



## **WEST HOATHLY PARISH COUNCIL**

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

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

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

- The 'Big Picnic' event will take place on Sunday 14<sup>th</sup> July at Finche Field
- At the A&H Committee meeting in March it was agreed that the Clerk would approach MSDC to see whether they could obtain quotations for the new playground equipment at Sharpthorne New Playground. The Clerk has sent 3 emails but to date no replies have been received.

#### **Item 10 – Grant payments**

£7,000 has been budgeted this financial year for grants and donations. Grant applications were received from the following groups and organisations.

- Air Ambulance Chairty Kent Surrey Sussex
- Conservators of Ashdown Forest
- St Margaret's Church – Chronicle
- St Margaret's Church – Churchyard
- All Saints Church Highbrook- Churchyard
- West Hoathly Bonfire Society
- West Hoathly School Association
- Trustees of West Hoathly Village Hall
- Highbrook Village Hall

The Finance Committee reviewed the grants at the meeting on Monday 10<sup>th</sup> June. The recommendation for the payment of grants has been circulated via email.

#### **Item 11 – Internal Auditor**

It is recommended to appoint Mulberry & Co as the Internal Auditor for the year ending 31<sup>st</sup> March 2025

#### **Item 14 – Bluebell Woods**

As previously advised, there is a substantial amount of felling work that needs to take place in Bluebell Woods to remove the trees suffering from ash dieback. In the interest of safety this work should be completed as soon as possible.

In February an initial quotation of £15,000 + VAT was obtained (Contractor 1) – circulated via email

At the last working group meeting in April, it was agreed to get some additional quotes for comparison.

A member of the working group met two further contractors on site to discuss the requirements. Following the meetings, one of the contractors advised that they were not willing to quote at this stage as they would first want to have sight of the

Woodland Management Plan. The other contractor (contractor 2) provided a quotation of £37,000 - quote circulated via email.

The Financial Regulations state that for any supply of works over £5,000 the Clerk or RFO shall obtain 3 quotations. The Clerk & RFO are content that we have demonstrated that we have strived to get the 3 quotes and as this could be considered specialist services the regulation to obtain 3 quotations may not apply, as per regulation 11.1

### **Bluebell Woods financial position**

EMR	£12,500
24/25 budget allocation	£2800.00
Total available	£15,300.00

Following discussion, the Bluebell Woods working group recommendation is that the council agree to suspend the Financial Regulations and accept the quotation from contractor 1 at a cost of £15,000 (plus VAT)

## List of Payments made between 28/05/2024 and 20/06/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/06/2024	HQ Plumbing NL WC repairs	242531	168.14		HQ Plumbing NL WC repairs
19/06/2024	A Shurvell hanging baskets	242532	40.00		A Shurvell hanging baskets
19/06/2024	British Telecom	242533	72.28		British Telecom
19/06/2024	Zurich Municipal Annual Insura	242534	1,758.56		Zurich Municipal Annual Insura
19/06/2024	Monitor Cleaning	242535	280.32		Monitor Cleaning
19/06/2024	MULBERRY & CO training	242536	108.00		MULBERRY & CO training
19/06/2024	phs Group NL WC's	242537DD	397.00		phs Group NL WC's annual contr
19/06/2024	Quills Office Supplies	242538	156.16		Quills Office Supplies
20/06/2024	Gary Coxall various clearing	242539	260.00		Gary Coxall various clearing
20/06/2024	Credit card charges x 2 mths	CC	3.00		Credit card charges May
20/06/2024	Credit card charges June	CC	3.00		Credit card charges June
20/06/2024	Postage credit card	CC	3.80		Postage May credit card
20/06/2024	June credit card besthost	CC	24.00		June credit card besthost
20/06/2024	Salaries June	242540	1,947.96		Salaries June
20/06/2024	Colin Gibbs handyman sal	242541	100.70		Colin Gibbs handyman sal
20/06/2024	Dorian Fretwell	242542	220.80		Dorian Fretwell VH cleaner
20/06/2024	HMRC June	242543	540.46		HMRC June
20/06/2024	WSCC Local Govt Pension	242544	481.27		WSCC Local Govt Pension Scheme
<b>Total Payments</b>			<b>6,565.45</b>		

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**West Hoathly Parish Council**

**Bank - Cash and Investment Reconciliation as at 20 June 2024**

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**Confirmed Bank & Investment Balances**

Bank Statement Balances

20/06/2024	Current Account	11,768.96
20/06/2024	Deposit Account	59,513.70
20/06/2024	Cambridge Building Society	72,900.00

**144,182.66**

Other Cash & Bank Balances

**20,000.00**

**164,182.66**

Unpresented Payments

**6,089.37**

**158,093.29**

Receipts not on Bank Statement

**0.00**

**Closing Balance**

**158,093.29**

All Cash & Bank Accounts

1	Current Bank A/c	5,679.59
2	Deposit Account	59,513.70
3	Cambridge Building Society	72,900.00
	Other Cash & Bank Balances	20,000.00
	<b>Total Cash &amp; Bank Balances</b>	<b>158,093.29</b>

## Detailed Receipts &amp; Payments by Budget Heading 20/06/2024

## Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Income</b>							
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	621	0	(621)			0.0%	
1850 TWHVH Vat	288	0	(288)			0.0%	
Income :- Receipts	<b>49,978</b>	<b>96,670</b>	<b>46,692</b>			<b>51.7%</b>	<b>0</b>
<b>Net Receipts</b>	<b>49,978</b>	<b>96,670</b>	<b>46,692</b>				
<b>110 Administration</b>							
4000 Salaries	7,383	31,842	24,459		24,459	23.2%	
4001 Hall Cleaning	897	0	(897)		(897)	0.0%	
4002 Handyman Salary	360	1,726	1,366		1,366	20.8%	
4030 Employer On Costs	1,645	8,719	7,074		7,074	18.9%	
4070 Training/Courses	180	600	420		420	30.0%	
4080 Chairman's Allowance	0	100	100		100	0.0%	
4100 Bank Charges	9	120	111		111	7.5%	
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	1,759	2,500	741		741	70.3%	
4160 Stationery	130	250	120		120	52.1%	
4170 Telephone & Broadband	176	800	624		624	22.1%	
4180 Website	86	800	714		714	10.8%	
4190 IT	240	2,150	1,910		1,910	11.2%	
4200 Office Expenses	4	0	(4)		(4)	0.0%	
4240 Grants & Donations	50	7,000	6,950		6,950	0.7%	
Administration :- Indirect Payments	<b>14,036</b>	<b>59,087</b>	<b>45,051</b>	<b>0</b>	<b>45,051</b>	<b>23.8%</b>	<b>0</b>
<b>Net Payments</b>	<b>(14,036)</b>	<b>(59,087)</b>	<b>(45,051)</b>				
<b>120 Allotments</b>							
1500 Allotments Rent	19	600	581			3.2%	
Allotments :- Receipts	<b>19</b>	<b>600</b>	<b>581</b>			<b>3.2%</b>	<b>0</b>
4300 Water Charges	0	250	250		250	0.0%	
4420 Maintenance	0	250	250		250	0.0%	
Allotments :- Indirect Payments	<b>0</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>500</b>	<b>0.0%</b>	<b>0</b>
<b>Net Receipts over Payments</b>	<b>19</b>	<b>100</b>	<b>81</b>				

## Detailed Receipts &amp; Payments by Budget Heading 20/06/2024

## 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	<b>0</b>	<b>950</b>	<b>950</b>	<b>0</b>	<b>950</b>	<b>0.0%</b>	<b>0</b>
<b>Net Payments</b>	<b>0</b>	<b>(950)</b>	<b>(950)</b>				
<u>140 North Lane Recreation Ground</u>							
1600 NLR Hire Fees	0	500	500			0.0%	
North Lane Recreation Ground :- Receipts	<b>0</b>	<b>500</b>	<b>500</b>			<b>0.0%</b>	<b>0</b>
4420 Maintenance	0	250	250		250	0.0%	
4500 NLR Maintenance Contract	265	3,200	2,935		2,935	8.3%	
North Lane Recreation Ground :- Indirect Payments	<b>265</b>	<b>3,450</b>	<b>3,185</b>	<b>0</b>	<b>3,185</b>	<b>7.7%</b>	<b>0</b>
<b>Net Receipts over Payments</b>	<b>(265)</b>	<b>(2,950)</b>	<b>(2,685)</b>				
<u>150 Sharpthorne Old Playground</u>							
4420 Maintenance	0	100	100		100	0.0%	
Sharpthorne Old Playground :- Indirect Payments	<b>0</b>	<b>100</b>	<b>100</b>	<b>0</b>	<b>100</b>	<b>0.0%</b>	<b>0</b>
<b>Net Payments</b>	<b>0</b>	<b>(100)</b>	<b>(100)</b>				
<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	<b>0</b>	<b>2,550</b>	<b>2,550</b>	<b>0</b>	<b>2,550</b>	<b>0.0%</b>	<b>0</b>
<b>Net Payments</b>	<b>0</b>	<b>(2,550)</b>	<b>(2,550)</b>				
<u>170 Infrastructure</u>							
1700 Wayleave	3	46	43			7.5%	
Infrastructure :- Receipts	<b>3</b>	<b>46</b>	<b>43</b>			<b>7.5%</b>	<b>0</b>
4420 Maintenance	705	2,000	1,295		1,295	35.3%	
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 &amp; Payments by Budget Heading 20/06/2024

## Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4620 Hanging Baskets	40	50	10		10	80.0%	
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%	
<b>Infrastructure :- Indirect Payments</b>	<b>1,699</b>	<b>13,207</b>	<b>11,508</b>	<b>0</b>	<b>11,508</b>	<b>12.9%</b>	<b>205</b>
<b>Net Receipts over Payments</b>	<b>(1,695)</b>	<b>(13,161)</b>	<b>(11,466)</b>				
6000 plus Transfer from EMR	205						
<b>Movement to/(from) Gen Reserve</b>	<b>(1,490)</b>						
<u>180 Premises</u>							
4300 Water Charges	118	400	282		282	29.6%	
4420 Maintenance	140	500	360		360	28.0%	
4750 Toilets Cleaning Contract	723	3,000	2,278		2,278	24.1%	
4760 Toilets Equipment Contract	331	450	119		119	73.5%	
4770 Electricity	117	1,500	1,383		1,383	7.8%	
<b>Premises :- Indirect Payments</b>	<b>1,428</b>	<b>5,850</b>	<b>4,422</b>	<b>0</b>	<b>4,422</b>	<b>24.4%</b>	<b>0</b>
<b>Net Payments</b>	<b>(1,428)</b>	<b>(5,850)</b>	<b>(4,422)</b>				
<u>999 VAT Data</u>							
115 VAT on Receipts	1,049	0	(1,049)			0.0%	
<b>VAT Data :- Receipts</b>	<b>1,049</b>	<b>0</b>	<b>(1,049)</b>				<b>0</b>
515 VAT on Payments	517	0	(517)		(517)	0.0%	
<b>VAT Data :- Indirect Payments</b>	<b>517</b>	<b>0</b>	<b>(517)</b>	<b>0</b>	<b>(517)</b>		<b>0</b>
<b>Net Receipts over Payments</b>	<b>532</b>	<b>0</b>	<b>(532)</b>				
<b>Grand Totals:- Receipts</b>	<b>51,049</b>	<b>97,816</b>	<b>46,767</b>			<b>52.2%</b>	
<b>Payments</b>	<b>17,945</b>	<b>85,694</b>	<b>67,749</b>	<b>0</b>	<b>67,749</b>	<b>20.9%</b>	
<b>Net Receipts over Payments</b>	<b>33,104</b>	<b>12,122</b>	<b>(20,982)</b>				
plus Transfer from EMR	205						
<b>Movement to/(from) Gen Reserve</b>	<b>33,309</b>						

## List of Payments made between 28/05/2024 and 20/06/2024

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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>
20/06/2024	HQ Plumbing Flat repairs	242507	150.60		HQ Plumbing Flat repairs
20/06/2024	phs Group wc waste management	242508DD	432.18		phs Group wc waste management
20/06/2024	Spa Oil Services	242509	467.08		Spa Oil Services
20/06/2024	Lopez WIndow Cleaning	242510	35.00		Lopez WIndow Cleaning
20/06/2024	West Hoathly Parish Council DF	242511	276.00		West Hoathly Parish Council DF
<b>Total Payments</b>			<u>1,360.86</u>		

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**Trustees of West Hoathly Village Hall**

**Bank - Cash and Investment Reconciliation as at 20 June 2024**

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**Confirmed Bank & Investment Balances**

**Bank Statement Balances**

20/06/2024	Unity Trust Current	13,522.03
20/06/2024	Deposit Account	6,952.79

**20,474.82**

**Unpresented Payments**

**928.68**

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**19,546.14**

**Receipts not on Bank Statement**

**288.43**

**Closing Balance**

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**19,834.57**

**All Cash & Bank Accounts**

1	Current Bank A/c	12,881.78
2	Deposit Account	6,952.79
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>19,834.57</b>

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## Detailed Receipts &amp; Payments by Budget Heading 20/06/2024

## Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Income</b>							
1100 Flat Rent	1,800	6,600	4,800			27.3%	
1200 Hall Hire	2,120	8,675	6,555			24.4%	
1500 Grants & Donation Received	0	2,000	2,000			0.0%	
<b>Income :- Receipts</b>	<b>3,920</b>	<b>17,275</b>	<b>13,355</b>			<b>22.7%</b>	<b>0</b>
<b>Net Receipts</b>	<b>3,920</b>	<b>17,275</b>	<b>13,355</b>				
<b>120 Cleaning</b>							
4100 Cleaning	897	3,700	2,803		2,803	24.2%	
4110 Cleaning Supplies	0	300	300		300	0.0%	
4120 Window Cleaning	70	350	280		280	20.0%	
4130 Garden Maintenance	0	200	200		200	0.0%	
<b>Cleaning :- Indirect Payments</b>	<b>967</b>	<b>4,550</b>	<b>3,583</b>	<b>0</b>	<b>3,583</b>	<b>21.3%</b>	<b>0</b>
<b>Net Payments</b>	<b>(967)</b>	<b>(4,550)</b>	<b>(3,583)</b>				
<b>130 Fire Safety</b>							
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%	
<b>Fire Safety :- Indirect Payments</b>	<b>0</b>	<b>600</b>	<b>600</b>	<b>0</b>	<b>600</b>	<b>0.0%</b>	<b>0</b>
<b>Net Payments</b>	<b>0</b>	<b>(600)</b>	<b>(600)</b>				
<b>140 General Maintenance</b>							
4300 Hall Repairs and Maintenance	360	4,700	4,340		4,340	7.7%	
4310 Flat Repairs and Maintenance	126	800	675		675	15.7%	
4330 Piano Tuning	0	80	80		80	0.0%	
<b>General Maintenance :- Indirect Payments</b>	<b>486</b>	<b>5,580</b>	<b>5,094</b>	<b>0</b>	<b>5,094</b>	<b>8.7%</b>	<b>0</b>
<b>Net Payments</b>	<b>(486)</b>	<b>(5,580)</b>	<b>(5,094)</b>				
<b>150 Heating</b>							
4400 Boiler Servicing	0	400	400		400	0.0%	
4410 Heating Oil	445	2,000	1,555		1,555	22.2%	
<b>Heating :- Indirect Payments</b>	<b>445</b>	<b>2,400</b>	<b>1,955</b>	<b>0</b>	<b>1,955</b>	<b>18.5%</b>	<b>0</b>
<b>Net Payments</b>	<b>(445)</b>	<b>(2,400)</b>	<b>(1,955)</b>				

## Detailed Receipts &amp; Payments by Budget Heading 20/06/2024

## Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>160 Utilities &amp; Contracts</b>							
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	<b>509</b>	<b>5,750</b>	<b>5,241</b>	<b>0</b>	<b>5,241</b>	<b>8.8%</b>	<b>0</b>
<b>Net Payments</b>	<b>(509)</b>	<b>(5,750)</b>	<b>(5,241)</b>				
<b>999 VAT Data</b>							
115 VAT on Receipts	288	0	(288)			0.0%	
VAT Data :- Receipts	<b>288</b>	<b>0</b>	<b>(288)</b>				<b>0</b>
515 VAT on Payments	164	0	(164)		(164)	0.0%	
VAT Data :- Indirect Payments	<b>164</b>	<b>0</b>	<b>(164)</b>	<b>0</b>	<b>(164)</b>		<b>0</b>
<b>Net Receipts over Payments</b>	<b>125</b>	<b>0</b>	<b>(125)</b>				
Grand Totals:- Receipts	<b>4,209</b>	<b>17,275</b>	<b>13,066</b>			<b>24.4%</b>	
Payments	<b>2,570</b>	<b>18,880</b>	<b>16,310</b>	<b>0</b>	<b>16,310</b>	<b>13.6%</b>	
<b>Net Receipts over Payments</b>	<b>1,639</b>	<b>(1,605)</b>	<b>(3,244)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>1,639</b>						