



## **WEST HOATHLY PARISH COUNCIL**

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

### **West Hoathly Parish Council Clerks Report February 2024**

#### **Actions Taken and points of information not on the agenda**

- The nomination forms have been submitted for the Mid Sussex Applauds and the nominees have been notified.
- Mark Pearson, the newly appointed CEO of Ashdown Forest has agreed to attend the Parish Assembly on Monday 4<sup>th</sup> March at 7:30pm, where he will give a brief presentation and answer Q&A's.

#### **Information for items on the agenda-**

##### **Item 10 – Draft meeting schedule**

The draft meeting schedule has been circulated via email. Please note the final schedule will be agreed at the Parish Council meeting on 20<sup>th</sup> May.

##### **Item 11- Motion proposed by Cllr Paul Brown**

Supporting papers from the Clerk/RFO and Cllr Brown have been circulated via email.

##### **Item 12- to consider a request from West Hoathly Primary School**

Further details circulated via email

##### **Item 13- Local Community Infrastructure**

Email from Senior Planning Officer Stuart Malcom has been circulated via email.

##### **Item 14- grant request from West Hoathly Royal British legion**

The Royal British Legion would like to request a grant of £700 to come from the Jubilee/Coronation funds that the Parish Council holds on trust. The grant will be used to commemorate the D- Day anniversary by organising the lighting of the beacon. The grant will cover the costs of hiring a piper and fireworks.

##### **Item 15 – Vinols Cross Design Competition**

Proposal document as prepared by Cllr Bob Darvill has been circulated via email.

##### **Item 18- Correspondence**

##### **WSCC Post-16 Transport Policy Statement Consultation**

West Sussex County Council asks for views each year about the Post-16 Transport Policy Statement. The consultation aims to make sure the information in the Policy Statement is up to date and complete.

The Policy Statement sets out the help that is available through the council, schools, colleges and transport operators for young people of sixth-form age and those who are 19+ with an Education Health and Care Plan to get to school or college.

A consultation is now open and available via this [link](#) and runs until 17 March 2024 . All responses will be considered before the council's Post-16 Transport Policy statement is published at the end of May.

**Email from PCSO circulated via email**

**Leanne Andrews 22<sup>nd</sup> February 2024**

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## West Hoathly Parish Council

### Bank - Cash and Investment Reconciliation as at 21 February 2024

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#### Confirmed Bank & Investment Balances

##### Bank Statement Balances

21/02/2024	Current Account	5,226.77	
21/02/2024	Deposit Account	109,697.78	
			<b>114,924.55</b>

##### Other Cash & Bank Balances

**20,000.00**

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**134,924.55**

##### Unpresented Payments

**4,460.42**

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**130,464.13**

##### Receipts not on Bank Statement

**0.00**

##### **Closing Balance**

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**130,464.13**

##### All Cash & Bank Accounts

1	Current Bank A/c	766.35	
2	Deposit Account	109,697.78	
	Other Cash & Bank Balances	20,000.00	
	<b>Total Cash &amp; Bank Balances</b>		<b>130,464.13</b>

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## Current Bank A/c

## List of Payments made between 30/01/2024 and 21/02/2024

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/02/2024	Salaries Feb	2324137	1,940.33		Salaries Feb
21/02/2024	Hall Cleaner Feb	2324138	220.80		Hall Cleaner Feb
21/02/2024	Colin Gibbs	2324139	43.36		Colin Gibbs Handyperson
21/02/2024	HMRC	2324140	577.47		HMRC
21/02/2024	WSCC Local Govt Pension Scheme	2324141	492.71		WSCC Local Govt Pension Scheme
21/02/2024	Derek Shurvell	2324142	262.50		Derek Shurvell monthly mowing
21/02/2024	Cuttlefish Multimedia Ltd	2324143	480.00		Website hosting
21/02/2024	British Telecom	2324144	65.94		British Telecom
21/02/2024	Cllr P Brown travel expenses	2324145	45.00		Cllr PB travel exp archive off
21/02/2024	Store4biz Limited	2324146	72.00		Store4biz Limited shredding
21/02/2024	Monitor Cleaning	2324147	255.30		Monitor Cleaning
21/02/2024	Lloyds Credit Card	CC	20.95		Lloyds Credit Card
<b>Total Payments</b>			<u>4,476.36</u>		

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## Detailed Receipts &amp; Payments by Budget Heading 21/02/2024

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Income</b>							
1076 Precept	88,018	88,018	0			100.0%	
1090 Interest Received	2,076	200	(1,876)			1038.2%	
1300 Other Income	76	0	(76)			0.0%	
1301 TWHVH CC Income	713	0	(713)			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	3,036	0	(3,036)			0.0%	
1850 TWHVH Vat	514	0	(514)			0.0%	
<b>Income :- Receipts</b>	<b>99,282</b>	<b>88,218</b>	<b>(11,064)</b>			<b>112.5%</b>	<b>1,605</b>
<b>Net Receipts</b>	<b>99,282</b>	<b>88,218</b>	<b>(11,064)</b>				
6001 less Transfer to EMR	1,605						
<b>Movement to/(from) Gen Reserve</b>	<b>97,677</b>						
<b>110 Administration</b>							
4000 Salaries	26,447	28,289	1,842		1,842	93.5%	
4001 Hall Cleaning	3,312	0	(3,312)		(3,312)	0.0%	
4002 Handyman Salary	1,346	1,726	380		380	78.0%	
4030 Employer On Costs	6,156	7,965	1,809		1,809	77.3%	
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	84	120	36		36	70.0%	
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	1,218	1,500	282		282	81.2%	
4150 Insurance	1,631	2,000	369		369	81.6%	
4160 Stationery	35	400	365		365	8.7%	
4170 Telephone & Broadband	768	800	32		32	96.0%	
4180 Website	550	800	250		250	68.8%	
4190 IT	220	650	430		430	33.8%	
4200 Office Expenses	136	0	(136)		(136)	0.0%	
4230 TWHVH CREDIT CARD expenses	706	0	(706)		(706)	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
<b>Administration :- Indirect Payments</b>	<b>52,578</b>	<b>53,664</b>	<b>1,086</b>	<b>0</b>	<b>1,086</b>	<b>98.0%</b>	<b>1,462</b>
<b>Net Payments</b>	<b>(52,578)</b>	<b>(53,664)</b>	<b>(1,086)</b>				
6000 plus Transfer from EMR	1,462						
<b>Movement to/(from) Gen Reserve</b>	<b>(51,116)</b>						

## Detailed Receipts &amp; Payments by Budget Heading 21/02/2024

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>120 Allotments</b>							
1500 Allotments Rent	623	600	(23)			103.8%	
Allotments :- Receipts	<b>623</b>	<b>600</b>	<b>(23)</b>			<b>103.8%</b>	<b>0</b>
4300 Water Charges	0	250	250		250	0.0%	
4420 Maintenance	16	250	234		234	6.4%	
Allotments :- Indirect Payments	<b>16</b>	<b>500</b>	<b>484</b>	<b>0</b>	<b>484</b>	<b>3.2%</b>	<b>0</b>
<b>Net Receipts over Payments</b>	<b>607</b>	<b>100</b>	<b>(507)</b>				
<b>130 Finche Field</b>							
4400 Grass Cutting	2,888	1,350	(1,538)		(1,538)	213.9%	
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	<b>3,210</b>	<b>2,400</b>	<b>(810)</b>	<b>0</b>	<b>(810)</b>	<b>133.8%</b>	<b>0</b>
<b>Net Payments</b>	<b>(3,210)</b>	<b>(2,400)</b>	<b>810</b>				
<b>140 North Lane Recreation Ground</b>							
1600 NLR Hire Fees	500	500	0			100.0%	
North Lane Recreation Ground :- Receipts	<b>500</b>	<b>500</b>	<b>0</b>			<b>100.0%</b>	<b>0</b>
4300 Water Charges	112	0	(112)		(112)	0.0%	
4420 Maintenance	94	250	156		156	37.6%	
4500 NLR Maintenance Contract	2,735	3,200	465		465	85.5%	
North Lane Recreation Ground :- Indirect Payments	<b>2,941</b>	<b>3,450</b>	<b>509</b>	<b>0</b>	<b>509</b>	<b>85.3%</b>	<b>0</b>
<b>Net Receipts over Payments</b>	<b>(2,441)</b>	<b>(2,950)</b>	<b>(509)</b>				
<b>150 Sharpthorne Old Playground</b>							
4400 Grass Cutting	0	250	250		250	0.0%	
4420 Maintenance	0	100	100		100	0.0%	
Sharpthorne Old Playground :- Indirect Payments	<b>0</b>	<b>350</b>	<b>350</b>	<b>0</b>	<b>350</b>	<b>0.0%</b>	<b>0</b>
<b>Net Payments</b>	<b>0</b>	<b>(350)</b>	<b>(350)</b>				
<b>160 Playgrounds</b>							
4420 Maintenance	1,124	1,000	(124)		(124)	112.4%	
4550 Playbark	281	300	19		19	93.8%	
4560 Inspections	630	750	120		120	84.0%	
Playgrounds :- Indirect Payments	<b>2,035</b>	<b>2,050</b>	<b>15</b>	<b>0</b>	<b>15</b>	<b>99.3%</b>	<b>0</b>
<b>Net Payments</b>	<b>(2,035)</b>	<b>(2,050)</b>	<b>(15)</b>				

## Detailed Receipts &amp; Payments by Budget Heading 21/02/2024

## 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	46	46	0			99.8%	
Infrastructure :- Receipts	<b>46</b>	<b>46</b>	<b>0</b>			<b>99.8%</b>	<b>0</b>
4420 Maintenance	940	2,000	1,060		1,060	47.0%	
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	180	150	(30)		(30)	120.0%	
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	250	600	350		350	41.7%	
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	<b>5,093</b>	<b>12,250</b>	<b>7,157</b>	<b>0</b>	<b>7,157</b>	<b>41.6%</b>	<b>0</b>
<b>Net Receipts over Payments</b>	<b>(5,047)</b>	<b>(12,204)</b>	<b>(7,157)</b>				
<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	2,321	3,000	679		679	77.4%	
4760 Toilets Equipment Contract	331	450	119		119	73.5%	
4770 Electricity	808	1,000	192		192	80.8%	
Premises :- Indirect Payments	<b>3,482</b>	<b>5,700</b>	<b>2,218</b>	<b>0</b>	<b>2,218</b>	<b>61.1%</b>	<b>0</b>
<b>Net Payments</b>	<b>(3,482)</b>	<b>(5,700)</b>	<b>(2,218)</b>				
<u>999</u> <u>VAT Data</u>							
115 VAT on Receipts	7,763	0	(7,763)			0.0%	
VAT Data :- Receipts	<b>7,763</b>	<b>0</b>	<b>(7,763)</b>				<b>0</b>
515 VAT on Payments	3,060	0	(3,060)		(3,060)	0.0%	
VAT Data :- Indirect Payments	<b>3,060</b>	<b>0</b>	<b>(3,060)</b>	<b>0</b>	<b>(3,060)</b>		<b>0</b>
<b>Net Receipts over Payments</b>	<b>4,702</b>	<b>0</b>	<b>(4,702)</b>				

## Detailed Receipts &amp; Payments by Budget Heading 21/02/2024

## 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	108,213	89,364	(18,849)			121.1%	
Payments	72,416	80,364	7,948	0	7,948	90.1%	
<b>Net Receipts over Payments</b>	<u>35,797</u>	<u>9,000</u>	<u>(26,797)</u>				
plus Transfer from EMR	1,462						
less Transfer to EMR	1,605						
<b>Movement to/(from) Gen Reserve</b>	<u>35,654</u>						



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**Trustees of West Hoathly Village Hall**

**Bank - Cash and Investment Reconciliation as at 21 February 2024**

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**Confirmed Bank & Investment Balances**

Bank Statement Balances

21/02/2024	Unity Trust Current	11,393.78	
21/02/2024	Deposit Account	6,905.45	

**18,299.23**

Other Cash & Bank Balances

**0.00**

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**18,299.23**

Unpresented Payments

**894.41**

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**17,404.82**

Receipts not on Bank Statement

**0.00**

**Closing Balance**

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**17,404.82**

All Cash & Bank Accounts

1	Current Bank A/c	10,499.37	
2	Deposit Account	6,905.45	
	Other Cash & Bank Balances		0.00
	<b>Total Cash &amp; Bank Balances</b>		<b>17,404.82</b>

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Time: 14:45

## Current Bank A/c

## List of Payments made between 30/01/2024 and 21/02/2024

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/02/2024	West Hoathly Parish Council DF	232459	276.00		WHPC Cleaner salary
21/02/2024	Lopez Window Cleaning	232460	35.00		Lopez Window Cleaning
21/02/2024	West Hoathly Parish Council CC	232461	17.95		Kitchen Bin (WHPC reimburse)
21/02/2024	Spa Oil Services	232462	380.36		Spa Oil Services
21/02/2024	HQ Plumbing	232463	185.10		HQ Plumbing mixer tap

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	<b>Total Payments</b>		<u>894.41</u>		
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## Detailed Receipts &amp; Payments by Budget Heading 21/02/2024

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Income</b>							
1100 Flat Rent	6,500	6,600	100			98.5%	
1200 Hall Hire	7,661	8,675	1,015			88.3%	
1400 Interest Received	126	0	(126)			0.0%	
1500 Grants & Donation Received	1,000	0	(1,000)			0.0%	
Income :- Receipts	<b>15,286</b>	<b>15,275</b>	<b>(11)</b>			<b>100.1%</b>	<b>0</b>
<b>Net Receipts</b>	<b>15,286</b>	<b>15,275</b>	<b>(11)</b>				
<b>120 Cleaning</b>							
4100 Cleaning	3,312	3,590	278		278	92.3%	
4110 Cleaning Supplies	92	300	208		208	30.5%	
4120 Window Cleaning	210	350	140		140	60.0%	
4130 Garden Maintenance	44	200	156		156	22.0%	
Cleaning :- Indirect Payments	<b>3,658</b>	<b>4,440</b>	<b>782</b>	<b>0</b>	<b>782</b>	<b>82.4%</b>	<b>0</b>
<b>Net Payments</b>	<b>(3,658)</b>	<b>(4,440)</b>	<b>(782)</b>				
<b>130 Fire Safety</b>							
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	<b>393</b>	<b>600</b>	<b>207</b>	<b>0</b>	<b>207</b>	<b>65.5%</b>	<b>0</b>
<b>Net Payments</b>	<b>(393)</b>	<b>(600)</b>	<b>(207)</b>				
<b>140 General Maintenance</b>							
4300 Hall Repairs and Maintenance	1,947	4,700	2,753		2,753	41.4%	
4310 Flat Repairs and Maintenance	292	800	508		508	36.5%	
4330 Piano Tuning	75	80	5		5	93.8%	
General Maintenance :- Indirect Payments	<b>2,314</b>	<b>5,580</b>	<b>3,266</b>	<b>0</b>	<b>3,266</b>	<b>41.5%</b>	<b>0</b>
<b>Net Payments</b>	<b>(2,314)</b>	<b>(5,580)</b>	<b>(3,266)</b>				
<b>150 Heating</b>							
4400 Boiler Servicing	329	300	(29)		(29)	109.7%	
4410 Heating Oil	1,475	2,500	1,025		1,025	59.0%	
Heating :- Indirect Payments	<b>1,804</b>	<b>2,800</b>	<b>996</b>	<b>0</b>	<b>996</b>	<b>64.4%</b>	<b>0</b>
<b>Net Payments</b>	<b>(1,804)</b>	<b>(2,800)</b>	<b>(996)</b>				

## Detailed Receipts &amp; Payments by Budget Heading 21/02/2024

## 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 &amp; Contracts</u>							
4320 PHS Contracts	346	400	54		54	86.4%	
4500 Electricity	578	1,200	622		622	48.2%	
4520 Water Charges	352	800	448		448	44.0%	
4530 General	66	200	134		134	32.8%	
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>2,395</u>	<u>6,960</u>	<u>4,565</u>	<u>0</u>	<u>4,565</u>	<u>34.4%</u>	<u>0</u>
<b>Net Payments</b>	<u>(2,395)</u>	<u>(6,960)</u>	<u>(4,565)</u>				
<u>999</u> <u>VAT Data</u>							
515 VAT on Payments	780	0	(780)		(780)	0.0%	
VAT Data :- Indirect Payments	<u>780</u>	<u>0</u>	<u>(780)</u>	<u>0</u>	<u>(780)</u>		<u>0</u>
<b>Net Payments</b>	<u>(780)</u>	<u>0</u>	<u>780</u>				
Grand Totals:- Receipts	<u>15,286</u>	<u>15,275</u>	<u>(11)</u>			<u>100.1%</u>	
Payments	<u>11,344</u>	<u>20,380</u>	<u>9,036</u>	<u>0</u>	<u>9,036</u>	<u>55.7%</u>	
<b>Net Receipts over Payments</b>	<u>3,942</u>	<u>(5,105)</u>	<u>(9,047)</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>3,942</u>						