



**Registered Charity No. 227480**  
**Minutes of the Billingshurst Centre Committee**  
**Wednesday 29 May 2019**  
**Billingshurst Centre at 7.00pm**

**Present:**

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

**In Attendance:**

G Burt, Clerk to the Council  
Cllr Mrs E Bengier

**45/19 Election of Chairman**

On the proposal of Cllr Mrs S Wilson, seconded by Cllr A Grant, **RESOLVED** that Cllr K Peters be elected Chairman.

**46/19 Election of Vice Chairman**

On the proposal of Cllr Mrs S Wilson, seconded by Cllr K Peters, **RESOLVED** that Cllr A Grant be elected Vice Chairman.

**47/19 Apologies for Absence**

Cllrs G Acraman and Miss S Kingston had tendered their apologies due to a prior engagement. On the proposal of Cllr Mrs S Wilson, seconded by Cllr A Grant **RESOLVED** that the apologies be accepted and reasons given approved

**48/19 To Receive Declarations of Interest and Notification of Changes to Members' Interests.**

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

**49/19 Minutes**

The Minutes of 24 April 2019, previously circulated, were taken as read. On the proposal of Cllr A Grant, seconded by Cllr Mrs S Wilson, **RESOLVED** that the minutes be approved and signed as a correct record accordingly.

**50/19 Matters Arising**

None

**51/19 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).**

None.

**52/19 To approve payments**

A list of payments totalling £21,472.09 for March 2019 was previously circulated – Appendix A.

A list of payments totalling £9,239.33 for April 2019 was previously circulated – Appendix B.

On the proposal of Cllr K Peters, seconded by Cllr Mrs S Wilson **RESOLVED** that the payments be approved and published on the Council's website accordingly.

Members asked for further information on cheques 003643 and 003648, as it was not clear if one replaced the other. Also, the payment to Booker of £178.56; will it appear on the May payments list?

#### **53/19 Bank Reconciliation**

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

- a) End of April 2019 - Appendix C. Cllr Mrs S Wilson initialed Bank Statements 891 (Current Account) and 144 (Main Reserve Account) accordingly.
- b) To 24 April 2019, for Second Reserve Account. Cllr Mrs S Wilson initialed Bank Statement 8 accordingly – Appendix D.

#### **54/19 Centre Manager's Report**

The Committee **NOTED** a report from the Manager, previously circulated, Appendix C. Members' usual thanks to the Manager would be conveyed accordingly. Members suggested that the new Manager confirm a day to paint the main hall, and see who volunteers.

#### **55/19 Any other matters for information**

The Clerk reported that following interviews the previous week, Lesley Ridgeway had been appointed as the new Customer Service Assistant.

**56/19 Date of the Next Meeting.** Wednesday 26 June 2019 7pm.

The meeting closed at 7.13 pm.

**Chairman**

**Date**

Time: 11:14

## Natwest Bank Accounts

APPENDIX A

## List of Payments made between 01/03/2019 and 31/03/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/03/2019	Sainsburys	CARD	16.10		Biscuits,Milk
06/03/2019	Sainsburys	CARD	4.50		Milk
07/03/2019	Wightman & Parrish	003632	68.11		Cleaning products
07/03/2019	Rialtas Business Solutions Ltd	003633	431.28		Training with Caroline
07/03/2019	Copy Solutions	003634	49.32		Photocopier
07/03/2019	Nisbets	003635	68.86		Catering Supplies
07/03/2019	Sussex Land Services	003636	228.00		Gardening Contract
07/03/2019	Pyzer Cleaning Services	003637	818.40		Centre Cleaning
07/03/2019	Beeches Buffet	003638	119.04		Catering
07/03/2019	Billingshurst Parish Council	003639	140.89		Payroll admin charge
07/03/2019	Performing Rights Society	003640	575.69		Music Licence
07/03/2019	Kirkhouse	CARD	344.38		Chair Trolley x 2
08/03/2019	Portal Plan Quest limited	CARD	254.00		Planning application fee
12/03/2019	HMRC	BACS	3,710.56		VAT
13/03/2019	Sainsburys	CARD	13.60		Biscuits
13/03/2019	Sainsburys	CARD	13.60		Biscuits
13/03/2019	Sainsburys	CARD	-13.60		Duplicate Payment on Card
19/03/2019	Beeches Buffet	003641	575.40		Catering
19/03/2019	Elite Fire Ltd	003642	471.64		Extinguisher Service
19/03/2019	Billingshurst Parish Council	003648	17,210.42		Telephone/IT 01/01-31/03/19
20/03/2019	Sainsburys	CARD	9.50		Milk, Tea
21/03/2019	Booker	DD	252.02		Catering Supplies
21/03/2019	Petty Cash	PC	100.00		Petty Cash
25/03/2019	Casual Staff	BACS	1,274.65		Salaries
25/03/2019	Southern Electric	DD	579.14		Electricity 01/02 - 28/02/19
26/03/2019	Business Stream	DD	674.15		Water Rates 09.11.18-11.03.19
31/03/2019	KEW	CARD	-102.30		Correct Payment
31/03/2019	ADT	003644	-1,035.23		Correct Payment
31/03/2019	Sussex Land Services	003645	-228.00		Correct Payment Date
31/03/2019	Beeches Buffet	003646	-488.52		Correct Payment Date
31/03/2019	Wightman & Parrish	003647	-142.11		Correct Payment Date
31/03/2019	Billingshurst Parish Council	003643	-3,643.00		Correct Payment Date
31/03/2019	Pyzer Cleaning Services	003649	-878.40		Correct Payment Date

<b>Total Payments</b>	<b>21,472.09</b>
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Time: 11:17

## Natwest Bank Accounts

## List of Payments made between 01/04/2019 and 30/04/2019

APPENDIX  
B

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2019	Horsham District Council	DD	219.60		Non dom rates 2019/20
02/04/2019	Sainsburys	CARD	11.80		Milk,Biscuits
03/04/2019	Post Office	CARD	9.10		Stationery
05/04/2019	Kew Electricals	CARD	102.30		Correct Invoice
08/04/2019	ADT Alarms	003644	1,035.23		Correct 3 invoices
08/04/2019	Billingshurst Parish Council	003648	4,012.54		Payroll re-charge March 2019
08/04/2019	Wightman & Parrish	003647	142.11		Cleaning Products
08/04/2019	Pyzer Cleaning Services	003649	878.40		Cleaning of Centre/Parish
08/04/2019	Beeches Buffet	003646	488.52		Catering
08/04/2019	Sussex Land Services	003645	228.00		Garden Contract
11/04/2019	Booker	DD	178.56		Amended to next month
16/04/2019	Sainsburys	CARD	29.35		Milk,Biscuits,Fruit
17/04/2019	Jengers Bakery	CARD	20.00		Danish Pastries
23/04/2019	Southern Electric	DD	603.20		Wrong Financial Year
25/04/2019	Casual Staff	DD	1,177.07		Casual staff salaries
25/04/2019	Post Office	CARD	3.55		Postage
30/04/2019	Petty Cash	Petty Cash	100.00		Petty Cash April/May
<b>Total Payments</b>			<b>9,239.33</b>		

Bank Reconciliation Statement as at 30/04/2019  
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	30/04/2019	891	100.00
Business Reserve Account	30/04/2019	144	85,612.86
			<u>85,712.86</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
07/03/2019 003635 Nisbets		68.86	
			<u>68.86</u>
			85,644.00
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			85,644.00
		<b>Balance per Cash Book is :-</b>	<b>85,644.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

APPENDIX D

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest 1042	25/04/2019	8	60,059.94
			<u>60,059.94</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			60,059.94
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			60,059.94
		<b>Balance per Cash Book is :-</b>	<b>60,059.94</b>
		<b>Difference is :-</b>	<b>0.00</b>

**BILLINGSHURST COMMUNITY & CONFERENCE CENTRE****CENTRE COMMITTEE****29 MAY 2019****MANAGER'S REPORT****FOR INFORMATION**

It's another election day here while I write and I'm finishing off my last report to you during the early morning of 23<sup>rd</sup> May having been woken by a 5am alarm in time to open up our Centre at 6am for the second time this month... one part of the job I won't miss! I'm happy to report though a steady flow of voters since the very first one at spot on 7am.

The handover to Sarah Newell has been going well and she will commence working full time on Monday 27<sup>th</sup> May (Tuesday really as Monday is a Bank Holiday). I will cease full time on Friday 31<sup>st</sup> May but will continue to be available for part time hours until a new third staff member (interviews today) has been recruited and is settled in.

The Chairman of the Council has noticed and remarked on the unsightly condition of the large double doors facing Stane St. We have asked Colin (litter warden and handyman) to pay attention to these. The doors are strong and sturdy but they have a veneer which is dried up and peeling off. Colin will remove the veneer, sand down the base wood and treat the doors with wood protection. We have ordered two x 5ltr tins of Sadolin (at great expense – nearly £90 a tin!) for this job and so that some of the fence-work around the Centre and many of the window frames can also receive some much-needed attention. Again, as mentioned in my last report, with reference to a working party to paint the interior of the Main Hall, these are big jobs and many hands etc. Please let Sarah know if you're willing to help out and she will let you know dates, probably during August when the Centre is quiet, so this essential maintenance work can be carried out. The white lines that divide the car parking spaces is another job that will need to be addressed too over the summer months.

I'm pleased to advise that a payment of our invoice enabling the Lloyd's mobile unit to use our car park for the forthcoming twelve months has been received.

Tony from Thompson Civil Engineering has been along to survey an uneven area of the car park that appears to be suffering from slight subsidence. He will send a team along to rectify this area which will include lifting and relaying paving blocks once the area has been levelled off. We thought at first this uneven area was being caused by the mobile bank but that is now very debateable as there are other areas also suffering where the bank does not venture.

Sarah will continue to investigate the idea of enhancing our south facing outdoor patio with some large trees to create a natural shade to make this area much more enjoyable on bright sunny days so I look forward to seeing that all in place in the near future.

This is me signing off then, happy to be leaving the Centre in Sarah's good and capable hands. I hope I see you all from time to time around the village and my very best wishes to all associated with the Centre and Parish Council for the future.

The Committee is invited to note this report.