



WEST HOATHLY PARISH COUNCIL

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

West Hoathly Parish Council Clerks Report October 2023

Actions Taken and points of information not on the agenda

- Gatwick Northern Runway-the Clerk has made representation to the Planning Inspectorate to register the Council as an interested party.
- The Planning Investigations and Enforcement Team at MSDC have confirmed that the signage at Duckyls is unauthorised. The signs on the road have been removed and MSDC have requested an application to be submitted for the larger signs at the entrance.
- Following the decision made at the West Hoathly Village Hall Management Committee meeting last week, selected information available on the West Hoathly Village Hall website has been transferred to the West Hoathly Parish Council website. The Village Hall website will close in November. [West Hoathly Village Hall | West Hoathly Parish Council](#)

Information for items on the agenda-

Item 10- request from St Margarets Church to hold a 'Big Picnic' on Finche Field on Sunday 14th July 2024 from 12pm-3pm

St Margaret's Church would like to hold a 'Big Picnic' on Finche Field on Sunday 14th July 2024. It will be a free event and residents will be invited to bring a picnic. There will be no stalls.

St Margaret's would like to book the Brass band and Childrens Entertainer, they have requested a grant of £650 to come out of the Jubilee/Coronation fund that the Parish Council holds on trust.

Item 11- Local History Archive

On Thursday 28th September members of the West Hoathly Village Hall Management Committee met with West Sussex County Archivist Wendy Walker to discuss solutions for storing the Local History Archive. Wendy explained that the Records Office would be happy to work with the committee/council to come up with a solution on how best to store the archive material. As an initial step Wendy invited members of the committee/council to visit the Records Office in Chichester to see what they do and to discuss future plans. Date to be arranged.

Correspondence

Have your say on the future of active travel in West Sussex

Public consultation has begun on the future of active travel in West Sussex. The proposals that are being put forward set out how we can deliver improved walking, wheeling and cycling facilities across the county.

We are seeking your feedback on two important documents related to the way that we travel:

- Our draft Active Travel Strategy, which sets out our vision and goals for active travel in the county for the next decade and beyond.
- Our draft Local Cycling and Walking Infrastructure Plan (LCWIP), which identifies key locations where WSCC wants to invest in active travel.

Have your say

You can find out more about the suggested improvements by visiting the project's website:

<https://yourvoice.westsussex.gov.uk/active-travel-strategy>

On the website you can read the draft Active Travel Strategy and LCWIP in full and have your say by completing a survey. The survey closes on 15 November 2023.

We would like to gain as many responses as possible, so please share details of these proposals through your networks. Your feedback is vital in shaping the final versions of the Active Travel Strategy and LCWIP, which are expected to be published in early 2024.

West Hoathly Parish Council

Bank - Cash and Investment Reconciliation as at 25 October 2023

Confirmed Bank & Investment Balances

Bank Statement Balances

25/10/2023	Current Account	9,171.32
25/10/2023	Deposit Account	121,386.34

130,557.66

Other Cash & Bank Balances

20,000.00

150,557.66

Unpresented Payments

4,157.01

146,400.65

Receipts not on Bank Statement

13.45

Closing Balance

146,414.10

All Cash & Bank Accounts

1	Current Bank A/c	5,027.76
2	Deposit Account	121,386.34
	Other Cash & Bank Balances	20,000.00
	Total Cash & Bank Balances	146,414.10

Current Bank A/c

List of Payments made between 28/09/2023 and 25/10/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/10/2023	MULBERRY & CO	232485	54.00		MULBERRY & CO Cllr Brown train
25/10/2023	Monitor Cleaning	232486	255.30		Monitor Cleaning
25/10/2023	Derek Shurvell Grass cutting	232487	262.50		Derek Shurvell Grass cutting
25/10/2023	Business Stream	232488	54.77		Business Stream
25/10/2023	British Telecom	232489DD	65.94		British Telecom
25/10/2023	Salaries Oct	232490	2,037.12		Salaries Oct
25/10/2023	WSCC Local Govt Pension Scheme	232491	534.69		WSCC Local Govt Pension Scheme
25/10/2023	Colin Gibbs	232492	29.98		Colin Gibbs Handyman salary
25/10/2023	Dorian Fretwell	232493	276.00		Dorian Fretwell VH Cleaning
25/10/2023	HMRC Oct	232494	665.35		HMRC Oct
25/10/2023	Land Registry CC	232495CC	3.00		Land Registry CC
25/10/2023	Amazon Business	232496CC	24.47		Amazon Business CC TWHVH
25/10/2023	Sainsburys TWHVH Archive meeti	232497CC	11.60		Sainsburys TWHVH Archive meeti
25/10/2023	Lloyds Bank credit card chgs	232498CC	3.00		Lloyds Bank credit card chgs
25/10/2023	Unity Bank bank charges	BANKCHG	18.00		Unity Bank bank charges
Total Payments			4,295.72		

10:04

Detailed Receipts & Payments by Budget Heading 25/10/2023

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	88,018	88,018	0			100.0%	
1090 Interest Received	1,265	200	(1,065)			632.5%	
1300 Other Income	76	0	(76)			0.0%	
1301 TWHVH CC Income	645	0	(645)			0.0%	
1310 JUBILEE	1,605	0	(1,605)			0.0%	1,605
1610 S106 Receipts	3,243	0	(3,243)			0.0%	
1800 TWHVH Employee Costs	1,794	0	(1,794)			0.0%	
Income :- Receipts	96,645	88,218	(8,427)			109.6%	1,605
Net Receipts	96,645	88,218	(8,427)				
6001 less Transfer to EMR		1,605					
Movement to/(from) Gen Reserve	95,040						
110 Administration							
4000 Salaries	15,876	28,289	12,413		12,413	56.1%	
4001 Hall Cleaning	2,139	0	(2,139)		(2,139)	0.0%	
4002 Handyman Salary	1,058	1,726	668		668	61.3%	
4030 Employer On Costs	3,727	7,965	4,238		4,238	46.8%	
4070 Training/Courses	120	1,200	1,080		1,080	10.0%	
4080 Chairman's Allowance	0	100	100		100	0.0%	
4100 Bank Charges	54	120	66		66	45.0%	
4110 Audit Fees	464	900	436		436	51.5%	
4120 Professional Fees	2,715	0	(2,715)		(2,715)	0.0%	
4130 Premises Licence Fee	70	80	10		10	87.5%	
4140 Subscriptions & Memberships	1,173	1,500	327		327	78.2%	
4150 Insurance	1,631	2,000	369		369	81.6%	
4160 Stationery	23	400	377		377	5.8%	
4170 Telephone & Broadband	549	800	251		251	68.6%	
4180 Website	48	800	752		752	6.0%	
4190 IT	220	650	430		430	33.8%	
4200 Office Expenses	31	0	(31)		(31)	0.0%	
4230 TWHVH CREDIT CARD expenses	652	0	(652)		(652)	0.0%	
4240 Grants & Donations	4,900	5,000	100		100	98.0%	
4260 PWLB	0	2,134	2,134		2,134	0.0%	
5000 Jubilee Payments only	1,462	0	(1,462)		(1,462)	0.0%	1,462
Administration :- Indirect Payments	36,910	53,664	16,754	0	16,754	68.8%	1,462
Net Payments	(36,910)	(53,664)	(16,754)				
6000 plus Transfer from EMR		1,462					
Movement to/(from) Gen Reserve	(35,448)						

Detailed Receipts & Payments by Budget Heading 25/10/2023

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	432	600	168			72.0%	
Allotments :- Receipts	432	600	168			72.0%	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	432	100	(332)				
130 Finche Field							
4400 Grass Cutting	1,838	1,350	(488)		(488)	136.1%	
4410 Finche Field Mowing	250	350	100		100	71.4%	
4420 Maintenance	73	500	427		427	14.5%	
4430 Bramble Clearing	0	200	200		200	0.0%	
Finche Field :- Indirect Payments	2,160	2,400	240	0	240	90.0%	0
Net Payments	(2,160)	(2,400)	(240)				
140 North Lane Recreation Ground							
1600 NLR Hire Fees	500	500	0			100.0%	
North Lane Recreation Ground :- Receipts	500	500	0			100.0%	0
4300 Water Charges	70	0	(70)		(70)	0.0%	
4420 Maintenance	94	250	156		156	37.6%	
4500 NLR Maintenance Contract	1,650	3,200	1,550		1,550	51.6%	
North Lane Recreation Ground :- Indirect Payments	1,814	3,450	1,636	0	1,636	52.6%	0
Net Receipts over Payments	(1,314)	(2,950)	(1,636)				
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	1,124	1,000	(124)		(124)	112.4%	
4550 Playbark	281	300	19		19	93.8%	
4560 Inspections	0	750	750		750	0.0%	
Playgrounds :- Indirect Payments	1,405	2,050	645	0	645	68.5%	0
Net Payments	(1,405)	(2,050)	(645)				

Detailed Receipts & Payments by Budget Heading 25/10/2023

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	0	46	46			0.0%	0
4420 Maintenance	455	2,000	1,545		1,545	22.8%	
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	120	600	480		480	20.0%	
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%	
5010 S106 Expenditure	3,243	0	(3,243)		(3,243)	0.0%	
Infrastructure :- Indirect Payments	4,298	12,250	7,952	0	7,952	35.1%	0
Net Receipts over Payments	(4,298)	(12,204)	(7,906)				
<u>180</u> <u>Premises</u>							
4300 Water Charges	22	750	728		728	3.0%	
4420 Maintenance	0	500	500		500	0.0%	
4750 Toilets Cleaning Contract	1,470	3,000	1,530		1,530	49.0%	
4760 Toilets Equipment Contract	331	450	119		119	73.5%	
4770 Electricity	637	1,000	363		363	63.7%	
Premises :- Indirect Payments	2,461	5,700	3,239	0	3,239	43.2%	0
Net Payments	(2,461)	(5,700)	(3,239)				
<u>999</u> <u>VAT Data</u>							
115 VAT on Receipts	5,580	0	(5,580)			0.0%	
VAT Data :- Receipts	5,580	0	(5,580)				0
515 VAT on Payments	2,362	0	(2,362)		(2,362)	0.0%	
VAT Data :- Indirect Payments	2,362	0	(2,362)	0	(2,362)		0
Net Receipts over Payments	3,218	0	(3,218)				

Detailed Receipts & Payments by Budget Heading 25/10/2023

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	103,157	89,364	(13,793)			115.4%	
Payments	51,410	80,364	28,954	0	28,954	64.0%	
Net Receipts over Payments	<u>51,747</u>	<u>9,000</u>	<u>(42,747)</u>				
plus Transfer from EMR	1,462						
less Transfer to EMR	1,605						
Movement to/(from) Gen Reserve	<u>51,604</u>						

Time: 10:34

Current Bank A/c

List of Payments made between 28/09/2023 and 25/10/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/10/2023	West Hoathly Parish Council DF	232435	345.00		WHPC DF VH Cleaning
25/10/2023	West Hoathly Parish Council CC	232436	11.60		WHPC CC Archive meeting
25/10/2023	west Hoathly Parish Council CC	232437	20.39		WHPC CC Amazon kitchen equip
25/10/2023	Colin Gibbs oven repairs	232438	15.18		Colin Gibbs oven repairs
25/10/2023	Lopez Window Cleaning	232439	35.00		Lopez Window Cleaning
25/10/2023	PYROTEC FIRE PROTECTION	232440	233.36		PYROTEC FIRE PROTECTION
25/10/2023	Maurice Rodwell testing	232441	237.60		MR, PAT,Fire, emergency testin
25/10/2023	Spa Oil Services	232442	257.17		Spa Oil Services
25/10/2023	HQ Plumbing	232443	428.75		HQ Plumbing new water heater
25/10/2023	Unity Trust	BANK CHGS	18.00		Unity Trust bank chgs

Total Payments	<u>1,602.05</u>
-----------------------	-----------------

Trustees of West Hoathly Village Hall

Bank - Cash and Investment Reconciliation as at 25 October 2023

Confirmed Bank & Investment Balances

Bank Statement Balances

25/10/2023	Unity Trust Current	11,451.03	
25/10/2023	Deposit Account	6,857.91	

18,308.94

Other Cash & Bank Balances

0.00

18,308.94

Unpresented Payments

1,584.05

16,724.89

Receipts not on Bank Statement

0.00

Closing Balance

16,724.89

All Cash & Bank Accounts

1	Current Bank A/c	9,866.98	
2	Deposit Account	6,857.91	
	Other Cash & Bank Balances	0.00	
	Total Cash & Bank Balances		16,724.89

Detailed Receipts & Payments by Budget Heading 25/10/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income							
1100 Flat Rent	4,100	6,600	2,500			62.1%	
1200 Hall Hire	5,390	8,675	3,285			62.1%	
1400 Interest Received	78	0	(78)			0.0%	
1500 Grants & Donation Received	1,000	0	(1,000)			0.0%	
Income :- Receipts	10,569	15,275	4,706			69.2%	0
Net Receipts	10,569	15,275	4,706				
120 Cleaning							
4100 Cleaning	2,139	3,590	1,451		1,451	59.6%	
4110 Cleaning Supplies	92	300	208		208	30.5%	
4120 Window Cleaning	175	350	175		175	50.0%	
4130 Garden Maintenance	44	200	156		156	22.0%	
Cleaning :- Indirect Payments	2,450	4,440	1,990	0	1,990	55.2%	0
Net Payments	(2,450)	(4,440)	(1,990)				
130 Fire Safety							
4200 Pat Testing	150	150	0		0	100.0%	
4210 Emergency Lighting Testing	48	150	102		102	32.0%	
4220 Fire Safety	194	300	106		106	64.8%	
Fire Safety :- Indirect Payments	392	600	208	0	208	65.4%	0
Net Payments	(392)	(600)	(208)				
140 General Maintenance							
4300 Hall Repairs and Maintenance	1,433	4,700	3,267		3,267	30.5%	
4310 Flat Repairs and Maintenance	292	800	508		508	36.5%	
4330 Piano Tuning	75	80	5		5	93.8%	
General Maintenance :- Indirect Payments	1,801	5,580	3,779	0	3,779	32.3%	0
Net Payments	(1,801)	(5,580)	(3,779)				
150 Heating							
4400 Boiler Servicing	170	300	131		131	56.5%	
4410 Heating Oil	768	2,500	1,732		1,732	30.7%	
Heating :- Indirect Payments	938	2,800	1,862	0	1,862	33.5%	0
Net Payments	(938)	(2,800)	(1,862)				

Detailed Receipts & Payments by Budget Heading 25/10/2023

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	346	400	54		54	86.4%	
4500 Electricity	289	1,200	911		911	24.1%	
4520 Water Charges	195	800	605		605	24.4%	
4530 General	48	200	152		152	23.8%	
4540 AIRS Hall Service Subscription	120	150	30		30	80.0%	
4550 Performing Rights	169	210	41		41	80.6%	
4560 Website	45	100	55		55	45.0%	
4580 Planning & Fees (Flat staircas	0	3,900	3,900		3,900	0.0%	
Utilities & Contracts :- Indirect Payments	<u>1,212</u>	<u>6,960</u>	<u>5,748</u>	<u>0</u>	<u>5,748</u>	<u>17.4%</u>	<u>0</u>
Net Payments	<u>(1,212)</u>	<u>(6,960)</u>	<u>(5,748)</u>				
<u>999</u> <u>VAT Data</u>							
515 VAT on Payments	514	0	(514)		(514)	0.0%	
VAT Data :- Indirect Payments	<u>514</u>	<u>0</u>	<u>(514)</u>	<u>0</u>	<u>(514)</u>		<u>0</u>
Net Payments	<u>(514)</u>	<u>0</u>	<u>514</u>				
Grand Totals:- Receipts	10,569	15,275	4,706			69.2%	
Payments	7,306	20,380	13,074	0	13,074	35.9%	
Net Receipts over Payments	<u>3,262</u>	<u>(5,105)</u>	<u>(8,367)</u>				
Movement to/(from) Gen Reserve	<u>3,262</u>						