



Registered Charity No. 227480
Minutes of the Meeting of Billingshurst Centre Committee
Wednesday 29 September 2021 7.00 pm

Present:

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

In Attendance

G Burt, Clerk to the Council
Cllr Phillip Day

85/21 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.

86/21 Apologies for Absence.

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

87/21 To Receive Declarations of Interest and Notification of Changes to Members' Interests.

Cllr Graeme Acraman declared pecuniary and personal interests as he is related to a member of staff and employed by a tenant of the Centre, respectively.

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

88/21 Minutes

The minutes of 28 July 2021, 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.

89/21 Matters Arising.

None.

90/21 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).

None.

91/21 To approve payments for July and August 2021

Details of payments totalling £12,258.52 for July-August 2021 had been 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.

92/21 To approve Bank Reconciliations Current & Main Reserve Accounts and Second Reserve Account.

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 Craig Gale.

Current Account July / Bank Statement 78 – Appendix B
Reserve Account July / Bank Statement 260 - Appendix B
Current Account August / Bank Statement 86 – Appendix C
Reserve Account August / Bank Statement 265 - Appendix C
New Reserve No 2 Account July / Bank Statement 36 - Appendix D

93/21 To receive an update on new garage project and confirm appointment of Epoch as contractor.

The Committee had previously appointed Valley Builders to construct a new garage to the rear of the Centre to house the Council's Cleansing Operative staff. Valley then advised it couldn't start until September this year. The other tenders were looked at but due to higher costs etc, the Committee resolved to wait until September and proceed with Valley Builders, subject to revised price. Valley Builders subsequently advised that they were withdrawing from the project completely. Epoch Ltd, who were shortly finishing another project for the Council nearby were asked if they would like to tender, and they responded with a sum of £76,709.31 advising they could start within approximately 3 weeks.

As a swift response was required and the committee was not due to meet until 29 September, the Clerk contacted members by email to ask if they were happy for Epoch to undertake this project, subject to this being ratified at this meeting this evening; all responding Members said *yes*.

On the proposal of Cllr Ken Peters, seconded by Cllr Craig Gale, **RESOLVED**

- a. The appointment of Epoch Ltd to undertake this project in the sum of £76,709.31.
- b. To ask F&GP Committee to approve additional CIL funds accordingly.

94/21 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 issue of allowing dogs on the premises would be considered at the next meeting.

95/21 To consider filling in covered area on west side of Main Hall.

Further antisocial behaviour (ASB) had occurred in the outside covered area to the west side of the Main Hall. The Manager and Clerk were of the opinion, that as a number of the windows in the Main Hall were in poor condition and required replacement, there may be an opportunity to consider infilling the said area by installing the new windows further west of the existing windows. This would remove this ASB-prone area and increase the size of the Main Hall. On the proposal of Cllr Ken Peters, seconded by Cllr Craig Gale, **RESOLVED** to support adding this project to the current two priorities (toilet refurbishment and automated main doors) which were being worked upon by the architect. This would allow costs to be ascertained and the project taken forward subject to planning and as/when funds permit.

96/21 Any other matter for information only.

None

97/21 Date of the Next Meeting. Wednesday 27 October 2021 at 7.00pm.

The meeting closed at 7.14pm.

Chairman

Date

Natwest Bank Accounts

List of Payments made between 01/07/2021 and 31/08/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/07/2021	Grenke Leasing Ltd	1580010807	204.01		Photocopier rental
06/07/2021	Horsham District Council	338049	30.35		Refuse collections July 21
12/07/2021	Churches Fire Security Ltd	003793	780.00		Fire Warden Training
12/07/2021	Vision ICT Ltd	003794	240.00		Website hosting and support
13/07/2021	staples	8795	14.22		Laminating pouches
19/07/2021	Pyzer Cleaning Services	003795	144.00		Centre cleaning to 16/07/21
19/07/2021	Haven Power	2C2107151	404.68		Electricity 01.06 - 30.06
22/07/2021	staples	8795 09072	5.28		2022 Diary
22/07/2021	Booker	0713969667	279.70		Catering, cleaning supp and sta
23/07/2021	Casual Staff	DD	1,154.10		Casual staff salaries July
26/07/2021	Southern Electric	032064641	3.99		Gas June 21
27/07/2021	Greg Burt	003788	7.00		Bedding plants
28/07/2021	Billingshurst Parish Council	003799	2,000.00		Centre Services Agreement
28/07/2021	Billingshurst Parish Council	003798	4,335.90		Payroll Recharge July 2021
28/07/2021	Sign Quick	003797	110.40		Triangular sign for Entrance
29/07/2021	Horsham District Council	68000000	30.35		Refuse collection July 21
04/08/2021	Sussex Land Services	003801	228.00		Grounds Maint June 21
10/08/2021	Digital Managed Print Services	003802	22.00		Photocopying 01.05-01.08.21
11/08/2021	HMRC VAT	DD	616.43		VAT Q1 Apr - June
16/08/2021	Amazon	CARD	28.52		Safety signs and glue
18/08/2021	Haven Power	C2108161	470.69		Electricity July 21
24/08/2021	Southern Electric	032064641	3.99		Gas July 21
24/08/2021	Horsham District Council	6800000000	30.35		Refus ecollection July
25/08/2021	Casual Staff	DD	788.83		Casual staff salaries Aug 21
26/08/2021	Tesco	CARD	46.45		Catering and cleaning material
26/08/2021	Screwfix	CARD	51.28		Window cleaning kit
31/08/2021	Sussex Land Services	003803	228.00		Grounds Maint Aug
Total Payments			<u>12,258.52</u>		

No transactions on 31/7

APPENDIX B

Date: 10/08/2021

Billingshurst Community Centre Current Year

Page 1

Time: 10:17

Bank Reconciliation Statement as at 30/07/2021
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	30/07/2021	78	100.00
Business Reserve Account	30/07/2021	260	99,086.41
			0.00
			<u>99,186.41</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
11/05/2021 003775 Digital Managed Print Services		52.36	
30/06/2021 003796 Wightman & Parrish		75.70	
19/07/2021 003795 Pyzer Cleaning Services		144.00	
28/07/2021 003799 Billingshurst Parish Council		2,000.00	
28/07/2021 003798 Billingshurst Parish Council		4,335.90	
28/07/2021 003797 Sign Quick		110.40	
			<u>6,718.36</u>
			92,468.05
<u>Receipts not Banked/Cleared (Plus)</u>			
29/07/2021 001728		40.28	
			<u>40.28</u>
			92,508.33
		Balance per Cash Book is :-	92,508.33
		Difference is :-	0.00

Bank Reconciliation Statement as at 03/09/2021
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	03/09/2021	86	100.00
Business Reserve Account	03/09/2021	265	101,725.65
			0.00
			<u>101,825.65</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
11/05/2021 003775 Digital Managed Print Services	52.36
04/08/2021 003801 Sussex Land Services	228.00
10/08/2021 003802 Digital Managed Print Services	22.00
31/08/2021 003803 Sussex Land Services	228.00
01/09/2021 003804 Kestrel Alarms Ltd	79.20
01/09/2021 003805 Pyzer Cleaning Services	72.00
01/09/2021 003806 Billingshurst Parish Council	4,335.90
01/09/2021 003807 Ballpoint Office Supplies Ltd	20.36
	<u>5,037.82</u>
	96,787.83

<u>Receipts not Banked/Cleared (Plus)</u>	<u>Amount</u>
01/08/2021 001730	229.60
01/08/2021 001731	1,180.01
31/08/2021 001730	23.73
03/09/2021 001730	167.36
	<u>1,600.70</u>
	98,388.53

Balance per Cash Book is :- 98,388.53
Difference is :- 0.00

Bank Reconciliation Statement as at 30/07/2021
for Cashbook 3 - Natwest 1042

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest 1042	30/07/2021	36	60,207.62
			<u>60,207.62</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			60,207.62
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			60,207.62
		Balance per Cash Book is :-	60,207.62
		Difference is :-	0.00

PK

PK