



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

Present

Cllrs Craig Jones (Chairman), Edna Benger, Phillip Day, Sandy Duck, Jeremy Harris, Trevor Leonard and Marie Montoya.

In Attendance

G Burt, Clerk to the Council
D Fox, Centre Manger

24/26 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.

25/26 Apologies for Absence

An apology for absence was received from Cllr Paul Berry for an approved reason. On the proposal of Cllr Craig Jones seconded by Cllr Trevor Leonard **RESOLVED** that the apology and reason given be accepted.

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

None

27/26 Minutes

The minutes of 25 February 2026, previously circulated, were taken as read. On the proposal of Cllr Craig Jones seconded by Cllr Phillip Day **RESOLVED** that the minutes be approved and signed as a correct record accordingly.

28/26 Clerk's Report

Nothing to report.

29/26 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman)

None

30/26 To approve payments and note receipts for February 2026.

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

31/26 To note Bank Reconciliations

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

- a) COOP Current Account: 28 February 2026 – Appendix B.
- b) NatWest Account: 01 February 2026 - Appendix C.

The Clerk reported that as the Centre's combined bank balances were so low and well within the amount covered by banks in case of banking failure, he was closing the NatWest account. This would also save ongoing confusion caused by having two sets of bank signatories with NatWest (Council + Centre). To be covered in future review of Council Investment Policy.

32/26 To note Sundry Debtors

NOTED

33/26 To consider Draft Centre Business Plan

A draft Business Plan for the period 2026-29 had been prepared by the Centre Manager. Members complimented the Manager on the document and following questions, on the proposal of Cllr Craig Jones, seconded by Cllr Trevor Leonard **RESOLVED** that the Business Plan be adopted accordingly. The Chairman offered to assist the Manager where possible.

A draft budget will be presented to Committee early in the new financial year.

34/26 To receive the Manager's Report

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

35/26 Date of the Next Meeting: Wednesday 29 April 2026 at 7.00pm.

Meeting closed at 7.20pm.

Chairman

Date

Date: 18/03/2026

Billingshurst Community Centre 2025-26

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Time: 15:39

Co-Operative Bank

List of Payments made between 01/02/2026 and 28/02/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/02/2026	Cafe Du Van	CARD	224.40		Catering Expense
06/02/2026	Snack at Jacks	CARD	139.20		Snack at Jacks
11/02/2026	Snack at Jacks	CARD	82.65		Catering Expense
16/02/2026	Horsham District Council	BACS	78.00		Business Rates
18/02/2026	EON	DD	1,536.96		GAS
18/02/2026	Horsham District Council	DD	125.25		Rates
19/02/2026	Snack at Jacks	CARD	99.50		Catering Expense
23/02/2026	Gemma	BACS	2.40		Gemma
23/02/2026	DAN	BACS	6.45		Catering Expense
23/02/2026	DMP Services	BACS	18.83		Printing
23/02/2026	DMP Services	BACS	31.84		Printing
23/02/2026	Ballpoint Office Supplies	DD	51.04		Stationary
23/02/2026	HMRC Cumbernauld	BACS	1,985.74		Casual Staff - Wages
23/02/2026	ICA Electrical Contractors	BACS	270.00		Annual Emergency Lighting Test
23/02/2026	Squeegee Clean	BACS	663.00		General Cleaning
23/02/2026	Mr M Ripley	BACS	1,460.00		Roof Maintenance
23/02/2026	PPL PRS	BACS	1,515.25		Music License
23/02/2026	Mulberry & Co.	BACS	1,680.00		Charity Year End Accounts
23/02/2026	Sussex Land Services	BACS	264.00		Grounds Maintenance
25/02/2026	Engie	DD	1,559.27		Electricity Bill

Total Payments 11,793.78



<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
The Co-Operative Bank	27/02/2026		2,638.47
			<u>2,638.47</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,638.47
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,638.47
		Balance per Cash Book is :-	2,638.47
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest 1042	01/02/2026		32,632.61
			32,632.61
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			32,632.61
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			32,632.61
		Balance per Cash Book is :-	32,632.61
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date