



WEST HOATHLY PARISH COUNCIL

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

West Hoathly Parish Council Clerks Report July 2022

Actions Taken and points of information not on the agenda

- Revaluations have been completed for the Village Hall, Public Toilets and Pavilion, these values have been passed to the insurance company, resulting in an additional premium of £184.80.
- The Parish Office will be closed from 28th July – 15th August
For the remainder of August, the office will be open on Tuesday mornings only.
The RFO will be on leave for the month of August.

Information for items on the agenda-

Item 7- To receive a recommendation from the Finance Committee and to agree a grant payment to Highbrook PCC

	2022-23 Request	Paid 2021-22	Finance Committee recommendation
Highbrook PCC	£1,000	£340	£750- decision deferred for higher amount

Item 10

The 1 Year Business Bond with Hampshire Trust bank has now matured.

£20,191.04 has been transferred into an Easy Access Account (0.10%)

If agreed, the money can now be reinvested into the following account:

3 Year Business Bond- 2.20% AER

Item 12 – Mid Sussex Applauds

Nominations are now open for our community awards programme, **Mid Sussex Applauds** and we would like to invite all Town and Parish Councils to nominate residents to recognise their fantastic work across the District. I would be grateful if you could please forward this email to all your Councillors and encourage them to put forward suitable nominees. The deadline for nominations is midnight on 19th September 2022

We have a [new website](#) dedicated to the awards where you will find [the nomination form](#) as well as further details on the award categories and past winners.

With categories ranging from young achievers to green champions, those who help support active lifestyles and who work to bring communities together; we aim to highlight all our community champions. The award categories are -

Good Sport Award – celebrating a club or individual who has made an outstanding contribution to supporting activity or sport in Mid Sussex.

Young Volunteer of the year - recognising those young people who have made a difference in their local community.

Stronger Communities – highlighting a community group or organisation that has helped to bring together cultures and communities through a local project or community activity.

Young Achiever Award – showcasing a young person who has overcome significant obstacles and made a positive difference to their own lives or to other young people through education, campaigning or helping another overcome a difficult situation or personal problem.

Take Pride in Mid Sussex –recognising residents who dedicate their time and energy into keeping Mid Sussex clean and green, take pride in their local area by creating community gardens, painting local spaces, upcycling, or encouraging others to recycle.

Business in the Community Award – recognising a business which supports or makes a positive contribution to benefit and enhance community life.

Lifetime Achievement Award – highlighting an individual who has made a substantial commitment to the community in their lifetime.

Stronger Together – celebrating an individual who has helped to bring together cultures and communities through a local project or community activity.

Item 13

County Cllr Garry Wall has given his support to an application for pedestrian crossing safety improvements through the Community Highways Scheme. The closing date for this year's applications is the 31st July 2022.

[Community Highway Scheme \(CHS\) guidance \(westsussex.gov.uk\)](https://www.westsussex.gov.uk/community-highway-scheme)

Item 14

At the Asset & Highways meeting on the 18th July 2022, the committee considered the quotes received for the replacement of Finche Field steps and agreed a contractor for recommendation to council. (Quotation sent to councillors via email) If agreed the A&H committee propose that the works take place during October half term to minimise the disruption to families travelling to school.

The clerk has been in contact with WSCC regarding the footpath closure and they have agreed to waive any fees.

Item 15

Jenny at Worth PC has reported that after a lot of to-ing and fro-ing, the only way that the Cluster SID can be written off is for Evolis to see it. This would entail sending it back to France, Alan from Evolis says that this will cost £500+ in shipping alone. He has offered to supply a replacement unit at a discounted price of £2,000.

The replacement would cost approximately £400 per council, subject to how many councils agree to contribute and minus any eligible funding.

Correspondence

Email from Highbrook Village Hall Management Committee:

Thank you very much for your email and the attached letter confirming WHPC's grant to Highbrook for the coming financial year.

On behalf of the Committee and indeed, the Village, thank you and the Parish Council for this grant. It will certainly ease the pressure on our financial obligations when income is down, and we may use some to repair/replace equipment for the Hall kitchen once an audit of the space is carried out later this year.

Thank you again for your support.

Leanne Andrews- July 2022

**TRUSTEE OF
WEST HOATHLY VILLAGE HALL**

North Lane, West Hoathly, RH19 4QG
Charity Registration Number: 305328

**Trustees of West Hoathly Village Hall
Clerks Report July 2022**

Item 6

Cllr Darvill prepared a scope and met with Building Surveying companies to price for Professional Services competitively.

The quotes were reviewed by the committee, after discussion it was agreed to make a recommendation to the Trustees of West Hoathly Village Hall to proceed with stage 1 & 2 (Topographical survey and Feasibility Study) with the chosen contractor, at a cost of £2,490.

Quotation and specification emailed to councillors

List of Payments made between 28/06/2022 and 30/07/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2022	Lloyds Bank Credit Card	CC	22.50		Credit Card Besthosts TWHVH
01/07/2022	Credit Card ICO Subscription	CC	40.00		Credit Card ICO Subscription
01/07/2022	Credit Card fee	CC	3.00		Credit Card fee
03/07/2022	Southern Electric	DD	71.68		Southern Electric VH Toilets
03/07/2022	Southern Electric	DD	135.61		Southern Electric Pavilion
11/07/2022	St Margarets PCC Grant	GRANTS	1,100.00		St Margarets PCC Grant
11/07/2022	The Chronicle Annual Grant	GRANTS	100.00		The Chronicle Annual Grant
11/07/2022	St Margarets PCC (REVERSE)	GRANTS	-1,100.00		St Margarets PCC (RESERVE)
11/07/2022	St Margarets PCC Annual Grant	GRANTS	1,200.00		St Margarets PCC Annual Grant
11/07/2022	Highbrook Village Hall Grant	GRANTS	750.00		Highbrook Village Hall Grant
11/07/2022	West Hoathly Bonfire Grant	GRANTS	250.00		West Hoathly Bonfire Grant
11/07/2022	Ashdown Forest Conservators	GRANTS	500.00		Ashdown Forest Conservators
12/07/2022	Mat Wilson Jubilee Inv	JUBILEE	350.00		Mat Wilson Jubilee Inv
21/07/2022	St Margarets PCC Jubilee Inv	JUBILEE	250.00		St Margarets PCC Jubilee Inv
21/07/2022	The Ballon Stylist Jubilee	JUBILEE	140.00		The Ballon Stylist Jubilee
21/07/2022	Scout Group Jubilee	JUBILEE	250.00		Scout Group Jubilee
21/07/2022	Deposit Account	DEPOSIT AC	81.25		Deposit Account Bank Int
21/07/2022	Deposit Account	DEPOSIT	0.27		Deposit Account Bank Int
21/07/2022	Unity Bank	CHG	18.00		Unity Bank Bank charge
21/07/2022	British Telecom	222353	46.72		British Telecom
25/07/2022	WSCC Local Govt Pension Scheme	222345	466.07		WSCC Local Govt Pension Scheme
25/07/2022	HMRC PAYE Mth 4	222346	529.36		HMRC PAYE Mth 4
25/07/2022	Salaries Mth 4	222347	1,778.48		Salaries Mth 4
25/07/2022	Dorian Fretwell VH Cleaning	222348	192.00		Dorian Fretwell VH Cleaning
25/07/2022	Monitor Cleaning	222349	232.73		Monitor Cleaning
25/07/2022	Mid Sussex District Council	222350	70.00		MSDC Nth Lane Prem Licence
25/07/2022	Gary Coxall	222351	120.00		Gary Coxall
25/07/2022	Society Local Council Clerks	222352	186.00		SLCC Clerks Annual M'ship
25/07/2022	St Catherines Hospice Donation	CC	75.00		St Catherines Hospice Donation
Total Payments			7,858.67		

West Hoathly Parish Council

Summary Receipts and Payments for Year Ended 31st March 2023

Last Year Ended 31st March 2022		Current Year Ended 31st March 2023
	Receipts	
76,399.00	Precept	39,431.00
2,809.15	TWHVH Employee Costs	780.00
79,208.15	Sub Total	40,211.00
	Operating Income	
4,784.13	Income	5,931.52
631.00	Allotments	9.00
500.00	North Lane Recreation Ground	0.00
0.00	Infrastructure	3.45
6,918.51	VAT Data	2,133.03
92,041.79	Total Receipts	48,288.00
	Running Costs	
40,993.92	Administration	22,958.25
17.44	Allotments	0.00
3,213.97	Finche Field	517.00
4,733.94	North Lane Recreation Ground	880.98
1,346.40	Playgrounds	1,026.78
10,222.81	Infrastructure	1,437.94
3,632.21	Premises	1,508.78
3,682.79	VAT Data	1,000.28
67,843.48	Total Payments	29,330.01
	Receipts and Payments Summary	
70,114.49	Opening Balance	94,312.80
92,041.79	Add Total Receipts(As Above)	48,288.00
162,156.28		142,600.80
67,843.48	Less Total Payments(As Above)	29,330.01
94,312.80	Closing Balance	113,270.79
	These cumulative funds are represented by:	
5,210.25	Current Bank A/c	-2,249.80
68,523.13	Deposit Account	94,941.17
20,000.00	Hampshire Trust Bond	20,000.00
579.42	Hampshire Trust Saver	579.42
0.00	JUBILEE RECEIPTS	0.00
94,312.80		113,270.79
	Reserve Balances are represented by:	
24,198.31	Current Year Fund	18,957.99
15,673.55	General Reserves	36,261.27
3,389.00	EMR Election Expenses	3,789.00
1,994.28	EMR Public Conveniences Fund	2,994.28

West Hoathly Parish Council

Summary Receipts and Payments for Year Ended 31st March 2023

Last Year Ended 31st March 2022		Current Year Ended 31st March 2023
4,687.00	EMR Rec/Playground Enhancement	5,687.00
13,847.16	EMR Pavilion Seed Funding	13,847.16
145.00	EMR Pavilion Fundraising	145.00
1,484.80	EMR Fingerpost Maintenance	1,401.80
1,578.14	EMR Village Hamlet Gateways	0.00
2,394.32	EMR Highways Improvements	0.00
1,422.86	EMR Defibrillators	1,922.86
680.08	EMR Community Orchard	163.08
10,000.00	EMR Neighbourhood Plan	10,000.00
859.41	EMR IT & Website	0.00
2,428.89	EMR Local History Projects	2,428.89
2,500.00	EMR Land Registration	2,500.00
5,330.00	EMR Grant Village Hall	0.00
1,700.00	EMR Bluebell Wood Managment	8,278.14
0.00	EMR Step refurbishment	4,894.32
<hr/> 94,312.80 <hr/>		<hr/> 113,270.79 <hr/>

Signed : _____ (Chairman) _____ (RFO)

List of Payments made between 01/07/2022 and 21/07/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
11/07/2022	Brix Builders store room	222311	318.64		Brix Builders store room
21/07/2022	West Hoathly Parish Council	222308	240.00		WHPC Cleaner salary
21/07/2022	Maurice Rodwell	222309	247.20		Maurice Rodwell
21/07/2022	WHPC Besthosts	222310	22.50		WHPC Besthosts
21/07/2022	Southern Electric	DD	170.23		Southern Electric
21/07/2022	Business Stream	DD	14.67		Business Stream
21/07/2022	Unity Trust Bank Charge	CHG	18.00		Unity Trust Bank Charge
21/07/2022	Unity Trust	INT	4.51		Unity Trust

Total Payments 1,035.75

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	
6,350.00	Flat Rent	2,200.00
<u>6,350.00</u>	Sub Total	<u>2,200.00</u>
	Operating Income	
4,129.65	Income	3,531.01
<u>10,479.65</u>	Total Receipts	<u>5,731.01</u>
	Running Costs	
3,507.09	Cleaning	1,290.00
258.83	Fire Safety	0.00
2,310.54	General Maintenance	604.14
1,600.13	Heating	816.00
1,709.75	Utilities & Contracts	756.74
508.33	VAT Data	213.90
<u>9,894.67</u>	Total Payments	<u>3,680.78</u>
	Receipts and Payments Summary	
<u>14,949.46</u>	Opening Balance	<u>15,534.44</u>
10,479.65	Add Total Receipts(As Above)	5,731.01
25,429.11		21,265.45
9,894.67	Less Total Payments(As Above)	3,680.78
<u>15,534.44</u>	Closing Balance	<u>17,584.67</u>
	These cumulative funds are represented by:	
10,309.64	Current Bank A/c	12,355.36
5,224.80	Deposit Account	5,229.31
<u>15,534.44</u>		<u>17,584.67</u>
	Reserve Balances are represented by:	
584.98	Current Year Fund	2,050.23
14,949.46	General Reserves	15,534.44
<u>15,534.44</u>		<u>17,584.67</u>

Signed : _____ (Chairman) _____ (RFO)