



WEST HOATHLY PARISH COUNCIL

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

West Hoathly Parish Council Clerks Report November 2023

Actions Taken and points of information not on the agenda

- Road Closure - Sunday 10th December for Carols in the Square (North Lane, from The Cat Inn car park to Luctons, From the Queens Square to outside the Strakes in Churchill) The closure will be between the hours of 16:30 to 19:30.
- As in previous years, the Christmas Tree recycling point will be set up at Finche Field car park. It will be open Wednesday 3 January to Wednesday 17 January (inclusive).

Information for items on the agenda-

Item 9 – Interim Audit Report- circulated via email

Item 10- To consider a grant request of £650 from St Margaret’s Church to come out of the Jubilee/Coronation fund that the Parish Council holds on trust

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.

As requested last month the Jubilee/Coronation planning committee will hold a short meeting on Monday 27th November at 7:15pm prior to Parish Council to gain the wider views of the committee, this feedback will be available at the Parish Council meeting.

Item 11- Motion proposed by Cllr Paul Brown

Supporting paper was circulated with the agenda and is available to view on the website.

Item 12- Bluebell Woods

Meeting notes have been circulated via email.

Leanne Andrews 23rd Nov

West Hoathly Parish Council

Bank - Cash and Investment Reconciliation as at 22 November 2023

Confirmed Bank & Investment Balances

Bank Statement Balances

22/11/2023	Current Account	12,892.50
22/11/2023	Deposit Account	116,386.34

129,278.84

Other Cash & Bank Balances

20,000.00

149,278.84

Unpresented Payments

4,895.99

144,382.85

Receipts not on Bank Statement

0.00

Closing Balance

144,382.85

All Cash & Bank Accounts

1	Current Bank A/c	7,996.51
2	Deposit Account	116,386.34
	Other Cash & Bank Balances	20,000.00
	Total Cash & Bank Balances	144,382.85

Current Bank A/c

List of Payments made between 26/10/2023 and 22/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/10/2023	Gary Coxall Sept-Oct	2324110	220.00		Gary Coxall Sept-Oct
31/10/2023	Cllr P Brown expenses SID lock	2324111	16.38		Cllr P Brown expenses SID lock
22/11/2023	WSCC Local Govt Pension Scheme	232499	657.65		WSCC Local Govt Pension Scheme
22/11/2023	HMRC Nov	2324100	888.72		HMRC Nov
22/11/2023	Salaries Nov	2324101	2,445.88		Salaries Nov
22/11/2023	Dorian Fretwell	2324102	220.80		Dorian Fretwell VH Cleaning
22/11/2023	Colin Gibbs	2324103	84.12		Colin Gibbs Handyman salary
22/11/2023	Poppy Appeal Wreath	CHQ300122	50.00		Poppy Appeal Wreath
22/11/2023	Monitor Cleaning	2324104	255.30		Monitor Cleaning
22/11/2023	British Telecom	2324105DD	65.94		British Telecom
22/11/2023	Colin Gibbs expenses	2324106	13.68		CG Exp timber history trail
22/11/2023	Colin Gibbs Allotment expenses	2324107	16.02		Colin Gibbs Allotment expenses
22/11/2023	Quills Office Supplies	2324108	14.23		Quills Office Supplies
22/11/2023	MulBERRY & CO Interim audit	2324109	226.32		MulBERRY & CO Interim audit
22/11/2023	Credit Card	CC	6.89		Credit Card

Total Payments 5,181.93

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	88,018.00
3,120.00	TWHVH Employee Costs	2,139.00
81,982.00	Sub Total	90,157.00
	Operating Income	
8,582.59	Income	7,379.55
627.00	Allotments	509.00
500.00	North Lane Recreation Ground	500.00
49.37	Infrastructure	0.00
3,261.25	VAT Data	7,762.59
95,002.21	Total Receipts	106,308.14
	Running Costs	
59,978.61	Administration	41,519.21
30.93	Allotments	16.02
2,966.56	Finche Field	2,160.17
3,361.54	North Lane Recreation Ground	1,814.49
250.00	Sharpthorne Old Playground	0.00
1,656.78	Playgrounds	1,404.81
16,173.94	Infrastructure	4,548.06
4,633.25	Premises	2,673.38
5,596.46	VAT Data	2,456.09
94,648.07	Total Payments	56,592.23
	Receipts and Payments Summary	
94,312.80	Opening Balance	94,666.94
95,002.21	Add Total Receipts(As Above)	106,308.14
189,315.01		200,975.08
94,648.07	Less Total Payments(As Above)	56,592.23
94,666.94	Closing Balance	144,382.85
	These cumulative funds are represented by:	
27,881.53	Current Bank A/c	7,996.51
0.00	Deposit Account	0.00
66,785.41	Deposit Account	116,386.34
0.00	Cambridge & Counties 1 Yr Bond	20,000.00
0.00	Cambridge & Counties Interest	0.00
0.00	JUBILEE RECEIPTS	0.00
94,666.94		144,382.85
	Reserve Balances are represented by:	
354.14	Current Year Fund	49,715.91
39,677.07	General Reserves	35,888.21

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	4,494.28
5,687.00	EMR Rec/Playground Enhancement	6,687.00
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	2,422.86
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	1,621.52
0.00	EMR Wild Flower Meadow	1,000.00
<hr/> 94,666.94 <hr/>		<hr/> 144,382.85 <hr/>

Signed : _____ (Chairman) _____ (RFO)

Detailed Receipts & Payments by Budget Heading 22/11/2023

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	676	0	(676)			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	2,139	0	(2,139)			0.0%	
1850 TWHVH Vat	514	0	(514)			0.0%	
Income :- Receipts	97,537	88,218	(9,319)			110.6%	1,605
Net Receipts	97,537	88,218	(9,319)				
6001 less Transfer to EMR	1,605						
Movement to/(from) Gen Reserve	95,932						
110 Administration							
4000 Salaries	19,037	28,289	9,252		9,252	67.3%	
4001 Hall Cleaning	2,415	0	(2,415)		(2,415)	0.0%	
4002 Handyman Salary	1,169	1,726	557		557	67.8%	
4030 Employer On Costs	4,475	7,965	3,490		3,490	56.2%	
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	57	120	63		63	47.5%	
4110 Audit Fees	652	900	248		248	72.5%	
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	35	400	365		365	8.7%	
4170 Telephone & Broadband	604	800	197		197	75.4%	
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	655	0	(655)		(655)	0.0%	
4240 Grants & Donations	4,950	5,000	50		50	99.0%	
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	41,519	53,664	12,145	0	12,145	77.4%	1,462
Net Payments	(41,519)	(53,664)	(12,145)				
6000 plus Transfer from EMR	1,462						
Movement to/(from) Gen Reserve	(40,057)						

Detailed Receipts & Payments by Budget Heading 22/11/2023

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	509	600	91			84.8%	
Allotments :- Receipts	509	600	91			84.8%	0
4300 Water Charges	0	250	250		250	0.0%	
4420 Maintenance	16	250	234		234	6.4%	
Allotments :- Indirect Payments	16	500	484	0	484	3.2%	0
Net Receipts over Payments	493	100	(393)				
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 22/11/2023

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	605	2,000	1,395		1,395	30.3%	
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	220	600	380		380	36.7%	
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	<u>4,548</u>	<u>12,250</u>	<u>7,702</u>	<u>0</u>	<u>7,702</u>	<u>37.1%</u>	<u>0</u>
Net Receipts over Payments	<u>(4,548)</u>	<u>(12,204)</u>	<u>(7,656)</u>				
<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	1,683	3,000	1,317		1,317	56.1%	
4760 Toilets Equipment Contract	331	450	119		119	73.5%	
4770 Electricity	637	1,000	363		363	63.7%	
Premises :- Indirect Payments	<u>2,673</u>	<u>5,700</u>	<u>3,027</u>	<u>0</u>	<u>3,027</u>	<u>46.9%</u>	<u>0</u>
Net Payments	<u>(2,673)</u>	<u>(5,700)</u>	<u>(3,027)</u>				
<u>999</u> <u>VAT Data</u>							
115 VAT on Receipts	7,763	0	(7,763)			0.0%	
VAT Data :- Receipts	<u>7,763</u>	<u>0</u>	<u>(7,763)</u>				<u>0</u>
515 VAT on Payments	2,456	0	(2,456)		(2,456)	0.0%	
VAT Data :- Indirect Payments	<u>2,456</u>	<u>0</u>	<u>(2,456)</u>	<u>0</u>	<u>(2,456)</u>		<u>0</u>
Net Receipts over Payments	<u>5,307</u>	<u>0</u>	<u>(5,307)</u>				

Detailed Receipts & Payments by Budget Heading 22/11/2023

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	106,308	89,364	(16,944)			119.0%	
Payments	56,592	80,364	23,772	0	23,772	70.4%	
Net Receipts over Payments	<u>49,716</u>	<u>9,000</u>	<u>(40,716)</u>				
plus Transfer from EMR	1,462						
less Transfer to EMR	1,605						
Movement to/(from) Gen Reserve	<u>49,573</u>						

Trustees of West Hoathly Village Hall

Bank - Cash and Investment Reconciliation as at 22 November 2023

Confirmed Bank & Investment Balances

Bank Statement Balances

22/11/2023	Unity Trust Current	9,605.82
22/11/2023	Deposit Account	6,857.91

16,463.73

Other Cash & Bank Balances

0.00

16,463.73

Unpresented Payments

279.89

16,183.84

Receipts not on Bank Statement

0.00

Closing Balance

16,183.84

All Cash & Bank Accounts

1	Current Bank A/c	9,325.93
2	Deposit Account	6,857.91

Other Cash & Bank Balances 0.00

Total Cash & Bank Balances **16,183.84**

Time: 16:19

Current Bank A/c

List of Payments made between 26/10/2023 and 22/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/11/2023	West Hoathly Parish Council DF	232444	276.00		West Hoathly Parish Council DF
22/11/2023	Business Stream	232445DD	72.06		Business Stream
22/11/2023	MK Padgham Ltd Staircase repai	232446	862.80		MK Padgham Ltd Staircase repai
22/11/2023	PyrOTEC FIRE PROTECTION adj	232440ADJ	0.30		PyrOTEC FIRE PROTECTION adj
22/11/2023	West Hoathly Parish Council CC	232447	3.89		WHPC - hot water sticker CC

Total Payments	<u>1,215.05</u>
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Trustees of West Hoathly Village Hall

Summary Receipts and Payments for Year Ended 31st March 2024

Last Year Ended 31st March 2023		Current Year Ended 31st March 2024
	Receipts	
6,600.00	Flat Rent	4,700.00
6,600.00	Sub Total	4,700.00
	Operating Income	
8,896.59	Income	6,542.64
497.63	VAT Data	0.00
15,994.22	Total Receipts	11,242.64
	Running Costs	
3,978.91	Cleaning	2,725.55
756.85	Fire Safety	392.77
5,118.12	General Maintenance	1,804.58
2,734.26	Heating	937.69
4,048.27	Utilities & Contracts	2,002.71
1,429.52	VAT Data	658.23
18,065.93	Total Payments	8,521.53
	Receipts and Payments Summary	
15,534.44	Opening Balance	13,462.73
15,994.22	Add Total Receipts(As Above)	11,242.64
31,528.66		24,705.37
18,065.93	Less Total Payments(As Above)	8,521.53
13,462.73	Closing Balance	16,183.84
	These cumulative funds are represented by:	
7,683.21	Current Bank A/c	9,325.93
0.00	Deposit Account	0.00
5,779.52	Deposit Account	6,857.91
13,462.73		16,183.84
	Reserve Balances are represented by:	
-2,071.71	Current Year Fund	2,721.11
15,534.44	General Reserves	13,462.73
13,462.73		16,183.84

Signed : _____ (Chairman) _____ (RFO)

Detailed Receipts & Payments by Budget Heading 22/11/2023

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	4,700	6,600	1,900			71.2%	
1200 Hall Hire	5,464	8,675	3,211			63.0%	
1400 Interest Received	78	0	(78)			0.0%	
1500 Grants & Donation Received	1,000	0	(1,000)			0.0%	
Income :- Receipts	11,243	15,275	4,032			73.6%	0
Net Receipts	11,243	15,275	4,032				
120 Cleaning							
4100 Cleaning	2,415	3,590	1,175		1,175	67.3%	
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	2,726	4,440	1,714	0	1,714	61.4%	0
Net Payments	(2,726)	(4,440)	(1,714)				
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	195	300	105		105	64.9%	
Fire Safety :- Indirect Payments	393	600	207	0	207	65.5%	0
Net Payments	(393)	(600)	(207)				
140 General Maintenance							
4300 Hall Repairs and Maintenance	1,437	4,700	3,263		3,263	30.6%	
4310 Flat Repairs and Maintenance	292	800	508		508	36.5%	
4330 Piano Tuning	75	80	5		5	93.8%	
General Maintenance :- Indirect Payments	1,805	5,580	3,775	0	3,775	32.3%	0
Net Payments	(1,805)	(5,580)	(3,775)				
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 22/11/2023

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	267	800	533		533	33.4%	
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	719	3,900	3,181		3,181	18.4%	
Utilities & Contracts :- Indirect Payments	<u>2,003</u>	<u>6,960</u>	<u>4,957</u>	<u>0</u>	<u>4,957</u>	<u>28.8%</u>	<u>0</u>
Net Payments	<u>(2,003)</u>	<u>(6,960)</u>	<u>(4,957)</u>				
<u>999</u> <u>VAT Data</u>							
515 VAT on Payments	658	0	(658)		(658)	0.0%	
VAT Data :- Indirect Payments	<u>658</u>	<u>0</u>	<u>(658)</u>	<u>0</u>	<u>(658)</u>		<u>0</u>
Net Payments	<u>(658)</u>	<u>0</u>	<u>658</u>				
Grand Totals:- Receipts	<u>11,243</u>	<u>15,275</u>	<u>4,032</u>			<u>73.6%</u>	
Payments	<u>8,522</u>	<u>20,380</u>	<u>11,858</u>	<u>0</u>	<u>11,858</u>	<u>41.8%</u>	
Net Receipts over Payments	<u>2,721</u>	<u>(5,105)</u>	<u>(7,826)</u>				
Movement to/(from) Gen Reserve	<u>2,721</u>						