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## **WEST HOATHLY PARISH COUNCIL**

representing Highbrook, Selsfield, Sharpthorne, Tyes Cross and West Hoathly

### **West Hoathly Parish Council Clerks Report June 2020**

#### **Actions Taken and points of information not on the agenda**

- **Portable Speed Indicator Device.** This has been moved to the sign on the approach to the Tyes Cross junction going east.

#### **Proposed Street Name for dwellings adjacent to Marjac**

MSDC are the authority for street naming. However, Parish Councils have a role in ensuring that new street names have local support and are relevant to the area and its history.

The MSDC street naming guidelines have been circulated for reference. MSDC advise that the developer has suggested Longview Lane. MSDC has no objections to this name and ask the Parish Council to consider this along with any of their own suggestions and come back to them

#### **New Website to replace the Parish Council site and HoathlyHub**

The clerk has had an initial kick off meeting and along with Neil Greatorex and Claire Hilton had the first training session. The initial focus is to populate the site with the Council based information. A further session is proposed for early July.

It is proposed that the new supplier takes over control of the [www.westhoathly.gov.uk](http://www.westhoathly.gov.uk) and [www.hoathlyhub.info](http://www.hoathlyhub.info) domains so that people used to accessing the Hub will be redirected.

The site has a directory listing feature. This can be populated with the various community group contacts and also businesses. When the Parish Guide was produced it had been the intention to have the list of groups and businesses available electronically. This would be a useful feature but the Parish Council needs to decide whether it will include a listing free of charge (or for a small cost) to any local businesses that wish to be included (with suitable caveats on endorsements).

The Parish Council needs to consider how many years of history it wishes to hold on the website. Currently minutes go back to 2011. Parish Council transparency guidelines suggest only 2 years are required and including all the briefing papers will be time consuming if the Parish Council wishes to go back further. The documents are all held by the clerk so would be available if a member of the public wished to see a copy.

Similarly electronic copies of The Chronicle are stored on the Hoathly Hub and the archive goes back to 2011. The Parish Council needs to decide how far back it would like to store these.

## **Local Government Association Consultation on a new model Member Code of Conduct**

The draft model is available at:

[https://research.local.gov.uk/CP/File.php?F=F\\_8DrukKNJYt44TJz](https://research.local.gov.uk/CP/File.php?F=F_8DrukKNJYt44TJz)

### **Request for funding of the CAGNE Parish Forum**

CAGNE has funded the Council Forum to date but with impending expenditure of legal action to challenge Gatwick expansion plans we are asking members of the council forum to subscribe £4 each a year to meet the cost of the website and the virtual Zoom account - this is to be discussed at the meeting but we would welcome discussion with your council prior to this.

### **Bank Accounts**

The Hampshire Trust Bank One Year Bond has now matured. This has now been rolled over into a further 1-year bond with an interest rate of 1%.

The interest, £378.96, has been put into a Hampshire Trust Easy Saver account with a current interest rate of 0.5%. As the Unity Trust Savings Account is not currently paying any interest, I would propose leaving it here for the time being. It can be accessed by a letter signed by 2 out of the 4 signatories.

The current signatories on all the accounts (for both the Parish Council and the Trustees of West Hoathly Village Hall) are Ken Allfree, Kevin Gould, Neil Greatorex and Anne Halligey.

It has been proposed that Douglas Denham St Pinnock, as the current Parish Council Chairman becomes a signatory instead of Anne Halligey.

### **Financial Statements**

#### **Monthly Receipts and Payments**

##### **West Hoathly Parish Council**

- Interest of £378.96 was received in June.
- Payments of £5,815.27 for June are attached for approval.

##### **Trustees of West Hoathly Village Hall**

- Receipts of £691.00 have been received during June.
- Payments of £1,047.35 for June are attached for approval.

### **Correspondence received**

Details of Open Spaces AGM Thursday 2<sup>nd</sup> July [www.oss.org.uk/agm2020](http://www.oss.org.uk/agm2020)  
Open Spaces Summer newsletter

Helen Schofield  
25<sup>th</sup> June 2020

# Local Government Association Model Member Code of Conduct

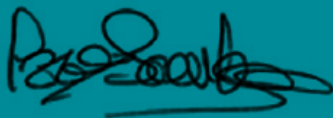
# Introduction

The Local Government Association (LGA) is providing this Model Member Code of Conduct as part of its work on supporting the sector to continue to aspire to high standards of leadership and performance.

The role of councillor in all tiers of local government is a vital part of our country's system of democracy. In voting for a local councillor, the public is imbuing that person and position with their trust. As such, it is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. The conduct of an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to and want to participate with. We want to continue to attract individuals from a range of backgrounds and circumstances who understand the responsibility they take on and are motivated to make a positive difference to their local communities.

All councils are required to have a local Member Code of Conduct. This Model Member Code of Conduct has been developed in consultation with the sector and is offered as a template for councils to adopt in whole and/or with local amendments. The LGA will undertake an annual review of the Code to ensure it continues to be fit-for-purpose, particularly with respect to advances in technology, social media and any relevant changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code, whilst the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

As a councillor we all represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent everyone (in our ward/town/parish), taking decisions fairly, openly, transparently and with civility. Councillors should also be treated with civility by members of the public, other councillors and council employees. Members have both individual and collective responsibility to maintain these standards, support expected behaviour and challenge behaviour which falls below expectations. This Code, therefore, has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.



**Councillor Izzi Seccombe OBE**  
Leader, LGA Conservative Group



**Councillor Nick Forbes CBE**  
Leader, LGA Labour Group



**Councillor Howard Sykes MBE**  
Leader, LGA Liberal Democrats Group



**Councillor Marianne Overton MBE**  
Leader, LGA independent Group

## Purpose

The purpose of this Code of Conduct is to assist councillors in modelling the behaviour that is expected of them, to provide a personal check and balance, and to set out the type of conduct against which appropriate action may be taken. It is also to protect yourself, the public, fellow councillors, council officers and the reputation of local government. It sets out the conduct expected of all members and a minimum set of obligations relating to conduct. The overarching aim is to create and maintain public confidence in the role of member and local government.

## Application of the Code

The Code of Conduct applies to you when you are acting [or claiming or giving the impression that you are acting]<sup>1</sup> in [public or in]<sup>2</sup> your capacity as a member or representative of your council, although you are expected to uphold high standards of conduct and show leadership at all times. The Code applies to all forms of member communication and interaction, including written, verbal, non-verbal, electronic and via social media, [including where you could be deemed to be representing your council or if there are potential implications for the council's reputation.] Model conduct and expectations is for guidance only, whereas the specific obligations set out instances where action will be taken.

## The seven principles of public life

Everyone in public office at all levels – ministers, civil servants, members, council officers – all who serve the public or deliver public services should uphold the seven principles of public life. This Code has been developed in line with these seven principles of public life, which are set out in appendix A.

## Model member conduct

In accordance with the public trust placed in me, on all occasions I will:

- act with integrity and honesty
- act lawfully
- treat all persons with civility; and
- lead by example and act in a way that secures public confidence in the office of councillor

In undertaking my role, I will:

- impartially exercise my responsibilities in the interests of the local community
- not improperly seek to confer an advantage, or disadvantage, on any person
- avoid conflicts of interest
- exercise reasonable care and diligence; and
- ensure that public resources are used prudently and in the public interest

## Specific obligations of general conduct

This section sets out the minimum requirements of member conduct. Guidance is included to help explain the reasons for the obligations and how they should be followed. These obligations must be observed in all situations where you act [or claim or give the impression that you are acting] as a councillor [or in public], including representing your council on official business and when using social media.

**As a councillor I commit to:**

## Civility

- 1. Treating other councillors and members of the public with civility.**
- 2. Treating council employees, employees and representatives of partner organisations and those volunteering for the councils with civility and respecting the role that they play.**

Civility means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a civil manner. You should not subject individuals, groups of people or organisations to unreasonable or excessive personal attack.

In your contact with the public you should treat them courteously. Rude and offensive behaviour lowers the public's expectations and confidence in its elected representatives.

In return you have a right to expect courtesy from the public. If members of the public are being abusive, threatening or intimidatory you are entitled to close down any conversation in person or online, refer them to the council, any social media provider or if necessary, the police. This also applies to members, where action could then be taken under the Member Code of Conduct.

## Bullying and harassment

- 3. Not bullying or harassing any person.**

Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. The bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and not always be obvious or noticed by others.

The Equality Act 2010 defines harassment as 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'. The relevant protected characteristics are age, disability, gender reassignment, race, religion or belief, sex, and sexual orientation.

## Impartiality of officers of the council

- 4. Not compromising, or attempting to compromise, the impartiality of anyone who works for, or on behalf of, the council.**

Officers work for the council as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. Although you can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

## Confidentiality and access to information

- 5. Not disclosing information given to me in confidence or disclosing information acquired by me which I believe is of a confidential nature, unless I have received the consent of a person authorised to give it or I am required by law to do so.**
- 6. Not preventing anyone getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and

printed materials are open to the public except in certain circumstances. You should work on this basis but there will be times when it is required by law that discussions, documents and other information relating to or held by the council are treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

## Disrepute

### **7. Not bringing my role or council into disrepute.**

Behaviour that is considered dishonest and/or deceitful can bring your council into disrepute. As a member you have been entrusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on other councillors and/or your council.

## Your position

### **8. Not using, or attempting to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a member of the council provides you with certain opportunities, responsibilities and privileges. However, you should not take advantage of these opportunities to further private interests.

## Use of council resources and facilities

### **9. Not misusing council resources.**

You may be provided with resources and facilities by the council to assist you in carrying out your duties as a councillor. Examples include office support, stationery and equipment such as phones, and computers and transport. These are given

to you to help you carry out your role as a councillor more effectively and not to benefit you personally.

## Interests

### **10. Registering and declaring my interests.**

You need to register your interests so that the public, council employees and fellow members know which of your interests might give rise to a conflict of interest. The register is a document that can be consulted when (or before) an issue arises, and so allows others to know what interests you have, and whether they might give rise to a possible conflict of interest. The register also protects you. You are responsible for deciding whether or not you should declare an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise.

It is also important that the public know about any interest that might have to be declared by you or other members, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained. Discuss the registering and declaration of interests with your Monitoring Officer/Town or Parish Clerk and more detail is set out in appendix B.

## Gifts and hospitality

### **11. Not accepting significant gifts or hospitality from persons seeking to acquire, develop or do business with the council or from persons who may apply to the council for any permission, licence or other significant advantage.**

### **12. Registering with the monitoring officer any gift or hospitality with an estimated value of at least £25 within 28 days of its receipt.**

You should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you



because you are a member. However, you do not need to register gifts and hospitality which are not related to your role as a member, such as Christmas gifts from your friends and family, or gifts which you do not accept. However, you may wish to notify your monitoring officer of any significant gifts you are offered but refuse which you think may have been offered to influence you.

Note – items in square brackets [x] refer to recommendations made by the Committee on Standards in Public Life and may be part of a future Government consultation. This includes possible future sanctions and appeals processes.

## Breaches of the Code of Conduct

Most councillors conduct themselves appropriately and in accordance with these standards. Members have both individual and collective responsibility to maintain these standards, support expected behaviour and challenge behaviour which falls below expectations.

Section 27 of the Localism Act 2011 requires relevant authorities to promote and maintain high standards of conduct by members and co-opted members of the authority. Each local authority must publish a code of conduct, and it must cover the registration of pecuniary interests, the role of an 'independent person' to advise on and investigate alleged breaches, and sanctions to be imposed on any councillors who breach the Code.

The 2011 Act also requires local authorities to have mechanisms in place to investigate allegations that a member has not complied with the Code of Conduct, and arrangements under which decisions on allegation may be made.

Failure to comply with the requirements to register or declare disclosable pecuniary interests is a criminal offence. Taking part in a meeting or voting, when prevented from doing so by a conflict caused by disclosable pecuniary interests, is also a criminal offence.

Political parties may have its own internal standards and resolution procedures in addition to the Member Code of Conduct that members should be aware of.

# Example

## LGA guidance and recommendations

### Internal resolution procedure

Councils should have in place an internal resolution procedure to address conduct that is in breach of the Member Code of Conduct. The internal resolution process should make it clear how allegations of breaches of the Code of Conduct are to be handled, including the role of an Independent Person, the appeals process and can also include a local standards committee. The internal resolution procedure should be proportionate, allow for members to appeal allegations and decisions, and allow for an escalating scale of intervention. The procedure should be voted on by the council as a whole.

In the case of a non-criminal breach of the Code, the following escalating approach can be undertaken.

If the breach is confirmed and of a serious nature, action can be automatically escalated.

1. an informal discussion with the monitoring officer or appropriate senior officer
2. an informal opportunity to speak with the affected party/ies
3. a written apology
4. mediation
5. peer support
6. requirement to attend relevant training
7. where of a serious nature, a bar on chairing advisory or special committees for up to two months
8. where of a serious nature, a bar on attending committees for up to two months.

Where serious misconduct affects an employee, a member may be barred from contact with that individual; or if it relates to a specific responsibility of the council, barred from participating in decisions or information relating to that responsibility.

## Endnotes

1. CSPL recommend that “Section 27(2) of the Localism Act 2011 should be amended to state that a local authority’s code of conduct applies to a member when they claim to act, or give the impression they are acting, in their capacity as a member or as a representative of the local authority”.
2. CSPL recommend that “councillors should be presumed to be acting in an official capacity in their public conduct, including statements on publicly accessible social media. Section 27(2) of the Localism Act 2011 should be amended to permit local authorities to presume so when deciding upon code of conduct breaches.”
3. Subject to footnotes 1 and 2 above
4. See CSPL website for further details [www.gov.uk/government/news/the-principles-of-public-life-25-years](http://www.gov.uk/government/news/the-principles-of-public-life-25-years)
5. ACAS’s definition of bullying

# Appendices

## Code Appendix A

The principles are :

### **Selflessness**

Holders of public office should act solely in terms of the public interest.

### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

### **Honesty**

Holders of public office should be truthful.

### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## Code Appendix B

### **Registering interests**

1. Within 28 days of this Code of Conduct being adopted by the council or your election or appointment to office (where that is later) you must register with the Monitoring Officer the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) and Table 2 (Other Registerable Interests).
2. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest in Table 1 or 2, or of any change to a registered interest, notify the Monitoring Officer.

### **Declaring interests**

3. Where a matter arises at a meeting which directly relates to an interest in Table 1, you must declare the interest, not participate in any discussion or vote on the matter and must not remain in the room unless granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.
4. Where a matter arises at a meeting which directly relates to an interest in Table 2, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

5. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest) or a financial interest or well-being of a relative or close associate, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.
6. Where a matter arises at a meeting which affects –
  - a. your own financial interest or well-being;
  - b. a financial interest or well-being of a friend, relative, close associate; or
  - c. a body covered by table 1 below

you must disclose the interest.

7. Where the matter affects the financial interest or well-being to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

**Table 1: Disclosable Pecuniary Interests**

Subject	Description
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.  [Any unpaid directorship.]
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.  This includes any payment or financial benefit from a trade union within the meaning of the <b>Trade Union and Labour Relations (Consolidation) Act 1992</b> .
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —  (a) under which goods or services are to be provided or works are to be executed; and
	(b) which has not been fully discharged.
<b>Land and Property</b>	Any beneficial interest in land which is within the area of the council.  ‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
<b>Licences</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.
<b>Corporate tenancies</b>	Any tenancy where (to the councillor’s knowledge)—  (a) the landlord is the council; and  (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
<b>Securities</b>	Any beneficial interest in securities* of a body where—  (a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and  (b) either—  (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or  (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

\*'director' includes a member of the committee of management of an industrial and provident society.

\*'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

**Table 2: Other Registerable Interests**

<b>Any Body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council;</b>	
Any Body—	(a) exercising functions of a public nature;
	(b) directed to charitable purposes; or
	(c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
of which you are a member or in a position of general control or management.	







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For a copy in Braille, larger print or audio,  
please contact us on 020 7664 3000.  
We consider requests on an individual basis.

REF 11.197



## WEST HOATHLY PARISH COUNCIL

representing Highbrook, Selsfield, Sharpthorne, Tyes Cross and West Hoathly

### West Hoathly Parish Council Insurance Schedule requirements and comparison 2020

Up until 2017 the Parish Council insurance was provided by Zurich Insurance. Following a review in 2017 the Parish Council changed the provider to AXA (through a broker Came and Company broker who specialise in Local Council insurance). Came & Company provide 3 quotes.

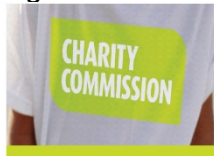
This year I have received 3 quotes through Came & Company and Zurich Insurance have also provided a quote.

Cover	Zurich	Pen (best via Came & Co)
<b>Public Liability</b>	£12 million	£10 million
<b>Hirers liability</b>	£2 million	£5 million
<b>Employers liability</b>	£10 million	£10 million
<b>Libel &amp; Slander</b>	£250,000	£500,000
<b>Fidelity Guarantee</b>	£250,000	£150,000
<b>Officials Indemnity</b>	?	£500,000
<b>Employee Dishonesty</b>		£150,00
<b>Money</b>	£5,000	£2,500 when carried by employees
<b>Contents away from Premises</b>		£2,500
<b>Personal Accident (employees, volunteers, councillors)</b>	Capital sum £100,000 Weekly sum £500 up to £2 million	Capital sum £100,000 Weekly sum £500
<b>Key Personnel Cover Clerk</b>	£100,000 £500 for up to 10 weeks £100 week thereafter	£250 per week up to a total of £2,500
<b>Internet &amp; Email</b>	Financial Loss cover within the Public Liability Section includes financial loss incurred by a third party as a result of negligence involving loss of data/fraudulent activity involving emails or internet information/data held.	£500,00 internet and email
<b>Legal expenses for employee disputes</b>	£100,000	£500,000
<b>Crisis Management</b>		£500,00
<b>Contract dispute</b>	Up to £5,000	£25,000
<b>Loss of Revenue</b>	£14,000 over 24 months	£10,000 over 12 months

<b>Increased Cost of Working</b>	Not requested (decided would probably have to work from home if lost office).	£10,000 over 12 months for costs incurred due to loss of revenue as the result of an insured event
<b>Excess Amounts</b>	£100 per claim	£250 per claim

### Costs

	<b>1 Year</b>	<b>3 Year LTA</b>
<b>Insurance cost for 2019</b>	<b>£1,670.78</b>	
<b>Pen</b>	<b>£1,757.25</b>	<b>£1,670.78</b>
<b>Zurich</b>	<b>£1,364.57</b>	<b>£1,271.51</b>
<b>Note:</b>	Came & Co now add an additional £50 Fee	



## Trustees' Annual Report for the period

		Period start date			Period end date		
		01	April	2019	31 <sup>st</sup>	March	2020
<b>From</b>							<b>To</b>

### Section A Reference and administration details

**Charity name** West Hoathly Village Hall

**Other names charity is known by**  

**Registered charity number (if any)** 305328

**Charity's principal address**

West Hoathly Village Hall, North Lane	
West Hoathly	
<b>Postcode</b>	RH19 4QG

#### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
	West Hoathly Parish Council as Sole Managing Trustee represented during 2019-20 by the following councillors:			
1	Ken Allfree	Chairman Management Committee		
2	Robert Bruce	Vice Chairman Management Committee		
3	Paul Brown	Member Management Committee		
4	William Buckley			
5	Jennifer Edwards			
6	Rita des Forges		1 <sup>st</sup> April 2019 to 2 <sup>nd</sup> May 2019	
7	Kevin Gould	Member Management Committee		
8	Neil Greatorex			
9	Anne Halligey	Member Management Committee		
10	Claire Hilton			
11	Douglas Denham St Pinnock			
12	Martin Robinson		2 <sup>nd</sup> May 2019 – 31 <sup>st</sup> March 2020	

**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

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**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Deed of Conveyance
How the charity is constituted (eg. trust, association, company)	West Hoathly Parish Council is the Sole Managing Trustee.
Trustee selection methods (eg. appointed by, elected by)	By virtue of being a member of West Hoathly Parish Council

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The management and running of the Hall is carried out by a committee of the Parish Council who have delegated authority to act on behalf of the Trustees.

The charging policy for the Hall is to keep Hall hire fees low to encourage use of the Hall by local groups. This policy can be maintained as rent from the flat situated above the Village Hall helps to underwrite the running costs of the Hall.

## **Section C Objectives and activities**

**Summary of the objects of the charity set out in its governing document**

The land with the building thereon specified shall be appropriated and used under the name of the West Hoathly Village Hall as a public or village hall for the purposes of physical and mental training and recreation and social, moral and intellectual development through the medium of reading and recreation rooms, library, lectures, classes, recreations and entertainments or otherwise as may be found expedient for the benefit of the inhabitants of the Parish of West Hoathly and its immediate vicinity without distinction of sex or of political, religious or other opinions.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Having regard to the guidance issued by the Charity Commission on Public benefit the Hall has had the following regular activities taking place throughout the year:

- Pre-School
- Parent and Toddler Group
- Rainbow and Brownie meetings
- Karate, Keep Fit and Pilates classes
- 2 WI groups
- Table Tennis group
- Youth Club for school years 6 – 9 (ages 10-14)

As well as regular activities over the past year the Hall has also hosted an annual Flower and Produce Show, the annual Local History Archive exhibition, a Local Market, alongside various local fundraising activities and parties.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Section D Achievements and performance**

**Summary of the main achievements of the charity during the year**

Following the refurbishment of the Main Hall in the past few years the Management Committee wish to upgrade the access staircase to the Village Hall Flat and at the same time create a small lobby area to improve energy efficiency within the Flat.

The Management Committee is also looking to create a store for the Local History Archive within the Village Hall to secure its future within the locality.

With reserve funds being used to refurbish the Main Hall 2019-20 has been a year of consolidation as funds are again built up.

The flat has been in continuous occupation throughout the year. The rent for the flat has remained unchanged.



## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Where possible reserves are built up to support the ongoing maintenance of the Hall and any project related work. Following the major refurbishment carried out during the last 2 years the reserves are currently low.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The charity's principal source of funds is from hall hire and the successful rental of a 1-bedroomed flat above the Village Hall.

During the year the Trustees received £15,489 of which £7,960 came from the hire of the Hall and £6,600 from Hall flat rental.

Payments on behalf of the Trustees of West Hoathly Village Hall were £12,744.

## Section F

## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary, Chair, etc)

Date

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Douglas Denham St Pinnock	
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Chairman of the Parish Council	
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**West Hoathly Parish Council**

**Bank - Cash and Investment Reconciliation as at 31 May 2020**

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**Confirmed Bank & Investment Balances**

Bank Statement Balances

31/05/2020 Current Account 14,629.52

**14,629.52**

Other Cash & Bank Balances

**72,060.91**

**86,690.43**

Receipts not on Bank Statement

**0.00**

**Closing Balance**

**86,690.43**

All Cash & Bank Accounts

1 Current Bank A/c 14,629.52

Other Cash & Bank Balances 72,060.91

**Total Cash & Bank Balances 86,690.43**

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**West Hoathly Parish Council**

**Summary Receipts and Payments for Year Ended 31st May 2020**

Last Year Ended 31st March 2019		Current Year Ended 31st May 2020
	<b>Receipts</b>	
66,120.00	Precept	36,477.00
3,520.16	TWHVH Employee Costs	486.25
<b>69,640.16</b>	Sub Total	<b>36,963.25</b>
	<b>Operating Income</b>	
2,009.35	Income	136.90
633.00	Allotments	0.00
500.00	North Lane Recreation Ground	0.00
49.05	Infrastructure	3.45
3,139.22	VAT Data	1,785.07
<b>75,970.78</b>	Total Receipts	<b>38,888.67</b>
	<b>Running Costs</b>	
35,665.02	Administration	8,309.86
747.82	Allotments	15.62
1,370.83	Finche Field	170.00
5,937.60	North Lane Recreation Ground	2,275.00
3,170.88	Playgrounds	0.00
9,643.01	Infrastructure	439.75
4,817.56	Premises	351.98
3,694.58	VAT Data	1,089.79
<b>65,047.30</b>	Total Payments	<b>12,652.00</b>
	<b>Receipts and Payments Summary</b>	
<b>49,530.28</b>	<b>Opening Balance</b>	<b>60,453.76</b>
75,970.78	Add Total Receipts(As Above)	38,888.67
125,501.06		99,342.43
65,047.30	Less Total Payments(As Above)	12,652.00
<b>60,453.76</b>	<b>Closing Balance</b>	<b>86,690.43</b>
	<b>These cumulative funds are represented by:</b>	
4,869.85	Current Bank A/c	14,629.52
35,583.91	Deposit Account	52,060.91
20,000.00	Hamsphire Trust Bond	20,000.00
<b>60,453.76</b>		<b>86,690.43</b>
	<b>Reserve Balances are represented by:</b>	
10,923.48	Current Year Fund	26,236.67
7,666.29	General Reserves	13,225.11
2,989.00	EMR Election Expenses	2,989.00

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## West Hoathly Parish Council

### Summary Receipts and Payments for Year Ended 31st May 2020

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Last Year Ended 31st March 2019		Current Year Ended 31st May 2020
694.28	EMR Public Conveniences Fund	994.28
22.15	EMR Future Parish Celebrations	22.15
2,687.00	EMR Rec/Playground Enhancement	3,687.00
16,693.66	EMR Pavilion Seed Funding	15,418.66
145.00	EMR Pavilion Fundraising	145.00
884.80	EMR Fingerpost Maintenance	1,284.80
1,578.14	EMR Village Hamlet Gateways	1,578.14
2,700.32	EMR Highways Improvements	2,700.32
226.00	EMR Defibrillators	626.00
8,000.00	EMR Neighbourhood Plan	9,000.00
1,099.75	EMR IT & Website	509.41
598.75	EMR Parish Guide	598.75
215.00	EMR Reinstatement WHP11	215.00
1,830.14	EMR Local History Projects	1,830.14
1,000.00	EMR Land Registration	1,000.00
500.00	EMR Ownership Broadfield Bank	500.00
0.00	EMR Grant Village Hall	3,130.00
0.00	EMR Bluebell Wood Managment	1,000.00
<hr/> <b>60,453.76</b> <hr/>		<hr/> <b>86,690.43</b> <hr/>

Signed : \_\_\_\_\_ (Chairman) \_\_\_\_\_ (RFO)

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Trustees of West Hoathly Village Hall

Bank - Cash and Investment Reconciliation as at 31 May 2020

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**Confirmed Bank & Investment Balances**

Bank Statement Balances

31/05/2020 Unity Trust Current 12,176.04

**12,176.04**

Other Cash & Bank Balances

**5,216.45**

**17,392.49**

Receipts not on Bank Statement

**0.00**

**Closing Balance**

**17,392.49**

All Cash & Bank Accounts

1 Current Bank A/c 12,176.04

Other Cash & Bank Balances 5,216.45

**Total Cash & Bank Balances 17,392.49**

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**Trustees of West Hoathly Village Hall**

**Summary Receipts and Payments for Year Ended 31st May 2020**

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Last Year Ended 31st March 2019		Current Year Ended 31st May 2020
	<b>Receipts</b>	
6,600.00	Flat Rent	1,100.00
<b>6,600.00</b>	Sub Total	<b>1,100.00</b>
	<b>Operating Income</b>	
7,960.14	Income	1,403.50
928.72	VAT Data	128.90
<b>15,488.86</b>	Total Receipts	<b>2,632.40</b>
	<b>Running Costs</b>	
4,090.97	Cleaning	575.00
197.30	Fire Safety	0.00
3,445.70	General Maintenance	6.25
902.12	Heating	0.00
3,106.63	Utilities & Contracts	384.54
1,001.03	VAT Data	0.00
<b>12,743.75</b>	Total Payments	<b>965.79</b>
	<b>Receipts and Payments Summary</b>	
<b>12,980.77</b>	<b>Opening Balance</b>	<b>15,725.88</b>
15,488.86	Add Total Receipts(As Above)	2,632.40
28,469.63		18,358.28
12,743.75	Less Total Payments(As Above)	965.79
<b>15,725.88</b>	<b>Closing Balance</b>	<b>17,392.49</b>
	<b>These cumulative funds are represented by:</b>	
10,509.43	Current Bank A/c	12,176.04
5,216.45	Deposit Account	5,216.45
<b>15,725.88</b>		<b>17,392.49</b>
	<b>Reserve Balances are represented by:</b>	
2,745.11	Current Year Fund	1,666.61
12,980.77	General Reserves	15,725.88
<b>15,725.88</b>		<b>17,392.49</b>

Signed : \_\_\_\_\_ (Chairman) \_\_\_\_\_ (RFO)

## List of Payments made between 01/06/2020 and 30/06/2020

---

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/06/2020	British Telecom	DD	66.48	M015NE	Phone and Broadband
08/06/2020	Southern Electric	DD	37.64	381653656 0026	Pavilion Electricity
17/06/2020	phs Group	DD	331.15	674741014	phs Annual Contract
21/06/2020	Southern Electric	DD	55.20	761668997 0028	Public Toilets electricity
29/06/2020	Monitor Cleaning	20191879	217.54	23086	Public Toilet Cleaning
29/06/2020	David Jenkins Ltd	281841944	2,220.00	Inv SI208	Pavilion Planning Application
29/06/2020	East Grinstead Town Council	837665127	54.00	AD1730	Bank Reconciliation checks
29/06/2020	Gary Coxall	541941864	135.00	009	General Maintenance
29/06/2020	Dorian Fretwell	508700810	240.00		Hall Cleaning June
29/06/2020	Colin Gibbs	868150250	75.66		Asset Reviews and Audits
29/06/2020	Helen Schofield	961864705	1,524.17		Pay and Expenses June
29/06/2020	HMRC	286020810	379.58		PAYE June
29/06/2020	WSCC Local Govt Pension Scheme	665788733	460.85		June Pension payments
30/06/2020	Unity Bank	BANK	18.00		Bank Admin

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**Total Payments**      5,815.27

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## List of Payments made between 01/06/2020 and 30/06/2020

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/06/2020	Southern Electric	DD	146.40	811652252 0022	Electricity
17/06/2020	phs Group	DD	370.87	67473973	phs Annual Contract
29/06/2020	Lopez WIndow Cleaning	429865103	35.00		Window Cleaning
29/06/2020	StarBrite Chemicals Ltd	818254547	94.58	310751	Cleaning Supplies (Covid)
29/06/2020	Helen Schofield	2668357743	22.50	BestHost 21957	Website hosting
29/06/2020	West Hoathly Parish Council	788207180	300.00		Hall Cleaning
29/06/2020	Gary Coxall	489984710	60.00		Hall Garden
30/06/2020	Unity Trust	BANK	18.00		Service Admin Charge

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**Total Payments**      1,047.35