



**Registered Charity No. 227480**  
**Minutes of the Meeting of Billingshurst Centre Committee**  
**Wednesday 28 February 2024 7.00pm.**

**Present**

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

**In Attendance**

G Burt, Clerk to the Council

**10/24 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.

**11/24 Apologies for Absence.**

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

**12/24 To Receive Declarations of Interest and Notification of Changes to Members' Interests.**

None.

**13/24 Minutes.**

The minutes of 31 January 2024, previously circulated, were taken as read. On the proposal of Cllr Sarah Wilson, seconded by Cllr Philip Day, **RESOLVED** that the minutes be approved and signed as a correct record accordingly.

**14/23 Clerk's Report.**

The Clerk reported when asked that the adjustments to the refurbished toilets had now been made (new taps fitted that day) and that the gas boiler was still working.

**15/24 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).**

None.

**16/24 To approve payments for January 2024.**

Details of payments for January 2024 had been previously circulated, along with receipts. On the proposal of Cllr Sarah Wilson, seconded by Cllr Phillip Day, **RESOLVED** that the payments, Appendix A, be approved and published on the Council's website accordingly and any receipts NOTED.

**17/24 To approve Bank Reconciliations.**

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 31/01/2024 - Appendix B.

NatWest Reserve Account / Bank Statement 29/12/2023 - Appendix C.

**18/24 To consider proposed increase in hall hire etc for 2024-25.**

The Centre Manager had tabled suggested new hire rates from 1 April 2024, based on a 3% increase. Members felt that the rises suggested were reasonable and, on the proposal of Cllr Sarah Wilson, seconded by Cllr Sandy Duck, **RESOLVED** that fees for hirers and Centre users be increased from 1 April 2024 accordingly. Members asked that the Manager reference comparisons with other halls when proposing future increases. Also, would it be possible that the income code in the accounts show the breakdown between letting rooms, so members could see what each venue generated.

Members requested than an up to date budget report for the Centre be circulated.

**19/24 To approve setting up a Working Party of Cllrs to consider alternative fuel options for any replacement boiler for the Centre.**

On the proposal of Cllr Phillip Day, seconded by Cllr Ken Peters, **RESOLVED** that a Working Party be formed to consider alternative fuel options for any replacement boiler for the Centre. The need for members would be highlighted at March Council.

**20/24 Centre Manager's Report.**

The Committee **NOTED** the report from the Centre Manager, previously circulated. Members' usual thanks to the Centre Manager would be conveyed accordingly. They commented favourably on the refurbished chairs.

**21/24 Date of the Next Meeting. Wednesday 27 March 2024 at 7.00pm.**

*The meeting closed at 7.16pm.*

**Chairman**

**Date**

# APPENDIX A

Date: 22/02/2024

## Billingshurst Community Centre Current Year

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Time: 16:52

### Co-Operative Bank

#### List of Payments made between 01/01/2024 and 31/01/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/01/2024	Horsham District Council	DD	55.00		Domestic Rates 23/24
03/01/2024	Amazon	CARD	11.18		Centre Diary
04/01/2024	Grenke Leasing Ltd	DD	89.00		Photocopies
04/01/2024	Grenke Leasing Ltd	DD	204.01		Photocopier Lease
04/01/2024	Amazon	CARD	10.99		Blue roll
05/01/2024	Amazon	CARD	9.70		Vinyl Gloves
05/01/2024	Tradde Discount Shop Ltd	CARD	53.96		Granwax
09/01/2024	DPD	CARD	12.01		Postage for chair back & Seat
10/01/2024	Banner World Ltd	CARD	113.38		Base for banners
11/01/2024	Truffles	CARD	49.50		Catering
12/01/2024	Truffles	CARD	113.55		Catering
15/01/2024	Truffles	CARD	113.55		Catering
15/01/2024	Kirkhouse	CARD	4,200.00		Upholster seat and backs
15/01/2024	Correction	CORRECT	-113.55		Duplicate Entry
16/01/2024	The Co-Operative Bank Plc	BACS	53.40		FD online
17/01/2024	drax	DD	7.90		Electricity
17/01/2024	Horsham District Council	BACS	86.75		Refuse Collection
23/01/2024	Casual Staff	BACS	162.29		Salary
23/01/2024	Casual Staff	BACS	92.57		Salary
23/01/2024	Casual Staff	BACS	123.31		Salary
23/01/2024	Casual Staff	BACS	331.26		Salary
23/01/2024	Casual Staff	BACS	85.46		Salary
23/01/2024	Casual Staff	BACS	123.31		Wages
23/01/2024	Casual Staff	BACS	162.29		Wages
23/01/2024	BSW Building Services Ltd	BACS	216.00		Boiler Service
23/01/2024	Casual Staff	BACS	331.26		Wages
23/01/2024	Billingshurst Parish Council	BACS	6,060.40		Salary Recharge December 2023
23/01/2024	Macmillan Cancer rResearch	BACS1	18.00		Cake
23/01/2024	Sussex Land Services	BACS2	504.00		Garden Contract
23/01/2024	Tutor Care Limited	BACS	834.00		First Aid Training
23/01/2024	Correction	CORRECT	-123.31		Duplicate Entry
23/01/2024	Correction	CORRECT	-162.29		Duplicate Entry
23/01/2024	Correction	CORRECT	-331.26		Duplicate Entry
24/01/2024	Amazon	CARD	16.99		Place card holders
24/01/2024	Amazon	CARD	13.98		Bunting for murder mystery
24/01/2024	Amazon	CARD	34.00		Drinking Glasses
24/01/2024	Engie Power Limited	BACS1	1,380.66		Electricity
25/01/2024	SEFE Energy	BACS2	718.34		Gas Bill
<b>Total Payments</b>			<u>15,661.59</u>		

# APPENDIX B

Date: 22/02/2024

Billingshurst Community Centre Current Year

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Time: 14:53

Bank Reconciliation Statement as at 31/01/2024  
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	31/01/2024		87,562.66
			<u>87,562.66</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			87,562.66
<u>Unpresented Receipts (Plus)</u>			
30/11/2023 1.42		1.42	
23/01/2024 CASH		20.00	
23/01/2024 CASH		111.50	
23/01/2024 CASH		35.80	
23/01/2024 CASH		20.00	
23/01/2024 CASH		20.00	
23/01/2024 CASH		20.00	
			<u>228.72</u>
			87,791.38
		<b>Balance per Cash Book is :-</b>	<b>87,791.38</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

# APPENDIX C

Date: 07/02/2024

Billingshurst Community Centre Current Year

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Time: 09:43

Bank Reconciliation Statement as at 25/01/2024  
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	25/01/2024 29/12/2023		61,070.47
			61,070.47
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			61,070.47
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			61,070.47
		Balance per Cash Book is :-	61,070.47
		Difference is :-	0.00

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....