



Registered Charity No. 227480
Minutes of the Meeting of Billingshurst Centre Committee
Wednesday 30 April 2025 7.00pm.

Present

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

In Attendance

G Burt, Clerk to the Council

34/25 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.

35/25 Apologies for Absence

None

36/25 To Receive Declarations of Interest and Notification of Changes to Members' Interests

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

37/25 Minutes

The minutes of 26 March 2025, previously circulated, were taken as read. On the proposal of Cllr Phillip Day, seconded by Cllr Craig Jones **RESOLVED** that the minutes be approved and signed as a correct record accordingly, subject to Min 24/25 being amended to read: *Cllr Craig Gale declared an interest as he is employed by a tenant of the Centre.*

38/25 Clerk's Report

None.

39/25 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman)

None

40/25 To approve payments for March 2025

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

41/25 To note Bank Reconciliations

The following bank reconciliations were NOTED, which were then initialed by Cllr Jeremy Harris.

Co-op Current Account / Bank Statement 31/03/2025 - Appendix B.

NatWest Bonus Saver / Bank Statement 22/02/2025 - Appendix C.

42/25 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 Craig Gale reported that the heating system is now working well, pending a few adjustments to the settings.

43/25 Date of the Next Meeting: Wednesday 28 May 2025 at 7.00pm.

The meeting closed at 7.04pm.

Chairman

Date

APPENDIX A

Date: 16/04/2025

Billingshurst Community Centre Current Year

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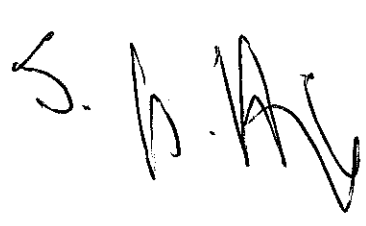
Time: 09:38

Co-Operative Bank

List of Payments made between 01/03/2025 and 31/03/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/03/2025	Horsham District Council	DD	64.00		Non domestic rates
03/03/2025	Horsham District Council	BACS	64.00		Non domestic rates
06/03/2025	Sainsburys	CARD	10.40		Coffee and Milk
06/03/2025	Amazon	CARD	11.99		Picture Hooks
06/03/2025	Amazon	CARD	67.88		Coffee x2 tins 750g
06/03/2025	Amazon	CARD	21.99		Tea Bags
06/03/2025	Esty	CARD	43.96		Artwork for Barnes Room
07/03/2025	Amazon	CARD	32.97		Frames (Barnes Room)
14/03/2025	Snack At Jacks	CARD	43.50		Sandwich Lunch
17/03/2025	The Co-Operative Bank Plc	BACS	59.60		Monthly Fee
18/03/2025	Horsham District Council	BACS	79.90		Purchase Ledger Payment
18/03/2025	Correct Bank	CORRECT	-0.20		Correct Bank
19/03/2025	Lidl	CARD	17.36		Biscuits
19/03/2025	Snack At Jacks	CARD	226.25		Business Lunch
19/03/2025	Eon Next Energy	BACS	1,364.39		Gas Bill
24/03/2025	Amazon	CARD	8.40		Bleach x 10
24/03/2025	Amazon	CARD	1.15		Bathroom Cleaner
24/03/2025	Digital Managed Print Services	BACS	19.13		Photocopies
24/03/2025	Ballpoint Office Supplies Ltd	BACS	45.58		White A4 paper
24/03/2025	OCD Oven Cleaning	BACS	85.00		Oven Cleaning
24/03/2025	Sussex Land Services	BACS	732.00		Grounds Contract
24/03/2025	ICA Electrical Contractors	BACS	2,184.00		Emergency Lighting test
24/03/2025	Initial Washroom Hygiene	BACS	2,264.57		Service Contract
24/03/2025	Billingshurst Parish Council	BACS	15,681.66		Telephone & IT reimbursement
24/03/2025	Casual Staff	BACS	38.44		Salary
24/03/2025	Casual Staff	BACS	131.66		Salary
24/03/2025	Casual Staff	BACS	149.04		Salary
24/03/2025	Casual Staff	BACS	207.77		Salary
24/03/2025	Casual Staff	BACS	224.65		Salary
24/03/2025	Casual Staff	BACS	362.46		Salary
24/03/2025	Squeegee Clean	BACS	574.00		Centre Cleaning
24/03/2025	Amazon	CARD	12.50		Bin Bags
26/03/2025	Engie Power Limited	DD	1,349.50		Electricity
28/03/2025	Lidl	CARD	11.76		IAMS lunch
28/03/2025	Snack At Jacks	CARD	34.80		Sandwich Lunch
31/03/2025	Correct Bank	CORRECT	-64.00		Duplicate Entry

Total Payments 26,162.06



APPENDIX B

Date: 14/04/2025

Billingshurst Community Centre Current Year

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Time: 15:02

Bank Reconciliation Statement as at 31/03/2025
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	31/03/2025		17,069.11
			17,069.11
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			17,069.11
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			17,069.11
		Balance per Cash Book is :-	17,069.11
		Difference is :-	0.00

S. H-N

Signatory 1:

Name Signed  Date

Signatory 2:

Name Signed Date

APPENDIX C

Date: 14/04/2025

Billingshurst Community Centre Current Year

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Time: 15:03

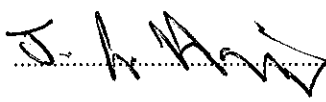
Bank Reconciliation Statement as at 31/03/2025
for Cashbook 3 - Natwest 1042

User: SARAH

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest 1042	31/03/2025 24/02/2025		31,916.53
			31,916.53
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			31,916.53
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			31,916.53
		Balance per Cash Book is :-	31,916.53
		Difference is :-	0.00

6.5.11

Signatory 1:

Name Signed  Date

Signatory 2:

Name Signed Date