



Registered Charity No. 227480  
Minutes of the Meeting of Billingshurst Centre Committee  
Wednesday 28 January 2026 7.00pm.

**Present**

Cllrs Paul Berry (Chairman of meeting), Sandy Duck, Jeremy Harris and Trevor Leonard.

**In Attendance**

G Burt, Clerk to the Council

*In the absence of the Chairman and Vice Chairman, Cllr Paul Berry was elected to chair the meeting.*

**01/26 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.

**02/26 Apologies for Absence**

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

**03/26 To Receive Declarations of Interest and Notification of Changes to Members' Interests**

None

**04/26 Minutes**

The minutes of 17 December 2025, previously circulated, were taken as read. On the proposal of Cllr Trevor Leonard seconded by Cllr Sandy Duck **RESOLVED** that the minutes be approved and signed as a correct record accordingly.

**05/26 Clerk's Report**

Nothing to report.

**06/26 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman)**

None

**07/26 To approve payments and note receipts for November and December 2025.**

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

**08/26 To note Bank Reconciliations**

The following bank reconciliations were **NOTED**, which were then initialed by Cllr Paul Berry

- a) COOP Current Account: 28 November 2025 – Appendix C.
- b) COOP Current Account: 24 December 2025 – Appendix D.
- c) NatWest Account: 30 November 2025 - Appendix E.

**09/26 To note Sundry Debtors**

**NOTED**

**10/26 To consider proposed increase in hall hire etc for 2026-27.**

The Centre Manager had tabled suggested new hire rates from 1 April 2026, based on a 5% increase. Members felt that the rises suggested were reasonable and, on the proposal of Cllr Paul Berry, seconded by Cllr Trevor Leonard **RESOLVED** that fees for hirers and Centre users be increased from 1 April 2026 accordingly. The Clerk advised that any non-commercial hirer could apply to the Council for a grant to assist with their costs.

**11/26 To receive the Manager's Report**

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

**12/26 Date of the Next Meeting: Wednesday 25 February 2026 at 7.00pm.**

*The meeting closed at 7.08pm.*

**Chairman**

**Date**

## APPENDIX A

Date: 20/01/2026

## Billingshurst Community Centre 2025-26

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Time: 15:05

## Co-Operative Bank

## List of Payments made between 01/11/2025 and 30/11/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
03/11/2025	Horsham District Council	DD	153.00		NDR
07/11/2025	Aqua Test	BACS	680.00		Legionella testing
07/11/2025	Squege Clean	BACS	918.00		Cleaning - Oct
11/11/2025	Horsham District Council	CARD	40.00		Lott Licence Xmas Fayre Raffe
17/11/2025	Snack at Jacks	CARD	139.20		Event catering
17/11/2025	Coop	BACS	79.00		Bank charges
17/11/2025	Wightman & Parrish	DD	172.24		Cleaning products
18/11/2025	Snack at Jacks	CARD	193.50		Event catering
18/11/2025	Horsham District Council	DD	96.90		Bin emptying
19/11/2025	Various	BACS	1,480.40		Casual wages - Nov
19/11/2025	D J Fox	BACS	16.50		Petty cash reimbs
19/11/2025	BPC	BACS	6,589.06		Oct salaries perm.
19/11/2025	G Burt	BACS	2.50		Milk
19/11/2025	Sussex Land Serv	BACS	220.00		GM - August
19/11/2025	Sussex Land Serv	BACS	264.00		GM - Sept
19/11/2025	Rialtas	BACS	103.20		AC Software help
19/11/2025	S Meyer	BACS	18.86		Xmas grotto gifts
19/11/2025	HMRC	BACS	134.20		Casuals tax - Nov
20/11/2025	Sussex Land Services	BACS	44.00		GM - Aug DIFFERENCE
20/11/2025	Stubbs Tickets	CARD	38.40		Xmas Fayre raffle tickets
24/11/2025	Snack at Jacks	CARD	226.25		Event catering
24/11/2025	Snack at Jacks	CARD	99.50		Event catering
24/11/2025	Amazon	CARD	14.95		Plastic cups
24/11/2025	Lidl	CARD	85.88		Raffle prizes
25/11/2025	Petty Cash	TRANSFER	100.00		Topup Petty Cash
25/11/2025	B&M	CARD	12.00		Xmas decs.
25/11/2025	Austens HH	CARD	2.49		Xmas decs
25/11/2025	Iceland	CARD	21.00		Event catering
26/11/2025	Ballpoint Office Supplies	CARD	49.49		Ballpoint Off Suppl
26/11/2025	Cutprice Xmas Wholesale	CARD	111.13		Xmas grotto gifts
27/11/2025	EON	DD	1,350.16		Gas
28/11/2025	Snack at Jacks	CARD	130.50		Event catering
28/11/2025	Snack at Jacks	CARD	39.15		Event catering

Total Payments 13,625.46

Date: 20/01/2026

## Billingshurst Community Centre 2025-26

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Time: 15:06

## Co-Operative Bank

## List of Payments made between 01/12/2025 and 31/12/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/12/2025	Booker	BACS	260.10		Catering Supplies
01/12/2025	Horsham District Council	DD	153.00		NDR
02/12/2025	Sarah Meyer	BACS	8.10		Xmas Paper
02/12/2025	D J Fox	BACS	12.50		Milk
02/12/2025	Sign Quick	BACS	14.40		Xmas Banner
02/12/2025	Lewis Caddy	BACS	705.50		Cleaning
02/12/2025	Aquatest Services	BACS	870.00		Legionella Testing/Rmd Work
02/12/2025	The Divine Water Co.	BACS	71.06		Sanitation
02/12/2025	BPC	BACS	2,400.00		Management Fee
02/12/2025	MR GC Burt	BACS	35.49		Xmas Fayre
04/12/2025	Prize Winnings	CARD	75.00		Xmas Raffle Prizes
05/12/2025	Xmas Catering	CARD	28.73		Raffle Prizes
08/12/2025	Cutprice Wholesaler	BACS	-11.70		Grotto Gift Refund
11/12/2025	Snack at Jacks	CARD	73.95		Event Catering
15/12/2025	Time Systems	CARD	270.00		Clocking Machine
15/12/2025	Wightman & Parrish	DD	320.40		Cleaning Supplies
15/12/2025	Coop Bank	BACS	78.40		Bank Fees
16/12/2025	E.ON Next	DD	1,683.04		Gas Bill
17/12/2025	Horsham District Council	DD	83.50		Bin Collection
19/12/2025	Casual Staff	BACS	1,958.41		Casual Wages and Tax_Dec
19/12/2025	Digital Managed Print	BACS	1.06		Printing
19/12/2025	DMP	BACS	2.44		Printing
19/12/2025	Sarah Meyer	BACS	3.99		Event Catering
19/12/2025	MR GC Burt	BACS	7.33		Event Catering
19/12/2025	DMP	BACS	9.26		Printing
19/12/2025	D J Fox	BACS	12.44		IT and Milk
19/12/2025	DMP	BACS	46.14		Printing
19/12/2025	ICA Electrical	BACS	523.20		Electrical Works
19/12/2025	BPC	BACS	8,016.70		Salary Recharge_Nov
19/12/2025	Sainsbury's	CARD	2.75		Milk (No receipt)
19/12/2025	Sussex Land Services	BACS	264.00		GM_Oct
19/12/2025	Sussex Land Service	BACS	264.00		GM_Nov
22/12/2025	Everflow	DD	400.06		Water Bill
22/12/2025	Everflow	DD	400.06		Water Bill
24/12/2025	Engie	DD	1,474.12		Electricity

Total Payments 20,517.43

APPENDIX C

Date:09/01/2026

Billingshurst Community Centre 2025-26

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Time: 14:50

Bank Reconciliation Statement as at 28/11/2025  
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	28/11/2025		14,131.46 <i>B</i>
			14,131.46
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			0.00
			14,131.46
<u>Unpresented Receipts (Plus)</u>			
		0.00	0.00
			0.00
			14,131.46
		<b>Balance per Cash Book is :-</b>	<b>14,131.46</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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

APPENDIX D

Date: 19/01/2026

**Billingshurst Community Centre 2025-26**

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Time: 14:42

**Bank Reconciliation Statement as at 24/12/2025  
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	24/12/2025		11,925.59 
			<u>11,925.59</u>
<b>Unpresented Payments (Minus)</b>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			11,925.59
<b>Unpresented Receipts (Plus)</b>			
		0.00	0.00
			<u>0.00</u>
			11,925.59
	<b>Balance per Cash Book is :-</b>		<b>11,925.59</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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

## APPENDIX E

Date:09/01/2026

Billingshurst Community Centre 2025-26

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Time: 14:53

Bank Reconciliation Statement as at 30/11/2025  
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	30/11/2025		32,579.17 <i>(B)</i>
			32,579.17
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			0.00
			32,579.17
<u>Unpresented Receipts (Plus)</u>			
		0.00	0.00
			0.00
			32,579.17
	Balance per Cash Book is :-		32,579.17
	Difference is :-		0.00

**Signatory 1:**

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

**Signatory 2:**

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