



WEST HOATHLY PARISH COUNCIL

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

West Hoathly Parish Council Clerks Report May 2023

Actions Taken and points of information not on the agenda

- The Westcotec Mini SID has been delivered. The Clerk will investigate the next steps regarding installation and training etc. Volunteers will be required to install the SID once the necessary procedures have been completed.
- The Parish Office will be closed week commencing 29th May

Information for items on the agenda-

Item 9- General Power of Competence

This is a power of first resort and Parish Councils can resolve to use this power subject to the following conditions:

- The clerk is suitably qualified (has the CiLCA or higher qualification)
- 2/3 of the council was elected (West Hoathly Parish Council had 9 councillors elected unopposed)
- West Hoathly Parish Council is therefore eligible to use this power.

Item 10 -Committee Membership

There is no limit to the number of members on a committee, but the Parish Council needs to consider absences and that to be able to make decisions the quorum for a meeting is 3 (or 1/3 of the number on the committee). I would suggest that each committee should have at least 5-6 members.

Item 12- all policies have been circulated to councillors via email in advance of the meeting

Item 14- circulated to councillors via email.

Item 15- Signatories

Kevin Gould will be removed as a signatory from both bank accounts. All signatories need to be reviewed.

Item 16- circulated to councillors via email

Item 17-19 – Information circulated via email from RFO

Item 20- Neighbourhood Plan

The Council have previously discussed updating the Neighbourhood Plan. Agreement is needed to pursue this project. I recommend that a working group of 4-5 members is set up to consider the next steps. The Working Group will have no delegated powers and will need to report findings to the Parish Council for approval.

Item 21- Parking at Finche Field

There have been reports of parking on and around the Community Orchard at Finche Field. This is causing damage to the grass and verges. The Council need to consider ways to avoid this happening again.

See attached pictures:-



Trustees of West Hoathly Village Hall

Bank - Cash and Investment Reconciliation as at 17 May 2023

Confirmed Bank & Investment Balances

Bank Statement Balances

17/05/2023	Unity Trust Current	10,394.49	
17/05/2023	Deposit Account	5,779.52	

16,174.01

Other Cash & Bank Balances

0.00

16,174.01

Unpresented Payments

981.99

15,192.02

Receipts not on Bank Statement

0.00

Closing Balance

15,192.02

All Cash & Bank Accounts

1	Current Bank A/c	9,412.50	
2	Deposit Account	5,779.52	
	Other Cash & Bank Balances	0.00	
	Total Cash & Bank Balances		15,192.02

West Hoathly Parish Council

Bank - Cash and Investment Reconciliation as at 17 May 2023

Confirmed Bank & Investment Balances

Bank Statement Balances

16/05/2023	Current Account	27,879.77
16/05/2023	Deposit Account	110,794.41

138,674.18

Other Cash & Bank Balances

0.00

138,674.18

Unpresented Payments

7,018.73

131,655.45

Receipts not on Bank Statement

0.00

Closing Balance

131,655.45

All Cash & Bank Accounts

1	Current Bank A/c	20,861.04
2	Deposit Account	110,794.41

Other Cash & Bank Balances **0.00**

Total Cash & Bank Balances **131,655.45**

List of Payments made between 25/04/2023 and 17/05/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
17/05/2023	west Hoathly Parish Council DF	232407	276.00		west Hoathly Parish Council DF
17/05/2023	Courtlands Nursery hanging bas	232408	44.00		Courtlands Nursery hanging bas
17/05/2023	WHPC credit card Spa Oil	232409	523.27		WHPC credit card Spa Oil
17/05/2023	WHPC CC Dusmo	232410	35.81		WHPC CC Dusmo
17/05/2023	Colin Gibbs expenses	232411	102.91		Colin Gibbs expenses fencing
Total Payments			<u>981.99</u>		

List of Payments made between 25/04/2023 and 17/05/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/05/2023	HMRC Mth 2	232415	476.21		HMRC Mth 2
16/05/2023	Colin Gibbs	232416	136.06		Colin Gibbs Handyman
16/05/2023	dorian Fretwell VH cleaning	232417	220.80		dorian Fretwell VH cleaning
16/05/2023	Salaries	232418	1,728.38		Salaries
16/05/2023	WSCC Local Govt Pension Scheme	232419	461.23		WSCC Local Govt Pension Scheme
16/05/2023	British Telecom	232420DD	65.94		British Telecom
16/05/2023	Parish Online	232421	90.00		Parish Online Annual subs
16/05/2023	MULBERRY & CO	232422	178.56		MULBERRY & CO final EOY audit
16/05/2023	Monitor Cleaning	232423	255.30		Monitor Cleaning
16/05/2023	Steve Tilbury planning consult	232424	750.00		Steve Tilbury planning consult
16/05/2023	Gary Coxall	232425	130.00		Gary Coxall
16/05/2023	Derek Shurvell	232426	262.50		Derek Shurvell Mowing
16/05/2023	Phoenix Fireworks	CORONATION	360.00		Phoenix Fireworks
16/05/2023	Highbrook fireworks P browne	CORONATION	350.00		Highbrook fireworks P browne
16/05/2023	Derek Shurvell Programmes mugs	CORONATION	152.00		Derek Shurvell Programmes mugs
16/05/2023	Scout Group Coronation	CORONATION	250.00		Scout Group Coronation
16/05/2023	Crosswise Training First Aid	CORONATION	100.00		Crosswise Training First Aid
17/05/2023	Colin Gibbs expenses FF	232416A	72.67		Colin Gibbs expenses FF
17/05/2023	Surescreen GCN Analysis	CC	144.00		Surescreen GCN Analysis
17/05/2023	BestHost	CC	24.00		BestHost email spam filtering
17/05/2023	BestHost	CC	24.00		BestHost SSL cert
17/05/2023	Spa Oil TWHVH	CCTWHVH	549.43		Spa Oil TWHVH
17/05/2023	Dusmo mix orange label	CCTWHVH	35.81		Dusmo mix orange label TWHVH
Total Payments			6,816.89		

Trustees of West Hoathly Village Hall

Summary Receipts and Payments for Year Ended 31st March 2023

Last Year Ended 31st March 2022		Current Year Ended 31st March 2023
	Receipts	
6,600.00	Flat Rent	1,100.00
6,600.00	Sub Total	1,100.00
	Operating Income	
8,896.59	Income	2,539.00
497.63	VAT Data	0.00
15,994.22	Total Receipts	3,639.00
	Running Costs	
3,978.91	Cleaning	631.00
756.85	Fire Safety	0.00
5,118.12	General Maintenance	153.70
2,734.26	Heating	815.63
4,048.27	Utilities & Contracts	217.05
1,429.52	VAT Data	92.33
18,065.93	Total Payments	1,909.71
	Receipts and Payments Summary	
15,534.44	Opening Balance	13,462.73
15,994.22	Add Total Receipts(As Above)	3,639.00
31,528.66		17,101.73
18,065.93	Less Total Payments(As Above)	1,909.71
13,462.73	Closing Balance	15,192.02
	These cumulative funds are represented by:	
7,683.21	Current Bank A/c	9,412.50
0.00	Deposit Account	0.00
5,779.52	Deposit Account	5,779.52
13,462.73		15,192.02
	Reserve Balances are represented by:	
-2,071.71	Current Year Fund	1,729.29
15,534.44	General Reserves	13,462.73
13,462.73		15,192.02

Signed : _____ (Chairman) _____ (RFO)

Detailed Receipts & Payments by Budget Heading 17/05/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1100 Flat Rent	1,100	6,600	5,500			16.7%	
1200 Hall Hire	2,539	8,675	6,136			29.3%	
Income :- Receipts	<u>3,639</u>	<u>15,275</u>	<u>11,636</u>			<u>23.8%</u>	<u>0</u>
Net Receipts	<u>3,639</u>	<u>15,275</u>	<u>11,636</u>				
<u>120 Cleaning</u>							
4100 Cleaning	552	3,590	3,038		3,038	15.4%	
4110 Cleaning Supplies	0	300	300		300	0.0%	
4120 Window Cleaning	35	350	315		315	10.0%	
4130 Garden Maintenance	44	200	156		156	22.0%	
Cleaning :- Indirect Payments	<u>631</u>	<u>4,440</u>	<u>3,809</u>	<u>0</u>	<u>3,809</u>	<u>14.2%</u>	<u>0</u>
Net Payments	<u>(631)</u>	<u>(4,440)</u>	<u>(3,809)</u>				
<u>130 Fire Safety</u>							
4200 Pat Testing	0	150	150		150	0.0%	
4210 Emergency Lighting Testing	0	150	150		150	0.0%	
4220 Fire Safety	0	300	300		300	0.0%	
Fire Safety :- Indirect Payments	<u>0</u>	<u>600</u>	<u>600</u>	<u>0</u>	<u>600</u>	<u>0.0%</u>	<u>0</u>
Net Payments	<u>0</u>	<u>(600)</u>	<u>(600)</u>				
<u>140 General Maintenance</u>							
4300 Hall Repairs and Maintenance	154	4,700	4,546		4,546	3.3%	
4310 Flat Repairs and Maintenance	0	800	800		800	0.0%	
4330 Piano Tuning	0	80	80		80	0.0%	
General Maintenance :- Indirect Payments	<u>154</u>	<u>5,580</u>	<u>5,426</u>	<u>0</u>	<u>5,426</u>	<u>2.8%</u>	<u>0</u>
Net Payments	<u>(154)</u>	<u>(5,580)</u>	<u>(5,426)</u>				
<u>150 Heating</u>							
4400 Boiler Maintenance	292	300	8		8	97.5%	
4410 Heating Oil	523	2,500	1,977		1,977	20.9%	
Heating :- Indirect Payments	<u>816</u>	<u>2,800</u>	<u>1,984</u>	<u>0</u>	<u>1,984</u>	<u>29.1%</u>	<u>0</u>
Net Payments	<u>(816)</u>	<u>(2,800)</u>	<u>(1,984)</u>				

Detailed Receipts & Payments by Budget Heading 17/05/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>160</u> <u>Utilities & Contracts</u>							
4320 PHS Contracts	0	400	400		400	0.0%	
4500 Electricity	0	1,200	1,200		1,200	0.0%	
4520 Water Charges	48	800	752		752	6.0%	
4530 General	0	200	200		200	0.0%	
4540 AIRS Hall Service Subscription	0	150	150		150	0.0%	
4550 Performing Rights	169	210	41		41	80.6%	
4560 Website	0	100	100		100	0.0%	
4580 Planning & Fees (Flat staircas	0	3,900	3,900		3,900	0.0%	
Utilities & Contracts :- Indirect Payments	<u>217</u>	<u>6,960</u>	<u>6,743</u>	<u>0</u>	<u>6,743</u>	<u>3.1%</u>	<u>0</u>
Net Payments	<u>(217)</u>	<u>(6,960)</u>	<u>(6,743)</u>				
<u>999</u> <u>VAT Data</u>							
515 VAT on Payments	92	0	(92)		(92)	0.0%	
VAT Data :- Indirect Payments	<u>92</u>	<u>0</u>	<u>(92)</u>	<u>0</u>	<u>(92)</u>		<u>0</u>
Net Payments	<u>(92)</u>	<u>0</u>	<u>92</u>				
Grand Totals:- Receipts	3,639	15,275	11,636			23.8%	
Payments	1,910	20,380	18,470	0	18,470	9.4%	
Net Receipts over Payments	<u>1,729</u>	<u>(5,105)</u>	<u>(6,834)</u>				
Movement to/(from) Gen Reserve	<u>1,729</u>						

West Hoathly Parish Council

Summary Receipts and Payments for Year Ended 31st March 2024

Last Year Ended 31st March 2023		Current Year Ended 31st March 2024
	Receipts	
78,862.00	Precept	44,009.00
3,120.00	TWHVH Employee Costs	276.00
81,982.00	Sub Total	44,285.00
	Operating Income	
8,582.59	Income	1,522.45
627.00	Allotments	0.00
500.00	North Lane Recreation Ground	0.00
49.37	Infrastructure	0.00
3,261.25	VAT Data	5,580.13
95,002.21	Total Receipts	51,387.58
	Running Costs	
59,978.61	Administration	11,975.49
30.93	Allotments	0.00
2,966.56	Finche Field	597.67
3,361.54	North Lane Recreation Ground	22.41
250.00	Sharpthorne Old Playground	0.00
1,656.78	Playgrounds	0.00
16,173.94	Infrastructure	675.00
4,633.25	Premises	406.69
5,596.46	VAT Data	721.81
94,648.07	Total Payments	14,399.07
	Receipts and Payments Summary	
94,312.80	Opening Balance	94,666.94
95,002.21	Add Total Receipts(As Above)	51,387.58
189,315.01		146,054.52
94,648.07	Less Total Payments(As Above)	14,399.07
94,666.94	Closing Balance	131,655.45
	These cumulative funds are represented by:	
27,881.53	Current Bank A/c	20,861.04
0.00	Deposit Account	0.00
66,785.41	Deposit Account	110,794.41
0.00	Hampshire Trust Bond	0.00
0.00	Hampshire Trust Saver	0.00
0.00	JUBILEE RECEIPTS	0.00
94,666.94		131,655.45
	Reserve Balances are represented by:	
354.14	Current Year Fund	36,988.51
39,677.07	General Reserves	39,683.21

West Hoathly Parish Council

Summary Receipts and Payments for Year Ended 31st March 2024

Last Year Ended 31st March 2023		Current Year Ended 31st March 2024
3,789.00	EMR Election Expenses	3,789.00
2,994.28	EMR Public Conveniences Fund	2,994.28
5,687.00	EMR Rec/Playground Enhancement	5,687.00
13,847.16	EMR Pavilion Seed Funding	13,847.16
145.00	EMR Pavilion Fundraising	145.00
1,401.80	EMR Fingerpost Maintenance	1,401.80
1,922.86	EMR Defibrillators	1,922.86
163.08	EMR Community Orchard	163.08
10,000.00	EMR Neighbourhood Plan	10,000.00
2,428.89	EMR Local History Projects	2,428.89
2,500.00	EMR Land Registration	2,500.00
8,278.14	EMR Bluebell Wood Managment	8,278.14
1,478.52	Jubilee/Coronation Funds	1,826.52
<hr/> 94,666.94 <hr/>		<hr/> 131,655.45 <hr/>

Signed : _____ (Chairman) _____ (RFO)

Detailed Receipts & Payments by Budget Heading 17/05/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income							
1076 Precept	44,009	88,018	44,009			50.0%	
1090 Interest Received	0	200	200			0.0%	
1300 Other Income	22	0	(22)			0.0%	
1310 JUBILEE	1,500	0	(1,500)			0.0%	1,500
1800 TWHVH Employee Costs	276	0	(276)			0.0%	
Income :- Receipts	45,807	88,218	42,411			51.9%	1,500
Net Receipts	45,807	88,218	42,411				
6001 less Transfer to EMR	1,500						
Movement to/(from) Gen Reserve	44,307						
110 Administration							
4000 Salaries	4,221	28,289	24,068		24,068	14.9%	
4001 Hall Cleaning	552	0	(552)		(552)	0.0%	
4002 Handyman Salary	335	1,726	1,391		1,391	19.4%	
4030 Employer On Costs	971	7,965	6,994		6,994	12.2%	
4070 Training/Courses	0	1,200	1,200		1,200	0.0%	
4080 Chairman's Allowance	0	100	100		100	0.0%	
4100 Bank Charges	3	120	117		117	2.5%	
4110 Audit Fees	149	900	751		751	16.5%	
4120 Professional Fees	2,690	0	(2,690)		(2,690)	0.0%	
4130 Premises Licence Fee	0	80	80		80	0.0%	
4140 Subscriptions & Memberships	946	1,500	554		554	63.0%	
4150 Insurance	0	2,000	2,000		2,000	0.0%	
4160 Stationery	0	400	400		400	0.0%	
4170 Telephone & Broadband	130	800	670		670	16.2%	
4180 Website	48	800	752		752	6.0%	
4190 IT	220	650	430		430	33.8%	
4230 TWHVH CREDIT CARD expenses	559	0	(559)		(559)	0.0%	
4240 Grants & Donations	0	5,000	5,000		5,000	0.0%	
4260 PWLB	0	2,134	2,134		2,134	0.0%	
5000 Jubilee Payments only	1,152	0	(1,152)		(1,152)	0.0%	1,152
Administration :- Indirect Payments	11,975	53,664	41,689	0	41,689	22.3%	1,152
Net Payments	(11,975)	(53,664)	(41,689)				
6000 plus Transfer from EMR	1,152						
Movement to/(from) Gen Reserve	(10,823)						

Detailed Receipts & Payments by Budget Heading 17/05/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
120 Allotments							
1500 Allotments Rent	0	600	600			0.0%	
Allotments :- Receipts	0	600	600			0.0%	0
4300 Water Charges	0	250	250		250	0.0%	
4420 Maintenance	0	250	250		250	0.0%	
Allotments :- Indirect Payments	0	500	500	0	500	0.0%	0
Net Receipts over Payments	0	100	100				
130 Finche Field							
4400 Grass Cutting	525	1,350	825		825	38.9%	
4410 Finche Field Mowing	0	350	350		350	0.0%	
4420 Maintenance	73	500	427		427	14.5%	
4430 Bramble Clearing	0	200	200		200	0.0%	
Finche Field :- Indirect Payments	598	2,400	1,802	0	1,802	24.9%	0
Net Payments	(598)	(2,400)	(1,802)				
140 North Lane Recreation Ground							
1600 NLR Hire Fees	0	500	500			0.0%	
North Lane Recreation Ground :- Receipts	0	500	500			0.0%	0
4300 Water Charges	22	0	(22)		(22)	0.0%	
4420 Maintenance	0	250	250		250	0.0%	
4500 NLR Maintenance Contract	0	3,200	3,200		3,200	0.0%	
North Lane Recreation Ground :- Indirect Payments	22	3,450	3,428	0	3,428	0.6%	0
Net Receipts over Payments	(22)	(2,950)	(2,928)				
150 Sharpthorne Old Playground							
4400 Grass Cutting	0	250	250		250	0.0%	
4420 Maintenance	0	100	100		100	0.0%	
Sharpthorne Old Playground :- Indirect Payments	0	350	350	0	350	0.0%	0
Net Payments	0	(350)	(350)				
160 Playgrounds							
4420 Maintenance	0	1,000	1,000		1,000	0.0%	
4550 Playbark	0	300	300		300	0.0%	
4560 Inspections	0	750	750		750	0.0%	
Playgrounds :- Indirect Payments	0	2,050	2,050	0	2,050	0.0%	0
Net Payments	0	(2,050)	(2,050)				

Detailed Receipts & Payments by Budget Heading 17/05/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>170</u> <u>Infrastructure</u>							
1700 Wayleave	0	46	46			0.0%	
Infrastructure :- Receipts	<u>0</u>	<u>46</u>	<u>46</u>			<u>0.0%</u>	<u>0</u>
4420 Maintenance	180	2,000	1,820		1,820	9.0%	
4600 Dog & Litter Bins	0	1,850	1,850		1,850	0.0%	
4620 Hanging Baskets	0	50	50		50	0.0%	
4630 Sharpthorne Christmas Tree	0	150	150		150	0.0%	
4640 Tree Work and Surveys	310	2,500	2,190		2,190	12.4%	
4641 Bluebell Wood Management	170	2,800	2,630		2,630	6.1%	
4650 Selsfield Common	0	100	100		100	0.0%	
4660 Sharpthorne Green	0	300	300		300	0.0%	
4670 Vinols Cross Area	15	600	585		585	2.5%	
4680 Cookhams Wood Verge	0	400	400		400	0.0%	
4690 Grit Bins	0	250	250		250	0.0%	
4720 Work on Bank Broadfield	0	750	750		750	0.0%	
4740 Verge alongside Courtlands	0	500	500		500	0.0%	
Infrastructure :- Indirect Payments	<u>675</u>	<u>12,250</u>	<u>11,575</u>	<u>0</u>	<u>11,575</u>	<u>5.5%</u>	<u>0</u>
Net Receipts over Payments	<u>(675)</u>	<u>(12,204)</u>	<u>(11,529)</u>				
<u>180</u> <u>Premises</u>							
4300 Water Charges	0	750	750		750	0.0%	
4420 Maintenance	0	500	500		500	0.0%	
4750 Toilets Cleaning Contract	407	3,000	2,593		2,593	13.6%	
4760 Toilets Equipment Contract	0	450	450		450	0.0%	
4770 Electricity	0	1,000	1,000		1,000	0.0%	
Premises :- Indirect Payments	<u>407</u>	<u>5,700</u>	<u>5,293</u>	<u>0</u>	<u>5,293</u>	<u>7.1%</u>	<u>0</u>
Net Payments	<u>(407)</u>	<u>(5,700)</u>	<u>(5,293)</u>				
<u>999</u> <u>VAT Data</u>							
115 VAT on Receipts	5,580	0	(5,580)			0.0%	
VAT Data :- Receipts	<u>5,580</u>	<u>0</u>	<u>(5,580)</u>				<u>0</u>
515 VAT on Payments	722	0	(722)		(722)	0.0%	
VAT Data :- Indirect Payments	<u>722</u>	<u>0</u>	<u>(722)</u>	<u>0</u>	<u>(722)</u>		<u>0</u>
Net Receipts over Payments	<u>4,858</u>	<u>0</u>	<u>(4,858)</u>				

Detailed Receipts & Payments by Budget Heading 17/05/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	51,388	89,364	37,976			57.5%	
Payments	14,399	80,364	65,965	0	65,965	17.9%	
Net Receipts over Payments	<u>36,989</u>	<u>9,000</u>	<u>(27,989)</u>				
plus Transfer from EMR	1,152						
less Transfer to EMR	1,500						
Movement to/(from) Gen Reserve	<u>36,641</u>						