



WEST HOATHLY PARISH COUNCIL

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

West Hoathly Parish Council Clerks Report October 2020

Actions Taken and points of information not on the agenda

- **Mid Sussex Electoral Review** The Parish Council briefing date is Wednesday 10th February 2021 at 10:00am. MSDC would like to know attendees by the end of October so they can send out the Zoom meeting details. If attendees change this can be done by getting in touch with MSDC.
- **Community Orchard.** Donations for the orchard are being received. Along with a donation from a charitable cause there is enough money to purchase 24 trees. 2 planting days have been arranged at the end of October and the end of November.
- **New Parish Council Website** An issue has arisen with transferring the website but leaving the domain and emails with the existing host.

Conclusion of Audit for the year ending 31st March 2021

The external auditor has now signed off the audit.

To confirm the appointment of the internal Auditor for the year ending 31st March 2021

It is recommended to appoint Peter Frost as the Internal Auditor for the current year.

Grants for Payment

The budgeted grants are usually paid in October. Proposed grants are:

St Margaret's Church (churchyard)	£1,100
St Margaret's Church (The Chronicle)	£ 60
All Saints Highbrook (churchyard)	£ 340
Highbrook Village Hall Management Committee	£ 550
The John Smith Fund	£ 400
Ashdown Conservators	£ 500
British Legion Remembrance Wreath	£ 40
Total	£2,990

Financial Statements

Monthly Receipts and Payments West Hoathly Parish Council

- Receipts of £2,762.50 have been received in October which includes allotment rent and donations to the Community Orchard
- Payments of £7,120.60 for October are attached for approval. The payments include the annual grants from the Parish Council.

Trustees of West Hoathly Village Hall

- There were no receipts during October
- Payments of £781.17 are attached for approval. These include a replacement pump for the Village Hall boiler.

Request from West Hoathly Village Hall Management Committee

Please remember that the loan is being requested by the West Hoathly Village Hall Management Committee on behalf of the Trustees of West Hoathly Village Hall.

For the purposes of this discussion Councillors are reminded that the request should be considered from the perspective of the Parish Council and not as the Trustee of the Village Hall.

The West Hoathly Village Hall Management Committee has sought quotes for the following work:

To replace the access staircase to the Village Hall Flat, provide a small entrance lobby to the flat with associated adjustments to the kitchen and to also create a store area for the Local History Archive. The combined total of these works is in the region of £30,000.

Having invested in the refurbishment of the Hall over the last few years there are currently no reserves for finding these projects.

The Management Committee is therefore requesting that the Parish Council provide a grant to the Village Hall so that the work can be carried out. In 2019 the Parish Council agreed in principle to providing a grant of up to £27,500.

The Parish Council does not have reserves to support this project and therefore would need to seek loan from the Public Works Loan Board in order for this project to go ahead.

Last year an amount (the expected annual repayment amount for a loan of £27,500) was budgeted to support the Village Hall.

Process to follow if agree to go ahead

A resolution to be brought to the next Parish Council meeting. This needs to clearly identify the loan amount, the borrowing term and the purpose alongside the annual repayment costs.

A resolution to identify that this will be paid for by an increase in precept (% increase and amount).

Once agreed this resolution needs to be announced on the website with a statement that views and opinions are sought from parishioners.

DCLG require a business case for the project which at a minimum includes the report to Council to support the resolution along with a budget highlighting the usual income and expenditure and including the provision for loan repayment

Correspondence received

Helen Schofield
20th October 2020

West Hoathly Parish Council

Bank - Cash and Investment Reconciliation as at 30 September 2020

Confirmed Bank & Investment Balances

Bank Statement Balances

30/09/2020 Current Account 15,389.70

15,389.70

Other Cash & Bank Balances

88,957.29

104,346.99

Unpresented Payments

3,860.57

100,486.42

Receipts not on Bank Statement

0.00

Closing Balance

100,486.42

All Cash & Bank Accounts

1 Current Bank A/c 11,529.13

Other Cash & Bank Balances 88,957.29

Total Cash & Bank Balances 100,486.42

West Hoathly Parish Council

Summary Receipts and Payments for Year Ended 30th September 2020

Last Year Ended 31st March 2019		Current Year Ended 30th September
	Receipts	
66,120.00	Precept	72,953.00
3,520.16	TWHVH Employee Costs	1,345.00
69,640.16	Sub Total	74,298.00
	Operating Income	
2,009.35	Income	641.82
633.00	Allotments	316.00
500.00	North Lane Recreation Ground	500.00
49.05	Infrastructure	3.45
3,139.22	VAT Data	3,395.02
75,970.78	Total Receipts	79,154.29
	Running Costs	
35,665.02	Administration	21,119.52
747.82	Allotments	15.62
1,370.83	Finche Field	1,095.17
5,937.60	North Lane Recreation Ground	7,699.70
3,170.88	Playgrounds	0.00
9,643.01	Infrastructure	4,452.07
4,817.56	Premises	1,842.17
3,694.58	VAT Data	2,897.38
65,047.30	Total Payments	39,121.63
	Receipts and Payments Summary	
49,530.28	Opening Balance	60,453.76
75,970.78	Add Total Receipts(As Above)	79,154.29
125,501.06		139,608.05
65,047.30	Less Total Payments(As Above)	39,121.63
60,453.76	Closing Balance	100,486.42
	These cumulative funds are represented by:	
4,869.85	Current Bank A/c	11,529.13
35,583.91	Deposit Account	68,578.33
20,000.00	Hampshire Trust Bond	20,000.00
0.00	Hampshire Trust Saver	378.96
60,453.76		100,486.42
	Reserve Balances are represented by:	
10,923.48	Current Year Fund	40,032.66
7,666.29	General Reserves	18,142.61

West Hoathly Parish Council

Summary Receipts and Payments for Year Ended 30th September 2020

Last Year Ended 31st March 2019		Current Year Ended 30th September
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
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
8,000.00	EMR Neighbourhood Plan	9,000.00
1,099.75	EMR IT & Website	509.41
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
<hr/> 60,453.76 <hr/>		<hr/> 100,486.42 <hr/>

Signed : _____ (Chairman) _____ (RFO)

Trustees of West Hoathly Village Hall

Summary Receipts and Payments for Year Ended 30th September 2020

Last Year Ended 31st March 2019		Current Year Ended 30th September
	Receipts	
6,600.00	Flat Rent	3,300.00
6,600.00	Sub Total	3,300.00
	Operating Income	
7,960.14	Income	11,723.70
928.72	VAT Data	213.44
15,488.86	Total Receipts	15,237.14
	Running Costs	
4,090.97	Cleaning	2,009.05
197.30	Fire Safety	180.00
3,445.70	General Maintenance	303.56
902.12	Heating	332.03
3,106.63	Utilities & Contracts	1,079.43
1,001.03	VAT Data	200.21
12,743.75	Total Payments	4,104.28
	Receipts and Payments Summary	
12,980.77	Opening Balance	15,725.88
15,488.86	Add Total Receipts(As Above)	15,237.14
28,469.63		30,963.02
12,743.75	Less Total Payments(As Above)	4,104.28
15,725.88	Closing Balance	26,858.74
	These cumulative funds are represented by:	
10,509.43	Current Bank A/c	21,637.09
5,216.45	Deposit Account	5,221.65
15,725.88		26,858.74
	Reserve Balances are represented by:	
2,745.11	Current Year Fund	11,132.86
12,980.77	General Reserves	15,725.88
15,725.88		26,858.74

Signed : _____ (Chairman) _____ (RFO)

Trustees of West Hoathly Village Hall

Bank - Cash and Investment Reconciliation as at 30 September 2020

Confirmed Bank & Investment Balances

Bank Statement Balances

30/09/2020 Unity Trust Current 22,316.82

22,316.82

Other Cash & Bank Balances

5,221.65

27,538.47

Unpresented Payments

679.73

26,858.74

Receipts not on Bank Statement

0.00

Closing Balance

26,858.74

All Cash & Bank Accounts

1

Current Bank A/c

21,637.09

Other Cash & Bank Balances

5,221.65

Total Cash & Bank Balances

26,858.74

List of Payments made between 01/10/2020 and 31/10/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2020	Monitor Cleaning	938973187	217.54	23438	Public Toilet Cleaning
01/10/2020	Surrey & Sussex ALC	960612089	72.00	14474 and 14449	Asst Clerk Training Courses
09/10/2020	British Telecom	DD	67.45	MO19 2S	Phone and Broadband
26/10/2020	Quills Office Supplies	419103157	5.61	267489	Stationery
26/10/2020	Maurice Rodwell	47942055	189.60	5088	Replace lights Gents toilet
26/10/2020	Moore Stephens	768775337	360.00	302548	External Audit
26/10/2020	Gary Coxall	713540255	90.00		General tidy up
26/10/2020	Surrey & Sussex ALC	450666723	36.00	14436	Training Clerk
26/10/2020	Neil Greatorex	629221417	16.00		Covid Playground cleaning
26/10/2020	Leanne Andrews	704807115	595.80		Assistant Clerk Salary
26/10/2020	Dorian Fretwell	502857196	240.00		Hall Cleaning
26/10/2020	Colin Gibbs	694037414	56.67		Handyman Salary
26/10/2020	WSCC Local Govt Pension Scheme	994208355	482.14		Pension Payments October
26/10/2020	HMRC	391260408	309.69		HMRC October Payments
26/10/2020	Helen Schofield	214921121	1,212.10		Clerks Salary October
26/10/2020	St Margarets PCC	349671302	1,160.00		Grants Churchyard Chronicle
26/10/2020	All Saints Church PCC	741216390	340.00		Grant for churchyard
26/10/2020	John Smith Fund	61287174	400.00		John Smith Fund Grant
26/10/2020	Highbrook Village Hall	101177237	550.00		Highbrook Village Hall Grant
26/10/2020	Ashdown Forest Conservators	783254876	500.00		Ashdown Forest Grant
26/10/2020	Royal British Legion	300119	40.00		Remembrance Wreath Donation
26/10/2020	2 Commune	314019180	180.00		Website transfer
Total Payments			7,120.60		

List of Payments made between 01/10/2020 and 31/10/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
26/10/2020	Interserve FS	907756084	59.50	441337FS	Fire Extinguisher testing
26/10/2020	Lopez Window Cleaning	956956179	35.00		Window Cleaning
26/10/2020	HQ Plumbing	526190186	238.73	009837	Replacement pump in Boiler
26/10/2020	Gary Coxall	440573658	30.00		Hall Garden
26/10/2020	Helen Schofield	198469621	21.99		Cleaning Supplies
26/10/2020	West Hoathly Parish Council	683010241	300.00		Hall Cleaning Costs
26/10/2020	StarBrite Chemicals Ltd	209236882	95.95	313633	Hall Cleaning Supplies
Total Payments			<u>781.17</u>		
