



Registered Charity No. 227480
Minutes of the Meeting of Billingshurst Centre Committee
Wednesday 24 September 2025 7.00pm.

Present

Cllrs Craig Jones (Chairman), Edna Bengier, Paul Berry, Sandy Duck and Trevor Leonard.

In Attendance

G Burt, Clerk to the Council

D Fox, Centre Manager

57/25 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.

58/25 Apologies for Absence

Apologies for absence were received from Cllrs Phillip Day and Jeremy Harris for approved reasons. On the proposal of Cllr Craig Jones seconded by Cllr Trevor Leonard **RECOMMEND** that the apologies and reasons given be accepted.

59/25 To Receive Declarations of Interest and Notification of Changes to Members' Interests

None

60/25 Minutes

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

61/25 Clerk's Report

None.

62/25 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman)

None

63/25 To receive a presentation by Centre Manager on a recent customer satisfaction survey.

The Centre Manager had initiated a customer satisfaction upon his arrival in early July and shared with the Committee the initial results of what will be an ongoing process. He advised that overall customers seemed very satisfied with the service and facilities provided. Quality of seating remained a concern to users plus the need for up-to-date audio-visual facilities and reliable Wi-Fi. Staff were highly praised for their welcome and

helpfulness. The Committee thanked the Manager for his initiative and excellent presentation.

64/25 To approve payments for July and August 2025

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

65/25 To note Bank Reconciliations

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

Co-op Current Account / Bank Statement 31/07/2025 - Appendix **C**.

Co-op Current Account / Bank Statement 31/08/2025 - Appendix **D**.

NatWest Bonus Saver / Bank Statement 31/07/2025 - Appendix **E**.

NatWest Bonus Saver / Bank Statement 14/08/2025 - Appendix **F**.

66/25 To note Sundry Debtors

NOTED

69/25 To receive the Manager's Report

The Committee **NOTED** the report from the Centre Manager.

70/25 Date of the Next Meeting: Wednesday 29 October 2025 at 7.00pm.

The meeting closed at 7.19pm.

Chairman

Date

Date: 16/09/2025

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Time: 16:20

Co-Operative Bank

List of Payments made between 01/07/2025 and 31/07/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2025	Horsham District Council	DD	153.00		NDR
03/07/2025	Grenke Leasing	DD	175.61		Copier hire/lease
07/07/2025	Amazon	CARD	19.98		Dishwasher tablets
09/07/2025	DMP	BACS	4.18		Copier usage
09/07/2025	Sarah Meyer	BACS	10.52		Event catering etc
09/07/2025	Baskets in Bloom	BACS	60.00		Summer baskets
09/07/2025	ICA Electrical Contractors Ltd	BACS	196.80		Electrical work
09/07/2025	1st Defense Fire & Rescue Ltd	BACS	244.01		Fire exting. servicing
09/07/2025	Squeege Clean	BACS	567.00		Centre cleaning - May
09/07/2025	Robin Nugent Architects	BACS	721.50		Overpayment - to be reimbursed
09/07/2025	Billingshurst Parish Council	BACS	6,503.52		Salary o'payment - to be reimb
09/07/2025	Billingshurst Parish Council	BACS	6,503.52		Salary recharge May
09/07/2025	Sussex Land Services	BACS	264.00		Gds Maint.
09/07/2025	ADT Fire & Security plc	BACS	597.12		Alarm call out fee
09/07/2025	ZIP Heaters	BACS	380.16		Hot water still service
10/07/2025	COOP	BACS	20.00		Bank charges
15/07/2025	COOP	BACS	57.20		Bank charges
15/07/2025	Wightmann & Parrish	BACS	160.86		Cleaning supplies
16/07/2025	Horsham District Council	DD	83.50		Bin emptying
16/07/2025	Snack at Jacks	CARD	69.50		Event buffet
16/07/2025	Snack at Jacks	CARD	218.90		Event catering
16/07/2025	EON	DD	53.82		Gas
22/07/2025	Casual staff	BACS	1,405.51		Wages - July
25/07/2025	Engie	DD	1,065.55		Electricity
25/07/2025	Amazon	CARD	5.58		No Smoking sign
28/07/2025	Amazon	CARD	14.95		Plastic cups

Total Payments 19,556.29



APPENDIX B

Date: 19/09/2025

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Time: 10:23

Co-Operative Bank

List of Payments made between 01/08/2025 and 31/08/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2025	Horsham District Council	DD	153.00		NDR
05/08/2025	COOP	BACS	1.81	Interest	COOP
06/08/2025	GB Glazing	BACS	335.00		Window repairs
06/08/2025	Tutorcare Ltd	BACS	714.00		Staff fire training
06/08/2025	Prosale Ltd	BACS	1,016.40		Auto doors serv+maint
06/08/2025	Action in Rural Sussex	BACS	100.00		Subscription
06/08/2025	Sussex Land Services	BACS	264.00		Gds maint.
06/08/2025	Kreston Reeves	BACS	288.00		Casual staff payroll bureau Q1
06/08/2025	Divine Water Co	BACS	71.06		Water cooler servicing
06/08/2025	Lewis Caddy	BACS	1,113.00		Centre cleaning x2 months
07/08/2025	Robin Nugent Architects	CHEQUE	-701.50		Return of overpayment
12/08/2025	HMRC	DD	3,272.11		VAT payment Q1
14/08/2025	Snack @ Snack	62.25	65.25		Event catering
15/08/2025	COOP	BACS	54.00		Bank charges
15/08/2025	Time Systems UK Ltd	CARD	60.80		Time cards
15/08/2025	Wightman n Parrish	DD	48.14		Cleaning mats etc
15/08/2025	The Sanitaryware Co	CARD	45.00		Loo seat
18/08/2025	Horsham District Council	DD	83.50		Bin emptying
18/08/2025	Lewis Caddy	BACS	574.00		Cleaning - July
18/08/2025	DMP	DD	1.06		Copier charges
18/08/2025	DMP	DD	3.44		Copier charges
19/08/2025	BPC	CHEQUE	-6,503.52		Reimb April '25 wages
19/08/2025	EON	DD	10.71		Gas
26/08/2025	Casual Staff	BACS	974.72		Casual staff wages Aug 25
27/08/2025	Engie Power	DD	1,124.89		Electricity

Total Payments 3,168.67



APPENDIX C

Date: 12/09/2025

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Time: 11:12

Bank Reconciliation Statement as at 31/07/2025 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	31/07/2025		13,587.58
			<u>13,587.58</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
01/04/2025 Credit Everflow Water Limited		245.42	
			<u>245.42</u>
			13,342.16
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			13,342.16
		Balance per Cash Book is :-	13,342.16
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date: 19/09/2025

Billingshurst Community Centre 2025-26

Page 1

Time: 10:12

Bank Reconciliation Statement as at 31/08/2025
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	31/08/2025		18,823.95
			<u>18,823.95</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
01/04/2025 Credit Everflow Water Limited		245.42	
			<u>245.42</u>
			18,578.53
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			18,578.53
		Balance per Cash Book is :-	18,578.53
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date: 12/09/2025

Billingshurst Community Centre 2025-26

Page 1

Time: 11:19

**Bank Reconciliation Statement as at 31/07/2025
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	31/07/2025		32,070.56
			<u>32,070.56</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			32,070.56
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			32,070.56
		Balance per Cash Book is :-	32,070.56
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

APPENDIX F

Date: 19/09/2025

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Time: 10:19

Bank Reconciliation Statement as at 14/08/2025
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	14/08/2025		32,470.56
			<u>32,470.56</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			32,470.56
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			32,470.56
		Balance per Cash Book is :-	32,470.56
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date