



**Registered Charity No. 227480**  
**Minutes of the Meeting of Billingshurst Centre Committee**  
**Tuesday 26 September 2023 7.00pm**

**Present**

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

**In Attendance**

G Burt, Clerk to the Council

**72/23 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.

**73/23 Apologies for Absence.**

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

**74/23 To Receive Declarations of Interest and Notification of Changes to Members' Interests.**

None.

**75/23 Minutes.**

The minutes of 26 July 2023, previously circulated, were taken as read. On the proposal of Cllr Sarah Wilson, seconded by Cllr Edna Benger, **RESOLVED** that the minutes be approved and signed as a correct record accordingly.

**76/23 Clerk's Report.**

None.

**77/23 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).**

None.

**78/23 To approve payments for July and August 2023.**

Details of payments for July 2023 had been previously circulated – Appendix A, along with receipts.

Details of payments for August 2023 had been previously circulated – Appendix B, along with receipts.

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.

**79/23 To approve Bank Reconciliations (BR) Current & Main Reserve Accounts.**

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

Co-op Current Account / Bank Statement 31/08/2023 - Appendix **C**.

NatWest Reserve Account / Bank Statement 31/07/2023 - Appendix **D**.

**80/23 Centre Manager's Report.**

The Committee **NOTED** the report from the Manager, previously circulated. Members' usual thanks to the Manager would be conveyed accordingly. Members suggested that the vacancy might be advertised in a more appealing way.

**81/23 Date of the Next Meeting.** Wednesday **25 October** 2023 at 7.00pm.

*The meeting closed at 7.13pm.*

**Chairman**

**Date**

# APPENDIX A

18/09/2023

Billingshurst Community Centre Current Year

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List of Purchase Ledger Payments for Month 4

User: SARAH

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>HITCHIN</b>	<b>Hitchin Plumbing Services</b>						
<i>Spare Part Water Heater</i>	03/07/2023	000307573	1	28.85	0.00	28.85	0.00
					0.00	28.85	
Above paid on 04/07/2023 by Cheque CARD							
<b>GRENKE</b>	<b>Grenke Leasing Ltd</b>						
<i>Quarterly Invoice</i>	01/07/2023	270287/2023	1	204.01	0.00	204.01	0.00
					0.00	204.01	
Above paid on 06/07/2023 by Cheque BACS							
<b>HDC</b>	<b>Horsham District Council</b>						
<i>Purchase Ledger DDR Payment</i>	03/07/2023	ON ACC 50	1	0.00	0.00	55.00	-55.00
					0.00	55.00	
Above paid on 03/07/2023 by Direct Debit DD							
<b>BEECHES</b>	<b>Beeches Buffet</b>						
<i>Catering</i>	12/07/2023	10151	1	74.88	0.00	74.88	0.00
					0.00	74.88	
Above paid on 12/07/2023 by Cheque CARD							
<b>VISION</b>	<b>Vision ICT Ltd</b>						
<i>Website</i>	01/07/2023	16786	1	258.00	0.00	258.00	0.00
					0.00	258.00	
Above paid on 12/07/2023 by Cheque BACS							
<b>HDC</b>	<b>Horsham District Council</b>						
<i>Refuse Collection</i>	04/07/2023	21385688	1	86.75	0.00	86.75	0.00
					0.00	86.75	
Above paid on 18/07/2023 by Cheque DD							
<b>FOWLER</b>	<b>Fowler Building Contractors Limited</b>						
<i>Building works as per cert 01</i>	30/05/2023	FB3015	1	30,000.00	0.00	30,000.00	0.00
					0.00	30,000.00	
Above paid on 05/07/2023 by Cheque BACS							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>SQUEEGEE</b> <b>Squeegee Clean</b>							
<i>Centre Cleaning</i>	04/07/2023	SC9102	1	560.00	0.00	560.00	0.00
					<u>0.00</u>	<u>560.00</u>	
Above paid on 05/07/2023 by Cheque BACS							
<b>ROBIN</b> <b>Robin Nugent Architects</b>							
<i>RIBA Workstage 5</i>	01/07/2023	23/2633	1	982.80	0.00	982.80	0.00
					<u>0.00</u>	<u>982.80</u>	
Above paid on 17/07/2023 by Cheque BACS							
<b>FOWLER</b> <b>Fowler Building Contractors Limited</b>							
<i>Certificate 2</i>	03/07/2023	FB3025	1	31,649.87	0.00	31,649.87	0.00
					<u>0.00</u>	<u>31,649.87</u>	
Above paid on 20/07/2023 by Cheque BACS							
<b>SEFE</b> <b>SEFE Energy</b>							
<i>Gas</i>	19/07/2023	02998351	1	20.48	0.00	20.48	0.00
					<u>0.00</u>	<u>20.48</u>	
Above paid on 31/07/2023 by Cheque BACS							
<b>Total Purchase Ledger Payments for Month 4</b>					<u>0.00</u>	<u>63,920.64</u>	

# APPENDIX B

18/09/2023

Billingshurst Community Centre Current Year

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List of Purchase Ledger Payments for Month 5

User: SARAH

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>FURNITURE</b> Furniture@work Ltd							
Folding Tables x 12	31/07/2023	606897	1	2,825.28	0.00	2,825.28	0.00
					0.00	2,825.28	
Above paid on 01/08/2023 by Cheque CARD							
<b>DIGITAL</b> Digital Managed Print Services Ltd							
Konica Minolta	20/07/2023	1133	1	79.60	0.00	79.60	0.00
					0.00	79.60	
Above paid on 02/08/2023 by Cheque BACS							
<b>SUSSEXLAND</b> Sussex Land Services							
June Contract	30/06/2023	134846	1	252.00	0.00	252.00	0.00
					0.00	252.00	
Above paid on 02/08/2023 by Cheque BACS1							
<b>HDC</b> Horsham District Council							
Purchase Ledger Payment	01/08/2023	ON ACC 51	1	0.00	0.00	55.00	-55.00
					0.00	55.00	
Above paid on 01/08/2023 by Cheque DD							
<b>HDC</b> Horsham District Council							
Refuse Collection July	03/08/2023	21416168	1	74.60	0.00	74.60	0.00
					0.00	74.60	
Above paid on 17/08/2023 by Cheque BACS							
<b>SQUEEGEE</b> Squeegee Clean							
Centre Cleaning	04/08/2023	SC9119	1	644.00	0.00	644.00	0.00
					0.00	644.00	
Above paid on 25/08/2023 by Cheque CARD							
<b>BPC</b> Billingshurst Parish Council							
Salary Recharge July	02/08/2023	BPC17	1	4,618.02	0.00	4,618.02	0.00
					0.00	4,618.02	
Above paid on 25/08/2023 by Cheque BACS							

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## Billingshurst Community Centre Current Year

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## List of Purchase Ledger Payments for Month 5

User: SARAH

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>SUSSEXLAND</b> <b>Sussex Land Services</b>							
<i>Centre Contract</i>	31/07/2023	134864	1	252.00	0.00	252.00	0.00
					<u>0.00</u>	<u>252.00</u>	
Above paid on 25/08/2023 by Cheque BACS1							
<b>SQUEEGEE</b> <b>Squeegee Clean</b>							
<i>Purchase Ledger Payment</i>	25/08/2023	ON ACC 52	1	0.00	0.00	644.00	-644.00
					<u>0.00</u>	<u>644.00</u>	
Above paid on 25/08/2023 by Cheque BACS							
<b>RIALTAS</b> <b>Rialtas Business Solutions Ltd</b>							
<i>Year End 2023</i>	26/05/2023	30748	1	906.00	0.00	906.00	0.00
					<u>0.00</u>	<u>906.00</u>	
Above paid on 02/08/2023 by Cheque BACS							
<b>WIGHTMAN</b> <b>Wightman &amp; Parrish</b>							
<i>Cleaning Supplies</i>	26/07/2023	SIN462727	1	156.46	0.00	156.46	0.00
					<u>0.00</u>	<u>156.46</u>	
Above paid on 15/08/2023 by Cheque BACS							
<b>SEFE</b> <b>SEFE Energy</b>							
<i>Gas Bill</i>	15/08/2023	03045125	1	21.16	0.00	21.16	0.00
					<u>0.00</u>	<u>21.16</u>	
Above paid on 29/08/2023 by Cheque BACS							
<b>Total Purchase Ledger Payments for Month 5</b>					<u>0.00</u>	<u>10,528.12</u>	

Date: 15/09/2023

Billingshurst Community Centre Current Year

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Time: 14:15

Bank Reconciliation Statement as at 15/09/2023  
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	31/08/2023	18	73,440.54
			73,440.54
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
30/08/2023 CARD Sainsburys		5.70	
31/08/2023 CARD Truffles		47.60	
			53.30
			73,387.24
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			73,387.24
		Balance per Cash Book is :-	73,387.24
		Difference is :-	0.00

# APPENDIX D

Date: 06/09/2023

Billingshurst Community Centre Current Year

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Time: 10:35

Bank Reconciliation Statement as at 06/09/2023  
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	31/07/2023	60	60,707.94
			60,707.94
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			60,707.94
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			60,707.94
		Balance per Cash Book is :-	60,707.94
		Difference is :-	0.00