



WEST HOATHLY PARISH COUNCIL

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

West Hoathly Parish Council Clerks Report March 2022

Actions Taken and points of information not on the agenda

- Following the resignation of Cllr Neil Greatorex, a Notice of Vacancy has now been circulated, this will expire at 5pm on 6th April 2022. We will be informed soon after whether an election has been called or whether we are free to co-opt. – It is hoped that we will be able to co-opt two councillors at the April Parish Council meeting.
- The Parish Office will be closed from 31st March – 5th April and closed w/c 18th April- reopen 25th April

Information for items on the agenda-

Item 6- To consider the clerks proposal to dissolve the Planning Committee

The clerk is proposing that the council consider dissolving the Planning Committee and move to including planning applications as part of full council meetings- commencing May 2022, at the start of the new council year.

To allow for the additional time needed to consider the applications at full council, the clerk is proposing that Parish Council meetings commence at 7:30pm, starting May 2022.

These changes are inline with other small-medium size parishes, that also operate in this way. It is hoped that the changes will allow the council to increase the size of the other committees and working groups, to help reduce the risk of meetings not being quorate.

If the changes are agreed, an additional Parish Council meeting will be scheduled for the 5th September 2022 to consider the applications received during August. The 2022/23 calendar will be updated and distributed to councillors, to include the changes.

Item 7- Following the resignation of Neil Greatorex, we now have three signatories. It would be beneficial to add an additional two signatories to help distribute the councillor workload.

Correspondence –

Metrobus – email circulated to councillors

Ancient routeway from Cookhams to Grinstead Lane- email circulated to councillors

Leanne Andrews- March 2022

Current Bank A/c

List of Payments made between 24/02/2022 and 22/03/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/03/2022	LLOYDS BANK CREDIT CARD	2122103	88.38		LLOYDS BANK CREDIT CARD VARIOU
22/03/2022	LLOYDS CREDIT CARD	2122104	33.00		LLOYDS CREDIT CARD
22/03/2022	Monitor Cleaning	2122105	222.32		Monitor Cleaning NTH LANE WC
22/03/2022	Business Stream	2122106	12.36		Business Stream NTHLANE REC WC
22/03/2022	Southern Electric	122107	94.62		Southern Electric WC'S
22/03/2022	Southern Electric	2122108	144.28		Southern Electric PAVILION
22/03/2022	British Telecom	2122109	46.14		British Telecom
22/03/2022	WSCC Local Govt Pension Scheme	2122110	426.39		WSCC Local Govt Pension MARCH
22/03/2022	SALARIES MARCH	2122111	2,088.96		SALARIES MARCH
22/03/2022	WSCC Local Govt Pension Scheme	2122110A	366.48		Pension Scheme back payment
22/03/2022	HMRC	2122112	560.15		HMRC PAYE/NIC MARCH & BACKPAY
22/03/2022	Deposit Account	TRANS	1,000.00		JUBILEE FUNDS DEPOSIT ACCOUNT
22/03/2022	CAGNE Parish Forum	2122114	4.00		ANNUAL SUBS CAGNE

Total Payments 5,087.08

**Bank Reconciliation Statement as at 22/03/2022
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	22/03/2022		3,881.20
			<u>3,881.20</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
22/03/2022 2122103 LLOYDS BANK CREDIT CARD VARIOU		88.38	
22/03/2022 2122104 LLOYDS CREDIT CARD		33.00	
22/03/2022 2122105 Monitor Cleaning		222.32	
22/03/2022 122107 Southern Electric		94.62	
22/03/2022 2122108 Southern Electric		144.28	
22/03/2022 2122110 WSCC Local Govt Pension Scheme		426.39	
22/03/2022 2122111 SALARIES MARCH		2,088.96	
22/03/2022 2122110A WSCC Local Govt Pension Scheme		366.48	
22/03/2022 2122112 HMRC		560.15	
22/03/2022 TRANS Deposit Account		1,000.00	
22/03/2022 2122114 CAGNE Parish Forum		4.00	
			<u>5,028.58</u>
			-1,147.38
<u>Receipts not Banked/Cleared (Plus)</u>			
22/03/2022		103.00	
22/03/2022		500.00	
22/03/2022		500.00	
			<u>1,103.00</u>
			-44.38
		Balance per Cash Book is :-	-44.38
		Difference is :-	0.00

West Hoathly Parish Council

Summary Receipts and Payments for Year Ended 31st March 2022

Last Year Ended 31st March 2021		Current Year Ended 31st March 2022
	Receipts	
72,953.00	Precept	76,399.00
2,411.88	TWHVH Employee Costs	2,569.15
75,364.88	Sub Total	78,968.15
	Operating Income	
4,526.82	Income	1,989.15
648.00	Allotments	631.00
500.00	North Lane Recreation Ground	500.00
49.31	Infrastructure	0.00
3,395.02	VAT Data	6,918.51
84,484.03	Total Receipts	89,006.81
	Running Costs	
43,954.24	Administration	41,124.59
39.37	Allotments	17.44
3,693.71	Finche Field	3,163.97
9,339.70	North Lane Recreation Ground	4,703.94
789.32	Playgrounds	1,321.40
8,627.76	Infrastructure	10,162.81
3,915.72	Premises	3,627.21
4,463.48	VAT Data	3,682.79
74,823.30	Total Payments	67,804.15
	Receipts and Payments Summary	
60,453.76	Opening Balance	70,114.49
84,484.03	Add Total Receipts(As Above)	89,006.81
144,937.79		159,121.30
74,823.30	Less Total Payments(As Above)	67,804.15
70,114.49	Closing Balance	91,317.15
	These cumulative funds are represented by:	
1,157.20	Current Bank A/c	-44.38
48,578.33	Deposit Account	70,982.57
20,000.00	Hampshire Trust Bond	20,000.00
378.96	Hampshire Trust Saver	378.96
0.00	JUBILEE RECEIPTS	0.00
70,114.49		91,317.15
	Reserve Balances are represented by:	
9,660.73	Current Year Fund	21,202.66
18,015.67	General Reserves	15,673.55
2,989.00	EMR Election Expenses	3,389.00
994.28	EMR Public Conveniences Fund	1,994.28

West Hoathly Parish Council

Summary Receipts and Payments for Year Ended 31st March 2022

Last Year Ended 31st March 2021		Current Year Ended 31st March 2022
22.15	EMR Future Parish Celebrations	0.00
3,687.00	EMR Rec/Playground Enhancement	4,687.00
10,807.16	EMR Pavilion Seed Funding	13,847.16
145.00	EMR Pavilion Fundraising	145.00
1,284.80	EMR Fingerpost Maintenance	1,484.80
1,578.14	EMR Village Hamlet Gateways	1,578.14
2,394.32	EMR Highways Improvements	2,394.32
222.86	EMR Defibrillators	1,422.86
680.08	EMR Community Orchard	680.08
9,000.00	EMR Neighbourhood Plan	10,000.00
359.41	EMR IT & Website	859.41
598.75	EMR Parish Guide	0.00
215.00	EMR Reinstatement WHP11	0.00
1,830.14	EMR Local History Projects	2,428.89
1,000.00	EMR Land Registration	2,500.00
500.00	EMR Ownership Broadfield Bank	0.00
3,130.00	EMR Grant Village Hall	5,330.00
1,000.00	EMR Bluebell Wood Managment	1,700.00
70,114.49		91,317.15

Signed : _____ (Chairman) _____ (RFO)

Time: 15:10

Current Bank A/c

List of Payments made between 24/02/2022 and 22/03/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/03/2022	Southern Electric	212236	381.78		ELECTRIC 10.12-11.3.2022
22/03/2022	Lopez Window Cleaning	212237	35.00		Lopez Window Cleaning
22/03/2022	GEOFF BOORMAN FUELS	212238	635.25		GEOFF BOORMAN FUELS HEATING OI
22/03/2022	West Hoathly Parish Council	212239	240.00		WHPC CLEANER MARCH
22/03/2022	WHPC BESTHOST	212240	30.00		WHPC BESTHOST
22/03/2022	WHPC CLEANING SUPPLIES	212241	23.96		WHPC CLEANING SUPPLIES

Total Payments	<u>1,345.99</u>
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Trustees of West Hoathly Village Hall

Summary Receipts and Payments for Year Ended 31st March 2022

Last Year Ended 31st March 2021		Current Year Ended 31st March 2022
	Receipts	
4,950.00	Flat Rent	6,350.00
4,950.00	Sub Total	6,350.00
	Operating Income	
13,263.70	Income	4,098.82
216.91	VAT Data	0.00
18,430.61	Total Receipts	10,448.82
	Running Costs	
3,067.33	Cleaning	3,507.09
229.58	Fire Safety	258.83
10,731.87	General Maintenance	2,310.54
901.38	Heating	1,595.13
2,181.97	Utilities & Contracts	1,691.75
2,094.90	VAT Data	508.33
19,207.03	Total Payments	9,871.67
	Receipts and Payments Summary	
15,725.88	Opening Balance	14,949.46
18,430.61	Add Total Receipts(As Above)	10,448.82
34,156.49		25,398.28
19,207.03	Less Total Payments(As Above)	9,871.67
14,949.46	Closing Balance	15,526.61
	These cumulative funds are represented by:	
9,727.81	Current Bank A/c	10,304.64
5,221.65	Deposit Account	5,221.97
14,949.46		15,526.61
	Reserve Balances are represented by:	
-776.42	Current Year Fund	577.15
15,725.88	General Reserves	14,949.46
14,949.46		15,526.61

Signed : _____ (Chairman) _____ (RFO)

**Bank Reconciliation Statement as at 22/03/2022
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Current	22/03/2022		11,650.63
			<u>11,650.63</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
22/03/2022 212236 Southern Electric		381.78	
22/03/2022 212237 Lopez WIndow Cleaning		35.00	
22/03/2022 212238 GEOFF BOORMAN FUELS		635.25	
22/03/2022 212239 West Hoathly Parish Council		240.00	
22/03/2022 212240 WHPC BESTHOST		30.00	
22/03/2022 212241 WHPC CLEANING SUPPLIES		23.96	
			<u>1,345.99</u>
			10,304.64
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			10,304.64
		Balance per Cash Book is :-	10,304.64
		Difference is :-	0.00