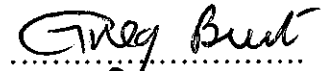


Registered Charity No. 227480

You are duly summoned to the Meeting of the Centre Committee to take place on Wednesday 29 January 2020 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

23 January 2020

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 18 December 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) December 2019 - Appendix A.
7. To approve Bank Reconciliations:
 - a) Current & Main Reserve Accounts to 29 December 2019 - Appendix B.
 - b) Second Reserve Account – 24 December 2019 - Appendix C.
8. To receive budget report for Q3 - Appendix D.
9. To receive Centre Manager's Report - Appendix E.
10. Any other matters for information only.
11. Date of the Next Meeting – **Wednesday 26 February 2019**

MEMBERS: GA, AG, SK, KP, SR, 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.

Natwest Bank Accounts

List of Payments made between 01/12/2019 and 31/12/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/12/2019	C A Goodwin Ltd	003571	57.60		Boiler repair
03/12/2019	Beeches Buffet	003572	309.36		Catering
03/12/2019	Sign Quick	003573	429.60		Christmas Fayre sign
03/12/2019	Austen & Co	003574	5.58		Picture Hangers crisp packets
03/12/2019	Pyzer Cleaning Services	003575	818.40		Cleaning to 30/11
03/12/2019	Sussex Land Services	003576	228.00		Centre garden maint Nov 19
03/12/2019	BSW Building Services Ltd	003577	156.00		Boiler service
03/12/2019	Wightman & Parrish	003578	150.17		Cleaning materials
09/12/2019	Tesco	CARD	48.23		Tesco catering/cleaning
09/12/2019	Direct365	4530	71.82		Soap dispensers and soap
09/12/2019	East2eden	Card	9.89		Biscuit tin
09/12/2019	Copy Solutions	003560	66.26		Phoptcopying charges to 09/11
09/12/2019	Horsham District Council	0010004606	76.10		Refuse collection 01-31/8/19
09/12/2019	Horsham District Council	0100004606	83.65		Refuse collection 01 -30/9/19
10/12/2019	A272 Design	003580	72.00		Artwork for banner
10/12/2019	Greg Burt	003579	20.45		Sweets and Xmas decs for Fayre
10/12/2019	Beeches Buffet	003581	210.00		Catering
10/12/2019	Billingshurst Parish Council	003569	134.16		Permstaff payroll bureau recha
12/12/2019	Direct365	Card	23.70		Soap dishes
17/12/2019	Beeches Buffet	003582	180.60		Catering
17/12/2019	Mrs Lesley Ridgeway	003583	31.72		Catering
18/12/2019	Horsham District Council	0100004606	91.35		Refuse collections Oct 19
19/12/2019	Booker	0713969667	222.36		Catering and cleaning material
19/12/2019	OPUS energy	1140791	672.56		Electricity 04/11 - 03/12/19
20/12/2019	Amazon	CARD	31.43		Chalk/Diary/VGA cable
24/12/2019	Horsham District Council	0100004606	76.10		Refuse collections
24/12/2019	Casual Staff	DD	1,492.22		Casual Staff salaries Dec 19
31/12/2019	Nisbetts	003635	0.00		Cancelled Cheque
31/12/2019	Action in Rural Sussex	003502	0.00		Cancelled C already pd by BPC
31/12/2019	Action in Rural Sussex	003502	-144.00		Cancel Payment
31/12/2019	Nisbets	003635	-68.86		Duplicate payment

Total Payments	<u>5,556.45</u>
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Date: 13/01/2020

Billingshurst Community Centre Current Year

Page 1

Time: 10:58

**Bank Reconciliation Statement as at 31/12/2019
for Cashbook 1 - Natwest Bank Accounts**

User: DENISE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest Current Account	31/12/2019	966	140.00
Business Reserve Account	31/12/2019	179	83,863.13
			<u>84,003.13</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
10/12/2019 003580 A272 Design		72.00	
			<u>72.00</u>
			83,931.13
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			83,931.13
		Balance per Cash Book is :-	83,931.13
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/12/2019
for Cashbook 3 - Natwest 1042**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest 1042	24/12/2019	16	60,140.61
			<hr/> 60,140.61
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			60,140.61
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			60,140.61
		Balance per Cash Book is :-	60,140.61
		Difference is :-	0.00

	Last Year		Current Year				Next Year		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
100	<u>Billingshurst CCC</u>								
1000		56,240	46,612	34,326	0	0	0	0	0
1005		19,396	20,806	18,366	0	0	0	0	0
1009		0	0	964	0	0	0	0	0
1010		18,763	15,759	24,165	0	0	0	0	0
1011		549	0	449	0	0	0	0	0
1012		1,297	0	646	0	0	0	0	0
1013		346	0	7	0	0	0	0	0
1014		238	0	275	0	0	0	0	0
1015		12,655	14,220	12,747	0	0	0	0	0
1016		704	1,000	0	0	0	0	0	0
1017		902	0	796	0	0	0	0	0
1020		322	4,590	33	0	0	0	0	0
1021		0	0	146	0	0	0	0	0
1024		0	0	894	0	0	0	0	0
1025		12,036	7,956	10,674	0	0	0	0	0
1026		163	0	825	0	0	0	0	0
1027		583	0	1,831	0	0	0	0	0
1030		0	0	0	0	0	0	0	0
1031		107	0	18	0	0	0	0	0
1034		0	0	1,145	0	0	0	0	0
1035		250	255	58	0	0	0	0	0
1036		0	0	238	0	0	0	0	0
1037		5,070	0	0	0	0	0	0	0

Continued on next page

APPENDIX D

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
1040 Grant (BPC)	2,000	4,260	2,000	0	0	0	0	0	0
1045 Grant (Other)	0	1,008	0	0	0	0	0	0	0
Total Income	115,750	134,912	113,198	108,603	0	0	0	0	0
4011 Event costs	0	0	0	446	0	0	0	0	0
4066 Subscriptions	0	0	0	-144	0	0	0	0	0
Direct Expenditure	0	0	0	302	0	0	0	0	0
4000 Catering (Exp)	4,500	8,229	4,590	7,368	0	0	0	0	0
4005 Entertainment Exp	0	0	0	0	0	0	0	0	0
4010 Marketing & Publicity	250	0	255	0	0	0	0	0	0
4012 Charity donation	0	0	0	0	0	0	0	0	0
4015 Pay - Permanent Staff	47,703	48,721	48,830	37,568	0	0	0	0	0
4020 Pay - Casual Staff	15,592	14,608	13,671	10,393	0	0	0	0	0
4025 Staff Training	1,000	1,040	1,000	616	0	0	0	0	0
4030 Rates	-1,000	3,220	-1,020	-1,219	0	0	0	0	0
4035 Water Rates	3,100	2,190	3,162	129	0	0	0	0	0
4040 Refuse Collection	1,350	921	1,377	730	0	0	0	0	0
4045 Insurance	2,700	4,092	2,754	0	0	0	0	0	0
4050 Electricity	4,000	4,795	4,080	4,948	0	0	0	0	0
4055 Gas	3,000	4,920	5,000	2,951	0	0	0	0	0
4060 Stationery & Photocopying	400	163	400	1,141	0	0	0	0	0
4062 Office Furniture	0	455	0	0	0	0	0	0	0
4063 Office Equipment	0	0	0	461	0	0	0	0	0
4065 Postage	100	36	100	60	0	0	0	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
4070 Telephone	500	553	510	50	0	0	0	0	0
4075 IT/Computer Consumables	1,500	5,571	2,000	513	0	0	0	0	0
4080 Maintenance & Improvements	6,000	8,420	6,120	4,030	0	0	0	0	0
4085 Ad Hoc Repairs	0	0	0	2,541	0	0	0	0	0
4090 Cleaning	11,000	13,095	11,220	7,546	0	0	0	0	0
4095 Grounds Maintenance	2,100	2,210	2,100	1,648	0	0	0	0	0
4100 Major Property Works	0	5,320	0	0	0	0	0	0	0
4102 Garage Project	0	253	0	4,525	0	0	0	0	0
4105 Professional Fees	4,500	1,815	4,500	1,128	0	0	0	0	0
4106 Licences	0	1,177	0	0	0	0	0	0	0
4110 Sundry Expenses	350	294	357	163	0	0	0	0	0
4115 Bank Charges	150	0	153	0	0	0	0	0	0
4117 Customer Refund	0	228	0	91	0	0	0	0	0
4120 Bad Debts	0	0	0	0	0	0	0	0	0
4125 Service Agreement	0	2,000	0	2,000	0	0	0	0	0
4200 Depreciation Yearly Charge	0	25,780	0	0	0	0	0	0	0
Overhead Expenditure	108,795	160,105	111,159	89,381	0	0	0	0	0
Movement to/(from) Gen Reserve	6,955	(25,192)	2,038	18,919	0	0	0	0	0
Total Budget Income	115,750	134,912	113,198	108,603	0	0	0	0	0
Expenditure	108,795	160,105	111,159	89,684	0	0	0	0	0
Movement to/(from) Gen Reserve	6,955	(25,192)	2,038	18,919	0	0	0	0	0

Detailed Income & Expenditure by Budget Heading 24/01/2020

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Billingshurst CCC								
1000 Lettings - Commercial	1,422	34,326	46,612	12,286			73.6%	
1005 Lettings - Local Commercial	1,678	18,366	20,806	2,440			88.3%	
1009 BPC room bookings	0	964	0	(964)			0.0%	
1010 Lettings - Local Non Comm.	2,384	24,165	15,759	(8,406)			153.3%	
1011 Kitchen	167	449	0	(449)			0.0%	
1012 Cancellation Fee	198	646	0	(646)			0.0%	
1013 Refund	0	7	0	(7)			0.0%	
1014 Licences	37	275	0	(275)			0.0%	
1015 Tenants-BPC/BCT/Police/H.Watch	2,645	12,747	14,220	1,473			89.6%	
1016 Wardens Facilities	0	0	1,000	1,000			0.0%	
1017 Storage	104	796	0	(796)			0.0%	
1020 Technology	0	33	4,590	4,557			0.7%	
1021 Photocopies(inc)	3	146	0	(146)			0.0%	
1024 Counter Sales	71	894	0	(894)			0.0%	
1025 Catering (Inc)	361	10,674	7,956	(2,718)			134.2%	
1026 Cleaning (Inc)	81	825	0	(825)			0.0%	
1027 Utilities (inc)	583	1,831	0	(1,831)			0.0%	
1031 Staff Costs	18	18	0	(18)			0.0%	
1034 Event income	25	1,145	0	(1,145)			0.0%	
1035 Miscellaneous Income	0	58	255	197			22.9%	
1036 Interest	0	238	0	(238)			0.0%	
1040 Grant (BPC)	0	0	2,000	2,000			0.0%	
Billingshurst CCC :- Income	9,777	108,603	113,198	4,595			95.9%	0
4011 Event costs	8	446	0	(446)		(446)	0.0%	
4066 Subscriptions	0	(144)	0	144		144	0.0%	
Billingshurst CCC :- Direct Expenditure	8	302	0	(302)	0	(302)		0
4000 Catering (Exp)	0	7,368	4,590	(2,778)		(2,778)	160.5%	
4010 Marketing & Publicity	0	0	255	255		255	0.0%	
4012 Charity donation	0	0	0	(0)		(0)	0.0%	
4015 Pay - Permanent Staff	4,190	37,568	48,830	11,262		11,262	76.9%	
4020 Pay - Casual Staff	0	10,393	13,671	3,278		3,278	76.0%	
4025 Staff Training	0	616	1,000	384		384	61.6%	
4030 Rates	0	(1,219)	(1,020)	199		199	119.5%	
4035 Water Rates	0	129	3,162	3,033		3,033	4.1%	
4040 Refuse Collection	76	730	1,377	647		647	53.0%	
4045 Insurance	0	0	2,754	2,754		2,754	0.0%	
4050 Electricity	515	4,948	4,080	(868)		(868)	121.3%	
4055 Gas	0	2,951	5,000	2,049		2,049	59.0%	
4060 Stationery & Photocopying	197	1,141	400	(741)		(741)	285.2%	

Detailed Income & Expenditure by Budget Heading 24/01/2020

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4063 Office Equipment	57	461	0	(461)		(461)	0.0%	
4065 Postage	0	60	100	40		40	60.0%	
4070 Telephone	0	50	510	460		460	9.8%	
4075 IT/Computer Consumables	0	513	2,000	1,487		1,487	25.7%	
4080 Maintenance & Improvements	647	4,030	6,120	2,090		2,090	65.9%	
4085 Ad Hoc Repairs	12	2,541	0	(2,541)		(2,541)	0.0%	
4090 Cleaning	0	7,546	11,220	3,674		3,674	67.3%	
4095 Grounds Maintenance	0	1,648	2,100	452		452	78.5%	
4102 Garage Project	0	4,525	0	(4,525)		(4,525)	0.0%	
4105 Professional Fees	0	1,128	4,500	3,372		3,372	25.1%	
4110 Sundry Expenses	0	163	357	194		194	45.7%	
4115 Bank Charges	0	0	153	153		153	0.0%	
4117 Customer Refund	0	91	0	(91)		(91)	0.0%	
4125 Service Agreement	0	2,000	0	(2,000)		(2,000)	0.0%	
Billingshurst CCC :- Indirect Expenditure	5,694	89,381	111,159	21,778	0	21,778	80.4%	0
Net Income over Expenditure	4,075	18,919	2,038	(16,881)				
Grand Totals:- Income	9,777	108,603	113,198	4,595			95.9%	
Expenditure	5,702	89,684	111,159	21,476	0	21,476	80.7%	
Net Income over Expenditure	4,075	18,919	2,038	(16,881)				
Movement to/(from) Gen Reserve	4,075	18,919						

BILLINGSHURST COMMUNITY & CONFERENCE CENTRE**CENTRE COMMITTEE****29 JANUARY 2020****MANAGER'S REPORT****FOR INFORMATION**

Our energy saving changes are slowly taking shape; we now have light sensors in the kitchen and both WC's. We have received many positive comments so far and I'm hoping our next energy bill reflects these changes!!

I have been asked to explain why our current price list doesn't include a charge for commercial hire of our kitchen facilities. As far as I'm aware for the time I have been employed here such charges have never been in place. I can only assume this is because the kitchen when in use is only needed on an hourly basis. Commercial hirers very rarely require the kitchen and when they do they are charged the hourly rate for the length of time needed.

Colin has now installed an overhead door closer for our back door; being a fire door it should be closed at all times, but the ongoing frustration of that door being left open particularly on cold days became all too much for both Denise and Lesley, so the new bracket is a bit of welcome relief for them too (and our heating!!)

I've asked Colin and Roland to address the problems with the guttering and overflow in the rear carpark, they will act on this issue in the coming weeks; hopefully some dry weather will be in sight and he will be able to jet wash the debris out and clear whatever is clogging the pipe up.

Our first shipment of crisp packets were sent to Terracycle last week, we managed 14.7kg. If access to more boxes had been available the shipment would have been larger as I have a lot more packets building-up back stage. I have spoken to Whizz Kidz (a wheelchair charity) and they have confirmed a regular delivery of extra-large boxes to us from next month. We are also being listed on the air ambulance's website at my request as a drop off point.

Last year we were approached by Nationwide Building Society about potentially having a room here at the Centre for a pop-up branch; there was an initial expectation of a free room or a regular slot in the foyer (not ideal, especially on busy days) but we had to decline such a request. I was approached again in January and told their head office had now authorised funds for the hire of a room - Committee Room 2 will now become Nationwide's home for 2 hours on a Friday starting next month. They will offer financial information but no money will be handled by them on site. This will be a great new service for the Centre and Village.

The old photocopier was offered via social media to local good causes and eventually the Racehorse Sanctuary just south of Brinsbury took up the offer and it was delivered by the Clerk.

The Committee is invited to note this report.