



Registered Charity No. 227480
Minutes of the Billingshurst Centre Committee
Wednesday 27 February 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

13/19 Apologies for Absence

Cllr A Du-Lieu had tendered an apology due to a prior engagement. On the proposal of Cllr K Peters seconded by Cllr Mrs S Wilson, **RESOLVED** that the apology be accepted and reason given approved

14/19 To Receive Declarations of Interest and Notification of Changes to Members' Interests.

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

15/19 Minutes

The Minutes of 30 January 2019, previously circulated, were taken as read. On the proposal of Cllr A Grant, seconded by Cllr Miss S Kingston, **RESOLVED** that the minutes be approved and signed as a correct record accordingly.

16/19 Matters Arising

None

17/19 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).

None.

18/19 To approve payments

A list of payments for January 2019 was previously circulated – Appendix A. On the proposal of Cllr K Peters, seconded by Cllr Miss S Kingston **RESOLVED** that the payments, totalling £17,404.25 be approved and published on the Council's website accordingly.

Members requested more details on the *Transfer* of 24 January 2019.

19/19 Bank Reconciliation

On the proposal of Cllr A Grant, seconded by Cllr Mrs S Wilson, **RESOLVED** to accept the Bank Reconciliation to

- a) End of January 2019 - Appendix B. Cllr Mrs S Wilson initialed Bank Statements 861 (Current Account) and 131 (Main Reserve Account) accordingly.

- b) To 31 December 2018, for Second Reserve Account, (Cllr Mrs S Wilson initialed Bank Statement 5 accordingly) - Appendix C.

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

On the proposal of Cllr K Peters, seconded by Cllr Mrs S Wilson **RESOLVED** that the budget as tabled be approved - Appendix D, together with a commensurate increase in all hiring charges of 1% as appropriate.

21/19 To review and approve DD & SO.

On the proposal of Cllr Mrs S Wilson, seconded by Cllr A Grant **RESOLVED** to approve the regular electronic payments - Appendix E.

22/19 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.

23/19 Any other matters for information

- a) In response to a question, the Clerk confirmed that a contractor had visited to view the conveniences to provide a quotation to refurbish them, but was awaiting clarification from the Centre as to what design of new basins/surrounds were required.
- b) The Clerk advised that the design for the new garage to the rear of the Centre, would go to the full Trustees meeting the following week.

24/19 Date of the Next Meeting. Wednesday 27 March 2019 7pm.

The meeting closed at 7.22 pm.

Chairman

Date

Date: 19/02/2019

Billingshurst Community Centre Current Year

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Natwest Bank Accounts

List of Payments made between 01/01/2019 and 31/01/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/01/2019	Horsham District Council	DD	217.00		
03/01/2019	Mulberry & Co	003610	360.00		Professional Services
03/01/2019	Wightman & Parrish	003611	36.78		Hand Towels
03/01/2019	Pyzer Cleaning Services	003612	818.40		Cleaning of premises
03/01/2019	Netcom Solutions	003613	396.30		repair projector
03/01/2019	C A Goodwin Ltd	0003615	402.00		gas service and repairs
03/01/2019	Sussex Oven Valeting	003616	90.00		Oven Cleaning
17/01/2019	Petty Cash	Petty Cash	50.00		Petty Cash
21/01/2019	Beeches Buffet	003617	156.00		Catering
21/01/2019	BNP Paribas Leasing Solutions	003618	227.06		Photocopier Lease
21/01/2019	Sussex Land Services	003619	456.00		Garden Contract
22/01/2019	Sainsburys	CARD	22.20		Catering
24/01/2019	Petty Cash	Transfer	30.24		Payment to petty cash
24/01/2019	Southern Electric	DD	558.73		Electricity 01/12-31/12/2018
25/01/2019	Casual Staff	BACS	959.17		Casual Staff Wages
28/01/2019	Billingshurst Parish Council	003620	12,037.62		Payroll Recharge Sep,Oct,Nov
28/01/2019	Beeches Buffet	003621	70.68		Catering
28/01/2019	Greg Burt	003622	59.00		Fix Henry Hoover
28/01/2019	Ferris Plumbing & Heating	003623	72.00		Fix toilet in Ladies loo
29/01/2019	Kreston Reeves LLP	003624	240.00		Payroll Services
31/01/2019	Booker	DD	145.07		Catering Supplies
Total Payments			17,404.25		

Date: 19/02/2019

Billingshurst Community Centre Current Year

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**Bank Reconciliation Statement as at 31/01/2019
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	31/01/2019	861	509.00
Business Reserve Account	31/01/2019	131	83,487.96
			<u>83,996.96</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
21/01/2019 003617 Beeches Buffet		156.00	
21/01/2019 003618 BNP Paribas Leasing Solutions		227.06	
21/01/2019 003619 Sussex Land Services		456.00	
24/01/2019 Transfer Petty Cash		30.24	
28/01/2019 003620 Billingshurst Parish Council		12,037.62	
28/01/2019 003621 Beeches Buffet		70.68	
28/01/2019 003622 Greg Burt		59.00	
28/01/2019 003623 Ferris Plumbing & Heating		72.00	
29/01/2019 003624 Kreston Reeves LLP		240.00	
			<u>13,348.60</u>
			70,648.36
<u>Receipts not Banked/Cleared (Plus)</u>			
24/01/2019 Petty Cash		30.24	
			<u>30.24</u>
			70,678.60
		Balance per Cash Book is :-	70,628.60
		Difference Excluding Adjustments is :-	50.00
<u>Adjustments to Reconciliation</u>			
07/02/2019 Petty Cash Cancelled Cheque		50.00	
			<u>50.00</u>
		Unreconciled Difference is :-	<u>0.00</u>

Date: 25/02/2019

Billingshurst Community Centre Current Year

APPENDIX C

Time: 11:44

Bank Reconciliation Statement as at 31/01/2019
for Cashbook 3 - Natwest 1042

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest 1042	25/01/2019	5	60,030.99
			<u>60,030.99</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			60,030.99
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			60,030.99
			Balance per Cash Book is :-
			60,011.02
			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>

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Annual Budget - By Centre

	Last Year		Current Year				Next Year		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
100 Billingshurst CCC									
1000 Lettings - Commercial	0	0	53,650	46,769	56,191	0	46,612	0	0
1005 Lettings - Local Commercial	0	0	20,600	16,904	20,054	0	20,806	0	0
1010 Lettings - Local Non Comm.	0	0	15,450	14,255	16,978	0	15,759	0	0
1011 Kitchen	0	0	0	384	461	0	0	0	0
1012 Cancellation Fee	0	0	0	1,126	1,351	0	0	0	0
1013 Refund	0	0	0	346	415	0	0	0	0
1014 Licences	0	0	0	183	220	0	0	0	0
1015 Tenants-BPC/BCT/Police/H.Watch	0	0	11,000	12,559	14,817	0	14,220	0	0
1016 Wardens Facilities	0	0	0	704	845	0	1,000	0	0
1017 Storage	0	0	0	823	987	0	0	0	0
1020 Technology	0	0	5,000	323	388	0	4,590	0	0
1025 Catering (Inc)	0	0	7,800	10,532	12,391	0	7,956	0	0
1026 Cleaning (Inc)	0	0	0	163	195	0	0	0	0
1030 Entertainment Income	0	0	0	0	0	0	0	0	0
1031 Staff Costs	0	0	0	107	43	0	0	0	0
1035 Miscellaneous Income	0	0	250	122	147	0	255	0	0
1036 Interest	0	0	0	72	71	0	0	0	0
1037 Insurance Claim	0	0	0	5,070	5,070	0	0	0	0
1040 Grant (BPC)	0	0	2,000	4,260	4,260	0	2,000	0	0
1045 Grant (Other)	0	0	0	1,008	1,210	0	0	0	0
4061 Office Furniture	0	0	0	-168	-202	0	0	0	0
4116 Customer Refund	0	0	0	-228	-273	0	0	0	0
Total Income	0	0	115,750	115,314	135,619	0	113,198	0	0

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APPENDIX D

**Billingshurst Community Centre Current Year
Annual Budget - By Centre**

14:29

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4000 Catering (Exp)	0	0	4,500	6,860	7,701	0	4,590	0	0
4005 Entertainment Exp	0	0	0	0	0	0	0	0	0
4010 Marketing & Publicity	0	0	250	0	0	0	255	0	0
4015 Pay - Permanent Staff	0	0	47,703	32,082	38,499	0	48,830	0	0
4020 Pay - Casual Staff	0	0	15,592	12,128	13,403	0	13,671	0	0
4025 Staff Training	0	0	1,000	680	750	0	1,000	0	0
4030 Rates	0	0	-1,000	1,003	1,203	0	-1,020	0	0
4035 Water Rates	0	0	3,100	1,515	1,819	0	3,162	0	0
4040 Refuse Collection	0	0	1,350	921	1,105	0	1,377	0	0
4045 Insurance	0	0	2,700	1,285	1,542	0	2,754	0	0
4050 Electricity	0	0	4,000	3,934	4,721	0	4,080	0	0
4055 Gas	0	0	3,000	4,179	5,015	0	5,000	0	0
4060 Stationery & Photocopying	0	0	400	163	196	0	400	0	0
4065 Postage	0	0	100	36	43	0	100	0	0
4070 Telephone	0	0	500	0	0	0	510	0	0
4075 IT/Computer Consumables	0	0	1,500	4,493	5,054	0	2,000	0	0
4080 Maintenance & Improvements	0	0	6,000	7,431	6,848	0	6,120	0	0
4085 Ad Hoc Repairs	0	0	0	0	0	0	0	0	0
4090 Cleaning	0	0	11,000	11,463	12,764	0	11,220	0	0
4095 Grounds Maintenance	0	0	2,100	1,830	1,284	0	2,100	0	0
4100 Major Property Works	0	0	0	5,320	6,384	0	0	0	0
4105 Professional Fees	0	0	4,500	2,200	2,640	0	4,500	0	0
4106 Licences	0	0	0	697	836	0	0	0	0
4110 Sundry Expenses	0	0	350	294	353	0	357	0	0

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**Billingshurst Community Centre Current Year
Annual Budget - By Centre**

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4115 Bank Charges	0	0	150	0	0	0	153	0	0
4120 Bad Debts	0	0	0	0	0	0	0	0	0
Overhead Expenditure	0	0	108,795	98,514	112,160	0	111,159	0	0
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>6,955</u>	<u>16,800</u>	<u>23,459</u>		<u>2,038</u>		
Total Budget Income	0	0	115,750	115,314	135,619	0	113,198	0	0
Expenditure	0	0	108,795	98,514	112,160	0	111,159	0	0
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>6,955</u>	<u>16,800</u>	<u>23,459</u>		<u>2,038</u>		

APPENDIX E

Billingshurst Community & Conference Centre			
Standing Orders, Direct Debits & Regular Payments			
Payee	Description	Amount	Regularity
HDC	NDR	£217.00	Monthly
HDC	Trade/Recycling	£492.70 approx	Every 6 months
SSE	Gas	£400 approx.	1/4ly
SSE	Electricity	£500 approx.	monthly
Bookers Ltd	Catering Wholesalers	£200 approx.	As & When
Kreston Reeves	Payroll	£240 approx.	Monthly
HMRC	VAT owe/d	Various	1/4 ly

BILLINGSHURST COMMUNITY & CONFERENCE CENTRE**CENTRE COMMITTEE****27 FEBRUARY 2019****MANAGER'S REPORT****FOR INFORMATION**

Following a good deal of advance preparation, the WI's Centenary Event held here on Thursday 14th February, comprising of an afternoon tea for over 80 invited guests was well attended and altogether very successful. Our efforts were much appreciated both verbally and in writing when we received the following and very welcome feedback from the local secretary:

Subject: Billingshurst WI Centenary Thursday 14th February 2019

We would like to thank the staff at the Community Centre for all their help and advice which greatly contributed to the success of this event.

We could not have done this without you!

Our grateful and sincere thanks to everyone

Hazel Gantley (Secretary, Billingshurst WI)

Whilst writing we are amid preparations for the Scout & Guide Gang Show when the Main Hall and especially the stage is transformed for a full-on theatre performance. With additional stage lights, full-on sound desk at the rear of the hall and although we can't offer an orchestra pit, the scene is set with instruments ready for live musicians to accompany the performers. Although an ever popular event it does have its down side as many of our regular weekly hirers have to be moved or cancelled to accommodate this booking so it's been a bit of a juggling act.

According to our bookings software, invoices totalling £157,015.78 were raised during 2018 which is slightly down on 2017 when invoices totalled £158,236.60. To date so far for 2019, we have bookings in our diary amounting to £92,202.24.

Thank you to everyone who contributed to Sarah Newell's 40th birthday collection. Sarah has been a key member of the Centre staff for around 15 years. The money raised for her collection will contribute to giving her a fun time out in Brighton and making some happy and long lasting memories.

The Committee is invited to note this report.