



WEST HOATHLY PARISH COUNCIL

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

West Hoathly Parish Council Clerks Report July 2020

Actions Taken and points of information not on the agenda

- **Portable Speed Indicator Device.** This will be passed to Balcombe. The parish will have access to a SID again in November.
- **Financial Signatories.** The paperwork is ready and has been signed by all signatories.
- **Discretionary Grants with respect to COVID-19** An application on behalf of the Village Hall has been submitted and a decision from MSDC is awaited.

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

MSDC have decided that the houses should have their own street name and post code and do not see them as being part of Top Road or Bayhams Field. With this clarification the committee would recommend acceptance of Longview Lane.

Parish Council as Custodian of both the electronic and physical Local History Archive

At the June PC meeting a point was raised about adding a feature to allow searching of the Local History Archive onto the Parish Council website.

When the future of the Archive was discussed early 2019 the Parish Council agreed to pursue finding a home for the physical archive which it is trying to achieve in the Village Hall. The PC did not see that it was the correct body to run and manage the whole Archive and the proposal was that volunteers should be sought to take on the other aspects of what Dr Ralph now does.

The Parish Council approved the replacement of the PC website and Hoathly Hub as it needed updating and also there is a legal requirement for local councils to have accessible websites by this September so getting these setup needs to be a summer priority for the Clerk and Council.

The supplier chosen provides websites for Parish Councils and its structure and functions support the working of a Council. Based on what I have seen and used I believe that most of the Hub information can also be made available through this

same structure. This includes simple websites as provided now on the Hub (which includes the Local History Archive and a link to catalogue pages of what is available).

I am not convinced that the current structure lends itself to storing and providing a useful search of a local history archive.

If the Parish Council decides it wishes to be involved in the electronic archive then a project can be set up in the Autumn to provide a recommendation with some costs to be considered as part of the 2021-22 budget cycle.

Financial Statements

Monthly Receipts and Payments

West Hoathly Parish Council

- Receipts of £1,994.49 were received in July.
- Payments of £ 3,266.35 for July are attached for approval.

A transfer of £20,000 has been set up from the Savings to the Current account to cover future expenditure.

Trustees of West Hoathly Village Hall

- Receipts of £550.00 have been received during July.
- Payments of £372.23 for July are attached for approval.

Correspondence received

Copied in on a letter regarding possible permissive parking scheme for the Gravetye car park in Vowels Lane – possibly looking to Parish Council to support this.

Resident asking if the Parish Council would approach Ibstock regarding their

To consider timings of future Parish Council meetings in light of Covid-19 requirements

To ensure the Hall is “Covid-19” secure for all users hirers will need to commit to cleaning the Hall before and after their hire. This means that where a user groups has been allowed to follow on straight after another hire times will need to be reviewed and adjusted to allow time for cleaning and for the first group to be clear of the Hall before the next groups arrives.

Currently on a Monday the Hall is hired for a Pilates class 6:00pm – 7:00pm. On full PC Mondays the Planning meeting has started at 7:15pm to allow this to take place before the full Parish Council meeting at 8:00pm. Committee meetings have taken place at 7:30pm.

Assuming regular hirers look to start using the Hall again from September the Parish Council will need to consider the timings of their meetings. The Pilates group is unlikely to be able to start earlier than 6:00pm as attendees come straight from work.

Helen Schofield
21st July 2020



WEST HOATHLY PARISH COUNCIL

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

Financial report ending 30 June 2020

West Hoathly Parish Council

Cash Book Position

Opening Balance 1 st April 2020	£60,454
Receipts Received	£39,309
Payments Made	£20,688
Closing Balance 30 th June 2020	£79,075

- **Income**

As at 30th June 2020 the Parish Council had received £39,309 of which £36,477 was the first half year precept payment.

£486 was received from the Trustees of West Hoathly Village Hall for cleaning and maintenance services.

Other income was as follows:

- Interest: -
- Hoathly Hub Advertising £8
- Allotment Rent -
- Grants & Donations -
- Use of North Lane Recreation Ground by the Football Club -
- Wayleave £3

VAT reclaimed for 1st January 2020 to 31st March 2020 was £1,785.

- **Payments**

As at 31st May 2020 the Parish Council had made payments of £20,688.

Running Costs

	Actual 2019-20	Budget 2020-21	Actual YTD 2020-21	Variance against Budget
General Admin	35,665	42,533	13,863	32.6%
Asset Management & Highways	25,688	22,700	6,824	30.8%

General Admin

The General Admin Actuals for the year include salary payments made for the Cleaning and Maintenance of West Hoathly Village Hall which are offset by a receipt from the Trustees of West Hoathly Village Hall accounts.

£2,090 has been spent from Ear Marked Reserves for the new Website and a laptop for the assistant clerk.

Removing the Reserves and Hall costs from the revenue budget the variance against budget is 25.0%

£692 has been spent on the SSALC subscription which is an annual payment.
£1,272 has been spent on the insurance which is an annual payment.

Asset & Highways

In 2019-20 the Asset and Highways expenditure included £7,724 which was project work that came out of Ear Marked Reserves.

£5,074 of the expenditure to date has been on the Pavilion Planning application and therefore come from the Ear Marked Reserve.

Trustees of West Hoathly Village Hall

Cash Book Position

Opening Balance ^{1st} April 2020	£15,726
Receipts Received	£3,329
Payments Made	£2013
Closing Balance 30 June 2020	£17,041

- **Income**

£1,540 was from regular user hire from January to March.

VAT Reclaimed for 1st January 2020 to 31st March 2020 was £129.

- **Payments**

Expenditure has been on Hall cleaning and utilities.

Helen Schofield, June 2020

West Hoathly Parish Council

Summary Receipts and Payments for Year Ended 30th June 2020

Last Year Ended 31st March 2019		Current Year Ended 30th June 2020
	Receipts	
66,120.00	Precept	36,477.00
3,520.16	TWHVH Employee Costs	486.25
69,640.16	Sub Total	36,963.25
	Operating Income	
2,009.35	Income	557.28
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
75,970.78	Total Receipts	39,309.05
	Running Costs	
35,665.02	Administration	12,253.42
747.82	Allotments	15.62
1,370.83	Finche Field	170.00
5,937.60	North Lane Recreation Ground	5,074.00
3,170.88	Playgrounds	0.00
9,643.01	Infrastructure	671.62
4,817.56	Premises	893.17
3,694.58	VAT Data	1,609.95
65,047.30	Total Payments	20,687.78
	Receipts and Payments Summary	
49,530.28	Opening Balance	60,453.76
75,970.78	Add Total Receipts(As Above)	39,309.05
125,501.06		99,762.81
65,047.30	Less Total Payments(As Above)	20,687.78
60,453.76	Closing Balance	79,075.03
	These cumulative funds are represented by:	
4,869.85	Current Bank A/c	6,593.74
35,583.91	Deposit Account	52,102.33
20,000.00	Hampshire Trust Bond	20,000.00
0.00	Hampshire Trust Saver	378.96
60,453.76		79,075.03
	Reserve Balances are represented by:	
10,923.48	Current Year Fund	18,621.27
7,666.29	General Reserves	16,024.11

West Hoathly Parish Council

Summary Receipts and Payments for Year Ended 30th June2020

Last Year Ended 31st March 2019		Current Year Ended 30th June2020
2,989.00	EMR Election Expenses	2,989.00
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	12,619.66
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/> 60,453.76 <hr/>		<hr/> 79,075.03 <hr/>

Signed : _____ (Chairman) _____ (RFO)

West Hoathly Parish Council

Bank - Cash and Investment Reconciliation as at 30 June 2020

Confirmed Bank & Investment Balances

Bank Statement Balances

30/06/2020 Current Account 13,172.05

13,172.05

Other Cash & Bank Balances

72,481.29

85,653.34

Unpresented Payments

6,578.31

79,075.03

Receipts not on Bank Statement

0.00

Closing Balance

79,075.03

All Cash & Bank Accounts

1 Current Bank A/c 6,593.74

Other Cash & Bank Balances 72,481.29

Total Cash & Bank Balances 79,075.03

Trustees of West Hoathly Village Hall

Summary Receipts and Payments for Year Ended 30th June 2020

Last Year Ended 31st March 2019		Current Year Ended 30th June 2020
	Receipts	
6,600.00	Flat Rent	1,650.00
6,600.00	Sub Total	1,650.00
	Operating Income	
7,960.14	Income	1,549.70
928.72	VAT Data	128.90
15,488.86	Total Receipts	3,328.60
	Running Costs	
4,090.97	Cleaning	1,048.82
197.30	Fire Safety	0.00
3,445.70	General Maintenance	6.25
902.12	Heating	0.00
3,106.63	Utilities & Contracts	873.53
1,001.03	VAT Data	84.54
12,743.75	Total Payments	2,013.14
	Receipts and Payments Summary	
12,980.77	Opening Balance	15,725.88
15,488.86	Add Total Receipts(As Above)	3,328.60
28,469.63		19,054.48
12,743.75	Less Total Payments(As Above)	2,013.14
15,725.88	Closing Balance	17,041.34
	These cumulative funds are represented by:	
10,509.43	Current Bank A/c	11,819.69
5,216.45	Deposit Account	5,221.65
15,725.88		17,041.34
	Reserve Balances are represented by:	
2,745.11	Current Year Fund	1,315.46
12,980.77	General Reserves	15,725.88
15,725.88		17,041.34

Signed : _____ (Chairman) _____ (RFO)

Trustees of West Hoathly Village Hall

Bank - Cash and Investment Reconciliation as at 30 June 2020

Confirmed Bank & Investment Balances

Bank Statement Balances

30/06/2020 Unity Trust Current 12,331.77

12,331.77

Other Cash & Bank Balances

5,221.65

17,553.42

Unpresented Payments

512.08

17,041.34

All Cash & Bank Accounts

1 Current Bank A/c 11,819.69

Other Cash & Bank Balances 5,221.65

Total Cash & Bank Balances 17,041.34

List of Payments made between 01/07/2020 and 31/07/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/07/2020	British Telecom	DD	67.36	M016 RW	Phone and Broadband
27/07/2020	Gary Coxall	96559837	80.00	013	Infrastructure tidying up
27/07/2020	Trevor Polhill	203625284	400.00		Finche Field Mowing Brambles
27/07/2020	Mid Sussex District Council	122343687	70.00	4100433839	NLR Premises Licence
27/07/2020	Monitor Cleaning	207416892	217.54	23165	Public Toilet Cleaning
27/07/2020	Helen Schofield	423983987	1,294.83		Salary and supplies
27/07/2020	Dorian Fretwell	406670838	192.00		Hall Cleaning Employee
27/07/2020	Colin Gibbs	256854317	95.57		Handyman pay and materials
27/07/2020	HMRC	959221517	327.56		Salary On costs
27/07/2020	WSSC Local Govt Pension Scheme	61436807	436.95		Pension Costs
27/07/2020	Trustees West Hoathly Village	858846025	84.54		VAT Q1 TWHVH
Total Payments			3,266.35		

List of Payments made between 01/07/2020 and 31/07/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/07/2020	Jonathan Hughes	354045732	65.00		Piano Tuning
27/07/2020	Gary Coxall	999882591	40.00		Hall Garden
27/07/2020	Helen Schofield	800072884	27.23		Hall Materials
27/07/2020	West Hoathly Parish Council	308500395	240.00		Hall Employee costs

Total Payments 372.23