



**Registered Charity No. 227480**  
**Minutes of the Meeting of Billingshurst Centre Committee**  
**Wednesday 28 July 2021 7.00 pm**

**Present:**

Cllrs Ken Peters (Chairman), Graeme Acraman, Sandy Duck and Roy Margetts.

**In Attendance**

G Burt, Clerk to the Council  
Cllr Phillip Day

**71/21 Chairman's Announcements.**

The Chairman reminded Members

1. That the meeting was being streamed to the internet.
2. That Cllrs wishing to speak should raise their hand and speak clearly and loudly.

**72/21 Apologies for Absence.**

Apologies for absence were received from Cllr Craig Gale 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.

**73/21 To Receive Declarations of Interest and Notification of Changes to Members' Interests.**

Cllr Graeme Acraman declared a pecuniary interest as he is related to a member of staff and was also employed by a tenant of the Centre.

**74/21 Minutes**

The minutes of 23 June 2021, previously circulated, were taken as read. On the proposal of Cllr Graeme Acraman seconded by Cllr Sandy Duck, **RESOLVED** that the minutes be approved and signed as a correct record accordingly.

**75/21 Matters Arising.**

None.

**76/21 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).**

None.

**77/21 To approve payments for June 2021**

Details of payments totalling £15,167.17 for June 2021 had been previously circulated – Appendix A. On the proposal of Cllr Graeme Acraman, seconded by Cllr Sandy Duck, **RESOLVED** that the payments be approved and published on the Council's website accordingly.

**78/21 To approve Bank Reconciliations Current & Main Reserve Accounts to 2 July 2021 and Second Reserve Account to 28 May 2021.**

On the proposal of Cllr Ken Peters, seconded by Cllr Graeme Acraman , **RESOLVED** to approve bank reconciliations as follows, which were then initialed by Cllr Ken Peters.

Current Account (Bank Statement 71) – Appendix B

Reserve Account (Bank Statement 256) - Appendix B

New Reserve No 2 Account (Bank Statement 34) - Appendix C

**79/To note the 1<sup>st</sup> quarter budget report.**

NOTED

**80/21 To prioritise future improvements.**

Members were advised that there was approximately £42k of s106 funds available for possible improvements and considered a list of suggested projects. Members added *Improved Broadband* to the list and agreed that refurbishment of the toilets and automatic front doors should be the priorities.

**81/21 To note current Emergency Call Out contacts: S Newell, G Burt, K King & C Ellis.**

NOTED

**82/21 Centre Manager's Report.**

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

**83/21 Any other matter for information only.**

Cllr Graeme Acraman commented that staff were grateful to the Centre/Council for making up to 100% their furloughed salaries.

**84/21 Date of the Next Meeting.** Wednesday 29 September 2021 at 7.00pm.

The meeting closed at 7.15pm.

**Chairman**

**Date**

Date: 21/07/2021

## Billingshurst Community Centre Current Year

Page 1

Time: 11:36

## Natwest Bank Accounts

## List of Payments made between 01/06/2021 and 30/06/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2021	Sarah Newell	003781	9.00		Catering supplies
01/06/2021	Pyzer Cleaning Services	003776	144.00		Cleaning to 23.04.21
01/06/2021	Sainsbury's	CARD	8.20		Milk and coffee
02/06/2021	Petty Cash	Petty cash	40.00		To petty cash
03/06/2021	Mulberry & Co	003783	1,560.00		End of year accounts prep
03/06/2021	Billingshurst Parish Council	003781	4,335.90		Payroll recharge May 21
03/06/2021	Rialtas Business Solutions Ltd	003780	672.00		End of year processing 21
08/06/2021	Greg Burt	003784	16.00		Compost for pots
08/06/2021	Kreston Reeves LLP	003792	134.40		Payroll services June 21
09/06/2021	Nisbets	CARD	16.77		Mop heads
10/06/2021	Robin Nugent Architects	003785	1,494.00		Architect fees for garage proj
11/06/2021	Screwfix	CARD	26.95		Window locks
14/06/2021	Screwfix	CARD	22.76		Window locks for Main Hall
14/06/2021	Nisbets	CARD	38.37		Mop handles
15/06/2021	Sussex Land Services	003786	228.00		Grounds maint May 21
21/06/2021	Southern Electric	032064641	443.36		Gas to 31.05.21
21/06/2021	OPUS energy	1140791	444.52		Electricity to 31.05.21
22/06/2021	Pyzer Cleaning Services	003787	204.00		Centre cleaning to 18.06.21
25/06/2021	Casual Staff	BACS	742.54		Casual Staff
28/06/2021	Baskets in Bloom	003789	50.00		Hanging baskets
28/06/2021	Kestrel Alarms Ltd	003790	124.80		Call out to fire alarm fault
30/06/2021	Billingshurst Parish Council	003791	4,335.90		Payroll recharge June 2021
30/06/2021	Wightman & Parrish	003796	75.70		Cleaning materials
<b>Total Payments</b>			<b>15,167.17</b>		

Bank Reconciliation Statement as at 02/07/2021  
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	02/07/2021	71	100.00
Business Reserve Account	02/07/2021	256	105,251.90
			0.00
			<u>105,351.90</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
30/04/2021 003774 Billingshurst Parish Council	4,335.90
11/05/2021 003775 Digital Managed Print Services	52.36
03/06/2021 003781 Billingshurst Parish Council	4,335.90
08/06/2021 003784 Greg Burt	16.00
08/06/2021 003792 Kreston Reeves LLP	134.40
15/06/2021 003786 Sussex Land Services	228.00
22/06/2021 003787 Pyzer Cleaning Services	204.00
	<u>9,306.56</u>
	96,045.34

<u>Receipts not Banked/Cleared (Plus)</u>	
	0.00
	<u>0.00</u>
	96,045.34
<b>Balance per Cash Book is :-</b>	<b>96,045.34</b>
<b>Difference is :-</b>	<b>0.00</b>

Date: 12/07/2021

Billingshurst Community Centre Current Year

Page 1

Time: 10:19

Bank Reconciliation Statement as at 01/06/2021  
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	28/05/2021	34	60,206.59
			<u>60,206.59</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			60,206.59
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			60,206.59
		<b>Balance per Cash Book is :-</b>	<b>60,206.59</b>
		<b>Difference is :-</b>	<b>0.00</b>