




Registered Charity No. 227480

To All Councillors on the Centre Committee,

You are duly summoned to the Meeting of the Centre Committee to take place on Wednesday 23 February 2022 at Billingshurst Centre at 7pm.

Members of the public are welcome to attend this meeting and speak for a maximum of three minutes about an item on the agenda for this meeting during the Public Session at the discretion of the Chairman.


G.C. Burt
Clerk to the Council

17 February 2022

AGENDA

1. Chairman's Announcements.
2. Apologies for Absence.
3. To Receive Declarations of Interest and Notification of Changes to Members' Interests.
4. Approval of the Minutes of the meeting on 26 January 2022 previously circulated; to confirm and sign the minutes as a correct record.
5. Matters Arising – **not separate agenda items.**
6. Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).
7. To approve payments for January - Appendix A.
8. To approve Bank Reconciliations Current & Main Reserve Accounts to 31 January 2022 - Appendix B.
9. To approve Bank Reconciliations for 2nd Reserve Accounts to 31 December 2021 - Appendix C.
10. To receive Centre Manager's Report for February - Appendix D.
11. Any other matters for information only.
12. Date of the Next Meeting – **Wednesday 30 March 2022.**

MEMBERS: GA, PB, KP, SW, SD, CG.

Members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.

Date: 17/02/2022

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Time: 10:11

Natwest Bank Accounts

List of Payments made between 01/01/2022 and 31/01/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/01/2022	Epoch Projects Ltd	003844	22,212.48		Construction of garage
01/01/2022	Robin Nugent Architects	003845	343.20		Architect fees for Facade
04/01/2022	Billingshurst Parish Council	003850	4,335.90		Payroll Recharge December 2021
05/01/2022	Screwfix	CARD	160.00		Henry Hoover
05/01/2022	Amazon	CARD	5.99		Money Tin (Counter)
05/01/2022	Screwfix	CARD	160.00		Henry Hoover
06/01/2022	Wood Finishes Direct	CARD	76.95		Sandolin Wood Protection
06/01/2022	Grenke Leasing Ltd	DD	204.01		Quarterly Fee 01/01-31/03/22
10/01/2022	Amazon	CARD	28.87		Frame and fire sign
11/01/2022	Kreston Reeves LLP	003851	236.40		Payroll Services 31.12.2021
12/01/2022	Petty Cash	Petty Cash	50.00		February Petty Cash
14/01/2022	Wightman & Parrish	DD	94.90		Cleaning Equipment
14/01/2022	Sarah Newell	CHEQUE	126.20		Expenses Reclaim
17/01/2022	Horsham District Council	DD	192.99		Non-Domestic rates 21/22
19/01/2022	Horsham District Council	DD	22.65		Refuse
20/01/2022	drax	DD	596.44		01-12-2021 - 31/12/2021 Elec
25/01/2022	Tesco	CARD	77.10		Biscuits/Milk
25/01/2022	Casual Staff	DD	679.15		Casual Staff Wages
31/01/2022	Grenke Leasing Ltd	DD	106.80		Printer protection 22
Total Payments			29,710.03		

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Time: 15:06

**Bank Reconciliation Statement as at 31/01/2022
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	31/01/2022	134	100.00
Business Reserve Account	31/01/2022	286	77,632.90
			0.00
			<u>77,732.90</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
11/05/2021 003775 Digital Managed Print Services		52.36	
05/01/2022 CARD Screwfix		160.00	
			<u>212.36</u>
			77,520.54
<u>Receipts not Banked/Cleared (Plus)</u>			
07/12/2021 001743		18.41	
25/01/2022 001753		135.38	
25/01/2022 001753		20.00	
			<u>173.79</u>
			77,694.33
		Balance per Cash Book is :-	77,694.33
		Difference is :-	0.00

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Time: 15:12

Bank Reconciliation Statement as at 31/01/2022
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	31/12/2021	41	60,210.16
			<u>60,210.16</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			60,210.16
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			60,210.16
		Balance per Cash Book is :-	60,210.16
		Difference is :-	0.00

BILLINGSHURST COMMUNITY & CONFERENCE CENTRE

CENTRE COMMITTEE

23 FEBRUARY 2022

MANAGER'S REPORT

FOR INFORMATION

Our new bank account is almost up and running, thankfully. To be able to pay our suppliers by BACS will make a huge difference to the running of the Centre and not having to wait for cheques to be signed will save on time all round.

The mysterious subscription for the New Scientist has been cancelled and the money has been re-imbursed back to us.

Bookings are picking up further, we are attracting more dance schools who seem keen to use the Main Hall for their productions, we've also secured another booking for the comedy evening in April and the vintage roadshow in May, if anything it also attracts new and potential hirers to the Centre.

This week we found ourselves without heating for 2 days, thankfully it's been a bit milder so with the aid of fan heaters we were able to keep ourselves and hirers comfortable. The issue stemmed from a pipe which had been repaired badly in the past, gas was leaking from 2 joints and our boiler stopped working out of the blue on Tuesday. BSM were able to fix it after a gas engineer had come out to survey the smell of gas where the leak was diagnosed. The boiler is now working fine but I have been made aware that a new boiler will possibly be needed in the future.

We are receiving a further support grant for £4,000 from the Government via HDC to help mitigate the effects of the Omicron virus. Our bookings took a nosedive in the week leading up to Christmas as many of our hirers decided to stay away for fear of getting poorly and missing out on the festivities with loved ones, an understandable move, but as we are still not applying cancellation charges for COVID reasons it does impact us financially.

Our hirers and tenants have now been made aware of our 3% price increase from the 1 April, many took the news well and in light of the sharp increases to utility bills forecast for this year they were very understandable. One of our hirers unfortunately didn't and wanted this message re-iterated.

"Just some feedback to pass on to your committee please.

This is a large price increase which keeps increasing it seems and will have an effect on local small businesses like mine and Tristans.

None of the other centres / venues across the Horsham area have increased so much in this way.

Seems a bit unfair really as many of us have been completely unable to work due to the pandemic and are now on catch up.

Please pass this onto The Chair!"

I have already responded and explained that his hourly rate would increase by 55p, he hasn't pursued the issue further.

I will be looking into recruiting two new members of staff, one permanent and one casual; so far, we have managed but with bookings looking to potentially increase and staff wishing to take holidays, the extra cover will be needed.

The Committee is invited to note this report.