



Registered Charity No. 227480
Minutes of the Meeting of Billingshurst Centre Committee
Wednesday 26 June 2024 7.00pm.

Present

Cllrs Craig Gale (Chairman), Edna Benger, Phillip Day, Sandy Duck and Ken Peters.

In Attendance

G Burt, Clerk to the Council

45/24 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.

46/24 Apologies for Absence.

An apology for absence was received from Cllr Paul Berry due to an approved reason. On the proposal of Cllr Craig Gale, seconded by Cllr Ken Peters, **RESOLVED** that the apology and reason given be accepted.

47/24 To Receive Declarations of Interest and Notification of Changes to Members' Interests.

Cllr Craig Gale declared a personal interest as he was an employee of a tenant of the Centre.

48/24 Minutes.

The minutes of 29 May 2024, previously circulated, were taken as read. On the proposal of Cllr Sandy Duck, seconded by Cllr Ken Peters, **RESOLVED** that the minutes be approved and signed as a correct record accordingly.

49/24 Clerk's Report.

The Centre now subscribed to AiRS.

With reference to a query at the previous meeting, the Manager advised: *the £18.93 on the bank reconciliation; it's petty cash that I keep forgetting to bank, I will get that sorted this month and cleared. The HDC payment of £63.21 is a payment for the NDR that just needs clearing off against the invoice (which I'm currently chasing HDC for!).*

50/24 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).

None.

51/24 To approve payments for May 2024.

Details of payments for May 2024 had been previously circulated, along with receipts. On the proposal of Cllr Ken Peters, 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.

52/24 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 Craig Gale.

Co-op Current Account / Bank Statement 30/05/2024 - Appendix B.

53/24 To consider options to replace photocopier.

The Committee considered three quotes for the provision of the Centre photocopier, which was coming to the end of the contract. On the proposal of Cllr Craig Gale, seconded by Cllr Phillip Day, **RESOLVED** that the offer by the existing provider Digital Managed Print Solutions, to continue with the existing machine for a further 3 years at a reduced quarterly fee plus usage be accepted.

54/24 To receive any update from the Heating Replacement Working Party.

Cllr Phillip Day reported that he was having little luck in contacting AiRS' advisor on village hall matters. Whilst he would continue to pursue it, given the Manager's advice in her report that the boiler failed to fire-up recently, Members were pessimistic that a new boiler fuelled by a greener energy being installed before this coming winter could be achieved. Cllr Day would see if Cllr Faye Algar's kind offer to assist still stood and the Manager would be asked to continue to make efforts to secure a third quote for a replacement gas boiler. NOTED.

55/24 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. The Committee was impressed with the ongoing efforts of the Manager and team to improve the offering and also make the facility look welcoming.

56/24 Date of the Next Meeting. Wednesday 31 July 2024 at 7.00pm.

The meeting closed at 7.13pm.

Chairman

Date

APPENDIX A

Date: 19/06/2024

Billingshurst Community Centre Current Year

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Time: 14:39

Co-Operative Bank

List of Payments made between 01/05/2024 and 31/05/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2024	Horsham District Council	BACS	64.00		Purchase Ledger Payment
07/05/2024	Amazon	CARD	9.99		Plastic Folders
08/05/2024	Truffles	CARD	54.00		Scouts Lunch
09/05/2024	Amazon	CARD	19.06		Chopping Board
10/05/2024	Amazon	CARD	39.98		Light Bulbs
14/05/2024	Beeches Buffet	BACS	270.00		Catering
15/05/2024	The Co-Operative Bank Plc	BACS	53.00		Monthly Fee
17/05/2024	Horsham District Council	BACS	79.70		Refuse Collection
17/05/2024	Amazon	CARD	7.37		Wall mounted no smoke signs
20/05/2024	Amazon	CARD	45.93		Wall mounted ashtrays
21/05/2024	Digital Managed Print Services	BACS	17.33		Photocopier
21/05/2024	Vision ICT Ltd	BACS	684.00		Website development
21/05/2024	Squeegee Clean	BACS	700.00		General Cleaning
21/05/2024	Sussex Land Services	BACS1	516.00		Centre Contract March
21/05/2024	Billingshurst Parish Council	BACS	5,910.34		Salary recharge
21/05/2024	Lidl	CARD	17.46		Milk/Fruit WSCC
21/05/2024	Casual Staff	BACS	231.32		Salary
21/05/2024	Casual Staff	BACS	262.21		Salary
21/05/2024	Casual Staff	BACS	291.11		Salary
21/05/2024	Casual Staff	BACS	320.63		Salary
21/05/2024	Casual Staff	BACS	699.33		Salary
22/05/2024	Truffles	CARD	181.25		Catering for WSCC
23/05/2024	Amazon	CARD	20.98		D Day accessories
24/05/2024	Engie Power Limited	BACS	1,314.46		Electricity
28/05/2024	SEFE Energy	DD	570.50		Gas Bill
Total Payments			12,379.95		

APPENDIX B

Date:19/06/2024

Billingshurst Community Centre Current Year

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Time:12:47

Bank Reconciliation Statement as at 31/05/2024
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	31/05/2024		38,682.39
			38,682.39
<u>Unpresented Payments (Minus)</u>			<u>Amount</u>
02/04/2024 BACS	Horsham District Council		-63.21
			-63.21
			38,745.60
<u>Unpresented Receipts (Plus)</u>			
29/02/2024	18.93	18.93	18.93
			38,764.53
		Balance per Cash Book is :-	38,764.53
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate