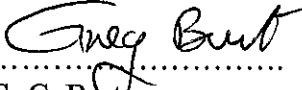


Registered Charity No. 227480

You are duly summoned to the Meeting of the Centre Committee that will take place on Wednesday 27 March 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

19 March 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 27 February 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) February 2019 - Appendix A.
7. To approve Bank Reconciliations:
 - a) Current & Main Reserve Accounts to 28 February 2019 - Appendix B.
 - b) Second Reserve Account - Appendix C.
8. To receive Centre Manager's Report - Appendix D.
9. Any other matters for information only.
10. Date of the Next Meeting – **Wednesday 24 April 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.

Date: 19/03/2019

Billingshurst Community Centre Current Year

Page 1

Time: 15:09

Natwest Bank Accounts

List of Payments made between 01/02/2019 and 28/02/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
11/02/2019	Austen & Co	003625	7.99		Dust Bags
11/02/2019	Wightman & Parrish	003626	110.76		Cleaning products
11/02/2019	Pyzer Cleaning Services	003627	872.40		Cleaning of premises
11/02/2019	Ferris Plumbing & Heating	003628	60.00		Replace TRV4 head
11/02/2019	Beeches Buffet	003629	171.12		Catering
11/02/2019	Initial Washroom Hygiene	003630	2,009.23		Service 05/02/19-04/02/20
14/02/2019	Sussex Land Services	003631	228.00		Garden Contract
15/02/2019	Sainsburys	CARD	17.00		Catering
20/02/2019	Nisbets	CARD	68.86		Cups and Teaspoons
21/02/2019	Natwest	DD	1.00		Casual staff pay test
25/02/2019	Casual Staff	DD	1,203.99		Casual staff wage
25/02/2019	Southern Electric	DD	888.61		Gas 09/11/18-07/02/19
25/02/2019	Southern Electric	Direct Deb	574.24		Electricity 01/01-31/01/19
Total Payments			6,213.20		

Date: 12/03/2019

Billingshurst Community Centre Current Year

Page 1

Time: 11:12

**Bank Reconciliation Statement as at 28/02/2019
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	28/02/2019	870	100.00
Business Reserve Account	28/02/2019	135	96,276.64
			<u>96,376.64</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			96,376.64
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			96,376.64
			Balance per Cash Book is :- 96,326.64
			Difference Excluding Adjustments is :- 50.00
<u>Adjustments to Reconciliation</u>			
07/02/2019 Petty Cash Cancelled Cheque		50.00	
18/02/2019		0.00	
			<u>50.00</u>
			Unreconciled Difference is :- 0.00

Date: 12/03/2019

Billingshurst Community Centre Current Year

Page 1

Time: 09:57

**Bank Reconciliation Statement as at 25/02/2019
for Cashbook 3 - Natwest 1042**

User: SARAH

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest 1042	25/02/2019	6	60,041.19
			<u>60,041.19</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			60,041.19
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			60,041.19
		Balance per Cash Book is :-	60,021.22
		Difference Excluding Adjustments is :-	19.97
<u>Adjustments to Reconciliation</u>			
31/10/2018 Correct Incorrect entry		10.11	
30/11/2018 Correct Incorrect entry		9.86	
			<u>19.97</u>
		Unreconciled Difference is :-	<u>0.00</u>

BILLINGSHURST COMMUNITY & CONFERENCE CENTRE

CENTRE COMMITTEE

27 MARCH 2019

MANAGER'S REPORT

FOR INFORMATION

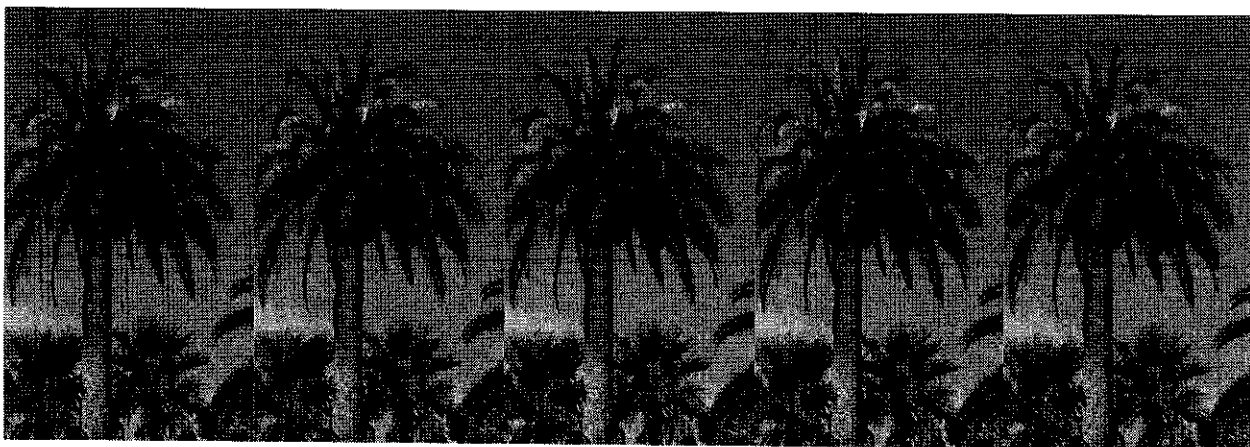
When the Gang Show organisers were preparing for their show here, they advised me that there was a fault with one of our Main Hall speakers so their technical team replaced it with a 'working' one but only for the extent of their booking after which they put our 'faulty' speaker back up in the corner. Now we are receiving complaints from the Family Church that the speaker in question is 'fuzzy'. As it was ascertained by the Gang Show's technical team (from a Worthing Theatre) that it was the actual speaker at fault and not any other technical equipment or cable malfunction, the quickest solution will be to purchase a replacement speaker so I will investigate suppliers in an effort to secure the best possible price but on first searches it's likely to be around £400. The make and model number is: EV sx300e if anyone else reading this has any contacts in that industry?

The annual routine maintenance of our Fire Extinguishers took place on the 4th March by EFL (Elite Fire Ltd). The fire and intruder alarms are serviced under our contract with ADT. I keep a log of fire alarm tests we conduct here to ensure it is working correctly, that each 'break glass' point links to the right zone on our control panel and also include a check that our alarm signal is received by the ADT office.

Thankfully, we are continuing to receive good and positive feedback from our clients but a special mention should go to Liz Barnes. This is part of a recent email received:

Also, we must say that your (new?) lady receptionist who was on duty on Saturday afternoon was fantastic. She was really friendly, very obliging and couldn't do enough to help us. We were most impressed and please pass on our thanks to her. (Good people can be difficult to get these days, so hang on to her before someone else snaps her up!)

With fairer weather fast approaching I would like to raise again the possibility of having 3 or 4 large planters positioned on the Centre's front patio area to generate some natural shade. Our plea last year for a grant to cover this expenditure appears to have fallen on deaf ears but I will try again with your approval.



The Committee is invited to note this report.