



WEST HOATHLY PARISH COUNCIL

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

West Hoathly Parish Council Clerks Report March 2024

Actions Taken and points of information not on the agenda

- The Allotment Holders meeting will be held on Saturday 23rd March at 10:00am in West Hoathly Village Hall
- The Mid Sussex Applauds event will take place on Sunday 24th March.
- The Asset & Highways Committee have approved a request from West Hoathly School Association to allow a textile bin to be placed in Finche Field car park.
- Reminder the Parish Tidy Day will take place on Saturday 6th April. Meet in Finche Field between 9.30-10:00am
- A member of the Records Office team will be visiting on Monday 22nd April at 1pm to view the Local History Archive material.
- The Parish Office will be closed on the 2nd and 9th April. The Clerk will be on leave from the 3rd April – 14th April.

Item 11- Correspondence

Email from CAGNE- circulated via email

Email from Monitor Cleaning.

I am writing to advise you that a new National Living Wage has been introduced from 1st April 2024 which will increase the hourly rate from £10.42 to £11.44.

As you are aware, we operate to the Minimum Wage in order to give the best value to our clients, this means, unfortunately, that from 1st April 2024 our price for cleaning West Hoathly Public toilet will increase from £2,553.00 p.a to £2,803.19 p.a

An email regarding a hedgehog highway project has been circulated via email

Leanne Andrews 21st March 2024

List of Payments made between 28/02/2024 and 20/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/03/2024	Salaries March	2324152	1,965.75		Salaries March
20/03/2024	Dorian Fretwell	2324153	220.80		Dorian Fretwell VH cleaning
20/03/2024	Colin Gibbs	2324154	81.52		Colin Gibbs Handyman salary
20/03/2024	Colin Gibbs Expenses	2324155	40.54		Colin Gibbs Expenses
20/03/2024	WSSC Local Govt Pension Scheme	2324156	515.19		WSSC Local Govt Pension Scheme
20/03/2024	HMRC PAYE/NIC March	2324157	604.82		HMRC PAYE/NIC March
20/03/2024	Lloyds Credit card chgs	2324158CC	3.00		Lloyds Credit card chgs
20/03/2024	Amazon Business Credit card	2324158CC	14.88		Amazon Business stationery
20/03/2024	Maurice Rodwell	2324159	384.00		Rodwell electrical inspection
20/03/2024	British Telecom	2324160DD	65.94		British Telecom
20/03/2024	Derek Shurvell	2324161	262.50		Derek Shurvell Grass cutting
20/03/2024	Gary Coxall	2324162	315.00		Gary Coxall various maintenanc
20/03/2024	Westcotec	2324163	71.40		Westcotec SID bracket
20/03/2024	Monitor Cleaning	2324164	255.30		Monitor Cleaning wc contract
Total Payments			4,800.64		

West Hoathly Parish Council

Bank - Cash and Investment Reconciliation as at 20 March 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

20/03/2024	Current Account	4,520.22	
20/03/2024	Deposit Account	104,697.78	
			109,218.00

Other Cash & Bank Balances

20,000.00

129,218.00

Unpresented Payments

4,734.70

124,483.30

Receipts not on Bank Statement

0.00

Closing Balance

124,483.30

All Cash & Bank Accounts

1	Current Bank A/c	-214.48	
2	Deposit Account	104,697.78	
	Other Cash & Bank Balances	20,000.00	
	Total Cash & Bank Balances		124,483.30

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	3,312.00
81,982.00	Sub Total	91,330.00
	Operating Income	
8,582.59	Income	8,245.82
627.00	Allotments	623.00
500.00	North Lane Recreation Ground	500.00
49.37	Infrastructure	45.92
3,261.25	VAT Data	7,762.59
95,002.21	Total Receipts	108,507.33
	Running Costs	
59,978.61	Administration	56,036.77
30.93	Allotments	16.02
2,966.56	Finche Field	1,672.67
3,361.54	North Lane Recreation Ground	2,941.29
250.00	Sharpthorne Old Playground	250.00
1,656.78	Playgrounds	2,034.81
16,173.94	Infrastructure	8,313.22
4,633.25	Premises	4,015.01
5,596.46	VAT Data	3,411.18
94,648.07	Total Payments	78,690.97
	Receipts and Payments Summary	
94,312.80	Opening Balance	94,666.94
95,002.21	Add Total Receipts(As Above)	108,507.33
189,315.01		203,174.27
94,648.07	Less Total Payments(As Above)	78,690.97
94,666.94	Closing Balance	124,483.30
	These cumulative funds are represented by:	
27,881.53	Current Bank A/c	-214.48
0.00	Deposit Account	0.00
66,785.41	Deposit Account	104,697.78
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		124,483.30
	Reserve Balances are represented by:	
354.14	Current Year Fund	29,816.36
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/> 124,483.30 <hr/>

Signed : _____ (Chairman) _____ (RFO)

Detailed Receipts & Payments by Budget Heading 20/03/2024

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	2,076	200	(1,876)			1038.2%	
1300 Other Income	76	0	(76)			0.0%	
1301 TWHVH CC Income	731	0	(731)			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	3,312	0	(3,312)			0.0%	
1850 TWHVH Vat	514	0	(514)			0.0%	
Income :- Receipts	99,576	88,218	(11,358)			112.9%	1,605
Net Receipts	99,576	88,218	(11,358)				
6001 less Transfer to EMR	1,605						
Movement to/(from) Gen Reserve	97,971						
110 Administration							
4000 Salaries	28,890	28,289	(601)		(601)	102.1%	
4001 Hall Cleaning	3,588	0	(3,588)		(3,588)	0.0%	
4002 Handyman Salary	1,453	1,726	273		273	84.2%	
4030 Employer On Costs	6,717	7,965	1,248		1,248	84.3%	
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	87	120	33		33	72.5%	
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	1,218	1,500	282		282	81.2%	
4150 Insurance	1,631	2,000	369		369	81.6%	
4160 Stationery	47	400	353		353	11.8%	
4170 Telephone & Broadband	823	800	(23)		(23)	102.9%	
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
Administration :- Indirect Payments	56,037	53,664	(2,373)	0	(2,373)	104.4%	1,462
Net Payments	(56,037)	(53,664)	2,373				
6000 plus Transfer from EMR	1,462						
Movement to/(from) Gen Reserve	(54,575)						

Detailed Receipts & Payments by Budget Heading 20/03/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>120 Allotments</u>							
1500 Allotments Rent	623	600	(23)			103.8%	
Allotments :- Receipts	623	600	(23)			103.8%	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	607	100	(507)				
<u>130 Finche Field</u>							
4400 Grass Cutting	1,350	1,350	0		0	100.0%	
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	1,673	2,400	727	0	727	69.7%	0
Net Payments	(1,673)	(2,400)	(727)				
<u>140 North Lane Recreation Ground</u>							
1600 NLR Hire Fees	500	500	0			100.0%	
North Lane Recreation Ground :- Receipts	500	500	0			100.0%	0
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	2,941	3,450	509	0	509	85.3%	0
Net Receipts over Payments	(2,441)	(2,950)	(509)				
<u>150 Sharpthorne Old Playground</u>							
4400 Grass Cutting	250	250	0		0	100.0%	
4420 Maintenance	0	100	100		100	0.0%	
Sharpthorne Old Playground :- Indirect Payments	250	350	100	0	100	71.4%	0
Net Payments	(250)	(350)	(100)				
<u>160 Playgrounds</u>							
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	2,035	2,050	15	0	15	99.3%	0
Net Payments	(2,035)	(2,050)	(15)				

Detailed Receipts & Payments by Budget Heading 20/03/2024

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	<u>46</u>	<u>46</u>	<u>0</u>			<u>99.8%</u>	<u>0</u>
4420 Maintenance	1,470	2,000	530		530	73.5%	
4600 Dog & Litter Bins	1,095	1,850	755		755	59.2%	
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	100	100	0		0	100.0%	
4660 Sharpthorne Green	300	300	0		0	100.0%	
4670 Vinols Cross Area	295	600	305		305	49.2%	
4680 Cookhams Wood Verge	0	400	400		400	0.0%	
4690 Grit Bins	0	250	250		250	0.0%	
4720 Work on Bank Broadfield	750	750	0		0	100.0%	
4740 Verge alongside Courtlands	400	500	100		100	80.0%	
5010 S106 Expenditure	3,243	0	(3,243)		(3,243)	0.0%	
Infrastructure :- Indirect Payments	<u>8,313</u>	<u>12,250</u>	<u>3,937</u>	<u>0</u>	<u>3,937</u>	<u>67.9%</u>	<u>0</u>
Net Receipts over Payments	<u>(8,267)</u>	<u>(12,204)</u>	<u>(3,937)</u>				
<u>180</u> <u>Premises</u>							
4300 Water Charges	22	750	728		728	3.0%	
4420 Maintenance	320	500	180		180	64.0%	
4750 Toilets Cleaning Contract	2,534	3,000	466		466	84.5%	
4760 Toilets Equipment Contract	331	450	119		119	73.5%	
4770 Electricity	808	1,000	192		192	80.8%	
Premises :- Indirect Payments	<u>4,015</u>	<u>5,700</u>	<u>1,685</u>	<u>0</u>	<u>1,685</u>	<u>70.4%</u>	<u>0</u>
Net Payments	<u>(4,015)</u>	<u>(5,700)</u>	<u>(1,685)</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	3,411	0	(3,411)		(3,411)	0.0%	
VAT Data :- Indirect Payments	<u>3,411</u>	<u>0</u>	<u>(3,411)</u>	<u>0</u>	<u>(3,411)</u>		<u>0</u>
Net Receipts over Payments	<u>4,351</u>	<u>0</u>	<u>(4,351)</u>				

Detailed Receipts & Payments by Budget Heading 20/03/2024

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	108,507	89,364	(19,143)			121.4%	
Payments	78,691	80,364	1,673	0	1,673	97.9%	
Net Receipts over Payments	<u>29,816</u>	<u>9,000</u>	<u>(20,816)</u>				
plus Transfer from EMR	1,462						
less Transfer to EMR	1,605						
Movement to/(from) Gen Reserve	<u>29,673</u>						

List of Payments made between 28/02/2024 and 20/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/03/2024	WHPC DF VH Cleaning	232464	276.00		WHPC DF VH Cleaning
Total Payments			<u>276.00</u>		

Trustees of West Hoathly Village Hall

Bank - Cash and Investment Reconciliation as at 20 March 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

20/03/2024	Unity Trust Current	11,644.87
20/03/2024	Deposit Account	6,905.45

18,550.32

Other Cash & Bank Balances

0.00

18,550.32

Unpresented Payments

276.00

18,274.32

Receipts not on Bank Statement

0.00

Closing Balance

18,274.32

All Cash & Bank Accounts

1	Current Bank A/c	11,368.87
2	Deposit Account	6,905.45
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	18,274.32

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	7,100.00
6,600.00	Sub Total	7,100.00
	Operating Income	
8,896.59	Income	9,331.93
497.63	VAT Data	0.00
15,994.22	Total Receipts	16,431.93
	Running Costs	
3,978.91	Cleaning	3,933.55
756.85	Fire Safety	392.77
5,118.12	General Maintenance	2,314.26
2,734.26	Heating	1,804.44
4,048.27	Utilities & Contracts	2,395.49
1,429.52	VAT Data	779.83
18,065.93	Total Payments	11,620.34
	Receipts and Payments Summary	
15,534.44	Opening Balance	13,462.73
15,994.22	Add Total Receipts(As Above)	16,431.93
31,528.66		29,894.66
18,065.93	Less Total Payments(As Above)	11,620.34
13,462.73	Closing Balance	18,274.32
	These cumulative funds are represented by:	
7,683.21	Current Bank A/c	11,368.87
0.00	Deposit Account	0.00
5,779.52	Deposit Account	6,905.45
13,462.73		18,274.32
	Reserve Balances are represented by:	
-2,071.71	Current Year Fund	4,811.59
15,534.44	General Reserves	13,462.73
13,462.73		18,274.32

Signed : _____ (Chairman) _____ (RFO)

Detailed Receipts & Payments by Budget Heading 20/03/2024

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	7,100	6,600	(500)			107.6%	
1200 Hall Hire	8,206	8,675	469			94.6%	
1400 Interest Received	126	0	(126)			0.0%	
1500 Grants & Donation Received	1,000	0	(1,000)			0.0%	
Income :- Receipts	16,432	15,275	(1,157)			107.6%	0
Net Receipts	16,432	15,275	(1,157)				
120 Cleaning							
4100 Cleaning	3,588	3,590	2		2	99.9%	
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	3,934	4,440	506	0	506	88.6%	0
Net Payments	(3,934)	(4,440)	(506)				
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	1,947	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	2,314	5,580	3,266	0	3,266	41.5%	0
Net Payments	(2,314)	(5,580)	(3,266)				
150 Heating							
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	1,804	2,800	996	0	996	64.4%	0
Net Payments	(1,804)	(2,800)	(996)				

Detailed Receipts & Payments by Budget Heading 20/03/2024

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 & 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>
Net Payments	<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>
Net Payments	<u>(780)</u>	<u>0</u>	<u>780</u>				
Grand Totals:- Receipts	<u>16,432</u>	<u>15,275</u>	<u>(1,157)</u>			<u>107.6%</u>	
Payments	<u>11,620</u>	<u>20,380</u>	<u>8,760</u>	<u>0</u>	<u>8,760</u>	<u>57.0%</u>	
Net Receipts over Payments	<u>4,812</u>	<u>(5,105)</u>	<u>(9,917)</u>				
Movement to/(from) Gen Reserve	<u>4,812</u>						