BILLINGSHURST PARISH COUNCIL

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 28 October 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

22 October 2026

AGENDA

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 30 September 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 September 2026 – Appendix **A**
8. To note Bank Reconciliations for COOP Current Account: 30 September 2026 – Appendix **B.**
9. To note debtors - Appendix **C.**
10. To note Q2 Budget update - Appendix **D.**
11. To approve removal of dividing wall in Council Chambers - Appendix **E.**
12. To receive the Manager's Report - Appendix **F.**
13. Date of Next Meeting – **Wednesday 16 December 2026**

Council Office: Billingshurst Centre
Roman Way, Billingshurst, West Sussex RH14 9QW
Tel: 01403 782555 Email: council@billingshurst.gov.uk

MEMBERS: CJ, PD, AB, EB, PB, SD, 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.

APPENDIX A

Date: 22/10/2026 **Billingshurst Community Centre Current Year** **Page 1**

Time: 12:04 **Co-Operative Bank**

List of Payments made between 01/09/2026 and 30/09/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
04/09/2026	Dan Fox	BACS	70.48		3 in 1 Thermometer(s)
04/09/2026	ICA Electrical Contractors	BACS	758.40		INV- L26 10258
04/09/2026	ICA Electrical Contractors	BACS	2,364.00		INV-L26 10256
07/09/2026	Viking	BACS	40.17		Stationary
11/09/2026	Booker	CARD	165.95		Counter Sale Stock
15/09/2026	Horsham District Council	DD	78.80		Professional Fees
16/09/2026	E.ON NEXT LTD	DD	9.14		Gas Bill
16/09/2026	Horsham District Council	DD	115.20		Refuse Collection
22/09/2026	Mr R J Plant	BACS	1.65		Milk
22/09/2026	Wages	BACS	1,163.77		Salary September
22/09/2026	Dan Fox	BACS	29.22		Milk_Bisuits
22/09/2026	Ballpoint Office Supplies	BACS	61.75		Stationary + HDMI
22/09/2026	Squeegee Clean	BACS	765.00		Cleaning_August
22/09/2026	Prosale	BACS	1,016.40		Automatic Door Servicing
24/09/2026	Everflow Utilities	DD	514.46		Water Bill
28/09/2026	ENGIE	DD	1,086.68		August_Electricity Bill
28/09/2026	Amazon	CARD	12.99		Plastic Cups
		Total Payments	8,254.06		

Cash Received between 01/09/2026 and 30/09/2026

Date	Cash Received from	Receipt No	Receipt Description	Receipt Total
21/09/2026	Counter Sales		Xmas Fayre: Wey & Arun Canal	22.00
21/09/2026	Counter Sales		Xmas Fayre: BIG Men's Shed	22.00
21/09/2026	Counter Sales		Xmas Fayre: ALL THINGS CRAFTY	37.00
22/09/2026	Counter Sales		Xmas Fayre: SRCG	22.00
22/09/2026	Counter Sales		Xmas Fayre: GINGER PAWS	37.00
23/09/2026	Counter Sales		Xmas Fayre: MPC	66.00
23/09/2026	Counter Sales		Xmas Fayre: Dauxwood PreSch	22.00
24/09/2026	Counter Sales		Xmas Fayre	37.00
25/09/2026	Counter Sales		Xmas Fayre Gail Noon Designs	37.00
28/09/2026	Counter Sales		Xmas Fayre	22.00
28/09/2026	Counter Sales		Xmas Fayre	37.00
30/09/2026	Counter Sales		Xmas Fayre	22.00
30/09/2026	Counter Sales		Christmas Fayre	44.00
30/09/2026	Counter Sales		Refund_Divine Water Company	61.75
30/09/2026	Counter Sales		2261 (initially entered 31/7)	32.24
01/09/2026	Sales Recpts Page 4250		Sales Recpts Page 4250	65.31
03/09/2026	Sales Recpts Page 4251		Sales Recpts Page 4251	44.56
03/09/2026	Sales Recpts Page 4252		Sales Recpts Page 4252	88.72
03/09/2026	Sales Recpts Page 4253		Sales Recpts Page 4253	534.80
07/09/2026	Sales Recpts Page 4254		Sales Recpts Page 4254	79.76
07/09/2026	Sales Recpts Page 4255		Sales Recpts Page 4255	178.28
08/09/2026	Sales Recpts Page 4256		Sales Recpts Page 4256	66.84
08/09/2026	Sales Recpts Page 4257		Sales Recpts Page 4257	336.25
14/09/2026	Sales Recpts Page 4258		Sales Recpts Page 4258	81.30
14/09/2026	Sales Recpts Page 4259		Sales Recpts Page 4259	104.32
15/09/2026	Sales Recpts Page 4260		Sales Recpts Page 4260	149.28
17/09/2026	Sales Recpts Page 4261		Sales Recpts Page 4261	79.76
17/09/2026	Sales Recpts Page 4262		Sales Recpts Page 4262	177.40
22/09/2026	Sales Recpts Page 4263		Sales Recpts Page 4263	121.72
22/09/2026	Sales Recpts Page 4264		Sales Recpts Page 4264	66.84
22/09/2026	Sales Recpts Page 4265		Sales Recpts Page 4265	267.40
23/09/2026	Sales Recpts Page 4266		Sales Recpts Page 4266	40.30
23/09/2026	Sales Recpts Page 4267		Sales Recpts Page 4267	222.85
25/09/2026	Sales Recpts Page 4268		Sales Recpts Page 4268	20.58

Continued on Page 2

Cash Received between 01/09/2026 and 30/09/2026

Date	Cash Received from	Receipt No	Receipt Description	Receipt Total
25/09/2026	Sales Recpts Page 4269		Sales Recpts Page 4269	58.80
28/09/2026	Sales Recpts Page 4270		Sales Recpts Page 4270	79.30
28/09/2026	Sales Recpts Page 4271		Sales Recpts Page 4271	103.90
28/09/2026	Sales Recpts Page 4272		Sales Recpts Page 4272	136.40
28/09/2026	Sales Recpts Page 4273		Sales Recpts Page 4273	754.04
29/09/2026	Sales Recpts Page 4274		Sales Recpts Page 4274	79.76
29/09/2026	Sales Recpts Page 4275		Sales Recpts Page 4275	157.80
29/09/2026	Sales Recpts Page 4276		Sales Recpts Page 4276	236.47
29/09/2026	Sales Recpts Page 4277		Sales Recpts Page 4277	280.70
29/09/2026	Sales Recpts Page 4278		Sales Recpts Page 4278	859.67
29/09/2026	Sales Recpts Page 4279		Sales Recpts Page 4279	218.12
29/09/2026	Sales Recpts Page 4280		Sales Recpts Page 4280	544.61
30/09/2026	Sales Recpts Page 4281		Sales Recpts Page 4281	40.30
30/09/2026	Sales Recpts Page 4282		Sales Recpts Page 4282	46.66
30/09/2026	Sales Recpts Page 4283		Sales Recpts Page 4283	55.70
30/09/2026	Sales Recpts Page 4284		Sales Recpts Page 4284	79.76
30/09/2026	Sales Recpts Page 4285		Sales Recpts Page 4285	174.50
30/09/2026	Sales Recpts Page 4286		Sales Recpts Page 4286	178.28
30/09/2026	Sales Recpts Page 4287		Sales Recpts Page 4287	356.48
01/09/2026	Sales Recpts Page 4288		Sales Recpts Page 4288	189.88
01/09/2026	SumUp		Counter Sales	2.55
02/09/2026	SumUp		Counter Sales	6.13
03/09/2026	SumUp		Counter Sales	6.13
08/09/2026	SumUp		Counter Sales	3.58
09/09/2026	SumUp		Counter Sales	3.58
09/09/2026	SumUp		Counter Sales	3.24
10/09/2026	SumUp		Counter Sales	3.24
10/09/2026	SumUp		Counter Sales	6.92
11/09/2026	SumUp		Counter Sales	6.92
11/09/2026	SumUp		Counter Sales	3.34
11/09/2026	SumUp		Counter Sales	3.34
14/09/2026	SumUp		Counter Sales	20.97
14/09/2026	SumUp		Counter Sales	20.97
15/09/2026	SumUp		Counter Sales	13.57

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Cash Received between 01/09/2026 and 30/09/2026

Date	Cash Received from	Receipt No	Receipt Description	Receipt Total
16/09/2026	SumUp		Counter Sales	13.57
16/09/2026	SumUp		Counter Sales	3.20
17/09/2026	SumUp		Counter Sales	3.20
17/09/2026	SumUp		Counter Sales	7.71
18/09/2026	SumUp		Counter Sales	7.71
18/09/2026	SumUp		Counter Sales	6.07
19/09/2026	SumUp		Counter Sales	6.07
21/09/2026	SumUp		Counter Sales	7.38
22/09/2026	SumUp		Counter Sales	7.38
22/09/2026	SumUp		Counter Sales	5.28
23/09/2026	SumUp		Counter Sales	5.28
23/09/2026	SumUp		Counter Sales	2.65
24/09/2026	SumUp		Counter Sales	2.65
24/09/2026	SumUp		Counter Sales	15.64
25/09/2026	SumUp		Counter Sales	15.64
29/09/2026	SumUp		Counter Sales	8.50
29/09/2026	SumUp		Counter Sales	8.50
30/09/2026	SumUp		Xmas Fayre	21.63
30/09/2026	SumUp		Xmas Fayre	21.63
			Total Receipts	**8,152.56**

A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
WI	Women's Institute								
		21/08/2026	2287	65.31	0.00	65.31	0.00	01/09/2026	1
				Receipt Total	**0.00**	**65.31**			
VORSTER	Michelle Vorster								
		31/08/2026	2301	44.56	0.00	44.56	0.00	03/09/2026	1
				Receipt Total	**0.00**	**44.56**			
HILDRETH	Sue Hildreth								
		03/09/2026	2293	88.72	0.00	88.72	0.00	03/09/2026	1
				Receipt Total	**0.00**	**88.72**			
HEINRICH	Helen Heinrich								
		31/08/2026	2296	534.80	0.00	534.80	0.00	03/09/2026	1
				Receipt Total	**0.00**	**534.80**			
KIMBER	Suzanne Kimber								
		31/08/2026	2295	79.76	0.00	79.76	0.00	07/09/2026	1
				Receipt Total	**0.00**	**79.76**			
WOOLVEN	Southern Martial Arts								
		31/08/2026	2299	178.28	0.00	178.28	0.00	07/09/2026	1
				Receipt Total	**0.00**	**178.28**			
LIFESTYLE	Lifestyle Fitness								
		31/08/2026	2300	66.84	0.00	66.84	0.00	08/09/2026	1
				Receipt Total	**0.00**	**66.84**			
LIFE	Lifeways								
		20/08/2026	2285	336.25	0.00	336.25	0.00	08/09/2026	1
				Receipt Total	**0.00**	**336.25**			
CARERS	Carers Support West Sussex								
		20/08/2026	2284	46.66	0.00	46.66	0.00	14/09/2026	1
		31/08/2026	2304	34.64	0.00	34.64	0.00	14/09/2026	1
				Receipt Total	**0.00**	**81.30**			

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A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
PILATES	Judi Ranger								
		31/08/2026	2294	104.32	0.00	104.32	0.00	14/09/2026	1
				Receipt Total	**0.00**	**104.32**			
WHIZZ	Whizz Kidz								
		20/08/2026	2280	149.28	0.00	149.28	0.00	15/09/2026	1
				Receipt Total	**0.00**	**149.28**			
RAC	Rachael Maguire								
		17/09/2026	2311	79.76	0.00	79.76	0.00	17/09/2026	1
				Receipt Total	**0.00**	**79.76**			
WWATCHERS	WW GBR Ltd								
		31/08/2026	2298	177.40	0.00	177.40	0.00	17/09/2026	1
				Receipt Total	**0.00**	**177.40**			
MIDHURST	Midhurst Palliative Care								
		21/09/2026	2312	121.72	0.00	121.72	0.00	22/09/2026	1
				Receipt Total	**0.00**	**121.72**			
VORSTER	Michelle Vorster								
		30/07/2026	2249	66.84	0.00	66.84	0.00	22/09/2026	1
				Receipt Total	**0.00**	**66.84**			
GALLAGHER	Irish Dance								
		30/06/2026	2208	267.40	0.00	267.40	0.00	22/09/2026	1
				Receipt Total	**0.00**	**267.40**			
STITCHED	Stitched up Textiles								
		06/05/2026	2100	40.30	0.00	40.30	0.00	23/09/2026	1
				Receipt Total	**0.00**	**40.30**			
WOOLVEN	Southern Martial Arts								
		31/07/2026	2255	222.85	0.00	222.85	0.00	23/09/2026	1
				Receipt Total	**0.00**	**222.85**			

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A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
WSCC ACC	West Sussex County Council								
		31/08/2026	2305	20.58	0.00	20.58	0.00	25/09/2026	1
				Receipt Total	**0.00**	**20.58**			
HEALTH	Healthwatch West Sussex								
		31/08/2026	2303	58.80	0.00	58.80	0.00	25/09/2026	1
				Receipt Total	**0.00**	**58.80**			
PYNE	Georgia Pyne								
		22/05/2026	2122	79.30	0.00	79.30	0.00	28/09/2026	1
				Receipt Total	**0.00**	**79.30**			
CARERS	Carers Support West Sussex								
		31/08/2026	2302	103.90	0.00	103.90	0.00	28/09/2026	1
				Receipt Total	**0.00**	**103.90**			
WILSON	Sandra Wilson School of Dance								
		23/07/2026	2236	136.40	0.00	136.40	0.00	28/09/2026	1
				Receipt Total	**0.00**	**136.40**			
WILSON	Sandra Wilson School of Dance								
		30/06/2026	2215	754.04	0.00	754.04	0.00	28/09/2026	1
				Receipt Total	**0.00**	**754.04**			
BADMINTON	Badminton (Thursday Club)								
		23/07/2026	2233	79.76	0.00	79.76	0.00	29/09/2026	1
				Receipt Total	**0.00**	**79.76**			
BPC	Billingshurst Parish Council								
		31/07/2026	2274	157.80	0.00	157.80	0.00	29/09/2026	1
				Receipt Total	**0.00**	**157.80**			
BPC	Billingshurst Parish Council								
		25/06/2026	2222	236.47	0.00	236.47	0.00	29/09/2026	1
				Receipt Total	**0.00**	**236.47**			

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A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
BPC	Billingshurst Parish Council								
		24/07/2026	2239	280.70	0.00	280.70	0.00	29/09/2026	1
				Receipt Total	**0.00**	**280.70**			
BPC	Billingshurst Parish Council								
		24/07/2026	2240	859.67	0.00	859.67	0.00	29/09/2026	1
				Receipt Total	**0.00**	**859.67**			
VORSTER	Michelle Vorster								
		29/09/2026	2324	218.12	0.00	218.12	0.00	29/09/2026	1
				Receipt Total	**0.00**	**218.12**			
WSCC ACC	West Sussex County Council								
		30/03/2026	2001	544.61	0.00	544.61	0.00	29/09/2026	1
				Receipt Total	**0.00**	**544.61**			
STITCHED	Stitched up Textiles								
		29/09/2026	2320	40.30	0.00	40.30	0.00	30/09/2026	1
				Receipt Total	**0.00**	**40.30**			
WI 2	Women's Institute								
		29/09/2026	2319	46.66	0.00	46.66	0.00	30/09/2026	1
				Receipt Total	**0.00**	**46.66**			
MOVE IT	Move It Or Lose It								
		31/08/2026	2297	55.70	0.00	55.70	0.00	30/09/2026	1
				Receipt Total	**0.00**	**55.70**			
KIMBER	Suzanne Kimber								
		24/09/2026	2315	79.76	0.00	79.76	0.00	30/09/2026	1
				Receipt Total	**0.00**	**79.76**			
TENNIS	Billingshurst Table Tennis Club								
		29/09/2026	2317	174.50	0.00	174.50	0.00	30/09/2026	1
				Receipt Total	**0.00**	**174.50**			

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A/c Code	Name	Invoice Date	Invoice No	Amount Due	Discount	Amount Paid	Balance	Date Paid	- Led
WOOLVEN	Southern Martial Arts								
		29/09/2026	2322	178.28	0.00	178.28	0.00	30/09/2026	1
				Receipt Total	**0.00**	**178.28**			
GALLAGHER	Irish Dance								
		29/09/2026	2325	356.48	0.00	356.48	0.00	30/09/2026	1
				Receipt Total	**0.00**	**356.48**			
BCT	Billingshurst Community Transport								
		13/10/2026	2363	189.88	0.00	189.88	0.00	01/09/2026	1
				Receipt Total	**0.00**	**189.88**			
				Total Receipts Entered for Month 6	**0.00**	**7,357.40**			

APPENDIX B

Billingshurst Community Centre Current Year

Bank Reconciliation Statement as at 30/09/2026
for Cashbook 4 - Co-Operative Bank

Bank Statement Account Name (s)	Statement Date	Page No	Balances
The Co-Operative Bank	30/09/2026		13,655.69
			13,655.69

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		13,655.69

Unpresented Receipts (Plus)		
	0.00	
		0.00
		13,655.69

Balance per Cash Book is :-	**13,655.69**
Difference is :-	**0.00**

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

APPENDIX C

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	LORAINE	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
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
01/04/2026	2030	BCT	BCT	158.23	31.65	189.88	0.01
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	0.01
11/05/2026	Payment 137-1	WWATCHERS	WWATCHERS	0.00	0.00	0.00	-0.01
22/05/2026	2124	ISS MED	ISSMED	25.72	5.15	30.87	30.87
12/06/2026	Payment 141-1	WWATCHERS	WWATCHERS	0.00	0.00	0.00	-0.01
15/06/2026	Payment 142-1	BUR	BURT	0.00	0.00	0.00	-3.99
30/06/2026	2204	WOW	WOW	155.52	31.12	186.64	186.64
30/06/2026	2209	LIFE	LIFE	276.21	55.24	331.45	331.45
30/07/2026	2252	SMB	SMB	149.60	29.92	179.52	179.52
31/07/2026	2258	BEL2	BELLWAY	320.67	64.13	384.80	384.80
31/07/2026	2265	BCT	BCT	26.87	5.37	32.24	32.24
12/08/2026	Payment 144-1	WWATCHERS	WWATCHERS	0.00	0.00	0.00	-0.01
20/08/2026	2282	WHITFORD	WHITFORD	25.72	5.15	30.87	30.87
21/08/2026	Payment 143-1	SMB	SMB	0.00	0.00	0.00	-0.20
24/08/2026	Payment 145-1	WWATCHERS	WWATCHERS	0.00	0.00	0.00	-0.01
24/08/2026	Payment 146-1	WWATCHERS	WWATCHERS	0.00	0.00	0.00	-0.01
27/08/2026	2288	BADMINTON	BADMINTON	66.48	13.28	79.76	79.76
27/08/2026	2289	SINGING	SINGING	33.24	6.65	39.89	39.89
31/08/2026	2306	BFC	BFC	1,233.21	10.00	1,243.21	1,243.21
31/08/2026	2307	BPC	BPC	78.31	15.66	93.97	93.97
31/08/2026	2308	BPC	BPC	233.92	46.78	280.70	280.70
31/08/2026	2310	WILSON	WILSON	20.83	4.17	25.00	25.00
21/09/2026	2313	TUL	TULIP	111.77	22.35	134.12	134.12
24/09/2026	2314	BADMINTON	BADMINTON	49.86	9.96	59.82	59.82
24/09/2026	2316	SINGING	SINGING	33.24	6.65	39.89	39.89
29/09/2026	2318	PILATES	PILATES	108.65	21.75	130.40	130.40
29/09/2026	2321	SMB	SMB	187.00	37.40	224.40	224.40
29/09/2026	2323	LIFESTYLE	LIFESTYLE	55.71	11.13	66.84	66.84
30/09/2026	2328	HEINRICH	HEINRICH	533.89	106.76	640.65	640.65
30/09/2026	2329	HEALTH	HEALTHWATCH	10.08	2.02	12.10	12.10
30/09/2026	2330	MOVE IT	MOVE IT	116.05	23.20	139.25	139.25
30/09/2026	2331	WWATCHERS	WWATCHERS	184.80	36.95	221.75	221.75
30/09/2026	2332	WSMUSIC	WSMUSIC	445.72	89.15	534.87	534.87
30/09/2026	2333	NEW	NEW BEGINNINGS	34.30	6.86	41.16	41.16
30/09/2026	2334	WILSON	WILSON	574.56	114.90	689.46	689.46
30/09/2026	2335	HILDRETH	HILDRETH	73.92	14.80	88.72	88.72
30/09/2026	2336	CHORAL	CHORAL	154.88	30.96	185.84	185.84
30/09/2026	2337	GLF SCHOOL	GLF	354.67	70.93	425.60	425.60
30/09/2026	2338	WI	WI	77.76	15.56	93.32	93.32
30/09/2026	2339	PROBUS	PROBUS	75.63	15.13	90.76	90.76
30/09/2026	2340	WHIZZ	WHIZZ	124.40	24.88	149.28	149.28
			Subtotal C/Fwd	**11,930.24**	**1,768.73**	**13,698.97**	**8,672.23**

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
			Subtotal B/Fwd	**11,930.24**	**1,768.73**	**13,698.97**	**8,672.23**
30/09/2026	2341	TAICHI	TAICHI	55.71	11.13	66.84	66.84
30/09/2026	2366	SUSSEX NHS	SUSSEX FOUNDATION	213.02	42.60	255.62	255.62
30/09/2026	2367	WSCC ACC	WSCC ACCOUNTS	426.12	85.22	511.34	511.34
30/09/2026	2368	ROCKCHOIR	ROCKCHOIR	108.02	21.61	129.63	129.63
30/09/2026	2369	GLF SCHOOL	GLF	343.67	68.73	412.40	412.40
30/09/2026	2370	BCP	BCP	46.65	9.33	55.98	55.98
30/09/2026	2371	SURGERY	SURGERY	166.21	33.24	199.45	199.45
30/09/2026	2372	WSCC ACC	WSCC ACCOUNTS	218.03	43.61	261.64	261.64
30/09/2026	2373	WOW	WOW	42.77	8.55	51.32	51.32
13/10/2026	2364	BCT	BCT	158.23	31.65	189.88	189.88
			TOTAL INVOICES	**13,708.67**	**2,124.40**	**15,833.07**	**10,806.33**

Billingshurst Community Centre Current Year

Annual Budget - By Centre (Actual YTD Month 7)

		Last Year		Current Year				Next Year		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
100	**Billinghurst CCC**									
1000	Lettings - Commercial	16,188	17,812	16,997	8,019	0	0	0	0	0
1005	Lettings - Local Commercial	23,092	24,380	24,247	13,820	0	0	0	0	0
1006	Party	951	1,001	999	899	0	0	0	0	0
1007	CarPark Rental	0	0	0	360	0	0	0	0	0
1010	Lettings - Local Non Comm.	41,673	43,827	43,757	20,900	0	0	0	0	0
1011	Kitchen	439	474	461	220	0	0	0	0	0
1012	Cancellation Fee	669	762	702	82	0	0	0	0	0
1013	Refund	10	10	11	213	0	0	0	0	0
1014	Licences	312	330	328	165	0	0	0	0	0
1015	Tenants-BPC/BCT/Police/H.Watch	10,011	10,162	10,512	5,416	0	0	0	0	0
1017	Storage	892	892	937	446	0	0	0	0	0
1020	Technology	458	458	481	0	0	0	0	0	0
1021	Photocopies(inc)	64	64	67	0	0	0	0	0	0
1024	Counter Sales	3,101	3,297	3,256	1,217	0	0	0	0	0
1025	Catering (Inc)	7,520	8,044	7,896	3,537	0	0	0	0	0
1027	Utilities (inc)	3,695	3,695	3,880	1,433	0	0	0	0	0
1034	Event income	2,374	2,405	2,493	255	0	0	0	0	0
1035	Miscellaneous Income	119	19	125	0	0	0	0	0	0
1036	Interest	712	736	748	65	0	0	0	0	0
1045	Grant (Other)	15,501	15,501	16,276	5,377	0	0	0	0	0
1048	Garage Rent	2,673	2,673	2,807	1,170	0	0	0	0	0
	Total Income	130,454	136,544	136,980	63,594	0	0	0	0	0

Continued on next page

APPENDIX D

		Last Year		Current Year				Next Year		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4066	Subscriptions	100	255	105	0	0	0	0	0	0
	Direct Expenditure	100	255	105	0	0	0	0	0	0
4000	Catering (Exp)	6,820	6,933	7,161	3,401	0	0	0	0	0
4010	Marketing & Publicity	116	116	122	62	0	0	0	0	0
4013	Event costs	318	318	334	2,988	0	0	0	0	0
4015	Pay - Permanent Staff	42,127	69,567	44,233	69,421	0	0	0	0	0
4020	Pay - Casual Staff	15,745	17,268	16,532	8,608	0	0	0	0	0
4025	Staff Training	595	595	625	104	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	1,617	0	0	0	0	0
4040	Refuse Collection	886	1,142	930	387	0	0	0	0	0
4045	Insurance	0	5,516	0	5,516	0	0	0	0	0
4050	Electricity	9,520	10,644	9,996	6,325	0	0	0	0	0
4055	Gas	7,397	7,541	7,767	1,562	0	0	0	0	0
4060	Stationery & Photocopying	975	983	1,024	394	0	0	0	0	0
4062	Office Furniture	0	0	0	5,560	0	0	0	0	0
4063	Office Equipment	0	274	0	1,849	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	21,180	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	8,554	0	0	0	0	0
4095	Grounds Maintenance	2,035	2,956	2,137	2,184	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 7)

		Last Year		Current Year				Next Year		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4105	Professional Fees	2,062	2,682	2,165	4,055	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	2,216	0	0	0	0	0
	Overhead Expenditure	122,291	172,288	128,406	150,260	0	0	0	0	0
	Movement to/(from) Gen Reserve	8,063	(35,999)	8,469	(86,666)	0		0		
	Total Budget Income	130,454	136,544	136,980	63,594	0	0	0	0	0
	Expenditure	122,391	172,543	128,511	150,260	0	0	0	0	0
	Movement to/(from) Gen Reserve	8,063	(35,999)	8,469	(86,666)	0		0		

APPENDIX E

Billingshurst Parish Clerk

Subject: FW: PS61072ST - Movable Wall Maintenance - B108
Attachments: PS60139 - Billinghurst Centre.pdf

From: Manager <manager@billingshurst.gov.uk>
Sent: Tuesday, September 29, 2026 12:06 PM
To: Billingshurst Parish Clerk <clerk@billingshurst.gov.uk>
Subject: FW: PS61072ST - Movable Wall Maintenance - B108

Hi Greg,

Attached is the cost for removing the movable wall and I've done a quick summary of the minimum costs associated with keeping or removing the wall below...

Min. cost of Keeping Movable Wall until 2028		**Min. cost of Removing Movable Wall**	
Repairs Highlighted	£1,295.00	Repairs Highlighted	£0
Wall Removal	£0	Wall Removal	£895
Cancellation	£0	Cancellation	£574.80
Annual Service	479 * 3	Annual Service	0
	£2,732		**£1,469.80**

*All costs exclude VAT

Minimum Savings, based on wall removal in Oct 2026 is **£1,262.20 (Excl. VAT)

There aren't many customers that regularly rent half of the Council Chambers. The only regular customers to do so in 2026 were Chair Yoga and Safe in Sussex (since lapse).
Other ad hoc users in 2026 were: BPC, The Animal Guys, Carers Support and WSCC.
I can only see one instance where we rented CC1 at the same time as CC2 to two different customers.
However, I can see that it does become harder to apply a split room cost when you can no longer physically split the room.
I think all of the above customers would want to retain the split room cost, at least occasionally.

As long as we can find a suitable way to retain a split room cost without a movable wall I think we would probably gain £500-£600 per year by removing the wall.

I don't think we would lose money by not being able to divide the Council Chambers e.g. in breakout scenarios, but is a £500-£600 gain per year worth the risk of potentially inconvenience clients like WSCC and NHS in that way?

Let me know if you need any more info for the Committee.

Thanks and kind regards,

Daniel Fox

APPENDIX G

BILLINGSHURST COMMUNITY & CONFERENCE CENTRE

CENTRE COMMITTEE

30 SEPTEMBER 2026

MANAGER'S REPORT

This report provides an overview of activity at the Billingshurst Community & Conference Centre during October 2026. The Centre continues to support a diverse range of community activities, strengthen relationships with existing and prospective customers and develop new opportunities to increase occupancy and generate income. Alongside this, I remain focused on maintaining our facilities, improving operational resilience and ensuring that the Committee has a clear picture of the actions being taken to support the Centre's longer-term objectives.

PEOPLE / COMMUNITY

This month, I received an enquiry from a new company specialising in first aid training. Having missed the previous round of first aid courses at the Centre, I took the opportunity to refresh and develop my own knowledge by joining participants from several other local businesses. The course was very practical and hands-on and I feel considerably more confident in my ability to apply these skills should the need arise in my role as Centre Manager. The trainer has already confirmed that they intend to return with a larger group of local participants, which is encouraging both from a community perspective and in terms of developing another regular source of business for the Centre.

I was also pleased to be able to support one of our long-standing customers whose declining membership had put the future of their group at risk. Having been informed that they were considering disbanding, I helped to produce marketing materials and arranged for these to be promoted through the Centre's website, noticeboards and social media channels. As a result, the group now appears much better placed to continue its weekly bookings for the foreseeable future. This is a good example of how the Centre can offer support beyond simply providing a venue, helping established community activities to remain viable whilst protecting our own regular income.

A new line dancing class is also due to begin in the Main Hall next week and has already attracted considerable interest from both customers and staff. I hope that, subject to demand, this six-week course may develop into a longer-term activity during 2027. In the meantime, the Centre's weekday evening availability is now fully booked through to at least December 2026. This represents an encouraging position as we continue to work towards our objective of maximising occupancy across the building.

PROJECTS / STRATEGY

Preparations are underway for our annual Christmas Fayre on 5 December, alongside plans to introduce a new programme of live music and entertainment events at the Centre from early January 2027. These events are being coordinated by Millenium Events, with Richard Plant as the main contact and will be supported by myself as Centre Manager. The intention is to establish a monthly programme throughout 2027, subject to the success of the initial events and the arrangements required to make them sustainable.

Further details will follow over the coming months, but I believe this initiative aligns well with our existing strategy to increase occupancy during under-utilised periods. In particular, it

should provide opportunities to reduce downtime in the Main Hall whilst making greater use of the Stanley Room for event-led activities and income generation. There is also potential to raise the Centre's profile amongst local businesses, performers and audiences, helping to establish us as an entertainment destination for Billingshurst and the surrounding communities. I will continue to develop these opportunities with our event partners, taking account of the likely costs, operational requirements and potential returns.
I have also introduced a list of action points alongside the financial dashboard this month. This uses a Red, Amber and Green (RAG) reporting format to summarise the activities and outstanding actions identified in my management reports throughout 2026 to date. My intention is to provide the Committee with a more accessible overview of progress, highlighting completed work, areas requiring further attention and actions that remain ongoing. I hope this will make it easier to track progress against our priorities and maintain continuity between monthly reports.

PROCESSES / MAINTENANCE
I am currently seeking quotations from specialist companies to improve the documentation and assurance surrounding the Centre's lighting grid and associated stage and front-of-house lighting equipment in the Main Hall. The work would include installing Safe Working Load (SWL) tags and testing the relevant rigging points, including eye bolts and beam clamps, together with the provision of an appropriate service record and certification.
Unfortunately, our usual electrical contractor has been unable to provide a quotation and I am still awaiting responses from the other companies contacted. Given the importance of ensuring that equipment and rigging points are suitable for their intended use, I would welcome any recommendations from Committee members for appropriately qualified contractors who may be able to undertake this work.
I have also obtained a quotation to reseal the Main Hall floor before it deteriorates to the point where more extensive sanding and restoration become necessary. I understand that resealing at this stage could cost considerably less than a full re-sand, potentially around a quarter of the cost. The principal challenge is that the work would require the hall to remain empty for approximately four to five days. I am therefore exploring whether this can be scheduled during the Christmas holiday closure, when the impact on hirers and the Centre's income should be minimised. If this proves feasible, it would allow us to undertake preventative maintenance at a more favourable time rather than risk incurring greater costs in the future.

FINANCES
I would like to apologise to the Committee for the typographical error in last month's report concerning the *List of Payments made between 01/07/2026 and 31/07/2026.*
Following an investigation into two similarly labelled salary recharge payments, I can confirm that the first payment, made on 6 July 2026, was incorrectly labelled and related to the salary recharge for March 2026. The second payment, made on 23 July 2026, was correctly labelled and related to the salary recharge for April 2026. I hope this clarification resolves any confusion arising from the original presentation.
In addition to the maintenance work outlined above, several other upcoming requirements are likely to place further demands on the Centre's finances. These include repairs to the damaged fire doors in the Main Hall, for which we are currently awaiting dates from our contractor; determining the most appropriate solution for the movable wall, including the potential costs of its removal; and arranging legionella testing.
Regarding the proposed television licence, I am continuing to consider the most appropriate timing for this expenditure, with the aim of ensuring that the investment can be put to immediate commercial use rather than simply representing an additional overhead. I will

continue to monitor these requirements alongside the Centre's financial position and seek to prioritise expenditure according to operational need, risk and potential benefit.

FUTURE

Over the coming weeks, I will be focusing on strengthening the Centre's staffing capacity, progressing essential maintenance and developing the new opportunities for income generation outlined in this report.

We are interviewing for the first of two Casual Worker vacancies this week, with a further round of interviews planned for the week commencing 2 November. My intention is to fill both positions by early November 2026, providing additional flexibility and resilience within the team as we approach the busier winter period and prepare for the events planned for 2027.

The developing programme of live entertainment, together with the Christmas Fayre and the continued growth of our regular activities, provides an opportunity to build on the progress made throughout the year. My focus will remain on making the best possible use of our facilities, supporting our existing customers and identifying new activities that can benefit the local community whilst contributing to the Centre's financial sustainability.

The Committee is invited to note this report.

Centre Performance Dashboard - INCOME & BOOKINGS

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

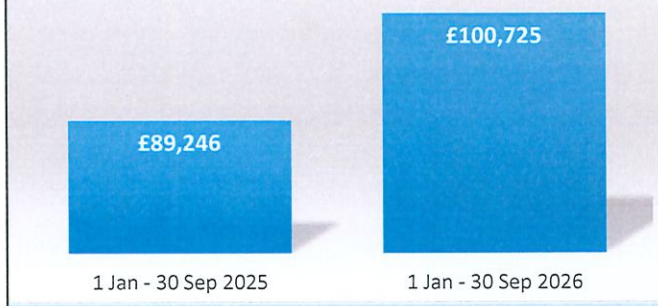
Date of production: *22nd October 2026*

YTD Total Customers	YTD Total Revenue
103	£100,724

No. of New Customers (2026)	No. of Lapsed Customers	New Customer Revenue (YTD)	Lapsed Customer Revenue (YTD)
41	3	£6,261	£5,404

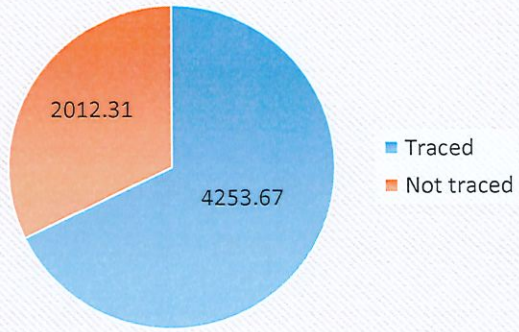
Supplementary Charts

Total Revenue

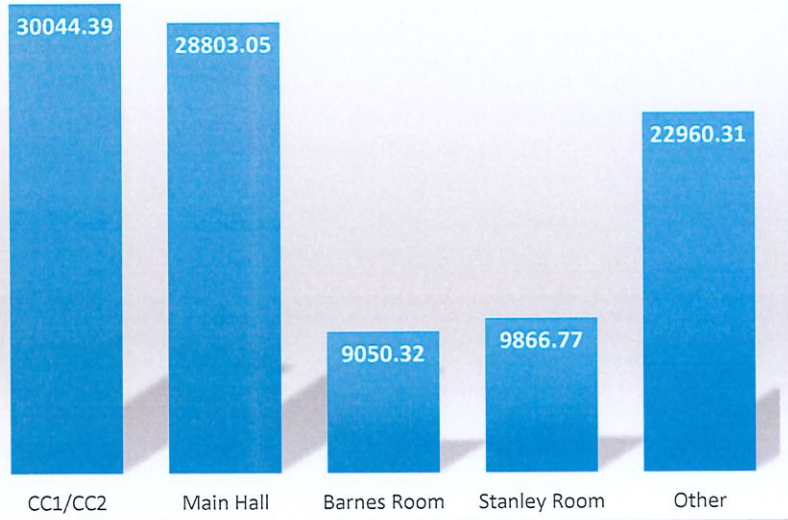


*UNPAID INVOICES YTD - 30th September 2026:-		
Prior to 2026	YTD - Sep 2026	Total Unpaid Invoices
£1,647	£6,266	£7,913

Unpaid Invoice: Payment Traced



Revenue Type (1 Jan - 30 Sep 2026)



Top 5 Customers

Customer	Revenue 2026
Total for Billingshurst Family Church	£21,491
Total for WSCC	£10,914
Total for Billingshurst Parish Council	£7,078
Total for Helen Heinrich	£5,008
Total for Hidden Hearing Limited	£4,516

Notes:

Yr

on Yr Revenue: up almost 13%. Unpaid invoices: reduced by a further 25% in the last month.

Rialtas: Recent dashboard developments are not available to BCCC (cloud-based users only)

New Business Development: Our new line dancing classes mean the Main Hall is now booked every weekday evening and we have an evening Zumba class awaiting a spot.

New / Temporary Resource: We are interviewing for the first of two Casual Worker vacancies this week and again wc 2nd November with a view to filling both positions by early November 2026

Long-term customer WEA have lapsed. They were unable to find tutors for Billingshurst, following changes to the WEA organisation/funding.