



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

Present

Cllrs Phillip Day (Vice Chairman in the chair), Paul Berry, Jeremy Harris and Trevor Leonard.

In Attendance

G Burt, Clerk to the Council

70/26 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.

71/26 Apologies for Absence

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

72/26 To Receive Declarations of Interest and Notification of Changes to Members' Interests

None

73/26 Minutes

The minutes of 24 June 2026, previously circulated, were taken as read. On the proposal of Cllr Jeremy Harris seconded by Cllr Trevor Leonard **RESOLVED** that the minutes be approved and signed as a correct record accordingly.

74/26 Clerk's Report

The Clerk reported that the draft accounts for 2025-26 had been received that day and would go to the September meeting of the committee.

75/26 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman)

None

76/26 To approve payments and note receipts for June 2026

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

77/26 To note Bank Reconciliations

The following bank reconciliation was **NOTED**, which was then initialed by Cllr Phillip Day - COOP Current Account: 30 June 2026 – Appendix **B**.

78/26 To note Sundry Debtors

NOTED

79/26 To receive the Manager's Report

The Committee **NOTED** the report from the Centre Manager. Members confirmed that they would like to see the dashboard report each month also.

80/26 Date of the Next Meeting: Wednesday 30 September 2026 at 7.00pm.

Meeting closed at 7.24pm.

DRAFT

Date: 23/07/2026

Billingshurst Community Centre Current Year

Page 1

Time: 10:00

Co-Operative Bank

List of Payments made between 01/06/2026 and 30/06/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/06/2026	Lewis Caddy	BACS	714.00		Cleaning
08/06/2026	Dan Fox	BACS	8.10		Milk_May_June 2026
08/06/2026	Digital Managed Print Services	BACS	9.73		Printing_June 2026
08/06/2026	Lesley Ridgeway	BACS	10.99		30 Pack Plastic Tumblers
08/06/2026	Dan Fox	BACS	60.94		Fire Door Sign_Personal Alarms
08/06/2026	Rialtas Business Solutions Ltd	BACS	252.00		Setup Install Google Calendar
08/06/2026	Netcom	BACS	255.00		HDMI Installation_Trunking SR
08/06/2026	Sussex Land Services	BACS	271.20		Village Centre_April
08/06/2026	Prosale	BACS	222.00		Automatic Door InspectionFault
16/06/2026	E.ON NEXT LTD	DD	206.63		Gas Bill_May 2026
17/06/2026	Horsham District Council	DD	86.00		Horsham District Council
18/06/2026	Dan Fox	BACS	32.29		Reimb_Catering_Tech
18/06/2026	Mr G C Burt	BACS	41.72		Catering_Booker
18/06/2026	Baskets in Bloom	BACS	60.00		Hanging Baskets
18/06/2026	Snack at Jacks	BACS	65.25		Catering
18/06/2026	Casual Staff	BACS	1,537.77		Wages_June
18/06/2026	Snack at Jacks	BACS	135.45		Catering
18/06/2026	Billingshurst Parish Council	BACS	258.00		Website hosting reimb 2026-27
18/06/2026	1st Defense Fire Services Ltd	BACS	271.98		Annual Fire Ext. Service 2026
18/06/2026	ADT Fire and Security	BACS	128.41		System Reset_Fault
24/06/2026	Everflow Utilities	DD	108.42		Water Bill
26/06/2026	ENGIE	DD	1,186.34		Electricity Bill

Total Payments 5,922.22



Date: 14/07/2026

Billingshurst Community Centre Current Year

Page 1

Time: 16:06

Bank Reconciliation Statement as at 30/06/2026
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	30/06/2026		31,626.03
			<u>31,626.03</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			31,626.03
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			31,626.03
		Balance per Cash Book is :-	31,626.03
		Difference is :-	0.00



Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date