



WEST HOATHLY PARISH COUNCIL

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

West Hoathly Parish Council Clerks Report December 2024

Actions Taken and points of information not on the agenda

- The Parish Office will be closed w/c 23rd December and w/c 30th December
- The Clerk will be on leave Monday 13th January

Information relating to items on the agenda

Item 9 – The draft budget proposal has been circulated to councillors via email

Item 10- Interim Audit Report has been circulated to councillors via email

Item 11 – West Hoathly Phone Box

The clerk has received an email from MSDC to advise that BT are going to be removing the payphone from the phone box in West Hoathly as it is not well used. As the phone box is listed, the kiosk cannot be removed, however BT will lock the box once the payphone has been removed.

The clerk has been in touch with the resident at Upper Pendent and they subsequently made enquires with BT, however, as they do not own the land on which the kiosk stands, they have been told that cannot adopt it.

The clerk requested more information from BT, and they have advised that the Parish Council can adopt the kiosk despite not owning the land on which the kiosk stands.

The Council need to consider whether to register an application to adopt the phone box.

https://business.bt.com/public-sector/street-hubs/adopt-a-kiosk-scheme/?s_cid=btb_FURL_adopt

West Hoathly Parish Council

Bank - Cash and Investment Reconciliation as at 10 December 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

10/12/2024	Current Account	3,160.03
10/12/2024	Deposit Account	69,579.77
10/12/2024	Cambridge Building Society	72,900.00

145,639.80

Other Cash & Bank Balances

21,005.48

166,645.28

Unpresented Payments

4,402.07

162,243.21

Receipts not on Bank Statement

0.00

Closing Balance

162,243.21

All Cash & Bank Accounts

1	Current Bank A/c	-1,242.04
2	Deposit Account	69,579.77
3	Cambridge Building Society	72,900.00
	Other Cash & Bank Balances	21,005.48
	Total Cash & Bank Balances	162,243.21

Detailed Receipts & Payments by Budget Heading 10/12/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1076 Precept	96,470	96,470	0			100.0%	
1090 Interest Received	1,837	200	(1,637)			918.5%	
1300 Other Income	833	0	(833)			0.0%	
1301 TWHVH CC Income	274	0	(274)			0.0%	
1800 TWHVH Employee Costs	2,415	0	(2,415)			0.0%	
1850 TWHVH Vat	713	0	(713)			0.0%	
Income :- Receipts	102,542	96,670	(5,872)			106.1%	0
Net Receipts	102,542	96,670	(5,872)				
<u>110 Administration</u>							
4000 Salaries	23,356	31,842	8,486		8,486	73.3%	
4001 Hall Cleaning	2,691	0	(2,691)		(2,691)	0.0%	
4002 Handyman Salary	827	1,726	899		899	47.9%	
4030 Employer On Costs	5,186	8,719	3,533		3,533	59.5%	
4070 Training/Courses	180	600	420		420	30.0%	
4080 Chairman's Allowance	0	100	100		100	0.0%	
4100 Bank Charges	76	120	44		44	63.6%	
4110 Audit Fees	690	900	210		210	76.7%	
4130 Premises Licence Fee	70	80	10		10	87.5%	
4140 Subscriptions & Memberships	1,257	1,500	243		243	83.8%	
4150 Insurance	2,007	2,500	493		493	80.3%	
4160 Stationery	193	250	57		57	77.2%	
4170 Telephone & Broadband	862	800	(62)		(62)	107.7%	
4180 Website	86	800	714		714	10.8%	
4190 IT	2,019	2,150	131		131	93.9%	
4200 Office Expenses	4	0	(4)		(4)	0.0%	
4230 TWHVH CREDIT CARD expenses	242	0	(242)		(242)	0.0%	
4240 Grants & Donations	6,783	7,000	217		217	96.9%	
4245 Hall VAT	288	0	(288)		(288)	0.0%	
5000 Jubilee Payments only	1,470	0	(1,470)		(1,470)	0.0%	1,470
Administration :- Indirect Payments	48,286	59,087	10,801	0	10,801	81.7%	1,470
Net Payments	(48,286)	(59,087)	(10,801)				
6000 plus Transfer from EMR	1,470						
Movement to/(from) Gen Reserve	(46,816)						

Detailed Receipts & Payments by Budget Heading 10/12/2024

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	581	600	19			96.8%	
Allotments :- Receipts	581	600	19			96.8%	0
4300 Water Charges	0	250	250		250	0.0%	
4420 Maintenance	1,000	250	(750)		(750)	400.0%	
Allotments :- Indirect Payments	1,000	500	(500)	0	(500)	200.0%	0
Net Receipts over Payments	(419)	100	519				
<u>130 Finche Field</u>							
4410 Finche Field Mowing	200	250	50		50	80.0%	
4420 Maintenance	0	500	500		500	0.0%	
4430 Bramble Clearing	0	200	200		200	0.0%	
Finche Field :- Indirect Payments	200	950	750	0	750	21.1%	0
Net Payments	(200)	(950)	(750)				
<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
4420 Maintenance	14	250	236		236	5.6%	
4500 NLR Maintenance Contract	1,555	3,200	1,645		1,645	48.6%	
North Lane Recreation Ground :- Indirect Payments	1,569	3,450	1,881	0	1,881	45.5%	0
Net Receipts over Payments	(1,069)	(2,950)	(1,881)				
<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)				

Detailed Receipts & Payments by Budget Heading 10/12/2024

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	3	46	43			7.5%	
Infrastructure :- Receipts	<u>3</u>	<u>46</u>	<u>43</u>			<u>7.5%</u>	<u>0</u>
4420 Maintenance	1,535	2,000	465		465	76.8%	
4421 Step refurbishment	0	200	200		200	0.0%	
4422 DS Grass and hedge maintenance	2,658	3,657	999		999	72.7%	
4600 Dog & Litter Bins	0	1,500	1,500		1,500	0.0%	
4620 Hanging Baskets	40	50	10		10	80.0%	
4630 Sharpthorne Christmas Tree	170	250	80		80	68.0%	
4640 Tree Work and Surveys	2,602	2,500	(102)		(102)	104.1%	102
4641 Bluebell Wood Management	5,000	2,800	(2,200)		(2,200)	178.6%	5,000
4690 Grit Bins	0	250	250		250	0.0%	
4741 Defib expenditure	298	0	(298)		(298)	0.0%	298
4751 Hedgehog Highways	158	0	(158)		(158)	0.0%	
Infrastructure :- Indirect Payments	<u>12,461</u>	<u>13,207</u>	<u>746</u>	<u>0</u>	<u>746</u>	<u>94.4%</u>	<u>5,400</u>
Net Receipts over Payments	<u>(12,457)</u>	<u>(13,161)</u>	<u>(704)</u>				
6000 plus Transfer from EMR	5,400						
Movement to/(from) Gen Reserve	<u>(7,057)</u>						
<u>180</u> <u>Premises</u>							
4300 Water Charges	206	400	194		194	51.5%	
4420 Maintenance	482	500	18		18	96.3%	
4750 Toilets Cleaning Contract	2,049	3,000	951		951	68.3%	
4760 Toilets Equipment Contract	331	450	119		119	73.5%	
4770 Electricity	574	1,500	926		926	38.3%	
4900 Defibrillators	93	0	(93)		(93)	0.0%	93
Premises :- Indirect Payments	<u>3,734</u>	<u>5,850</u>	<u>2,116</u>	<u>0</u>	<u>2,116</u>	<u>63.8%</u>	<u>93</u>
Net Payments	<u>(3,734)</u>	<u>(5,850)</u>	<u>(2,116)</u>				
6000 plus Transfer from EMR	93						
Movement to/(from) Gen Reserve	<u>(3,641)</u>						
<u>999</u> <u>VAT Data</u>							
115 VAT on Receipts	3,897	0	(3,897)			0.0%	
VAT Data :- Receipts	<u>3,897</u>	<u>0</u>	<u>(3,897)</u>				<u>0</u>
515 VAT on Payments	3,019	0	(3,019)		(3,019)	0.0%	
VAT Data :- Indirect Payments	<u>3,019</u>	<u>0</u>	<u>(3,019)</u>	<u>0</u>	<u>(3,019)</u>		<u>0</u>
Net Receipts over Payments	<u>878</u>	<u>0</u>	<u>(878)</u>				

Detailed Receipts & Payments by Budget Heading 10/12/2024

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	107,523	97,816	(9,707)			109.9%	
Payments	70,269	85,694	15,425	0	15,425	82.0%	
Net Receipts over Payments	<u>37,254</u>	<u>12,122</u>	<u>(25,132)</u>				
plus Transfer from EMR	6,963						
Movement to/(from) Gen Reserve	<u>44,217</u>						

List of Payments made between 27/11/2024 and 10/12/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/12/2024	WSSC Local Govt Pension	2425117	491.85		WSSC Local Govt Pension Scheme
10/12/2024	Salaries Mth 9	2425118	2,029.61		Salaries Mth 9
10/12/2024	Dorian Fretwell	2425119	220.80		Dorian Fretwell VH cleaning
10/12/2024	Colin Gibbs	2425120	62.54		Colin Gibbs Handyman
10/12/2024	HMRC Mth9	2425121	574.12		HMRC Mth 9
10/12/2024	British Telecom	DD	70.63		British Telecom
10/12/2024	Derek Shurvell	2425122	295.33		Derek Shurvell Grass mainten
10/12/2024	EDF Energy	2425123DD	49.05		EDF Energy Pav
10/12/2024	Gary Coxall	2425124	115.00		Gary Coxall Gen maintenance
10/12/2024	MULBERRY & CO	2425125	168.00		MULBERRY & CO internal audit
10/12/2024	TC Facilities Management	2425126	225.77		TC Facilities Management
10/12/2024	M Crockett	2425127	40.00		M Crockett Xmas Tree electric
10/12/2024	Highbrook Village Hall	2425128	130.00		Highbrook VH Xmas Tree
10/12/2024	Unity Bank	CHG	12.30		Unity Bank
10/12/2024	Southern Electric	DD	0.14		Southern Electric final paymen
Total Payments			<u>4,485.14</u>		

List of Payments made between 26/11/2024 and 10/12/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/12/2024	West Hoathly Parish Council	242578	276.00		WHPC DF
10/12/2024	Castle Water	242529DD	25.11		Castle Water
10/12/2024	EDF Energy	242530DD	160.67		EDF Energy
10/12/2024	Spa Oil Services	242531	309.68		Spa Oil Services
10/12/2024	Unity Trust	CHGS	6.00		Unity Trust

	Total Payments		<u>777.46</u>		
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Trustees of West Hoathly Village Hall

Bank - Cash and Investment Reconciliation as at 10 December 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

10/12/2024	Unity Trust Current	14,660.09
10/12/2024	Deposit Account	8,346.28

23,006.37

Unpresented Payments

771.46

22,234.91

Receipts not on Bank Statement

0.00

Closing Balance

22,234.91

All Cash & Bank Accounts

1	Current Bank A/c	13,888.63
2	Deposit Account	8,346.28
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	<hr/> 22,234.91 <hr/>

Detailed Receipts & Payments by Budget Heading 10/12/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1100 Flat Rent	5,400	6,600	1,200			81.8%	
1200 Hall Hire	5,014	8,675	3,661			57.8%	
1400 Interest Received	105	0	(105)			0.0%	
1500 Grants & Donation Received	1,000	2,000	1,000			50.0%	
Income :- Receipts	11,519	17,275	5,756			66.7%	0
Net Receipts	11,519	17,275	5,756				
<u>120 Cleaning</u>							
4100 Cleaning	2,691	3,700	1,009		1,009	72.7%	
4110 Cleaning Supplies	165	300	136		136	54.8%	
4120 Window Cleaning	175	350	175		175	50.0%	
4130 Garden Maintenance	0	200	200		200	0.0%	
Cleaning :- Indirect Payments	3,031	4,550	1,520	0	1,520	66.6%	0
Net Payments	(3,031)	(4,550)	(1,520)				
<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	303	300	(3)		(3)	101.0%	
Fire Safety :- Indirect Payments	303	600	297	0	297	50.5%	0
Net Payments	(303)	(600)	(297)				
<u>140 General Maintenance</u>							
4300 Hall Repairs and Maintenance	893	4,700	3,807		3,807	19.0%	
4310 Flat Repairs and Maintenance	699	800	101		101	87.3%	
4330 Piano Tuning	80	80	0		0	100.0%	
General Maintenance :- Indirect Payments	1,672	5,580	3,908	0	3,908	30.0%	0
Net Payments	(1,672)	(5,580)	(3,908)				
<u>150 Heating</u>							
4400 Boiler Servicing	0	400	400		400	0.0%	
4410 Heating Oil	758	2,000	1,242		1,242	37.9%	
Heating :- Indirect Payments	758	2,400	1,642	0	1,642	31.6%	0
Net Payments	(758)	(2,400)	(1,642)				

Detailed Receipts & Payments by Budget Heading 10/12/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>160 Utilities & Contracts</u>							
4320 PHS Contracts	7	400	393		393	1.8%	
4500 Electricity	981	2,000	1,019		1,019	49.1%	
4520 Water Charges	301	800	499		499	37.6%	
4530 General	47	200	153		153	23.7%	
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	<u>1,490</u>	<u>5,750</u>	<u>4,260</u>	<u>0</u>	<u>4,260</u>	<u>25.9%</u>	<u>0</u>
Net Payments	<u>(1,490)</u>	<u>(5,750)</u>	<u>(4,260)</u>				
<u>999 VAT Data</u>							
115 VAT on Receipts	288	0	(288)			0.0%	
VAT Data :- Receipts	<u>288</u>	<u>0</u>	<u>(288)</u>				<u>0</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 Receipts over Payments	<u>(226)</u>	<u>0</u>	<u>226</u>				
Grand Totals:- Receipts	<u>11,807</u>	<u>17,275</u>	<u>5,468</u>			<u>68.3%</u>	
Payments	<u>7,768</u>	<u>18,880</u>	<u>11,112</u>	<u>0</u>	<u>11,112</u>	<u>41.1%</u>	
Net Receipts over Payments	<u>4,039</u>	<u>(1,605)</u>	<u>(5,644)</u>				
Movement to/(from) Gen Reserve	<u>4,039</u>						