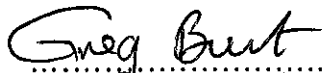


Registered Charity No. 227480

You are duly summoned to the Meeting of the Centre Committee that will take place on Wednesday 24 April 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. Bart
Clerk to the Council

17 April 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 March 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) March 2019 - Appendix A.
7. To approve Bank Reconciliations:
 - a) Current & Main Reserve Accounts to 31 March 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 29 May 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: 11/04/2019

Billingshurst Community Centre Current Year

Page 1

Time: 11:00

**Bank Reconciliation Statement as at 29/03/2019
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	29/03/2019	880	100.00
Business Reserve Account	29/03/2019	139	80,246.17
			<u>80,346.17</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
07/03/2019 003635 Nisbets		68.86	
07/03/2019 003636 Sussex Land Services		228.00	
19/03/2019 003642 Elite Fire Ltd		471.64	
			<u>768.50</u>
			79,577.67
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			79,577.67
			Balance per Cash Book is :- 79,527.67
			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: 18/04/2019

Billingshurst Community Centre Current Year

Page 1

Time: 14:23

**Bank Reconciliation Statement as at 25/03/2019
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	28/02/2019	7	60,050.40
			<u>60,050.40</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			60,050.40
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			60,050.40
		Balance per Cash Book is :-	60,050.40
		Difference is :-	0.00

BILLINGSHURST COMMUNITY & CONFERENCE CENTRE**CENTRE COMMITTEE****24 APRIL 2019****MANAGER'S REPORT****FOR INFORMATION**

Billingshurst Showcase was very successful and a date has already been agreed for around the same time next year. The only negative feedback that I've been made aware of concerns the lack of parking spaces for visitors which put some people off from attending. In the past, the organisers of the Billbiz Networking Event arranged for exhibitors to park in Jengers Mead once they had unloaded their cars which freed up car parking spaces for the general public. Maybe the same should be considered for the next Showcase, particularly considering this is a free event for exhibitors and an all-day parking ticket costs just £3.

By the time you read this, Roland, our Litter Warden should have decorated the Stanley Room. He's scheduled to begin work in there on Wed 17th and complete by Thurs 18th April. Thankfully our account with Brewers in Horsham is still active and so I was able to place an order for all of the materials he needs. The Main Hall could really do with a fresh coat of paint, particularly the lower areas of wall but finding an extended time period in there when it is free of bookings is proving nigh on impossible. We would need an army of volunteers in order to get it done in super quick time without it having an impact on bookings.

Following the purchase of two more chair trolleys, we now have 8 trolleys in the Main Hall which can accommodate 160 chairs. The current maximum seated number in the Hall is 165 so this means the hall's a lot tidier without any random loose chairs or stacks of chairs left around the perimeter.

Our room rates increased by just 1% on the 1st April and I'm pleased to advise the news of this small increase has been received well by our regular clients.

The Lloyd's mobile bank has been using our car park for almost a year now, it has worked well and we've made some new friends with the regular staff that work in the bank. It's time for us to issue them with an invoice again (so far they've only had one invoice as they paid us for a year in advance) so I'm waiting to hear back with confirmation of their intentions for the forthcoming 12 months and if they plan to continue visiting on the same days and at the same times. A member of staff from the mobile unit has advised me that we'd be likely to get at least six-month's notice of any changes to their schedule so fingers crossed we'll be welcoming them here for some time to come.

In the last month Jane, our cleaner who lives nearby and is a key holder, has been called upon twice to deactivate an inexplicable false intruder alarm at the Centre. We're very grateful to Jane that she has agreed to be top of the list for the alarm company to call and to attend under such circumstances, particularly as this can often be in the wee small hours. However, this does come at a cost to the Centre as a call out fee was agreed should Jane ever need to attend. In the past it has always fallen on the generosity of Councillors to be on the call out list. Twice in a month is very rare and so this needs closely monitoring going forward.

You should be aware by now that I am currently serving a notice period with a view to leaving the Centre by 21st June at the latest. This job came along at a good time for me and I have been very happy here. I truly hope my wonderful colleagues will go on to become lifelong friends.

The Committee is invited to note this report.