



Registered Charity No. 227480
Minutes of the Meeting of Billingshurst Centre Committee
Wednesday 28 September 2022 7.00pm

Present

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

In Attendance

G Burt, Clerk to the Council

61/22 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.

62/22 Apologies for Absence.

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

63/22 To Receive Declarations of Interest and Notification of Changes to Members' Interests.

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

64/22 Minutes.

The minutes of 27 July 2022, previously circulated, were taken as read. On the proposal of Cllr Sarah Wilson, seconded by Cllr Craig Gale, **RESOLVED** that the minutes be approved and signed as a correct record accordingly.

65/22 Matters Arising.

The Clerk had circulated comments from the accountant answering queries from the previous meeting reference the type of end of year accounts required for the Centre, and also the matter of the overdraft – all NOTED.

Cllr Phillip Day commented that the Charity could go over and above the statutory requirement and request a full audit if it so wished – Clerk to research and place on the Agenda for the November Trustee meeting.

It was also agreed to increase the minimum amount retained in the (swept) Current Account from £100 to £500, to avoid any *overdraft* at year end.

66/22 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).

None.

67/22 To approve payments April-August 2022.

Details of payments totalling £54,449.86 for April-August 2022 had been previously circulated – Appendix B. On the proposal of Cllr Sarah Wilson, seconded by Cllr Phillip Day, **RESOLVED** that the payments be approved and published on the Council's website accordingly.

68/22 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, which were then initialed by Cllr Sarah Wilson.

Current Account / Bank Statement 161 – Appendix C
Current Account / Bank Statement 169 – Appendix D
Current Account / Bank Statement 178 – Appendix E
Current Account / Bank Statement 186 – Appendix F
Current Account / Bank Statement 198 – Appendix G

Reserve Account / Bank Statement 300 - Appendix C
Reserve Account / Bank Statement 304 - Appendix D
Reserve Account / Bank Statement 308 - Appendix E
Reserve Account / Bank Statement 312 - Appendix F
Reserve Account / Bank Statement 317 - Appendix G

New Reserve No 2 Account / Bank Statement 45 - Appendix H
New Reserve No 2 Account / Bank Statement 46 - Appendix I
New Reserve No 2 Account / Bank Statement 47 - Appendix J
New Reserve No 2 Account / Bank Statement 48 - Appendix K

69/22 To consider Tender Report on planned improvements.

Members had previously confirmed their wish to take forward the refurbishment of the toilets, new automatic main doors and new windows etc on the west face of the Main Hall. A tender report setting out the prices from three bidders had been circulated, summarised below.

Lucking Brothers South Ltd	£183,185
Fowlers Building Contractors Ltd	£176,980
Taylor Morrisson Ltd.	£153,540

Architects had recommended Fowlers bid be accepted, as the lowest bid from Taylors was considered unrealistic. The Clerk had suggested ways the works could be funded. On the proposal of Cllr Paul Berry, seconded by Cllr Craig Gale, **RESOLVED** to

- a. Request HDC release S106 funds available for community buildings to this project;
- b. **RECOMMEND** to the F&GP Committee the application of £10,197.37 of CIL funds;
- c. **RECOMMEND** to the F&GP Committee the application of future CIL funds to cover the residual cost of this project;
- d. Appoint Fowlers Building Contractors Ltd to undertake the works as quoted, in the sum of £176,980.

70/22 Centre Manager's Report for September.

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

71/22 Any other matters for information only.

In answer to queries about *Warm Hubs* and future heating etc at the Centre, the Clerk referred to discussions at the previous meeting of this Committee and Council.

Reference EV charging points, the Clerk advised that a meeting had been held with West Sussex County Council's concessionaire, regarding the provision of 6-8 EV charging points in the NE corner of the car park, fed directly from the adjoining electricity sub-station This would necessitate a lease to the concessionaire and this would come before members shortly.

72/22 Date of the Next Meeting. Wednesday 26 October 2022 at 7.00pm.

The meeting closed at 7.26pm.

Chairman

Date

APPENDIX B

Date: 21/09/2022

Billingshurst Community Centre Current Year

Page 1

Time: 16:37

Natwest Bank Accounts

List of Payments made between 01/04/2022 and 31/08/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/04/2022	Grenke Leasing Ltd	BACS	204.01		Quarterley Lease 01/04-30/06
06/04/2022	Beeches Buffet	CARD	237.60		Catering
07/04/2022	AMAZON	AMAZON	5.98		Kilner Jars
07/04/2022	Amazon	AMAZON	8.40		Limescale Remover
08/04/2022	Amazon	AMAZON	6.99		Dusters
10/04/2022	Amazon	AMAZON	9.99		Tea Bags (Decaf)
10/04/2022	Amazon	AMAZON	14.00		Kilner Jars/mop heads
10/04/2022	Amazon	AMAZON	11.66		A4 PLastic Wallets
10/04/2022	Amazon	AMAZON	10.99		Water Spray Bottles
10/04/2022	Amazon	AMAZON	8.88		A4 Notebook
10/04/2022	Amazon	AMAZON	10.88		Dishcloths
11/04/2022	ADT Alarms	003879	1,277.36		Fire Alarm
11/04/2022	Churches Fire Security Ltd	003880	1,180.19		fire extinguisher maintenance
11/04/2022	ICA Electrical Contractors	003881	216.00		LED Fittings for foyer
11/04/2022	Rialtas Business Solutions Ltd	003882	412.20		Software Support
11/04/2022	Billingshurst Parish Council	003883	3,650.57		Payroll admin charge March 22
11/04/2022	Sussex Land Services	003884	474.00		Contract and garden works
12/04/2022	Petty Cash	PC	50.00		Petty Cash
19/04/2022	Robin Nugent Architects	003885	5,242.32		RIBA Workstage 4
19/04/2022	Wightman & Parrish	DD	73.18		Cleaning
19/04/2022	drax	DD	572.98		Electricity April 2022
20/04/2022	Dunelm	CARD	19.95		2 x foot stools
20/04/2022	ICA Electrical Contractors	003886	3,019.20		Fixed Wiring
20/04/2022	Squeegee Clean	003887	95.00		Centre Cleaning
20/04/2022	Beeches Buffet	CARD	74.40		Catering
21/04/2022	Horsham District Council	DD	30.45		Refuse Collection
25/04/2022	Casual Staff	BACS	1,454.88		Casual Staff Salaries April
28/04/2022	Beeches Buffet	CARD	312.00		Catering
29/04/2022	AMAZON	AMAZON	26.95		Paper Cups
29/04/2022	ICA Electrical Contractors	003889	594.00		Office Lights Dimmer
29/04/2022	Billingshurst Parish Council	003890	4,110.84		Payroll Recharge April 2022
29/04/2022	Natwest	NATWEST	44.77		Bank Charges
03/05/2022	Gazprom Energy	DD	655.99		Gas Bill
06/05/2022	Austens	CARD	17.00		Key Cutting
06/05/2022	Squeegee Clean	003891	574.00		Centre cleaning
06/05/2022	Kreston Reeves LLP	003892	274.80		Payroll Services
10/05/2022	Sarah Newell	CHEQUE	153.30		Expenses Reclaim
10/05/2022	Greg Burt	CHEQUE	9.75		Reimbursement plants
11/05/2022	Anne Marie Franks	CHEQUE	51.15		Reimbursement of inv 12348
12/05/2022	Booker	booker	342.41		P/Ledger Electronic Payment
17/05/2022	Infinity Print & Embroidery 20	003896	154.20		12 x Polo Tops
17/05/2022	ICA Electrical Contractors	003897	346.80		Final repair for EICR
17/05/2022	Sussex Land Services	003898	246.00		Centre Contract
18/05/2022	drax	DD	506.76		Electricity April 2022
18/05/2022	Horsham District Council	DD/1	30.95		Refuse Collection May
23/05/2022	Amazon	CARD	10.50		Fire exit signs
25/05/2022	Casual Staff	BACS	1,119.21		Casual Staff Wages May

Continued on Page 2

Natwest Bank Accounts

List of Payments made between 01/04/2022 and 31/08/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
25/05/2022	Amazon	CARD	15.68		Staff Calculators
31/05/2022	Gazprom Energy	DD	480.49		Gas Supply April 2022
31/05/2022	Natwest	DD	29.77		Bank Charges
31/05/2022	Sage Global Services	DD	39.60		Unknown transaction
07/06/2022	Squeegee Clean	003899	560.00		Centre Cleaning
09/06/2022	Beeches Buffet	DD	190.44		Catering
09/06/2022	Beeches Buffet	CARD	153.00		Catering
14/06/2022	Billingshurst Parish Council	003900	4,878.10		Payroll Recharge May 2022
14/06/2022	Sussex Land Services	003903	246.00		April Contract
14/06/2022	Baskets in Bloom	CHEQUE	50.00		Supply Centre baskets
15/06/2022	Wightman & Parrish	DD	97.45		Hand towels/toilet tissue
15/06/2022	Business Stream	BACS	141.31		Water Feb-May 22
16/06/2022	Beeches Buffet	DD	37.20		Purchase Ledger Payment
16/06/2022	Amazon	CARD	18.99		Cigarette Bin
17/06/2022	Greg Burt	CHEQUE	8.00		Reimburse for cups
20/06/2022	Beeches Buffet	CARD	171.36		Catering
20/06/2022	drax	DD	502.60		Electricity May
21/06/2022	Amazon	CARD	29.16		Cleaning supplies
21/06/2022	Horsham District Council	DD	30.95		Refuse Collection
22/06/2022	Casual PAYE	DD	6.60		PAYE
24/06/2022	Natwest	BACS	1,497.21		Casual staff wages June 2022
27/06/2022	Gazprom Energy	DD	66.23		Gas May 2022
28/06/2022	HDC	DD	1.24		Unknown payment
28/06/2022	Beeches Buffet	CARD	128.64		CATERING
28/06/2022	Petty Cash	PC	50.00		Petty Cash July
30/06/2022	Horsham District Council	DD	109.40		No Domestic Rates 2022/23
30/06/2022	Screwfix	CARD	4.89		Lightbulb Starters
30/06/2022	Natwest	BACS	41.43		Bank Charges
30/06/2022	Sage Global Services	DD	39.60		Unknow Transaction
30/06/2022	Billingshurst Parish Council	003905	4,287.19		Payroll recharge June 2022
01/07/2022	Horsham District Council	DD	117.80		No Domestic Rates 2022/23
05/07/2022	Grenke Leasing Ltd	BACS	204.01		Photocopier lease
05/07/2022	Squeegee Clean	003907	553.00		Centre Cleaning
05/07/2022	Mulberry & Co	003910	1,560.00		End of year examination
05/07/2022	Vision ICT Ltd	003908	258.00		Website Support
05/07/2022	Kreston Reeves LLP	003909	271.20		Payroll services
06/07/2022	Amazon	CARD	4.99		Door Stops
06/07/2022	Amazon	CARD	7.90		Jar Labels
07/07/2022	Amazon	CARD	8.38		Steel teaspoon pots
07/07/2022	Value Products	CARD	2.00		Fire door signage
07/07/2022	Amazon	CARD	2.95		Cleaning cupboard sign
07/07/2022	Amazon	CARD	16.37		Brown Sugar
07/07/2022	Amazon	CARD	24.39		Door signage, kilner jars
07/07/2022	Beeches Buffet	CARD	76.80		Catering
11/07/2022	Beeches Buffet	CARD1	162.24		Purchase Ledger Payment
15/07/2022	Wightman & Parrish	DD	68.98		Hand Towels
18/07/2022	Beeches Buffet	DD	104.52		Catering

Natwest Bank Accounts

List of Payments made between 01/04/2022 and 31/08/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/07/2022	drax	BACS	380.42		Electricity June 2022
19/07/2022	Horsham District Council	DD	30.95		Refuse Collection June
22/07/2022	HMRC	BACS	50.00		PAYE
26/07/2022	Sussex Land Services	003911	246.00		Centre Gardening June
26/07/2022	Robin Nugent Architects	003912	2,238.48		RIBA workstage 4 design
26/07/2022	Squeegee Clean	003913	95.00		Window Cleaning
26/07/2022	Casual Staff	BACS	1,473.12		Wages
26/07/2022	Gazprom Energy	BACS	20.48		Gas June 2022
26/07/2022	Beeches Buffet	card	62.40		Catering
26/07/2022	Tesco	CARD	29.71		Catering supplies
29/07/2022	Natwest	DD	38.74		Bank Charges
29/07/2022	Sage global	DD	39.60		Unknown payment
01/08/2022	Access Towers	CARD	912.00		Tower Training
01/08/2022	Horsham District Council	DD	114.00		No Domestic Rates 2022/23
03/08/2022	Amazon	CARD	38.05		White Paper Cups
03/08/2022	Amazon	CARD	18.98		2023 Diary
08/08/2022	Customer QR Codes	CARD	5.11		Centre WIFI QR Code
10/08/2022	HMRC	DD	1,531.50		Online VAT Payment
11/08/2022	Beeches Buffet	CARD	46.08		Catering
15/08/2022	Wightman & Parrish	DD	97.85		Hand towels
16/08/2022	Horsham District Council	DD1	54.30		Refuse July 2022
17/08/2022	drax	BACS	435.85		Electricity July 2022
19/08/2022	Beeches Buffet	CARD	120.60		Catering
22/08/2022	Screwfix	CARD	13.98		Hard Hats
22/08/2022	Casual Staff	BACS	40.20		PAYE
25/08/2022	Gazprom Energy	DD	21.16		Gas
25/08/2022	Casual Staff	BACS	955.14		Salaries
31/08/2022	Natwest	BACS	30.66		Bank Charges
Total Payments			54,449.86		

APPENDIX C

Date: 25/07/2022

Billingshurst Community Centre Current Year

Page 1

Time: 09:37

Bank Reconciliation Statement as at 30/04/2022
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	30/04/2022	161	100.00
Business Reserve Account	30/04/2022	161 300	52,396.80
			52,496.80

Unpresented Cheques (Minus)

Amount

19/04/2022	003885	Robin Nugent Architects	5,242.32
20/04/2022	003886	ICA Electrical Contractors	3,019.20
20/04/2022	003887	Squeegee Clean	95.00
29/04/2022	AMAZON	AMAZON	26.95
29/04/2022	003889	ICA Electrical Contractors	594.00
29/04/2022	003890	Billingshurst Parish Council	4,110.84
			13,088.31
			39,408.49

Receipts not Banked/Cleared (Plus)

0.00

0.00

39,408.49

Balance per Cash Book is :- 39,408.49

Difference is :- 0.00

APPENDIX D

Date: 27/07/2022

Billingshurst Community Centre Current Year

Page 1

Time: 15:03

**Bank Reconciliation Statement as at 31/05/2022
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	31/05/2022	169	100.00
Business Reserve Account	31/05/2022	304	52,738.88
			52,838.88
 <u>Unpresented Cheques (Minus)</u>			 <u>Amount</u>
29/04/2022 003890	Billingshurst Parish Council	4,110.84	
11/05/2022 CHEQUE	Anne Marie Franks	51.15	
			4,161.99
			48,676.89
 <u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			48,676.89
		Balance per Cash Book is :-	48,676.89
		Difference is :-	0.00

APPENDIX E

Date: 28/07/2022

Billingshurst Community Centre Current Year

Page 1

Time: 15:44

**Bank Reconciliation Statement as at 30/06/2022
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	30/06/2022	178	100.00
Business Reserve Account	30/06/2022	308	92,962.55
			93,062.55
 <u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
29/04/2022 003890	Billingshurst Parish Council		4,110.84
11/05/2022 CHEQUE	Anne Marie Franks		51.15
14/06/2022 003900	Billingshurst Parish Council		4,878.10
			9,040.09
			84,022.46
 <u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			84,022.46
		Balance per Cash Book is :-	84,022.46
		Difference is :-	0.00

APPENDIX F

Date: 10/08/2022

Billingshurst Community Centre Current Year

Page 1

Time: 12:45

**Bank Reconciliation Statement as at 10/08/2022
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	29/07/2022	186	100.00
Business Reserve Account	29/07/2022	312	78,178.08
			78,278.08
 <u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
26/07/2022 003911	Sussex Land Services		246.00
26/07/2022 003912	Robin Nugent Architects		2,238.48
26/07/2022 003913	Squeegee Clean		95.00
			2,579.48
			75,698.60
 <u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			75,698.60
		Balance per Cash Book is :-	75,698.60
		Difference is :-	0.00

APPENDIX G

Date: 21/09/2022

Billingshurst Community Centre Current Year

Page 1

Time: 10:46

**Bank Reconciliation Statement as at 21/09/2022
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	31/08/2022	198	100.00
Business Reserve Account	31/08/2022	316 317	84,006.16
			84,106.16
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			84,106.16
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			84,106.16
		Balance per Cash Book :-	84,106.16
		Difference is :-	0.00

APPENDIX H

Date: 26/07/2022

Billingshurst Community Centre Current Year

Page 1

Time: 15:09

Bank Reconciliation Statement as at 31/05/2022
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	29/04/2022	44 45	60,215.83
			<u>60,215.83</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			60,215.83
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			60,215.83
		Balance per Cash Book :-	60,215.83
		Difference is :-	0.00

APPENDIX I

Date: 26/07/2022

Billingshurst Community Centre Current Year

Page 1

Time: 15:10

Bank Reconciliation Statement as at 31/05/2022
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	31/05/2022	46	60,221.11
			<u>60,221.11</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			60,221.11
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			60,221.11
		Balance per Cash Book is :-	60,221.11
		Difference is :-	0.00

APPENDIX J

Date: 22/09/2022

Billingshurst Community Centre Current Year

Page 1

Time: 11:38

Bank Reconciliation Statement as at 22/09/2022
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	30/06/2022	47	60,226.06
			<u>60,226.06</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			60,226.06
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			60,226.06
		Balance per Cash Book is :-	60,226.06
		Difference is :-	0.00

APPENDIX H

Date: 22/09/2022

Billingshurst Community Centre Current Year

Page 1

Time: 11:39

Bank Reconciliation Statement as at 22/09/2022
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	29/07/2022	48	60,230.85
			60,230.85
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			60,230.85
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			60,230.85
		Balance per Cash Book :-	60,230.85
		Difference is :-	0.00