BILLINGSHURST PARISH COUNCIL

Registered Charity No. 227480
Minutes of the Meeting of Billingshurst Centre Committee
Wednesday 28 October 2026 7.00pm.

Present
Cllrs Craig Jones (Chairman), Edna Benger, Paul Berry, Alison Best, Phillip Day, Trevor Leonard and Marie Montoya.

In Attendance
G Burt, Clerk to the Council

93/26 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.

94/26 Apologies for Absence
Apologies for absence were received from Cllrs Sandy Duck and Jeremy Harris for approved reasons. On the proposal of Cllr Craig Jones seconded by Cllr Philip Day **RESOLVED** that the apologies and reasons given be accepted.

95/26 To Receive Declarations of Interest and Notification of Changes to Members' Interests
None

96/26 Minutes
The minutes of 30 September 2026, previously circulated, were taken as read. On the proposal of Cllr Craig Jones seconded by Cllr Paul Berry **RESOLVED** that the minutes be approved and signed as a correct record accordingly.

97/26 Clerk's Report
The Clerk reported that a consultant had been identified to evaluate the Centre's Business Plan, as requested by Members. Cllrs Craig Jones and Phillip Day would be happy to join an online meeting accordingly.

98/26 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman)
None

99/26 To approve payments and note receipts for September 2026
Details of payments for September 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 the Chairman), and published on the Council's website accordingly and any receipts **NOTED.**

100/26 To note Bank Reconciliations
The following bank reconciliation was **NOTED,** which was then initialed by the Chairman: COOP Current Account: 30 September 2026 – Appendix **B.**

101/26 To note Sundry Debtors
NOTED Members were pleased to see the list was reduced. It was hoped that the Manager would advise in due course which debt was unlikely to be repaid, which could be considered by the Committee for writing off.

102/26 To note Q2 Budget update
DEFFERED pending adjustment.

103/26 To approve removal of dividing wall in Council Chambers
The Manager had reported on the cost to repair the mobile dividing wall in Council Chambers, plus annual service charge. He suggested that for the limited use it receives, there could be a saving to not repairing it, cancelling the contract and removing it. On the proposal of Cllr Craig Jones seconded by Cllr Marie Montoya **RESOLVED** that the wall be not repaired, the contract cancelled and it left in situ, if it was safe to do so.

104/26 To receive the Manager's Report
The Committee **NOTED** the report from the Centre Manager. The Action List referred to in the report would be circulated all Cllrs for information.

105/26 Date of Next Meeting: Wednesday 16 December 2026 at 7.00pm.

Meeting closed at 7.26pm.

Chairman **Date**

APPENDIX A

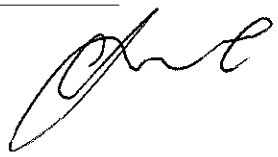
Date: 22/10/2026 **Billingshurst Community Centre Current Year** **Page 1**

Time: 12:04 **Co-Operative Bank**

List of Payments made between 01/09/2026 and 30/09/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
04/09/2026	Dan Fox	BACS	70.48		3 in 1 Thermometer(s)
04/09/2026	ICA Electrical Contractors	BACS	758.40		INV- L26 10258
04/09/2026	ICA Electrical Contractors	BACS	2,364.00		INV-L26 10256
07/09/2026	Viking	BACS	40.17		Stationary
11/09/2026	Booker	CARD	165.95		Counter Sale Stock
15/09/2026	Horsham District Council	DD	78.80		Professional Fees
16/09/2026	E.ON NEXT LTD	DD	9.14		Gas Bill
16/09/2026	Horsham District Council	DD	115.20		Refuse Collection
22/09/2026	Mr R J Plant	BACS	1.65		Milk
22/09/2026	Wages	BACS	1,163.77		Salary September
22/09/2026	Dan Fox	BACS	29.22		Milk_Bisuits
22/09/2026	Ballpoint Office Supplies	BACS	61.75		Stationary + HDMI
22/09/2026	Squeegee Clean	BACS	765.00		Cleaning_August
22/09/2026	Prosale	BACS	1,016.40		Automatic Door Servicing
24/09/2026	Everflow Utilities	DD	514.46		Water Bill
28/09/2026	ENGIE	DD	1,086.68		August_Electricity Bill
28/09/2026	Amazon	CARD	12.99		Plastic Cups

Total Payments 8,254.06



APPENDIX B

Bank Reconciliation Statement as at 30/09/2026
for Cashbook 4 - Co-Operative Bank

Bank Statement Account Name (s)	Statement Date	Page No	Balances
The Co-Operative Bank	30/09/2026		13,655.69
			13,655.69

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		13,655.69

Unpresented Receipts (Plus)		
	0.00	
		0.00
		13,655.69
	Balance per Cash Book is :-	**13,655.69**
	Difference is :-	**0.00**

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....