




Registered Charity No. 227480

You are duly summoned to the Meeting of the Centre Committee to take place on Wednesday 26 February 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

20 February 2020

## AGENDA

1. Apologies for Absence.
2. To note that the January meeting was cancelled as it would have been inquorate.
3. To Receive Declarations of Interest and Notification of Changes to Members' Interests.
4. Approval of the Minutes of the meeting on 18 December 2019 previously circulated; to confirm and sign the minutes as a correct record.
5. Matters Arising – **not separate agenda items**.
6. Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).
7. To approve payments for
  - a) December 2019 - Appendix A.
  - b) January 2020 - Appendix B.
8. To approve Bank Reconciliations:
  - a) Current & Main Reserve Accounts to 31 December 2019 - Appendix C.
  - b) Second Reserve Account – 24 December 2019 - Appendix D.
  - c) Current & Main Reserve Accounts to 31 January 2020 - Appendix E.
  - d) Second Reserve Account – to follow if available
- 9 To receive budget report for Q3 - Appendix F.
10. To approve the revised Standard Conditions of Hirer - Appendix G.
11. To receive Centre Manager's Report for January - Appendix H.
12. Any other matters for information only.

13. Date of the Next Meeting – **Wednesday 25 March 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.**

Date: 24/01/2020

## Billingshurst Community Centre Current Year

Page 1

Time: 09:55

## 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
<b>Total Payments</b>			<b>5,556.45</b>		

## Natwest Bank Accounts

## List of Payments made between 01/01/2020 and 31/01/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/01/2020	Screwfix	CARD	15.00		Door closer for back door
02/01/2020	Comms Express Ltd	CARD	67.87		Comms Express
06/01/2020	Grenke Leasing Ltd	1580010807	204.01		Printer rental 010120 - 310320
08/01/2020	Petty Cash	Petty Cash	120.00		Petty Cash Jan & Feb
09/01/2020	Grenke Leasing Ltd	1580010807	120.00		New printer documentation fee
13/01/2020	Evans Electrical	003588	762.00		Replacement lights/switches
13/01/2020	ADT Alarms	003589	73.20		Intruder alarm fault
13/01/2020	Kay's Electrical	003590	49.00		Repair to Hoover
13/01/2020	Kreston Reeves LLP	003591	252.00		Casual Staff payroll to 31/12/
13/01/2020	Beeches Buffet	003592	336.00		Catering
13/01/2020	Baskets in Bloom	003587	50.00		Autumn hanging baskets
13/01/2020	Kay's Electrical	003590C	-49.00		Repair Hoover - pd by Greg B
15/01/2020	UK Spares	CARD	21.81		Safety button for water heater
17/01/2020	Grenke Leasing Ltd	1580010807	106.80		Printer protection 2020
17/01/2020	Grenke Leasing Ltd	580010807	9.79		Pro rata printer protection
20/01/2020	Pyzer Cleaning Services	003585	896.40		Cleaning and deep polish
20/01/2020	Billingshurst Parish Council	003586	4,189.50		Payroll recharge Dec 19
20/01/2020	OPUS energy	1140791	618.43		Electricity 04/12/ - 03/01/20
22/01/2020	Casual Staff	DD	40.80		Casual staff PAYE
24/01/2020	Casual Staff	BACS	715.83		Casual staff salaries
28/01/2020	Greg Burt	003593	8.00		Wrapping paper
28/01/2020	Greg Burt	003594	49.00		Repair to Hoover
29/01/2020	Beeches Buffet	003598	336.00		Catering
29/01/2020	Carbon Management Resources Li	003584	162.00		Energy Certification renewal
29/01/2020	Ferris Plumbing & Heating	003597	96.00		Replacement thermostat head
30/01/2020	Display Stands UK	CARD	50.34		3 Tier cabinet for sweets
31/01/2020	Horsham District Council	0100004606	76.10		Refuse collection
<b>Total Payments</b>			<b>9,376.88</b>		

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

<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>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
10/12/2019 003580 A272 Design		72.00	
			<u>72.00</u>
			83,931.13
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			83,931.13
		<b>Balance per Cash Book is :-</b>	<b>83,931.13</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 06/01/2020

Billingshurst Community Centre Current Year

Page 1

Time: 10:19

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

User: DENISE

<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
			<u>60,140.61</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			60,140.61
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			60,140.61
		<b>Balance per Cash Book is :-</b>	<b>60,140.61</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 10/02/2020

Billingshurst Community Centre Current Year

Page 1

Time: 10:41

**Bank Reconciliation Statement as at 31/01/2020  
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	31/01/2020	974	100.00
Business Reserve Account	31/01/2020	184	91,128.57
			<u>91,228.57</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
13/01/2020 003587 Baskets in Bloom		50.00	
29/01/2020 003598 Beeches Buffet		336.00	
			<u>386.00</u>
			90,842.57
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			90,842.57
		<b>Balance per Cash Book is :-</b>	<b>90,842.57</b>
		<b>Difference is :-</b>	<b>0.00</b>

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

APPENDIX F

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>100 Billingshurst CCC</b>									
1000 Lettings - Commercial	53,650	56,240	46,612	34,326	0	0	0	0	0
1005 Lettings - Local Commercial	20,600	19,396	20,806	18,366	0	0	0	0	0
1009 BPC room bookings	0	0	0	964	0	0	0	0	0
1010 Lettings - Local Non Comm.	15,450	18,763	15,759	24,165	0	0	0	0	0
1011 Kitchen	0	549	0	449	0	0	0	0	0
1012 Cancellation Fee	0	1,297	0	646	0	0	0	0	0
1013 Refund	0	346	0	7	0	0	0	0	0
1014 Licences	0	238	0	275	0	0	0	0	0
1015 Tenants-BPC/BCT/Police/H.Watch	11,000	12,655	14,220	12,747	0	0	0	0	0
1016 Wardens Facilities	0	704	1,000	0	0	0	0	0	0
1017 Storage	0	902	0	796	0	0	0	0	0
1020 Technology	5,000	322	4,590	33	0	0	0	0	0
1021 Photocopies(inc)	0	0	0	146	0	0	0	0	0
1024 Counter Sales	0	0	0	894	0	0	0	0	0
1025 Catering (Inc)	7,800	12,036	7,956	10,674	0	0	0	0	0
1026 Cleaning (Inc)	0	163	0	825	0	0	0	0	0
1027 Utilities (inc)	0	583	0	1,831	0	0	0	0	0
1030 Entertainment Income	0	0	0	0	0	0	0	0	0
1031 Staff Costs	0	107	0	18	0	0	0	0	0
1034 Event income	0	0	0	1,145	0	0	0	0	0
1035 Miscellaneous Income	250	122	255	58	0	0	0	0	0
1036 Interest	0	151	0	238	0	0	0	0	0
1037 Insurance Claim	0	5,070	0	0	0	0	0	0	0

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**Billingshurst Community Centre Current Year  
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
	<b>115,750</b>	<b>134,912</b>	<b>113,198</b>	<b>108,603</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4011 Event costs	0	0	0	446	0	0	0	0	0
4066 Subscriptions	0	0	0	-144	0	0	0	0	0
	<b>0</b>	<b>0</b>	<b>0</b>	<b>302</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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

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**Billingshurst Community Centre Current Year  
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
<b>Overhead Expenditure</b>	<b>108,795</b>	<b>160,105</b>	<b>111,159</b>	<b>89,381</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>6,955</b>	<b>(25,192)</b>	<b>2,038</b>	<b>18,919</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Budget Income</b>	<b>115,750</b>	<b>134,912</b>	<b>113,198</b>	<b>108,603</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenditure</b>	<b>108,795</b>	<b>160,105</b>	<b>111,159</b>	<b>89,684</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>6,955</b>	<b>(25,192)</b>	<b>2,038</b>	<b>18,919</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Budget Heading 24/01/2020

Month No: 10

## Cost Centre Report

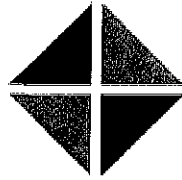
	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Billingshurst CCC</b>								
1000 Lettings - Commercial	1,422	34,326	46,612	12,286			73.6%	
1005 Lettings - Local Commercial	1,678	18,366	20,806	2,440			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%	
<b>Billingshurst CCC :- Income</b>	<b>9,777</b>	<b>108,603</b>	<b>113,198</b>	<b>4,595</b>			<b>95.9%</b>	<b>0</b>
4011 Event costs	8	446	0	(446)		(446)	0.0%	
4066 Subscriptions	0	(144)	0	144		144	0.0%	
<b>Billingshurst CCC :- Direct Expenditure</b>	<b>8</b>	<b>302</b>	<b>0</b>	<b>(302)</b>	<b>0</b>	<b>(302)</b>		<b>0</b>
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 &amp; 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	<b>5,694</b>	<b>89,381</b>	<b>111,159</b>	<b>21,778</b>	<b>0</b>	<b>21,778</b>	<b>80.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>4,075</b>	<b>18,919</b>	<b>2,038</b>	<b>(16,881)</b>				
Grand Totals:- Income	<b>9,777</b>	<b>108,603</b>	<b>113,198</b>	<b>4,595</b>			<b>95.9%</b>	
Expenditure	<b>5,702</b>	<b>89,684</b>	<b>111,159</b>	<b>21,476</b>	<b>0</b>	<b>21,476</b>	<b>80.7%</b>	
<b>Net Income over Expenditure</b>	<b>4,075</b>	<b>18,919</b>	<b>2,038</b>	<b>(16,881)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>4,075</b>	<b>18,919</b>						



# BILLINGSHURST

Community & Conference Centre

## Standard Conditions of Hire

These standard conditions apply to all hiring of the Association's premises. If the Hirer is in any doubt as to the meaning of the following, the Manager or other relevant person should immediately be consulted.

### 1. Age

The hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions, under the Agreement, relating to management and supervision of the premises are met.

### 2. Supervision

The hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway. As directed by the Centre Manager, the hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

### 3. Time

The Hirer will allow time within their requested booking slot for setting up and clearing away, failure to do so will incur additional charges.

### 4. Invoicing

The hirer will be invoiced very shortly after the booking has taken place. Party hirers will be expected to pay for their booking at least two weeks in advance.

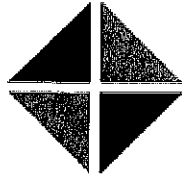
### 5. Use of Premises

The hirer shall not use the premises (including the car park) for any purpose other than described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.

### 6. Insurance and Indemnity

a. The Hirer shall be liable for:

- I. the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the premises
- II. all claims losses, damages and costs made or incurred by the Council as Trustee, their employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the hirer and
- III. all claims, losses, damages and costs made against or incurred by the Council as trustee, their employees, volunteer, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the hirer, and subject to sub -clause (b) the hirer shall indemnify and keep indemnified accordingly the Council as Trustee and its employees, volunteers, agents and invitees against such liabilities.



# **BILLINGSHURST**

Community & Conference **Centre**

- b. The Billingshurst Centre shall take out adequate insurance to insure the liabilities described in sub-clauses (a) (i) above and may, in its discretion and in the case of non-commercial hirers, insure the liabilities described in sub clauses (a) (ii) and (iii) above. The Billingshurst Centre shall claim on its insurance for any liability of the hirer hereunder but the hirer shall indemnify and keep indemnified the Council as Trustee and its employees, volunteers, agents and invitees against (a) any insurance excess incurred and (b) the difference between the amount of liability and the monies received under the policy.
- c. Where the Billingshurst Centre does not insure the liabilities described in sub-clauses (a)(ii) and (iii) above, the hirer shall take out adequate insurance to insure such liability and on demand shall produce the policy and current receipt or other evidence of cover to the Centre Manager. Failure to produce such policy and evidence of cover will render the hiring void and enable the Centre Manager to rehire the premises to another hirer.

The Billingshurst Centre is insured against any claims arising out of its own negligence.

## **7. Gaming, Betting and Lotteries**

The hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries

## **8. Music Copyright Licencing**

The hirer shall ensure that the Billingshurst Centre holds relevant licences under Performing Right Society (PRS) and the phonographic Performance Licence (PPL) or, where appropriate, the hirer holds a licence

## **9. Film**

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Hirers should ensure that they have the appropriate copyright licences for film.

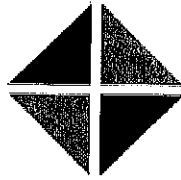
## **10. Childcare Act 2006**

The hirer shall ensure any activities for children under eight years of age comply with the provisions of the Childcare Act 2006 and the Safeguarding Vulnerable groups Act 2006 and only fit and proper persons who have passed the appropriate Criminal Records Bureau checks should have access to the children. Checks may also apply where children over eight and venerable adults are taking part in activities. The hirer shall provide the Council as Trustee with a copy of their CRB check and Child Protection Policy on request

## **11. Public Safety Compliance**

The hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and the Centre's Fire Risk Assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. The hirer shall also comply with the Centre's health and safety policy.

The Fire Service shall be called to any outbreak of fire, however slight, and details shall be given to the Centre Manager.



# **BILLINGSHURST**

Community & Conference **Centre**

- a. The hirer acknowledges that they have received instruction in the following matters:

The action to be taken in event of a fire.

- This includes calling the Fire Brigade and evacuating the hall.
  - The location and use of fire equipment.
  - Escape routes and the need to keep them clear.
  - Method of operation of escape door fastenings.
  - Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
  - Location of the first aid box.
- b. In advance of any activity whether regulated entertainment or not the hirer shall check the following items:
- That all fire exits are unlocked and panic bolts in good working order.
  - That all escape routes are free of obstruction and can be safely used for instant free public exit.
  - That any fire doors are not wedged open.
  - That exit signs are illuminated.
  - That there are no obvious fire hazards on the premises.
  - That emergency lighting supply illuminating all exit signs and routes are turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device)

## **12. Noise**

The hirer shall insure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The hirer shall, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

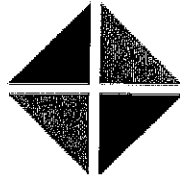
## **13. Drunk and Disorderly Behaviour and Supply of Illegal Drugs**

The hirer shall ensure that in order to avoid disturbing the centre's neighbours and avoid violent or criminal behaviour that care shall be taken to avoid excessive consumption of alcohol. No illegal drugs may be brought onto the premises. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises in accordance with the Licensing Act 2003.

## **14. Health and Hygiene**

The hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator and thermometer.

## **15. Electrical Appliance Safety**



# **BILLINGSHURST**

Community & Conference **Centre**

The hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided the hirer must make use of it in the interests of public safety.

## **16. Stored Equipment**

The Billingshurst Centre accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each or part or part of a day at the hire fee per hiring until the same is removed.

The Billingshurst Centre may, use its discretion in any of the following circumstances:

- Failure by the hirer to pay any charges in respect of stored equipment due and payable or to remove the same within 7 days after the agreed storage period has ended.
- Failure by the hirer to dispose of any property brought on to the premises for the purposes of the hiring. This may result in the Council as Trustee disposing of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the hirer any costs incurred in storing and selling or otherwise disposing of the same.

## **17. Smoking**

The hirer shall, and shall ensure that the hirer's invitees comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. Any person who breaches this provision shall be asked to leave the premises. The smoking of electronic cigarettes is also prohibited on the premises. The hirer shall ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire.

## **18. Accidents and Dangerous Occurrences**

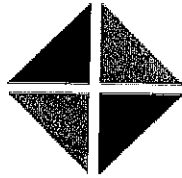
Any failure of equipment belonging to the Billingshurst Centre or brought in by the hirer must be reported as soon as possible. The hirer must report all accidents involving injury to the public to the Centre Manager as soon as possible and complete the relevant section in the Centre's accident book. Certain types of accident or injury must be reported on a special form to the Incident Contact Centre. The Centre Manager will give assistance in completing this form and can provide contact details.

## **19. Explosives and Flammable Substances**

The hirer ensures that:

- Highly flammable substances are not brought into, or used in any part of the premises and that no internal decorations or a combustibile nature (e.g. polystyrene, cotton wool shall be erected without the consent of the Centre Manager.
- No decorations are to be put up near light fittings or heaters.





# **BILLINGSHURST**

Community & Conference **Centre**

- The use of smoke machines is prohibited

## **20. Heating**

The hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the Council as Trustee. Portable liquefied propane gas (LPG) heating appliances shall not be used.

## **21. Animals**

The hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by the Centre Manager. Animals are not permitted in the kitchen at any time.

## **22. Fly Posting**

The hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and shall indemnify and keep indemnified the Council as Trustee accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

## **23. Sale of Goods**

The hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organisers name and address and that any discounts offered are based only on manufacturers' recommended retail prices.

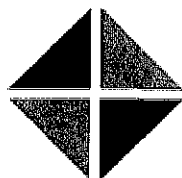
## **24. Cancellation Policy**

If the hirer wishes to cancel the booking before the date of the event and the Billingshurst Centre is unable to achieve a replacement booking, the question of the payment or the fee shall be at the discretion of the Billingshurst Centre:

- A cancellation fee will be payable by the hirer where the hiring is cancelled less than one month before the hire date at a rate of 50% of the total booking fee.
- If a hiring is cancelled less than one week before the hire date the charge will be 100% of the total booking fee.
- There will be no charge for cancellations made in writing more than one month before the hire date.

The Billingshurst Centre reserves the right to cancel a hiring by written notice to the hirer in the event of:

- The premises being required for use as a Polling Station for a Parliamentary or Local Government election by-election.
- The Council as Trustee reasonably considering that (i) such hiring will lead to a breach of licencing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring.
- The premises becoming unfit for the use intended by the hirer.



# **BILLINGSHURST**

Community & Conference **Centre**

- An emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.
- In any such case the hirer shall be entitled to a refund of any deposit already paid, but the Billingshurst Centre shall not be liable to the hirer for any resulting direct or indirect loss or damages whatsoever.

## **25. End of Hire**

The hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition and any contents temporarily removed from their usual positions properly replaced, otherwise the Centre shall be at liberty to make an additional charge.

## **26. No Alterations**

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Centre Manager. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the Billingshurst Centre remain in the premises at the end of the hiring. It will become the property of the Billingshurst Centre unless removed by the hirer who must make good to the satisfaction of the Council as Trustee any damage caused to the premises by such removal.

## **27. No Rights**

The hiring agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the hirer.

## **28. Use of the Stage Office, Sound & Lighting**

The hirer must ensure that the stage office must not be used for any other purpose than the control of the electrical equipment. Under no circumstance must anything be placed in the office or the used as a store at any time. Should any unauthorised items be placed in the stage office, the Centre Manager reserves the right to remove that equipment. Agreement to use and operate the equipment from an outside party will only be granted to qualified, experienced individuals and the hirer will provide a name and contact details. The hirer will be responsible for the care of all equipment and will be liable for the cost of repair or replacement of damaged equipment.

## **29. Car Park**

The use of the car park is for patrons only whilst using the Billingshurst Centre. The Council as trustee accepts no liability for any damages or losses whilst using the car park.

## **30. Variations to Rates of Hire**

The Centre Management Committee reserves the right to increase rates of hire provided that they give the hirer one month's notice in writing. This increase is usually implemented annually on the 1<sup>st</sup> of April.

Signed ..... Print Name ..... Dated.....

**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.