



IRegistered Charity No. 227480
Minutes of the Meeting of Billingshurst Centre Committee
Wednesday 27 March 2024 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

22/24 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.
3. Mobile phones should either be switched off or silenced.

23/24 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 Ken Peters, **RESOLVED** that the apology and reason given be accepted.

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

None.

25/24 Minutes.

The minutes of 28 February 2024, 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.

26/23 Clerk's Report.

The Clerk reported that he was remiss in not including an agenda item for the Centre Heating Working Party – this would be added to future agendas; Cllr Day had circulated a report on background work undertaken to date. **NOTED**. A report on subsequent work to the garage to the rear of the Centre would come to a future meeting.

27/24 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).

None.

28/24 To approve payments for February 2024.

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

29/24 To approve Bank Reconciliations.

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 29/02/2024 - Appendix **B**.

NatWest Reserve Account / Bank Statement 31/01/2024 - Appendix **C**.

Outstanding items should clear with the March bank reconciliation.

30/24 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.

31/24 Date of the Next Meeting. Wednesday 24 April 2024 at 7.00pm.

The meeting closed at 7.09pm.

Chairman

Date

APPENDIX A

Date: 20/03/2024

Billingshurst Community Centre Current Year

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Time: 09:17

Co-Operative Bank

List of Payments made between 01/02/2024 and 29/02/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2024	Horsham District Council	DD	55.00		Domestic Rates 23/24
05/02/2024	Amazon	CARD	5.99		iPhone Adaptor
06/02/2024	Amazon	CARD	15.55		Sumup Till Roll
06/02/2024	Amazon	CARD	10.99		Plastic Serving Bowls
06/02/2024	Amazon	CARD	10.80		Fabric Dressing First Aid
06/02/2024	Amazon	CARD	10.39		Wall Clock
07/02/2024	Kirkhouse	CARD	613.58		Chair Trolleys x 2
07/02/2024	Amazon	CARD	44.37		Plastic Serving Bowls
12/02/2024	HMRC	BACS	3,481.13		VAT
14/02/2024	Truffles	CARD	54.00		SSLMC Lunch
14/02/2024	Nisbets	CARD	70.31		Nisbets Forks & Tea Spoons
14/02/2024	Amazon	CARD	6.69		Slotted Spoon
14/02/2024	Amazon	CARD	19.99		Salt & Pepper Shakers
14/02/2024	Amazon	CARD	15.09		Stainless steel spoon/A4 card
14/02/2024	Amazon	CARD	18.98		Plastic Bowls
14/02/2024	Amazon	CARD	10.39		Wall Clock
15/02/2024	Wightman & Parrish	BACS	126.31		Cleaning
15/02/2024	The Co-Operative Bank Plc	BACS	51.80		FD Online Invoice
15/02/2024	Amazon	CARD	27.49		Banquet Roll
15/02/2024	Amazon	CARD	27.49		Banqueting Roll
18/02/2024	Amazon	BACS	5.62		Box Pens
19/02/2024	Horsham District Council	BACS	74.60		Refuse Collection
20/02/2024	Booker	CARD	1,137.61		Centre Supplies/murder mystery
20/02/2024	Lidl	CARD	42.91		Centre Supplies
20/02/2024	Amazon	CARD	24.99		Veg Chopper
21/02/2024	Amazon	CARD	26.50		Lakeland Butter MM
22/02/2024	Casual Staff	BACS	159.54		Salary
22/02/2024	Casual Staff	BACS	269.71		Salary
22/02/2024	Casual Staff	BACS	221.78		Salary
22/02/2024	Casual Staff	BACS	461.67		Salary
22/02/2024	Casual Staff	BACS	225.90		Salary
22/02/2024	Ballpoint Office Supplies Ltd	BACS	55.18		A4 White Paper
22/02/2024	BSW Building Services Ltd	BACS	129.60		Boiler callout
22/02/2024	Squeegee Clean	BACS	1,288.00		Centre Cleaning/Window Cleanin
22/02/2024	Billingshurst Parish Council	BACS1	5,733.94		Salary Recharge January 2024
22/02/2024	Kestrel Alarms Ltd	BACS	468.60		Replacement recorder CCTV
22/02/2024	Initial Washroom Hygiene	BACS	2,312.15		Washroom service
22/02/2024	Kreston Reeves LLP	BACS1	184.80		Payroll Services
23/02/2024	Engle Power Limited	BACS	1,747.10		Electricity
26/02/2024	Lidl	CARD	45.18		Centre Catering
26/02/2024	Lidl	CARD	67.90		Centre Catering
26/02/2024	CASH WITHDRAWAL	CASH	100.00		Jodie Meyer Help on MM
29/02/2024	SEFE Energy	BACS	800.95		Gas

Total Payments 20,260.57

APPENDIX B

Date: 19/03/2024

Billingshurst Community Centre Current Year

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Time: 11:29

Bank Reconciliation Statement as at 29/02/2024
for Cashbook 4 - Co-Operative Bank

User: SARAH



APPENDIX C

Date:05/03/2024

Billingshurst Community Centre Current Year

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Time: 15:37

Bank Reconciliation Statement as at 23/02/2024
for Cashbook 3 - Natwest 1042

User: SARA H

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest 1042	23/02/2024 31-01-24		61,150.53
			<u>61,150.53</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			61,150.53
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			61,150.53
		Balance per Cash Book is :-	61,150.53
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate