



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

Present:

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

In Attendance via ZOOM

G Burt, Clerk to the Council

25/21 Chairman's Announcements.

The Chairman:

- a) Advised that Cllr Craig Gale inspected the relevant bank statements prior to the meeting.
- b) Reminded Members that the meeting was being broadcast on the internet.
- c) Asked Cllrs to raise their yellow cards if they wished to speak.

26/21 Apologies for Absence.

None.

27/21 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.

28/21 Minutes

The minutes of 24 February 2021, previously circulated, were taken as read. On the proposal of Cllr Ken Peters, seconded by Cllr Graeme Acraman, **RESOLVED** that the minutes be approved and signed as a correct record accordingly.

29/21 Matters Arising

The Clerk had received an update from the architect about the garage, which would go on the April agenda.

30/21 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.

31/21 To approve payments for February 2021.

Details of payments totalling £3,881.95 for February 2021 were previously circulated – Appendix A. On the proposal of Cllr Ken Peters, seconded by Cllr Graeme Acraman,

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

32/21 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 Craig Gale.

Current Account (Bank Statement 53) – Appendix B
Reserve Account (Bank Statement 239) - Appendix B

33/21 Centre Manager's Report.

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

34/21 Any other matters for information only.

Cllr Sandy Duck reported that it was planned to hold a Christmas Fayre on 4 December 2021.

35/21 Date of the Next Meeting. Wednesday 28 April 2021 at 7pm.

The meeting closed at 7.09pm.

Chairman

Date

Date: 16/03/2021

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Natwest Bank Accounts

List of Payments made between 01/02/2021 and 28/02/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/02/2021	Kreston Reeves LLP	003754	129.96		Payroll Services December 2021
02/02/2021	Pyzer Cleaning Services	003755	144.00		Cleaning of Premises
10/02/2021	Petty Cash	Cash	20.00		Petty Cash
11/02/2021	CMR Ltd	003756	162.00		Energy Certificate
11/02/2021	Churches Fire Security Ltd	003757	457.43		Fire Extinguisher Service
12/02/2021	Currys	CARD	79.99		Microwave for Kitchen
16/02/2021	Horsham District Council	DD	30.35		Refuse Collection
16/02/2021	OPUS energy	DD 16/02	414.07		Electricity 04/01-03/02/2021
22/02/2021	Southern Electric	DD	516.73		Gas 01/01-31/01/2021
24/02/2021	Performing Rights Society	003758	515.03		Music Licence
24/02/2021	Sussex Land Services	003759	228.00		Garden Contract
24/02/2021	Pyzer Cleaning Services	003760	144.00		Cleaning of Centre
26/02/2021	HMRC	BACS	1,084.39		VAT
26/02/2021	HMRC	BACS	-1,084.39		HMRC e-VAT corr
26/02/2021	HMRC	BACS	1,040.39		HMRC E VAT
Total Payments			3,881.95		

Date: 16/03/2021

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Bank Reconciliation Statement as at 28/02/2021
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	26/02/2021	53	100.00
Business Reserve Account	26/02/2021	239	85,803.56
			0.00
			<u>85,903.56</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
08/01/2021 003745 Sussex Land Services		228.00	
26/01/2021 003751 Billingshurst Parish Council		4,288.79	
11/02/2021 003756 CMR Ltd		162.00	
11/02/2021 003757 Churches Fire Security Ltd		457.43	
24/02/2021 003758 Performing Rights Society		515.03	
24/02/2021 003759 Sussex Land Services		228.00	
24/02/2021 003760 Pyzer Cleaning Services		144.00	
			<u>6,023.25</u>
			79,880.31
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			79,880.31
		Balance per Cash Book is :-	79,880.31
		Difference is :-	0.00