



Registered Charity No. 227480
Minutes of the Meeting of Billingshurst Centre Committee
Tuesday 21 February 2023 7.00pm

Present

Cllrs Ken Peters (Chairman), Phillip Day, Craig Gale and Sarah Wilson.

In Attendance

G Burt, Clerk to the Council

14/23 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.

15/23 Apologies for Absence.

Apologies for absence were received from Cllrs Paul Berry and Sandy Duck 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.

16/23 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.

17/23 Minutes.

The minutes of 25 January 2023, previously circulated, were taken as read. On the proposal of Cllr Craig Gale, seconded by Cllr Sarah Wilson, **RESOLVED** that the minutes be approved and signed as a correct record accordingly.

18/23 Matters Arising.

None.

19/23 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).

None.

20/23 To approve payments for January 2023.

Details of payments totalling £14,960.25 for January 2022 had been previously circulated – Appendix A. On the proposal of Cllr Ken Peters, seconded by Cllr Craig Gale, **RESOLVED** that the payments be approved and published on the Council's website accordingly.

21/23 To approve Bank Reconciliations Current & Main Reserve Accounts and New Reserve No 2 Account.

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

Current Account / Bank Statement 263 – Appendix B
Reserve Account / Bank Statement 338 - Appendix B

New Reserve No 2 Account / Bank Statement 53 - Appendix C

22/23 Centre Manager's Report.

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

23/23 To recommend to Centre Trustees that a lease be granted to facilitate the installation of Electric Vehicle Charging (EVC) points in Centre car park.

At the invitation of the Centre, proposals had been invited from a WSCC-appointed concessionaire to install an initial 6 EVC points in the NE corner of the Centre car park. There was no cost to the Centre and a small revenue may result. A lease was required to protect the interests of the concessionaire, following a County-approved template which was to be applied to a multitude of sites across different ownerships.

On the proposal of Cllr Ken Peters, seconded by Cllr Craig Gale, **RECOMMEND** to Centre Trustees that a lease be granted to Connected Kerb accordingly, subject to approval from the Charity Commission.

24/23 Any other matters for information only.

The Clerk reported that it was planned to use the *Switch* agreement between banks to change from NatWest to Co-operative Bank in early April 2023, for the current and main reserve accounts.

25/23 Date of the Next Meeting. Wednesday 29 March 2023 at 7.00pm.

The meeting closed at 7.16pm.

Chairman

Date

APPENDIX A

Date: 16/02/2023

Billingshurst Community Centre Current Year

Page 1

Time: 10:17

Natwest Bank Accounts

List of Payments made between 01/01/2023 and 31/01/2023

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 03/01/2023 | Horsham District Council | BACS | 114.00 | | No Domestic Rates 2022/23 |
| 04/01/2023 | Petty Cash | Cash | 50.00 | | Petty Cash |
| 05/01/2023 | Beeches Buffet | CARD | 56.16 | | Catering |
| 05/01/2023 | Grenke Leasing Ltd | DD | 106.80 | | Equipment Protection |
| 05/01/2023 | Grenke Leasing Ltd | DD/1 | 204.01 | | Photocopies fee |
| 06/01/2023 | Screwfix | CARD | 49.80 | | Light Bulbs |
| 09/01/2023 | Greg Burt | 0004030 | 35.00 | | Greg Burt |
| 09/01/2023 | Squeegee Clean | 004026 | 758.00 | | Centre and Carpet Clean |
| 09/01/2023 | Kreston Reeves LLP | 004027 | 276.00 | | Payroll Services December 2022 |
| 09/01/2023 | Billingshurst Parish Council | 004029 | 8,982.67 | | Insurance Share (yearly) |
| 10/01/2023 | ICA Electrical Contractors | 004031 | 780.00 | | Replace reception lights |
| 11/01/2023 | Divine Water Company Ltd | 004032 | 55.13 | | Purchase Ledger Payment |
| 12/01/2023 | Amazon | CARD | 20.49 | | Paid on business card in error |
| 13/01/2023 | Beeches Buffet | CARD | 156.00 | | Catering |
| 18/01/2023 | Tesco | CARD | 65.70 | | Catering supplies |
| 18/01/2023 | Horsham District Council | BACS | 35.10 | | Refuse Collection |
| 19/01/2023 | drax | DD | 543.66 | | Electricity |
| 20/01/2023 | HMRC | BACS | 33.80 | | PAYE |
| 25/01/2023 | Natwest | BACS | 664.79 | | Casual Staff Wages |
| 25/01/2023 | Macmillan Cancer rResearch | 004033 | 16.00 | | Cakes for meeting |
| 25/01/2023 | ICA Electrical Contractors | 004034 | 822.00 | | Replace Lights in WC |
| 26/01/2023 | Beeches Buffet | CARD | 160.80 | | Catering |
| 27/01/2023 | Beeches Buffet | CARD/1 | 90.24 | | Catering |
| 30/01/2023 | SEFE Energy | BACS | 826.34 | | Gas Bill |
| 31/01/2023 | Natwest | DD | 57.76 | | Bank Charges |
| Total Payments | | | <u>14,960.25</u> | | |

APPENDIX B

Date: 14/02/2023

Billingshurst Community Centre Current Year

Page 1

Time: 12:29

Bank Reconciliation Statement as at 14/02/2023
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 | 31/01/2023 | 263 | 100.00 |
| Business Reserve Account | 30/01/2023 | 338 | 94,498.77 |
| | | | <u>94,598.77</u> |

Unpresented Cheques (Minus)

Amount

| | | |
|--------------------|------------------------------|-----------------|
| 09/01/2023 0004030 | Greg Burt | 35.00 |
| 09/01/2023 004029 | Billingshurst Parish Council | 8,982.67 |
| 25/01/2023 004033 | Macmillan Cancer rResearch | 16.00 |
| 25/01/2023 004034 | ICA Electrical Contractors | 822.00 |
| | | <u>9,855.67</u> |
| | | 84,743.10 |

Receipts not Banked/Cleared (Plus)

0.00

0.00

84,743.10

Balance per Cash Book is :-

84,743.10

Difference is :-

0.00

APPENDIX C

Date: 14/02/2023

Billingshurst Community Centre Current Year

Page 1

Time: 12:36

Bank Reconciliation Statement as at 14/02/2023
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 | 30/12/2022 | 53 | 60,341.15 |
| | | | 60,341.15 |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | 0.00 |
| | | | 60,341.15 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | 0.00 |
| | | | 60,341.15 |
| | | Balance per Cash Book is :- | 60,341.15 |
| | | Difference is :- | 0.00 |