



Registered Charity No. 227480
Minutes of the Billingshurst Centre Committee
Wednesday 26 February 2020
Billingshurst Centre at 7.00pm

Present:

Cllrs Ken Peters (Chairman), Graeme Acraman, Alan Grant, Sue Kingston and Sarah Wilson.

In Attendance:

G Burt, Clerk to the Council

01/20 Apologies for Absence.

None.

02/20 NOTED that the January meeting was cancelled as it would have been inquorate.

03/20 To Receive Declarations of Interest and Notification of Changes to Members' Interests.

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

04/20 Minutes.

The minutes of 18 December 2019, previously circulated, were taken as read. On the proposal of Cllr Ken Peters, seconded by Cllr Graeme Acraman, **RESOLVED** that the minutes be approved and signed as a correct record accordingly.

05/20 Matters Arising.

None.

06/20 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).

None.

07/20 To approve payments.

Lists of payments totalling £5,556.45 for December 2019 and £9,376.88 for January 2020 were previously circulated – Appendices A and B respectively. On the proposal of Cllr Ken Peters, seconded by Cllr Graeme Acraman **RESOLVED** that the payments be approved and published on the Council's website accordingly.

The Clerk will report back on variations in bin-emptying charges and also the various charges relating to the new copier.

08/20 Bank Reconciliations.

On the proposal of Cllr Ken Peters, seconded by Cllr Sue Kingston, **RESOLVED** to accept the Bank Reconciliations to end of December and January.

Cllr Sarah Wilson initialed the statements as follows:

December

Current Account (Bank Statement 966) – Appendix C

Reserve Account (Bank Statement 179) - Appendix C

New Reserve No 2 Account (Bank Statement 17) - Appendix D

January

Current Account (Bank Statement 974) - Appendix E

Reserve Account (Bank Statement 183) - Appendix E

09/20 To receive budget report for Q3.

NOTED.

10/20 To approve the revised Standard Conditions of Hire.

DEFER pending further information on how the new terms differ from the existing.

11/20 Centre Manager's Report.

The Committee **NOTED** a report from the Manager for January, previously circulated. Members' usual thanks to the Manager would be conveyed accordingly. (Next report would cover February-March.)

12/20 Any other matters for information.

None.

13/20 Date of the Next Meeting. Wednesday 25 March 2020 at 7pm.

The meeting closed at 7.25 pm.

Chairman

Date

Date: 24/01/2020

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Natwest Bank Accounts

List of Payments made between 01/12/2019 and 31/12/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/12/2019	C A Goodwin Ltd	003571	57.60		Boiler repair
03/12/2019	Beeches Buffet	003572	309.36		Catering
03/12/2019	Sign Quick	003573	429.60		Christmas Fayre sign
03/12/2019	Austen & Co	003574	5.58		Picture Hangers crisp packets
03/12/2019	Pyzer Cleaning Services	003575	818.40		Cleaning to 30/11
03/12/2019	Sussex Land Services	003576	228.00		Centre garden maint Nov 19
03/12/2019	BSW Building Services Ltd	003577	156.00		Boiler service
03/12/2019	Wightman & Parrish	003578	150.17		Cleaning materials
09/12/2019	Tesco	CARD	48.23		Tesco catering/cleaning
09/12/2019	Direct365	4530	71.82		Soap dispensers and soap
09/12/2019	East2eden	Card	9.89		Biscuit tin
09/12/2019	Copy Solutions	003560	66.26		Phoptcopying charges to 09/11
09/12/2019	Horsham District Council	0010004606	76.10		Refuse collection 01-31/8/19
09/12/2019	Horsham District Council	0100004606	83.65		Refuse collection 01 -30/9/19
10/12/2019	A272 Design	003580	72.00		Artwork for banner
10/12/2019	Greg Burt	003579	20.45		Sweets and Xmas decs for Fayre
10/12/2019	Beeches Buffet	003581	210.00		Catering
10/12/2019	Billingshurst Parish Council	003569	134.16		Permstaff payroll bureau recha
12/12/2019	Direct365	Card	23.70		Soap dishes
17/12/2019	Beeches Buffet	003582	180.60		Catering
17/12/2019	Mrs Lesley Ridgeway	003583	31.72		Catering
18/12/2019	Horsham District Council	0100004606	91.35		Refuse collections Oct 19
19/12/2019	Booker	0713969667	222.36		Catering and cleaning material
19/12/2019	OPUS energy	1140791	672.56		Electricity 04/11 - 03/12/19
20/12/2019	Amazon	CARD	31.43		Chalk/Diary/VGA cable
24/12/2019	Horsham District Council	0100004606	76.10		Refuse collections
24/12/2019	Casual Staff	DD	1,492.22		Casual Staff salaries Dec 19
31/12/2019	Nisbetts	003635	0.00		Cancelled Cheque
31/12/2019	Action in Rural Sussex	003502	0.00		Cancelled C already pd by BPC
31/12/2019	Action in Rural Sussex	003502	-144.00		Cancel Payment
31/12/2019	Nisbets	003635	-68.86		Duplicate payment
Total Payments			5,556.45		

Date: 20/02/2020

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Natwest Bank Accounts

List of Payments made between 01/01/2020 and 31/01/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/01/2020	Screwfix	CARD	15.00		Door closer for back door
02/01/2020	Comms Express Ltd	CARD	67.87		Comms Express
06/01/2020	Grenke Leasing Ltd	1580010807	204.01		Printer rental 010120 - 310320
08/01/2020	Petty Cash	Petty Cash	120.00		Petty Cash Jan & Feb
09/01/2020	Grenke Leasing Ltd	1580010807	120.00		New printer documentation fee
13/01/2020	Evans Electrical	003588	762.00		Replacement lights/switches
13/01/2020	ADT Alarms	003589	73.20		Intruder alarm fault
13/01/2020	Kay's Electrical	003590	49.00		Repair to hoover
13/01/2020	Kreston Reeves LLP	003591	252.00		Casual Staff payroll to 31/12/
13/01/2020	Beeches Buffet	003592	336.00		Catering
13/01/2020	Baskets in Bloom	003587	50.00		Autumn hanging baskets
13/01/2020	Kay's Electrical	003590C	-49.00		Repair hoover - pd by Greg B
15/01/2020	UK Spares	CARD	21.81		Safety button for water heater
17/01/2020	Grenke Leasing Ltd	1580010807	106.80		Printer protection 2020
17/01/2020	Grenke Leasing Ltd	580010807	9.79		Pro rata printer protection
20/01/2020	Pyzer Cleaning Services	003585	896.40		Cleaning and deep polish
20/01/2020	Billingshurst Parish Council	003586	4,189.50		Payroll recharge Dec 19
20/01/2020	OPUS energy	1140791	618.43		Electricity 04/12/ - 03/01/20
22/01/2020	Casual Staff	DD	40.80		Casual staff PAYE
24/01/2020	Casual Staff	BACS	715.83		Casual staff salaries
28/01/2020	Greg Burt	003593	8.00		Wrapping paper
28/01/2020	Greg Burt	003594	49.00		Repair to Hoover
29/01/2020	Beeches Buffet	003598	336.00		Catering
29/01/2020	Carbon Management Resources Li	003584	162.00		Energy Certification renewal
29/01/2020	Ferris Plumbing & Heating	003597	96.00		Replacement thermostat head
30/01/2020	Display Stands UK	CARD	50.34		3 Tier cabinet for sweets
31/01/2020	Horsham District Council	0100004606	76.10		Refuse collection
Total Payments			9,376.88		

Date: 13/01/2020

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Bank Reconciliation Statement as at 31/12/2019
for Cashbook 1 - Natwest Bank Accounts

User: DENISE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest Current Account	31/12/2019	966	140.00 ✓
Business Reserve Account	31/12/2019	179	83,863.13 ✓
			<u>84,003.13</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
10/12/2019 003580 A272 Design		72.00	
			<u>72.00</u>
			83,931.13
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			83,931.13
		Balance per Cash Book is :-	83,931.13
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/12/2019
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	24/12/2019	16 17	60,140.61
			<u>60,140.61</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			60,140.61
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			60,140.61
		Balance per Cash Book is :-	60,140.61
		Difference is :-	0.00

(Handwritten initials)

Date: 10/02/2020

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**Bank Reconciliation Statement as at 31/01/2020
for Cashbook 1 - Natwest Bank Accounts**

User: DENISE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest Current Account	29 31 /01/2020	974	100.00
Business Reserve Account	31/01/2020	1843	91,128.57
			<u>91,228.57</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
13/01/2020 003587 Baskets in Bloom		50.00	
29/01/2020 003598 Beeches Buffet		336.00	
			<u>386.00</u>
			90,842.57
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			90,842.57
		Balance per Cash Book is :-	90,842.57
		Difference is :-	0.00