



WEST HOATHLY PARISH COUNCIL

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

West Hoathly Parish Council Clerks Report May 2024

Actions Taken and points of information not on the agenda

- The 'About the Place Mid Sussex Walking Trails' waymarker is due to be installed on Friday 17th May. The launch event is due to take place at 12.30pm on Sunday 9th June at Ansty Village Centre – invitation to follow.
- The annual grant application process has now opened, closing date 3rd June. Applications will be reviewed by the Finance Committee on Monday 10th June, with the recommendation going to Parish Council for approval, on Monday 24th June.
- The clerk will be on leave from 24th May – 2nd June

Item 13- Schedule of dates and meetings for the year 2024-25

The updated schedule has been circulated to councillors with the proposed changes in red. The Asset & Highways meetings in September 2024 and January 2025 have been moved to accommodate Cllr Brown so that he can attend Lindfield Rural's meetings.

The Clerk would like to request that the Asset & Highways meeting in March 2025 is moved to the 10th to accommodate leave from the 14th March – 24th March 2025.

Item 14 – to review signatories.

The following councillors are currently signatories on both the Parish Council & Trustee of West Hoathly Village Hall accounts. These are to be reviewed.

Cllr Martin Robinson
Cllr Claire Hilton
Cllr Ken Allfree
Cllr Douglas Denham St Pinnock
Cllr Amy Marshall
Cllr Bob Darvill

Please can councillors advise the clerk if they have any login issues.

Item 15- circulated via email

Item 16- email from Monitor Cleaning circulated via email

Correspondence

Circulated to councillors via email.

Current Bank A/c
List of Payments made between 30/04/2024 and 15/05/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/04/2024	MULBERRY & CO	242518	156.00		MULBERRY & CO audit fee
22/04/2024	Derek Shurvell mthy mow	242519	295.33		Derek Shurvell mthly mow
22/04/2024	Gary Coxall various maintenanc	242520	145.00		Gary Coxall various maintenanc
22/04/2024	British Telecom	242521DD	73.53		British Telecom
22/04/2024	Monitor Cleaning	242522	280.32		Monitor Cleaning
22/04/2024	Parish Online	242523	90.00		Parish Online annual subs
22/04/2024	C Gibbs expenses - posts	242524	50.35		C Gibbs expenses - posts
22/04/2024	WSCC Local Govt Pension	242525	474.06		WSCC Local Govt Pension Scheme
22/04/2024	Salaries May	242526	1,966.04		Salaries May
22/04/2024	Colin Gibbs Handyman sal	242527	56.95		Colin Gibbs Handyman sal
15/05/2024	Dorian Fretwell VH Cleaning	242528	220.80		Dorian Fretwell VH Cleaning
15/05/2024	HMRC May	242529	540.70		HMRC May
15/05/2024	BestHost Credit card	CC	24.00		BestHost Credit card
15/05/2024	Besthost hosting chgs CC	CC	38.25		Besthost hosting chgs CC

Total Payments 4,411.33

Detailed Receipts & Payments by Budget Heading 15/05/2024

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1076 Precept	48,235	96,470	48,235			50.0%	
1090 Interest Received	0	200	200			0.0%	
1300 Other Income	833	0	(833)			0.0%	
1800 TWHVH Employee Costs	345	0	(345)			0.0%	
Income :- Receipts	49,413	96,670	47,257			51.1%	0
Net Receipts	49,413	96,670	47,257				
<u>110 Administration</u>							
4000 Salaries	5,020	31,842	26,822		26,822	15.8%	
4001 Hall Cleaning	621	0	(621)		(621)	0.0%	
4002 Handyman Salary	226	1,726	1,500		1,500	13.1%	
4030 Employer On Costs	1,126	8,719	7,593		7,593	12.9%	
4070 Training/Courses	90	600	510		510	15.0%	
4080 Chairman's Allowance	0	100	100		100	0.0%	
4100 Bank Charges	3	120	117		117	2.5%	
4110 Audit Fees	130	900	770		770	14.4%	
4130 Premises Licence Fee	0	80	80		80	0.0%	
4140 Subscriptions & Memberships	988	1,500	512		512	65.8%	
4150 Insurance	0	2,500	2,500		2,500	0.0%	
4160 Stationery	0	250	250		250	0.0%	
4170 Telephone & Broadband	116	800	684		684	14.5%	
4180 Website	62	800	738		738	7.8%	
4190 IT	240	2,150	1,910		1,910	11.2%	
4240 Grants & Donations	0	7,000	7,000		7,000	0.0%	
Administration :- Indirect Payments	8,622	59,087	50,465	0	50,465	14.6%	0
Net Payments	(8,622)	(59,087)	(50,465)				
<u>120 Allotments</u>							
1500 Allotments Rent	19	600	581			3.2%	
Allotments :- Receipts	19	600	581			3.2%	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	19	100	81				

Detailed Receipts & Payments by Budget Heading 15/05/2024

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>130 Finche Field</u>							
4410 Finche Field Mowing	0	250	250		250	0.0%	
4420 Maintenance	0	500	500		500	0.0%	
4430 Bramble Clearing	0	200	200		200	0.0%	
Finche Field :- Indirect Payments	0	950	950	0	950	0.0%	0
Net Payments	0	(950)	(950)				
<u>140 North Lane Recreation Ground</u>							
1600 NLR Hire Fees	0	500	500			0.0%	
North Lane Recreation Ground :- Receipts	0	500	500			0.0%	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	0	3,450	3,450	0	3,450	0.0%	0
Net Receipts over Payments	0	(2,950)	(2,950)				
<u>150 Sharpthorne Old Playground</u>							
4420 Maintenance	0	100	100		100	0.0%	
Sharpthorne Old Playground :- Indirect Payments	0	100	100	0	100	0.0%	0
Net Payments	0	(100)	(100)				
<u>160 Playgrounds</u>							
4420 Maintenance	0	1,500	1,500		1,500	0.0%	
4550 Playbark	0	300	300		300	0.0%	
4560 Inspections	0	750	750		750	0.0%	
Playgrounds :- Indirect Payments	0	2,550	2,550	0	2,550	0.0%	0
Net Payments	0	(2,550)	(2,550)				
<u>170 Infrastructure</u>							
1700 Wayleave	0	46	46			0.0%	
Infrastructure :- Receipts	0	46	46			0.0%	0
4420 Maintenance	445	2,000	1,555		1,555	22.3%	
4421 Step refurbishment	0	200	200		200	0.0%	
4422 DS Grass and hedge maintenance	591	3,657	3,066		3,066	16.2%	
4600 Dog & Litter Bins	0	1,500	1,500		1,500	0.0%	

Detailed Receipts & Payments by Budget Heading 15/05/2024

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4620 Hanging Baskets	0	50	50		50	0.0%	
4630 Sharpthorne Christmas Tree	0	250	250		250	0.0%	
4640 Tree Work and Surveys	0	2,500	2,500		2,500	0.0%	
4641 Bluebell Wood Management	0	2,800	2,800		2,800	0.0%	
4690 Grit Bins	0	250	250		250	0.0%	
4741 Defib expenditure	205	0	(205)		(205)	0.0%	205
4751 Hedgehog Highways	158	0	(158)		(158)	0.0%	
Infrastructure :- Indirect Payments	1,399	13,207	11,808	0	11,808	10.6%	205
Net Receipts over Payments	(1,399)	(13,161)	(11,762)				
6000 plus Transfer from EMR	205						
Movement to/(from) Gen Reserve	(1,194)						
<u>180 Premises</u>							
4300 Water Charges	118	400	282		282	29.6%	
4420 Maintenance	0	500	500		500	0.0%	
4750 Toilets Cleaning Contract	489	3,000	2,511		2,511	16.3%	
4760 Toilets Equipment Contract	0	450	450		450	0.0%	
4770 Electricity	117	1,500	1,383		1,383	7.8%	
Premises :- Indirect Payments	724	5,850	5,126	0	5,126	12.4%	0
Net Payments	(724)	(5,850)	(5,126)				
<u>999 VAT Data</u>							
515 VAT on Payments	267	0	(267)		(267)	0.0%	
VAT Data :- Indirect Payments	267	0	(267)	0	(267)		0
Net Payments	(267)	0	267				
Grand Totals:- Receipts	49,432	97,816	48,384			50.5%	
Payments	11,011	85,694	74,683	0	74,683	12.8%	
Net Receipts over Payments	38,421	12,122	(26,299)				
plus Transfer from EMR	205						
Movement to/(from) Gen Reserve	38,626						

West Hoathly Parish Council

Bank - Cash and Investment Reconciliation as at 15 May 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

15/05/2024	Current Account	10,334.24
15/05/2024	Deposit Account	64,513.70
15/05/2024	Cambridge Building Society	72,900.00

147,747.94

Other Cash & Bank Balances

20,000.00

167,747.94

Unpresented Payments

4,337.80

163,410.14

Receipts not on Bank Statement

0.00

Closing Balance

163,410.14

All Cash & Bank Accounts

1	Current Bank A/c	5,996.44
2	Deposit Account	64,513.70
3	Cambridge Building Society	72,900.00
	Other Cash & Bank Balances	20,000.00
	Total Cash & Bank Balances	163,410.14

List of Payments made between 30/04/2024 and 15/05/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/05/2024	West Hoathly Parish Council	242505	276.00		West Hoathly Parish Council DF
15/05/2024	Business Stream	242506DD	83.69		Business Stream waste water
Total Payments			<u>359.69</u>		

Detailed Receipts & Payments by Budget Heading 15/05/2024

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1100 Flat Rent	1,200	6,600	5,400			18.2%	
1200 Hall Hire	1,513	8,675	7,162			17.4%	
1500 Grants & Donation Received	0	2,000	2,000			0.0%	
Income :- Receipts	2,713	17,275	14,562			15.7%	0
Net Receipts	2,713	17,275	14,562				
<u>120 Cleaning</u>							
4100 Cleaning	621	3,700	3,079		3,079	16.8%	
4110 Cleaning Supplies	0	300	300		300	0.0%	
4120 Window Cleaning	35	350	315		315	10.0%	
4130 Garden Maintenance	0	200	200		200	0.0%	
Cleaning :- Indirect Payments	656	4,550	3,894	0	3,894	14.4%	0
Net Payments	(656)	(4,550)	(3,894)				
<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	0	600	600	0	600	0.0%	0
Net Payments	0	(600)	(600)				
<u>140 General Maintenance</u>							
4300 Hall Repairs and Maintenance	0	4,700	4,700		4,700	0.0%	
4310 Flat Repairs and Maintenance	0	800	800		800	0.0%	
4330 Piano Tuning	0	80	80		80	0.0%	
General Maintenance :- Indirect Payments	0	5,580	5,580	0	5,580	0.0%	0
Net Payments	0	(5,580)	(5,580)				
<u>150 Heating</u>							
4400 Boiler Servicing	0	400	400		400	0.0%	
4410 Heating Oil	0	2,000	2,000		2,000	0.0%	
Heating :- Indirect Payments	0	2,400	2,400	0	2,400	0.0%	0
Net Payments	0	(2,400)	(2,400)				

Detailed Receipts & Payments by Budget Heading 15/05/2024

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>160 Utilities & Contracts</u>							
4320 PHS Contracts	0	400	400		400	0.0%	
4500 Electricity	272	2,000	1,728		1,728	13.6%	
4520 Water Charges	84	800	716		716	10.5%	
4530 General	0	200	200		200	0.0%	
4540 AIRS Hall Service Subscription	0	150	150		150	0.0%	
4550 Performing Rights	153	200	47		47	76.5%	
4580 Planning & Fees (Flat staircas	0	2,000	2,000		2,000	0.0%	
Utilities & Contracts :- Indirect Payments	509	5,750	5,241	0	5,241	8.8%	0
Net Payments	(509)	(5,750)	(5,241)				
<u>999 VAT Data</u>							
515 VAT on Payments	44	0	(44)		(44)	0.0%	
VAT Data :- Indirect Payments	44	0	(44)	0	(44)		0
Net Payments	(44)	0	44				
Grand Totals:- Receipts	2,713	17,275	14,562			15.7%	
Payments	1,209	18,880	17,671	0	17,671	6.4%	
Net Receipts over Payments	1,504	(1,605)	(3,109)				
Movement to/(from) Gen Reserve	1,504						

Trustees of West Hoathly Village Hall

Bank - Cash and Investment Reconciliation as at 15 May 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

15/05/2024	Unity Trust Current	13,022.96
15/05/2024	Deposit Account	6,952.79

19,975.75

Unpresented Payments

276.00

19,699.75

Receipts not on Bank Statement

0.00

Closing Balance

19,699.75

All Cash & Bank Accounts

1	Current Bank A/c	12,746.96
2	Deposit Account	6,952.79
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	19,699.75
