



**Registered Charity No. 227480**  
**Minutes of the Meeting of Billingshurst Centre Committee**  
**Wednesday 31 May 2023 7.00pm**

**Present**

Cllrs Sarah Wilson (Chairman), Paul Berry, Phillip Day, Sandy Duck, Craig Gale and Ken Peters.

**In Attendance**

G Burt, Clerk to the Council

**48/23 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.

**49/23 Apologies for Absence.**

An apology for absence was received from Cllr Edna Bengier due to a prior engagement. On the proposal of Cllr Sarah Wilson, seconded by Cllr Craig Gale, **RESOLVED** that the apology and reason given be accepted.

**50/23 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.

**51/23 Minutes.**

The minutes of 26 April 2023, 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.

**52/23 Matters Arising.**

None.

**53/23 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).**

None.

**54/23 To approve payments for April 2023.**

Details of payments for April 2023 had been previously circulated – Appendix A, along with receipts. On the proposal of Cllr Ken Peters, seconded by Cllr Sarah Wilson, **RESOLVED** that the payments be approved and published on the Council's website accordingly.

The Clerk will ask the Centre Manager to clarify certain transactions.

The Clerk reported that the move of the current and main reserve accounts from NatWest to one new account at the Co-op was complete. (One other reserve account remained at NatWest.) the process had been torturous to say the least! Some further tweaking of the new arrangement was required, and additional Cllrs will be sought to help with the online banking authorisations.

**55/23 To approve Bank Reconciliations (BR) Current & Main Reserve Accounts.**

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

NatWest Current Account [**Now closed.**] / Bank Statement 11/04/2023 – Appendix **B**

NatWest Reserve Account / Bank Statement 28/04/2023 - Appendix **B**

Co-op Current Account / Bank Statement 28/04/2023 - Appendix **C**

**56/23 Centre Manager's Report.**

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

**57/23 Any other matters for information only.**

None.

**58/23 Date of the Next Meeting.** Wednesday 28 June 2023 at 7.00pm.

*The meeting closed at 7.18pm.*

**Chairman**

**Date**

# APPENDIX A

Date: 24/05/2023

## Billingshurst Community Centre Current Year

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Time: 15:19

### Natwest Bank Accounts

#### List of Payments made between 01/04/2023 and 11/04/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2023	Duplicate Payment	CREDIT	-18.67		Duplicate Payment
01/04/2023	Billingshurst Parish Council	004046	-6,019.61		Purchase Ledger Payment
03/04/2023	Horsham District Council	DD	53.39		Purchase Ledger DDR Payment
04/04/2023	Ebay	CARD	4.99		Coronation Boxes
04/04/2023	Co-Operative Bank	Correct	540.36		Posted to incorerct bank a/c
05/04/2023	Grenke Leasing Ltd	DD	204.01		Photocopier Rent
06/04/2023	Co-Operative Bank	Correct	311.12		Posted to incorrect a/c
11/04/2023	Natwest	DD	18.94		Bank Charges to close
11/04/2023	Natwest	DD	57.54		Bank Charges
11/04/2023	Co-Operative Bank	Transfer	266.35		Natwest closed account balance
11/04/2023	Co-Operative Bank	Correct	75.84		Posted to incorrect a/c
<b>Total Payments</b>			<u>-4,505.74</u>		

# APPENDIX B

Date: 24/05/2023

Billingshurst Community Centre Current Year

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Time: 15:06

Bank Reconciliation Statement as at 24/05/2023  
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	11/04/2023	290	0.00
Business Reserve Account	28/04/2023	1	83,239.04
			83,239.04
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			83,239.04
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			83,239.04
		<b>Balance per Cash Book is :-</b>	<b>83,239.04</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 23/05/2023

Billingshurst Community Centre Current Year

Page 1

Time: 16:31

Bank Reconciliation Statement as at 23/05/2023  
for Cashbook 4 - Co-Operative Bank

User: SARAH

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
The Co-Operative Bank	28/04/2023	4	4,507.20
			4,507.20
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
24/03/2023 Correct Natwest Bank Accounts		312.00	
18/04/2023 Correct Natwest Bank Accounts		24.69	
25/04/2023 Correct Natwest Bank Accounts		1,487.16	
			1,823.85
			2,683.35
<u>Receipts not Banked/Cleared (Plus)</u>			
28/04/2023 Correct		19.15	
			19.15
			2,702.50
Balance per Cash Book is :-			2,702.50
Difference is :-			0.00