



Registered Charity No. 227480
Minutes of the inquorate Meeting of Billingshurst Centre Committee
Wednesday 26 February 2025 7.00pm.

Present

Cllrs Craig Gale (Chairman) and Paul Berry.

In Attendance

G Burt, Clerk to the Council

12/25 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.

4. As the meeting was inquorate, no matters could be resolved, only recommendations made to the next quorate meeting.

13/25 Apologies for Absence.

Apologies for absence were received from Cllrs Edna Benger, Phillip Day, Sandy Duck and Craig Jones due to approved reasons. On the proposal of Cllr Paul Berry seconded by Cllr Craig Gale, **RECOMMEND** that the apologies and reasons given be accepted.
No apology received: Cllr Jeremy Harris

14/25 To Receive Declarations of Interest and Notification of Changes to Members' Interests.

Cllr Craig Gale declared a personal interest as he is employed by a tenant of the Centre.

15/25 Minutes.

The minutes of 29 January 2025, previously circulated, were taken as read. On the proposal of Cllr Paul Berry, seconded by Cllr Craig Gale, **RECOMMEND** that the minutes be approved and signed as a correct record accordingly.

16/25 Clerk's Report.

None.

17/25 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).

None

18/25 To approve payments for January 2025.

Details of payments for January 2025 had been previously circulated, along with receipts. On the proposal of Cllr Craig Gale seconded by Cllr Paul Berry, **RECOMMEND** that the payments, Appendix A, be approved and published on the Council's website accordingly and any receipts NOTED.

19/25 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 B.

20/25 To receive the Manager's Report and consider revised Terms & Conditions.

The Committee **NOTED** the report from the Centre Manager, previously circulated. Members' usual thanks to the Centre Manager would be conveyed accordingly.

The Centre Manager had circulated proposed new Terms and Conditions for hirers. Members made several suggestions which would be incorporated and brought to the next meeting.

21/25 Date of the Next Meeting: Wednesday 26 March 2025 at 7.00pm.

The meeting closed at 7.20pm.

Chairman

Date

APPENDIX A

Date: 13/02/2025

Billingshurst Community Centre Current Year

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Time: 16:00

Co-Operative Bank

List of Payments made between 01/01/2025 and 31/01/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/01/2025	Amazon	CARD	9.99		A4 Diary
02/01/2025	Horsham District Council	BACS	64.00		Purchase Ledger Payment
05/01/2025	Amazon	CARD	3.45		Packing Tape
06/01/2025	Grenke Leasing Ltd	BACS	89.00		Equipment Protection
06/01/2025	Grenke Leasing Ltd	BACS1	110.00		Equipment Protection
06/01/2025	Grenke Leasing Ltd	BACS1	175.61		Photocopier Fee
06/01/2025	Grenke Leasing Ltd	BACS	204.01		Photocopier Fee
07/01/2025	Amazon	CARD	5.94		Wireless Mouse
08/01/2025	Amazon	CARD	5.94		Wireless Mouse
08/01/2025	Amazon	CARD	12.99		A4 Diary
10/01/2025	Amazon	BACS	22.00		Poster Frames
10/01/2025	Amazon	CARD	9.99		Absorbent Powder
10/01/2025	Amazon	CARD	10.99		Blue Hand Towels
12/01/2025	Amazon	CARD	6.19		Stick on Tape
12/01/2025	Amazon	CARD	16.99		Spray Mop
13/01/2025	Correct Bank	CORRECT	0.50		Correct Bank
13/01/2025	Sainsburys	CARD	71.33		Centre Supplies
15/01/2025	Wightman & Parrish	BACS	59.69		Cleaning Products
16/01/2025	The Co-Operative Bank Plc	BACS	58.80		Bank Charges
17/01/2025	Eon Next Energy	BACS	1,204.60		Gas Bill
20/01/2025	Dulux	CARD	6.40		Paint Samples
22/01/2025	Petty Cash	Petty Cash	70.00		Petty Cash
22/01/2025	Jason Passingham	BACS	5.51		Door Wreaths
23/01/2025	Horsham District Council	BACS	79.70		Refuse Collection
23/01/2025	Transparency Cleaning Services	BACS	360.00		Gutter Cleaning
23/01/2025	Digital Managed Print Services	BACS	15.78		Photocopier
23/01/2025	Casual Staff	BACS	45.07		Salaries
23/01/2025	Casual Staff	BACS	51.08		Salary
23/01/2025	Casual Staff	BACS	66.11		Salaries
23/01/2025	Casual Staff	BACS	142.15		Salary
23/01/2025	Casual Staff	BACS	143.58		Salary
23/01/2025	Casual Staff	BACS	165.38		Salary
23/01/2025	Truffles Bakery	BACS	215.00		Catering
23/01/2025	Truffles Bakery	BACS	254.24		Catering
23/01/2025	ICA Electrical Contractors	BACS	240.00		Light replacement
23/01/2025	Squeegee Clean	BACS	518.00		Centre Cleaning
23/01/2025	David Tigg	BACS	120.00		Xmas Fayre sound
23/01/2025	Billingshurst Parish Council	BACS	7,442.87		Salary Recharge
23/01/2025	Prosale Limited	BACS	222.00		Automatic Door fault
23/01/2025	ICA Electrical Contractors	BACS	1,590.00		New lights
27/01/2025	Engie Power Limited	BACS	1,615.09		Electricity
27/01/2025	Kreston Reeves LLP	BACS	288.00		Payroll charges
28/01/2025	Next Day Paint	CARD	60.12		Dulux Paint
28/01/2025	B&Q	CARD	62.00		2 x Paint for Barnes Room
28/01/2025	Amazon	BACS	26.04		Bleach/Air Freshner
28/01/2025	Amazon	CARD	24.99		Hand Soap

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Date: 13/02/2025

Billingshurst Community Centre Current Year

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Time: 16:00

Co-Operative Bank

List of Payments made between 01/01/2025 and 31/01/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
		Total Payments	<u>15,971.12</u>		

APPENDIX B

Date: 11/02/2025

Billingshurst Community Centre Current Year

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Time: 11:07

Bank Reconciliation Statement as at 31/01/2025
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	31/01/2025		35,696.15
			<u>35,696.15</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			35,696.15
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			35,696.15
		Balance per Cash Book is :-	35,696.15
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate