



Registered Charity No. 227480
Minutes of the Meeting of Billingshurst Centre Committee
Wednesday 24 June 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

59/26 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.

60/26 Apologies for Absence

An apology for absence was received from Cllr Edna Bengert, 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.

61/26 To Receive Declarations of Interest and Notification of Changes to Members' Interests

None

62/26 Minutes

The minutes of 27 May 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.

63/26 Clerk's Report

Nothing to report.

64/26 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman)

None

65/26 To approve payments and note receipts for May 2026

Details of payments for May 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**. Members appreciated the more informative list of receipts format.

66/26 To note Bank Reconciliations

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

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

67/26 To note Sundry Debtors

NOTED

68/26 To receive the Manager's Report

The Committee **NOTED** the report from the Centre Manager and commented on the good work being undertaken. Cllr Marie Montoya had kindly offered to assist the Centre Manager in refining the dashboard report prepared by the Manager, so that in future it may accompany his monthly report.

69/26 Date of the Next Meeting: Wednesday 29 July 2026 at 7.00pm.

Meeting closed at 7.08pm.

Chairman

Date

List of Payments made between 01/05/2026 and 31/05/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2026	Lewis Caddy	BACS	714.00		Cleaning - April 2026
02/05/2026	Poundstretcher	CARD	3.99		Microfibre Duster
05/05/2026	Dan Fox	BACS	6.60		Milk etc_Apr_May 2026
05/05/2026	Billingshurst Parish Council	BACS	138.00		YE Rialtas Closedown REIMB
05/05/2026	E.ON NEXT LTD	DD	274.61		Gas Bill_April
06/05/2026	Digital Managed Print Services	BACS	7.01		INV 11287
06/05/2026	Mr G C Burt	BACS	30.00		4 large planters (FB Mktplce)
06/05/2026	Mr G C Burt	BACS	3.99		Cobweb Brush
07/05/2026	High Speed Training	CARD	24.00		Level 2 Food HygieneandSafety
15/05/2026	Wightman & Parrish	DD	194.42		Handtowel_Toilet Tissue
15/05/2026	Horsham District Council	DD	78.20		Financial Dir Fees
17/05/2026	Booker	CARD	119.36		Counter Sales
17/05/2026	Booker	CARD	126.25		Counter Sales
19/05/2026	Horsham District Council	DD	86.00		Waste Collection
19/05/2026	Gemma Pearce	BACS	1.65		Milk
19/05/2026	Dan Fox	BACS	11.40		Coffee_Milk
19/05/2026	Casual Staff	BACS	1,732.95		Salary_May
19/05/2026	Billingshurst Parish Council	BACS	169.93		Payroll Bureau Oct 25-Mar 26
19/05/2026	MD Fire Doors Ltd	BACS	460.27		Fire Door Inspection_MH_CC
19/05/2026	Billingshurst Parish Council	BACS	6,652.46		Salary Recharge - Feb26
19/05/2026	Billingshurst Parish Council	BACS	6,842.69		Salary Recharge - Jan26
19/05/2026	ADT Fire and Security	BACS	434.40		Intruder (Panic) Alarm Reset
21/05/2026	Snack at Jacks	BACS	72.31		Catering
26/05/2026	Everflow Utilities	DD	105.29		Water Bill_May
28/05/2026	ENGIE	DD	1,254.13		Electricity Bill_April

Total Payments	<u>19,543.91</u>
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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
The Co-Operative Bank	31/05/2026		28,700.43
			<u>28,700.43</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			28,700.43
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			28,700.43
		Balance per Cash Book is :-	28,700.43
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

APPENDIX C

Date:15/06/2026


Billingshurst Community Centre Current Year

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Time: 15:32

Bank Reconciliation Statement as at 31/05/2026
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	31/05/2026		0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00 
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate