

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 7th November 2018 in the Music Room at West Dean College.

The order of business to be transacted is:

1. Apologies for Absence

2. Code of Conduct

- (i) Declarations of Interests on items included on the agenda.
- (ii) Dispensations - to consider any requests for Dispensations.

3. Minutes – to agree and sign the minutes of the meeting held on 12th September 2018

4. Update on matters carried forward from previous meeting:

- a) James Family burial plot
- b) Operation Watershed Active Communities Fund
- c) Armistice Celebrations
- d) Risk Assessment update and suggestions

5. Brief Report from County Councillor on matters affecting this Parish

6. Brief Report from District Councillor on matters affecting this Parish

7. Traffic Action Committee, including Community Speedwatch and SID

- a) Consideration of adaptation of SID and costs
- b) Speedwatch group at the school

8. Highways and Flooding

Replacement/updating of road signs – Update from Cllr Graham

9. Winter Management

Community Resilience Plans

10. GDPR Update

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

- a) To receive a verbal report on the on ongoing works at the Pool House, Binderton Lane and inform Council of the current situation.

12. Finance

- a) Review of budget – **Appendix A**
- b) To note receipts and approve payments – **Appendix B**
- c) To approve the regular Bank Reconciliation – **Appendix C**

13. Correspondence – to note any items of interest

- a) Email: Gravestone tidy up
- b) Email: Mileu Consulting re drainage at Singleton Railway station

- c) Southern Water Update (email sent 5/10/18)
- d) Notes from Pathwatch Meeting. (email sent 8/10/18)
- e) Bus User Survey (email sent 11/10/18)
- f) UK Power Networks Roadshow (email sent 11/10/18)
- g) Council Tax Referendum report (email sent 29/10/18)
- h) Westhampnett WW1 commemorations (email sent 31/10/18)
- i) SDNPA email – call for projects (email sent 31/10/18)

14. Any other matters not on agenda

15. Any other business for information only

- a) Resignation of Cllr Rice

16. Date of Next Meeting – 9th January 2018

Signed:



Clerk to the Council

7th November 2018

Appendix A

WEST DEAN PARISH COUNCIL					
	Budget 2018-19	Actual to date	Forecast to 31/3/19	Audited 2017-18	Audited 2016-17
	£			£	£
Balance b/fat 1 April	£25,803.55	£25,803.55	£25,803.55	22,019.70	£28,541.46
Receipts					
Precept	£12,000.00	£12,000.00	£12,000.00	£12,000.00	£10,555.00
Council Tax Support Grant	£0.00	£0.00	£0.00	£0.00	£171.51
Cemetery Income	£0.00	£0.00	£0.00	£200.00	£100.00
Bank interest	£0.00	£0.00	£0.00	£0.00	£0.00
CDC Grant	£0.00	£0.00	£0.00	£0.00	£250.00
Grants - transparency	£0.00	£0.00	£0.00	£899.64	£0.00
Miscellaneous Income	£0.00	£0.00	£0.00	£0.00	£1,543.00
Vat recovered	£900.00	£0.00	£967.53	£1,979.26	£0.00
Total receipts for period	£12,900.00	£12,000.00	£12,967.53	£15,078.90	£12,619.51
Total receipts	£38,703.55	£37,803.55	£38,771.08	£37,098.60	£41,160.97
Payments					
<i>General Administration</i>					
Other Admin (Payroll, Overtime)	£200.00	£80.00	£200.00	£402.17	£438.50
Computer costs/ Website Hosting	£200.00	£40.00	£200.00	£166.67	£0.00
Postage	£5.00	£0.00	£5.00	£0.98	£62.60
Stationery costs	£50.00	£6.38	£50.00	£4.75	£55.74
Clerk expenses	£200.00	£90.00	£200.00	£189.90	£261.19
Clerk Overtime/Training Hours	£150.00	£0.00	£150.00		
Home office	£216.00	£144.00	£216.00	£216.00	£313.60
Employment Costs (Gross)	£4,057.80	£2,907.12	£4,057.80	£3,924.40	£3,674.27
Insurance	£450.00	£521.19	£521.19	£404.52	£346.25
Audit fee	£200.00	£100.00	£100.00	£250.00	£350.00
Training (Clerk/Councillors)	£100.00	£0.00	£100.00	£24.00	£0.00
Publicity	£50.00	£0.00	£50.00	£0.00	£45.00
Recreation Ground	£0.00	£0.00	£0.00	£0.00	£20.00
Traffic Group	£250.00	£0.00	£0.00	£0.00	£70.00
Cemetery	£2,500.00	£1,146.68	£2,500.00	£1,343.54	£2,726.15
Churchyard	£550.00	£430.00	£550.00	£530.00	£400.00
Table Tombs	£0.00	£0.00	£0.00	£0.00	£0.00
Street Lights	£550.00	£558.19	£558.19	£521.47	£505.65
Bin Emptying	£310.00	£311.48	£311.48	£303.68	£300.04
Salt Bins	£100.00	£0.00	£100.00	£0.00	£0.00
Subscriptions	£160.00	£126.99	£160.00	£159.96	£146.92
Room Hire	£100.00	£0.00	£0.00	£0.00	£0.00
Notice board	£500.00	£0.00	£500.00	£0.00	£0.00
Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00	£0.00
Events	£0.00	£0.00	£0.00	£0.00	£1,062.40
S.137 & S.142 payments	£400.00	£0.00	£400.00	£0.00	£0.00
Election	£200.00	£0.00	£200.00	£0.00	£0.00
Precept payments	£11,498.80	£6,462.03	£11,129.66	£8,442.04	£10,778.31
NHB grant	£0.00	£0.00	£0.00	£1,455.15	£0.00
Transparency Grant	£347.68	£141.24	£347.68	£551.96	£0.00
Operation Watershed	£0.00	£0.00	£0.00	£0.00	£6,145.00
VAT paid	£1,200.00	£417.94	£1,200.00	£845.90	£2,127.96
Total payments	£13,046.48	£7,021.21	£12,677.34	£11,295.05	£19,051.27
Surplus/deficit	-£146.48	£4,978.79	£290.19	£3,783.85	-£6,431.76
(Receipts less payments for period)					
Balance carried forward	£25,657.07	£30,782.34	£26,093.74	£25,803.55	£22,109.70
Transparency grant of 347.68 carried over from previous year unspent funds					

WEST DEAN PARISH COUNCIL		
BANK RECONCILIATION		
AS AT 1 OCTOBER 2018		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/2018		£25,803.55
Add Total Receipts		12,000.00
Less Total Payments		(4,724.64)
TOTAL		£33,078.91
BANK		
Barclays as @ 1/10/18		27,078.02
Santander		6,000.89
Less unpresented cheques		
		0.00
Plus Uncleared Deposits		0
TOTAL		£33,078.91

WEST DEAN PARISH COUNCIL				
FINANCIAL REPORT 7 NOVEMBER 2018				
RECEIPTS: 5 September - 7 November 2018				
DATE	REF	PAYER	DESCRIPTION	AMOUNT
14/09/2018	N00084	CDC	Precept Part 2	6000
	-			6000
PAYMENTS: - 12 September - 7 November 2018				
DATE	CHEQUE	PAYEE	DESCRIPTION	AMOUNT
07/11/2018	101422	HL O'Callaghan	Clerk Salary - September	364.3
07/11/2018	101421	Chi Payroll	Payroll - September	10
07/11/2018	101422	HL O'Callaghan	Clerk Salary -October	364.3
07/11/2018	101421	Chi Payroll	Payroll - October	10
07/11/2018	101426	HL O'Callaghan	Clerk working from home	36
07/11/2018	101426	HL O'Callaghan	Transparency Compliance	47.08
07/11/2018	101426	HL O'Callaghan	Mileage	17.1
07/11/2018	101423	W Goacher	Grass Cutting St Andrews	215
07/11/2018	101425	J Martin	Website Hosting 2018-19	40
07/11/2018	101419	Came & Co	Insurance Renewal	521.19
07/11/2018	101424	K Goacher	Grass Cutting Cemetery P	672
07/11/2018	101420	Castle Water	Water Cemetery - 1 July -	26.68
				2323.65