



Registered Charity No. 227480
Minutes of the Meeting of Billingshurst Centre Committee
Wednesday 29 March 2023 7.00pm

Present

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

In Attendance

G Burt, Clerk to the Council

26/23 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.

27/23 Apologies for Absence.

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

28/23 To Receive Declarations of Interest and Notification of Changes to Members' Interests.

None.

29/23 Minutes.

The minutes of 21 February 2023, previously circulated, were taken as read. On the proposal of Cllr Phillip Day, seconded by Cllr Sarah Wilson, **RESOLVED** that the minutes be approved and signed as a correct record accordingly.

30/23 Matters Arising.

None.

31/23 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).

None.

32/23 To approve payments for February 2023.

Details of payments totalling £14,945.68 for February 2023 had been previously circulated – Appendix A. On the proposal of Cllr Ken Peters, seconded by Cllr Phillip Day, **RESOLVED** that the payments be approved and published on the Council's website accordingly.

33/23 To approve Bank Reconciliations (BR) 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 272 – Appendix B
Reserve Account / Bank Statement 343 - Appendix B

[Members asked for further information about outstanding items on this BR.]

New Reserve No 2 Account / Bank Statement 54 - Appendix C

34/23 Centre Manager's Report.

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

35/23 Any other matters for information only.

None.

36/23 Date of the Next Meeting. Wednesday 26 April 2023 at 7.00pm.

The meeting closed at 7.10pm.

Chairman

Date

APPENDIX A

Date: 23/03/2023

Billingshurst Community Centre Current Year

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Time: 15:37

Natwest Bank Accounts

List of Payments made between 01/02/2023 and 28/02/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2023	Horsham District Council	BACS	114.00		No Domestic Rates 2022/23
01/02/2023	Billingshurst Scouts and Guide	Corerct	-50.00		Purchase Ledger Payment
01/02/2023	Billingshurst Scouts and Guide	Correction	50.00		Purchase Ledger Payment
02/02/2023	AO	AO	520.00		Fridge/Freezer
06/02/2023	Billingshurst Scouts and Guide	004035	50.00		Advertisement in programme
06/02/2023	BSW Building Services Ltd	004036	1,186.18		Bolier service and repair
06/02/2023	Billingshurst Parish Council	004037	4,485.33		Payroll Recharge January 2023
06/02/2023	Squeegee Clean	Correct	-616.00		Purchase Ledger Payment
06/02/2023	Squeegee Clean	Correction	616.00		Purchase Ledger Payment
08/02/2023	Squeegee Clean	004038	616.00		General Cleaning
10/02/2023	HMRC	HMRC	3,523.09		VAT
10/02/2023	UK Point Of Sale Group Ltd	CARD	56.14		Leaflet Display
13/02/2023	Performing Rights Society	Correct	-1,355.80		Purchase Ledger Payment
13/02/2023	Performing Rights Society	Correcion	1,355.80		Purchase Ledger Payment
14/02/2023	Performing Rights Society	004039	1,355.80		Music Licence
15/02/2023	Wightman & Parrish	BACS	126.38		Cleaning Supplies
16/02/2023	Horsham District Council	DD	42.28		Refuse Collection
20/02/2023	drax	DD	558.33		Electricity
22/02/2023	HMRC	BACS	12.20		PAYE
22/02/2023	Amazon	CARD	10.71		Dishwasher Tablets
23/02/2023	Amazon	CARD	24.99		Liquid Hand Soap
24/02/2023	Casual Staff	BACS	1,411.25		Staff Wages
27/02/2023	SEFE Energy	DD	793.94		Gas Bill
28/02/2023	Natwest	BACS	52.07		Bank Charges
28/02/2023	Amazon	CARD	6.99		Over part

Total Payments 14,945.68

APPENDIX B.

Date: 22/03/2023

Billingshurst Community Centre Current Year

Page 1

Time: 14:59

Bank Reconciliation Statement as at 22/03/2023
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	28/02/2023	272	100.00
Business Reserve Account	28/02/2023	343	81,262.92
			81,362.92
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
16/01/2023 Correction	Initial Washroom Hygiene	2,176.53	
			2,176.53
			79,186.39
<u>Receipts not Banked/Cleared (Plus)</u>			
14/02/2023 001787		223.02	
14/02/2023 001787		90.50	
20/02/2023 Correct		-226.12	
			87.40
			79,273.79
		Balance per Cash Book is :-	79,273.79
		Difference is :-	0.00

APPENDIX C

Date: 22/03/2023


Billingshurst Community Centre Current Year

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Time: 15:02

Bank Reconciliation Statement as at 22/03/2023
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	31/01/2023	54	 60,383.47
			<hr/> 60,383.47
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			60,383.47
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			60,383.47
		Balance per Cash Book is :-	60,383.47
		Difference is :-	0.00