



**Registered Charity No. 227480**  
**Minutes of the Billingshurst Centre Committee**  
**Wednesday 27 March 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  
Cllr Mrs L Wilding

**25/19 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

**26/19 To Receive Declarations of Interest and Notification of Changes to Members' Interests.**

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

**27/19 Minutes**

The Minutes of 27 February 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.

**28/19 Matters Arising**

None

**29/19 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).**

None.

**30/19 To approve payments**

A list of payments for February 2019 was previously circulated – Appendix A. On the proposal of Cllr Miss S Kingston, seconded by Cllr Mrs S Wilson **RESOLVED** that the payments, totalling £6,213.20 be approved and published on the Council's website accordingly.

Members were still waiting for more details on the *Transfer* of 24 January 2019. In addition, they sought more information on adjustments to the Bank Recs of £19.97 and £50.00, plus a *customer refund*.

**31/19 Bank Reconciliation**

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

- a) End of February 2019 - Appendix B. Cllr Miss S Kingston initialed Bank Statements 870 (Current Account) and 135 (Main Reserve Account) accordingly.
- b) To 25 February 2019, for Second Reserve Account, (Cllr S Kingston initialed Bank Statement 6 accordingly) - Appendix C.

**32/19 Centre Manager's Report**

The Committee **NOTED** a report from the Manager, previously circulated, Appendix D. Members' usual thanks to the Manager would be conveyed accordingly. Members felt that a sign advising users when the fire alarm was tested would be reassuring. They also asked the Manager to cost the patio enhancement scheme.

**33/19 Any other matters for information**

None

**34/19 Date of the Next Meeting.** Wednesday 24 April 2019 7pm.

The meeting closed at 7.20 pm.

**Chairman**

**Date**

Date: 19/03/2019

## Billingshurst Community Centre Current Year

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## Natwest Bank Accounts

## List of Payments made between 01/02/2019 and 28/02/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
11/02/2019	Austen & Co	003625	7.99		Dust Bags
11/02/2019	Wightman & Parrish	003626	110.76		Cleaning products
11/02/2019	Pyzer Cleaning Services	003627	872.40		Cleaning of premises
11/02/2019	Ferris Plumbing & Heating	003628	60.00		Replace TRV4 head
11/02/2019	Beeches Buffet	003629	171.12		Catering
11/02/2019	Initial Washroom Hygiene	003630	2,009.23		Service 05/02/19-04/02/20
14/02/2019	Sussex Land Services	003631	228.00		Garden Contract
15/02/2019	Sainsburys	CARD	17.00		Catering
20/02/2019	Nisbets	CARD	68.86		Cups and Teaspoons
21/02/2019	Natwest	DD	1.00		Casual staff pay test
25/02/2019	Casual Staff	DD	1,203.99		Casual staff wage
25/02/2019	Southern Electric	DD	888.61		Gas 09/11/18-07/02/19
25/02/2019	Southern Electric	Direct Deb	574.24		Electricity 01/01-31/01/19
<b>Total Payments</b>			<b>6,213.20</b>		

Date: 12/03/2019

Billingshurst Community Centre Current Year

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Time: 11:12

**Bank Reconciliation Statement as at 28/02/2019  
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	28/02/2019	870	100.00
Business Reserve Account	28/02/2019	135	96,276.64
			<u>96,376.64</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			96,376.64
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			96,376.64
			<b>Balance per Cash Book is :- 96,326.64</b>
			<b>Difference Excluding Adjustments is :- 50.00</b>
<u>Adjustments to Reconciliation</u>			
07/02/2019 Petty Cash Cancelled Cheque		50.00	
18/02/2019		0.00	
			<u>50.00</u>
			<b>Unreconciled Difference is :- 0.00</b>

Date: 12/03/2019

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Time: 09:57

Bank Reconciliation Statement as at 25/02/2019  
for Cashbook 3 - Natwest 1042

User: SARAH

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest 1042	25/02/2019	6	60,041.19
			<u>60,041.19</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			60,041.19
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			60,041.19
		<b>Balance per Cash Book is :-</b>	<b>60,021.22</b>
		<b>Difference Excluding Adjustments is :-</b>	<b>19.97</b>
<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>
		<b>Unreconciled Difference is :-</b>	<b><u>0.00</u></b>

## BILLINGSHURST COMMUNITY &amp; CONFERENCE CENTRE

## CENTRE COMMITTEE

27 MARCH 2019

## MANAGER'S REPORT

## FOR INFORMATION

When the Gang Show organisers were preparing for their show here, they advised me that there was a fault with one of our Main Hall speakers so their technical team replaced it with a 'working' one but only for the extent of their booking after which they put our 'faulty' speaker back up in the corner. Now we are receiving complaints from the Family Church that the speaker in question is 'fuzzy'. As it was ascertained by the Gang Show's technical team (from a Worthing Theatre) that it was the actual speaker at fault and not any other technical equipment or cable malfunction, the quickest solution will be to purchase a replacement speaker so I will investigate suppliers in an effort to secure the best possible price but on first searches it's likely to be around £400. The make and model number is: EV sx300e if anyone else reading this has any contacts in that industry?

The annual routine maintenance of our Fire Extinguishers took place on the 4<sup>th</sup> March by EFL (Elite Fire Ltd). The fire and intruder alarms are serviced under our contract with ADT. I keep a log of fire alarm tests we conduct here to ensure it is working correctly, that each 'break glass' point links to the right zone on our control panel and also include a check that our alarm signal is received by the ADT office.

Thankfully, we are continuing to receive good and positive feedback from our clients but a special mention should go to Liz Barnes. This is part of a recent email received:

*Also, we must say that your (new?) lady receptionist who was on duty on Saturday afternoon was fantastic. She was really friendly, very obliging and couldn't do enough to help us. We were most impressed and please pass on our thanks to her. (Good people can be difficult to get these days, so hang on to her before someone else snaps her up!)*

With fairer weather fast approaching I would like to raise again the possibility of having 3 or 4 large planters positioned on the Centre's front patio area to generate some natural shade. Our plea last year for a grant to cover this expenditure appears to have fallen on deaf ears but I will try again with your approval.



The Committee is invited to note this report.