



**Registered Charity No. 227480**  
**Minutes of the Virtual Meeting of Billingshurst Centre Committee**  
**Wednesday 28 April 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

**36/21 Chairman's Announcements.**

The Chairman:

- a) Advised that he had inspected the relevant bank statements prior to the meeting.
- b) Advised Members that due to technical difficulties in streaming live, a recording of this meeting would be posted online later.
- c) Reminded Members that next week's Council meeting would start at 7pm.

**37/21 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.

**38/21 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.

**39/21 Minutes**

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

**40/21 Matters Arising**

None.

**41/21 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.

**42/21 To approve payments for March 2021.**

Details of payments totalling £628.68 for March 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.

**43/21 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 Ken Peters

Current Account (Bank Statement 56) – Appendix B

Reserve Account (Bank Statement 243) - Appendix B

New Reserve No 2 Account (Bank Statement 32) - Appendix C

The Clerk was asked to look into why cheque number 003751 took so long to be presented.

**44/21 To receive a progress report on the new garage project and review appointment of successful tenderer.**

Members were advised that the contractor appointed to construct the new garage, Valley Builders, would not be able to start work until September. Some other companies who had tendered could start sooner, but their prices were significantly higher. Members did not consider that starting earlier could justify such a significant increase in cost on the project. It was agreed that Valley Builders would remain the preferred contractor. If there was any increase in price (given the time elapsed since they first quoted) this would be reported at the next meeting, or before via e-mail if time was of the essence.

**45/21 Centre Manager's Report.**

The Committee **NOTED** a report from the Manager, previously circulated. Members' usual thanks to the Manager would be conveyed accordingly. In answer to a query, the Clerk would check if the Centre was being used for local elections on 5 May. [Post meeting note – yes it was.] The Clerk added that the Manager would soon be recruiting for replacement casual staff.

**46/21 Date of the Next Meeting.** Wednesday 26 May 2021 at 7pm.

The meeting closed at 7.17pm.

**Chairman**

**Date**

Date: 21/04/2021

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## Natwest Bank Accounts

## List of Payments made between 01/03/2021 and 31/03/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/03/2021	Greg Burt	CHEQUE	26.47		Austens Invoice 70003870-7
17/03/2021	Horsham District Council	DD	15.10		Recycling Feb 2021
17/03/2021	Amazon	CARD	5.85		Dater stamp
17/03/2021	Amazon	CARD	4.59		Push Pins
17/03/2021	Amazon	CARD	6.99		Staff Diary
19/03/2021	OPUS energy	DD	373.40		Electricity 04/02-03/03/21
20/03/2021	Amazon	CARD	12.01		Felt notice board
22/03/2021	Southern Electric	DD	454.15		Gas 01/02-28/02/2021
30/03/2021	Southern Cranes & Access	BACS	-432.00		Refund of staff tower training
30/03/2021	Post Office	CARD	18.12		Stamps
30/03/2021	Pyzer Cleaning Services	003765	144.00		Centre Cleaning
<b>Total Payments</b>			<b>628.68</b>		

Date: 13/04/2021

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Bank Reconciliation Statement as at 31/03/2021  
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	31/03/2021	56	100.00
Business Reserve Account	31/03/2021	243	85,160.26
			0.00
			<u>85,260.26</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
08/01/2021 003745 Sussex Land Services		228.00	
26/01/2021 003751 Billingshurst Parish Council		4,288.79	
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	
09/03/2021 CHEQUE Greg Burt		26.47	
			<u>5,430.29</u>
			79,829.97
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			79,829.97
		<b>Balance per Cash Book is :-</b>	<b>79,829.97</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 21/04/2021


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Time: 10:05

Bank Reconciliation Statement as at 31/03/2021  
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	31/03/2021	32	 60,205.64
			<hr/> 60,205.64
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			60,205.64
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			60,205.64
		<b>Balance per Cash Book is :-</b>	<b>60,205.64</b>
		<b>Difference is :-</b>	<b>0.00</b>