



Registered Charity No. 227480
Minutes of the Meeting of Billingshurst Centre Committee
Wednesday 27 May 2026 7.00pm.

Present

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

In Attendance

G Burt, Clerk to the Council

47/26 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.

48/26 Apologies for Absence

An apology for absence was received from Cllr Edna Benger, for an approved reason. On the proposal of Cllr Craig Jones seconded by Cllr Marie Montoya **RESOLVED** that the apology and reason given be accepted.

49/26 To Receive Declarations of Interest and Notification of Changes to Members' Interests

None

50/26 Minutes

The minutes of 29 April 2026, previously circulated, were taken as read. On the proposal of Cllr Phillip Day seconded by Cllr Trevor Leonard **RESOLVED** that the minutes be approved and signed as a correct record accordingly.

51/26 Clerk's Report

Nothing to report.

52/26 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman)

None

53/26 To approve payments and note receipts for April 2026

Details of payments for April 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**. The Clerk would investigate more informative reporting of monthly income. The Clerk advised that the new video screen was being met by S106 funds; this was our usual *first port of call* to

fund improvements. Cllr Marie Montoya offered to look at any grants available from the Sussex Community Foundation.

54/26 To note Bank Reconciliations

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

- a) COOP Current Account: 30 April 2026 – Appendix **B**.
- b) NatWest Account: 30 April 2026 - Appendix **C**.

55/26 To note Sundry Debtors

NOTED

56/25 To consider whether the 2025-26 Centre Accounts should be inspected by an Independent Examiner or should have a full audit.

On the proposal of Cllr Phillip Day, seconded by Cllr Paul Berry, **RECOMMEND** to Council as Sole Managing Trustee that the 25-26 Centre accounts be subject to Independent Examination. [A subsequent full audit can always be requested.]

57/26 To receive the Manager's Report

The Committee **NOTED** the report from the Centre Manager and commented on the good work being undertaken.

58/26 Date of the Next Meeting: Wednesday 24 June 2026 at 7.00pm.

Meeting closed at 7.23pm.

Chairman

Date

APPENDIX A

Date: 20/05/2026

Billingshurst Community Centre Current Year

Page 1

Time: 12:22

Co-Operative Bank

List of Payments made between 01/04/2026 and 30/04/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2026	Horsham District Council	DD	211.20		Non-Domestic Rates
07/04/2026	Grenke Leasing Limited	DD	175.61		Photocopier
10/04/2026	Value Products Ltd	CARD	8.04		Safety Sign_Fire Doors
13/04/2026	Lidl	CARD	7.78		Milk_Squash
13/04/2026	Lidl	CARD	24.12		Cakes
13/04/2026	Booker	CARD	173.30		Showcase Event
13/04/2026	Amazon	CARD	31.92		Event Catering
15/04/2026	Wightman & Parrish	DD	96.77		Toiletries
15/04/2026	Horsham District Council	DD	80.60		Financial Dir Fees
16/04/2026	Snack at Jacks	CARD	65.25		Snack at Jacks
16/04/2026	Horsham District Council	DD	83.50		Rates
20/04/2026	Snack at Jacks	CARD	565.50		Conference Catering
20/04/2026	Mr G C Burt	BACS	3.90		Hooks
20/04/2026	Dan Fox	BACS	9.75		Milk
20/04/2026	Digital Managed Print Services	BACS	13.12		Printing
20/04/2026	Mr G C Burt	BACS	13.19		Goods
20/04/2026	Casual Staff	BACS	1,021.57		Wages_April 2026
20/04/2026	Casual Staff	BACS	335.20		Wages_April
20/04/2026	Kreston Reeves	BACS	252.00		Payroll Q1 2026 and Pen.Refund
20/04/2026	Squeegee Clean	BACS	833.00		Cleaning
20/04/2026	ADT Fire and Security	BACS	314.17		Transmission
20/04/2026	ADT Fire and Security	BACS	543.43		Intruder
20/04/2026	ADT Fire and Security	BACS	1,006.51		Fire
24/04/2026	Snack at Jacks	CARD	99.50		Catering Expense
24/04/2026	Banner World	CARD	74.40		Banner+Shipping for Event
28/04/2026	E.ON NEXT LTD	DD	1,225.65		GAS
29/04/2026	ENGIE	DD	1,395.54		ELECTRICITY
Total Payments			8,664.52		



<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
The Co-Operative Bank	30/04/2026		8,703.20
			<u>8,703.20</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			8,703.20
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			8,703.20
		Balance per Cash Book is :-	8,703.20
		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	30/04/2026		32,716.64
			<u>32,716.64</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			32,716.64
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			32,716.64
		Balance per Cash Book is :-	32,716.64
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date