



## WEST HOATHLY PARISH COUNCIL

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

### West Hoathly Parish Council Clerks Report December 2020

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

- **Portable Speed Indicator Device** The cluster SID is now in the Parish; it is with us until the 11<sup>th</sup> January when it will be handed to Balcombe.
- **Defibrillator** The batteries on both defibrillators have now been replaced and the pads have been changed on the café device.
- Correspondence has been sent to a local resident with regards to their hedge encroaching on the highway.
- **Public Works Loan Process.** At the January meeting we will need to start looking at the Public Works Loan process. The Clerk has had an initial look at grant funding, but with no current success. If any Councillors can have a look or are aware of any suitable grant funding it would be appreciated.

#### Hoathly Hub

All PC related information is now on the new website and for the PC the information on the Hub is getting out of date.

Any News information is also being added to the new website (which is then automatically shared with the PC Facebook page).

To also add PC agendas, minutes and news items to the Hub is increasing the workload. Similarly, with fewer organisations able to run other events very little is being added to the Hub.

The website company have indicated that whilst they have been considering producing a link to be able to email out information this is not yet available and there is no current timescale for doing so.

#### Community Orchard

24 trees have now been planted in Finche Field and deer proofing has been erected.



## **Phase 2**

The proposal is to plant an additional 16 trees around those already in place on the 2<sup>nd</sup> January. (30 trees have already been agreed by the Parish Council)

## **Correspondence**

A letter of thanks has been received for the donation for the Remembrance Wreath.

Costcutter have also sent thanks for the Parish Councils Contribution towards the Christmas Tree.

Leanne Andrews  
15<sup>th</sup> December 2020

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**West Hoathly Parish Council**

**Bank - Cash and Investment Reconciliation as at 30 November 2020**

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**Confirmed Bank & Investment Balances**

Bank Statement Balances

02/12/2020 Current Account 21,989.11

**21,989.11**

Other Cash & Bank Balances

**68,957.29**

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**90,946.40**

Unpresented Payments

**40.00**

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**90,906.40**

Receipts not on Bank Statement

**0.00**

**Closing Balance**

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**90,906.40**

All Cash & Bank Accounts

1 Current Bank A/c 21,949.11

Other Cash & Bank Balances 68,957.29

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**Total Cash & Bank Balances 90,906.40**

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**West Hoathly Parish Council**

**Summary Receipts and Payments for Year Ended 30th November 2020**

| Last Year Ended<br>31st March 2019 |   | Current Year Ended<br>30th November 2020 |
|------------------------------------|---|--|
|                                    | <b>Receipts</b>                                   |  |
| 66,120.00                          | Precept   | 72,953.00                                |
| 3,520.16                           | TWHVH Employee Costs                              | 1,897.50                                 |
| <b>69,640.16</b>                   | Sub Total   | <b>74,850.50</b>                         |
|                                    | <b>Operating Income</b>                           |  |
| 2,009.35                           | Income  | 4,021.82                                 |
| 633.00                             | Allotments  | 612.00                                   |
| 500.00                             | North Lane Recreation Ground                      | 500.00                                   |
| 49.05                              | Infrastructure                                    | 3.45                                     |
| 3,139.22                           | VAT Data  | 3,395.02                                 |
| <b>75,970.78</b>                   | Total Receipts                                    | <b>83,382.79</b>                         |
|                                    | <b>Running Costs</b>                              |  |
| 35,665.02                          | Administration                                    | 31,973.29                                |
| 747.82                             | Allotments  | 39.37                                    |
| 1,370.83                           | Finche Field                                      | 2,019.12                                 |
| 5,937.60                           | North Lane Recreation Ground                      | 7,699.70                                 |
| 3,170.88                           | Playgrounds                                       | 159.32                                   |
| 9,643.01                           | Infrastructure                                    | 5,008.36                                 |
| 4,817.56                           | Premises  | 2,798.57                                 |
| 3,694.58                           | VAT Data  | 3,232.42                                 |
| <b>65,047.30</b>                   | Total Payments                                    | <b>52,930.15</b>                         |
|                                    | <b>Receipts and Payments Summary</b>              |  |
| <b>49,530.28</b>                   | <b>Opening Balance</b>                            | <b>60,453.76</b>                         |
| 75,970.78                          | Add Total Receipts(As Above)                      | 83,382.79                                |
| 125,501.06                         |   | 143,836.55                               |
| 65,047.30                          | Less Total Payments(As Above)                     | 52,930.15                                |
| <b>60,453.76</b>                   | <b>Closing Balance</b>                            | <b>90,906.40</b>                         |
|                                    | <b>These cumulative funds are represented by:</b> |  |
| 4,869.85                           | Current Bank A/c                                  | 21,949.11                                |
| 35,583.91                          | Deposit Account                                   | 48,578.33                                |
| 20,000.00                          | Hampshire Trust Bond                              | 20,000.00                                |
| 0.00                               | Hampshire Trust Saver                             | 378.96                                   |
| <b>60,453.76</b>                   |   | <b>90,906.40</b>                         |
|                                    | <b>Reserve Balances are represented by:</b>       |  |
| 10,923.48                          | Current Year Fund                                 | 30,452.64                                |
| 7,666.29                           | General Reserves                                  | 15,645.83                                |
| 2,989.00                           | EMR Election Expenses                             | 2,989.00                                 |
| 694.28                             | EMR Public Conveniences Fund                      | 994.28                                   |
| 22.15                              | EMR Future Parish Celebrations                    | 22.15                                    |

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**West Hoathly Parish Council**

**Summary Receipts and Payments for Year Ended 30th November 2020**

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| Last Year Ended<br>31st March 2019 |                                | Current Year Ended<br>30th November 2020 |
|------------------------------------|--------------------------------|--|
| 2,687.00                           | EMR Rec/Playground Enhancement | 3,687.00                                 |
| 16,693.66                          | EMR Pavilion Seed Funding      | 10,807.16                                |
| 145.00                             | EMR Pavilion Fundraising       | 145.00                                   |
| 884.80                             | EMR Fingerpost Maintenance     | 1,284.80                                 |
| 1,578.14                           | EMR Village Hamlet Gateways    | 1,578.14                                 |
| 2,700.32                           | EMR Highways Improvements      | 2,394.32                                 |
| 226.00                             | EMR Defibrillators             | 626.00                                   |
| 0.00                               | EMR Community Orchard          | 2,646.78                                 |
| 8,000.00                           | EMR Neighbourhood Plan         | 9,000.00                                 |
| 1,099.75                           | EMR IT & Website               | 359.41                                   |
| 598.75                             | EMR Parish Guide               | 598.75                                   |
| 215.00                             | EMR Reinstatement WHP11        | 215.00                                   |
| 1,830.14                           | EMR Local History Projects     | 1,830.14                                 |
| 1,000.00                           | EMR Land Registration          | 1,000.00                                 |
| 500.00                             | EMR Ownership Broadfield Bank  | 500.00                                   |
| 0.00                               | EMR Grant Village Hall         | 3,130.00                                 |
| 0.00                               | EMR Bluebell Wood Managment    | 1,000.00                                 |
| <b>60,453.76</b>                   |                                | <b>90,906.40</b>                         |

Signed : \_\_\_\_\_ (Chairman) \_\_\_\_\_ (RFO)

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Trustees of West Hoathly Village Hall

Bank - Cash and Investment Reconciliation as at 30 November 2020

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**Confirmed Bank & Investment Balances**

Bank Statement Balances

30/11/2020 Unity Trust Current 21,955.92

**21,955.92**

Other Cash & Bank Balances

**5,221.65**

**27,177.57**

Unpresented Payments

**905.87**

**26,271.70**

All Cash & Bank Accounts

1 Current Bank A/c 21,050.05

Other Cash & Bank Balances 5,221.65

**Total Cash & Bank Balances 26,271.70**

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**Trustees of West Hoathly Village Hall**

**Summary Receipts and Payments for Year Ended 30th November 2020**

| Last Year Ended<br>31st March 2020 |   | Current Year Ended<br>30th November 2020 |
|------------------------------------|---|--|
|                                    | <b>Receipts</b>                                   |  |
| 6,600.00                           | Flat Rent   | 4,400.00                                 |
| <b>6,600.00</b>                    | Sub Total   | <b>4,400.00</b>                          |
|                                    | <b>Operating Income</b>                           |  |
| 7,960.14                           | Income  | 11,723.70                                |
| 928.72                             | VAT Data  | 213.44                                   |
| <b>15,488.86</b>                   | Total Receipts                                    | <b>16,337.14</b>                         |
|                                    | <b>Running Costs</b>                              |  |
| 4,090.97                           | Cleaning  | 2,757.33                                 |
| 197.30                             | Fire Safety                                       | 229.58                                   |
| 3,445.70                           | General Maintenance                               | 957.94                                   |
| 902.12                             | Heating   | 414.34                                   |
| 3,106.63                           | Utilities & Contracts                             | 1,079.43                                 |
| 1,001.03                           | VAT Data  | 352.70                                   |
| <b>12,743.75</b>                   | Total Payments                                    | <b>5,791.32</b>                          |
|                                    | <b>Receipts and Payments Summary</b>              |  |
| <b>12,980.77</b>                   | <b>Opening Balance</b>                            | <b>15,725.88</b>                         |
| 15,488.86                          | Add Total Receipts(As Above)                      | 16,337.14                                |
| 28,469.63                          |   | 32,063.02                                |
| 12,743.75                          | Less Total Payments(As Above)                     | 5,791.32                                 |
| <b>15,725.88</b>                   | <b>Closing Balance</b>                            | <b>26,271.70</b>                         |
|                                    | <b>These cumulative funds are represented by:</b> |  |
| 10,509.43                          | Current Bank A/c                                  | 21,050.05                                |
| 5,216.45                           | Deposit Account                                   | 5,221.65                                 |
| <b>15,725.88</b>                   |   | <b>26,271.70</b>                         |
|                                    | <b>Reserve Balances are represented by:</b>       |  |
| 2,745.11                           | Current Year Fund                                 | 10,545.82                                |
| 12,980.77                          | General Reserves                                  | 15,725.88                                |
| <b>15,725.88</b>                   |   | <b>26,271.70</b>                         |

Signed : \_\_\_\_\_ (Chairman) \_\_\_\_\_ (RFO)

**List of Payments made between 01/12/2020 and 21/12/2020**

| <u>Date Paid</u>      | <u>Payee Name</u>              | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------------------|------------------|--------------------|-----------------------|---------------------------|
| 21/12/2020            | WSCC Local Govt Pension Scheme | 673153979        | 770.28             |                       | December 2020             |
| 21/12/2020            | HMRC                           | 811445888        | 518.41             |                       | HMRC                      |
| 21/12/2020            | Derek Shurvell                 | 231401703        | 413.00             |                       | Derek Shurvell            |
| 21/12/2020            | 2 Commune                      | 137815410        | 552.00             |                       | Website hosting           |
| 21/12/2020            | Turners Fencing                | 586320181        | 1,014.00           |                       | Orchard Works             |
| 21/12/2020            | Leanne Andrews                 | 191956171        | 403.14             |                       | Defib batteries           |
| 21/12/2020            | Leanne Andrews                 | 908491479        | 24.23              |                       | Ink Cartridge             |
| 21/12/2020            | Monitor Cleaning               | 207636491        | 217.54             |                       | Toilet cleaning November  |
| 21/12/2020            | Gary Coxall                    | 86496305         | 90.00              |                       | Gary Coxall               |
| 21/12/2020            | Dorian Fretwell                | 56491275         | 192.00             |                       | Hall cleaner              |
| 21/12/2020            | Leanne Andrews                 | 168395201        | 791.66             |                       | Asst Clerk salary         |
| 21/12/2020            | Helen Schofield                | 571862122        | 1,488.42           |                       | Clerk salary              |
| 21/12/2020            | Colin Gibbs                    | 1752568          | 73.15              |                       | Colin Gibbs               |
| <b>Total Payments</b> |                                |                  | <b>6,547.83</b>    |                       |                           |



**List of Payments made between 01/12/2020 and 21/12/2020**

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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> |
|-----------------------|-----------------------------|------------------|--------------------|-----------------------|---------------------------|
| 14/12/2020            | Southern Electric           | DD               | 263.51             |                       | Electric 25 Aug - 25 Nov  |
| 21/12/2020            | Leanne Andrews              | 270574222        | 22.50              |                       | Best Host                 |
| 21/12/2020            | West Hoathly Parish Council | 131246193        | 261.88             |                       | Hall Costs December       |
| 21/12/2020            | Mid Sussex District Council | 949138231        | 149.99             |                       | Flat Council Tax          |
| 21/12/2020            | HQ Plumbing                 | 611056374        | 102.00             |                       | Fix water supply          |
| <b>Total Payments</b> |                             |                  | <u>799.88</u>      |                       |                           |

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