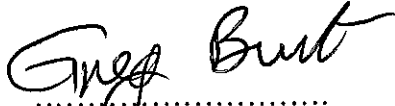


**Registered Charity No. 227480**

**You are duly summoned to the Meeting of the Centre Committee that will take place on Wednesday 27 February 2019 at Billingshurst Centre at 7.00pm.**

**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.**

  
.....  
G. C. Burt  
Clerk to the Council

21 February 2019

## **AGENDA**

1. Apologies for Absence.
2. To Receive Declarations of Interest and Notification of Changes to Members' Interests.
3. Approval of the Minutes of the meeting on 30 January 2019 previously circulated; to confirm and sign the minutes as a correct record.
4. Matters Arising – **not separate agenda items.**
5. Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).
6. To approve payments for
  - a) January 2019 - Appendix A.
7. To approve Bank Reconciliations:
  - a) Current & Main Reserve Accounts to 31 January 2019 - Appendix B.
  - b) Second Reserve Account - to follow by e-mail.
8. To consider draft 2019-20 Budget – Appendix C, and approve any resulting increase in charges for hirers.
9. To review and approve DD & SO -- Appendix D.
10. To receive Centre Manager's Report - Appendix E.
11. Any other matters for information only.
12. Date of the Next Meeting – **Wednesday 27 March 2019**

**MEMBERS: ADL, AG, SK, KP, SW**

**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 01/01/2019 and 31/01/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/01/2019	Horsham District Council	DD	217.00		
03/01/2019	Mulberry & Co	003610	360.00		Professional Services
03/01/2019	Wightman & Parrish	003611	36.78		Hand Towels
03/01/2019	Pyzer Cleaning Services	003612	818.40		Cleaning of premises
03/01/2019	Netcom Solutions	003613	396.30		repair projector
03/01/2019	C A Goodwin Ltd	0003615	402.00		gas service and repairs
03/01/2019	Sussex Oven Valeting	003616	90.00		Oven Cleaning
17/01/2019	Petty Cash	Petty Cash	50.00		Petty Cash
21/01/2019	Beeches Buffet	003617	156.00		Catering
21/01/2019	BNP Paribas Leasing Solutions	003618	227.06		Photocopier Lease
21/01/2019	Sussex Land Services	003619	456.00		Garden Contract
22/01/2019	Sainsburys	CARD	22.20		Catering
24/01/2019	Petty Cash	Transfer	30.24		Payment to petty cash
24/01/2019	Southern Electric	DD	558.73		Electricity 01/12-31/12/2018
25/01/2019	Casual Staff	BACS	959.17		Casual Staff Wages
28/01/2019	Billingshurst Parish Council	003620	12,037.62		Payroll Recharge Sep,Oct,Nov
28/01/2019	Beeches Buffet	003621	70.68		Catering
28/01/2019	Greg Burt	003622	59.00		Fix Henry Hoover
28/01/2019	Ferris Plumbing & Heating	003623	72.00		Fix toilet in Ladies loo
29/01/2019	Kreston Reeves LLP	003624	240.00		Payroll Services
31/01/2019	Booker	DD	145.07		Catering Supplies
<b>Total Payments</b>			<b>17,404.25</b>		

Date: 19/02/2019

Billingshurst Community Centre Current Year

Page 1

Time: 14:22

**Bank Reconciliation Statement as at 31/01/2019  
for Cashbook 1 - Natwest Bank Accounts**

User: SARAH

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest Current Account	31/01/2019	861	509.00
Business Reserve Account	31/01/2019	131	83,487.96
			<u>83,996.96</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
21/01/2019 003617 Beeches Buffet		156.00	
21/01/2019 003618 BNP Paribas Leasing Solutions		227.06	
21/01/2019 003619 Sussex Land Services		456.00	
24/01/2019 Transfer Petty Cash		30.24	
28/01/2019 003620 Billingshurst Parish Council		12,037.62	
28/01/2019 003621 Beeches Buffet		70.68	
28/01/2019 003622 Greg Burt		59.00	
28/01/2019 003623 Ferris Plumbing & Heating		72.00	
29/01/2019 003624 Kreston Reeves LLP		240.00	
			<u>13,348.60</u>
			70,648.36
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
24/01/2019 Petty Cash		30.24	
			<u>30.24</u>
			70,678.60
		<b>Balance per Cash Book is :-</b>	<b>70,628.60</b>
		<b>Difference Excluding Adjustments is :-</b>	<b>50.00</b>
<b><u>Adjustments to Reconciliation</u></b>			
07/02/2019 Petty Cash Cancelled Cheque		50.00	
			<u>50.00</u>
		<b>Unreconciled Difference is :-</b>	<b><u>0.00</u></b>

	Last Year		Current Year			Next Year			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>100</b>	<b>Billingshurst CCC</b>								
1000	0	0	53,650	46,769	56,191	0	46,612	0	0
1005	0	0	20,600	16,904	20,054	0	20,806	0	0
1010	0	0	15,450	14,255	16,978	0	15,759	0	0
1011	0	0	0	384	461	0	0	0	0
1012	0	0	0	1,126	1,351	0	0	0	0
1013	0	0	0	346	415	0	0	0	0
1014	0	0	0	183	220	0	0	0	0
1015	0	0	11,000	12,559	14,817	0	14,220	0	0
1016	0	0	0	704	845	0	1,000	0	0
1017	0	0	0	823	987	0	0	0	0
1020	0	0	5,000	323	388	0	4,590	0	0
1025	0	0	7,800	10,532	12,391	0	7,956	0	0
1026	0	0	0	163	195	0	0	0	0
1030	0	0	0	0	0	0	0	0	0
1031	0	0	0	107	43	0	0	0	0
1035	0	0	250	122	147	0	255	0	0
1036	0	0	0	72	71	0	0	0	0
1037	0	0	0	5,070	5,070	0	0	0	0
1040	0	0	2,000	4,260	4,260	0	2,000	0	0
1045	0	0	0	1,008	1,210	0	0	0	0
4061	0	0	0	-168	-202	0	0	0	0
4116	0	0	0	-228	-273	0	0	0	0
	0	0	115,750	115,314	135,619	0	113,198	0	0
	<b>Total Income</b>								

Continued on next page

APPENDIX C

**Billingshurst Community Centre Current Year  
Annual Budget - By Centre**

14:29

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4000 Catering (Exp)	0	0	4,500	6,860	7,701	0	4,590	0	0
4005 Entertainment Exp	0	0	0	0	0	0	0	0	0
4010 Marketing & Publicity	0	0	250	0	0	0	255	0	0
4015 Pay - Permanent Staff	0	0	47,703	32,082	38,499	0	48,830	0	0
4020 Pay - Casual Staff	0	0	15,592	12,128	13,403	0	13,671	0	0
4025 Staff Training	0	0	1,000	680	750	0	1,000	0	0
4030 Rates	0	0	-1,000	1,003	1,203	0	-1,020	0	0
4035 Water Rates	0	0	3,100	1,515	1,819	0	3,162	0	0
4040 Refuse Collection	0	0	1,350	921	1,105	0	1,377	0	0
4045 Insurance	0	0	2,700	1,285	1,542	0	2,754	0	0
4050 Electricity	0	0	4,000	3,934	4,721	0	4,080	0	0
4055 Gas	0	0	3,000	4,179	5,015	0	5,000	0	0
4060 Stationery & Photocopying	0	0	400	163	196	0	400	0	0
4065 Postage	0	0	100	36	43	0	100	0	0
4070 Telephone	0	0	500	0	0	0	510	0	0
4075 IT/Computer Consumables	0	0	1,500	4,493	5,054	0	2,000	0	0
4080 Maintenance & Improvements	0	0	6,000	7,431	6,848	0	6,120	0	0
4085 Ad Hoc Repairs	0	0	0	0	0	0	0	0	0
4090 Cleaning	0	0	11,000	11,463	12,764	0	11,220	0	0
4095 Grounds Maintenance	0	0	2,100	1,830	1,284	0	2,100	0	0
4100 Major Property Works	0	0	0	5,320	6,384	0	0	0	0
4105 Professional Fees	0	0	4,500	2,200	2,640	0	4,500	0	0
4106 Licences	0	0	0	697	836	0	0	0	0
4110 Sundry Expenses	0	0	350	294	353	0	357	0	0

Continued on next page

## Annual Budget - By Centre

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4115 Bank Charges	0	0	150	0	0	0	153	0	0
4120 Bad Debts	0	0	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>	0	0	108,795	98,514	112,160	0	111,159	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>0</u>	<u>6,955</u>	<u>16,800</u>	<u>23,459</u>		<u>2,038</u>		
<b>Total Budget Income</b>	0	0	115,750	115,314	135,619	0	113,198	0	0
<b>Expenditure</b>	0	0	108,795	98,514	112,160	0	111,159	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>0</u>	<u>6,955</u>	<u>16,800</u>	<u>23,459</u>		<u>2,038</u>		

## APPENDIX D

Billingshurst Community & Conference Centre			
Regular Standing Orders & Direct Debits			
<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Regularity</u>
HDC	NDR	£217.00	Monthly
HDC	Trade/Recycling	£492.70	Every 6 months
SSE	GAS	£400 approx	1/4 ly
SSE	Electricity	£500 approx	monthly
Booker	Catering Wholesalers	£200 approx	As & when
Kreston Reeves	Payroll	£240	Monthly
HMRC	VAT owe/d	Various	1/4ly



## BILLINGSHURST COMMUNITY &amp; CONFERENCE CENTRE

## CENTRE COMMITTEE

27 FEBRUARY 2019

MANAGER'S REPORT

FOR INFORMATION

Following a good deal of advance preparation, the WI's Centenary Event held here on Thursday 14<sup>th</sup> February, comprising of an afternoon tea for over 80 invited guests was well attended and altogether very successful. Our efforts were much appreciated both verbally and in writing when we received the following and very welcome feedback from the local secretary:

*Subject: Billingshurst WI Centenary Thursday 14th February 2019*

*We would like to thank the staff at the Community Centre for all their help and advice which greatly contributed to the success of this event.*

*We could not have done this without you!*

*Our grateful and sincere thanks to everyone*

*Hazel Gantley (Secretary, Billingshurst WI )*

Whilst writing we are amid preparations for the Scout & Guide Gang Show when the Main Hall and especially the stage is transformed for a full-on theatre performance. With additional stage lights, full-on sound desk at the rear of the hall and although we can't offer an orchestra pit, the scene is set with instruments ready for live musicians to accompany the performers. Although an ever popular event it does have its down side as many of our regular weekly hirers have to be moved or cancelled to accommodate this booking so it's been a bit of a juggling act.

According to our bookings software, invoices totalling £157,015.78 were raised during 2018 which is slightly down on 2017 when invoices totalled £158,236.60. To date so far for 2019, we have bookings in our diary amounting to £92,202.24.

Thank you to everyone who contributed to Sarah Newell's 40<sup>th</sup> birthday collection. Sarah has been a key member of the Centre staff for around 15 years. The money raised for her collection will contribute to giving her a fun time out in Brighton and making some happy and long lasting memories.

The Committee is invited to note this report.