



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

Present

Cllrs Craig Jones (Chairman), Paul Berry, Phillip Day, Sandy Duck, Jeremy Harris and Trevor Leonard.

In Attendance

G Burt, Clerk to the Council

44/25 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.

45/25 Apologies for Absence

Apologies for absence were received from Cllr Edna Bengier for approved reasons. On the proposal of Cllr Trevor Leonard seconded by Cllr Phillip Day, **RECOMMEND** that the apology and reason given be accepted.

46/25 To Receive Declarations of Interest and Notification of Changes to Members' Interests

None

47/25 Minutes

The minutes of 30 April 2025, previously circulated, were taken as read. On the proposal of Cllr Sandy Duck, seconded by Cllr Jeremy Harris **RESOLVED** that the minutes be approved and signed as a correct record accordingly.

48/25 Clerk's Report

None.

49/25 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman)

None

50/25 To approve payments for April, May and June 2025

Details of payments for April, May and June 2025 had been previously circulated, along with receipts. On the proposal of Cllr Trevor Leonard seconded by Cllr Jeremy Harris, **RESOLVED** that the payments, Appendices **A**, **B** and **C**, be approved (which were then initialed by Cllr Craig Jones), and published on the Council's website accordingly and any receipts **NOTED**.

51/25 To note Bank Reconciliations

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

Co-op Current Account / Bank Statement 30/04/2025 - Appendix **D**.

Co-op Current Account / Bank Statement 31/05/2025 - Appendix **E**.

Co-op Current Account / Bank Statement 27/06/2025 - Appendix **F**.

NatWest Bonus Saver / Bank Statement 30/04/2025 - Appendix **G**.

NatWest Bonus Saver / Bank Statement 31/05/2025 - Appendix **H**.

52/25 To note Sundry Debtors

NOTED

53/25 To consider whether the 2024-25 Centre Accounts should be inspected by an Independent Examiner or should have a full audit.

On the proposal of Cllr Sandy Duck, seconded by Cllr Paul Berry, **RECOMMEND** to Council as Sole Managing Trustee that the 24-25 Centre accounts be subject to Independent Examination. [A subsequent full audit can always be requested.]

54/25 To consider report on Martyn's Law

The Committee received a report on work being undertaken by officers to ensure that the Centre was compliant with the Martyn's Law, which sought to make venues conscious of potential threats from terrorism attacks. A draft policy will come before Members in due course. **NOTED**

55/25 To receive the Manager's Report

The Committee **NOTED** the report from the new Centre Manager, Daniel Fox who had taken up the position on 2 July. The Committee and Clerk had been impressed with how Daniel had hit the ground sprinting!

56/25 Date of the Next Meeting: Wednesday 24 September 2025 at 7.00pm.

The meeting closed at 7.13pm.

Chairman

Date

APPENDIX A

Date: 21/07/2025

Billingshurst Community Centre 2025-26

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Time: 11:54

Co-Operative Bank

List of Payments made between 01/04/2025 and 30/04/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2025	Amazon	CARD	14.95		Dishwasher Tablets
01/04/2025	Snack At Jacks	CARD	278.10		Buffet Lunch
01/04/2025	Horsham District Council	BACS	158.31		Purchase Ledger Payment
01/04/2025	Amazon	CARD	14.95		Dishwasher Tablets
01/04/2025	Correct Bank	CORRECT	-14.95		Duplicate Entry
01/04/2025	Everflow Water Limited	Credit	245.42		Purchase Ledger Payment
03/04/2025	Grenke Leasing Ltd	CARD	175.61		Photocopier Lease
04/04/2025	Lidl	CARD	58.16		Showcase
07/04/2025	Snack at Jacks	CARD	435.00		Catering
07/04/2025	SumUp	DD	25.45		Card fees
07/04/2025	SumUp	CARD	-25.45		Cancel error
09/04/2025	Amazon	CARD	10.49		Blue Hand Towels
09/04/2025	Snack @ Jacks	CARD	65.25		Catering
09/04/2025	Amazon	CARD	-2.26		Apply gift card to purchases
10/04/2025	Amazon	CARD	6.12		Anti Bac Wipes
10/04/2025	Sum Up	DD	2.46		Card fees
10/04/2025	SumUp	CARD	-2.46		Correct error
15/04/2025	COOP Bank	BACS	59.00		Bank charges
15/04/2025	Wightman & Parrish	na	97.16		Hand Towels
15/04/2025	Petty cash	TRANSFER	70.00		Draw to petty cash
16/04/2025	Horsham District Council	DD	106.55	Bin emptying	Horsham District Council
17/04/2025	EON Energy	DD	1,040.44		Gas
17/04/2025	Sum Up	CARD	2.46		Counter sales
17/04/2025	SumUP	CARD	-2.46		Correct error
24/04/2025	Casual Staff	BACS	1,885.44		Casual wages - April 2025
24/04/2025	Kreston Reeves LLP	BACS	288.00		Payr'l bureau casuals Q4 24-25
24/04/2025	Lewis Caddy	BACS	644.00		Centre cleaning March 2025
24/04/2025	Sussex Land Services Ltd	BACS	816.00		Gds maint. Oct 24 +Mar 25 etc
24/04/2025	ADT Fire & Security plc	BACS	1,743.82		Fire+Intruder alarm main Q1-Q2
24/04/2025	Billingshurst Parish Council	BACS	6,258.52		Salary recharges
24/04/2025	Sussex Land Services	BACS	-2,697.80		Refund
24/04/2025	Rialtas Bus Systems Ltd	BACS	566.40		Booking softwrae 25-26
24/04/2025	KT Fabrications Ltd	BACS	72.00		x4 chair repairs
24/04/2025	SumUp	CARD	-25.45		Correct error
25/04/2025	Sum Up	DD	-25.45		Cancel entry
25/04/2025	Sum Up	DD	-2.46		Cancel entry
25/04/2025	Engle	DD	1,358.83		Electricity
25/04/2025	Anon	CARD	2.46		Counter sales
25/04/2025	SumUp	CARD	-2.46		Correct error
25/04/2025	SumUp	CARD	50.90		Correct Error
25/04/2025	Sum Up	CARD	2.46		Correct error
25/04/2025	Sum Up	CARD	25.45		Correct entry
25/04/2025	SumUp	CARD	-25.45		Correction

Total Payments 13,753.51



Date: 21/07/2025

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Time: 11:53

Co-Operative Bank

List of Payments made between 01/05/2025 and 31/05/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2025	Horsham District Council	DD	153.00		NDR
02/05/2025	Snack@ Jacks	CARD	43.50		Event buffet
07/05/2025	Lidl	CARD	113.11		VE event catering
09/05/2025	Lidl	CARD	47.75		VE event catering
13/05/2025	LIDL	CARD	12.52		VE event catering
14/05/2025	Snack @ Jack	CARD	326.25		Event buffet
15/05/2025	COOP	BACS	58.60		Bank charges
16/05/2025	Snack @ Jacks	CARD	52.20		Event catering
16/05/2025	Wightman & Parrish	DD	162.04		Cleaning mats
18/05/2025	B&M	CARD	5.80		Knives box
19/05/2025	EON	DD	390.26		Gas
19/05/2025	B&M	CARD	-0.80		Correct wrong entry
21/05/2025	Horsham District Council	DD	70.00		Bin emptying
22/05/2025	Lewis Caddy	BACS	595.00		Cleaning
22/05/2025	Fowlers Builders	BACS	5,621.74		Imps final invoice
23/05/2025	Snack @ Jack	CARD	209.15		Event catering
23/05/2025	DMP	BACS	5.40		Copier charges
23/05/2025	Casual Staff	BACS	1,371.20		May wages
23/05/2025	Pro Servicing	BACS	574.80		Dividing wall servicing
23/05/2025	Robin Nugent Architects	BACS	721.50		Imps final invoice
23/05/2025	BPC	BACS	6,503.52		April salaries reimb.
23/05/2025	Sussex Land Services	BACS	264.00		Grds maint
27/05/2025	Wightman & Parrish	DD	36.96		Claening mats
28/05/2025	EON	DD	1,136.78		Gas
Total Payments			18,474.28		



APPENDIX C

Date: 21/07/2025

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Time: 11:54

Co-Operative Bank

List of Payments made between 01/06/2025 and 30/06/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/06/2025	Horsham District Council	DD	153.00		NDR June
05/06/2025	Snack at Jacks	CARD	21.75		Event buffet
09/06/2025	Lidl	CARD	13.84		Catering supplies
10/06/2025	Snack at Jacks	CARD	161.25		Event buffet
12/06/2025	Snack at Jacks	CARD	78.30		Event buffet
16/06/2025	COOP	BACS	58.80		Bsank charges
16/06/2025	AMAZON	CARD	104.30		Catering and cleaning supplies
17/06/2025	Horsham District Council	DD	96.90		Bin emptying
18/06/2025	EON	DD	99.97		Gas
23/06/2025	Casual Staff	BACS	1,130.84		June casual wages
25/06/2025	Lidl	CARD	21.95		Catering supplies
25/06/2025	Lidl	CARD	19.53		Catering supplies
26/06/2025	Engie Power	DD	1,087.63		Electricity
27/06/2025	Snack at Jacks	CARD	239.25		Event catering
Total Payments			3,287.31		



Date: 25/06/2025

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Page 1

Time: 16:45

User: SARAH

Bank Reconciliation Statement as at 30/04/2025
for Cashbook 4 - Co-Operative Bank

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
The Co-Operative Bank	30/04/2025		19,072.68
			19,072.68
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
01/04/2025 Credit Everflow Water Limited		245.42	245.42
			18,827.26
<u>Unpresented Receipts (Plus)</u>		0.00	0.00
			18,827.26
		Balance per Cash Book is :-	18,827.26
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 14/07/2025

Billingshurst Community Centre 2025-26

Page 1

Time: 16:22

Bank Reconciliation Statement as at 31/05/2025
for Cashbook 4 - Co-Operative Bank

User: MANAGER

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
The Co-Operative Bank	31/05/2025		15,042.37
			<u>15,042.37</u> <i>ghs</i>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
01/04/2025 Credit Everflow Water Limited		245.42	
			<u>245.42</u>
			14,796.95
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			14,796.95
		Balance per Cash Book is :-	14,796.95
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date: 17/07/2025

Billingshurst Community Centre 2025-26

Page 1

Time: 11:58

**Bank Reconciliation Statement as at 30/06/2025
for Cashbook 4 - Co-Operative Bank**

User: MANAGER

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
The Co-Operative Bank	30/06/2025 27/06/2025		18,947.44
			<u>18,947.44</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
01/04/2025 Credit Everflow Water Limited		245.42	
			<u>245.42</u>
			18,702.02
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			18,702.02
		Balance per Cash Book is :-	18,702.02
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date: 25/06/2025

Billingshurst Community Centre 2025-26

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Time: 16:49

Bank Reconciliation Statement as at 30/04/2025
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	30/04/2025		31,982.45
			<u>31,982.45</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			31,982.45
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			31,982.45
		Balance per Cash Book is :-	31,982.45
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date: 14/07/2025

Billingshurst Community Centre 2025-26

Page 1

Time: 16:29

Bank Reconciliation Statement as at 31/05/2025
for Cashbook 3 - Natwest 1042

User: MANAGER

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest 1042	31/05/2025		32,011.37
			<u>32,011.37</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			32,011.37
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			32,011.37
		Balance per Cash Book is :-	32,011.37
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate