



**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**

# APPENDIX A

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**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2024	Horsham District Council	BACS	64.00		Purchase Ledger Payment
05/11/2024	Truffles	CARD	135.00		Carers Support Lunch
05/11/2024	Lidl	CARD	52.10		Centre Catering
06/11/2024	Truffles	CARD	94.50		RCN Lunch
06/11/2024	Amazon	CARD	12.99		Taupaulin
07/11/2024	Amazon	CARD	39.59		Hand Towels
07/11/2024	Amazon	CARD	10.99		Blue Towel
11/11/2024	Paynes Heating & Plumbing Serv	BACS	11,499.89		Pipeworl leak boiler
13/11/2024	Amazon	CARD	14.79		Dustpan & Brush
13/11/2024	Grenke Leasing Ltd	BACS	29.33		Equipment protection
15/11/2024	Wightman & Parrish	BACS	75.83		Cleaning Products
15/11/2024	The Co-Operative Bank Plc	BACS	59.60		Bank Charges
17/11/2024	AMAZON	CARD	8.99		Medical Burns Pack
17/11/2024	Amazon	CARD	4.99		White Tac
18/11/2024	Amazon	CARD	9.59		Recipe Book Stand
19/11/2024	Horsham District Council	CARD	21.00		Temporary licence Xmas Fayre
19/11/2024	Horsham District Council	DD	79.70		Refuse Collection
20/11/2024	Eon Next Energy	DD	466.22		Gas
20/11/2024	Lidl	CARD	18.13		Sonia Wren Breakfast
21/11/2024	Amazon	CARD	18.99		Dessert Cups
21/11/2024	Amazon	CARD	12.99		Stainless Steel Utensils
21/11/2024	Amazon	CARD	22.95		Clear plastic cups
21/11/2024	Amazon	CARD	14.44		Baking Trays
21/11/2024	Amazon	CARD	12.42		Glass Jars
22/11/2024	Sign Quick	BACS	76.80		Stickers for xmas banners
22/11/2024	Jason Passingham	BACS	88.96		Tea/Coffee
22/11/2024	MJN Services	BACS	150.00		Flatpack furniture built barne
22/11/2024	Ben Sheldon	BACS	19.97		Radiator Valve
22/11/2024	Casual Staff	BACS	52.29		Salary
22/11/2024	Casual Staff	BACS	176.59		Salary
22/11/2024	Casual Staff	BACS	197.45		Salary
22/11/2024	Greg Burt	BACS	254.08		Grotto Gifts/grass seed
22/11/2024	Casual Staff	BACS	274.86		Salary
22/11/2024	Casual Staff	BACS	289.82		Salary
22/11/2024	Casual Staff	BACS	333.36		Salary
22/11/2024	Truffles Bakery	BACS	665.40		Sandwich Lunch
22/11/2024	Squeegee Clean	BACS	795.00		Centre Cleaning
22/11/2024	Robin Nugent Architects	BACS	756.00		RIBA 2-4
22/11/2024	Pro Servicing	BACS	1,554.00		Repair acoustic wall
22/11/2024	Divine Water Company Ltd	BACS	64.90		Cold Water Machine
27/11/2024	ICA Electrical Contractors	BACS	358.80		PAT Testing
27/11/2024	Billingshurst Parish Council	BACS	5,910.35		Salary Recharge Oct 24
27/11/2024	Engie Power Limited	BACSS	1,372.10		Electricity
27/11/2024	Amazon	CARD	55.96		Xmas Fayre Bunting
<b>Total Payments</b>			<b>26,225.71</b>		

# APPENDIX B

Date: 22/01/2025

## Billingshurst Community Centre Current Year

Page 1

Time: 15:03

### Co-Operative Bank

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

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/12/2024	Amazon	CARD	11.98		Latex Gloves
02/12/2024	Amazon	CARD	26.99		Storage Boxes
02/12/2024	Horsham District Council	BACS	64.00		Purchase Ledger Payment
03/12/2024	Truffles	CARD	58.30		Carers Support Lunch
03/12/2024	Screwfix	CARD	44.99		Toilet Seat
03/12/2024	Tesco	CARD	52.67		Centre Supplies
05/12/2024	Amazon	CARD	7.29		Christmas Decorations
05/12/2024	Truffles	CARD	58.30		Catering
16/12/2024	Wightman & Parrish	BACS	184.84		Cleaning Products
16/12/2024	The Co-Operative Bank Plc	BACS	59.80		Bank Charges
17/12/2024	Truffles	CARD	54.00		Catering
17/12/2024	Eon Next Energy	BACS	1,067.90		Gas
17/12/2024	Horsham District Council	BACS	92.70		Refuse Collection
18/12/2024	Casual Staff	BACS	401.36		Salary
18/12/2024	Casual Staff	BACS	281.53		Salary
18/12/2024	Casual Staff	BACS	46.79		Salary
18/12/2024	Casual Staff	BACS	375.10		Salary
18/12/2024	Casual Staff	BACS	247.33		Salary
18/12/2024	Casual Staff	BACS	346.15		Salary
18/12/2024	Clean Building Solutions Limit	BACS	1,170.00		Asbestos Survey
18/12/2024	Sussex Marketing Strategies Li	BACS1	120.00		Xmas Fayre Banner
18/12/2024	Billingshurst Parish Council	BACS	5,910.35		Salary recharge November
18/12/2024	Truffles Bakery	BACS	171.60		Office Lunch
18/12/2024	Truffles Bakery	BACS	85.80		Office Lunch
18/12/2024	Horsham District Council	BACS	70.00		Premises Licence
18/12/2024	Squeegee Clean	BACS	536.20		November Cleaning
18/12/2024	Greg Burt	BACS	233.19		Remimbursement
19/12/2024	Truffles Bakery	BACS	215.00		Office Lunch
20/12/2024	Sainsburys	CARD	1.55		Milk
24/12/2024	Engie Power Limited	BACS	1,499.84		Electricity

**Total Payments**      13,495.55

APPENDIX C

Date: 17/12/2024

Billingshurst Community Centre Current Year

Page 1

Time: 15:50

Bank Reconciliation Statement as at 30/11/2024  
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	30/11/2024		37,531.47
			<u>37,531.47</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			37,531.47
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			37,531.47
		<b>Balance per Cash Book is :-</b>	<b>37,531.47</b>
		<b>Difference is :-</b>	<b>0.00</b>



**Signatory 1:**

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

**Signatory 2:**

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

APPENDIX D

Date: 20/01/2025

Billingshurst Community Centre Current Year

Page 1

Time: 15:01

Bank Reconciliation Statement as at 31/12/2024  
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	31/12/2024		37,950.81
			<u>37,950.81</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			37,950.81
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			37,950.81
		Balance per Cash Book is :-	37,950.81
		Difference is :-	0.00



**Signatory 1:**

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

**Signatory 2:**

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

APPENDIX E

Date: 22/01/2025

Billingshurst Community Centre Current Year

Page 1

Time: 11:54

Bank Reconciliation Statement as at 31/12/2024  
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	31/12/2024		31,812.39
			<u>31,812.39</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			31,812.39
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			31,812.39
		Balance per Cash Book is :-	31,812.39
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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