



Registered Charity No. 227480
Minutes of the Meeting of Billingshurst Centre Committee
Wednesday 29 October 2025 7.00pm.

Present

Cllrs Phillip Day (Vice Chairman in the chair), Paul Berry, Sandy Duck, Jeremy Harris and Trevor Leonard.

In Attendance

G Burt, Clerk to the Council

71/25 Chairman's Announcements

The Chairman reminded Members

1. That the meeting was being streamed to the internet, albeit audio only.
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.

72/25 Apologies for Absence

Apologies for absence were received from Cllrs Edna Benger and Craig Jones for approved reasons. On the proposal of Cllr Trevor Leonard seconded by Cllr Sandy Duck **RESOLVED** that the apologies and reasons given be accepted.

73/25 To Receive Declarations of Interest and Notification of Changes to Members' Interests

None

74/25 Minutes

The minutes of 24 September 2025, previously circulated, were taken as read. On the proposal of Cllr Sandy Duck, seconded by Cllr Trevor Leonard **RESOLVED** that the minutes be approved and signed as a correct record accordingly.

75/25 Clerk's Report

The Clerk reported in response to a question from Cllr Phillip Day that the draft charity accounts for 2024-25 had been received and would be considered at the next meeting of this committee.

76/25 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman)

None

77/25 To approve payments for September 2025

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

78/25 To note Bank Reconciliations

The following bank reconciliations were **NOTED**, which were then initialed by Cllr Phillip Day.

Co-op Current Account / Bank Statement 26/09/2025 - Appendix **B**.

NatWest Bonus Saver / Bank Statement 01/09/2025 - Appendix **C**.

79/25 To note Sundry Debtors
NOTED

80/25 To receive the Manager's Report

The Committee **NOTED** the report from the Centre Manager and asked that thanks be passed on accordingly.

81/25 Date of the Next Meeting: Wednesday 17 December 2025 at 7.00pm.

The meeting closed at 7.15pm.

Chairman

Date

Date: 03/10/2025

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Time: 11:50

Co-Operative Bank

List of Payments made between 01/09/2025 and 30/09/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2025	Horsham DC	DD	153.00	NDR	Horsham DC
01/09/2025	Kestral Alarms Ltd	BACS	96.00		CCTV service
01/09/2025	Paynes	BACS	210.00		Boiler service
01/09/2025	Lancing Glass Wks Ltd	BACS	1,729.20		Fire door repair
01/09/2025	BPC	BACS	8,277.18		July salaries reimb
01/09/2025	BPC	BACS	1,013.40		Website & RBS
01/09/2025	Kreston Reeves	BACS	288.00		Payroll bureau
01/09/2025	Sussex Land Services	BACS	264.00		Gds maint. July
01/09/2025	Prosale Ltd	BACS	454.34		Auto doors repair
01/09/2025	Viking	CARD	19.74		2026 Diary
10/09/2025	DMPS	DD	2.44		Copier usage
10/09/2025	ICA	BACS	324.00		Electrical wks/inspections
10/09/2025	Nick Chapman	BACS	550.00		Repair of external stage doors
15/09/2025	COOP	BACS	55.40		Bank charges
15/09/2025	Wightman & Parrsh	DD	53.64		Cleaning mats.
16/09/2025	EON	DD	10.38		Gas
17/09/2025	Horsham District Council	DD	111.85		Bin emptying
17/09/2025	Greggs	CARD	1.75		Catering
17/09/2025	Lidl	CARD	32.40		Catering
17/09/2025	Sainsbury's	CARD	52.50		Catering exp
23/09/2025	Ballpoint	BACS	37.03		Office + catering supplies
24/09/2025	D J Fox	BACS	126.75		Reimb / Bookers
25/09/2025	Casual Staff	BACS	833.68		Sept wages etc
25/09/2025	Cancel / mistake	BACS	-60.12		Cancel / mistake
25/09/2025	Granwax	BACS	60.12		Floor cleaner
25/09/2025	ICA Electrical Contractors	BACS	785.52		Var electrical works
25/09/2025	Engie Power	DD	1,011.66		Electricity
Total Payments			16,493.86		

Date: 02/10/2025

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Time: 13:29

**Bank Reconciliation Statement as at 30/09/2025
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	30/09/2025 26		6,361.26
			<u>6,361.26</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
01/04/2025 Credit Everflow Water Limited		245.42	
			<u>245.42</u>
			6,115.84
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			6,115.84
		Balance per Cash Book is :-	6,115.84
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 01/10/2025

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Time: 15:26

**Bank Reconciliation Statement as at 01/09/2025
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	01/09/2025		32,497.49
			<u>32,497.49</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			32,497.49
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			32,497.49
		Balance per Cash Book is :-	32,497.49
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date