

PAGHAM PARISH COUNCIL

Tel: 01243-266424

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10th May 2018

Date and time of meeting: Tuesday 15th May 2018 at 7.30pm

Venue: Committee Room at Pagham Village Hall, Pagham Road, Pagham PO21 4NJ

Members of the Parish Council: Ms L Allard, Mr P Atkins, Mr J Carr, Mr P Hailey, Mrs D Hall, Mr P Higson, Mr D Huntley, Mr B James, Mr R Radmall, Mrs D Salter, Mr A Smith

Members are hereby summoned to attend the ANNUAL MEETING of PAGHAM PARISH COUNCIL to transact the business detailed below:-

Members of the Public and Press are welcome and encouraged to attend

Agenda.

1. To elect the Parish Council Chairman for 2018/2019 and to receive a Declaration of Acceptance of Office.
2. Apologies from Members.
3. Declarations of Interest and Dispensation Requests
 1. To receive declarations of interest from councillors on items on the agenda
 2. To receive written requests for dispensations for disclosable pecuniary interests (if any)
 3. To grant any requests for dispensation as appropriate
4. Public Session (*this will be limited to 10 minutes*)
5. To elect the Vice Chairman for 2018/2019.
6. To set up and appoint Members to Standing Committees:
 - 6.1. Planning Committee - with delegated authority to make observations/recommendations to the LPA
 - 6.2. Highways & Amenities Committee - with delegated authority to authorise payments and emergency repairs.
 - 6.3. Finance & General Purposes Committee - with delegated authority to authorise payments.
7. To appoint Representatives on Outside Bodies.
8. To appoint or confirm the Banker to the Council.
9. Confirmation of Cheque Signatories.
10. To appoint or confirm an Internal Auditor for the 2018/2019 Council Year.
11. To receive and approve the minutes of the Council meetings held 27th March 2018 (*previously issued*)
12. Matters arising from the previous Minutes (*this is for information sharing purposes only*)
13. Receive Reports:
 - 13.1. Chairman's Report
 - 13.2. Clerk's Report
 - 13.3. District Council report
 - 13.4. County Council Report
 - 13.5. Representatives for Outside Bodies
14. Flooding & Coastal Erosion – Consider any matters arising

15. Committee Minutes & reports – to note the minutes & action any recommendations

- 15.1. Planning meetings held on 27th March 2018, 10th April 2018, 24th April 2018
- 15.2. Highways & Amenities meeting held on 10th April 2018
- 15.3. Finance meeting held on 24th April 2018

16. Finance

- 16.1. Receive accounts for the period ending 31st March 2018 (previously issued)
- 16.2. Orders for payment for authorisation (*previously received*)
- 16.3. To review the effectiveness of the Council's Internal Audit Function
- 16.4. To review the Council's Internal Control Arrangements

17. To note the date of the next meeting

Signed: *Nicola Swann*
Nicola Swann – Clerk to the Council

Review of the Internal Control Arrangements

The internal controls which regulate and protect the Parish Council are subject to regular review. The Council when submitting the Annual Return Section 1 states “we maintain an adequate system of internal control including measure designed to prevent and detect fraud and corruption and reviewed its effectiveness”.

Members’ attention is drawn to the following:

Risk Assessment Register

Page 2 - Financial Controls
Page 3 - Payroll Controls
Page 5 - Safeguarding Assets
Pages 6-8 - Governance

The 2018 Audit Plan

Recommended: That Members ensure that they are satisfied that the arrangements meet the Council’s obligations in respect of detection and prevention of fraud and corruption.

REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT

Background

Each Year following the production of the accounts, an “Annual Return” is completed and sent to the External Auditor. Section 1 of the return covers governance issues and the Chairman and the Clerk sign this section to confirm that the Council has complied with a number of items, (9 in all).

Item 6 states quote “We have maintained throughout the year an adequate and effective system of internal audit of the council’s accounting records and control systems **and** carried out a review of its effectiveness”

The External Auditor checks that this review has been carried out by asking for sight of the minute confirming that this has been done.

Review Process

The attached Review Schedule and Audit Plan documents the various aspects of this process and any actions that are currently undertaken to support and where appropriate improve it. The full Council ultimately carries responsibility for this process

Nicola Swann
Responsible Financial Officer
15th May 2018

| | | | | | H & A Meeting | Finance Meeting |
|---------|----------|---------|------------|------------|---------------|-----------------------------|
| Voucher | Cheque | Date | Gross £ | VAT | Net £ | Payee |
| 001/18 | DD120418 | 3/26/18 | £ 1,349.75 | £ - | £ 1,349.75 | Arun District Council |
| 002/18 | 201680 | 3/27/18 | £ 8,313.60 | £ 1,385.60 | £ 6,928.00 | Barlow Robbins solicitors |
| 003/18 | DD060418 | 3/19/18 | £ 2.50 | £ - | £ 2.50 | Barclays Bank Plc |
| 004/18 | 201681 | 3/29/18 | £ 45.19 | £ 7.53 | £ 37.66 | Viking |
| 005/18 | 201682 | 3/31/18 | £ 75.00 | £ - | £ 75.00 | PVHT |
| 006/18 | STO23041 | 4/23/18 | £ 6,017.11 | £ - | £ 6,017.11 | Public Works Loan Board |
| 007/18 | 201683 | 4/1/18 | £ 1,905.57 | £ - | £ 1,905.57 | WSALC Ltd |
| 008/18 | 201684 | 4/16/18 | £ 2,520.00 | £ 420.00 | £ 2,100.00 | Terra Firma Consultancy Ltd |
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| Council Meeting | | | |
| <u>Details</u> | | | |
| Payroll | | | |
| Legal fees. Cheque issued for £5313.60 as £3,000 held on | | | |
| Bank Charges | | | |
| Stationery | | | |
| Room hire | | | |
| Loan repayment | | | |
| Subs WSALC/NALC | | | |
| Consultants Landscape Advice | | | |
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| Voucher No | Cheque No | Invoice Date | Gross Amount £ | VAT | Net Amount £ | Payee |
|---|--------------|---|------------------|----------------|------------------|---------------|
| PAYMENTS MADE SINCE COUNCIL MEETING ON 24th April 2018 | | | | | | |
| 009/18 | DD020518 | 18//4/18 | £55.80 | £9.30 | £46.50 | TalkTalk |
| 010/18 | DD080518 | 4/19/18 | £2.50 | £0.00 | £2.50 | Barclays Bank |
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| PAYMENTS TO BE CONSIDERED | | | | | | |
| 011/18 | 201685 | 5/5/18 | £360.00 | £60.00 | £300.00 | RS Hall & Co |
| 012/18 | 201686 | 3/31/18 | £51.87 | £2.47 | £49.40 | SSE |
| 013/18 | 201687 | 4/30/18 | £52.50 | £0.00 | £52.50 | PVHT |
| 014/18 | 201688 | 4/30/18 | £540.00 | £0.00 | £540.00 | Local Lawns |
| 015/18 | 201689 | 4/26/18 | £600.00 | £100.00 | £500.00 | BatBox |
| 016/18 | 201690 | 4/25/18 | £845.00 | £0.00 | £845.00 | BA Small |
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| | | | £0.00 | £0.00 | £0.00 | |
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| | Total | | £2,451.87 | £162.47 | £2,289.40 | |
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| | Prefix | | | | | |
| | DD | payment by direct debit | | | | |
| | BCD | invoice approved for payment by Barclaycard | | | | |
| | STO | payment by standing order | | | | |
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| Invoice Description | |
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| Phone and broadband | |
| Bank charges | |
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| Internal audit fee 2017/18 | |
| Street lighting | |
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| bus shelters/play parks/bin emptying | |
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| Voucher No | Cheque No | Invoice Date | Gross Amount £ | VAT | Net Amount £ | Payee |
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| PAYMENTS MADE SINCE COUNCIL MEETING ON 10th April 2018 | | | | | | |
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| PAYMENTS TO BE CONSIDERED | | | | | | |
| 006/18 | STO230418 | 4/23/18 | £ 6,017.11 | £ - | £ 6,017.11 | Public Works Loan Board |
| 007/18 | 201683 | 4/1/18 | £ 1,905.57 | £ - | £ 1,905.57 | WSALC Ltd |
| 008/18 | 201684 | 4/16/18 | £ 2,520.00 | £ 420.00 | £ 2,100.00 | Terra Firma Consultancy Ltd |
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| | | | £ - | £ - | £ - | |
| Total | | | £ 10,442.68 | £ 420.00 | £ 10,022.68 | |
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| | Prefix | | | | | |
| | DD | payment by direct debit | | | | |
| | BCD | invoice approved for payment by Barclaycard | | | | |
| | STO | payment by standing order | | | | |
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| Invoice Description | |
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| Loan repayment | |
| Subs WSALC/NALC | |
| Consultants Landscape Advice | |
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| Invoice Description | |
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| Payroll | |
| Legal fees. Cheque issued for £5313.60 as £3,000 held on account | |
| Bank Charges | |
| Stationery | |
| Room hire | |
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| Job | Action | Progress | Responsibility | Target date | Complete |
|-----------------------------------|--|---|--|--|----------|
| Village Hall | | | | | |
| RoSPA report - table tennis table | Chipped edge needs repair/paint | 10/4/16 Repair 2/28/17 Repair attempted but did not work 5/30/17 RR to supply epoxy concrete 7/11/17 BJ making frame and fibreglass repair 8/22/17 Fibreglass repair vandalised. Concrete edge to be ground After half term 23/10 | RR and BJ BJ BJ BJ BJ/RR BR | 12/20/16 31/03/17 30/06/17 22/08/17 03/10/17 | |
| RoSPA report | | Job list produced – work party to tackle jobs | PA | 16/01/18 | |
| Trees on perimeter | | 22/08/17 Trees on perimeter of the Hall may need attention from tree surgeon. PA to discuss with Local Lawns PA and DH likely to undertake themselves | PA PA/DH | 10/3/17 4/10/18 | |
| Climbing frame | | 27/02/18 Needs oiling | | | |
| | | 03/10/17 Ongoing - Local Lawn busy | PA | 11/17/17 | |
| Hook Lane | Fencing needs replacement | Add to budget for 2018 PA speaking to contractor PA will accept lowest of 3 quotes | DS/NJ PA PA | 10/3/17 17/11/17 16/01/18 | |
| RoSPA report | | Job list produced - work party to tackle jobs | PA | 16/01/18 | |
| Paddock | | | | | |
| Dog owners not clearing up waste. | Consider closing field to dogs Reshape hedge | 8/22/17 Sign advising field will be closed if no improvement RR and DH to undertake | NJ | 8/31/17 1/16/18 | |
| Condition of grass | Close paddock to allow regrowth | 1/16/18 Arrange for signage and lock | NJ/PA/RR | 2/27/18 | |
| Highways/Footpaths | | | | | |
| The Parade | Improvement of communal areas by management company | 8/22/17 Review in 6 months | H&A | 16/01/18 | |
| Signage | Produce tourist-friendly signage for attachment to PC assets | 8/22/17 Working party formed to take project forward. LA, DS, BJ to meet and discuss graphic designer quotes and report back to H&A | Map Working Party | | |
| Fingerpost | Pagham Road fingerpost needs repair/relocation/removal | 22/08/17 Contact resident to find out if sponsorship by Historic Society is a possibility 27/02/18 Contractor not contactable - new contact needed Clerk to ask for further contractor details 10/04/18 Contractor has collected fingerpost. Need agreement where to re-site | NJ NJ NS | 03/10/17 4/10/18 4/10/18 | |
| The Causeway | Deterioration of road surface | 27/02/18 Dawn S to contact WSCC re repairs | DS | | |

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| Woodfield Road carpark | | | | | | | | | | |
| Streetlights | | | | | | | | | | |
| Bus Shelter/Noticeboards/Benches/Bins | | | | | | | | | | |
| Bus shelters | | Audit to check condition and get quotes for work | | PA to undertake audit | PA | | 7/11/17 | | | |
| | | | | Written report back | PA | | 8/22/17 | | | |
| | | | | Contractors identified. Awaiting quotes and insurance evidence | | | 27/02/18 | | | |
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| | | Guttering at the Lamb | | Falls off due to delivery lorry impacts. PA to investigate | | | 2/27/18 | | | |
| | | Additional bins for bus shelters Church Farm and Hook Lane | | Dawn Salter to investigate costs with ADC and Barry Small | DS | | 4/10/18 | | | |
| | | | 4/10/18 | Offer from member of the public to empty | | | | | | |
| Nyetimber stores noticeboard | | | | | | | | | | |
| Channel View | | Bench repairs to memorial bench | 2/28/17 | Repairs needed. | RR | | | | | |
| | | | 7/17/17 | Difficult to repair. Dangling wood needs to be removed or bonded. | RR | | 22/08/17 | | | |
| | | | | Now has more missing slats. RR has base and back to replace | | | 16/01/18 | | | |
| Greenways | | Bench repairs | 8/22/17 | Bench requires repair | RR | | 16/01/18 | | | |
| | | | | ALL BENCH REPAIRS IN THE SUMMER | | | | | | |
| Additional bins at bus stops | | | | DS to pursue with ADC over cost | | | | | | |
| Ditches/Drainage | | | | | | | | | | |
| Work Party | | Silent soldier | | Install at Village Sign | Working party | | | | | |
| First aider | | Additional first aider required following Mike Cole's resignation | | Investigate costs of first aid course. | NJ | | 5/29/18 | | | |

PAGHAM PARISH COUNCIL

INTERNAL AUDIT PLANNING MEMORANDUM

YEAR ENDED 31 MARCH 2018

The aim of the internal audit is to confirm that:

- Appropriate books of account have been kept
- Invoices, payments and VAT have been properly approved and verified
- Risk management has been undertaken by the Council Members
- Proper budgets have been prepared which have been compared to actual figures, and variances explained
- Income is banked promptly, and is in accordance with budgeted levels
- VAT is calculated correctly and reclaimed promptly
- Payments from petty cash are authorised and substantiated by receipts / expenses claim forms
- Salaries are paid to authorised individuals, salary rates are approved by the Council, proper documentation is kept recording bonuses / overtime etc
- The asset register is up to date, and the insurance cover is adequate
- Bank reconciliations are carried out regularly
- The accounts are prepared in accordance with the accruals accounting method

The key risk areas identified are:-

Fixed Assets

- That insurance cover may not be adequate, and may not be updated as soon as a new asset is acquired

Bank and Cash

- That cheques are not correctly recorded
- That proper authorisation procedures are not followed, thereby allowing a sole person to make and authorise payments
- That payments relating to the year are not recorded in the correct period (eg at year end)

Creditors

- That not all invoices from suppliers are recorded
- That not all known liabilities are recorded in the correct financial year

To achieve the aim of internal audit and deal with the known risk areas the audit plan is to:-

- Review the cash book to confirm it is maintained correctly, and that it adds up
- Review the minutes of all Council meetings to ensure
 - a) all Standing Orders and Financial Regulations are complied with and updated as necessary
 - b) that annual risk assessments have been carried out
 - c) that payments have been properly approved
 - d) that salaries and other payroll payments have been authorised

- e) that meetings are held regularly
- f) that financial decisions are documented
- g) that members interests are declared where appropriate
- Review of the asset register and insurance policy to confirm that insurance cover is adequate, and that assets are included in the accounts / annual return at the correct value. This will include physical verification of the assets on the register
- Verify that bank and petty cash reconciliations are carried out regularly
- To sample 10 cheques from the bank statements, verify to cheque stub, confirm payment is authorised correctly, verify to invoice, verify to purchase order
- To sample 10 receipts from the bank statement, verify to paying in book and trace through to customer ledger (if applicable)
- Review after date invoices and bank statements to confirm all known liabilities are included in the accounts at the year end, and that outstanding cheques / deposits have cleared.
- Review the payroll records to ensure that PAYE/national insurance has been correctly deducted and paid over to HM Revenue and Customs, to verify that staff exist, and to confirm that payroll payments are authorised
- Review accounting for VAT, review the annual VAT return to ensure it agrees with the information in the accounting records, and to ensure that it is completed as soon as possible after the year end. To ensure that all appropriate VAT is claimed in a timely and accurate manner
- Review the budgets, confirm they have been prepared consistently and that regular comparisons have been made against actual figures, with variances explained. To ensure that the annual precept is set using an appropriate budget process
- Examine the draft accounts to confirm accuracy and completeness
- Review the annual return to ensure the figures agree with those in the annual accounts

May 2018

31st March 2017

31st March 2018

| Current Assets | | | |
|----------------------------|--|--------|----------------|
| 235 | VAT Control A/c | 208 | |
| 62,548 | Current & Saver Bank A/c | 79,981 | |
| 27,869 | Business BR Tracker A/c | 27,888 | |
| 86 | Petty Cash | 72 | |
| 101 | Pagaham on Parade | 101 | |
| <hr/> | | <hr/> | |
| 90,840 | | | 108,251 |
| <hr/> | | | <hr/> |
| 90,840 | Total Assets | | 108,251 |
| Current Liabilities | | | |
| 4,591 | Creditors | 0 | |
| 6,284 | Accruals | 0 | |
| 0 | Barclaycard | 114 | |
| <hr/> | | <hr/> | |
| 10,875 | | | 114 |
| <hr/> | | | <hr/> |
| 79,965 | Total Assets Less Current Liabilities | | 108,137 |
| Represented By | | | |
| 49,228 | General Reserves | | 45,400 |
| 1,126 | EMR Pagham on Parade | | 1,126 |
| 1,752 | EMR Flood Defence Reserve | | 11,752 |
| 27,859 | EMR Prudent reserve | | 27,859 |
| 0 | EMR Housing | | 22,000 |
| <hr/> | | | <hr/> |
| 79,965 | | | 108,137 |
| <hr/> | | | <hr/> |

The above statement represents fairly the financial position of the authority as at 31/03/2018 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

Account Number Order

| <u>A/c Code</u> | <u>Account Name</u> | <u>Centre</u> | <u>Centre Name</u> | <u>Debit</u> | <u>Credit</u> |
|-----------------|-----------------------------|---------------|-------------------------|--------------|---------------|
| 105 | VAT Control A/c | | | 208.11 | |
| 200 | Current & Saver Bank A/c | | | 79,981.23 | |
| 201 | Business BR Tracker A/c | | | 27,888.21 | |
| 203 | Petty Cash | | | 72.00 | |
| 204 | Pagaham on Parade | | | 101.33 | |
| 310 | General Reserves | | | | 14,227.99 |
| 320 | EMR Pagham on Parade | | | | 1,126.34 |
| 321 | EMR Flood Defence Reserve | | | | 11,752.00 |
| 322 | EMR Prudent reserve | | | | 27,859.00 |
| 323 | EMR Housing | | | | 22,000.00 |
| 515 | Barclaycard | | | | 113.76 |
| 1000 | Rent | 100 | Income | 57.50 | |
| 1025 | Grants | 100 | Income | 558.00 | |
| 1026 | Donations | 100 | Income | | 488.00 |
| 1027 | POP Donations | 201 | Events | | 2,800.11 |
| 1076 | Precept | 100 | Income | | 80,917.00 |
| 1090 | Interest | 100 | Income | | 79.20 |
| 4100 | Clerk Salary | 102 | Staff Costs | 11,812.85 | |
| 4105 | NI | 102 | Staff Costs | 446.10 | |
| 4106 | Pension contributions ER | 102 | Staff Costs | 2,601.02 | |
| 4109 | Training - Staff | 102 | Staff Costs | 138.00 | |
| 4110 | Travelling Expenses - Staff | 102 | Staff Costs | 51.89 | |
| 4119 | Website | 101 | Administration | 309.90 | |
| 4121 | Bank Charges | 101 | Administration | 27.50 | |
| 4123 | Computer Maintenance | 101 | Administration | 668.71 | |
| 4125 | Printing & Stationery | 101 | Administration | 249.50 | |
| 4126 | Postage | 101 | Administration | 66.37 | |
| 4127 | Telephone, Copier & repair | 101 | Administration | 687.52 | |
| 4130 | Cllrs Allowances | 101 | Administration | | 3,556.00 |
| 4137 | Insurance | 101 | Administration | 1,737.59 | |
| 4140 | Audit and Accountancy | 101 | Administration | | 100.00 |
| 4141 | Legal Fees | 101 | Administration | 3,006.00 | |
| 4142 | Subscriptions | 101 | Administration | 2,103.09 | |
| 4145 | Refreshments | 101 | Administration | 8.49 | |
| 4146 | Room Hire - Meetings | 101 | Administration | 580.75 | |
| 4147 | Service Charge Parish room | 101 | Administration | 800.00 | |
| 4160 | PWLB | 101 | Administration | 12,034.22 | |
| 4200 | POP Expenses | 201 | Events | 912.52 | |
| 4250 | Churchyard Upkeep | 202 | Community Contributions | 1,000.00 | |
| 4251 | Discretionary Grants | 202 | Community Contributions | 1,000.00 | |
| 4252 | POP Grants | 201 | Events | 2,500.00 | |
| 4253 | S137 Grants | 202 | Community Contributions | 2,840.00 | |

Account Number Order

| <u>A/c Code</u> | <u>Account Name</u> | <u>Centre</u> | <u>Centre Name</u> | <u>Debit</u> | <u>Credit</u> |
|-------------------------------|----------------------------|---------------|--------------------|-------------------|-------------------|
| 4300 | Parish General Maintenance | 301 | Amenities | 2,974.63 | |
| 4301 | Bus Shelters Maintenance | 301 | Amenities | 450.00 | |
| 4302 | Cleaning | 301 | Amenities | 1,925.00 | |
| 4303 | Dog & Litter | 301 | Amenities | 433.32 | |
| 4304 | Grass Cutting | 301 | Amenities | 4,175.00 | |
| 4306 | Play Areas | 301 | Amenities | 860.72 | |
| 4307 | Public Benches | 301 | Amenities | 29.38 | |
| 4320 | Public Lighting | 301 | Amenities | 774.05 | |
| 4400 | Contingencies | 401 | Special Projects | 1,234.90 | |
| 4430 | Sea Defence | 401 | Special Projects | 714.00 | |
| 6000 | Tfr from EMR | 101 | Administration | | 3,000.00 |
| Trial Balance Totals : | | | | 168,019.40 | 168,019.40 |
| Difference | | | | 0.00 | |

Detailed Income & Expenditure by Budget Heading 05/04/2018

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|
| <u>100 Income</u> | | | | | | |
| 1000 Rent | (58) | 10 | 68 | | | (575.0%) |
| 1025 Grants | (558) | 0 | 558 | | | 0.0% |
| 1026 Donations | 488 | 4,064 | 3,576 | | | 12.0% |
| 1076 Precept | 80,917 | 80,917 | 0 | | | 100.0% |
| 1090 Interest | 79 | 40 | (39) | | | 198.0% |
| Income :- Income | 80,869 | 85,031 | 4,162 | | | 95.1% |
| Movement to/(from) Gen Reserve | 80,869 | | | | | |
| <u>101 Administration</u> | | | | | | |
| 4119 Website | 310 | 624 | 314 | | 314 | 49.7% |
| 4120 Advertisiing | 0 | 100 | 100 | | 100 | 0.0% |
| 4121 Bank Charges | 28 | 30 | 3 | | 3 | 91.7% |
| 4123 Computer Maintenance | 669 | 512 | (157) | | (157) | 130.6% |
| 4124 Office Equip repairs & mainten | 0 | 100 | 100 | | 100 | 0.0% |
| 4125 Printing & Stationery | 250 | 400 | 151 | | 151 | 62.4% |
| 4126 Postage | 66 | 200 | 134 | | 134 | 33.2% |
| 4127 Telephone, Copier & repair | 688 | 1,186 | 498 | | 498 | 58.0% |
| 4130 Cllrs Allowances | (3,556) | 4,064 | 7,620 | | 7,620 | (87.5%) |
| 4131 Cllrs Expenses & Training | 0 | 150 | 150 | | 150 | 0.0% |
| 4137 Insurance | 1,738 | 1,673 | (65) | | (65) | 103.9% |
| 4140 Audit and Accountancy | (100) | 1,000 | 1,100 | | 1,100 | (10.0%) |
| 4141 Legal Fees | 3,006 | 1,500 | (1,506) | | (1,506) | 200.4% |
| 4142 Subscriptions | 2,103 | 2,042 | (61) | | (61) | 103.0% |
| 4145 Refreshments | 8 | 50 | 42 | | 42 | 17.0% |
| 4146 Room Hire - Meetings | 581 | 700 | 119 | | 119 | 83.0% |
| 4147 Service Charge Parish room | 800 | 800 | 0 | | 0 | 100.0% |
| 4160 PWLB | 12,034 | 12,034 | (0) | | (0) | 100.0% |
| Administration :- Indirect Expenditure | 18,624 | 27,165 | 8,541 | 0 | 8,541 | 68.6% |
| 6000 plus Tfr from EMR | 3,000 | | | | | |
| Movement to/(from) Gen Reserve | (15,624) | | | | | |
| <u>102 Staff Costs</u> | | | | | | |
| 4100 Clerk Salary | 11,813 | 11,982 | 169 | | 169 | 98.6% |
| 4105 NI | 446 | 450 | 4 | | 4 | 99.1% |
| 4106 Pension contributions ER | 2,601 | 2,600 | (1) | | (1) | 100.0% |
| 4109 Training - Staff | 138 | 350 | 212 | | 212 | 39.4% |
| 4110 Travelling Expenses - Staff | 52 | 125 | 73 | | 73 | 41.5% |
| Staff Costs :- Indirect Expenditure | 15,050 | 15,507 | 457 | 0 | 457 | 97.1% |
| Movement to/(from) Gen Reserve | (15,050) | | | | | |

Detailed Income & Expenditure by Budget Heading 05/04/2018

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|
| <u>201 Events</u> | | | | | | |
| 1027 POP Donations | 2,800 | 0 | (2,800) | | | 0.0% |
| Events :- Income | <u>2,800</u> | <u>0</u> | <u>(2,800)</u> | | | |
| 4200 POP Expenses | 913 | 0 | (913) | | (913) | 0.0% |
| 4252 POP Grants | 2,500 | 2,500 | 0 | | 0 | 100.0% |
| Events :- Indirect Expenditure | <u>3,413</u> | <u>2,500</u> | <u>(913)</u> | <u>0</u> | <u>(913)</u> | <u>136.5%</u> |
| Movement to/(from) Gen Reserve | <u>(612)</u> | | | | | |
| <u>202 Community Contributions</u> | | | | | | |
| 4250 Churchyard Upkeep | 1,000 | 1,000 | 0 | | 0 | 100.0% |
| 4251 Discretionary Grants | 1,000 | 3,000 | 2,000 | | 2,000 | 33.3% |
| 4253 S137 Grants | 2,840 | 0 | (2,840) | | (2,840) | 0.0% |
| Community Contributions :- Indirect Expenditure | <u>4,840</u> | <u>4,000</u> | <u>(840)</u> | <u>0</u> | <u>(840)</u> | <u>121.0%</u> |
| Movement to/(from) Gen Reserve | <u>(4,840)</u> | | | | | |
| <u>301 Amenities</u> | | | | | | |
| 4135 Hook Lane Play area rental | 0 | 125 | 125 | | 125 | 0.0% |
| 4300 Parish General Maintenance | 2,975 | 4,700 | 1,725 | | 1,725 | 63.3% |
| 4301 Bus Shelters Maintenance | 450 | 1,000 | 550 | | 550 | 45.0% |
| 4302 Cleaning | 1,925 | 2,860 | 935 | | 935 | 67.3% |
| 4303 Dog & Litter | 433 | 620 | 187 | | 187 | 69.9% |
| 4304 Grass Cutting | 4,175 | 5,750 | 1,575 | | 1,575 | 72.6% |
| 4306 Play Areas | 861 | 1,200 | 339 | | 339 | 71.7% |
| 4307 Public Benches | 29 | 1,000 | 971 | | 971 | 2.9% |
| 4308 Village Signs | 0 | 300 | 300 | | 300 | 0.0% |
| 4320 Public Lighting | 774 | 890 | 116 | | 116 | 87.0% |
| 4331 Village Enhancement | 0 | 1,500 | 1,500 | | 1,500 | 0.0% |
| Amenities :- Indirect Expenditure | <u>11,622</u> | <u>19,945</u> | <u>8,323</u> | <u>0</u> | <u>8,323</u> | <u>58.3%</u> |
| Movement to/(from) Gen Reserve | <u>(11,622)</u> | | | | | |
| <u>401 Special Projects</u> | | | | | | |
| 4400 Contingencies | 1,235 | 5,000 | 3,765 | 5,000 | (1,235) | 124.7% |
| 4420 Parish Plan Update | 0 | 2,500 | 2,500 | | 2,500 | 0.0% |
| 4430 Sea Defence | 714 | 10,000 | 9,286 | | 9,286 | 7.1% |
| Special Projects :- Indirect Expenditure | <u>1,949</u> | <u>17,500</u> | <u>15,551</u> | <u>5,000</u> | <u>10,551</u> | <u>39.7%</u> |
| Movement to/(from) Gen Reserve | <u>(1,949)</u> | | | | | |

Detailed Income & Expenditure by Budget Heading 05/04/2018

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|
| Grand Totals:- Income | 83,669 | 85,031 | 1,362 | | | 98.4% |
| Expenditure | 55,497 | 86,617 | 31,120 | 5,000 | 26,120 | 69.8% |
| Net Income over Expenditure | <u>28,172</u> | <u>(1,586)</u> | <u>(29,758)</u> | | | |
| plus Tfr from EMR | 3,000 | | | | | |
| Movement to/(from) Gen Reserve | <u>31,172</u> | | | | | |