



Registered Charity No. 227480
Minutes of the Virtual Meeting of Billingshurst Centre Committee
Wednesday 24 February 2021 7.00pm

Present:

Cllrs Ken Peters (Chairman), Graeme Acraman, Sandy Duck, Craig Gale and Sarah Wilson.

In Attendance via ZOOM

G Burt, Clerk to the Council

14/21 Chairman's Announcements.

The Chairman:

- a) Advised that he had inspected the relevant bank statements prior to the meeting.
- b) Reminded Members that the meeting was being broadcast on the internet.

15/21 Apologies for Absence.

Apologies for absence were received from Cllr Roy Margetts due to a prior engagement. On the proposal of Cllr Ken Peters, seconded by Cllr Craig Gale, **RESOLVED** that the apology and reason given be accepted.

16/21 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 and was also employed by a tenant of the Centre.

Cllr Craig Gale declared a pecuniary interest as he is also employed by a tenant of the Centre.

17/21 Minutes

The minutes of 27 January 2021, previously circulated, were taken as read. On the proposal of Cllr Ken Peters, seconded by Cllr Craig Gale, **RESOLVED** that the minutes be approved and signed as a correct record accordingly.

18/21 Matters Arising

The complaint to Lloyds Bank about them terminating our application for a bank account had been dismissed. We would now have to start a new application.

19/21 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.

20/21 To approve payments for January 2021.

Details of payments totalling £6,833.06 for January 2021 were previously circulated – Appendix A. On the proposal of Cllr Ken Peters, seconded by Cllr Sarah Wilson,

RESOLVED that the payments be approved and published on the Council's website accordingly.

The Clerk would clarify whether the casual member payments made in January were for December.

21/21 To approve bank reconciliations.

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

Current Account (Bank Statement 49) – Appendix B

Reserve Account (Bank Statement 235) - Appendix B

New Reserve No 2 Account (Bank Statement 29) - Appendix C

22/21 To confirm a 1% increase in all hire rates for the Centre for 2021-22.

On the proposal of Cllr Ken Peters, seconded by Cllr Sarah Wilson, **RESOLVED** a 1% increase in all hire rates from 1st April 2021.

23/21 Centre Manager's Report.

The Committee **NOTED** a report from the Manager, previously circulated. Members' usual thanks to the Manager would be conveyed accordingly.

24/21 Date of the Next Meeting. Wednesday 24 March 2021 at 7pm.

The meeting closed at 7.17pm.

Chairman

Date

Date: 16/02/2021

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Natwest Bank Accounts

List of Payments made between 01/01/2021 and 31/01/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/01/2021	Grenke Leasing Ltd	DD	106.80		Printer protection 2021
07/01/2021	Grenke Leasing Ltd	Direct Deb	204.01		Quarterly fee 01/21 - 03/21
08/01/2021	Sussex Land Services	003745	228.00		Garden Contract
12/01/2021	Sarah Newell	CHEQUE	26.99		Reception Xmas Tree
12/01/2021	Billingshurst Parish Council	003748	4,800.98		Payroll December 2020
13/01/2021	Hippo Waste Management	CARD	177.98		Hippo Bag and pickup
19/01/2021	OPUS energy	DD	490.45		Electricity 04/12/20-03/01/21
25/01/2021	Southern Electric	DD	593.74		Gas 01/12-31/12/20
25/01/2021	Casual Staff	DD	181.31		Payroll January 2021
26/01/2021	Horsham District Council	Direct Deb	22.80		Refuse Collection December 20
Total Payments			6,833.06		

Date: 11/02/2021

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Time: 15:49

Bank Reconciliation Statement as at 31/01/2021
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	31/01/2021	49	943.00
Business Reserve Account	31/01/2021	235	78,448.89
			0.00
			<u>79,391.89</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
08/01/2021 003745 Sussex Land Services		228.00	
			<u>228.00</u>
			79,163.89
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			79,163.89
		Balance per Cash Book is :-	79,163.89
		Difference is :-	0.00

Date: 11/02/2021

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Time: 15:54

Bank Reconciliation Statement as at 31/01/2021
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	31/12/2020	29 <i>B</i>	60,204.16
			<u>60,204.16</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			60,204.16
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			60,204.16
		Balance per Cash Book is :-	60,204.16
		Difference is :-	0.00