

Registered Charity No. 227480 Minutes of the Meeting of Billingshurst Centre Committee Wednesday 29 January 2025 7.00pm.

Present

Cllrs Craig Gale (Chairman), Paul Berry, Sandy Duck and Jeremy Harris.

In Attendance

G Burt, Clerk to the Council Cllr Trevor Leonard

01/25 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.

02/25 Apologies for Absence.

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

03/25 To Receive Declarations of Interest and Notification of Changes to Members' Interests.

Cllr Craig Gale declared a personal and prejudicial interest in Minute 09/25 as he is employed by a tenant of the Centre.

04/25 Minutes.

The minutes of 18 December 2024, previously circulated, were taken as read. On the proposal of Cllr Paul Berry, seconded by Cllr Jeremy Harris, **RESOLVED** that the minutes be approved and signed as a correct record accordingly.

05/25 Clerk's Report.

None.

06/25 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).

None

07/25 To approve payments for November and December 2024.

Details of payments for November and December 2024 had been previously circulated, along with receipts. On the proposal of Cllr Craig Gale seconded by Cllr Sandy Duck, **RESOLVED** that the payments, Appendices **A** and **B** respectively, be approved and published on the Council's website accordingly and any receipts NOTED.

08/25 To note Bank Reconciliations.

The following bank reconciliations were NOTED, which were then initialed by Cllr Craig Gale.

Co-op Current Account / Bank Statement 30/11/2024 - Appendix C. Co-op Current Account / Bank Statement 31/12/2024 - Appendix D.

NatWest Bonus Saver / Bank Statement 31/12/2024 - Appendix E.

Cllr Craig Gale left the meeting and Members agreed that Cllr Paul Berry chair the following item.

09/25 To consider proposed increase in hall hire etc for 2025-26.

The Centre Manager had tabled suggested new hire rates from 1 April 2025, based on a 3% increase. Members felt that the rises suggested were reasonable and, on the proposal of Cllr Paul Berry, seconded by Cllr Jeremy Harris **RESOLVED** that fees for hirers and Centre users be increased from 1 April 2025 accordingly. In response to concern from Cllr Sandy Duck about the effect on very small local groups, the Clerk advised that they could apply to the Council for a grant to assist with their costs.

Cllr Craig Gale returned to the meeting and resumed the chair.

10/25 To receive the 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. Cllr Gale updated Members in that Paynes' had since returned to site to look at some issues and would be quoting for phase II shortly

11/25 Date of the Next Meeting. Wednesday 26 February 2025 at 7.00pm.

The meeting closed at 7.09pm.

Chairman Date

Date: 23/01/2025

Billingshurst Community Centre Current Year

Page 1

Time: 09:51

Co-Operative Bank

List of Payments made between 01/11/2024 and 30/11/2024

	Date Paid	Payee Name	Reference	Amount Paid Authorized Ref	Transaction Detail
CARD S2.10 Centre Catering	01/11/2024	Horsham District Council	BACS	64.00	Purchase Ledger Payment
Off/1/2024 Truffles CARD 94.50 RCN Lunch 06f1/1/2024 Amazon CARD 1.9.99 Taupaulin 07f1/1/2024 Amazon CARD 3.9.59 Hand Towels 07f1/1/2024 Amazon CARD 10.99 Bluo Towel 15f1/1/2024 Amazon CARD 11.99 Bluo Towel 13f1/1/2024 Amazon CARD 14.79 Dusten & Brish 13f1/1/2024 Amazon CARD 14.79 Dusten & Brish 15f1/1/2024 The Co-Operative Bank Pio BACS 75.83 Cleaning Products 15f1/1/2024 The Co-Operative Bank Pio BACS 59.80 Bank Charges 17f1/1/2024 Amazon CARD 8.99 Medical Burns Pack 17f1/1/2024 Amazon CARD 9.99 Redice Sole Stand 19f1/1/2024 Horsham District Council CARD 9.99 Redice Collection 19f1/1/2024 Horsham District Council DD 79.70 Retuse Collection 19f1/1/2024	05/11/2024	Truffles	CARD	135.00	Carers Support Lunch
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Amazon	06/11/2024	Truffles	CARD	94.50	RCN Lunch
07/11/2024 Amazon CARD 39.59 Hand Towels 07/11/2024 Amazon CARD 10.99 Blue Towel 11/11/2024 Paynes Healing & Plumbing Sery BACS 11,499.98 Pipeworl leak holler 13/11/2024 Amazon CARD 14.79 Dustpan & Brush 13/11/2024 Wightman & Parrish BACS 29.33 Equipment protection 15/11/2024 The Ce-Operative Bank Plo BACS 59.80 Bank Charges 17/11/2024 AMAZON CARD 9.99 Medical Burna Pack 17/11/2024 Marzon CARD 9.99 Recipe Book Stand 19/11/2024 Horsham District Council CARD 9.99 Recipe Book Stand 19/11/2024 Horsham District Council DD 79.70 Refuse Collection 19/11/2024 Horsham District Council DD 79.70 Refuse Collection 19/11/2024 Horsham District Council DD 79.70 Refuse Collection 19/11/2024 Horsham District Council DD 79.70	06/11/2024	Amazon	CARD	12.99	Taupaulin
			CARD	39.59	Hand Towels
13/11/2024	07/11/2024	Amazon	CARD	10.99	Blue Towel
13/11/2024 Grenke Leasing Ltd BACS 29.33 Equipment protection	11/11/2024	Paynes Heating & Plumbing Serv	BACS	11,499.89	Pipeworl leak boiler
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	27/11/2024	Amazon	CARD	55.96	Xmas Fayre Bunting

Total Payments

26,225.71

Date: 22/01/2025

Billingshurst Community Centre Current Year

Co-Operative Bank

Time: 15:03

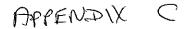
List of Payments made between 01/12/2024 and 31/12/2024

Amount Paid Authorized Ref Transaction Detail Reference Date Paid Payee Name Latex Gloves CARD 11.98 02/12/2024 Amazon 26,99 Storage Boxes Amazon CARD 02/12/2024 Purchase Ledger Payment 02/12/2024 Horsham District Council BACS 64.00 Carers Support Lunch 58.30 Truffles CARD 03/12/2024 **Toilet Seat** CARD 44.99 03/12/2024 Screwfix Centre Supplies 52.67 03/12/2024 CARD Tesco **Christmas Decorations** 7.29 CARD 05/12/2024 Amazon CARD 58.30 Catering 05/12/2024 Truffles Cleaning Products BACS 184.84 16/12/2024 Wightman & Parrish Bank Charges BACS 59.80 16/12/2024 The Co-Operative Bank Plc 17/12/2024 CARD 54.00 Catering Truffles 1,067.90 Gas 17/12/2024 Eon Next Energy BACS Refuse Collection BACS 92.70 Horsham District Council 17/12/2024 401.36 Salary BACS 18/12/2024 Casual Staff Salary **BACS** 281.53 18/12/2024 Casual Staff Salary BACS 46.79 Casual Staff 18/12/2024 BACS 375.10 Salary Casual Staff 18/12/2024 247.33 Salary Casual Staff BACS 18/12/2024 BACS 346.15 Salary Casual Staff 18/12/2024 Asbestos Survey Clean Building Solutions Limit BACS 1,170.00 18/12/2024 Xmas Fayre Banner 120,00 BACS1 18/12/2024 Sussex Marketing Strategies Li BACS 5,910.35 Salary recharge November Billingshurst Parish Council 18/12/2024 BACS 171.60 Office Lunch 18/12/2024 **Truffles Bakery** Office Lunch BACS 85.80 18/12/2024 Truffles Bakery 70.00 Premises Licence BACS Horsham District Council 18/12/2024 **November Cleaning** 18/12/2024 Squeegee Clean BACS 536.20 **BACS** 233.19 Remimbursement 18/12/2024 Greg Burt Office Lunch **BACS** 215.00 Truffles Bakery 19/12/2024 Milk CARD 1.55 20/12/2024 Sainsburys Electricity BACS 1,499.84 24/12/2024 Engle Power Limited

Total Payments

13,495.55

Page 1



Date:17/12/2024

Billingshurst Community Centre Current Year

Time: 15:50

Bank Reconciliation Statement as at 30/11/2024 for Cashbook 4 - Co-Operative Bank

Page 1

User: SARAH

Bank Statement Account Name (s)	Statement Date	Page No	Balances
The Co-Operative Bank	30/11/2024		37,531.47
			37,531.47
Unpresented Payments (Minus)		Amount	
		0.00	
			0.00
			37,531.47
Unpresented Receipts (Plus)			
		0.00	
			0.00
			37,531.47
	Balar	ace per Cash Book is :-	37,531.47
		Difference is :-	0.00
Signatory 1:			
Name	Signed	Date	
Signatory 2:			
Name	Signed	Date	

Date:20/01/2025

Billingshurst Community Centre Current Year

Time: 15:01 Bank Reconciliation Statement as at 31/12/2024 for Cashbook 4 - Co-Operative Bank Page 1

User: SARAH

Bank Statement Account Name (s)	Statement Date	Page No	Balances
The Co-Operative Bank	31/12/2024		37,950.81
			37,950.81
Unpresented Payments (Minus)		Amount	
		0.00	
			0.00
			37,950.81
Unpresented Receipts (Plus)			
		0.00	
			0.00
			37,950.81
	Balar	nce per Cash Book is :-	37,950.81
		Difference is :-	0.00
Signatory 1:			
Name	Signed	Date	
Signatory 2:			
Name		D. J.	

APPENDIX E

Date:22/01/2025

Billingshurst Community Centre Current Year

Time: 11:54

Bank Reconciliation Statement as at 31/12/2024 for Cashbook 3 - Natwest 1042

Page 1

User: SARAH

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Natwest 1042	31/12/2024		31,812.39
		-	31,812.39
Unpresented Payments (Minus)		Amount	
		0.00	
			0.00
			31,812.39
Unpresented Receipts (Plus)			
		0.00	
			0.00
			31,812.39
	Balance p	er Cash Book is :-	31,812.39
		Difference is :-	0.00
Signatory 1:			
Name	Signed	Date	
Signatory 2:			
Name			