

WORTH PARISH COUNCIL

General Purpose & Finance
Committee Meeting

Public Pack

15th July 2019

WORTH Parish Council

Clerk to the Council
Jennifer Nagy

Council Offices

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

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Issued: 9th July 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, Copthorne, on **Monday, 15th July 2019** commencing at 7.30pm

Mrs J. Nagy
CLERK TO THE COUNCIL

AGENDA

1. **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.

2. **Apologies** – to receive and approve apologies for absence.
3. **Declarations of Disclosable Pecuniary and Other Interests** – to receive any declarations of interest from Councillors.
4. **Minutes** – to approve the Minutes of the General Purpose & Finance Committee meeting held on 10th June 2019
5. **Chairman's Announcements** – to receive any announcements by the Chairman of the General Purpose & Finance Committee.
6. **Correspondence & Action lists** – to note correspondence received and actions completed since the last meeting
7. **Accounts & Financial Matters** - to receive and approve expenditure lists and report on current financial situation to 30th June 2019 and to consider and approve other financially related matters if necessary, including:
 - Streetlighting maintenance contract
 - Earmarked reserves
 - Chairman Boards
8. **Council Premises and Land**** – to discuss and comment upon matters relating to Council-owned, leased or managed land and buildings.

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

10. Items for a future agenda – to discuss and agree items for a future agenda

11. Date of the next meeting: As meeting dates are to be changed at July Full Council, the date of the next meeting will be advised when available

****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 June 10th 2019 commencing at 7.30pm

Present: Cllr Scott (Chairman)
Cllr Coote
Cllr Dorey
Cllr Hitchcock
Cllr Webb
Mrs J Nagy (Clerk)
Mrs E. Smith (RFO)

Cllr Cruickshank
Cllr Gibson
Cllr Phillips

No members of the public

1 Election of Vice Chairman

Cllr Scott nominated Cllr Hollands; seconded by Cllr Coote and agreed by all present.

The Clerk will advise Cllr Hollands of her appointment

2 Public Question Time

The Chairman highlighted the housekeeping rules and advised if anyone wished to film/record the proceedings could they make themselves known if they had not already done so to the Clerk.

There were no members of the public present.

3 Apologies

Reasons for absence were noted and accepted from Cllrs Anscomb and Hollands

Absent: None

4 Declarations of Interest

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

5 Minutes

It was proposed by Cllr Hitchcock seconded by Cllr Coote and agreed by all present that the Minutes of the General Purposes & Finance Committee meeting held on 15th April 2019 were a true and correct record.

6 Chairman's Announcements

The Chairman asked if any councillor would be available to man the stall at the Copthorne Carnival on Saturday, 29th June 2019 from 12 noon to around 5pm. Cllrs Coote, Hitchcock and Phillips indicated that they could attend.

7 Correspondence

The Correspondence List was NOTED

8 Accounts and Financial Matters

Details of expenditure against budget, payments, earmarked reserves and bank balances are included in this meeting pack, as at 31st May 2019.

Total receipts for May 2019 of £23,376.13 excl. VAT including a £20,000 transfer
Total payments for May 2019 of £39,927.87 excl. VAT including a £20,000 transfer
Bank Balances as at 31st May 2019 £359,079.6 of which
Earmarked reserves of £113,663

Councillors NOTED and APPROVED the financial information supplied to 31st May 2019 as a true

and correct record of the Council's financial affairs.

The receipt of the first instalment of the precept, a sum of £137,500.00, was received on 30th April 2019

Councillors NOTED receipt of the precept

Income and Expenditure Quarterly Analysis

Councillors considered what additional cost codes they wish to include in the draft spreadsheet prepared by Cllr Scott and agreed the addition of Cost Code 4036 Telephone and Cost Codes 4055 and 4056 Staff and Councillor Training.

It was further agreed that an explanation of miscellaneous income and expenditure would be included in the Clerk's Report.

Earmarked Reserves

It was AGREED that the earmarked reserves would remain unchanged.

Provision of Tablets

The Clerk has sourced a 10.5-inch Samsung android tablet for £208.00 each ex VAT, with a case at £10.99 each ex VAT

It was AGREED by all present that the Clerk would contact all Councillors and purchase a tablet and case for all who wanted these.

Review of HR Policies

At the last HR Committee meeting, it was agreed to act on the advice of consultants HR Services Partnership and review the Council's grievance and disciplinary policies at a cost of £320.00 ex VAT.

AGREED by all present.

Provision of litter bins

After the bin in the Burleigh Way car park was destroyed by fire, the RFO was asked to source a metal replacement.

It was AGREED to purchase two Glasdon Guppy metal bins at £315.57 each.

The RFO is to ascertain the cost of adding the Council's logo to the bins; expenditure to be authorised by the Chairman of this Committee/the Clerk.

Lighting in Bowers Place

It was agreed not to put in an additional light in Bowers Place, as it was felt that this would not significantly increase the lighting levels.

The RFO investigated replacing the light shades, and Vistec the Council's lighting contractor has suggested replacing the bulbs with LED ones at a cost of £870.00 ex VAT, which will improve the lighting.

It was AGREED by all present that bulbs would be replaced by LED bulbs, at a cost of £870.00 + VAT

9 Draft Annual Return

The Clerk circulated copies of the Annual Return, agreed by the Internal Auditor during his visit on 5th June.

The Chairman advised that he was present at the Internal Audit; a few minor changes to the accounting practices.

The Clerk advised that the Return would be formally agreed at Full Council on 24th June.

Councillors NOTED the draft Annual Return.

10 Council Premises and Land

Use of Copthorne Recreation Ground

The Copthorne Social Club has asked permission to use the recreation ground for a charity event on Saturday 20th July from 2pm to 7pm

AGREED by all present: the Clerk was given delegated powers to ensure that the correct risk assessments and insurance are in place prior to the event taking place.

Crawley Down School Visit

The School has asked if it can take a group of children onto the allotment site during week commencing 17th June as part of Healthy Living Week.

The Clerk has agreed, but asked for a copy of the risk assessment, and asked that the school advises when the visit is to take place.

The Clerk's action was NOTED and AGREED.

Trees on boundary of Copthorne Recreation Ground and Copthorne Social Club

Cllr Cruickshank advised that a member of the Club, a qualified contractor, had offered to reduce the height of the trees on the boundary by 2 metres, free of charge.

It was AGREED that the Clerk would progress this with Cllr Cruickshank, once she had confirmed ownership of the trees.

SID Camera

The Clerk advised that the SID camera jointly purchased with the Northern Mid Sussex Cluster parishes was to come to the parish for four weeks from 17th June. She will be liaising with both Copthorne and Crawley Down Speedwatch teams to decide where to locate the camera.

Councillors NOTED this information.

11 Personnel

The Clerk has sent out five application forms for the vacancy for the Assistant Clerk position; to date one has been completed and returned.

The closing date for applications is Wednesday, 12th June.

Cllr Anscomb and Webb, as Chair of Council and Chair of HR Committee will be conducting the interviews on Friday, 21st June, together with the Clerk.

Councillors NOTED this information

12 Items for Future Inclusion on the Agenda

At the last meeting, Cllr Coote asked about the Chairman's boards. The Clerk is still awaiting confirmation of Chairman's names in the 1970s and 1980s before she can order these.

Cllr Webb asked for an item updating on what Section 106 monies were available. The Clerk advised that she was compiling a report for Full Council on 24th June, which would incorporate this matter, as she is suggesting that the Infrastructure Working Party is re-formed, and a meeting scheduled.

Cllr Hitchcock suggested that a meeting of the Community Land Trust Working Party is convened, as he will be preparing an outline scheme for the Crawley Down site. He will advise when this documentation is ready.

13 Items for Future Inclusion on the Agenda

The Clerk apologised as this item was a duplication.

14 Date of the next meeting

The date of the next meeting is Monday, 15th July 2019

Meeting closed at 8.34pm

Chairman: _____

Date: _____

Worth Parish Council: List of correspondence 20th June to 15th July 2019

Via Email

Received	From	Subject	Action
20/06/2019	WSSC	Members' Information Service Newsletter	To Note
20/06/2019	Clerk	Invite to Hazel Close exhibition	To Note
20/06/2019	WSSC	Planned roadworks in West Sussex between 19 June 2019 and 18 July 2019	To Note
25/06/2019	MSALC	RE: MSALC AGM THURSDAY 11th JULY 2019	To Note
26/06/2019	WSSC	Planned roadworks in West Sussex between 26 June 2019 and 25 July 2019	To Note
28/06/2019	NALC	Chief executive's bulletin	To Note
01/07/2019	WSSC	Your Town and Parish Council News for July	To Note
02/07/2019	MSDC	Mid Sussex Applauds – Nominations Are Now Open	To Note
02/07/2019	MSDC	Press release 2228 MSDC grants over £200,000 to community projects	To Note
05/07/2019	CAGNE	July Newsletter	To Note
05/07/2019	WSSC	Temporary Closure of Church Road & The Green, Copthorne	To Note
05/07/2019	Clerk	Membership of lobbying groups	To note
05/07/2019	MSDC	Save the Date - Chairman's Civic Service	To note
05/07/2019	WSSC	WSSC E-Newsletter July 2019	To note
05/07/2019	MSDC	Press Release 2229 - Grant funding awarded to local small businesses	To Note
08/07/2019	MSDC	PR 2230 Local companies join in the applause as nominations open	To note
08/07/2019	CAGNE	Gatwick Expansion Plans	To note
08/07/2019	WSSC	Your views on the County Local Committees	To note
10/07/2019	WSSC	Planned roadworks in West Sussex between 10 July 2019 and 9 August 2019	To note

Via Post

Received	From	Subject	Action
03/07/2019	Resident	Advising that has written to WSSC to complain about Burleigh Way/Hophurst Lane footpath	To note
04/07/2019	Resident	Request for a mirror to mounted opposite his house	Clerk written to advise is WSSC matter
04/07/2019	Resident	Copy of correspondence with Cricket Club	To note
04/07/2019	Mr Sagoo	Allotment boundary issue	For discussion at GP&F
10/07/2019	Kensington Palace	Thanking the Council for letter congratulating HRH Duke & Duchess of Sussex on the birth of their son	To note
11/07/2019	Jeremy Quin	Enclosing posters with contact details for display	To note

WORTH PARISH COUNCIL

BANK ACCOUNTS

Balances as at
30 June 2019

Barclays - Current Account	£14,117.27
Barclays - Premium Account	£174,200.20
Barclays - Tracker	£0.00
Nat.West - Current	£155,754.56
	<u>£344,072.03</u>
	(113,663) Less Earmarked Reserves (see below)
	<u>£230,409.03</u>

<u>Total Receipts / Payments ALL Banks</u>	<u>excl.vat</u>
Total Receipts ALL Banks	£12,200.97 (includes £10,000.Transf.from Barclays Prem.)
Total Payments ALL Banks	£26,686.46 (includes £10,000.Transf.to Barclays Current)

<u>EARMARKED RESERVES</u>	<u>B/Fwd</u>	<u>Earmarked</u>	<u>Balance</u>
	<u>31/03/2018</u>	<u>2018/2019</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
Website Costs		0.00	0.00
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 30/06/2019
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	30/06/2019		14,117.27
			<u>14,117.27</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			14,117.27
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	0.00
			<u>0.00</u>
			14,117.27
		Balance per Cash Book is :-	14,117.27
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/06/2019
for Cashbook 3 - Barclays - Business Tracker Ac**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Tracker	30/04/2019		0.00
			<u>0.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Bank Reconciliation Statement as at 30/06/2019
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	30/06/2019	15	155,754.56
			<u>155,754.56</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			155,754.56
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			155,754.56
		Balance per Cash Book is :-	155,754.56
		Difference is :-	0.00

Receipts for Month 3**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>
Balance Brought Fwd :		19,259.89					19,259.89	
AirCon bgc	Banked: 04/06/2019	667.00						
AlrConbgc	St.John the Evangelist	667.00			1902	500	667.00	1st of 3 Annual paym.Air Cond.
bgc	Banked: 06/06/2019	96.00						
bgc	South Room - Hire Receipts	96.00			1306	500	96.00	352.DeReuck
bgc	Banked: 06/06/2019	36.00						
bgc	South Room - Hire Receipts	36.00			1306	500	36.00	Pinetrees
bgc	Banked: 13/06/2019	84.00						
bgc	South Room - Hire Receipts	84.00			1306	500	84.00	Gracie Grooves
bgc	Banked: 14/06/2019	36.00						
bgc	South Room - Hire Receipts	36.00			1306	500	36.00	363.Springfit
bgc	Banked: 17/06/2019	84.00						
bgc	South Room - Hire Receipts	84.00			1306	500	84.00	361.Hartbeeps
bgc	Banked: 17/06/2019	164.00						
bgc	South Room - Hire Receipts	164.00			1306	500	164.00	315.Hartbeeps
bgc	Banked: 17/06/2019	168.00						
bgc	South Room - Hire Receipts	168.00			1306	500	168.00	360.Harbeep
bgc	Banked: 19/06/2019	279.00						
bgc	South Room - Hire Receipts	279.00			1306	500	279.00	Penrhyn
bgc	Banked: 20/06/2019	429.00						
bgc	South Room - Hire Receipts	429.00			1306	500	429.00	Penrhyn
	Banked: 28/06/2019	10,000.00						
Top Up	Barclays - Business Premium ME	10,000.00			210		10,000.00	Top Up
Total Receipts for Month		12,043.00	0.00	0.00			12,043.00	
Cashbook Totals		31,302.89	0.00	0.00			19,259.89	

Payments for Month 3

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
03/06/2019	Lex Autolease	LEXAUTO	162.56		27.09	4115 100	135.47	Van Lease - June 2019
14/06/2019	Staff	STAFF	346.45			515	346.45	Staff (pt.June19)
19/06/2019	Now Pensions	NOWPENSION	1,163.33			517	1,163.33	May 2019
27/06/2019	Vistec Systems Ltd	VISTEC	33.60		5.60	4605 600	28.00	street light repairs
27/06/2019	KCS PROFESSIONAL SERVICES	KCS	144.92		24.15	4025 100	112.63	PhotoCopy Lease 01/04-30/06/19
						4025 100	8.14	Photocopies12/03/2019-29/03/19
27/06/2019	SP Web Connections	SPWEB	142.20		23.70	4036 100	80.00	IT Supp.May 2019
						4036 100	38.50	Host Exchange June 2019
27/06/2019	Wicksteed Leisure Ltd	WICKSTEED	216.00		36.00	4200 300	180.00	Qtrly.Playground Inspections
27/06/2019	Royal Mail	ROYAL MAIL	1.37		0.23	4727 700	1.14	2 x reply pd.envs.
27/06/2019	Olivers Beers and Wines	OLIVERS	221.15		36.86	4900 700	184.29	Wine/Orange Juice
27/06/2019	Zoe Allen	ZOEALLEN	90.00			4050 100	90.00	Office Clean April & May 2019
27/06/2019	CSD Ltd (phones)	CSD	7.19		1.20	4036 100	5.99	'phine calls - Masy 2019
27/06/2019	HR Services	HRSERVICES	208.32		34.72	4055 100	173.60	HR Advice - May 2019
27/06/2019	CDG - Crawley Down Group	CDG	281.94		46.98	4110 100	234.96	Fuel - May 2019
27/06/2019	SSALC Ltd	SSALC	252.00		42.00	4056 100	210.00	3 x Councilfors.Brief-PB,JC,LF
27/06/2019	Greenham	GREENHAM	22.58		3.77	4200 300	18.81	Wipes / WD 40
27/06/2019	Screwfix	SCREWFIX	15.08		2.51	4200 300	12.57	Pad Bolt / Metal Paint(Black
27/06/2019	Mulberry & Co	MULBERRY	127.44		21.24	4065 100	106.20	Interim Audit 2018/2019
27/06/2019	St John the Evangelist CPC	STJOHNS	150.00			4060 100	150.00	3 x pages Cop.Mag. June/July
27/06/2019	Pot Common Protection Assoc/	POTCOMMON	5,000.00			4066 100	5,000.00	Towards Legal Fees -Pot Common
27/06/2019	Vistec Systems Ltd	VISTEC	100.80		16.80	4600 600	84.00	3 x street light repairs
27/06/2019	CSD Ltd (phones)	CSD	123.00		20.50	4036 100	57.50	Broadband - June 19
						4036 100	24.00	4 x VOIP - June 2019
						4036 100	21.00	2 x 'phone Lines - June 19
28/06/2019	UK POWER NETWORKS	UKPN	1,012.80		168.80	4605 600	844.00	Reconnection Col.6.Church Road
28/06/2019	HMRC	HMRC	1,639.86			516	1,639.86	June 2019
28/06/2019	Staff	STAFF	5,723.03			515	5,723.03	June 2019
Total Payments for Month			17,185.62	0.00	512.15		16,673.47	
Balance Carried Fwd			14,117.27					
Cashbook Totals			31,302.89	0.00	512.15		30,790.74	

Receipts for Month 3

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>
Balance Brought Fwd :		184,042.23					184,042.23	
bs	Banked: 03/06/2019	157.97						
bs	Barclays Bank plc	157.97			1090	100	157.97	04 March 19 - 02 June 19
Total Receipts for Month		157.97	0.00	0.00			157.97	
Cashbook Totals		<u>184,200.20</u>	<u>0.00</u>	<u>0.00</u>			<u>184,042.23</u>	

Payments for Month 3

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
28/06/2019	Barclays - Current Account	Top Up	10,000.00			200	10,000.00	Top Up
Total Payments for Month			10,000.00	0.00	0.00		10,000.00	
Balance Carried Fwd			174,200.20					
Cashbook Totals			<u>184,200.20</u>	0.00	0.00		<u>184,200.20</u>	

Receipts for Month 3

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>
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>0.00</u>	

Payments for Month 3

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
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0.00

Total Payments for Month			0.00	0.00	0.00		0.00	
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Balance Carried Fwd			0.00					
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Cashbook Totals			0.00	0.00	0.00		0.00	
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Receipts for Month 3

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>
Balance Brought Fwd :		155,767.55					155,767.55	
Banked:		0.00						
			0.00					0.00
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>155,767.55</u>	<u>0.00</u>	<u>0.00</u>			<u>155,767.55</u>	

Payments for Month 3

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
24/06/2019	Amazon	AMAZON	7.99			4026 100	7.99	Prime membership
28/06/2019	Nat.West	NATWEST	5.00			4026 100	5.00	To 31/05/19
Total Payments for Month			12.99	0.00	0.00		12.99	
Balance Carried Fwd			155,754.56					
Cashbook Totals			155,767.55	0.00	0.00		155,767.55	

Detailed Income & Expenditure by Budget Heading 30 June 2019

Month No: 3

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	137,500	275,000	137,500			50.0%
1090 Interest Received	158	158	500	342			31.6%
1307 Coffee Machine Receipts	0	30	0	(30)			0.0%
1900 Miscellaneous Income	0	515	450	(65)			114.4%
General Administration :- Income	158	138,203	275,950	137,747			50.1%
4000 Clerk, Assistant & RFO	5,502	16,844	63,100	46,256		46,256	26.7%
4005 Handypersons	3,127	9,382	37,700	28,318		28,318	24.9%
4020 Grants Given	0	0	8,000	8,000		8,000	0.0%
4021 Churchyard Maint.Copth/C.Down	0	0	1,000	1,000		1,000	0.0%
4025 Office Suppl, eg-paper/photocop	121	261	3,137	2,876		2,876	8.3%
4026 Bank Charges	13	35	0	(35)		(35)	0.0%
4030 Postage	0	19	150	131		131	12.6%
4035 Utilities-Electric/Gas	0	346	860	514		514	40.2%
4036 Telephone/Internet/IT Supp.	227	556	2,400	1,844		1,844	23.2%
4040 Chairman's Allowance	0	53	1,000	947		947	5.3%
4041 Councillors Allowance	0	0	8,500	8,500		8,500	0.0%
4045 Travelling	0	32	525	493		493	6.2%
4050 Office Exps. eg. Clean,	90	208	1,430	1,222		1,222	14.5%
4051 Website costs	0	420	1,000	580		580	42.0%
4052 Software Updates/Support	0	255	1,335	1,080		1,080	19.1%
4055 Recruitment & Staff Training	174	174	1,450	1,276		1,276	12.0%
4056 Councillor Training	210	210	1,550	1,340		1,340	13.5%
4060 Publicity	150	350	1,550	1,200		1,200	22.6%
4065 Audit Fees	106	106	1,000	894		894	10.6%
4066 Legal Fees	5,000	5,375	2,000	(3,375)		(3,375)	268.8%
4070 Insurances	0	4,193	5,000	807		807	83.9%
4075 Hire of Halls	0	0	100	100		100	0.0%
4080 Meeting, Conferences, etc.	0	0	260	260		260	0.0%
4090 Election Expenses	0	0	4,000	4,000		4,000	0.0%
4095 Subscriptions / Memberships	0	17	680	663		663	2.5%
4100 West Sussex ALC & NALC	0	2,276	2,350	74		74	96.9%
4105 Repairs and Renewals	0	0	1,000	1,000		1,000	0.0%
4110 Fuel	436	637	2,370	1,733		1,733	26.9%
4115 Motor Repairs & Expenses	135	1,008	3,500	2,492		2,492	28.8%
4120 Equipment & Supplies	0	13	1,020	1,007		1,007	1.2%
4150 Capital Purchases	0	0	9,000	9,000		9,000	0.0%
4151 Capital Purch.Devices	0	0	3,000	3,000		3,000	0.0%

Detailed Income & Expenditure by Budget Heading 30 June 2019

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4152 Vision	0	0	5,000	5,000		5,000	0.0%
4200 Maintenance-various n/codes	0	9	0	(9)		(9)	0.0%
4201 Land Management	0	0	2,500	2,500		2,500	0.0%
4900 Miscellaneous Expenses	0	0	510	510		510	0.0%
4907 Drinks Machine Supplies	0	66	125	59		59	53.1%
General Administration :- Indirect Expenditure	15,292	42,845	178,102	135,257	0	135,257	24.1%
Movement to/(from) Gen Reserve	(15,134)	95,357					
<u>200 Allotments</u>							
1200 Allotment Rents	0	5	2,500	2,495			0.2%
Allotments :- Income	0	5	2,500	2,495			0.2%
4200 Maintenance-various n/codes	0	0	250	250		250	0.0%
4205 Allotment - Costs	0	560	200	(360)		(360)	280.0%
Allotments :- Indirect Expenditure	0	560	450	(110)	0	(110)	124.4%
Movement to/(from) Gen Reserve	0	(555)					
<u>300 Recreation Grounds</u>							
1300 MSDC Grounds Management	0	653	950	297			68.7%
Recreation Grounds :- Income	0	653	950	297			68.7%
4200 Maintenance-various n/codes	211	659	5,000	4,341		4,341	13.2%
4216 Play Area Refurbishment	0	0	5,000	5,000		5,000	0.0%
4300 New Works - Lashmere	0	0	1,000	1,000		1,000	0.0%
Recreation Grounds :- Indirect Expenditure	211	659	11,000	10,341	0	10,341	6.0%
Movement to/(from) Gen Reserve	(211)	(6)					
<u>400 Copthorne Pavilion</u>							
1400 Pavilion Lease	0	1,051	4,200	3,149			25.0%
Copthorne Pavilion :- Income	0	1,051	4,200	3,149			25.0%
4200 Maintenance-various n/codes	0	0	1,000	1,000		1,000	0.0%
4305 Loan Repaym.Copthorne Pavilion	0	5,753	11,500	5,747		5,747	50.0%
Copthorne Pavilion :- Indirect Expenditure	0	5,753	12,500	6,747	0	6,747	46.0%
Movement to/(from) Gen Reserve	0	(4,702)					
<u>500 Parish Office</u>							
1306 South Room Hire - Receipts	1,376	1,321	10,000	8,680			13.2%
1902 Air Conditioning South Room	667	667	0	(667)			0.0%
Parish Office :- Income	2,043	1,988	10,000	8,013			19.9%

Detailed Income & Expenditure by Budget Heading 30 June 2019

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4077 Rent South Room- 1st Floor	0	1,450	6,400	4,950		4,950	22.7%
4200 Maintenance-various n/codes	0	648	3,000	2,352		2,352	21.6%
4202 Air Conditioning South Room	0	3,471	0	(3,471)		(3,471)	0.0%
4306 Loan Repaym.New Parish Office	0	0	10,230	10,230		10,230	0.0%
4307 Marketing - South Room	0	640	2,600	1,960		1,960	24.6%
Parish Office :- Indirect Expenditure	<u>0</u>	<u>6,210</u>	<u>22,230</u>	<u>16,020</u>	<u>0</u>	<u>16,020</u>	<u>27.9%</u>
Movement to/(from) Gen Reserve	<u>2,043</u>	<u>(4,222)</u>					
600 Street Lighting							
4600 Energy - Street Lights	4,213	4,213	14,500	10,287		10,287	29.1%
4605 Repairs to Street Lights/Lamps	872	872	10,000	9,128		9,128	8.7%
Street Lighting :- Indirect Expenditure	<u>5,085</u>	<u>5,085</u>	<u>24,500</u>	<u>19,415</u>	<u>0</u>	<u>19,415</u>	<u>20.8%</u>
Movement to/(from) Gen Reserve	<u>(5,085)</u>	<u>(5,085)</u>					
700 Miscellaneous							
1901 Chairman's Dinner	0	896	0	(896)			0.0%
Miscellaneous :- Income	<u>0</u>	<u>896</u>	<u>0</u>	<u>(896)</u>			
4700 Car Park Maintenance	0	0	1,000	1,000		1,000	0.0%
4702 Maint.Memorial Car Park	0	0	500	500		500	0.0%
4705 Litter & Dog Bin Emptying	0	0	3,320	3,320		3,320	0.0%
4710 Replacement of Litter Bins	0	0	1,000	1,000		1,000	0.0%
4720 N/Hood Plan Crawley Down	0	0	6,000	6,000		6,000	0.0%
4721 N/H Plan C.Down Legal & Profes	0	0	12,000	12,000		12,000	0.0%
4722 N/H Plan C.Down - Project	0	0	15,000	15,000		15,000	0.0%
4727 Combined N/Hood Plan	309	1,247	15,000	13,753		13,753	8.3%
4800 Regalia (Chair & Deputy Chair)	0	0	2,000	2,000		2,000	0.0%
4801 N/Hood Security	0	0	40,000	40,000		40,000	0.0%
4900 Miscellaneous Expenses	184	2,034	0	(2,034)		(2,034)	0.0%
Miscellaneous :- Indirect Expenditure	<u>494</u>	<u>3,281</u>	<u>95,820</u>	<u>92,539</u>	<u>0</u>	<u>92,539</u>	<u>3.4%</u>
Movement to/(from) Gen Reserve	<u>(494)</u>	<u>(2,385)</u>					
Full Council :- Income	<u>2,201</u>	<u>142,795</u>	<u>293,600</u>	<u>150,805</u>			<u>48.6%</u>
Expenditure	<u>21,082</u>	<u>64,393</u>	<u>344,602</u>	<u>280,209</u>	<u>0</u>	<u>280,209</u>	<u>18.7%</u>
Movement to/(from) Gen Reserve	<u>(18,881)</u>	<u>78,402</u>					
Grand Totals:- Income	<u>2,201</u>	<u>142,795</u>	<u>293,600</u>	<u>150,805</u>			<u>48.6%</u>
Expenditure	<u>21,082</u>	<u>64,393</u>	<u>344,602</u>	<u>280,209</u>	<u>0</u>	<u>280,209</u>	<u>18.7%</u>
Net Income over Expenditure	<u>(18,881)</u>	<u>78,402</u>	<u>(51,002)</u>	<u>(129,404)</u>			
Movement to/(from) Gen Reserve	<u>(18,881)</u>	<u>78,402</u>					

Miscellaneous Incomes and Expenditure

	<u>Income</u>
April 2019	£10.00 Use of pitch for Christmas Fayre C.Down £5.00 Gate Licence
May 2019	£500.00 Cricket Club Annual Lease.
June 2019	£0.00
	<u>£515.00</u>
	<u>£515.00</u>
	<u>£515.00</u>
	<u>Expenditure</u>
April 2019	£105.00 Multiple Land Registries
May 2019	£363.70 Contribution to Radar Speed Sign £1,272.25 Chair's Dinner to be recovered from attendees. £81.38 Condolence items
	£27.00 Multiple Land Registries
June 2019	£184.29 Chair's Dinner to be recovered from attendees.
	<u>£2,033.62</u>
	<u>£2,033.62</u>
	<u>£2,033.62</u>