



Registered Charity No. 227480
Minutes of the Meeting of Billingshurst Centre Committee
Wednesday 27 October 2021 7.00 pm

Present:

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

In Attendance

G Burt, Clerk to the Council

Cllr Paul Berry

98/21 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.

99/21 Apologies for Absence.

Apologies for absence were received from Cllrs Craig Gale and Roy Margetts 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.

100/21 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.

101/21 Minutes.

The minutes of 29 September 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.

102/21 Matters Arising.

None.

103/21 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).

None.

104/21 To approve payments for September 2021

Details of payments totalling £10,718.53 for September 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.

105/21 To approve Bank Reconciliations Current & Main Reserve Accounts and Second Reserve Account.

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

Current Account September / Bank Statement 92 – Appendix **B**

Reserve Account September / Bank Statement 269 - Appendix **B**

New Reserve No 2 Account August / Bank Statement 37 - Appendix **C**

106/21 To note the 2nd quarter budget report.

NOTED. Members were pleased to see that, at the moment, income was ahead of expenditure.

107/21 Centre Manager's Report.

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

108/21 Any other matters for information only.

In answer to a question, the Clerk advised that all the paperwork had been submitted to change bank for the two main accounts, with online banking.

109/21 Date of the Next Meeting. Wednesday 24 November 2021 at 7.00pm.

The meeting closed at 7.11pm.

Chairman

Date

Natwest Bank Accounts

List of Payments made between 01/09/2021 and 30/09/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2021	Kestrel Alarms Ltd	003804	79.20		Annual CCTV Maint
01/09/2021	Pyzer Cleaning Services	003805	72.00		Centre Cleaning July 21
01/09/2021	Billingshurst Parish Council	003806	4,335.90		Payroll recharge August 2021
01/09/2021	Ballpoint Office Supplies Ltd	003807	20.36		Stationery
02/09/2021	Screwfix	CARD	48.97		Window cleaning equipment
02/09/2021	Amazon	CARD	16.79		Dishwasher cleaning tablets
03/09/2021	Petty Cash	Petty cash	50.00		Petty cash Sept 21
03/09/2021	Business Stream	27371332	67.23		Water rates Aug 21
07/09/2021	Tesco	CARD	32.50		Herbal teabags
08/09/2021	Robin Nugent Architects	003808	906.00		Garage project architect fees
13/09/2021	Beeches Buffet	003809	91.03		Catering
13/09/2021	Beeches Buffet	003809.C	-91.03		Purchase Ledger Payment
14/09/2021	ICA Electrical Contractors	003810	2,976.00		Emergency Lighting repairs
14/09/2021	Sussex Land Services	003800	228.00		Grounds maint July 21
17/09/2021	Beeches Buffet	Card	91.03		Purchase Ledger Payment
17/09/2021	Haven Power	D000341472	380.68		Electricity Aug 21
17/09/2021	Displaysense	CARD	91.80		Sneeze guard screen for office
21/09/2021	Horsham District Council	4606800000	37.90		Refuse collection August 21
23/09/2021	Spares 2 you	CARD	10.98		Henry hoover hose
24/09/2021	Casual Staff	BACS	823.41		Casual staff salaries Sept 21
27/09/2021	Zoro	CARD	20.99		V sweeper heads
27/09/2021	Southern Electric	032064641	3.99		Gas August 21
28/09/2021	Evans Electrical	003811	424.80		PAT testing
Total Payments			<u>10,718.53</u>		

Date: 20/10/2021

Billingshurst Community Centre Current Year

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Time: 11:46

Bank Reconciliation Statement as at 30/09/2021
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	30/09/2021	92	173.00
Business Reserve Account	30/09/2021	269	96,795.82
			0.00
			<u>96,968.82</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
11/05/2021 003775 Digital Managed Print Services		52.36	
10/08/2021 003802 Digital Managed Print Services		22.00	
28/09/2021 003811 Evans Electrical		424.80	
			<u>499.16</u>
			96,469.66
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			96,469.66
		Balance per Cash Book is :-	96,469.66
		Difference is :-	0.00

Bank Reconciliation Statement as at 01/09/2021
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	31/08/2021	37	60,208.15
			60,208.15
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			60,208.15
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			60,208.15
		Balance per Cash Book is :-	60,208.15
		Difference is :-	0.00