

WORTH PARISH COUNCIL

General Purposes and Finance
Committee

Public Meeting Pack

11th February 2019

WORTH

Parish Council

Clerk to the Council
Jennifer Nagy

Council Offices

1st Floor, The Parish Hub,
Borers Arms Road,
Cophorne
West Sussex
RH10 3ZQ

Phone: 01342 713407
Email: clerk@worth-pc.gov.uk

Issued: 5th February 2019

To: Members of the General Purposes & Finance Committee

Notice of Meeting

You are hereby summoned to the **General Purposes and Finance Committee** meeting of Worth Parish Council. To be held at 1st Floor, The Parish Hub, Borers Arms Road, Cophorne, on **Monday, 11th February 2019** commencing at 7.30pm

Mrs J. Nagy
CLERK TO THE COUNCIL

AGENDA

1. **Election of Vice Chairman** – to elect a Vice Chairman of this Committee, after the resignation from this position of Cllr Lord.
2. **Public Question Time** – 15 minutes – to receive, and act upon if considered necessary, comments made by members of the public.

Members of the Public are welcome to ask questions of the Council on matters that arise under its remit. The question should not be a statement and it would be appreciated to be kept short, to maximise the time for other questions. The chairman will call the question from those who are indicating that they wish to speak.
3. **Apologies** – to receive and approve apologies for absence.
4. **Declarations of Disclosable Pecuniary and Other Interests** – to receive any declarations of interest from Councillors.
5. **Minutes** – to approve the Minutes of the General Purpose & Finance Committee meeting held on 14th January 2019
6. **Chairman's Announcements** – to receive any announcements by the Chairman of the General Purpose & Finance Committee.
7. **Correspondence** – to note correspondence received since the last meeting including
8. **Accounts & Financial Matters** - to receive and approve expenditure lists and report on current financial situation to 31st January 2019 and to consider and approve other financially related matters if necessary, including
 - Lease for new photocopier, as the current agreement expires 1st March.
 - Grant Application from Crawley Down Camera Club for £500.

9. Council Premises and Land** – to discuss and comment upon matters relating to Council-owned, leased or managed land and buildings

10. Consideration of items for inclusion on future agendas – to consider and agree items for inclusion on a future agenda.

11. Date of the next meeting: Monday, March 11th 2019

****The press and public may be excluded from this item in accordance with the Public Bodies (Admissions to Meetings) Act 1960 s1 due to the confidential nature of the matter to be discussed**

ALL MEMBERS OF THE PUBLIC HAVE THE RIGHT TO ATTEND, AND ARE WELCOME AT MEETINGS

Worth Parish Council

Minutes of the General Purposes and Finance Committee Meeting January 14th 2019 commencing at 19.30 hrs

Present: Cllr Phillips (Chairman)
Cllr Anscomb
Cllr Gibson
Cllr Hitchcock
Mrs J. Nagy (Clerk)
Mrs E. Smith (RFO)

Cllr Coote
Cllr Hollands
Cllr Webb

No members of the Public

As both the Chair and Vice Chair of the Committee had given their apologies for the meeting, it was agreed by all present that Cllr Phillips would take the Chair.

69 Public Question Time

The Chairman welcomed all present to the meeting, then highlighted the housekeeping rules – there is no fire drill planned this evening. Should an alarm sound, people should make their way to the car park via the stairs. Do not use the lift. Please put mobile phones on silent.

There were no members of the public present at the meeting.

70 Apologies

Apologies were received and noted from Cllrs Dorey, Lord and Scott

71 Declarations of Interest

There were no declarations of interest at this point in the meeting.

72 Minutes of General Purposes & Finance Committee held on December 10th 2018

It was proposed by Cllr Anscomb seconded by Cllr Hitchcock and RESOLVED by all present that the Minutes of General Purposes & Finance Committee held on December 10th 2018 were accepted as true records of the meeting.

73 Chairman's Announcements

The Chairman had no announcements

74 Correspondence

The Clerk apologised in that she had said that she would supply the updated correspondence list at the meeting, but due to time constraints and staff sickness she had been unable to do this.

Cllr Gibson asked if the response to the Gatwick consultation had been submitted; the Clerk confirmed that it had.

75 Account & Financial Matters

The Chairman referred Councillors to details of expenditure against budget, payments, bank balances and earmarked reserves up to end of December 2018 which were included in their meeting packs.

The Clerk reported that:

Receipts for December 2018 of £31063.10 plus £177.48 interest, giving a total of £31240.58, including transfer of £30,000 to open new Nat West bank account; net receipts therefore £1240.50.

Total payments for December 2018 of £38604.66 excl. VAT, which include bank transfer of £30,000 to new Nat West account; net payments therefore £8604.66

Bank Balances as at 31st December 2018 £324,677.18, including new Nat West account of which
Earmarked reserves of £113,663

Cllr Gibson asked for the quarterly analysis predicting end of year income & expenditure. The RFO said that she had been unable to produce this report due to the absence of the Chairman, who had recently amended the formatting.

Councillors NOTED and APPROVED the financial information supplied to 31st December 2018 as a true and correct record of the Council's financial affairs.

Training requirements in 2019/2020.

It has been previously agreed that the Council will agree training prior to this being booked. The Clerk referred to her proposed schedule.

Due to Elections in May 2019, she has allowed for all 17 Councillors to attend Councillor Briefing and Awareness training at a cost of £1105, as a "worst case" scenario. This takes the expected expenditure over 2019/2020 budget with a £55 deficit. However, staff training will be under budget, so some monies could be vired from this cost code to allow for unanticipated training requirements.

It was noted that training courses that came up during the year would be approved on an ad hoc basis.

Councillors thought that the Chair of Finance should attend the Legal & Finance Day on 26th September, in addition to the RFO. This was AGREED

The training requirement schedule was AGREED with the above addition.

Replacement Lamp Column

Councillors will be aware that a street light column in the Memorial Car Park in Crawley Down was knocked down by a car before Christmas.

The matter has been reported to the Council's insurance company which in turn has referred it to a claims solicitor. The Clerk is preparing the documentation requested and will confirm that the insurance excess of £100 should be included in the claim. Also included will be the cost of reconnection to the electricity supply of around £730, plus the cost of the timer for the Christmas lights at around £350 and the materials and labour for the fence repair; all figures ex VAT. The solicitor warns that the action could result in court proceedings with the Council named as claimant. The Clerk will keep the Council informed as to progress in this matter.

The RFO, with the agreement of the Chair of this Committee, has ordered a replacement column at a cost of £2145.00 ex VAT.

This level of expenditure is outside the remit of the Clerk and RFO, in accordance with Financial Regulations, but after consultation with the Chair of this Committee it was agreed to order the column as this was deemed urgent and necessary expenditure.

The Clerk was asked to Minute the Committee's thanks to the Crawley Down groundsman for his work in repairing the fence.

Councillors NOTED and AGREED the action taken in relation to the insurance claim and ordering of new lighting column.

76 Council Budget & Setting of Precept

The Clerk reminded Councillors that the Council was unable to agree the recommendation from the December GP&F Committee that a precept of £285,000 be agreed. This was due to an error in the draft budget amounting to £5000, which would make the precept £290,000.

The Clerk and RFO met with the Chair of this Committee Cllr Scott to go over the figures in the draft budget to ensure that these were correct. Cllr Scott felt the possible precept of £290,000 was not well received by the Council at its December meeting.

He proposed that the RFO presents a budget with anticipated expenditure net of income of £290,000, but to ask for a precept of £275,000, with the balance of £15,000 to come out of general reserves. This will address the Internal Auditor's observation that the current reserves were high. A precept of £275,000 represent an overall increase of 9.56%, which equates to a Band D increase of 10p per week.

However, Cllr Gibson had some last-minute queries, these being:

Lease/purchase of replacement van – Cllr Gibson asked for this expenditure to be brought forward into 2018/2019. It was agreed that this would not be possible, as there would be a cost implication of ending the lease early (due to expire in July)

Councillor allowances – Cllr Gibson asked for these to be reduced from £500 to £400 per councillor. It was agreed to keep these the same at £500.

Capital Purchases – Cllr Gibson asked for the 2018/2019 budgeted amount of £10,000 to be transferred to general reserves in case the intended expenditure on councillor tablets was not achieved in time. This was agreed. It was noted that £10,000 had been included in the 2019/2020 budget. This was reduced to £3000 to allow for, for example, the potential cost of a new computer or other such office equipment.

Vision – it was agreed that the £5000 from 2018/2019 would be transferred to EMR, with an additional budget of £5000 in 2019/2020 to add to the project.

Neighbourhood Plans – Cllr Gibson asked that neighbourhood plan EMR be transferred to the budget for these cost codes, otherwise any expenditure would show against a zero budget. Both the RFO and the Clerk was not sure that this was possible, whilst still meeting accounting legal requirements. After discussions, it was agreed that the RFO would seek advice from Mark Mulberry, Internal Auditor as to how to portray this in the accounts. Cllr Phillip would be present when the phone call is made and would report back to the Committee.

Combined Neighbourhood Plan cost code – Cllr Gibson said that monies from this cost code should be transferred as the Council had decided to progress two plans not one. The Clerk advised that this was the cost code from which the Neighbourhood Plan Assistant would be sourced. It was agreed that this sum be increase by £10,000 to £15,000.

After the above discussion, the draft budget was £293,000, with a potential precept request of £275,000, with £18,000 to be taken out of General Reserves to balance the budget. It was AGREED by all present that this is to be the recommended budget and precept to Full Council, but with the outstanding matter of the expenditure against zero budgets for the Neighbourhood Plan cost codes to be considered at Full Council, once advice has been sought.

77 Council Premises and Land

Landlord visit to Copthorne Pavilion

The Clerk visited the Pavilion this morning to see if internal decoration was being kept to a reasonable standard, as per the lease. She was accompanied by Cllr Coote. Cllr Phillips was in attendance in his role as Sports Association Committee member, along with the Association Chairman, Helen Reeve.

Some minor details were highlighted in need of attention; the Clerk will confirm these to the Association.

Some minor issues were identified on the outside of the building and in the car park; the Clerk has asked the RFO to seek quotes to rectify these.

Councillors NOTED this information.

78 Items for Future Inclusion on the Agenda

Cllr Gibson said that he has previously asked for monies from Election EMR to be transferred into general funds to publicise the upcoming elections.

The Clerk advised that this had been refused at the October GP&F meeting at which Cllr Gibson had been present.

Cllr Gibson asked for updates on the following matters:

- Community Highways Scheme for Kiln Rd and Burleigh Way
- The reason behind the removal of trees at J10 of the M23

The Clerk will provide this information at a future meeting.

Cllr Gibson asked if a date had been arranged to discuss the possibility of a strategic site to the south of the parish at Crabbet Park.

The Clerk will put this matter on a future agenda

79 Date of the next meeting

The date of the next meeting is Monday, 11th February 2019

Meeting closed at 8.35pm

Chairman: _____

Date: _____

WORTH PARISH COUNCIL

BANK ACCOUNTS

BALANCES AS AT 31 JANUARY 2019

<u>BARCLAYS - CURRENT ACCOUNT</u>	£29,791.08
<u>BARCLAYS - PREMIUM ACCOUNT</u>	£237,864.35
<u>BARCLAYS TRACKER</u>	£0.00
<u>NAT WEST - CURRENT</u>	£30,000.00
	<u>£297,655.43</u>
	(113,663) Less Earmarked Reserves (see below)
	<u>£183,992.43</u>

<u>EARMARKED RESERVES</u>	<u>B/Fwd</u> <u>31/03/2018</u>	<u>Earmarked</u> <u>2018/2019</u>	<u>Balance</u>
N/Hood Plans	£32,000.00		£32,000.00
Watershed	£41,650.00		£41,650.00
Election Costs		£2,000.00	£2,000.00
Crawley Down - Legal		£1,263.00	£1,263.00
Crawley Down - Project		£8,750.00	£8,750.00
Vision (includes part CCTV)		£25,000.00	£25,000.00
Locality Grant		£3,000.00	£3,000.00
	<u>£73,650.00</u>	<u>£40,013.00</u>	<u>£113,663.00</u>

**Bank Reconciliation Statement as at 31/01/2019
for Cashbook 1 - Barclays - Current Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	31/01/2019		29,791.08
			<u>29,791.08</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			29,791.08
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			29,791.08
		Balance per Cash Book is :-	29,791.08
		Difference is :-	0.00

**Bank Reconciliation Statement as at 01/02/2019
for Cashbook 2 - Barclays - Business Premium ME**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium ME	31/01/2019		237,864.35
			<u>237,864.35</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			237,864.35
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			237,864.35
		Balance per Cash Book is :-	237,864.35
		Difference Excluding Adjustments is :-	0.00
<u>Adjustments to Reconciliation</u>			
01/01/2001		0.00	
			<u>0.00</u>
		Unreconciled Difference is :-	0.00

**Bank Reconciliation Statement as at 31/01/2019
for Cashbook 5 - NAT.WEST - CURRENT**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NAT.WEST - CURRENT	31/12/2018	1	30,000.00
			<u>30,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			30,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			30,000.00
		Balance per Cash Book is :-	30,000.00
		Difference is :-	0.00

Barclays - Current Account

Receipts received between 01/01/2019 and 31/01/2019

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
bgc Banked: 02/01/2019		17.70						
bgc Allotment Rents		17.70			1200	200	17.70	15A Rice
bgc Banked: 04/01/2019		20.50						
bgc South Room - Hire Receipts		20.50			1306	500	20.50	323.Carers Support
bgc Banked: 14/01/2019		21.50						
bgc South Room - Hire Receipts		21.50			1306	500	21.50	Inspire Acad.Jan inv.?
bgc Banked: 16/01/2019		730.60						
bgc Now Pensions		730.60			1900	100	730.60	NOW Pens.Refund error
bgc Banked: 29/01/2019		115.00						
bgc South Room - Hire Receipts		115.00			1306	500	115.00	313.N De Reuck
Total Receipts:		905.30	0.00	0.00			905.30	

Barclays - Current Account

Payments made between 01/01/2019 and 31/01/2019

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/01/2019	Lex Autolease	LEXAUTO	162.56		27.09	4115	100	135.47	Van Lease - January 2019
02/01/2019	Royal British Legion	ROYALBRITI	50.00			4900	700	50.00	2 x wreaths-chq.107191
03/01/2019	ICO - Data Protection	ICODATAPRO	35.00			4095	100	35.00	Data Protection Jan19 -Dec2020
04/01/2019	Allotment Association	ALLOT.ASSO	73.50			4900	700	73.50	Reimburse.Allot m/ship fees
04/01/2019	CSD Ltd (phones)	CSD	151.92		25.32	4036	100	24.10	Telephones November 2018
						4036	100	57.50	Broadband - December 2018
						4036	100	24.00	4 x VOiP phones - December 2018
						4036	100	21.00	2 x Phone Lines
04/01/2019	Dynamic	DYNAMIC	182.43		30.41	4025	100	152.02	Envelopes (C4 & C5)/notepads
04/01/2019	EDF	EDFENERGY	3,992.47		665.41	4600	600	3,327.06	01/10/2018 - 31/12/2018
04/01/2019	Greenham	GREENHAM	116.20		19.37	4200	300	90.73	Safety Boots-SP
						4200	300	6.10	Grease
04/01/2019	HMRC	HMRC	1,142.54			516		1,142.54	December 2018
04/01/2019	PrintMark Ltd	PRINTMARK	912.00		152.00	4720	700	760.00	Survey Forms C5 envs. x 2
04/01/2019	Royal Mail	ROYALMAIL	116.40		19.40	4720	700	97.00	Reply Paid licence to 11/12/19
04/01/2019	Staff	STAFF	56.96		2.15	4030	100	7.30	Reg.post Allot. docs
						4080	100	47.51	Christmas council meeting-cost
04/01/2019	Surrey Hills	SURREYHILL	1,097.00		173.00	4066	100	786.00	Legal Costs Ref.Regis.C.D Allot
						4066	100	138.00	Burleigh Way 16/11-17/12/18
04/01/2019	Vistec Systems Ltd	VISTEC	128.40		21.40	4605	600	107.00	Vision ICT
04/01/2019	Vision ICT	VISTEC	-128.40		-21.40	4605	600	-107.00	Vision ICT
04/01/2019	Vistec Systems Ltd	VISTEC	128.40		21.40	4605	600	107.00	Street Light Repairs
07/01/2019	PWLB	PWLB	4,863.16			4306	500	4,863.16	January 2019
16/01/2019	Now Pensions	NOWPENSIO	1,011.94			517		1,011.94	December 2018
18/01/2019	CDG - Crawley Down Group	CDG	165.71		27.61	4110	100	138.10	December 2018
18/01/2019	Glasdon UK Ltd	GLASDON	177.83		29.64	4900	700	148.19	Grit Bin-Copthorne
18/01/2019	HR Services	HRSERVICES	31.68		5.28	4055	100	26.40	30 November 2018
18/01/2019	HR Services	HRSERVICES	-15.36		-2.56	4055	100	-12.80	Credit Note
18/01/2019	HR Services	HRSERVICES	-0.96		-0.16	4055	100	-0.80	Addtnl.Credit
18/01/2019	Ian Gibson	IAN GIBSON	145.00			4720	700	145.00	Postage C.Down Survey
18/01/2019	Jewson	JEWSON	38.08		6.35	4702	700	31.73	Postcrete Re-
Subtotal Carried Forward:			14,634.46	0.00	1,201.71			13,401.02	

Barclays - Current Account

Payments made between 01/01/2019 and 31/01/2019

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
									damaged fence
18/01/2019	M.J.Holland	MJHOLLAND	41.80			4900	700	41.80	Name Badges
18/01/2019	Screwfix	SCREWFIX	119.99		20.00	4200	300	99.99	1 x set barriers
18/01/2019	SOS Systems	SOSSYSTEM	51.19		8.53	4025	100	42.66	photocopies-05/12-06/01/19
18/01/2019	SP Web Connections	SPWEB	438.00		73.00	4036	100	80.00	IT Supp- December 2018
						4036	100	38.50	Host Exchange- January 2019
						4036	100	241.00	Sophos Protection- Jan19-Jan20
						4036	100	5.50	WPC.co.uk 14/01/19-14/01/20
18/01/2019	Staff	STAFF	26.47		4.41	4702	700	22.06	Timber-Re-place damaged fence
18/01/2019	St John the Evangelist CPC	STJOHNS	45.00			4075	100	45.00	08/10/18-Hire Main Hall
18/01/2019	Vistec Systems Ltd	VISTEC	244.80		40.80	4605	600	204.00	Street Light Repairs
18/01/2019	Zoe Allen	ZOEALLEN	45.00			4050	100	45.00	December 2018
28/01/2019	Dynamic	DYNAMIC	126.94		21.15	4025	100	105.79	Stationery - January 2019
28/01/2019	HMRC	HMRC	1,567.15			516		1,567.15	January 2019
28/01/2019	RBBC	RBBC	44.99			516		44.99	January 2019
28/01/2019	St John the Evangelist CPC	ST.JOHNS	1,126.21			4200	500	486.21	Service charges- Oct.18 - Dec18
						4307	500	640.00	Marketing Sth.- Oct.18 - Dec18
28/01/2019	St John the Evangelist CPC	ST.JOHNS	172.85			4035	100	172.85	01/10/2018 - 31/12/2018
28/01/2019	Staff	STAFF	6,440.10			515		6,440.10	January 2019
28/01/2019	St John the Evangelist CPC	STJOHNS	1,187.50			4077	500	1,187.50	01/01/2019 - 31/03/2019
28/01/2019	Surrey Hills	SURREYHILL	696.00		115.00	4066	100	368.00	15 June 2018 - 18 Jan. 2019
						4066	100	213.00	Allot. 13 Apr 18-15 Jun 18
28/01/2019	UK POWER NETWORKS	UKPN	873.60		145.60	4605	600	728.00	Re-Connect damaged Col.C.D
28/01/2019	Zoe Allen	ZOEALLEN	45.00			4050	100	45.00	January 2019 - Office Clean
Total Payments:			27,927.05	0.00	1,630.20			26,296.85	

Detailed Income & Expenditure by Budget Heading 31 January 2019

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Full Council							
100 General Administration							
1076 Precept	0	251,000	251,000	0			100.0%
1090 Interest Received	0	403	60	(343)			672.1%
1307 Coffee Machine Receipts	0	85	0	(85)			0.0%
1900 Miscellaneous Income	731	1,783	120	(1,663)			1485.8%
General Administration :- Income	731	253,271	251,180	(2,091)			100.8%
4000 Clerk, Assistant & RFO	5,098	50,850	61,550	10,700		10,700	82.6%
4005 Handypersons	3,027	30,273	36,760	6,487		6,487	82.4%
4020 Grants Given	0	1,391	3,060	1,669		1,669	45.5%
4021 Churchyard Maint.Coph/C.Down	0	0	1,020	1,020		1,020	0.0%
4025 Office Suppl, eg-paper/photocop	300	2,050	3,060	1,010		1,010	67.0%
4030 Postage	7	40	153	113		113	25.8%
4035 Utilities-Electric/Gas	173	537	800	263		263	67.2%
4036 Telephone/Internet/IT Supp.	492	2,771	2,400	(371)		(371)	115.5%
4040 Chairman's Allowance	0	178	500	322		322	35.6%
4045 Travelling	0	167	510	343		343	32.8%
4050 Office Exps. eg.Clean,	90	933	1,600	667		667	58.3%
4051 Website costs	0	2,425	3,560	1,135		1,135	68.1%
4052 Software Updates/Support	0	439	1,300	861		861	33.8%
4055 Recruitment & Staff Training	13	1,051	1,428	377		377	73.6%
4056 Members Training	0	667	1,500	833		833	44.4%
4060 Publicity	0	1,000	1,530	530		530	65.4%
4065 Audit Fees	0	93	1,938	1,845		1,845	4.8%
4066 Legal Fees	1,505	4,836	510	(4,326)		(4,326)	948.2%
4070 Insurances	0	4,099	5,000	901		901	82.0%
4075 Hire of Halls	45	73	102	30		30	71.1%
4080 Meeting. Conferences, etc.	48	48	255	207		207	18.6%
4090 Election Expenses	0	0	4,000	4,000		4,000	0.0%
4095 Subscriptions / Memberships	35	84	663	579		579	12.7%
4100 West Sussex ALC & NALC	0	2,245	2,250	5		5	99.8%
4105 Repairs and Renewals	0	53	1,020	967		967	5.2%
4110 Fuel	138	1,908	2,244	336		336	85.0%
4115 Motor Repairs & Expenses	135	2,653	3,500	847		847	75.8%
4120 Equipment & Supplies	0	0	1,020	1,020		1,020	0.0%
4150 Capital Purchases	0	15,500	17,000	1,500		1,500	91.2%
4151 Capital Purch.Devices	0	0	10,000	10,000		10,000	0.0%
4152 Vision	0	0	5,000	5,000		5,000	0.0%
4200 Maintenance-various n/codes	0	142	0	(142)		(142)	0.0%

Detailed Income & Expenditure by Budget Heading 31 January 2019

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4900 Miscellaneous Expenses	0	0	510	510		510	0.0%
4907 Drinks Machine Supplies	0	121	153	32		32	79.0%
General Administration :- Indirect Expenditure	11,107	126,627	175,896	49,269	0	49,269	72.0%
Movement to/(from) Gen Reserve	(10,376)	126,644					
200 Allotments							
1200 Allotment Rents	18	2,355	2,200	(155)			107.1%
1201 Allotment Assoc. (C.Down)	0	33	0	(33)			0.0%
Allotments :- Income	18	2,388	2,200	(188)			108.6%
4200 Maintenance-various n/codes	0	17	500	483		483	3.3%
4205 Allotment - Costs	0	600	400	(200)		(200)	150.0%
Allotments :- Indirect Expenditure	0	617	900	283	0	283	68.5%
Movement to/(from) Gen Reserve	18	1,772					
300 Recreation Grounds							
1300 MSDC Grounds Management	0	626	950	324			65.9%
Recreation Grounds :- Income	0	626	950	324			65.9%
4200 Maintenance-various n/codes	197	5,554	5,000	(554)		(554)	111.1%
4300 New Works - Lashmere	0	0	1,000	1,000		1,000	0.0%
Recreation Grounds :- Indirect Expenditure	197	5,554	6,000	446	0	446	92.6%
Movement to/(from) Gen Reserve	(197)	(4,928)					
400 Copthorne Pavilion							
1400 Pavilion Lease	0	2,050	4,700	2,650			43.6%
Copthorne Pavilion :- Income	0	2,050	4,700	2,650			43.6%
4200 Maintenance-various n/codes	0	3,680	5,000	1,320		1,320	73.6%
4305 Loan Repaym.Copthorne Pavilion	0	11,506	11,500	(6)		(6)	100.1%
Copthorne Pavilion :- Indirect Expenditure	0	15,186	16,500	1,314	0	1,314	92.0%
Movement to/(from) Gen Reserve	0	(13,136)					
500 Parish Office							
1306 South Room Hire - Receipts	157	7,272	6,000	(1,272)			121.2%
1308 Meeting Room Hire-Deposits	0	300	0	(300)			0.0%
Parish Office :- Income	157	7,572	6,000	(1,572)			126.2%
4077 Rent South Room- 1st Floor	1,188	4,750	4,750	0		0	100.0%
4200 Maintenance-various n/codes	(114)	2,672	200	(2,472)		(2,472)	1336.1%

Detailed Income & Expenditure by Budget Heading 31 January 2019

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4306 Loan Repaym.New Parish Office	4,863	9,726	10,230	504		504	95.1%
4307 Marketing - South Room	0	1,920	2,600	680		680	73.8%
Parish Office :- Indirect Expenditure	<u>5,937</u>	<u>19,069</u>	<u>17,780</u>	<u>(1,288)</u>	<u>0</u>	<u>(1,288)</u>	<u>107.2%</u>
Movement to/(from) Gen Reserve	<u>(5,780)</u>	<u>(11,496)</u>					
600 Street Lighting							
4600 Energy - Street Lights	3,327	11,065	14,000	2,935		2,935	79.0%
4605 Repairs to Street Lights/Lamps	1,039	6,365	10,000	3,635		3,635	63.6%
Street Lighting :- Indirect Expenditure	<u>4,366</u>	<u>17,430</u>	<u>24,000</u>	<u>6,570</u>	<u>0</u>	<u>6,570</u>	<u>72.6%</u>
Movement to/(from) Gen Reserve	<u>(4,366)</u>	<u>(17,430)</u>					
700 Miscellaneous							
1900 Miscellaneous Income	0	1,133	0	(1,133)			0.0%
Miscellaneous :- Income	<u>0</u>	<u>1,133</u>	<u>0</u>	<u>(1,133)</u>			
4700 Car Park Maintenance	0	0	1,000	1,000		1,000	0.0%
4702 Maint.Memorial Car Park	54	243	500	257		257	48.5%
4703 Burleigh Way Car Park-Purchase	0	10,000	0	(10,000)		(10,000)	0.0%
4705 Litter & Dog Bin Emptying	0	0	2,500	2,500		2,500	0.0%
4710 Replacement of Litter Bins	0	0	1,000	1,000		1,000	0.0%
4720 N/Hood Plan Crawley Down	1,941	2,361	1,000	(1,361)		(1,361)	236.1%
4721 N/H Plan C.Down Legal & Profes	0	0	9,000	9,000		9,000	0.0%
4722 N/H Plan C.Down - Project	0	0	9,000	9,000		9,000	0.0%
4725 N/Hood Plan Copthorne	0	0	15,000	15,000		15,000	0.0%
4900 Miscellaneous Expenses	313	1,778	0	(1,778)		(1,778)	0.0%
4901 Return Hire Deposits	0	300	0	(300)		(300)	0.0%
Miscellaneous :- Indirect Expenditure	<u>2,308</u>	<u>14,681</u>	<u>39,000</u>	<u>24,319</u>	<u>0</u>	<u>24,319</u>	<u>37.6%</u>
Movement to/(from) Gen Reserve	<u>(2,308)</u>	<u>(13,548)</u>					
800 S106 - Income							
1707 S106 Receipts	0	0	15,000	15,000			0.0%
S106 - Income :- Income	<u>0</u>	<u>0</u>	<u>15,000</u>	<u>15,000</u>			<u>0.0%</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
Full Council :- Income	<u>905</u>	<u>267,041</u>	<u>280,030</u>	<u>12,989</u>			<u>95.4%</u>
Expenditure	<u>23,914</u>	<u>199,164</u>	<u>280,076</u>	<u>80,912</u>	<u>0</u>	<u>80,912</u>	<u>71.1%</u>
Movement to/(from) Gen Reserve	<u>(23,009)</u>	<u>67,877</u>					

Detailed Income & Expenditure by Budget Heading 31 January 2019

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	905	267,041	280,030	12,989			95.4%
Expenditure	23,914	199,164	280,076	80,912	0	80,912	71.1%
Net Income over Expenditure	<u>(23,009)</u>	<u>67,877</u>	<u>(46)</u>	<u>(67,923)</u>			
Movement to/(from) Gen Reserve	<u>(23,009)</u>	<u>67,877</u>					

WORTH PARISH COUNCIL INCOME AND EXPENDITURE ANALYSIS

Dated: 05 Feb 19

Cost Centre	Account Code	Outturn 17/18	Budget 18/19	Year to Date	Remaining Budget	FY Forecast	Variance
100	Gen. Admin.						
	4000	office salaries	-£61,550	-£45,752	-£15,388	-£61,330	£211
	4005	handypersons	-£36,760	-£27,246	-£9,190	-£36,436	£324
	4020	grants	-£1,862	-£1,391	-£764	-£1,356	£904
	4025	supplies	-£2,499	-£1,750	-£765	-£2,515	£545
	4051	website	£0	-£2,425	-£2,425	-£3,315	£245
	4070	insurances	-£3,868	-£4,099	£0	-£4,099	£901
	4115	motor repairs	-£3,639	-£2,517	-£875	-£3,392	£108
	4150	Capital Purchases (Recrea	-£208	-£15,500	£0	-£15,500	£1,500
	4151	Capital Purch. Devices	£0	-£10,000	£0	-£10,000	£7,500
	4152	Vision	£0	-£5,000	£0	-£5,000	£5,000
		Other Costs(Net)	-£15,522	-£13,154	-£2,807	-£19,966	£7,261
		Total	-£116,754	-£113,839	-£42,174	-£156,010	£19,698
200	Allotments						
	1200	Income	£1,975	£2,200	£2,337	£550	£687
	4200	maintenance	-£68	-£17	-£125	-£142	£358
	4205	Expenditure	-£291	-£400	-£600	-£700	£300
		Total	£1,616	£1,300	£1,720	£2,045	£745
300	Rec. Gnds						
	1300	MSDC	£411	£950	£238	£864	-£87
	4200	maintenance	-£1,627	-£5,000	-£5,357	-£6,607	-£1,607
	4300	new works	£0	-£1,000	-£280	-£230	£750
		Total	-£1,216	-£5,050	-£4,731	-£5,993	£943
400	Cop Pav.						
	1400	Hire	£4,550	£4,700	£2,050	£1,175	£3,225
	1900	Misc. Income	£1,587	£0	£0	£0	£0
	4200	Maint.	-£1,960	-£5,000	-£3,680	-£1,250	£70
	4305	Loan repay	-£11,506	-£11,506	-£11,506	-£11,506	£0
		Total	-£7,329	-£11,800	-£13,136	-£13,211	-£1,411
500	Parish Office						
	1306	mtg rm hire	£13,189	£6,000	£7,115	£8,615	£2,615
	4077	mtg room rent	-£4,750	-£4,750	-£3,563	-£4,751	£1
	4306	Loan repay	-£9,726	-£10,230	-£4,863	-£5,113	£252
	4307	Marketing S Room	-£2,475	-£2,600	-£1,920	-£2,570	£30
		Other Costs	-£5,456	-£200	-£2,486	-£2,536	£236
		Total	-£9,218	-£11,780	-£5,717	-£11,220	£561
600	street lights						
	4600	street lights	-£14,525	-£14,000	-£7,738	-£11,238	£2,762
	4605	repairs	-£6,892	-£10,000	-£5,326	-£2,500	£2,174
		Total	-£21,417	-£24,000	-£13,064	-£19,064	£4,936
700	Miscellaneous						
	1900	misc income	£351	£0	£1,133	£1,133	£1,133
	4720	CDNHP	-£236	-£1,000	-£420	-£500	£80
	4721	CDNHP legal	-£1,138	-£9,000	£0	-£4,500	£4,500
	4722	CDNHP Project	-£250	-£15,000	£0	-£4,500	£4,500
	4725	CNHP	-£3,435	-£15,000	£0	-£3,750	£11,250
	1707	S106 Monies	-£6,552	-£5,000	-£189	£3,750	-£11,250
		Other Costs	-£17,860	-£24,000	£524	-£1,439	£3,561
		Total	-£22,770	-£24,000	-£10,750	-£10,726	£13,774
		Unbudgeted Expenditure	£2,796	-£10,109	£0	-£10,109	-£10,109
		ACTUAL	-£169,382	-£251,046	-£158,352	-£65,444	£27,250
		BUDGET	-£233,360	-£251,046	-£125,523	-£223,796	£27,250
		Variance	£63,978	£0	£60,079	£60,079	£60,079