

# WEST DEAN PARISH COUNCIL

HL O'Callaghan, Clerk to the Council  
C/o Wykikamookow, School Lane, Fittleworth,  
West Sussex, RH20 1JB

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Members of West Dean Parish Council are hereby summoned to the Full Council Meeting of West Dean Parish Council at 7.30pm on Wednesday 15<sup>th</sup> March 2019 in the Estate Boardroom at West Dean College.

The order of business to be transacted is:

- 1. Election of Chair and Signing of Declaration of Acceptance of Office**
- 2. Election of Vice Chair and Signing of Declaration of Office**
- 3. To confirm and accept all Declarations and Acceptance of Office have been made and received**
- 4. Apologies for Absence**  
Apologies received in advance from Cllr Graham
- 5. Code of Conduct**
  - (i) Declarations of Interests on items included on the agenda.
  - (ii) Dispensations - to consider any requests for Dispensations.
- 6. Minutes** – to agree and sign the minutes of the meeting held on 6<sup>th</sup> March 2019
- 7. Review and Election of Committees**
  - a) Traffic Action Committee
  - b) Planning
  - c) Highways and Flooding
  - d) Village Maintenance and Footpaths
  - e) Winter Management/Maintenance
- 8. Review and Adoption of:**
  - a) Code of Conduct
  - b) Standing Orders
  - c) Financial Regulations
  - d) Parish Council Assets
  - e) Health & Safety
  - f) Data Protection & Cllr data policy
  - g) Risk Assessment
- 9. Determining of date and time of future meetings of the Council up to and including the next Annual Meeting of Council**  
Dates previously submitted to Council for consideration
- 10. Update on matters carried forward from previous meeting:**
  - a) James Family burial plot
  - b) Update on repair of Bus Shelter, asbestos etc
  - c) Councillors New Email addresses

**11. Brief Report from County Councillor on matters affecting this Parish**

**12. Brief Report from District Councillor on matters affecting this Parish**

**13. Traffic Action Committee, including Community Speedwatch and SID**

**14. Highways and Flooding**

Update on Sewage Out-Pumping

**15. Winter Management**

**16. Planning Committee** - to receive a verbal report from the Chairman, including consideration of any applications received since the last meeting

**17. Annual Return**

- a) To receive full internal audit report 2018-19
- b) To agree and sign exemption certificate
- c) To consider the Section 1 Annual Governance Statement and findings
- d) To agree Section 1 Annual Governance Statement 2018-19
- e) To consider the Annual Accounting Statements (Section 2)
- f) To agree Section 2 Accounting Statements 2018-19
- g) To sign and date approved Accounting Statements 2018-19
- h) To set the period of public rights (Monday 3<sup>rd</sup> June – Friday 13<sup>th</sup> July inclusive)

**18. Finance**

- a) Comparison of 2018-19 Budget against expenditure
- b) To approve final accounts to 31<sup>st</sup> March 2019 – **Appendix 1**
- c) To agree bank signatories
- d) Acknowledgement of receipt of first instalment of Precept
- e) To approve Clerks salary and expenses – **Appendix 2**
- f) To note receipts and approve payments – **Appendix 3**
- g) To approve the regular Bank Reconciliation – **Appendix 4**

**19. Correspondence and Consultations** – to note any items of interest

- a) Sale of Dean Inn lease
- b) Email re Westhampnett Fire Update
- c) Email re gate at new cemetery
- d) Parish member appointments to National Park Authority

**20. Any other matters not on agenda**

**21. Any other business** for information only

**22. Date of Next Meeting – 10<sup>th</sup> July 2019**

Signed:



Clerk to the Council

8 May 2019

<b>WEST DEAN PARISH COUNCIL</b>		
	<b>Budget</b>	<b>Final Budget</b>
	<b>2018-19</b>	<b>31/03/2019</b>
	<b>£</b>	
<b>Balance b/fat 1 April</b>	£25,803.55	£25,803.55
<b>Receipts</b>		
Precept	£12,000.00	£12,000.00
Council Tax Support Grant	£0.00	£0.00
Cemetery Income	£0.00	£0.00
Bank interest	£0.00	£150.89
CDC Grant	£347.68	£0.00
Grants - transparency	£0.00	£0.00
Miscellaneous Income	£0.00	£0.00
Vat recovered	£900.00	£967.53
<b>Total receipts for period</b>	£13,247.68	£13,118.42
<b>Total receipts</b>	<b>£39,051.23</b>	<b>£38,921.97</b>
<b>Payments</b>		
<u>General Administration</u>		
Admin -Payroll	£200.00	£155.00
Computer costs/Website Hosting	£200.00	£80.00
Postage	£5.00	£0.00
Stationery costs	£50.00	£10.62
Clerk expenses	£200.00	£137.70
Clerk Overtime/Training Hours	£150.00	£0.00
Home office	£216.00	£216.00
Employment Costs (Gross)	£4,057.80	£4,413.16
Insurance	£450.00	£521.19
Audit fee	£200.00	£100.00
Training (Clerk/Councillors)	£100.00	£20.00
Valley Diary/Publicity	£50.00	£0.00
Traffic Group	£250.00	£742.24
Cemetery	£2,500.00	£1,185.93
Churchyard	£550.00	£430.00
Table Tombs	£0.00	£0.00
Street Lights	£550.00	£558.19
Bin Emptying	£310.00	£311.48
Salt Bins	£100.00	£0.00
Subscriptions	£160.00	£126.99
Room Hire	£100.00	£0.00
Notice board	£500.00	£0.00
Neighbourhood Plan	£0.00	£0.00
Events	£0.00	£0.00
S.137 & S.142 payments	£400.00	£0.00
Election	£200.00	£0.00
<b>Precept payments</b>	<b>£11,498.80</b>	<b>£9,008.50</b>
NHB grant	£0.00	£0.00
Transparency Grant	£347.68	£282.48
Operation Watershed	£0.00	£0.00
VAT paid	£900.00	£570.39
<b>Total payments</b>	<b>£12,746.48</b>	<b>£9,861.37</b>
<b>Surplus/deficit</b>	<b>£501.20</b>	<b>£3,257.05</b>
<b>(Receipts less payments for period)</b>		
<b>Balance carried forward</b>	<b>£26,304.75</b>	<b>£29,060.60</b>

**Clerk Salary and Expenses**

Clerks Salary 1- 31<sup>st</sup> March 2019

**Net Salary £388.72**

Clerks Salary 1 – 30<sup>th</sup> April 2019

**Net Salary £398.88**

**Paid by Cheque in arrears bi-monthly at meetings**

**Clerks Expenses Paid after the meeting by cheque**

<b>Date Paid</b>	<b>Detail</b>	<b>Reason</b>	<b>Cost ex VAT (£)</b>	<b>VAT (£)</b>	<b>Cost inc VAT (£)</b>
15/5/19	Mileage (13/3/19)	Mileage to PC meeting (March) 38 miles @ 45 pence per mile	17.10	0	17.10
15/5/19	Working from home allowance (March)	As per contract	18.00	0	18.00
15/5/19	Working from home allowance (April)	As per contract	18.00	0	18.00
15/5/19	Stationery expenses	Stamps	13.92	0	13.92
15/5/19	Mileage	Mileage to drop off and collect audit documents to internal auditor at 45pence per mile per trip	21.60	0	21.60
15/5/19	Stationery Expenses	Replacement ink cartridges	12.77	0	12.77
15/5/19	Final Transparency Grant Payment (March & April)	Updating of website paid for from previous grant received	65.20	0	65.20
<b>Total</b>			<b>166.59</b>	<b>0</b>	<b>166.59</b>

<b>WEST DEAN PARISH COUNCIL</b>				
<b>FINANCIAL REPORT 15 MAY 2019</b>				
<b>RECEIPTS: 13 March - 8 May 2019</b>				
<b>DATE</b>	<b>REF</b>	<b>PAYER</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
01/04/2019	Interest	Santander	Account Interest	3.13
12/04/2019	N00084	CDC	Precept Part 1	6000
				<b>6003.13</b>
<b>PAYMENTS: -13 March - 13 May 2019</b>				
<b>DATE</b>	<b>CHEQUE</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
15/05/2019	101437	HL O'Callaghan	Clerk Salary - March	388.72
15/05/2019	101438	Chichester Payroll Se	Payroll - March	10
15/05/2019	101437	HL O'Callaghan	Clerks Salary - April	398.88
15/05/2019	101438	Chichester Payroll Se	Payroll - April	10
15/05/2019	101439	WSALC	WSALC & NALC Subscriptions 2019-20	125.13
15/05/2019	101440	CDC	Dog Bin Emptying April 2018-March 2019	389.38
15/05/2019	101321	RS Hall	Internal Audit 2019	120
15/05/2019	101322	HL O'Callaghan	Stationary - stamps	13.92
15/05/2019	101322	HL O'Callaghan	Stationary - replacement ink cartridges	12.77
15/05/2019	101322	HL O'Callaghan	Working from home allowance April	18
15/05/2019	101322	HL O'Callaghan	Working from home allowance May	18
15/05/2019	101322	HL O'Callaghan	Mileage March meeting	17.1
15/05/2019	101322	HL O'Callaghan	Mileage - Audit documents drop off and collect	21.6
15/05/2019	101322	HL O'Callaghan	Final Payment of transparency grant for website	65.2
15/05/2019	101323	Valley Diary	Annual Contribution	100
				<b>1708.7</b>

<b>WEST DEAN PARISH COUNCIL</b>		
<b>BANK RECONCILIATION</b>		
<b>AS AT 8 MAY 2019</b>		
<b>RECEIPTS &amp; PAYMENTS</b>		
Balance brought forward as at 31/03/2019		£29,060.60
Add Total Receipts		6,003.13
Less Total Payments		-
<b>TOTAL</b>		<b>£35,063.73</b>
<b>BANK</b>		
Barclays as @ 29/4/19		28,928.82
Santander as @ 22/4/19		6,154.91
uncleared cheque 101432		-£20.00
<b>TOTAL</b>		<b>£35,063.73</b>