



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

Present

Cllrs Sarah Wilson (Chairman), Edna Bengier, Paul Berry, Phillip Day and Ken Peters.

In Attendance

G Burt, Clerk to the Council

Cllr Deepak Mahal

59/23 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.

60/23 Apologies for Absence.

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

61/23 To Receive Declarations of Interest and Notification of Changes to Members' Interests.

None.

62/23 Minutes.

The minutes of 31 May 2023, previously circulated, were taken as read. On the proposal of Cllr Sarah Wilson, seconded by Cllr Phillip Day, **RESOLVED** that the minutes be approved and signed as a correct record accordingly.

63/23 Matters Arising.

None.

64/23 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).

None.

65/23 To approve payments for May 2023.

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

66/23 To approve payments for June 2023.

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

67/23 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.

Co-op Current Account / Bank Statement 31/05/2023 - Appendix C.

NatWest Reserve Account / Bank Statement 30/05/2023 - Appendix D.

Co-op Current Account / Bank Statement 30/06/2023 - Appendix E.

68/23 To consider asking F&GP Committee to approve use of CIL funds for replacement meeting tables.

Tables used for conferences had not proved robust enough and attempts at repairs had proved short-lived. A new model had been sourced and to replace an initial 12 would cost £2,354.40 NET. On the proposal of Cllr Paul Berry, seconded by Cllr Edna Bengier, **RECOMMEND** that the F&GP Committee agree to fund these from the CIL fund accordingly.

69/23 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 Clerk reported on some snagging issues relating to the toilets.

70/23 Any other matters for information only.

None.

71/23 Date of the Next Meeting. Wednesday 27 September 2023 at 7.00pm.

The meeting closed at 7.13pm.

Chairman

Date

APPENDIX A

Date: 19/07/2023

Billingshurst Community Centre Current Year

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Time: 10:25

Co-Operative Bank

List of Payments made between 01/05/2023 and 31/05/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/05/2023	Horsham District Council	DD	55.00		Purchase Ledger DDR Payment
02/05/2023	Beeches Buffet	CARD	93.60		Catering
02/05/2023	SEFE Energy	DD	648.90		Gas Bill
03/05/2023	Amazon	CARD	22.54		VGA Cable/Butler
03/05/2023	Tesco	CARD	116.05		Groceries
03/05/2023	Lidl	CARD	117.51		Coronation/Election
03/05/2023	Co-Operative Bank	BACS	21.00		Unpiad items fee
03/05/2023	Sainsburys	CARD	26.05		Coronation Tea
04/05/2023	AMAZON	CARD	13.99		Lace Doilies
04/05/2023	Lid	CARD	22.67		Coronation Catering
04/05/2023	Lidl	CARD	99.86		Catering Coronation
09/05/2023	Beeches Buffet	CARD	218.00		Catering
09/05/2023	Lidl	CARD	9.00		Coronation
11/05/2023	HMRC	BACS	83.96		VAT Jan-March 2023
12/05/2023	Natwest Bank Accounts	Correct	83,248.62		Correct transfer
15/05/2023	Amazon	CARD	30.99		Dishwasher tablets
17/05/2023	Horsham District Council	DD	99.75		Refuse Collection
19/05/2023	Beeches Buffet	CARD	396.00		Catering
22/05/2023	Amazon	CARD	4.69		Jack Lead
22/05/2023	Lidl	CARD	16.47		Toilet Roll
23/05/2023	Granwax Products Ltd	CARD	60.12		Granwax
24/05/2023	Natwest Bank Accounts	Transfer	104.25		Posted to wrong account
25/05/2023	Digital Managed Print Services	DD	46.96		Printer Readings
25/05/2023	A272 Design	BACS	60.00		A5 leaflet printing
25/05/2023	Casual Staff	BACS	208.53		Salary
25/05/2023	Natwest Bank Accounts	Transfer	160.07		Posted to incorrect account
25/05/2023	Natwest Bank Accounts	Transfer	162.24		Posted to incorrect account
25/05/2023	Casual Staff	BACS	420.84		Salary
25/05/2023	Casual Staff	BACS	429.60		Salary
25/05/2023	Squeegee Clean	BACS	686.00		Centre Cleaning
25/05/2023	Billingshurst Parish Council	BACS	15,122.96		Payroll recharge April
25/05/2023	Sussex Land Services	BACS	252.00		Centre Contract
25/05/2023	Amazon	CARD	26.95		Airpot
26/05/2023	Amazon	CARD	30.97		VGA Cables
26/05/2023	Dave Rock	BACS	4.19		Postage back to hirer
31/05/2023	Beeches Buffet	CARD	68.64		Catering
31/05/2023	Amazon	CARD	16.15		Dustpan&brush/mousemats
31/05/2023	Correct Bank	CORERCT	-0.20		Diff on inv 10107 Beeches

Total Payments	103,204.92
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APPENDIX B

Date: 19/07/2023

Billingshurst Community Centre Current Year

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Time: 10:25

Co-Operative Bank

List of Payments made between 01/06/2023 and 30/06/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/06/2023	Horsham District Council	DD	55.00		Purchase Ledger DDR Payment
02/06/2023	SEFE Energy	DD	670.70		Gas Bill
07/06/2023	Petty Cash	Transfer	70.00		Petty Cash
08/06/2023	Natwest Bank Accounts	Transfer	25.49		Posted to wrong ac
08/06/2023	Natwest Bank Accounts	19.98	19.98		Posted to wrong ac
09/06/2023	Natwest Bank Accounts	Transfer	13.50		Posted to wrong ac
09/06/2023	Natwest Bank Accounts	Transfer	16.49		Posted to wrong ac
09/06/2023	Squeegee Clean	BACS	655.00		Cleaning/Window Clean
09/06/2023	Billingshurst Parish Council	BACS	4,618.02		Salary Recharge May 2023
12/06/2023	Furniture@work Ltd	CARD	261.60		Table
12/06/2023	Beeches Buffet	CARD	76.80		Catering
15/06/2023	Wightman & Parrish	DD	72.89		Cleaning Products
16/06/2023	Beeches Buffet	CARD1	61.44		Catering
19/06/2023	Horsham District Council	DD	74.60		Refuse
20/06/2023	Beeches Buffet	CARD	412.26		Catering
23/06/2023	Macmillan Cancer rResearch	BACS	16.50		Cake (Primary Heads)
23/06/2023	Baskets in Bloom	BACS	60.00		Hanging Baskets
23/06/2023	Casual Staff	BACS	187.25		Salary
23/06/2023	Casual Staff	BACS	190.62		Salary
23/06/2023	Casual Staff	BACS	195.64		Salary
23/06/2023	Casual Staff	BACS	376.35		Salary
23/06/2023	Casual Staff	BACS	522.54		Salary
23/06/2023	Cooper & Withycombe	BACS	342.00		Structural Site Visit
23/06/2023	1st Defense Fire and Rescue Se	BACS/1	247.18		Fire Extinguisher Service
23/06/2023	Kreston Reeves LLP	BACS	615.60		Payroll Services
23/06/2023	Robin Nugent Architects	BACS	1,310.40		RIBA Workstage 5
23/06/2023	Sussex Land Services	BACS	252.00		Centre Contract
23/06/2023	Robin Nugent Architects	BACS	2,023.20		RIBA workstage 5
26/06/2023	Natwest Bank Accounts	Transfer	47.56		Posted to wrong ac
26/06/2023	Natwest Bank Accounts	Transfer	57.42		Posted to wrong ac
26/06/2023	SEFE Energy	DD	117.06		Gas Bill
26/06/2023	NHS Sussex Partnership	BACS	186.98		Refund of Duplicate inv 10327
26/06/2023	Amazon	CARD	104.97		Parasols x 3
27/06/2023	Natwest Bank Accounts	Transfer	7.09		Posted to wrong ac
27/06/2023	Fowler Building Contractors Li	BACS	30,000.00		Building works as per cert 01
28/06/2023	Natwest Bank Accounts	Transfer	51.00		Posted to wrong ac
28/06/2023	Natwest Bank Accounts	Transfer	70.94		Posted to wrong ac
29/06/2023	Natwest Bank Accounts	Transfer	19.14		Posted to wrong ac
29/06/2023	Natwest Bank Accounts	Transfer	60.20		Posted to wrong ac
29/06/2023	Fowler Building Contractors Li	BACS	15,732.48		Building works as per cert 01
29/06/2023	Ballpoint Office Supplies Ltd	BACS	40.75		2024 Diary x 2
30/06/2023	Natwest Bank Accounts	Transfer	38.99		Posted to wrong ac
Total Payments			59,977.63		

APPENDIX C

Date: 05/07/2023

Billingshurst Community Centre Current Year

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Time: 12:24

Bank Reconciliation Statement as at 05/07/2023
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	31/05/2023	7	76,408.74
			<u>76,408.74</u>
<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	
18/04/2023 200002 Billingshurst Parish Council		122.40	
			<u>459.09</u>
			75,949.65
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			75,949.65
		Balance per Cash Book is :-	75,949.65
		Difference is :-	0.00

APPENDIX D

Date: 04/07/2023

Billingshurst Community Centre Current Year

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Time: 16:06

Bank Reconciliation Statement as at 04/07/2023
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	31/05/2023	58	60,582.48
			60,582.48
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			60,582.48
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			60,582.48
		Balance per Cash Book is :-	60,582.48
		Difference is :-	0.00

APPENDIX E.

Date: 13/07/2023

Billingshurst Community Centre Current Year

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Time: 11:08

Bank Reconciliation Statement as at 13/07/2023
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	30/06/2023	11	87,180.28
			<u>87,180.28</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
24/03/2023 Correct	Natwest Bank Accounts	312.00	
29/06/2023 Transfer	Natwest Bank Accounts	19.14	
30/06/2023 Transfer	Natwest Bank Accounts	38.99	
			<u>370.13</u>
			86,810.15
<u>Receipts not Banked/Cleared (Plus)</u>			
31/05/2023 Transfer		11.54	
			<u>11.54</u>
			86,821.69
Balance per Cash Book is :-			86,821.69
Difference is :-			0.00