

Registered Charity No. 227480
Minutes of the Meeting of Billingshurst Centre Committee
Wednesday 29 May 2024 7.00pm.

Present

Cllrs Phillip Day (Vice Chairman in the chair), Edna Benger, Sandy Duck and Ken Peters.

In Attendance

G Burt, Clerk to the Council

As the Chairman had tendered apologies and no Vice Chair had been appointed at the Annual Meeting, it was agreed that this item be taken first:

32/24 To elect a Vice Chairman of the Committee.

On the proposal of Cllr Sandy Duck, seconded by Cllr Edna Benger, **RESOLVED** that Cllr Phillip Day be elected Vice Chairman of the Centre Committee for the municipal year.

33/24 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.

34/24 Apologies for Absence.

Apologies for absence were received from Cllrs Paul Berry and Craig Gale due to approved reasons. On the proposal of Cllr Ken Peters, seconded by Cllr Edna Benger, **RESOLVED** that the apologies and reasons given be accepted.

35/24 To Receive Declarations of Interest and Notification of Changes to Members' Interests.

None.

36/24 Minutes.

The minutes of 27 March 2024, previously circulated, were taken as read. On the proposal of Cllr Ken Peters, seconded by Cllr Phillip Day, **RESOLVED** that the minutes be approved and signed as a correct record accordingly.

37/23 Clerk's Report.

Nothing to report.

38/24 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).

None.

39/24 To approve payments for March & April 2024.

Details of payments for March and April 2024 had been previously circulated, along with receipts. On the proposal of Cllr Phillip Day, seconded by Cllr Ken Peters, **RESOLVED** that the payments, Appendices **A** and **B** respectively, be approved and published on the Council's website accordingly and any receipts **NOTED**.

40/24 To approve Bank Reconciliations.

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

Co-op Current Account / Bank Statement 31/03/2024 - Appendix **C**.

NatWest Reserve Account / Bank Statement 25/03/2024 - Appendix **D**.

Co-op Current Account / Bank Statement 30/04/2024 - Appendix **E**.

41/24 To consider whether the 2023-24 Centre Accounts should be inspected by an Independent Examiner or should have a full audit.

On the proposal of Cllr Phillip Day, seconded by Cllr Sandy Duck, **RECOMMEND** to Council as Sole Managing Trustee that the 23-24 Centre accounts be subject to Independent Examination. [A subsequent full audit can always be requested.]

42/24 To consider recommendation from Heating Replacement Working Party on membership of AiRS and appointment of consultant.

On the proposal of Cllr Ken Peters, seconded by Cllr Edna Benger, **RESOLVED** that the Centre join AiRS (Action in Rural Sussex.) and employ the services of their consultant to assist in looking at alternative heating systems for the Centre.

43/24 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.

44/24 Date of the Next Meeting. Wednesday 26 June 2024 at 7.00pm.

The meeting closed at 7.15pm.

Chairman

Date

APPENDIX A

Date: 23/05/2024

Billingshurst Community Centre 2023/2024

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Time: 11:45

Co-Operative Bank

List of Payments made between 01/03/2024 and 31/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2024	Horsham District Council	BACS	55.00		Domestic Rates 23/24
04/03/2024	Lidl	CARD	25.70		Staff Training Lunch
06/03/2024	Amazon	CARD	21.83		AA Batteries
06/03/2024	Amazon	CARD	39.98		Energy Saving Bulbs
06/03/2024	Petty Cash	Petty Cash	70.00		Petty Cash
07/03/2024	Amazon	CARD	8.18		Batteries
07/03/2024	Amazon	CARD	3.40		Bandage Scissors
07/03/2024	Amazon	CARD	5.94		Disposable Gloves
07/03/2024	Amazon	CARD	6.82		Face Shields
07/03/2024	Amazon	CARD	1.29		Safety Pins
08/03/2024	Amazon	CARD	19.94		First Aid Kit
08/03/2024	Billingshurst Dramatics	BACS	735.00		Share of murder mystery ticket
08/03/2024	Truffles Bakery	CARD	156.00		Primary Heads lunch
08/03/2024	Tesco	CARD	3.10		Milk
14/03/2024	Tesco	CARD	52.44		Danish & Fruit for WSCC
14/03/2024	Tesco	CARD	5.00		Cleaning products
15/03/2024	The Co-Operative Bank Plc	BACS	52.20		FD Online Invoice
19/03/2024	Horsham District Council	DD	74.60		Refuse Collection
19/03/2024	Amazon	CARD	6.58		Uneven surface sign
19/03/2024	Amazon	CARD	56.73		Dishwasher Tablets/coffee
20/03/2024	Kew Electricals	BACS	16.80		Tube Lights
20/03/2024	Digital Managed Print Services	BACS	43.54		Photocopies
20/03/2024	Squeegee Clean	BACS	95.00		Window Cleaning
20/03/2024	Squeegee Clean	BACS1	728.00		Centre Cleaning February
20/03/2024	GCS Services	BACS	240.00		Jet wash patio
20/03/2024	Casual Staff	BACS	262.20		Salary
20/03/2024	Casual Staff	BACS	316.06		Salary
20/03/2024	Casual Staff	BACS	693.68		Salary
20/03/2024	Robin Nugent Architects	BACS	1,170.00		RIBA workstage 5
20/03/2024	Performing Rights Society	BACS	1,379.80		Music Licence
20/03/2024	Billingshurst Parish Council	BACS	5,733.94		February salary recharge
20/03/2024	Sussex Land Services	BACS	181.20		Turf around man hole
20/03/2024	Sussex Land Services	BACS	252.00		December contract
20/03/2024	Sussex Land Services	BACS	252.00		January grounds contract
20/03/2024	Sussex Land Services	BACS	276.00		Cut back conifer hedge
20/03/2024	Sussex Land Services	BACS	252.00		February contract
20/03/2024	Refund to HES	BACS	23.29		Duplicate payment for room hir
22/03/2024	Casual Staff	BACS	252.42		Salary
22/03/2024	Casual Staff	BACS	357.73		Salary
25/03/2024	Engie Power Limited	DD	1,516.26		Electricity
26/03/2024	Lidl	CARD	25.70		Staff training lunch
26/03/2024	Correct	CARD	-25.70		Entered on wrong date
28/03/2024	SEFE Energy	BACS	680.84		Gas
31/03/2024	BPC	BACS	1,116.54		Reimburse for electrc payment
31/03/2024	Sarah Meyer	BACS	18.45		Reimnursement showcase

Total Payments 17,257.48

APPENDIX B

Date: 23/05/2024

Billingshurst Community Centre Current Year

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Time: 11:44

Co-Operative Bank

List of Payments made between 01/04/2024 and 30/04/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/04/2024	Horsham District Council	BACS	63.21		Refuse Collection
02/04/2024	Horsham District Council	BACS	-63.21		Refuse Collection
04/04/2024	Grenke Leasing Ltd	BACS	204.01		Photocopier
09/04/2024	Truffles	CARD	54.00		SSLMC Lunch
12/04/2024	Amazon	CARD	47.93		LED Light bulbs/Cups
15/04/2024	Wightman & Parrish	DD	159.54		Cleaning Products
16/04/2024	Truffles	CARD	58.50		WSCC Lunch
16/04/2024	The Co-Operative Bank Plc	DD	54.00		FD online Bill
17/04/2024	Horsham District Council	DD	99.60		Refuse Collection
18/04/2024	Truffles	CARD	67.50		NHS Lunch
22/04/2024	SEFE Energy	DD	719.08		Gas Bill
22/04/2024	David Tigg	BACS	100.00		PA help with xmas fayre
22/04/2024	Squeegee Clean	DD	700.00		Centre Cleaning
22/04/2024	Rialtas Business Solutions Ltd	BACS	1,132.20		Omega support
22/04/2024	ADT Alarms	BACS	1,660.78		Signalling & transmission
22/04/2024	Kreston Reeves LLP	BACS	288.00		Payroll Services
22/04/2024	Sussex Land Services	BACS	252.00		August grounds contract
23/04/2024	Robin Nugent Architects	BACS	327.60		Centre facilities & facades
23/04/2024	Billingshurst Parish Council	DD	7,428.49		Salary recharge March 2024
23/04/2024	Fowler Building Contractors Li	BACS	29,555.50		Facilities & facades
24/04/2024	Truffles	CARD	63.00		NHS Lunch
24/04/2024	Amazon Prime	DD	8.99		Amazon (paid in error)
25/04/2024	Casual Staff	BACS	187.23		Salary
25/04/2024	Casual Staff	BACS	199.67		Salary
25/04/2024	Casual Staff	BACS	241.36		Salary
25/04/2024	Casual Staff	BACS	584.12		Salary
25/04/2024	Casual Staff	BACS	243.48		Salary
25/04/2024	Engie Power Limited	BACS	1,430.53		Electricity
25/04/2024	Amazon	CARD	22.77		Stationery/Cables
25/04/2024	Amazon	CARD	99.44		Cables/Projector
26/04/2024	Lidl	CARD	8.91		Milk/Juice IAM Meeting
29/04/2024	Tesco	CARD	56.90		Cleaning products & biscuits
30/04/2024	Granwax Products Ltd	DD	60.12		Sportsclean

Total Payments 46,115.25

APPENDIX C

Date: 24/04/2024


Billingshurst Community Centre Current Year

Page 1

Time: 12:05

Bank Reconciliation Statement as at 31/03/2024
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	31/03/2024		72,911.68
			<u>72,911.68</u> 
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			72,911.68
<u>Unpresented Receipts (Plus)</u>			
29/02/2024 18.93		18.93	
			<u>18.93</u>
			72,930.61
		Balance per Cash Book is :-	72,930.61
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

APPENDIX D

Date:16/04/2024

Billingshurst Community Centre Current Year

Page 1

Time: 10:25

Bank Reconciliation Statement as at 25/03/2024
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	25/03/2024		61,220.98
			<u>61,220.98</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			61,220.98
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			61,220.98
		Balance per Cash Book is :-	61,220.98
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

APPENDIX E

Date: 22/05/2024

Billingshurst Community Centre Current Year

Page 1

Time: 14:33

Bank Reconciliation Statement as at 30/04/2024
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	30/04/2024	48	39,377.69
			39,377.69
<u>Unpresented Payments (Minus)</u>			<u>Amount</u>
02/04/2024 BACS	Horsham District Council		-63.21
			-63.21
			39,440.90
<u>Unpresented Receipts (Plus)</u>			
29/02/2024	18.93		18.93
30/04/2024	Cheque		143.10
30/04/2024	Cheque		67.04
30/04/2024	Cheque		69.04
			298.11
			39,739.01
		Balance per Cash Book is :-	39,739.01
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date