

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

West Hoathly Parish Council Clerks Report March 2023

Actions Taken and points of information not on the agenda

- The Sharpthorne & West Hoathly Development Group will be holding a residents' meeting on Wednesday 29th March 2023 at 7:30pm, West Hoathly Village Hall
- The allotment holders meeting will take place on Saturday 1st April at 10am, West Hoathly Village Hall.
- The Parish Office will be closed week commencing 11th April. (Both the Clerk & RFO will be on leave)

Information for items on the agenda-

Item 8- circulated to councillors via email.

Item 11- circulated to councillors via email.

Item 12- Bonfire society request

West Hoathly Bonfire Society would like to hold the parish bonfire event on Saturday 4th November 2023.

A plan has been put in place to clean up the debris from last years event, the committee are waiting for a prolonged period of dry weather before this can be completed.

Item 13- circulated to councillors via email.

Correspondence -

Letter from Monitor Cleaning

Monitor Cleaning Services has advised that the cost for cleaning the public toilets will increase from £2,327.22 p.a to £2,553.00 p.a as a result of the new National Living Wage that has been introduced from 1st April 2023.

Invitation to Police Focus Group - Mid Sussex North area

Thurs 18 May 10am – 12 noon East Court (council chamber), College Lane, East Grinstead RH19 3LT Time: 11:44

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West Hoathly Parish Council

Current Bank A/c

List of Payments made between 24/02/2023 and 24/03/2023

Date Paid	Payee Name	Reference	Amount Paid Authorized Ref	Transaction Detail
28/02/2023	Gary Coxall	2223158	230.00	Gary Coxall
03/03/2023	Royal British Legion	CHQ300121	50.00	Royal British Legion
23/03/2023	HMRC March PAYE	2223152	588.25	HMRC March PAYE
23/03/2023	HMRC balancing payment Er NIC	2223153	148.67	HMRC balancing payment Er NIC
23/03/2023	WSCC Local Govt Pension Schem	e2223154	518.18	WSCC Local Govt Pension Scheme
23/03/2023	C Gibbs Salary Handyman	2223155	85.12	C Gibbs Salary Handyman
23/03/2023	D Fretwell VH Cleaner Salary	2223156	192.00	D Fretwell VH Cleaner Salary
23/03/2023	Salaries March	2223157	1,871.99	Salaries March
23/03/2023	Gary Coxall	2223159	237.50	Gary Coxall
23/03/2023	Insignia Coronation Coins	2223160	1,440.00	Insignia Coronation Coins
23/03/2023	Southern Electric	2223161DD	363.86	Southern Electric
23/03/2023	Southern Electric	2223162DD	119.97	Southern Electric WC's
23/03/2023	Quills Office Supplies	2223163	65.39	Quills Office Supplies
23/03/2023	Phil Jones Associates Ltd	2223164	3,672.00	Transport Consultant Fees
23/03/2023	Monitor Cleaning	2223165	232.73	Monitor Cleaning
23/03/2023	Microsoft 365 Software	2223166	227.52	Microsoft 365 Software fee
23/03/2023	2 Commune	2223167	60.00	2 Commune Website pop over
23/03/2023	Derek Shurvell	2223168	1,920.00	D Shurvell Various grass/hedge
23/03/2023	Business Stream	2223169DD	41.70	Business Stream
23/03/2023	British Telecom	2223170DD	66.52	British Telecom
23/03/2023	CAGNE Parish Forum	2223171	4.00	CAGNE Parish Forum Annual subs
23/03/2023	Lloyds bank cc charge	CREDITCARD	3.00	Lloyds bank cc charge
23/03/2023	Scientifics Newt eDNA kit	CREDITCARD	30.00	Scientifics Newt eDNA kit Blue
23/03/2023	Credit card owed by TWHVH	CREDITCARD	682.43	Credit card owed by TWHVH

Total Payments

12,850.83

West Hoathly Parish Council

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Bank Reconciliation Statement as at 24/03/2023 for Cashbook 1 - Current Bank A/c

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Bank Statement Accoun	Name (s) Statemen	t Date Page No	Balances
Current Account	24/0:	2/2023	2,104.25
		_	2,104.25
Unpresented Cheques (I	linus)	Amount	
23/03/2023 2223152	HMRC March PAYE	588.25	
23/03/2023 2223153	HMRC balancing payment Er NIC	148.67	
23/03/2023 2223154	WSCC Local Govt Pension Scher	ne 518.18	
23/03/2023 2223155	C Gibbs Salary Handyman	85.12	
23/03/2023 2223156	D Fretwell VH Cleaner Salary	192.00	
23/03/2023 2223157	Salaries March	1,871.99	
23/03/2023 2223159	Gary Coxall	237.50	
23/03/2023 2223161DD	Southern Electric	363.86	
23/03/2023 2223162DD	Southern Electric	119.97	
23/03/2023 2223163	Quills Office Supplies	65.39	
23/03/2023 2223164	Phil Jones Associates Ltd	3,672.00	
23/03/2023 2223165	Monitor Cleaning	232.73	
23/03/2023 2223166	Microsoft 365 Software	227.52	
23/03/2023 2223167	2 Commune	60.00	
23/03/2023 2223168	Derek Shurvell	1,920.00	
23/03/2023 2223171	CAGNE Parish Forum	4.00	
23/03/2023 CREDITCAR	D Lloyds bank cc charge	3.00	
23/03/2023 CREDITCAR	D Scientifics Newt eDNA kit	30.00	
23/03/2023 CREDITCAR	D Credit card owed by TWHVH	682.43	
		_	11,022.61
			-8,918.36
Receipts not Banked/Cle	ared (Plus)		
		0.00	
		_	0.00
			-8,918.36

Balance per Cash Book is :-

Difference is :-

-8,918.36

0.00

West Hoathly Parish Council

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Time: 11:40

Bank Reconciliation Statement as at 24/03/2023 for Cashbook 2 - Deposit Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Deposit Account	23/03/2023		81,380.49
			81,380.49
Unpresented Cheques (Minus)		Amount	
		0.00	
			0.00
			81,380.49
Receipts not Banked/Cleared (Plus)			
		0.00	
			0.00
			81,380.49
	Balance p	er Cash Book is :-	81,380.49
		Difference is :-	0.00

West Hoathly Parish Council

Detailed Receipts & Payments by Budget Heading 24/03/2023

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100	Income							
1076	Precept	78,862	78,862	0			100.0%	
1090	Interest Received	565	191	(374)			295.7%	
1300	Other Income	266	0	(266)			0.0%	
1301	TWHVH CC Income	58	0	(58)			0.0%	
1310	JUBILEE	5,850	0	(5,850)			0.0%	
1800	TWHVH Employee Costs	2,880	0	(2,880)			0.0%	
1850	TWHVH Vat	498	0	(498)			0.0%	
	Income :- Receipts	88,979	79,053	(9,926)			112.6%	
	Net Receipts	88,979	79,053	(9,926)				
110	Administration							
	Administration Solarios	26,664	25.000	(4.664)		(4.664)	106 70/	
	Salaries Hall Cleaning	3,120	25,000 0	(1,664) (3,120)		(1,664) (3,120)	106.7% 0.0%	
	Handyman Salary	1,306	1,650	(3,120)		(3,120)	79.1%	
	·	6,671	5,760				115.8%	
	Employer On Costs	816	•	(911) 384		(911) 384	68.0%	
	Training/Courses Chairman's Allowance	75	1,200 0	(75)		(75)	0.0%	
	Bank Charges	90	120	30		30	75.0%	
	Audit Fees	693	900	207		207	77.0%	
	Professional Fees	3,060	900	(3,060)		(3,060)	0.0%	
	Premises Licence Fee	0	80	80		80	0.0%	
	Subscriptions & Memberships	1,380	1,200	(180)		(180)	115.0%	
	Insurance	1,492	1,400	(92)		(92)	106.6%	
	Stationery	202	400	198		198	50.4%	
	Telephone & Broadband	605	800	195		195	75.6%	
	Website	758	750	(8)		(8)	101.1%	
4190		190	650	460		460	29.2%	
	Office Expenses	43	0	(43)		(43)	0.0%	
	TWHVH CREDIT CARD expenses	943	0	(943)		(943)	0.0%	
	Credit card exp to reallocate	23	0	(23)		(23)	0.0%	
	Grants & Donations	3,690	5,000	1,310		1,310	73.8%	
	PWLB	0	2,134	2,134		2,134	0.0%	
	VAT due to TWHVH	498	0	(498)		(498)	0.0%	
	Jubilee Payments only	7,871	0	(7,871)		(7,871)	0.0%	
	Administration :- Indirect Payments	60,188	47,044	(13,144)		(13,144)	127.9%	1,687
	Net Payments	(60,188)	(47,044)	13,144				
6000	plus Transfer from EMR	1,687						
2000	Movement to/(from) Gen Reserve	(58,501)						
	wovement to/(nom) Gen Reserve	(36,301)						

West Hoathly Parish Council

Detailed Receipts & Payments by Budget Heading 24/03/2023

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
120	Allotments							
1500	Allotments Rent	627	600	(27)			104.5%	
	Allotments :- Receipts	627	600	(27)			104.5%	
4300	Water Charges	31	250	219		219	12.4%	
4420	Maintenance	0	250	250		250	0.0%	
	Allotments :- Indirect Payments	31	500	469	0	469	6.2%	
	Net Receipts over Payments	596	100	(496)				
130	Finche Field							
	Grass Cutting	1,350	1,350	0		0	100.0%	
	Finche Field Mowing	250	375	125		125	66.7%	
4420	Maintenance	350	500	150		150	69.9%	
4430	Bramble Clearing	200	200	0		0	100.0%	
4440	Comm Orchard/Tree purchases	817	0	(817)		(817)	0.0%	517
	Finche Field :- Indirect Payments	2,967	2,425	(542)	0	(542)	122.3%	517
	Net Payments	(2,967)	(2,425)	542				
6000	plus Transfer from EMR	517						
	Movement to/(from) Gen Reserve	(2,450)						
140	North Lane Recreation Ground							
1600	NLR Hire Fees	500	500	0			100.0%	
	North Lane Recreation Ground :- Receipts	500	500				100.0%	0
4420	Maintenance	290	250	(40)		(40)	116.0%	
4500	NLR Maintenance Contract	2,725	3,000	275		275	90.8%	
4770	Electricity	347	0	(347)		(347)	0.0%	
North L	ane Recreation Ground :- Indirect Payments	3,362	3,250	(112)	0	(112)	103.4%	0
	Net Receipts over Payments	(2,862)	(2,750)	112				
<u>150</u>	Sharpthorne Old Playground							
4400	Grass Cutting	250	250	0		0	100.0%	
4420	Maintenance	0	100	100		100	0.0%	
Sharp	othorne Old Playground :- Indirect Payments	250	350	100	0	100	71.4%	

West Hoathly Parish Council

Detailed Receipts & Payments by Budget Heading 24/03/2023

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>160</u>	Playgrounds							
4420	Maintenance	1,027	700	(327)		(327)	146.7%	
4550	Playbark	0	250	250		250	0.0%	
4560	Inspections	630	700	70		70	90.0%	
	Playgrounds :- Indirect Payments	1,657	1,650	(7)	0	(7)	100.4%	0
	Net Payments	(1,657)	(1,650)	7				
<u>170</u>	Infrastucture							
1700	Wayleave	49	46	(3)			107.3%	
	Infrastucture :- Receipts	49	46	(3)			107.3%	
4420	Maintenance	1,504	1,500	(4)		(4)	100.3%	283
4421	Step refurbishment	9,240	0	(9,240)		(9,240)	0.0%	4,894
4600	Dog & Litter Bins	983	1,850	867		867	53.1%	
4620	Hanging Baskets	36	50	14		14	72.0%	
4630	Sharpthorne Christmas Tree	50	110	60		60	45.5%	
4640	Tree Work and Surveys	1,700	5,500	3,800		3,800	30.9%	
4641	Bluebell Wood Management	380	2,800	2,420		2,420	13.6%	
4650	Selsfield Common	125	100	(25)		(25)	125.0%	
4660	Sharpthorne Green	300	300	0		0	100.0%	
4670	Vinols Cross Area	595	600	5		5	99.2%	
4680	Cookhams Wood Verge	0	400	400		400	0.0%	
4690	Grit Bins	241	250	9		9	96.3%	
4720	Work on Bank Broadfield	460	750	290		290	61.3%	
4740	Verge alongside Courtlands	560	400	(160)		(160)	140.0%	
	Infrastucture :- Indirect Payments	16,174	14,610	(1,564)	0	(1,564)	110.7%	5,177
	Net Receipts over Payments	(16,125)	(14,564)	1,561				
6000	plus Transfer from EMR	5,177						
	Movement to/(from) Gen Reserve	(10,947)						
<u>180</u>	Premises							
4300	Water Charges	337	750	413		413	45.0%	
4420	Maintenance	680	500	(180)		(180)	136.0%	
4750	Toilets Cleaning Contract	2,396	2,500	104		104	95.8%	
4760	Toilets Equipment Contract	297	350	53		53	85.0%	
4770	Electricity	753	1,000	247		247	75.3%	
	Premises :- Indirect Payments	4,463	5,100	637	0	637	87.5%	0

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West Hoathly Parish Council

Detailed Receipts & Payments by Budget Heading 24/03/2023

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
999 VAT Data							
115 VAT on Receipts	3,261	0	(3,261)			0.0%	
VAT Data :- Receipts	3,261		(3,261)				
515 VAT on Payments	5,596	0	(5,596)		(5,596)	0.0%	
VAT Data :- Indirect Payments	5,596	0	(5,596)	0	(5,596)		0
Net Receipts over Payments	(2,335)	0	2,335				
Grand Totals:- Receipts	93,416	80,199	(13,217)			116.5%	,)
Payments	94,688	74,929	(19,759)	0	(19,759)	126.4%	
Net Receipts over Payments	(1,271)	5,270	6,541				
plus Transfer from EMR	7,381						
Movement to/(from) Gen Reserve	6,110						

Trustees of West Hoathly Village Hall

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Bank Reconciliation Statement as at 24/03/2023 for Cashbook 1 - Current Bank A/c

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0.00

Difference is :-

Bank Statement Account	Name (s) Statement Date	Page No	Balances
Unity Trust Current	24/03/2023		9,452.18
			9,452.18
Jnpresented Cheques (N	linus)	Amount	
24/03/2023 222364DD	Southern Electric	385.58	
24/03/2023 222365	Sharpethorne Hall Hire	20.00	
24/03/2023 222366	West Hoathly Parish Council	30.00	
24/03/2023 222367	Amazon Business	10.45	
24/03/2023 222368	Nisbets Water Boiler	641.98	
24/03/2023 222369	West Hoathly Parish Council	240.00	
			1,328.01
			8,124.17
Receipts not Banked/Cle	ared (Plus)		
		0.00	
			0.00
			8,124.17
	Bal	ance per Cash Book is :-	8,124.17

Trustees of West Hoathly Village Hall

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Time: 12:19

Bank Reconciliation Statement as at 24/03/2023 for Cashbook 2 - Deposit Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Deposit Account	24/03/2023		5,752.52
			5,752.52
Unpresented Cheques (Minus)		Amount	
		0.00	
		_	0.00
			5,752.52
Receipts not Banked/Cleared (Plus)			
		0.00	
			0.00
			5,752.52
	Balance p	er Cash Book is :-	5,752.52
		Difference is :-	0.00

Trustees of West Hoathly Village Hall

Detailed Receipts & Payments by Budget Heading 24/03/2023

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100	Income							
1100	Flat Rent	6,600	6,600	0			100.0%	
1200	Hall Hire	7,412	7,000	(412)			105.9%	
1300	Equipment Hire	66	0	(66)			0.0%	
1400	Interest Received	30	0	(30)			0.0%	
1500	Grants & Donation Received	1,334	0	(1,334)			0.0%	
	Income :- Receipts	15,442	13,600	(1,842)			113.5%	0
	Net Receipts	15,442	13,600	(1,842)				
120	Cleaning							
	Cleaning	3,120	3,150	30		30	99.0%	
	Cleaning Supplies	214	300	86		86	71.3%	
	Window Cleaning	245	300	55		55	81.7%	
4130	Garden Maintenance	400	400	0		0	100.0%	
	Cleaning :- Indirect Payments	3,979	4,150	171	0	171	95.9%	0
	Net Payments	(3,979)	(4,150)	(171)				
<u>130</u>	Fire Safety							
4200	Pat Testing	150	100	(50)		(50)	150.0%	
4210	Emergency Lighting Testing	150	100	(50)		(50)	150.0%	
4220	Fire Safety	457	250	(207)		(207)	182.7%	
	Fire Safety :- Indirect Payments	757	450	(307)		(307)	168.2%	0
	Net Payments	(757)	(450)	307				
140	General Maintenance							
4300	Hall Repairs and Maintenance	4,264	3,680	(584)		(584)	115.9%	
	Flat Repairs and Maintenance	409	500	92		92	81.7%	
4330	Piano Tuning	70	70	0		0	100.0%	
	General Maintenance :- Indirect Payments	4,742	4,250	(492)	0	(492)	111.6%	0
	Net Payments	(4,742)	(4,250)	492				
150	Heating							
	Boiler Maintenance	289	250	(39)		(39)	115.6%	
	Heating Oil	2,445	1,900	(545)		(545)	128.7%	
		2,734	2,150	(584)		(584)	127.2%	
	Heating :- Indirect Payments	2,734	2,130	(304)	·	(00-1)	121.2/	, ,

Trustees of West Hoathly Village Hall

Detailed Receipts & Payments by Budget Heading 24/03/2023

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EM
160 Utilities & Contracts							
4320 PHS Contracts	330	350	20		20	94.4%	
4500 Electricity	922	1,200	278		278	76.8%	
4520 Water Charges	208	800	592		592	26.0%	
4530 General	74	500	426		426	14.8%	
4540 AIRS Hall Service Subscription	120	150	30		30	80.0%	
4550 Performing Rights	209	150	(59)		(59)	139.3%	
4560 Website	98	100	3		3	97.5%	
4570 Surveys	2,070	0	(2,070)		(2,070)	0.0%	
Utilities & Contracts :- Indirect Payments	4,030	3,250	(780)	0	(780)	124.0%	
Net Payments	(4,030)	(3,250)	780				
999 VAT Data							
115 VAT on Receipts	498	0	(498)			0.0%	
VAT Data :- Receipts	498		(498)				
515 VAT on Payments	1,354	0	(1,354)		(1,354)	0.0%	
VAT Data :- Indirect Payments	1,354	0	(1,354)	0	(1,354)		
Net Receipts over Payments	(857)	0	857				
Grand Totals:- Receipts	15,939	13,600	(2,339)			117.2%	1
Payments	17,597	14,250	(3,347)	0	(3,347)	123.5%	
	(4.050)	(6E0)	1,008				
Net Receipts over Payments	(1,658)	(650)	1,000				

Trustees of West Hoathly Village Hall

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Current Bank A/c

List of Payments made between 24/02/2023 and 24/03/2023

Date Paid	Payee Name	Reference	Amount Paid Authorized Ref	Transaction Detail
24/03/2023	Southern Electric	222364DD	385.58	Southern Electric
, ,		222364DD	20.00	
24/03/2023 24/03/2023	Sharpethorne Hall Hire West Hoathly Parish Council	222366	30.00	Sharpethorne Hall Hire WHPC credit card besthosts
24/03/2023	Amazon Business	222367	10.45	WHPC credit card cleaning supp
24/03/2023	Nisbets Water Boiler	222368	641.98	Nisbets Water Boiler
24/03/2023	West Hoathly Parish Council	222369	240.00	WHPC D Fretwell salary

Total Payments 1,328.01