



**Registered Charity No. 227480**  
**Minutes of the Meeting of Billingshurst Centre Committee**  
**Wednesday 25 January 2023 7.00pm**

**Present**

Cllrs Ken Peters (Chairman), Paul Berry and Sarah Wilson.

**In Attendance**

G Burt, Clerk to the Council

**01/23 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.

**02/23 Apologies for Absence**

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

**03/23 To Receive Declarations of Interest and Notification of Changes to Members' Interests.**

None.

**04/23 Minutes.**

The minutes of 14 December 2022, previously circulated, were taken as read. On the proposal of Cllr Ken Peters, seconded by Cllr Sarah Wilson, **RESOLVED** that the minutes be approved and signed as a correct record accordingly.

**05/23 Matters Arising.**

None.

**06/23 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).**

None.

**07/23 To approve payments for November-December 2022.**

Details of payments totalling £21,600.84 for October 2022 had been previously circulated – Appendix A. On the proposal of Cllr Ken Peters, seconded by Cllr Paul Berry, **RESOLVED** that the payments be approved and published on the Council's website accordingly.

**08/23 To approve Bank Reconciliations Current & Main Reserve Accounts and New Reserve No 2 Account.**

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

Current Account / Bank Statement 240 – Appendix B  
Reserve Account / Bank Statement 330 - Appendix B

Current Account / Bank Statement 252 – Appendix C  
Reserve Account / Bank Statement 335 - Appendix C

New Reserve No 2 Account / Bank Statement 50 - Appendix D  
New Reserve No 2 Account / Bank Statement 51 - Appendix E  
New Reserve No 2 Account / Bank Statement 52 - Appendix F

**09/23 To receive Budget Report for Q3.**  
**NOTED.**

**10/23 To consider annual increase in charges.**

The Centre Manager had tabled suggested new hire rates from 1 April 2023, based on a 5% increase; other adjustments were also proposed to reflect popularity and size of rooms, and to rectify previous irregularities. Members felt that the rises suggested were reasonable and, on the proposal of Cllr Ken Peters, seconded by Cllr Paul Berry, **RESOLVED** that fees for hirers and Centre users be increased from 1 April 2023 accordingly. Members asked that the Manager reference comparisons with other halls in her next report.

**11/23 Centre Manager's Report.**

The Committee **NOTED** the report from the Manager, previously circulated. Members' usual thanks to the Manager would be conveyed accordingly. The Committee was pleased to see the Centre providing a weekly *Warm Hub*.

**12/23 Any other matters for information only.**

**13/23 Date of the Next Meeting. TUESDAY 21 February 2023 at 7.00pm.**

*The meeting closed at 7.22pm.*

**Chairman**

**Date**

# APPENDIX A

Date: 20/01/2023

## Billingshurst Community Centre Current Year

Page 1

Time: 11:56

### Natwest Bank Accounts

#### List of Payments made between 01/11/2022 and 30/11/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2022	Quick Print Ltd	CARD	42.00		Raffle Tickets Xmas Fayre
01/11/2022	G S Builders	003945	80.00		Door Repair
01/11/2022	Baskets in Bloom	003946	50.00		Autumn Baskets
01/11/2022	A272 Design	003947	94.80		Village Tweet Ad Xmas Fayre
01/11/2022	Sussex Land Services	003948	246.00		Centre Contract
01/11/2022	ADT Alarms	003949	2,159.84		Work on fire panel
01/11/2022	Billingshurst Parish Council	003950	4,287.19		Payroll October 2022
01/11/2022	Horsham District Council	DD	114.00		No Domestic Rates 2022/23
02/11/2022	Billingshurst Parish Council	003951	2,000.00		Centre Services Agreement
04/11/2022	Amazon	CARD	55.98		Xmas Tree x 2
04/11/2022	Amazon	CARD	139.90		Christmas Bunting
04/11/2022	Wilkinsons	CARD	150.00		4 x Christmas Trees
04/11/2022	Correct	CORRECT	-55.98		Duplicate Entry
04/11/2022	Correction	CORRECT	-139.90		Duplicate entry
06/11/2022	Amazon	CARD	6.49		Tape Dispenser
07/11/2022	Amazon	CARD	195.88		Xmas Trees & Bunting
07/11/2022	Amazon	CARD	6.49		Tape Dispenser
07/11/2022	Amazon	CORRECT	-6.49		Duplicate entry
08/11/2022	Duplicate Payment	CORRECT	161.16		Duplicate Payment
09/11/2022	Amazon	CARD	24.99		Liquid Hand Wash
09/11/2022	Squeegee Clean	003952	581.00		Centre Cleaning
10/11/2022	The wellness tree	003953	4,902.34		Paid to us in error (Reimburse
10/11/2022	Duplicate Payment	CORRECT	170.64		Duplicate Payment
11/11/2022	Billingshurst Parish Council	003944	293.08		Reimbursement for Water Bill
11/11/2022	Amazon	CARD	16.00		Biscuit Jar
15/11/2022	SumUp Payments Ltd	CARD	154.80		Card Machine w/printer
15/11/2022	On Buy	CARD	59.99		IPAD for Centre
16/11/2022	Greg Burt	003954	100.00		Deposit for hog roast
16/11/2022	HMRC	BACS	1,284.00		VAT
16/11/2022	Floorstock Limited	CARD	57.78		Granwax Sportsclean
16/11/2022	Horsham District Council	BACS	34.68		Refuse Collection
16/11/2022	Squeegee Clean	003955	95.00		Window Cleaning
16/11/2022	Sussex Land Services	003957	246.00		Village Centre Contract
16/11/2022	Sign Quick	003956	36.00		Santas Grotto Signs
18/11/2022	Beeches Buffet	CARD	218.40		Catering
18/11/2022	drax	BACS	469.90		Electricity Bill
18/11/2022	Tesco	CARD	50.00		2 x prelit Trees
18/11/2022	Amazon	CARD	68.07		Xmas Dec, First Aid supplies
21/11/2022	Amazon	CARD	7.99		Ceiling Hooks
22/11/2022	HMRC	BACS	44.80		PAYE
23/11/2022	Amazon	CARD	28.80		Xmas Gift (card used in error)
24/11/2022	Amazon	CARD	31.49		Xmas Elf Costumes
25/11/2022	Beeches Buffet	CARD	104.52		Catering
25/11/2022	HMRC	BACS	1,389.48		Casual Staff Payroll
25/11/2022	Gear4Music	CARD	86.48		Wireless monitor
28/11/2022	Amazon	CARD	39.90		Disposable Cups
28/11/2022	Post Office	CARD	8.95		Postage for IPAD return

Continued on Page 2

## Natwest Bank Accounts

## List of Payments made between 01/11/2022 and 30/11/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/11/2022	Sainsburys	CARD	10.05		Dishwasher Tablets/Milk
28/11/2022	SEFE Energy	DD	167.59		Gas Bill
29/11/2022	Greg Burst	003958	780.00		Reimbursement for Hog Roast
30/11/2022	Beeches Buffet	CARD	371.52		Catering
30/11/2022	Natwest	BACS	79.24		Bank Charges
<b>Total Payments</b>			<u>21,600.84</u>		

## List of Payments made between 01/12/2022 and 31/12/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2022	On Buy Refund	REFUND	-59.99		Refund on iPad
01/12/2022	Horsham District Council	DD	114.00		No Domestic Rates 2022/23
02/12/2022	Amazon	CARD	64.75		Xmas grotto decorations
03/12/2022	Sainsburys	CARD	5.00		Dishwasher tablets
06/12/2022	Sarah Newell	003959	108.85		Expenses Reimbursement
06/12/2022	Billingshurst Parish Council	003960	5,990.08		Payroll Recharge November 2022
06/12/2022	Correct slip 001778	CORRECTION	0.01		Correct difference
07/12/2022	Jodie Meyer	004021	27.70		Reimburse for Xmas Fayre
08/12/2022	Eco Print	CARD	159.55		Feather Flags
08/12/2022	Booker	DD	336.68		Catering supplies
12/12/2022	Beeches Buffet	CARD	120.60		Catering
12/12/2022	Squeegee Clean	004022	602.00		Centre Cleaning
13/12/2022	Sussex Land Services	004023	246.00		Village Centre Contract
13/12/2022	Sign Quick	004024	115.20		Christmas Fayre Signs
15/12/2022	Beeches Buffet	CARD1	49.15		Catering
15/12/2022	Wightman & Parrish	CARD/2	168.37		Cleaning Products
19/12/2022	Horsham District Council	DD	42.23		Refuse Collection
20/12/2022	Xmas Fayre	CARD	120.00		Xmas Fayre cash prize
20/12/2022	drax	DD	543.29		Electricity Invoice
20/12/2022	Divine Water Company Ltd	004025	55.13		Service on water machine
21/12/2022	Casual Staff	BACS	1,558.63		Salaries December 2022
22/12/2022	HMRC	BACS	49.80		PAYE
22/12/2022	Amazon	CARD	24.13		Speakers for reception
28/12/2022	SEFE Energy	DD	551.82		Gas Bill December
30/12/2022	Amazon	CARD	8.69		Staff Diary 2023
30/12/2022	Natwest	BACS	56.92		Bank Charges
<b>Total Payments</b>			<b>11,058.59</b>		

# APPENDIX B

Date: 14/12/2022

Billingshurst Community Centre Current Year

Page 1

Time: 11:39

## Bank Reconciliation Statement as at 14/12/2022 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	30/11/2022	240	100.00
Business Reserve Account	30/11/2022	330	90,849.65
			<u>90,949.65</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
04/11/2022 CARD Amazon		55.98	
04/11/2022 CARD Amazon		139.90	
04/11/2022 CORRECT Correct		-55.98	
04/11/2022 CORRECT Correction		-139.90	
07/11/2022 CARD Amazon		6.49	
			<u>6.49</u>
			90,943.16
<u>Receipts not Banked/Cleared (Plus)</u>			
20/09/2022 BACS		56.88	
08/11/2022 BACS		161.16	
10/11/2022 BACS		170.64	
			<u>388.68</u>
			91,331.84
<b>Balance per Cash Book is :-</b>			<b>91,331.84</b>
<b>Difference is :-</b>			<b>0.00</b>

# APPENDIX C

Date: 17/01/2023

Billingshurst Community Centre Current Year

Page 1

Time: 12:03

## Bank Reconciliation Statement as at 17/01/2023 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	31/12/2022	252	1,624.00
Business Reserve Account	31/12/2022	335	90,345.73
			<u>91,969.73</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
07/12/2022 004021 Jodie Meyer		27.70	
20/12/2022 004025 Divine Water Company Ltd		55.13	
			<u>82.83</u>
			91,886.90
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			91,886.90
		<b>Balance per Cash Book is :-</b>	<b>91,886.90</b>
		<b>Difference is :-</b>	<b>0.00</b>

# APPENDIX D

Date: 17/01/2023

Billingshurst Community Centre Current Year

Page 1

Time: 12:07

Bank Reconciliation Statement as at 17/01/2023  
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	30/09/2022	50	60,247.19
			60,247.19
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			60,247.19
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			60,247.19
		<b>Balance per Cash Book is :-</b>	<b>60,247.19</b>
		<b>Difference is :-</b>	<b>0.00</b>



# APPENDIX E

Date: 17/01/2023

Billingshurst Community Centre Current Year

Page 1

Time: 12:08

Bank Reconciliation Statement as at 17/01/2023  
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	31/10/2022	51	60,266.83
			60,266.83
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			60,266.83
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			60,266.83
		<b>Balance per Cash Book is :-</b>	<b>60,266.83</b>
		<b>Difference is :-</b>	<b>0.00</b>

# APPENDIX F

Date: 17/01/2023

Billingshurst Community Centre Current Year

Page 1

Time: 12:09

Bank Reconciliation Statement as at 17/01/2023  
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	30/11/2022	52	60,301.50
			60,301.50
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			60,301.50
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			60,301.50
		<b>Balance per Cash Book is :-</b>	<b>60,301.50</b>
		<b>Difference is :-</b>	<b>0.00</b>