



Registered Charity No. 227480
Minutes of the Meeting of Billingshurst Centre Committee
Wednesday 25 February 2026 7.00pm.

Present

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

In Attendance

G Burt, Clerk to the Council
Cllr Craig Gale

13/26 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.

14/26 Apologies for Absence

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

15/26 To Receive Declarations of Interest and Notification of Changes to Members' Interests

None

16/26 Minutes

The minutes of 28 January 2026, previously circulated, were taken as read. On the proposal of Cllr Trevor Leonard seconded by Cllr Phillip Day **RESOLVED** that the minutes be approved and signed as a correct record accordingly.

17/26 Clerk's Report

Nothing to report.

18/26 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman)

None

19/26 To approve payments and note receipts for November 2026.

Details of payments for January 2026 had been previously circulated, along with receipts. On the proposal of Cllr Jeremy Harris, seconded by Cllr Phillip Day **RESOLVED** that the payments, Appendices A, be approved (which were then initialed by Cllr Craig Jones), and published on the Council's website accordingly and any receipts **NOTED**.

20/26 To note Bank Reconciliations

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

- a) COOP Current Account: 30 January 2026 – Appendix **B**.
- b) NatWest Account: 31 December 2025 - Appendix **C**.

21/26 To note Sundry Debtors

NOTED

22/26 To receive the Manager's Report

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

23/26 Date of the Next Meeting: Wednesday 25 March 2026 at 7.00pm.

The meeting closed at 7.12pm.

Chairman

Date

Date: 16/02/2026

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Time: 10:39

Co-Operative Bank

List of Payments made between 01/01/2026 and 31/01/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/01/2026	Horsham District Council	DD	153.00		NDR
05/01/2026	Sainsburys	CARD	13.50		Xmas Paper
05/01/2026	Grenke Leasing	DD	110.00		Copier lease (Check this)
06/01/2026	Grenke Leasing	DD	175.61		Copier hire
09/01/2026	Mr GC Burt	BACS	-35.49		Mr GC Burt
09/01/2026	DJ Fox	BACS	7.34		Catering supplies
09/01/2026	G Burt	BACS	9.20		Coffee granules
09/01/2026	Kevin Joyce	BACS	85.00		Oven cleaning
09/01/2026	Lewis Caddy	BACS	510.00		Cleaning
09/01/2026	ICA Electrical	BACS	2,238.00		Lighting repairs
09/01/2026	Kreston Reeves	BACS	396.00		Casuals payroll bureau
15/01/2026	COOP	BACS	80.40		Bank Charges
19/01/2026	Snack at Jacks	BACS	134.85		Event catering
19/01/2026	Booker Ltd	BACS	196.48		Catering supplies
19/01/2026	Amazon	CARD	39.98		New thermos flask
20/01/2026	Mr G Burt	BACS	-18.78		Sweets Reimburse
20/01/2026	Casual Staff	BACS	848.33		Wages_Jan 26
20/01/2026	EON	DD	1,539.24		Gas
20/01/2026	Billingshurst Parish Council	BACS	6,589.06		Dec salaries recharge
20/01/2026	Rentokil	BACS	2,362.40		Hygiene services
20/01/2026	HMRC	BACS	49.40		Jan casual staff tax
20/01/2026	HDC	DD	70.10		Bin emptying
22/01/2026	Wightman & Parrish	DD	56.60		Cleaning supplies
22/01/2026	Lidl	CARD	17.07		Catrerling supplies
27/01/2026	Snack at Jacks	CAED	226.25		Event catering
28/01/2026	Engie Power	DD	1,518.37		Gas
28/01/2026	CANCEL PAYMENT	DD	-1,518.37		CANCEL PAYMENT
28/01/2026	ENGIE Powere	BACS	1,518.37		Electricity
30/01/2026	Cafe du Van	CARD	224.40		Event catering

Total Payments	17,596.31
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APPENDIX B

Date: 13/02/2026

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Time: 12:12

Bank Reconciliation Statement as at 31/01/2026
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	30/01/2026		5,740.83
			<u>5,740.83</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			5,740.83
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			5,740.83
		Balance per Cash Book is :-	5,740.83
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

APPENDIX C

Date: 13/02/2026

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Time: 12:19

Bank Reconciliation Statement as at 31/01/2026
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	31/12/2025		32,607.15
			32,607.15
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			32,607.15
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			32,607.15
		Balance per Cash Book is :-	32,607.15
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate