

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

**Present**

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

**In Attendance**

G Burt, Clerk to the Council

**22/25 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.

**23/25 Apologies for Absence.**

Apologies for absence were received from Cllr Paul Berry due to an approved reason. On the proposal of Cllr Craig Gale seconded by Cllr Phillip Day, **RESOLVED** that the apology and reason given be accepted.

Apology received post meeting from Cllr Jeremy Harris.

**24/25 To Receive Declarations of Interest and Notification of Changes to Members' Interests.**

Cllr Craig Gale declared a personal and prejudicial interest in Minute 32/25 as he is employed by a tenant of the Centre.

**25/25 TO RESOLVE the following recommendations from the previous inquorate 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

**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.

**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.

On the proposal of Cllr Phillip Day seconded by Cllr Sandy Duck, **RESOLVED** the above three recommendations accordingly.

**26/25 Minutes.**

The minutes of 26 February 2025, previously circulated, were taken as read. On the proposal of Cllr Sandy Duck, seconded by Cllr Craig Jones **RESOLVED** that the minutes be approved and signed as a correct record accordingly.

**27/25 Clerk's Report.**

None.

**28/25 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).**

None

**29/25 To approve payments for February 2025.**

Details of payments for February 2025 had been previously circulated, along with receipts. On the proposal of Cllr Craig Gale seconded by Cllr Phillip Day, **RESOLVED** that the payments, Appendix A, be approved which were then initialed by Cllr Edna Bengler, and published on the Council's website accordingly and any receipts NOTED.

**30/25 To note Bank Reconciliations.**

The following bank reconciliations were NOTED, which were then initialed by Cllr Edna Bengler.

Co-op Current Account / Bank Statement 28/02/2025 - Appendix B.

NatWest Bonus Saver / Bank Statement 25/01/2025 - Appendix C.

Cllr Phillip Day asked that debtors also be reported in future - NOTED

**31/25 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.

**32/25 To consider revised Hirers Terms & Conditions**

Amendments suggested at the February meeting has been incorporated in the revised document. Subject the a few final typographical amendments, on the proposal of Cllr Craig Gale seconded by Cllr Phillip Day, **RESOLVED** that the new Hirers Terms & Conditions be accepted.

**33/25 Date of the Next Meeting. Wednesday 30 April 2025 at 7.00pm.**

*The meeting closed at 7.16pm.*

**Chairman**

**Date**

# APPENDIX A

Date: 20/03/2025

## Billingshurst Community Centre Current Year

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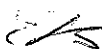
Time: 11:25

### Co-Operative Bank

#### List of Payments made between 01/02/2025 and 28/02/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/02/2025	Horsham District Council	BACS	64.00		Purchase Ledger Payment
04/02/2025	Amazon	CARD	79.00		Speakers
12/02/2025	Sainsburys	CARD	2.15		Milk
12/02/2025	Amazon	CARD	21.05		Bowls
13/02/2025	Snack At Jacks	CARD	65.25		Catering
14/02/2025	Office Furniture	CARD	343.20		3 x Office Chairs
17/02/2025	Wightman & Parrish	BACS	179.11		Cleaning
17/02/2025	Amazon	CARD	204.99		Freestanding Screen
17/02/2025	The Co-Operative Bank Plc	BACS	59.60		Monthly Fee
18/02/2025	Eon Next Energy	BACS	1,608.83		Gas
18/02/2025	Horsham District Council	BACS	67.25		Refuse Collection
20/02/2025	Tesco	CARD	58.07		Centre Supplies
24/02/2025	Casual Staff	DD	413.83		Salary
24/02/2025	Casual Staff	BACS	33.88		Salary
24/02/2025	Casual Staff	BACS	405.65		Salary
24/02/2025	Casual Staff	BACS	38.44		Salary
24/02/2025	Casual Staff	BACS	225.97		Salary
24/02/2025	Casual Staff	BACS	137.00		Salary
24/02/2025	Casual Staff	BACS	233.58		Salary
24/02/2025	Digital Managed Print Services	BACS	13.18		Photocopies
24/02/2025	Squeegee Clean	BACS	95.00		Window Cleaning
24/02/2025	Truffles Bakery	BACS	195.00		Catering
24/02/2025	ICA Electrical Contractors	BACS	270.00		Emergency Lighting
24/02/2025	Squeegee Clean	BACS	609.00		Centre Cleaning
24/02/2025	MJN Services	BACS	1,150.00		Barnes Room painting
24/02/2025	Performing Rights Society	BACS	1,444.69		Licence Fee
24/02/2025	Billingshurst Parish Council	BACS	6,080.63		Staff Salaries
24/02/2025	Paynes Heating & Plumbing Serv	BACS	7,935.28		Heating Controls
24/02/2025	Sussex Land Services	BACS	3,213.80		Grounds Contract (BPC)
24/02/2025	Initial Washroom Hygiene	BACS	55.37		Termination Charges
24/02/2025	Amazon	CARD	6.12		Cleaning Wipes
25/02/2025	Floorstock Limited	CARD	61.26		Sportsclean
25/02/2025	Amazon	CARD	10.99		Blue Hand Towels
26/02/2025	Engie Power Limited	BACS	1,578.28		Electricity

**Total Payments**      26,959.45



# APPENDIX B

Date: 17/03/2025

Billingshurst Community Centre Current Year

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Time: 13:18

Bank Reconciliation Statement as at 28/02/2025  
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	28/02/2025		34,805.81 <span style="float: right;">SC</span>
			34,805.81
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			34,805.81
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			34,805.81
		<b>Balance per Cash Book is :-</b>	<b>34,805.81</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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

APPENDIX C

Date:20/03/2025

Billingshurst Community Centre Current Year

Page 1

Time: 11:17

Bank Reconciliation Statement as at 25/02/2025  
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	25/02/2025		31,885.95
			<u>31,885.95</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			31,885.95
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			31,885.95
		Balance per Cash Book is :-	31,885.95
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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