



**Registered Charity No. 227480**  
**Minutes of the Meeting of Billingshurst Centre Committee**  
**Wednesday 26 January 2022 7.00pm**

**Present:**

Cllrs Sarah Wilson (Vice Chairman in the chair), Paul Berry, Graeme Acraman, Sandy Duck and Craig Gale.

**In Attendance**

G Burt, Clerk to the Council

**01/22 Chairman's Announcements.**

The Chairman reminded Members

1. Of the COVID precautions in place.
2. That the meeting was being streamed to the internet.
3. That Cllrs wishing to speak should raise their hand and speak clearly and loudly.

**02/22 Apologies for Absence.**

An apology for absence was received from Cllr Ken Peters due to a prior engagement. On the proposal of Cllr Sarah Wilson, seconded by Cllr Craig Gale, **RESOLVED** that the apology and reason given be accepted.

**03/22 To Receive Declarations of Interest and Notification of Changes to Members' Interests.**

Cllr Graeme Acraman declared a pecuniary interest as he is employed by a tenant of the Centre.

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

Cllr Craig Gale declared a personal interest as he is a friend of a contractor cited in the Manager's Report.

**04/22 Minutes.**

The minutes of 15 December 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.

**05/22 Matters Arising.**

None.

**06/21 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).**

None.

**07/22 To approve payments for December 2021.**

Details of payments totalling £14,293.45 for December 2021 had been previously circulated – Appendix A. On the proposal of Cllr Sarah Wilson, seconded by Cllr Graeme

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

**08/22 To approve Bank Reconciliations Current & Main Reserve Accounts and Second Reserve Account.**

On the proposal of Cllr Sarah Wilson, seconded by Cllr Craig Gale, **RESOLVED** to approve bank reconciliations as follows for December, which were then initialed by Cllr Wilson.

Current Account / Bank Statement 126 – Appendix B  
Reserve Account / Bank Statement 282 - Appendix B

New Reserve No 2 Account to 30 November / Bank Statement 40 - Appendix C

**09/22 To note budget position at Quarter 3.**

NOTED.

**10/22 To consider annual increase in charges.**

Members discussed an appropriate rate to increase fees from 1 April. Recent increases had been no more than 1%, but Members were mindful of inflation running at 5%. Whilst not wishing to deter hirers or make them look at other venues, there was only so much of the increase in cost of operating the Centre that the Centre itself could absorb. The Manager felt that existing users would understand a 3% increase. On the proposal of Cllr Sarah Wilson, seconded by Cllr Craig Gale, **RESOLVED** that fees for hirers and Centre users be increased by 3% from 1 April 2022 accordingly.

**11/22 To consider Recommendation from F&GP Committee of 28 July 2021 Min 108/21b. refers, to purchase audio equipment for meetings.**

On the proposal of Cllr Sarah Wilson, seconded by Cllr Graeme Acraman, **RESOLVED** that the equipment, at a cost £237.50 be purchased and hirers charged accordingly.

**12/22 Centre Manager's Report for December.**

The Committee **NOTED** the report from the Manager, previously circulated. Members' usual thanks to the Manager would be conveyed accordingly. Plans to repair the Main Hall floor and refurbish the surface in the summer were noted.

**13/22 Any other matters for information only.**

None.

**14/22 Date of the Next Meeting.** Wednesday 26 February 2022 at 7.00pm.

The meeting closed at 7.12pm.

**Chairman**

**Date**

Date: 20/01/2022

## Billingshurst Community Centre Current Year

Page 1

Time: 11:23

## Natwest Bank Accounts

## List of Payments made between 01/12/2021 and 31/12/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2021	Billingshurst Parish Council	003837	4,497.34		6 month Insurance share
01/12/2021	Amazon	CARD	32.86		Xmas decoration
02/12/2021	Booker	Card	135.42		Catering supplies for Xmas Fay
03/12/2021	Amazon	CARD	10.95		Artificial snow
03/12/2021	Sainsburys	CARD	16.71		Xmas Fayre Expenditure
06/12/2021	Sandy Duck	003839	205.66		Bacon for Smas Fayre
06/12/2021	ADT Alarms	003838	177.60		Fix fault on fire alarm
06/12/2021	Robin Nugent Architects	003840	1,974.60		Prof fees Center update
06/12/2021	Billingshurst Parish Council	003836	4,335.90		Payroll recharge Nov 21
06/12/2021	Tesco	CARD	15.00		Mulled Wine Xmas Fayre
07/12/2021	Amazon	CARD	10.21		Glammer white sugar
08/12/2021	Amazon	CARD	4.99		Cellophane Bags (Tuck Shop)
09/12/2021	New Scientist	BACS	30.00		New Scientist Subscription
09/12/2021	Beeches Buffet	CARD	108.69		Catering
14/12/2021	Amazon	CARD	6.45		2022 Diary
14/12/2021	Pro Servicing	003843	234.00		Instal part for partition wall
15/12/2021	Amazon	CARD	8.35		2022 Diary
15/12/2021	Wightman & Parrish	Direct Deb	78.02		Cleaning materials
16/12/2021	Amazon	CARD	5.79		Henry Hoover Head
16/12/2021	Amazon	CARD	9.95		USB to VGA Adapter
16/12/2021	Amazon	CARD	6.95		Display port to VGA adapter
17/12/2021	drax	DD	586.86		Electricity Nov 21
20/12/2021	Horsham District Council	DD	22.80		Refuse collections Nov 21
21/12/2021	Amanda Parrott	CHEQUE	320.00		Re-imburement for Wedding
23/12/2021	HMRC	BACS	1,458.35		Casual Staff Salaries
<b>Total Payments</b>			<b>14,293.45</b>		

Date: 13/01/2022

Billingshurst Community Centre Current Year

Page 1

Time: 15:38

**Bank Reconciliation Statement as at 31/12/2021  
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	31/12/2021	126	100.00
Business Reserve Account	31/12/2021	282	87,328.81
			0.00
			<hr/> 87,428.81
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
11/05/2021 003775 Digital Managed Print Services		52.36	
			<hr/> 52.36
			87,376.45
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
07/12/2021 001743		18.41	
			<hr/> 18.41
			87,394.86
		<b>Balance per Cash Book is :-</b>	<b>87,394.86</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 20/01/2022

Billingshurst Community Centre Current Year

Page 1

Time: 11:18

Bank Reconciliation Statement as at 31/12/2021  
for Cashbook 3 - Natwest 1042

User: SARAH

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest 1042	30/11/2021	40	60,209.65
			<u>60,209.65</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			60,209.65
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			60,209.65
		<b>Balance per Cash Book is :-</b>	<b>60,209.65</b>
		<b>Difference is :-</b>	<b>0.00</b>