



Registered Charity No. 227480
Minutes of the Meeting of Billingshurst Centre Committee
Wednesday 30 September 2026 7.00pm.

Present

Cllrs Paul Berry (Acting Chairman), Edna Benger, Alison Best, Sandy Duck, Jeremy Harris, Trevor Leonard and Marie Montoya.

In Attendance

G Burt, Clerk to the Council

*In the absence of the Chair and Vice Chair, on the proposal of Cllr Sandy Duck seconded by Cllr Trevor Leonard **RESOLVED** that Cllr Paul Berry chair the meeting.*

81/26 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.

82/26 Apologies for Absence

Apologies for absence were received from Cllrs Phillip Day and Craig Jones for approved reasons. On the proposal of Cllr Paul Berry seconded by Cllr Marie Montoya **RESOLVED** that the apologies and reasons given be accepted.

83/26 To Receive Declarations of Interest and Notification of Changes to Members' Interests

None

84/26 Minutes

The minutes of 29 July 2026, previously circulated, were taken as read. On the proposal of Cllr Marie Montoya seconded by Cllr Jeremy Harris **RESOLVED** that the minutes be approved and signed as a correct record accordingly.

85/26 Clerk's Report

None

86/26 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman)

None

87/26 To approve payments and note receipts for July and August 2026

Details of payments for July and August 2026 had been previously circulated, along with receipts. On the proposal of Cllr Paul Berry seconded by Cllr Marie Montoya **RESOLVED** that the payments, Appendices A and B respectively, be approved (which were then

initialed by Cllr Paul Berry), and published on the Council's website accordingly and any receipts **NOTED**.

The Manager would be asked to investigate an apparent duplicate payment for April salaries.

88/26 To note Bank Reconciliations

The following bank reconciliations were **NOTED**, which were then initialed by Cllr Paul Berry

COOP Current Account: 31 July 2026 – Appendix C.

COOP Current Account: 31 August 2026 – Appendix D.

89/26 To note Sundry Debtors

NOTED Members were pleased to see the list is reducing.

90/24 To consider the draft Centre Accounts for 2025-26 and recommend to Trustee accordingly.

On the proposal of Cllr Paul Berry seconded by Cllr Sandy Duck **RECOMMEND** to the Council as Sole Managing Trustee that that the draft Centre accounts for 2025-26 be approved.

91/26 To receive the Manager's Report

The Committee **NOTED** the report from the Centre Manager. It was suggested that the new TV in Council Chambers could be used to promote other Centre events when an event was on, e.g. Christmas Fayre, Horticultural Show etc.

92/26 Date of the Next Meeting: Wednesday 30 October 2026 at 7.00pm.

Meeting closed at 7.10pm.

Chairman

Date

Date: 24/09/2026

Billingshurst Community Centre Current Year

Page 1

Time: 11:30

Co-Operative Bank

List of Payments made between 01/07/2026 and 31/07/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/07/2026	Grenke Leasing Limited	DD	175.61		Equipment Hire_Photocopier
06/07/2026	Digital Managed Print Services	BACS	12.58		Photocopying
06/07/2026	Snack at Jacks	BACS	99.50		Catering
06/07/2026	Lewis Caddy	BACS	765.00		Cleaning_June
06/07/2026	Furniture @ Work	BACS	3,336.00		x20 New Tables
06/07/2026	Billingshurst Parish Council	BACS	5,516.48		Insurance Oct25-Oct26
06/07/2026	Billingshurst Parish Council	BACS	6,652.46		SalaryRecharge_Apr26
06/07/2026	Sussex Land Services	BACS	271.20		Village Centre_May
06/07/2026	Kreston Reeves	BACS	324.00		ProcessingPayroll (Apr-Jun 26)
06/07/2026	Zip Water UK	BACS	418.18		Hot Water Boiler Service
06/07/2026	ADT Fire and Security	BACS	1,745.89		Replace11 Heat 4 BaseDetectors
15/07/2026	Horsham District Council	79.80	79.80		Financial DIR Fees
16/07/2026	E.ON NEXT LTD	58.45	58.45		Gas Bill
16/07/2026	Horsham District Council	BACS	99.80		Refuse
20/07/2026	Age UK Billingshurst	CARD	56.20		Xmas Decorations
22/07/2026	Everflow Utilities	DD	662.06		Water Bill_inc backpayment
23/07/2026	Mr R J Plant	BACS	1.75		Milk Refund
23/07/2026	Dan Fox	BACS	25.50		Milk_Post_Biscuits
23/07/2026	Snack at Jacks	BACS	95.25		Business Lunch x 15
23/07/2026	Casual Staff	BACS	1,681.10		Wages_July26
23/07/2026	Billingshurst Parish Council	BACS	6,652.46		Salary Rchge Apr26
23/07/2026	Snack at Jacks	BACS	400.05		Business Lunch x 63
23/07/2026	Snack at Jacks	BACS	0.20		Catering - payment correction
28/07/2026	ENGIE	DD	1,201.36		Electricity Bill_June26
31/07/2026	Booker	CARD	136.27		Cntr Dshwshr Ctr_Stock
Total Payments			30,467.15		

Date: 24/09/2026

Billingshurst Community Centre Current Year

Page 1

Time: 11:31

Co-Operative Bank

List of Payments made between 01/08/2026 and 31/08/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/08/2026	Sum Up Charges	BACS	2.39		Sum Up changes
10/08/2026	Amazon	CARD	9.99		20 White Magic Eraser Sponges
13/08/2026	Sainsbury's	CARD	2.40		Milk
17/08/2026	Wightman & Parrish	DD	189.69		Bathroom Cleaning Products
17/08/2026	Horsham District Council	DD	79.40		FINANCIAL DIR FEES
17/08/2026	The Divine Water Company Ltd	BACS	61.75		Payment in Error (Stationary)
17/08/2026	Nick Chapman	BACS	560.00		Main Hall Threshold
17/08/2026	The Divine Water Company Ltd	DD	1,251.60		Water Dispenser
18/08/2026	E.ON NEXT LTD	DD	10.40		Gas Bill
18/08/2026	Horsham District Council	DD	86.00		Refuse Collection
18/08/2026	Snack at Jacks	BACS	52.20		Sandwich Lunch x12
20/08/2026	Snack at Jacks	BACS	99.50		Sandwiches Fruit Cake x 10
20/08/2026	Casual Staff	BACS	1,416.11		Wages_August 26
20/08/2026	Squeegee Clean	BACS	816.00		Cleaning_July 26
20/08/2026	Mulberry & Co	BACS	1,620.00		Charity Annual Accounts_Mar26
20/08/2026	Billingshurst Parish Council	BACS	6,652.46		BPC144_SalaryRchgeMay26
20/08/2026	Sussex Land Services	BACS	271.20		INV 0000135435_CentreJun26
20/08/2026	Sussex Land Services	BACS	271.20		INV 0000135453_CentreJul26
20/08/2026	Kestrel Alarms	BACS	102.00		INV 169378 AnnCCTVMaintSep26on
20/08/2026	ADT Fire and Security	BACS	1,444.81		INV60259893
24/08/2026	Everflow Utilities	DD	141.18		INV 5847967 Water Sep-Oct26
27/08/2026	ENGIE	DD	1,465.50		2-06259890
27/08/2026	Guitar Guitar	CARD	159.00		Bose s1 Pro+ XLR Mic/Line Trn
27/08/2026	Andertons	CARD	619.00		Bose S1Pro+ Wireless PA System
Total Payments			17,383.78		



Date: 26/08/2026

Billingshurst Community Centre Current Year

Page 1

Time: 12:05

Bank Reconciliation Statement as at 31/07/2026
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	31/07/2026		16,953.17
			<u>16,953.17</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			16,953.17
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			16,953.17
		Balance per Cash Book is :-	16,953.17
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 18/09/2026

Billingshurst Community Centre Current Year

Page 1

Time: 09:50

Bank Reconciliation Statement as at 31/08/2026
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	31/08/2026		13,911.94
			13,911.94
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			13,911.94
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			13,911.94
		Balance per Cash Book is :-	13,911.94
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date