



## **WEST HOATHLY PARISH COUNCIL**

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

### **West Hoathly Parish Council Clerks Report December 2022**

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

- The Legionnaires risk assessment visit took place on Wednesday 23<sup>rd</sup> November- the reports have been circulated to councillors and will be discussed at the next appropriate committee meetings. As part of the package, a legionnaires training session will be held in the new year. **3 councillors required to attend.**
- A reminder that volunteers are still required to help with the dormouse nut survey in Bluebell Woods. It is expected to take place in January.
- The Parish Office will be closed from the 21<sup>st</sup> December – 2<sup>nd</sup> January 2023

#### **Information for items on the agenda-**

##### **Item 10- allotment mapping**

A quote of £400 has been received for the allotment mapping

##### **Item 11- Financial Regulation – sent via email to councillors**

Recommended changes have been highlighted in blue

##### **Item 12- Draft budget sent via email**

##### **Item 13- Parish Assembly**

The agenda for the Parish Assembly on the 6<sup>th</sup> March needs to be agreed. The agenda will be issued 2 weeks in advance.

##### **Item 14- Bluebell Woods Management Plan**

A quote of £500 has been received, which includes a digital map of the site, any felling licenses required and advice for both short term and long-term management

##### **Correspondence – circulated via email**

Leanne Andrews – December 2022

**List of Payments made between 29/11/2022 and 15/12/2022**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/12/2022	HMRC Dec	222399	470.86		HMRC Dec
15/12/2022	Salaries Dec	2223100	1,732.04		Salaries Dec
15/12/2022	Dorian Fretwell VH Cleaning	2223101	192.00		Dorian Fretwell VH Cleaning
15/12/2022	Colin Gibbs Handyman	2223102	40.20		Colin Gibbs Handyman
15/12/2022	WSCC Local Govt Pension Scheme	2223103	445.19		WSCC Local Govt Pension Scheme
15/12/2022	D Shurvell Jubilee Mugs	2223104	150.00		D Shurvell Jubilee Mugs
15/12/2022	Gary Coxall	2223105	50.00		Gary Coxall
15/12/2022	British Telecom	2223106	46.72		British Telecom
15/12/2022	Castle Water	2223107	89.86		Castle Water
15/12/2022	Monitor Cleaning	2223108	232.73		Monitor Cleaning
15/12/2022	Southern Electric Pavilion	2223109DD	132.42		Southern Electric Pavilion
15/12/2022	Southern Electric WC	2223110DD	45.25		Southern Electric WC
15/12/2022	Sharpthorne Club Warm hub dona	2223111	50.00		Sharpthorne Club Warm hub dona
15/12/2022	Xmas tree electric donation	2223112	40.00		Xmas tree electric donation
15/12/2022	2 Commune website hosting	2223113	552.00		2 Commune website hosting
15/12/2022	Lloyds Bank Credit Card	CCDD	15.79		Lloyds Bank Credit Card
<b>Total Payments</b>			<b>4,285.06</b>		

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**West Hoathly Parish Council**

**Bank - Cash and Investment Reconciliation as at 15 December 2022**

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**Confirmed Bank & Investment Balances**

Bank Statement Balances

15/12/2022	Current Account	2,759.46
15/12/2022	Deposit Account	99,529.66

**102,289.12**

Other Cash & Bank Balances

**20,579.42**

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**122,868.54**

Unpresented Payments

**4,148.48**

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**118,720.06**

Receipts not on Bank Statement

**0.00**

**Closing Balance**

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**118,720.06**

All Cash & Bank Accounts

1	Current Bank A/c	-1,389.02
2	Deposit Account	99,529.66
	Other Cash & Bank Balances	20,579.42
	<b>Total Cash &amp; Bank Balances</b>	<b>118,720.06</b>

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## Detailed Receipts &amp; Payments by Budget Heading 15/12/2022

## 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	78,862	78,862	0			100.0%	
1090 Interest Received	214	191	(23)			112.0%	
1300 Other Income	266	0	(266)			0.0%	
1310 JUBILEE	5,850	0	(5,850)			0.0%	
1800 TWHVH Employee Costs	2,100	0	(2,100)			0.0%	
1850 TWHVH Vat	498	0	(498)			0.0%	
Income :- Receipts	<b>87,790</b>	<b>79,053</b>	<b>(8,737)</b>			<b>111.1%</b>	<b>0</b>
<b>Net Receipts</b>	<b>87,790</b>	<b>79,053</b>	<b>(8,737)</b>				
<u>110 Administration</u>							
4000 Salaries	19,812	25,000	5,188		5,188	79.2%	
4001 Hall Cleaning	2,343	0	(2,343)		(2,343)	0.0%	
4002 Handyman Salary	906	1,000	94		94	90.6%	
4030 Employer On Costs	4,463	5,760	1,297		1,297	77.5%	
4040 Pension	350	0	(350)		(350)	0.0%	
4070 Training/Courses	460	1,200	740		740	38.4%	
4080 Chairman's Allowance	75	0	(75)		(75)	0.0%	
4100 Bank Charges	60	120	60		60	50.0%	
4110 Audit Fees	693	900	207		207	77.0%	
4130 Premises Licence Fee	0	80	80		80	0.0%	
4140 Subscriptions & Memberships	1,331	1,200	(131)		(131)	110.9%	
4150 Insurance	1,492	1,400	(92)		(92)	106.6%	
4160 Stationery	139	400	261		261	34.7%	
4170 Telephone & Broadband	470	800	330		330	58.7%	
4180 Website	508	750	242		242	67.7%	
4190 IT	0	650	650		650	0.0%	
4200 Office Expenses	(0)	0	0		0	0.0%	
4230 TWHVH CREDIT CARD expenses	219	0	(219)		(219)	0.0%	
4231 Credit card exp to reallocate	23	0	(23)		(23)	0.0%	
4240 Grants & Donations	3,640	5,000	1,360		1,360	72.8%	
4260 PWLB	0	2,134	2,134		2,134	0.0%	
4261 VAT due to TWHVH	498	0	(498)		(498)	0.0%	
5000 Jubilee Payments only	6,184	0	(6,184)		(6,184)	0.0%	
Administration :- Indirect Payments	<b>43,665</b>	<b>46,394</b>	<b>2,729</b>	<b>0</b>	<b>2,729</b>	<b>94.1%</b>	<b>0</b>
<b>Net Payments</b>	<b>(43,665)</b>	<b>(46,394)</b>	<b>(2,729)</b>				

## Detailed Receipts &amp; Payments by Budget Heading 15/12/2022

## 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	627	600	(27)			104.5%	
Allotments :- Receipts	<u>627</u>	<u>600</u>	<u>(27)</u>			<u>104.5%</u>	<u>0</u>
4300 Water Charges	31	250	219		219	12.4%	
4420 Maintenance	0	250	250		250	0.0%	
Allotments :- Indirect Payments	<u>31</u>	<u>500</u>	<u>469</u>	<u>0</u>	<u>469</u>	<u>6.2%</u>	<u>0</u>
<b>Net Receipts over Payments</b>	<u>596</u>	<u>100</u>	<u>(496)</u>				
<u>130 Finche Field</u>							
4400 Grass Cutting	810	1,350	540		540	60.0%	
4410 Finche Field Mowing	250	375	125		125	66.7%	
4420 Maintenance	55	500	445		445	11.0%	
4430 Bramble Clearing	0	200	200		200	0.0%	
4440 Comm Orchard/Tree purchases	517	0	(517)		(517)	0.0%	517
Finche Field :- Indirect Payments	<u>1,632</u>	<u>2,425</u>	<u>793</u>	<u>0</u>	<u>793</u>	<u>67.3%</u>	<u>517</u>
<b>Net Payments</b>	<u>(1,632)</u>	<u>(2,425)</u>	<u>(793)</u>				
6000 plus Transfer from EMR	517						
<b>Movement to/(from) Gen Reserve</b>	<u>(1,115)</u>						
<u>140 North Lane Recreation Ground</u>							
1600 NLR Hire Fees	500	500	0			100.0%	
North Lane Recreation Ground :- Receipts	<u>500</u>	<u>500</u>	<u>0</u>			<u>100.0%</u>	<u>0</u>
4420 Maintenance	0	250	250		250	0.0%	
4500 NLR Maintenance Contract	870	3,000	2,130		2,130	29.0%	
North Lane Recreation Ground :- Indirect Payments	<u>870</u>	<u>3,250</u>	<u>2,380</u>	<u>0</u>	<u>2,380</u>	<u>26.8%</u>	<u>0</u>
<b>Net Receipts over Payments</b>	<u>(370)</u>	<u>(2,750)</u>	<u>(2,380)</u>				
<u>150 Sharpthorne Old Playground</u>							
4400 Grass Cutting	80	250	170		170	32.0%	
4420 Maintenance	0	100	100		100	0.0%	
Sharpthorne Old Playground :- Indirect Payments	<u>80</u>	<u>350</u>	<u>270</u>	<u>0</u>	<u>270</u>	<u>22.9%</u>	<u>0</u>
<b>Net Payments</b>	<u>(80)</u>	<u>(350)</u>	<u>(270)</u>				

## Detailed Receipts &amp; Payments by Budget Heading 15/12/2022

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>160 Playgrounds</b>							
4420 Maintenance	1,027	700	(327)		(327)	146.7%	
4550 Playbark	0	250	250		250	0.0%	
4560 Inspections	0	700	700		700	0.0%	
Playgrounds :- Indirect Payments	<b>1,027</b>	<b>1,650</b>	<b>623</b>	<b>0</b>	<b>623</b>	<b>62.2%</b>	<b>0</b>
<b>Net Payments</b>	<b>(1,027)</b>	<b>(1,650)</b>	<b>(623)</b>				
<b>170 Infrastructure</b>							
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	922	1,500	578		578	61.5%	283
4421 Step refurbishment	9,240	0	(9,240)		(9,240)	0.0%	4,894
4600 Dog & Litter Bins	0	1,850	1,850		1,850	0.0%	
4610 Asset Review	0	650	650		650	0.0%	
4620 Hanging Baskets	36	50	14		14	72.0%	
4630 Sharpthorne Christmas Tree	0	110	110		110	0.0%	
4640 Tree Work and Surveys	1,700	5,500	3,800		3,800	30.9%	
4641 Bluebell Wood Management	150	2,800	2,650		2,650	5.4%	
4650 Selsfield Common	75	100	25		25	75.0%	
4660 Sharpthorne Green	150	300	150		150	50.0%	
4670 Vinols Cross Area	500	600	100		100	83.3%	
4680 Cookhams Wood Verge	340	400	60		60	85.0%	
4690 Grit Bins	0	250	250		250	0.0%	
4720 Work on Bank Broadfield	460	750	290		290	61.3%	
4740 Verge alongside Courtlands	0	400	400		400	0.0%	
Infrastructure :- Indirect Payments	<b>13,573</b>	<b>15,260</b>	<b>1,687</b>	<b>0</b>	<b>1,687</b>	<b>88.9%</b>	<b>5,177</b>
<b>Net Receipts over Payments</b>	<b>(13,569)</b>	<b>(15,214)</b>	<b>(1,645)</b>				
6000 plus Transfer from EMR	5,177						
<b>Movement to/(from) Gen Reserve</b>	<b>(8,392)</b>						
<b>180 Premises</b>							
4300 Water Charges	296	750	454		454	39.4%	
4420 Maintenance	247	500	253		253	49.3%	
4750 Toilets Cleaning Contract	1,814	2,500	686		686	72.6%	
4760 Toilets Equipment Contract	297	350	53		53	85.0%	
4770 Electricity	638	1,000	362		362	63.8%	
Premises :- Indirect Payments	<b>3,292</b>	<b>5,100</b>	<b>1,808</b>	<b>0</b>	<b>1,808</b>	<b>64.6%</b>	<b>0</b>
<b>Net Payments</b>	<b>(3,292)</b>	<b>(5,100)</b>	<b>(1,808)</b>				

## Detailed Receipts &amp; Payments by Budget Heading 15/12/2022

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>999 VAT Data</b>							
115 VAT on Receipts	3,261	0	(3,261)			0.0%	
VAT Data :- Receipts	<u>3,261</u>	<u>0</u>	<u>(3,261)</u>				<u>0</u>
515 VAT on Payments	3,605	0	(3,605)		(3,605)	0.0%	
VAT Data :- Indirect Payments	<u>3,605</u>	<u>0</u>	<u>(3,605)</u>	<u>0</u>	<u>(3,605)</u>		<u>0</u>
<b>Net Receipts over Payments</b>	<u>(343)</u>	<u>0</u>	<u>343</u>				
Grand Totals:- Receipts	92,181	80,199	(11,982)			114.9%	
Payments	67,774	74,929	7,155	0	7,155	90.5%	
<b>Net Receipts over Payments</b>	<u>24,407</u>	<u>5,270</u>	<u>(19,137)</u>				
plus Transfer from EMR	5,694						
<b>Movement to/(from) Gen Reserve</b>	<u>30,102</u>						

Time: 14:20

## Current Bank A/c

## List of Payments made between 29/11/2022 and 15/12/2022

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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>
30/11/2022	West Hoathly Parish Council DF	222338ADJ	-60.00		West Hoathly Parish Council DF
15/12/2022	OA Building Surveyors	222341	924.00		OA Building Surveyors
15/12/2022	Southern Electric	222342	249.20		Southern Electric
15/12/2022	WHPC - Credit Card Besthost	222343	22.50		WHPC - Credit Card Besthost
15/12/2022	WHPC D Fretwell cleaning	222344	240.00		WHPC D Fretwell cleaning
15/12/2022	whpc vat reclaim	REV WRG AC	-497.63		whpc vat reclaim
<b>Total Payments</b>			<u>878.07</u>		

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**Trustees of West Hoathly Village Hall**

**Bank - Cash and Investment Reconciliation as at 15 December 2022**

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**Confirmed Bank & Investment Balances**

Bank Statement Balances

15/12/2022	Unity Trust Current	10,652.71
15/12/2022	Deposit Account	5,734.85

**16,387.56**

Other Cash & Bank Balances

**0.00**

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**16,387.56**

Unpresented Payments

**1,435.70**

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**14,951.86**

Receipts not on Bank Statement

**0.00**

**Closing Balance**

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**14,951.86**

All Cash & Bank Accounts

1	Current Bank A/c	9,217.01
2	Deposit Account	5,734.85
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>14,951.86</b>

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## Detailed Receipts &amp; Payments by Budget Heading 15/12/2022

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Income</b>							
1100 Flat Rent	4,950	6,600	1,650			75.0%	
1200 Hall Hire	4,157	7,000	2,844			59.4%	
1300 Equipment Hire	66	0	(66)			0.0%	
1400 Interest Received	12	0	(12)			0.0%	
1500 Grants & Donation Received	1,334	0	(1,334)			0.0%	
Income :- Receipts	<b>10,519</b>	<b>13,600</b>	<b>3,081</b>			<b>77.3%</b>	<b>0</b>
<b>Net Receipts</b>	<b>10,519</b>	<b>13,600</b>	<b>3,081</b>				
<b>120 Cleaning</b>							
4100 Cleaning	2,340	3,150	810		810	74.3%	
4110 Cleaning Supplies	103	300	197		197	34.2%	
4120 Window Cleaning	175	300	125		125	58.3%	
4130 Garden Maintenance	400	400	0		0	100.0%	
Cleaning :- Indirect Payments	<b>3,018</b>	<b>4,150</b>	<b>1,132</b>	<b>0</b>	<b>1,132</b>	<b>72.7%</b>	<b>0</b>
<b>Net Payments</b>	<b>(3,018)</b>	<b>(4,150)</b>	<b>(1,132)</b>				
<b>130 Fire Safety</b>							
4200 Pat Testing	150	100	(50)		(50)	150.0%	
4210 Emergency Lighting Testing	150	100	(50)		(50)	150.0%	
4220 Fire Safety	457	250	(207)		(207)	182.7%	
Fire Safety :- Indirect Payments	<b>757</b>	<b>450</b>	<b>(307)</b>	<b>0</b>	<b>(307)</b>	<b>168.2%</b>	<b>0</b>
<b>Net Payments</b>	<b>(757)</b>	<b>(450)</b>	<b>307</b>				
<b>140 General Maintenance</b>							
4300 Hall Repairs and Maintenance	3,132	3,680	548		548	85.1%	
4310 Flat Repairs and Maintenance	80	500	421		421	15.9%	
4330 Piano Tuning	70	70	0		0	100.0%	
General Maintenance :- Indirect Payments	<b>3,282</b>	<b>4,250</b>	<b>968</b>	<b>0</b>	<b>968</b>	<b>77.2%</b>	<b>0</b>
<b>Net Payments</b>	<b>(3,282)</b>	<b>(4,250)</b>	<b>(968)</b>				
<b>150 Heating</b>							
4400 Boiler Maintenance	140	250	111		111	55.8%	
4410 Heating Oil	1,324	1,900	576		576	69.7%	
Heating :- Indirect Payments	<b>1,463</b>	<b>2,150</b>	<b>687</b>	<b>0</b>	<b>687</b>	<b>68.1%</b>	<b>0</b>
<b>Net Payments</b>	<b>(1,463)</b>	<b>(2,150)</b>	<b>(687)</b>				

## Detailed Receipts &amp; Payments by Budget Heading 15/12/2022

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>160 Utilities &amp; Contracts</b>							
4320 PHS Contracts	330	350	20		20	94.4%	
4500 Electricity	554	1,200	646		646	46.2%	
4520 Water Charges	177	800	623		623	22.2%	
4530 General	36	500	464		464	7.2%	
4540 AIRS Hall Service Subscription	120	150	30		30	80.0%	
4550 Performing Rights	209	150	(59)		(59)	139.3%	
4560 Website	68	100	33		33	67.5%	
4570 Surveys	770	0	(770)		(770)	0.0%	
Utilities & Contracts :- Indirect Payments	<b>2,265</b>	<b>3,250</b>	<b>985</b>	<b>0</b>	<b>985</b>	<b>69.7%</b>	<b>0</b>
<b>Net Payments</b>	<b>(2,265)</b>	<b>(3,250)</b>	<b>(985)</b>				
Grand Totals:- Receipts	<b>10,519</b>	<b>13,600</b>	<b>3,081</b>			<b>77.3%</b>	
Payments	<b>10,784</b>	<b>14,250</b>	<b>3,466</b>	<b>0</b>	<b>3,466</b>	<b>75.7%</b>	
<b>Net Receipts over Payments</b>	<b>(265)</b>	<b>(650)</b>	<b>(385)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(265)</b>						