

Registered Charity No. 227480
Minutes of the Meeting of Billingshurst Centre Committee
Wednesday 29 April 2026 7.00pm.

Present

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

In Attendance

G Burt, Clerk to the Council

36/26 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.

37/26 Apologies for Absence

An apology for absence was received from Cllr Jeremy Harris, for an approved reason. On the proposal of Cllr Craig Jones seconded by Cllr Phillip Day **RESOLVED** that the apology and reason given be accepted.

38/26 To Receive Declarations of Interest and Notification of Changes to Members' Interests

None

39/26 Minutes

The minutes of 25 March 2026, previously circulated, were taken as read. On the proposal of Cllr Trevor Leonard seconded by Cllr Marie Montoya **RESOLVED** that the minutes be approved and signed as a correct record accordingly.

40/26 Clerk's Report

Nothing to report.

41/26 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman)

None

42/26 To approve payments and note receipts for March 2026.

Details of payments for March 2026 had been previously circulated, along with receipts. On the proposal of Cllr Marie Montoya seconded by Cllr Paul Berry **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**.

43/26 To note Bank Reconciliations

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

- a) COOP Current Account: 31 March 2026 – Appendix **B**.
- b) NatWest Account: 31 March 2026 - Appendix **C**.

44/26 To note Sundry Debtors

NOTED

45/26 To receive the Manager's Report

The Committee **NOTED** the report from the Centre Manager. Cllr Phillip Day reported that a planned recent meeting regarding energy efficiency had failed to take place as the advisor had not turned up or been heard from since. Regarding audio visual improvement, now that large screens had been secured for the 3 main meeting rooms, attention could be turned to the audio-visual offering in the main hall. It was agreed that a professional specification was required, and efforts would be made to source this.

46/26 Date of the Next Meeting: Wednesday 27 May 2026 at 7.00pm.

Meeting closed at 7.08pm.

Chairman

Date

List of Payments made between 01/03/2026 and 31/03/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/03/2026	Horsham District Council	DD	313.55		Non-domestic Rates
09/03/2026	Booker	CARD	151.98		Stock for Counter Sales
16/03/2026	Wightman & Parrish	DD	199.74		Cleaning Products
16/03/2026	Horsham District Council	BACS	78.60		FINANCIAL DIR FEES
16/03/2026	Casual Staff	BACS	8.65		Milk
16/03/2026	Casual Staff	BACS	16.95		Milk
16/03/2026	DMPS	BACS	10.37		Printing
16/03/2026	Quick Sign	BACS	31.20		Disabled Parking Sign
16/03/2026	Casual Staff	BACS	39.99		Key Lockbox (BCT)
16/03/2026	Granwax Ltd	BACS	60.12		Floor Cleaning Product
16/03/2026	Mulberry LA Services Ltd	BACS	108.00		VAT Review
16/03/2026	Action in Rural Sussex	BACS	155.00		Village Hall Advisory Service
16/03/2026	ICA Electrical Contractors	BACS	162.00		Remove Projectors
16/03/2026	Billingshurst Parish Council	BACS	196.09		Payroll - April-October 2025
16/03/2026	Lewis Caddy	BACS	697.00		Cleaning
16/03/2026	Billingshurst Parish Council	BACS	1,534.28		Telephones and IT-YE Mar 2026
16/03/2026	ICA Electrical Contractors	BACS	2,388.00		EM Lights and Recessed Lights
17/03/2026	Snack at Jacks	CARD	226.25		Business Lunch_25
17/03/2026	Horsham District Council	DD	83.50		Commercial Waste Collection
18/03/2026	EON-Next	DD	1,223.17		Gas Bill
23/03/2026	Snack at Jacks	CARD	78.30		Sandwich Lunch_18
23/03/2026	Casual Staff	BACS	1,522.76		Salary_March
24/03/2026	Snack at Jacks	CARD	225.75		Business Lunch_35
26/03/2026	ENGIE	DD	1,348.91		Electricity Bill
27/03/2026	MR GC Burt	BACS	8.97		Catering
27/03/2026	D J Fox	BACS	9.60		Catering
27/03/2026	Nick Chapman	BACS	175.00		Stanley Room_Improvements
27/03/2026	Transparency Cleaning Service	BACS	396.00		Guttering
27/03/2026	Nick Chapman	BACS	930.00		Council Chambers
27/03/2026	Sussex Land Services	BACS	264.00		Village Centre_Jan
27/03/2026	Sussex Land Services	BACS	264.00		Village Centre_Feb
27/03/2026	Sussex Land Services	BACS	306.00		Village Centre_Hedge

Total Payments 13,213.73



APPENDIX B

Date: 22/04/2026

Billingshurst Community Centre 2025-26

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Time: 14:18

Bank Reconciliation Statement as at 31/03/2026
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	31/03/2026		4,038.21
			<u>4,038.21</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			4,038.21
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			4,038.21
		Balance per Cash Book is :-	4,038.21
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest 1042	01/03/2026		32,656.39
			<u>32,656.39</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			32,656.39
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			32,656.39
		Balance per Cash Book is :-	32,656.39 
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date