



Registered Charity No. 227480
Minutes of the Meeting of Billingshurst Centre Committee
Wednesday 26 April 2023 7.00pm

Present

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

In Attendance

G Burt, Clerk to the Council

37/23 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.

38/23 Apologies for Absence.

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

39/23 To Receive Declarations of Interest and Notification of Changes to Members' Interests.

Cllr Craig Gale declared a personal interest, being an employee of a tenant of the Centre.

40/23 Minutes.

The minutes of 29 March 2023, previously circulated, were taken as read. On the proposal of Cllr Ken Peters, seconded by Cllr Craig Gale, **RESOLVED** that the minutes be approved and signed as a correct record accordingly.

41/23 Matters Arising.

The Centre Manager had advised that some entries on last month's bank reconciliations (and also this month) were due to entries being posted in the wrong month and/or the wrong account, which then had to be cancelled out.

42/23 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).

None.

43/23 To approve payments for March 2023.

Details of payments totalling £21,075.90 for March 2023 had been previously circulated – Appendix A, along with receipts. 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.

44/23 To approve Bank Reconciliations (BR) Current & Main Reserve Accounts and New Reserve No 2 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 Ken Peters.

Current Account / Bank Statement 286 – Appendix B

Reserve Account / Bank Statement 347 - Appendix B

45/23 Centre Manager's Report.

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

46/23 Any other matters for information only.

None.

47/23 Date of the Next Meeting. Wednesday 31 May 2023 at 7.00pm.

The meeting closed at 7.10pm.

Chairman

Date

APPENDIX 1A

Date: 20/04/2023

Billingshurst Community Centre Current Year

Page 1

Time: 14:17

Natwest Bank Accounts

List of Payments made between 01/03/2023 and 31/03/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/03/2023	Horsham District Council	DD	114.00		No Domestic Rates 2022/23
03/03/2023	Rialtas Business Solutions Ltd	Correct	-2,500.00		Purchase Ledger Payment
03/03/2023	Beeches Buffet	CARD	80.64		Catering
03/03/2023	Amazon	CARD	8.39		Oven selector switch
03/03/2023	Rialtas Business Solutions Ltd	Correction	2,500.00		Purchase Ledger Payment
07/03/2023	Initial Washroom Hygiene	004040	2,176.53		Service Contract 2023-2024
07/03/2023	Rialtas Business Solutions Ltd	004042	2,500.00		Bookings software & Training
07/03/2023	Sussex Land Services	004043	246.00		Centre Contract January
07/03/2023	Sussex Land Services	004044	246.00		Centre Contract Dec 2022
07/03/2023	Billingshurst Parish Council	004046	6,019.61		I/Telephone Jan-Mar
07/03/2023	Robin Nugent Architects	004047	982.80		Prof Serv centre refurb
07/03/2023	Amazon	CARD	26.97		CO2 Alarm
10/03/2023	Amazon	CARD	48.29		Various
10/03/2023	Petty Cash	BACS	70.00		Petty Cash
13/03/2023	Sainsburys	CARD	5.75		Milk/Coffee
14/03/2023	Beeches Buffet	CARD1	295.20		Catering
14/03/2023	drax	BACS	454.05		Electricity Bill
14/03/2023	Amazon	CARD	2.29		Display stand
14/03/2023	Amazon	CARD	18.67		Tea Spoons
15/03/2023	Wightman & Parrish	DD	100.61		Hand towels
16/03/2023	Beeches Buffet	CARD	93.60		Catering
16/03/2023	Caterspaces	CARD	18.00		Oven Thermostat
16/03/2023	Booker	DD	580.58		Catering Supplies
20/03/2023	Horsham District Council	DD	30.95		Purchase Ledger Payment
20/03/2023	MJN Services	004049	150.00		Repair Acoustic Wall
22/03/2023	Screwfix	CARD	13.06		Light Bulbs
22/03/2023	HMRC	DD	41.60		PAYE
22/03/2023	ADT Alarms	004050	3,940.59		Repairs to fire alarm
22/03/2023	Cafe Du Van	004051	12.24		Sanswiches x 3
23/03/2023	AMAZON	BACS	29.49		Stationery
24/03/2023	Casual Staff	BACS	1,556.87		Salaries
24/03/2023	Netcom Solutions	004053	312.00		Rewire old telephone point
27/03/2023	Squeegee Clean	004054	95.00		Window Cleaning
28/03/2023	Screwfix	CARD	6.49		Toilet Cistern Handle
30/03/2023	SEFE Energy	BACS	666.79		Gas Supply
31/03/2023	Natwest	BACS	39.24		Bank Charges
31/03/2023	Beeches Buffet	CARD	93.60		Catering
Total Payments			21,075.90		

APPENDIX B

Date: 18/04/2023

Billingshurst Community Centre Current Year

Page 1

Time: 14:50

Bank Reconciliation Statement as at 18/04/2023 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	31/03/2023	286	100.00
Business Reserve Account	31/03/2023	347	85,146.72
			85,246.72
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
01/02/2023 Correct	Horsham District Council	-30.95	
07/03/2023 004046	Billingshurst Parish Council	6,019.61	
22/03/2023 004050	ADT Alarms	3,940.59	
24/03/2023 004053	Netcom Solutions	312.00	
27/03/2023 004054	Squeegee Clean	95.00	
			10,336.25
			74,910.47
<u>Receipts not Banked/Cleared (Plus)</u>			
20/02/2023 Correct		-226.12	
			-226.12
			74,684.35
Balance per Cash Book is :-			74,684.35
Difference is :-			0.00