June's dashboard; please confirm if you wish to see this attached to my report each month.

Future

The exceptionally warm weather experienced during July resulted in a number of cancellations and postponed bookings across a range of hirers. Feedback received from several customers has consistently highlighted the lack of air conditioning as a significant issue during periods of extreme heat.

Whilst this is clearly a substantial investment, I believe climate control should form part of the Centre's long-term strategic planning. Alongside other future-focused improvements, air conditioning should be considered as part of the Centre's developing ten-year plan to ensure that the building remains comfortable, attractive and resilient for future generations of users.

The Committee is invited to note this report.

Financial Dashboard

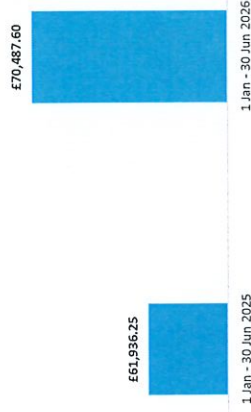
Based on confirmed bookings from Jan-Jun 2026, unless otherwise stated
 *Based on UNPAID INVOICES YTD - 30th Jun 2026

Date of production: 20th July 2026

Active Customers	Total Revenue	No. of New Customers (2026)	New Customer Revenue (2026)	No. of Lapsed Customers	Lapsed Customer Revenue (2026)
83	£70,488	25	£3,698	20	£6,480

Supplementary Charts

Total Revenue: Jan - Jun 2026

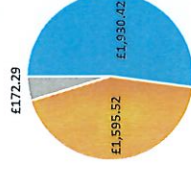


Revenue by Customer Type (Jan - Jun 2026)



Local Income Commercial Income Local Commercial Income

New Revenue by Customer Type (Jan - Jun 2026)

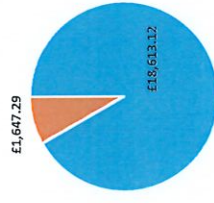


Local Income Local Commercial Income Commercial Income

Revenue Type (Jan - Jun 2026)



Unpaid Invoice: Revenue



YTD - 30th June Prior to 2026

Unpaid Invoice: Payment Traced



*Based on UNPAID INVOICES YTD - 30th June 2026:-

Prior to 2026	YTD - June 2026	Total Unpaid Invoices
£1,647	£18,613	£20,260

Top 5 Customers

Customer	Revenue 2026	Type
Billingshurst Family Church	£14,754	Local
WSSC	£8,314	Commercial
Billingshurst Parish Council	£4,929	Local
Hidden Hearing Limited	£4,022	Local Commercial
Helen Heinrich	£3,197	Local Commercial

Top 5 New Customers

Customer	Revenue 2026
Move It Or Lose It	£542
Michelle Vorster	£477
Mrs Deborah Mason	£321
Izabelle Martucci	£317
Action in Rural Sussex Lewes	£299

Top 5 Lapsed Customers

Customer	Revenue 2026
Hidden Hearing Limited	£4,022
Safe In Sussex	£444
Total for Mrs Deborah Mason	£321
Izabelle Martucci	£317
Jen Sullivan	£149