



Registered Charity No. 227480
Minutes of the Billingshurst Centre Committee
Wednesday 30 January 2019
Billingshurst Centre at 7.00pm

Present:

Cllrs K Peters (Chairman), A Grant, Miss S Kingston and Mrs S Wilson.

In Attendance:

G Burt, Clerk to the Council

01/19 Apologies for Absence

None

02/19 To Receive Declarations of Interest and Notification of Changes to Members' Interests.

There were no declarations of interest or changes notified to Members' interests.

03/19 Minutes

The Minutes of 19 December 2018, previously circulated, were taken as read. On the proposal of Cllr Miss S Kingston, seconded by Cllr Mrs S Wilson, **RESOLVED** that the minutes be approved and signed as a correct record accordingly.

04/19 Matters Arising

None

05/19 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).

None.

06/19 To approve payments

A list of payments for December was previously circulated – Appendix A. On the proposal of Cllr K Peters, seconded by Cllr Mrs S Wilson **RESOLVED** that the payments, totalling £4,322.33 be approved and published on the Council's website accordingly.

Members requested that in future, lists be presented in the same format as those to F&GP.

07/19 Bank Reconciliation

On the proposal of Cllr K Peters, seconded by Cllr Miss S Kingston, **RECOMMEND** to accept the Bank Reconciliation to

- a) End of October, attached Appendix B. Cllr Mrs S Wilson initialed Bank Statements 834 (Current Account) and 118 (Main Reserve Account) accordingly.
- b) End of November, attached Appendix C. Cllr Mrs S Wilson initialed Bank Statements 843 (Current Account) and 122 (Main Reserve Account) accordingly.

- c) End of December, attached Appendix **D**. Cllr Mrs S Wilson initialed Bank Statements 852 (Current Account) and 127 (Main Reserve Account) accordingly).
- d) To 30 November, for Second Reserve Account, (Cllr Mrs S Wilson initialed Bank Statement 4 accordingly) attached Appendix **E**.

Members commented on the need for a now out-of-date cheque (003420) to be removed from the reconciliations.

08/19 To consider draft 2019-20 Budget and approve any resulting increase in charges for hirers.

The Clerk circulated a draft budget prepared in consultation with the Manager. As this was still being worked upon, **DEFER** until the next meeting.

09/19 To note the separation of Centre from Parish Council shared VAT arrangement, w/e from 1 October 2018.

NOTED

10/19 Centre Manager's Report

The Committee **NOTED** a report from the Manager, previously circulated, Appendix **F**. Members' usual thanks to the Manager would be conveyed accordingly. Members were pleased to hear from the Manager that efforts were being made to replace bookings recently lost from the Stanley Room.

11/19 Any other matters for information

None.

12/19 Date of the Next Meeting. Wednesday 27 February 2019 7pm.

The meeting closed at 7.29 pm.

Chairman

Date

Natwest Bank Accounts

Payments made between 01/12/2018 and 31/12/2018

		Nominal Ledger Analysis						
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
03/12/2018	HDC	DD	217.00	217.00		500		
04/12/2018	SIGNQUICK	003602	55.20	55.20		500		Signs for carpark
04/12/2018	ZIP	003603	267.36	267.36		500		Purchase Ledger
04/12/2018	BEECHES	003604	366.96	366.96		500		Purchase Ledger
04/12/2018	WIGHTMAN	003605	159.77	159.77		500		Purchase Ledger
04/12/2018	CARBON	003606	162.00	162.00		500		Energy Certificates
04/12/2018	PYZER	003607	818.40	818.40		500		Purchase Ledger
04/12/2018	Sainsburys	DD	35.75			4000 100	35.75	WSCC Lunch
05/12/2018	Austens	DD	13.96		2.33	4110 100	11.63	Baskets
10/12/2018	Sainsburys	CARD	62.10			4000 100	62.10	Capital Group Lunch
13/12/2018	Sainsburys	CARD	20.40			4000 100	20.40	Milk & Biscuits
13/12/2018	BOOKER	DD	202.41	202.41		500		Catering supplies
24/12/2018	Casual Staff	DD	1,350.66			4020 100	1,350.66	Casual Staff Wages
24/12/2018	SSE	DD	590.36	590.36		500		Electricity
Total Payments:			4,322.33	2,839.46	2.33		1,480.54	

Date: 15/11/2018

Billingshurst CCC

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Time: 16:34

**Bank Reconciliation Statement as at 31/10/2018
for Cashbook 1 - Natwest Bank Accounts**

User: SARAH

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest Current Account	31/10/2018	833	3,340.00
Business Reserve Account	31/10/2018	118	54,162.06
			<u>57,502.06</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
04/06/2018 003420 Petty Cash		50.00	
03/09/2018 003444 BEECHES		37.20	
			<u>87.20</u>
			57,414.86
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			57,414.86
		Balance per Cash Book is :-	57,414.86
		Difference is :-	0.00

Date: 10/12/2018

Billingshurst CCC

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Time: 11:28

**Bank Reconciliation Statement as at 30/11/2018
for Cashbook 1 - Natwest Bank Accounts**

User: SARAH

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest Current Account	30/11/2018	842	100.00
Business Reserve Account	30/11/2018	122	58,553.15
			<u>58,653.15</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
04/06/2018 003420 Petty Cash		50.00	
22/11/2018 003479 BEECHES		631.68	
22/11/2018 003480 COPY		116.81	
22/11/2018 003601 SUSSEXLAND		228.00	
			<u>1,026.49</u>
			57,626.66
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			57,626.66
		Balance per Cash Book is :-	57,626.66
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/12/2018
for Cashbook 1 - Natwest Bank Accounts**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest Current Account	31/12/2018	852	100.00
Business Reserve Account	31/12/2018	127	72,568.25
			<u>72,668.25</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
04/06/2018 003420 Petty Cash			50.00
22/11/2018 003480 COPY			116.81
04/12/2018 003606 CARBON			162.00
			<u>328.81</u>
			72,339.44
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	<u>0.00</u>
			72,339.44
		Balance per Cash Book is :-	72,339.44
		Difference is :-	0.00

Date: 28/01/2019

Billingshurst Community Centre Current Year

Time: 10:54

Bank Reconciliation Statement as at 01/01/2019
for Cashbook 3 - Natwest 1042

APPENDIX E

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest 1042	24/12/2018 (30-11-2018)	4	60,020.79
			<u>60,020.79</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			60,020.79
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	
			<u>0.00</u>
			60,020.79
			Balance per Cash Book is :-
			60,000.82
			Difference Excluding Adjustments is :-
			19.97
<u>Adjustments to Reconciliation</u>			
31/10/2018 Correct Incorrect entry		10.11	
30/11/2018 Correct Incorrect entry		9.86	
			<u>19.97</u>
			Unreconciled Difference is :-
			<u>0.00</u>

BILLINGSHURST COMMUNITY & CONFERENCE CENTRE**CENTRE COMMITTEE****30 JANUARY 2019****MANAGER'S REPORT****FOR INFORMATION**

Christmas has come and gone in a flash as usual and so we are now all set for what I hope will be a successful 2019 for the Centre.

Although our bookings diary is looking healthy we are still considering ways to promote the Stanley Room in order to generate the lost income caused by the termination of a regular twice weekly booking. The carpet was cleaned in there on Friday 18th January (£45), the cleaning contractor said it was very dirty so money well spent. Consequently it now smells a lot nicer in there too!

The projector in Committee Room 2 was reinstated after its repair by our IT Support people Netcom on Thursday 20th December.

The contractor who carried out the work to solve the drainage issue to the rear entrance has returned and finally completed the work to a good standard.

The annual service of our hot water, heating system, fan convectors and general plumbing checks was carried out by Goodwin's on Friday 14 December.

The Centre will, once again, host the ever popular biennial Scout & Guide Gang Show during February half-term.

We are helping to promote a new Showcase Event initiated by Billingshurst Rotary and the Parish Council to promote local clubs and organisations. The event is free for promoters and scheduled to take place in our Main Hall on Saturday 23rd March. If you or someone you know belongs to a local club or organisation that wishes to widen its 'membership' please ask Sarah Meyer for the short form that needs completing in order to secure a space.

The Committee is invited to note this report.