PAGHAM PARISH COUNCIL

Tel: 01243-266424
E-mail: paghampc@gmail.com

8th November 2017

Date and time of meeting:	13th November 2017 at 7.30pm
Venue:	The Committee Room, Pagham Village Hall, Pagham, Pagham PO21 4NJ
Members of the Highways & Amenities Committee:	Ms L Allard, Mr P Atkins (Chairman), Mr D Huntley, Mr B James, Mr R Radmall, Mrs D Salter

Members are hereby summoned to attend a meeting of the HIGHWAYS & AMENITIES COMMITTEE to transact the business detailed below:-

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

AGENDA

1. **Apologies from Members.**

2. **To receive declarations of interest by Councillors on any of the agenda items below.**

3. **Public Session** *(this will be limited to 10 minutes)*

4. **To receive and approve the minutes of the Highways & Amenities Committee meeting held 3rd October 2017** (previously issued)

5. **Matters arising from the previous Minutes** (*this is for information sharing purposes only*)

6. **Schedule of works review** *(previously circulated)*

7. **Play areas**
   - 7.1. Village Hall
     - 7.1.1. Request to consider hard standing at the gate at the Paddock
   - 7.2. Hook Lane

8. **Highways/Footpaths/Car Parks/Street lighting**

9. **Bus Shelters/Benches/Notice Boards/Bins**

10. **Ditches & drainage**
    - 10.1. Audit of previous Operation Watershed work

11. **Orders for payment for authorisation** (*previously received)*

12. **Risk Assessment**

13. **To note the date of the next meeting**

Signed: *Nicola Jones*
Nicola Jones - Clerk to the Council

Pagham Parish Council, The Village Hall, Pagham Road, Pagham, Bognor Regis, PO21 4NF

Job		Action		Progress		Responsibility		Target date		Complete	
Village Hall											
RoSPA report - table tennis table		Chipped edge needs repair/paint	10/4/16	Repair		RR and BJ		12/20/16			
			2/28/17	Repair attempted but did not work		BJ		31/03/17			
			5/30/17	RR to supply epoxy concrete		BJ		30/06/17			
			7/11/17	BJ making frame and fibreglass repair		BJ		22/08/17			
			8/22/17	Fibreglass repair vandalised. Concrete edge to be ground		BJ/RR		03/10/17			
				After half term 23/10		BR					
RoSPA report				Job list produced – work party to tackle jobs		PA		17/11/17			
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		10/3/17			
			03/10/17	Ongoing - Local Lawn busy		PA		11/17/17			
Hook Lane		Fencing needs replacement		Add to budget for 2018		DS/NJ		10/3/17			
				PA speaking to contractor		PA		17/11/17			
		Gate post rotten - urgent replacement		PA has arranged two quotes. Will progress		PA		17/11/17			
RoSPA report				Job list produced - work party to tackle jobs		PA		17/11/17			
Paddock											
Dog owners not clearing up waste.		Consider closing field to dogs	8/22/17	Sign advising field will be closed if no improvement		NJ		8/31/17			
		Reshape hedge		RR and DH to undertake				11/17/17			
Highways/Footpaths											
		Footpath vegetation clearance	8/22/17	Write to Kathy Eels to ask whether the annual cut can be brought forward to May rather than August as is ineffective. PC will consider undertaking routine maintenance in summer months to keep paths clear		NJ		8/31/17			
				Kathy's response received. PA is speaking directly to Kathy		PA		ongoing			
The Parade		Improvement of communal areas by management company									
			8/22/17	Review in 6 months		H&A		Jan 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		NJ		03/10/17			
		Church Lane	22/08/17	Contact Kathy Eels to arrange repair		NJ					
				PA has chased		PA					
Woodfield Road carpark			11/07/17	Brambles need cutting. Andy Local Lawns		PA					
			8/22/17	Outstanding		PA					

Pagham Road shops carpark		Community transport grant to improve condition	10/3/17	DS to look at grant process		DS		11/17/17			
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			
				Wooden ones need attention – strimmer first to see extent of damage		PA					
				Written report back		PA		8/22/17			
				Working party to address painting/repairs. PA/RR/JC/DH		Bus shelter working party		10/3/17			
				Working party waiting for suitable weather				17/11/17			
		Sight lines from bus shelter outside Co-Op		PA to investigate and report back		PA		17/11/17			
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				17/11/17			
Greenways		Bench repairs	8/22/17	Bench requires repair		RR		17/11/17			
Ditches/Drainage		prevention of recurrence of blockage of ditch at Pagham Road after operation watershed work									
			8/22/17	Contractor to cut weeds at last year's contract rate. Cut to take place in October		NJ		10/3/17			
			8/22/17	Look at Operation Watershed funding going forward		DS					
				PA to arrange second quote for clearance		DS					

					H & A Meeting	Finance Meeting
Voucher	**Cheque**	**Date**	**Gross £**	**VAT**	**Net £**	**Payee**
001/17	201573	3/31/17	£ 56.00		£ 56.00	PVHT
002/17	201571	3/31/17	£ 113.90	£ 6.37	£ 127.53	SSE
003/17	201570	3/27/17	£ 2,640.00	£ 440.00	£ 2,200.00	2020 Consultancy - Adam Bunce
004/17	201572	3/31/17	£ 1,350.00		£ 1,350.00	Petra Billings Woodland Consultancy
005/17	DD010417	3/18/17	£ 53.40	£ 8.90	£ 44.50	TalkTalk
006/17	DD030417	3/16/17	£ 2.50	£ -	£ 2.50	Barclays Bank Plc
007/17	DD200417	3/29/17	£ 1,178.72	£ -	£ 1,178.72	ADC
008/17	201574	3/10/17	£ 260.00	£ -	£ 260.00	BA Small
009/17	201575	3/31/17	£ 310.00	£ -	£ 310.00	Local Lawns
010/17	201576	4/1/17	£ 1,834.59	£ -	£ 1,834.59	WSALC
011/17	201577	4/24/17	£ 50.00	£ -	£ 50.00	Sussex Steel
012/17	201578	4/12/17	£ 240.00	£ -	£ 240.00	D Chaffe
013/17	DD210417	4/21/17	£ 6,017.11	£ -	£ 6,017.11	PWLB
014/17	DD120517	4/28/17	£ 1,178.72	£ -	£ 1,178.72	ADC Payroll
015/17	DD100517	4/21/17	£ 2.50	£ -	£ 2.50	Barclays Bank Plc
016/17	DD020517	5/18/17	£ 53.40	£ 8.90	£ 44.50	TalkTalk
017/17	201579	4/30/17	£ 500.00	£ -	£ 500.00	Local Lawns
018/17	201580	4/30/17	£ 45.00	£ -	£ 45.00	PVHT
019/17	201581	4/30/17	£ 360.00	£ 60.00	£ 300.00	RS Hall & Co
020/17	201582	4/21/17	£ 75.00	£ -	£ 75.00	Petra Billings Woodland Consultancy
021/17	201583	5/24/17	£ 360.00	£ -	£ 360.00	Lindsay Frost Consulting Ltd
022/17	201584	6/11/17	£ 139.20	£ 23.20	£ 116.00	RBS Software
023/17	201585	5/26/17	£ 1,998.00	£ 333.00	£ 1,665.00	SA Smart
024/17	DD060617	5/18/17	£ 2.50	£ -	£ 2.50	Barclays Bank
025/17	DD010617	5/18/17	£ 53.40	£ 8.90	£ 44.50	TalkTalk
026/17	DD120617	5/31/17	£ 1,178.72	£ -	£ 1,178.72	ADC
027/17	201586	5/31/17	£ 585.00	£ -	£ 585.00	Local Lawns
028/17	201587	5/31/17	£ 82.00	£ -	£ 82.00	PVHT
029/17	201588	5/31/17	£ 585.00	£ -	£ 585.00	BA Small
030/17	201589	6/1/17	£ 162.00	£ 27.00	£ 135.00	WSCC
031/17	201590	6/20/17	£ 205.80	£ 34.30	£ 171.50	Playsafety Ltd
032/17	201591	6/13/17	£ 113.50	£ 9.58	£ 103.92	Viking
039/17	201596	7/11/17	£ 260.00	£ -	£ 260.00	BA Small
040/17	201597	7/5/17	£ 487.48	£ 81.25	£ 406.23	West Sussex County Council
041/17	201598	7/7/17	£ 108.00	£ 18.00	£ 90.00	SSALC Ltd

042/17	201599	7/9/17	£	450.00	£	-	£	450.00	My Trusted Handyman
043/17	201600	6/29/17	£	132.60	£	6.31	£	126.29	SSE
044/17	201601	7/11/17	£	1,000.00	£	-	£	1,000.00	Pagham Parochial Church Council
045/17	DD210717	7/21/17	£	1,234.10	£	-	£	1,234.10	ADC Payroll
046/17	DD020717	6/18/17	£	53.40	£	8.90	£	44.50	TalkTalk
047/17	DD040817	7/19/17	£	2.50	£	-	£	2.50	Barclays Bank Plc
048/17	201602	5/9/17	£	83.88	£	13.98	£	69.90	HCI Data Limited
049/17	201603	7/18/17	£	240.00	£	-	£	240.00	D Chaffe
050/17	201604	7/31/17	£	1,250.00			£	1,250.00	Local Lawns
051/17	201605	7/31/17	£	63.75	£	-	£	63.75	PVHT
052/17	201606	5/1/17	£	200.00			£	200.00	Sussex Steel
053/17	201607	7/31/17	£	63.78	£	-	£	63.78	Cash
055/17	DD050917	8/17/17	£	2.50			£	2.50	Barclays Bank plc
056/17	DD120917	8/25/17	£	1,192.70	£	-	£	1,192.70	ADC Payroll
054/17	DD120817	7/25/17	£	1,234.10	£	-	£	1,234.10	ADC Payroll
057/17	DD010817	7/18/17	£	53.40	£	8.90	£	44.50	TalkTalk
058/17	201608	9/13/17	£	97.00	£	-	£	97.00	Arun District Council
059/17	201609	8/10/17	£	119.80	£	-	£	119.80	Jerry Gray
060/17	201610	8/31/17	£	70.96	£	-	£	70.96	Ray Radmall
061/17	201611	8/11/17	£	180.30	£	150.25	£	30.05	Signquick
062/17	201612	8/31/17	£	33.75	£	-	£	33.75	PVHT
063/17	201613	8/31/17	£	585.00	£	-	£	585.00	Local Lawns
064/17	201614	8/29/17	£	132.70	£	22.12	£	110.58	Canon UK
065/17	201615	9/18/17	£	321.51	£	-	£	321.51	Sheila Sapsed
066/17	DD021017	9/18/17	£	53.58	£	8.93	£	44.65	TalkTalk
067/17	201616	9/25/17	£	97.00	£	-	£	97.00	R Henderson
068/17	DD051017	9/19/17	£	2.50			£	2.50	Barclays Bank plc
069/17	201617	9/18/17	£	480.00	£	80.00	£	400.00	PKF Littlejohn
070/17	201618	9/21/17	£	585.00	£	-	£	585.00	BA Small
071/17	201619	8/3/17	£	1,737.59	£	-	£	1,737.59	Came & Company
072/17	201620	9/19/17	£	200.00	£	-	£	200.00	4sight
073/17	201621	9/19/17	£	200.00	£	-	£	200.00	Kent Surrey Sussex Air Ambulance Service
074/17	201622	9/19/17	£	850.00	£	-	£	850.00	Aldwick & Pagham Sea Scouts
075/17	201623	9/19/17	£	130.00	£	-	£	130.00	Bognor Regis Neighbourhood Watch

076/17	201624	9/19/17	£	200.00	£	-	£	200.00		Samaritans
077/17	201625	9/19/17	£	250.00	£	-	£	250.00		Bognor Regis Football Club
078/17	201626	9/19/17	£	200.00	£	-	£	200.00		Brent Lodge Wildlife Hospital
079/17	201627	9/19/17	£	200.00	£	-	£	200.00		Chestnut Tree House
080/17	201628	9/19/17	£	1,200.00	£	-	£	1,200.00		Pagham Parochial Church Council
081/17	201629	9/19/17	£	250.00	£	-	£	250.00		Pagham Association for the Elderly
082/17	201630	9/19/17	£	160.00	£	-	£	160.00		Pagham Chestnut Club
083/17	201631	9/19/17	£	200.00	£	-	£	200.00		RNLI
084/17	201632	9/19/17	£	500.00	£	-	£	500.00		Rose Green Infant School
085/17	201633	9/19/17	£	500.00	£	-	£	500.00		Rose Green Junior School
086/17	201634	9/19/17	£	200.00	£	-	£	200.00		Snowdrop Trust
087/17	201635	19/09/17	£	150.00	£	-	£	150.00		Tylers Trust
088/17	201636	19/09/17	£	50.00	£	-	£	50.00		West Sussex Mediation Service
089/17	201637	19/09/17	£	300.00	£	-	£	300.00		Citizens Advice Bureaux
090/17	201638	19/09/17	£	200.00	£	-	£	200.00		Apuldram Centre
091/17	201639	9/19/17	£	200.00	£	-	£	200.00		Pagham Luncheon Club
092/17	201640	9/19/17	£	200.00	£	-	£	200.00		Sussex Community Search Team
093/17	DD060917	9/18/17	£	53.40	£	8.90	£	44.50		TalkTalk
094/17	DD121017	9/22/17		£549.40	£	-		549.40		Arun District Council
095/17	201641	10/1/17	£	250.00	£	-	£	250.00		CPRE
096/17	201642	10/1/17	£	127.35	£	6.06	£	121.29		SSE
097/17	201643	9/30/17	£	56.25	£	-	£	56.25		PVHT
098/17	201644	9/30/17	£	360.00	£	-	£	360.00		Local Lawns
099/17	201645	10/10/17	£	194.00	£	-	£	194.00		Petra Billings Woodland Consultancy
100/17	201646	10/3/17	£	240.00	£	-	£	240.00		D Chaffe
101/17	201647	10/10/17	£	624.00	£	104.00	£	520.00		ABP Mer

Council Meeting			
Details			
Phone and broadband charges			
Bank charges			
Payroll			
Play areas/bus shelters/bins			
Grass cutting			
SALC/NALC fees			
PoP deposit			
Website Process2			
Loan repayment			
Salary			
Bank charges			
Phone and broadband charges			
Grass cutting			
Room hire			
Internal audit fee			
Letter			
Letter re calling in application			
RIALTUS support contract			
Bench maintenance/repairs/gate latches			
Bank charges			
Phone and broadband charges			
Salary			
Grass Cutting			
Room hire			
Bus shelter/bins/play areas			
JWAAC H&T committee administration contribution			
RoSPA report			
Stationery			
Bus shelters, play areas, bins			
Street light maintenance			
Training day costs			

Bus shelter repairs			
Electricity Q1 2017-18			
Church Roof appeal			
Salary			
Phone and broadband charges			
Bank charges			
domain name renewal			
Website maintenance			
Grass cutting and hedge cut Hall			
Room hire			
Balance for PoP			
Top up petty cash account to £100			
Bank charges			
Salary			
Salary			
Phone and broadband			
Planning Condition discharge fee			
Reimbursement PoP expenses			
Reimbursement PoP expenses			
Pop expenses			
Room hire August 2017			
Grass cutting			
Photocopier charges			
Reimbursement PoP expenses			
Phone and broadband fees			
Reimbursement planning fee CDC			
Bank charges			
External audit fee			
Bins/Bus shelters/Play areas			
Insurance renewal			
PoP grant			
PoP grant			
Disc grant (£350) + PoP grant (£500)			
Discretionary grant			

Discretionary grant			
Discretionary grant			
PoP grant			
PoP grant			
Church roof appeal £200 - Pop grant Graveyard upkeep £1000 s214(6) LGA 1927			
Discretionary grant			
Discretionary grant			
PoP grant			
Discretionary grant			
Discretionary grant			
PoP grant			
Discretionary grant			
Discretionary grant			
Discretionary grant			
PoP grant			
PoP grant			
PoP grant			
Phone and broadband charges			
Salary adjustment			
Contribution to local plan costs			
Q2 electricity charges			
Room hire			
Grass cutting			
Appearance at local plan examination			
Website (ProcessMatters2)			
Discharge Plan Cond 13			

Voucher No	Cheque No	Invoice Date	Gross Amount £	VAT	Net Amount £	Payee	Invoice Description
PAYMENTS MADE SINCE COUNCIL MEETING ON 31 OCTOBER 2017							
PAYMENTS TO BE CONSIDERED							
106/17	201648	10/31/17	£430.00	£0.00	£430.00	Local Lawns	Grass cutting
107/17	201649	10/31/17	£78.75	£0.00	£78.75	Pagham Village Hall Trust	Room hire
108/17	201650	11/3/17	£648.00	£108.00	£540.00	SA Smart	Verge cut back
109/17	201651	11/2/17	£325.00	£0.00	£325.00	BA Small	Bins/Bus Shelters/Play areas
110/17	201652	10/25/17	£45.42	£7.57	£37.85	Viking	Stationery
111/17	DD121117	10/25/17	£1,234.10	£0.00	£1,234.10	Arun District Council	Payroll
	Total		**£ 2,761.27**	**£ 115.57**	**£ 2,645.70**		

Voucher No	Cheque No	Invoice Date	Gross Amount £	VAT	Net Amount £	Payee	Invoice Description
PAYMENTS MADE SINCE COUNCIL MEETING ON 17 OCTOBER 2017							
102/17	DD201017	10/10/17	£1,234.10	£0.00	£1,234.10	Arun District Council	Salary costs
PAYMENTS TO BE CONSIDERED							
103/17	DD061117	10/19/17	£2.50	£0.00	£2.50	Barclays Bank Plc	Bank charges
104/17	DD231017	10/23/17	£6,017.11	£0.00	£6,017.11	PWLB	2nd payment 2017
105/17	DD011117	10/18/17	£53.40	£8.90	£44.50	TalkTalk	Phone and broadband charges
	Total		**£ 6,073.01**	**£ 8.90**	**£ 6,064.11**		

Voucher No	Cheque No	Invoice Date	Gross Amount £	VAT	Net Amount £	Payee	Invoice Description
PAYMENTS MADE SINCE COUNCIL MEETING ON 3rd OCTOBER 2017							
093/17	DD060917	9/18/17	£ 53.40	8.9*0	£ 44.50	TalkTalk	Phone and broadband charges
094/17	DD121017	9/22/17	549.4	0	549.40	Arun District Council	Salary adjustment
PAYMENTS TO BE CONSIDERED							
095/17	201641	10/1/17	£ 250.00	£ -	£ 250.00	CPRE	Contribution to local plan costs
096/17	201642	10/1/17	£ 127.35	£ 6.06	£ 121.29	SSE	Q2 electricity charges
097/17	201643	9/30/17	£ 56.25	£ -	£ 56.25	PVHT	Room hire
098/17	201644	9/30/17	£ 360.00	£ -	£ 360.00	Local Lawns	Grass cutting
099/17	201645	10/10/17	£ 194.00	£ -	£ 194.00	Petra Billings Woodland Consultancy	Appearance at local plan examination
100/17	201646	10/3/17	£ 240.00	£ -	£ 240.00	D Chaffe	Website (ProcessMatters2)
101/17	201647	10/10/17	£ 624.00	£ 104.00	£ 520.00	ABP Mer	Discharge Plan Cond 13
	Total		**£ 2,454.40**	**£ 110.06**	**£ 2,335.44**		

Date of Issue: 09/11/2017

Issued by: Nicola Jones Clerk/RFO

Voucher No	Cheque No	Invoice Date	Gross Amount £	VAT	Net Amount £	Payee	Invoice Description
PAYMENTS MADE SINCE COUNCIL MEETING ON 19th SEPTEMBER 2017							
066/17	DD021017	9/18/17	£ 53.58	£ 8.93	£ 44.65	TalkTalk	Phone and broadband fees
PAYMENTS TO BE CONSIDERED							
067/17	201616	9/25/17	£ 97.00	£ -	£ 97.00	R Henderson	Reimbursement planning fee CDC
068/17	DD051017	9/19/17	£ 2.50		£ 2.50	Barclays Bank plc	Bank charges
069/17	201617	9/18/17	£ 480.00	£ 80.00	£ 400.00	PKF Littlejohn	External audit fee
070/17	201618	9/21/17	£ 585.00	£ -	£ 585.00	BA Small	Bins/Bus shelters/Play areas
071/17	201619	8/3/17	£ 1,737.59	£ -	£ 1,737.59	Came & Company	Insurance renewal
072/17	201620	9/19/17	£ 200.00	£ -	£ 200.00	4sight	PoP grant
073/17	201621	9/19/17	£ 200.00	£ -	£ 200.00	Kent Surrey Sussex Air Ambulance Service	PoP grant
074/17	201622	9/19/17	£ 850.00	£ -	£ 850.00	Aldwick & Pagham Sea Scouts	Disc grant (£350) + PoP grant (£500)
075/17	201623	9/19/17	£ 130.00	£ -	£ 130.00	Bognor Regis Neighbourhood Watch	Discretionary grant
076/17	201624	9/19/17	£ 200.00	£ -	£ 200.00	Samaritans	Discretionary grant
077/17	201625	9/19/17	£ 250.00	£ -	£ 250.00	Bognor Regis Football Club	Discretionary grant
078/17	201626	9/19/17	£ 200.00	£ -	£ 200.00	Brent Lodge Wildlife Hospital	PoP grant
079/17	201627	9/19/17	£ 200.00	£ -	£ 200.00	Chestnut Tree House	PoP grant
080/17	201628	9/19/17	£ 1,200.00	£ -	£ 1,200.00	Pagham Parochial Church Council	Church roof appeal £200 - Pop grant Graveyard upkeep £1000 s214(6) LGA 1927
081/17	201629	9/19/17	£ 250.00	£ -	£ 250.00	Pagham Association for the Elderly	Discretionary grant
082/17	201630	9/19/17	£ 160.00	£ -	£ 160.00	Pagham Chestnut Club	Discretionary grant
083/17	201631	9/19/17	£ 200.00	£ -	£ 200.00	RNLI	PoP grant
084/17	201632	9/19/17	£ 500.00	£ -	£ 500.00	Rose Green Infant School	Discretionary grant
085/17	201633	9/19/17	£ 500.00	£ -	£ 500.00	Rose Green Junior School	Discretionary grant
086/17	201634	9/19/17	£ 200.00	£ -	£ 200.00	Snowdrop Trust	PoP grant
087/17	201635	9/19/17	£ 150.00	£ -	£ 150.00	Tylers Trust	Discretionary grant
088/17	201636	9/19/17	£ 50.00	£ -	£ 50.00	West Sussex Mediation Service	Discretionary grant
089/17	201637	9/19/17	£ 300.00	£ -	£ 300.00	Citizens Advice Bureaux	Discretionary grant
090/17	201638	9/19/17	£ 200.00	£ -	£ 200.00	Apuldram Centre	PoP grant

091/17	201639	9/19/17	£ 200.00	£ -	£ 200.00	Pagham Luncheon Club	PoP grant
092/17	201640	9/19/17	£ 200.00	£ -	£ 200.00	Sussex Community Search Team	PoP grant
	Total		**£ 9,295.67**	**£ 88.93**	**£ 9,206.74**		

Voucher No	Cheque No	Invoice Date	Gross Amount £	VAT	Net Amount £	Payee	Invoice Description
PAYMENTS MADE SINCE COUNCIL MEETING ON 19th SEPTEMBER 2017							
057/17	DD010817	7/18/17	£ 53.40	£ 8.90	£ 44.50	TalkTalk	Phone and broadband
PAYMENTS TO BE CONSIDERED							
058/17	201608	9/13/17	£ 97.00	£ -	£ 97.00	Arun District Council	Planning Condition discharge fee
059/17	201609	8/10/17	£ 119.80	£ -	£ 119.80	Jerry Gray	Reimbursement PoP expenses
060/17	201610	8/31/17	£ 70.96	£ -	£ 70.96	Ray Radmall	Reimbursement PoP expenses
061/17	201611	8/11/17	£ 180.30	£ 150.25	£ 30.05	Signquick	Pop expenses
062/17	201612	8/31/17	£ 33.75	£ -	£ 33.75	PVHT	Room hire August 2017
063/17	201613	8/31/17	£ 585.00	£ -	£ 585.00	Local Lawns	Grass cutting
064/17	201614	8/29/17	£ 132.70	£ 22.12	£ 110.58	Canon UK	Photocopier charges
065/17	201615	9/18/17	£ 321.51	£ -	£ 321.51	Sheila Sapsed	Reimbursement PoP expenses
	Total		**£ 1,594.42**	**£ 181.27**	**£ 1,413.15**		

Voucher No	Cheque No	Invoice Date	Gross Amount £	VAT	Net Amount £	Payee	Invoice Description
PAYMENTS MADE SINCE COUNCIL MEETING ON 22nd August 2017							
055/17	DD050917	8/17/17	£ 2.50		£ 2.50	Barclays Bank plc	Bank charges
PAYMENTS TO BE CONSIDERED							
056/17	DD120917	8/25/17	£ 1,192.70	£ -	£ 1,192.70	ADC Payroll	Salary
			£ -	£ -	£ -		
	Total		**£ 1,195.20**	**£ -**	**£ 1,195.20**		

Date of Issue: 09/11/2017

Issued by: Nicola Jones Clerk/RFO

Pagham Parish Council

Voucher No	Cheque No	Invoice Date	Gross Amount £	VAT	Net Amount £	Payee	Invoice Description
PAYMENTS MADE SINCE COUNCIL MEETING ON 25th July 2017							
054/17	DD120817	7/25/17	£ 1,234.10	£ -	£ 1,234.10	ADC Payroll	Salary
PAYMENTS TO BE CONSIDERED							
			£ -	£ -	£ -		
	Total		**£ 1,234.10**	**£ -**	**£ 1,234.10**		

Date of Issue: 09/11/2017

Issued by: Nicola Jones Clerk/RFO

Voucher No	Cheque No	Invoice Date	Gross Amount £	VAT	Net Amount £	Payee	Invoice Description
PAYMENTS MADE SINCE COUNCIL MEETING ON 25th July 2017							
045/17	DD210717	7/21/17	£ 1,234.10	£ -	£ 1,234.10	ADC Payroll	Salary
046/17	DD020717	6/18/17	£ 53.40	£ 8.90	£ 44.50	TalkTalk	Phone and broadband charges
047/17	DD040817	7/19/17	£ 2.50	£ -	£ 2.50	Barclays Bank Plc	Bank charges
PAYMENTS TO BE CONSIDERED							
048/17	201602	5/9/17	£ 83.88	£ 13.98	£ 69.90	HCI Data Limited	domain name renewal
049/17	201603	7/18/17	£ 240.00	£ -	£ 240.00	D Chaffe	Website maintenance
050/17	201604	7/31/17	£ 1,250.00		£ 1,250.00	Local Lawns	Grass cutting and hedge cut Hall
051/17	201605	7/31/17	£ 63.75	£ -	£ 63.75	PVHT	Room hire
052/17	201606	5/1/17	£ 200.00		£ 200.00	Sussex Steel	Balance for PoP
053/17	201607	7/31/17	£ 63.78	£ -	£ 63.78	Cash	Top up petty cash account to £100
			£ -	£ -	£ -		
	Total		**£ 3,191.41**	**£ 22.88**	**£ 3,168.53**		

Voucher No	Cheque No	Invoice Date	Gross Amount £	VAT	Net Amount £	Payee	Invoice Description
PAYMENTS MADE SINCE COUNCIL MEETING ON 11th July 2017							
PAYMENTS TO BE CONSIDERED							
			£ -	£ -	£ -		
		Total	**£ -**	**£ -**	**£ -**		

Date of Issue: 09/11/2017

Issued by: Nicola Jones Clerk/RFO

Voucher No	Cheque No	Invoice Date	Gross Amount £	VAT	Net Amount £	Payee
PAYMENTS MADE SINCE COUNCIL MEETING ON 27th June 2017						
033/17	DD050717	6/19/17	£ 2.50	£ -	£ 2.50	Barclays Bank
034/17	DD020717	6/18/17	£ 53.40	£ 8.90	£ 44.50	TalkTalk
PAYMENTS TO BE CONSIDERED						
035/17	201592	6/30/17	£ 585.00	£ -	£ 585.00	Local Lawns
036/17	201593	6/30/17	£ 56.25	£ -	£ 56.25	PVHT
037/17	201594	6/30/17	£ 96.00	£ 16.00	£ 80.00	SSALC
038/17	201595	7/4/17	£ 35.26	£ 5.88	£ 29.38	Ray Radmall
			£ -	£ -	£ -	
	Total		**£ 828.41**	**£ 30.78**	**£ 797.63**	

Invoice Description	
Bank charges	
Phone and broadband	
Grass cutting	
Room hire	
Training - Meeting procedure	
Reimbursement bench installation materials	

Date of Issue: 09/11/2017

Issued by: Nicola Jones Clerk/RFO

Voucher No	Cheque No	Invoice Date	Gross Amount £	VAT	Net Amount £	Payee
PAYMENTS MADE SINCE COUNCIL MEETING ON 16th June 2017						
PAYMENTS TO BE CONSIDERED						
031/17	201590	6/20/17	£ 205.80	£ 34.30	£ 171.50	Playsafety Ltd
032/17	201591	6/13/17	£ 113.50	£ 9.58	£ 103.92	Viking
			£ -	£ -	£ -	
	Total		**£ 319.30**	**£ 43.88**	**£ 275.42**	

Date of Issue: 09/11/2017

Issued by: Nicola Jones Clerk/RFO

Invoice Description	
RoSPA report	
Stationery	

Voucher No	Cheque No	Invoice Date	Gross Amount £	VAT	Net Amount £	Payee
PAYMENTS MADE SINCE COUNCIL MEETING ON 30th MAY 2017						
024/17	DD060617	5/18/17	£ 2.50	£ -	£ 2.50	Barclays Bank
025/17	DD010617	5/18/17	£ 53.40	£ 8.90	£ 44.50	TalkTalk
026/17	DD120617	5/31/17	£ 1,178.72	£ -	£ 1,178.72	ADC
PAYMENTS TO BE CONSIDERED						
027/17	201586	5/31/17	£ 585.00	£ -	£ 585.00	Local Lawns
028/17	201587	5/31/17	£ 82.00	£ -	£ 82.00	PVHT
029/17	201588	5/31/17	£ 585.00	£ -	£ 585.00	BA Small
030/17	201589	6/1/17	£ 162.00	£ 27.00	£ 135.00	WSCC
			£ -	£ -	£ -	
	Total		**£ 2,648.62**	**£ 35.90**	**£ 2,612.72**	

Date of Issue: 09/11/2017

Issued by: Nicola Jones Clerk/RFO

Invoice Description	
Bank charges	
Phone and broadband charges	
Salary	
Grass Cutting	
Room hire	
Bus shelter/bins/play areas	
JWAAC H&T committee administration contribution	

Date of Issue: 09/11/2017

Issued by: Nicola Jones Clerk/RFO

Voucher No	Cheque No	Invoice Date	Gross Amount £	VAT	Net Amount £	Payee
PAYMENTS MADE SINCE COUNCIL MEETING ON 16th MAY 2017						
PAYMENTS TO BE CONSIDERED						
021/17	201583	5/24/17	£ 360.00	£ -	£ 360.00	Lindsay Frost Consulting Ltd
022/17	201584	6/11/17	£ 139.20	£ 23.20	£ 116.00	RBS Software
023/17	201585	5/26/17	£ 1,998.00	£ 333.00	£ 1,665.00	SA Smart
			£ -	£ -	£ -	
	Total		**£ 2,497.20**	**£ 356.20**	**£ 2,141.00**	

Invoice Description	
Letter re calling in application	
RIALTUS support contract	
Bench maintenance/repairs/gate latches	

Date of Issue: 09/11/2017

Issued by: Nicola Jones Clerk/RFO

Voucher No	Cheque No	Invoice Date	Gross Amount £	VAT	Net Amount £	Payee
PAYMENTS MADE SINCE COUNCIL MEETING ON 11th April 2017						
013/17	DD210417	4/21/17	£ 6,017.11	£ -	£ 6,017.11	PWLB
014/17	DD120517	4/28/17	£ 1,178.72	£ -	£ 1,178.72	ADC Payroll
015/17	DD100517	4/21/17	£ 2.50	£ -	£ 2.50	Barclays Bank Plc
016/17	DD020517	5/18/17	£ 53.40	£ 8.90	£ 44.50	TalkTalk
PAYMENTS TO BE CONSIDERED						
017/17	201579	4/30/17	£ 500.00	£ -	£ 500.00	Local Lawns
018/17	201580	4/30/17	£ 45.00	£ -	£ 45.00	PVHT
019/17	201581	4/30/17	£ 360.00	£ 60.00	£ 300.00	RS Hall & Co
020/17	201582	4/21/17	£ 75.00	£ -	£ 75.00	Petra Billings Woodland Consultancy
			£ -	£ -	£ -	
	Total		**£ 8,231.73**	**£ 68.90**	**£ 8,162.83**	

Invoice Description	
Loan repayment	
Salary	
Bank charges	
Phone and broadband charges	
Grass cutting	
Room hire	
Internal audit fee	
Letter	

Date of Issue: 09/11/2017

Issued by: Nicola Jones Clerk/RFO

Voucher No	Cheque No	Invoice Date	Gross Amount £	VAT	Net Amount £	Payee
PAYMENTS MADE SINCE COUNCIL MEETING ON 11th April 2017						
005/17	DD010417	3/18/17	£ 53.40	£ 8.90	£ 44.50	TalkTalk
006/17	DD030417	3/16/17	£ 2.50	£ -	£ 2.50	Barclays Bank Plc
007/17	DD200417	3/29/17	£ 1,178.72	£ -	£ 1,178.72	ADC
PAYMENTS TO BE CONSIDERED						
008/17	201574	3/10/17	£ 260.00	£ -	£ 260.00	BA Small
009/17	201575	3/31/17	£ 310.00	£ -	£ 310.00	Local Lawns
010/17	201576	4/1/17	£ 1,834.59	£ -	£ 1,834.59	WSALC
011/17	201577	4/24/17	£ 50.00	£ -	£ 50.00	Sussex Steel
012/17	201578	4/12/17	£ 240.00	£ -	£ 240.00	D Chaffe
			£ -	£ -	£ -	
	Total		**£ 3,929.21**	**£ 8.90**	**£ 3,920.31**	

Date of Issue: 09/11/2017

Issued by: Nicola Jones Clerk/RFO

Invoice Description	
Phone and broadband charges	
Bank charges	
Payroll	
Play areas/bus shelters/bins	
Grass cutting	
SALC/NALC fees	
PoP deposit	
Website Process2	

Date of Issue: 09/11/2017

Issued by: Nicola Jones Clerk/RFO

Voucher No	Cheque No	Invoice Date	Gross Amount £	VAT	Net Amount £	Payee
PAYMENTS MADE SINCE COUNCIL MEETING ON 29th March 2016						
PAYMENTS TO BE CONSIDERED						
001/17	201573	3/31/17	£ 56.00		£ 56.00	
002/17	201571	3/31/17	£ 113.90	£ 6.37	£ 127.53	
003/17	201570	3/27/17	£ 2,640.00	£ 440.00	£ 2,200.00	
004/17	201572	3/31/17	£ 1,350.00		£ 1,350.00	
			£ -	£ -	£ -	
	Total		**£ 4,159.90**	**£ 446.37**	**£ 3,733.53**	