



Registered Charity No. 227480
Minutes of the Virtual Meeting of Billingshurst Centre Committee
Wednesday 27 January 2021 7.00pm

Present:

Cllrs Ken Peters (Chairman), Graeme Acraman and Craig Gale.

In Attendance via ZOOM

G Burt, Clerk to the Council

01/21 Chairman's Announcements.

The Chairman:

- a) Advised that Cllr Craig Gale had inspected the relevant bank statements prior to the meeting.
- b) Reminded Members that the meeting was being broadcast on the internet.
- c) Advised that the December 2020 meeting was cancelled due to lack of business.

02/21 Apologies for Absence.

Apologies for absence were received from Cllrs Sandy Duck, Roy Margetts and Sarah Wilson due to prior engagements. On the proposal of Cllr Ken Peters, seconded by Cllr Graeme Acraman, **RESOLVED** that the apologies and reasons given be accepted.

03/21 To Receive Declarations of Interest and Notification of Changes to Members' Interests.

Cllr Graeme Acraman declared a pecuniary interest as he is related to member of staff.

04/21 Minutes.

The minutes of 25 November 2020, previously circulated, were taken as read. On the proposal of Cllr Graeme Acraman, seconded by Cllr Craig Gale, **RESOLVED** that the minutes be approved and signed as a correct record accordingly.

05/21 Matters Arising.

None.

06/21 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).

The public had been offered the opportunity to either join the meeting to ask a question, or have the Clerk read out a question submitted in advance. No such requests or questions had been received.

07/21 To approve payments for November 2020.

Details of payments totalling £10,658.53 for November 2020 were previously circulated – Appendix A. On the proposal of Cllr Ken Peters, seconded by Cllr Craig Gale, **RESOLVED** that the payments be approved and published on the Council's website accordingly.

08/21 To approve payments for December 2020.

Details of payments totalling £6,182.23 for December 2020 were previously circulated – Appendix B. On the proposal of Cllr Ken Peters, seconded by Cllr Craig Gale, **RESOLVED** that the payments be approved and published on the Council's website accordingly.

09/21 To approve bank reconciliations.

On the proposal of Cllr Ken Peters, seconded by Cllr Graeme Acraman, **RESOLVED** to approve bank reconciliations as follows, which had earlier been initialed by Cllr Craig Gale.

November 2020

Current Account (Bank Statement 38) – Appendix C

Reserve Account (Bank Statement 226) - Appendix C

December 2020

Current Account (Bank Statement 43) - Appendix D

Reserve Account (Bank Statement 231) - Appendix D

October 2020

New Reserve No 2 Account (Bank Statement 27) - Appendix E

10/21 To receive an update on new garage and appoint contractor.

The Centre had previously agreed to take forward a project to build a new double garage/store /workshop to the rear of the Centre, on the site of a now demolished brick bin store, to be used by the Council's Litter Wardens.

It had been the intention that the Centre would fund the project, thought to be initially about £30k, from its own reserves, and then charge the Council rent, giving the Centre another income stream. Planning permission and necessary building regulations are now all in place. The following tenders had been received

Green Build UK	Sherlock & Neal	ST	Valley Builders
68,080	76,417.04	73,046.41	£64,798

If the tenders from Valley Builders was accepted, further professional fees on top of this would be £5,0170. bringing the total cost to £69,968.

Given that the reserves of the Centre were now required to provide a cushion for the Centre in these uncertain times, the Parish Council had agreed that it could be funded from Community Infrastructure Levy (CIL), including a rebate from CIL of funds expended to date. Once completed, the rent of the facility to the Council will give the Centre the income stream as originally envisaged.

On the proposal of Cllr Ken Peters, seconded by Cllr Graeme Acraman, **RESOLVED** to

- a. Note that the Council will allow the Centre to use CIL funds to construct this facility.
- b. Accept the tender from Valley Builders accordingly, in the sum of £64,798.

11/21 Centre Manager's Report.

The Committee **NOTED** a report from the Manager, previously circulated. Members' usual thanks to the Manager would be conveyed accordingly. The Clerk reported that the Manager had reiterated to WSCC the Centre's suitability/availability as a COVID vaccination centre.

12/21 Any Other Matters for Information.

Cllr Graeme Acraman asked for an update on internet banking. The Clerk reported that the forms to move to Lloyds Bank (and internet banking) had been completed last spring. However no more was heard as Lloyds had said that all new application were on hold due to the pandemic. When the Clerk recently chased up the application, they advised that the application had been deleted as a missing piece of information had still been awaited and that they had not heard from us. The Clerk has lodged a complaint.

13/20 Date of the Next Meeting. Wednesday 27 February 2021 at 7pm.

The meeting closed at 7.12pm.

Chairman

Date

Date: 19/01/2021

Billingshurst Community Centre Current Year

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Natwest Bank Accounts

List of Payments made between 01/11/2020 and 30/11/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/11/2020	Ballpoint Office Supplies Ltd	003736	41.93		Envelopes
04/11/2020	Billingshurst Parish Council	003737	4,224.77		Payroll recharge Oct 2020`
04/11/2020	Casual Staff	DD	794.77		Casual staff salaries Oct 2020
10/11/2020	Pyzer Cleaning Services	003739	249.60		Centre cleaning contract
11/11/2020	HMRC	DD	1,478.30		VAT to Sept 20
16/11/2020	Sussex Land Services	003740	228.00		Grounds maintenance Oct 20
19/11/2020	OPUS energy	1140791	521.45		Electricity to 03.11.20
23/11/2020	Southern Electric	03264641	516.67		Gas Oct 20
24/11/2020	Billingshurst Parish Council	003741	2,000.00		Centre Services agreement
25/11/2020	Casual Staff	DD	572.69		Casual Staff salaries Nov 2020
26/11/2020	Horsham District Council	0460680000	30.35		Refuse collections Oct 2020
Total Payments			10,658.53		

Date: 21/01/2021

Billingshurst Community Centre Current Year

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Natwest Bank Accounts

List of Payments made between 01/12/2020 and 31/12/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2020	Billingshurst Parish Council	003742	4,224.77		Payroll reimbursement Nov 2020
04/12/2020	Pyzer Cleaning Services	003743	144.00		Centre cleaning Nov 2020
08/12/2020	Petty Cash	Petty cash	20.00		Petty Cash Dec
08/12/2020	Zip Heaters UK Limited	003744	286.41		Water heater repair/ service
09/12/2020	Sussex Land Services	003745	228.00		Grounds Maintenance Nov 20
10/12/2020	APC	CARD	44.99		APC
21/12/2020	Southern Electric	DD	381.14		Gas November 2020
21/12/2020	Horsham District Council	Direct Deb	30.35		Refuse collections
21/12/2020	OPUS energy	D/D	435.83		Electricity Nov 2020
21/12/2020	Casual Staff	BACS	386.74		Staff Wages December 2020
Total Payments			<u>6,182.23</u>		

**Bank Reconciliation Statement as at 08/12/2020
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	30/11/2020	38	100.00
Business Reserve Account	30/11/2020	226	86,707.82
			0.00
			<u>86,807.82</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
17/03/2020 003683 Nationwide		301.50	
10/11/2020 003739 Pyzer Cleaning Services		249.60	
16/11/2020 003740 Sussex Land Services		228.00	
08/12/2020 Petty cash Petty Cash		20.00	
			<u>799.10</u>
			86,008.72
<u>Receipts not Banked/Cleared (Plus)</u>			
30/11/2020 BACS		1.58	
30/11/2020 001716		11.00	
07/12/2020 001716		168.68	
08/12/2020 001716		13.95	
			<u>195.21</u>
			86,203.93
		Balance per Cash Book is :-	86,203.93
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/12/2020
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	31/12/2020	43	100.00
Business Reserve Account	31/12/2020	231	82,336.32
			0.00
			<u>82,436.32</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
09/12/2020 003745 Sussex Land Services		228.00	
			<u>228.00</u>
			82,208.32
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			82,208.32
		Balance per Cash Book is :-	82,208.32
		Difference is :-	0.00

- 2 DEC 2020

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest 1042	30/10/2020	27	60,203.14
			<u>60,203.14</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			60,203.14
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			60,203.14
		Balance per Cash Book is :-	60,203.14
		Difference is :-	0.00

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