PAGHAM PARISH COUNCIL

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6th December 2017

Date and time of meeting:	Tuesday 12th December 2017 at 7.30pm
Venue:	Committee Room at Pagham Village Hall, Pagham Road, Pagham PO21 4NJ
Members of the Finance Committee:	Mr P Atkins, Mrs D Hall, Mr Huntley, Mr P Higson, Mr Radmall & Mrs D Salter

Members are hereby summoned to attend a meeting of the FINANCE 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 Finance Committee meeting held 28th November 2017** (previously issued)

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

6. **Accounts**
   6.1.Orders for payment for authorisation (*previously received)*

7. **2018/19 budget – to consider a draft budget for recommendation to full Council** *(circulated)*

8. **Clerk's report**

9. **Risk Assessment**

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

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

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

Printed on 30/11/2017 at 10:30

Pagham Parish Council
Annual Budget - By Centre

		Last Year 2016/17		Current Year 2017/18			Next year 2018/19
		Budget	Actual	Budget	YTD 09/17	Projected y/e	Budget
100	Income						
1000	Rent	10	10	10	10	10	10
1025	Grants	0	100	0	0	0	0
1026	Donations	0	17210	4064	0	4064	3556
1027	POP Donations	0	0	0	0	0	0
1076	Precept	90520	90520	80917	80917	80917	81667
1077	Precept Support Grant	2466	2466	0	0	0	0
1090	Interest	50	34	40	0	40	35
	Total Income	93046	110340	85031	80927	85031	85268
	Movement to/(from)	93046	110340	85031	80927	85031	85268
101	Administration						
4119	Website	600	720	624	550	624	600
4120	Advertsiing	0	0	100	0	100	100
4121	Bank Charges	30	30	30	15	30	30
4122	Books & Publications	100	0	0	0	0	0
4123	Computer Maintenance	533	353	512	-124	512	544
4124	Office Equip repairs & mainten	300	0	100	0	100	100
4125	Printing & Stationery	400	197	400	48	200	200
4126	Postage	200	73	200	67	200	200
4127	Telephone, Copier & repair	1180	773	1186	378	1186	1153
4130	Cllrs Allowances	4572	4572	4064	-4064	4064	3556
4131	Cllrs Expenses & Training	300	0	150	0	150	150
4137	Insurance	1406	1725	1673	1738	1738	1738
4140	Audit and Accountancy	1200	600	1000	-100	700	700
4141	Legal Fees	1500	6	1500	6	1500	500
4142	Subscriptions	2042	1876	2042	1970	2070	2343
4145	Refreshments	50	20	50	8	50	50
4146	Room Hire - Meetings	700	746	700	281	700	750
4147	Service Charge Parish room	800	800	800	400	800	800
4160	PWLB	12034	12034	12034	6017	12034	12034
	Overhead Expenditur	27947	24525	27165	7190	26758	25548
	Movement to/(from)	-27947	-24525	-27165	-7190	-26758	-25548
102	Staff Costs						
4100	Clerk Salary	11158	10735	11982	5717	11982	12456
4101	Assitant Clerk Salary	1000	0	0	0	0	0
4105	NI	430	410	450	184	450	515
4106	Pension contributions ER	2421	2750	2600	1240	2600	2703
4109	Training - Staff	600	347	350	90	350	350
4110	Travelling Expenses - Staff	125	100	125	49	125	125
	Overhead Expenditur	15734	14342	15507	7280	15507	16149
	Movement to/(from)	-15734	-14342	-15507	-7280	-15507	-16149
201	Events						
1027	POP Donations	0	3113	0	2800	0	0
	Total Income	0	3113	0	2800	0	0
4200	POP Expenses	0	65	0	913	0	0
4252	POP Grants	0	2668		2500	0	0
	Overhead Expenditur	0	2733	0	3413	0	0
	Movement to/(from)	0	380	0	-613	0	0
202	Community Contributions						
4250	Churchyard Upkeep	1000	1000	1000	1000	1000	1000
4251	Discretionary Grants	3500	3350	3000	1000	4000	3000
4253	S137 Grants	0	0	0	2840	0	0
	Overhead Expenditur	4500	4350	4000	4840	5000	4000
	Movement to/(from)	-4500	-4350	-4000	-4840	-5000	-4000
301	Amenities						
4135	Hook Lane Play area rental	125	125	125	0	125	150
4300	Parish General Maintenance	3500	2526	4700	950	3000	3500
4301	Bus Shelters Maintenance	1000	26	1000	450	1000	1200
4302	Cleaning	3160	2805	2860	1210	2860	2860
4303	Dog & Litter	260	466	620	220	620	620
4304	Grass Cutting	5750	5408	5750	2705	5750	5750
4306	Play Areas	3580	793	1200	275	680	1200
4307	Public Benches	1300	1200	1000	29	1000	1000
4308	Village Signs	300	0	300	0	300	800
4320	Public Lighting	890	890	890	533	890	890
4331	Village Enhancement	1800	0	1500	0	1500	0
NEW	Contribution to toilets Sandy Road					2500	2000
	Overhead Expenditur	21665	14239	19945	6372	20225	19970
	Movement to/(from)	-21665	-14239	-19945	-6372	-20225	-19970
401	Special Projects						
4400	Contingencies	5000	3875	5000	435	5000	5000
4420	Parish Plan Update	1000	480	2500	0	0	0
4430	Sea Defence	17343	17343	10000	194	10000	5000
	Overhead Expenditur	23343	21698	17500	629	15000	10000
6000	plus Tfr from EMR	0	9843	0	0	0	0
	Movement to/(from)	-23343	-11855	-17500	-629	-15000	-10000
402	Capital Projects						
4450	Community Notice Boards	0	0	0	0	0	2000
4455	New website	0	0	0	0	0	4000
	Overhead Expenditur	0	0	0	0	0	6000
	Movement to/(from)	0	0	0	0	0	-6000
	Total Budget Income	93046	110340	85031	80927	85031	85268
	Expenditure	-93189	-81887	-84117	-29724	-82490	-81667
	Net Income over Exp	-143	28453	914	51203	2541	3601
	plus Tfr from EMR	0	9843	0	0	0	0
	Movement to/(from)	(143)	38296	914	51203	2541	0

	Pagham Parish Council			Budget Notes		2018/19							
	A/c Code	Description			Centre	Description			Budget Notes				
	1026	Donations			100	Income			Cllrs allowances 2017/18 rebated				
	4119	Website			101	Administration			Assume hosting costs new website £600pa. Capital c				
	4120	Advertsiing			101	Administration			4 x A2 dibfoamex boards eg planning meetings				
	4121	Bank Charges			101	Administration			Bank charges 12 x £2.50				
	4123	Computer Maintenance			101	Administration			Rialtus £119, Cloud £95, Bullguard £30, Scanstation £				
	4127	Telephone, Copier & repair			101	Administration			Broadband charges 12 x £46.12 + £150pq photocopier				
	4130	Cllrs Allowances			101	Administration			7 x elected members @ £508				
	4135	Hook Lane Play area rental			101	Administration			Redundant code - 4135 301 used instead				
	4137	Insurance			101	Administration			Fixed term deal				
	4140	Audit and Accountancy			101	Administration			External audit £300 Internal Audit £400				
	4142	Subscriptions			101	Administration			SALC £1,906, £87 SLCC split with DPC JWAAC H&T £2				
	4146	Room Hire - Meetings			101	Administration			£60pm estimate				
	4147	Service Charge Parish room			101	Administration			£200pq by S/O				
	4100	Clerk Salary			102	Staff Costs			SP29 £25951. 18/37.5 to pro-rata. Salary in 2017/18				
	4106	Pension contributions ER			102	Staff Costs			£25951x0.48 = 12456 Pension contribution 21.7%				
	4109	Training - Staff			102	Staff Costs			Legal and Finance days				
	1027	POP Donations			201	Events			Takings PoP				
	4252	POP Grants			201	Events			Grants PoP				
	1027	POP Donations			202	Community Contributions			Redundant code				
	4252	POP Grants			202	Community Contributions			Redundant code				
	4135	Hook Lane Play area rental			301	Amenities			Rental increased for new lease to 150pa				
	4300	Parish General Maintenance			301	Amenities			Artificial turf Village Hall playground was included in				
	4301	Bus Shelters Maintenance			301	Amenities			Just repairs/maintenance not cleaning				
	4302	Cleaning			301	Amenities			BA £55 bus shelter cleaning & play area cleaning				
	4303	Dog & Litter			301	Amenities			BA Small £10pw bin emptying and ADC dog bin empty				
	4304	Grass Cutting			301	Amenities			No price increase expected				
	4305	Noticboards			301	Amenities			Redundant code				
	4306	Play Areas			301	Amenities			BA Small £10 inspect. RoSPA £171, £500 RoSPA repair				
	4307	Public Benches			301	Amenities			One bench and installation cost approx				
	4308	Village Signs			301	Amenities			£800 this year - new graphic designer and pay off old				
	4331	Village Enhancement			301	Amenities			Relocating village finger post - in budget 2017/18 £1				
	NEW	Contribution to toilets Sandy Ro			301	Amenities			£2500 pa contribution less Phil Higson £500 contribut				
	4400	Contingencies			401	Special Projects			Traffic consultant				
	4420	Parish Plan Update			401	Special Projects			Neigbhourhood Plan progress - in budget for 2017/18				
	4430	Sea Defence			401	Special Projects			Transferred out of EMR				
	4450	Community Notice Boards			402	Capital Projects			replace noticeboards				
	4455	New website			402	Capital Projects			Estimated cost of new website				

						H & A Meeting	Finance Meeting	Council Meeting
Voucher	**Cheque**	**Date**	**Gross £**	**VAT**	**Net £**		**Payee**	**Details**
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	Phone and broadband charges
006/17	DD030417	3/16/17	£ 2.50	£ -	£ 2.50		Barclays Bank Plc	Bank charges
007/17	DD200417	3/29/17	£ 1,178.72	£ -	£ 1,178.72		ADC	Payroll
008/17	201574	3/10/17	£ 260.00	£ -	£ 260.00		BA Small	Play areas/bus shelters/bins
009/17	201575	3/31/17	£ 310.00	£ -	£ 310.00		Local Lawns	Grass cutting
010/17	201576	4/1/17	£ 1,834.59	£ -	£ 1,834.59		WSALC	SALC/NALC fees
011/17	201577	4/24/17	£ 50.00	£ -	£ 50.00		Sussex Steel	PoP deposit
012/17	201578	4/12/17	£ 240.00	£ -	£ 240.00		D Chaffe	Website Process2
013/17	DD210417	4/21/17	£ 6,017.11	£ -	£ 6,017.11		PWLB	Loan repayment
014/17	DD120517	4/28/17	£ 1,178.72	£ -	£ 1,178.72		ADC Payroll	Salary
015/17	DD100517	4/21/17	£ 2.50	£ -	£ 2.50		Barclays Bank Plc	Bank charges
016/17	DD020517	5/18/17	£ 53.40	£ 8.90	£ 44.50		TalkTalk	Phone and broadband charges
017/17	201579	4/30/17	£ 500.00	£ -	£ 500.00		Local Lawns	Grass cutting
018/17	201580	4/30/17	£ 45.00	£ -	£ 45.00		PVHT	Room hire
019/17	201581	4/30/17	£ 360.00	£ 60.00	£ 300.00		RS Hall & Co	Internal audit fee
020/17	201582	4/21/17	£ 75.00	£ -	£ 75.00		Petra Billings Woodland Consultancy	Letter
021/17	201583	5/24/17	£ 360.00	£ -	£ 360.00		Lindsay Frost Consulting Ltd	Letter re calling in application
022/17	201584	6/11/17	£ 139.20	£ 23.20	£ 116.00		RBS Software	RIALTUS support contract
023/17	201585	5/26/17	£ 1,998.00	£ 333.00	£ 1,665.00		SA Smart	Bench maintenance/repairs/gate latches
024/17	DD060617	5/18/17	£ 2.50	£ -	£ 2.50		Barclays Bank	Bank charges
025/17	DD010617	5/18/17	£ 53.40	£ 8.90	£ 44.50		TalkTalk	Phone and broadband charges
026/17	DD120617	5/31/17	£ 1,178.72	£ -	£ 1,178.72		ADC	Salary
027/17	201586	5/31/17	£ 585.00	£ -	£ 585.00		Local Lawns	Grass Cutting
028/17	201587	5/31/17	£ 82.00	£ -	£ 82.00		PVHT	Room hire
029/17	201588	5/31/17	£ 585.00	£ -	£ 585.00		BA Small	Bus shelter/bins/play areas
030/17	201589	6/1/17	£ 162.00	£ 27.00	£ 135.00		WSCC	JWAAC H&T committee administration contribution
031/17	201590	6/20/17	£ 205.80	£ 34.30	£ 171.50		Playsafety Ltd	RoSPA report
032/17	201591	6/13/17	£ 113.50	£ 9.58	£ 103.92		Viking	Stationery
039/17	201596	7/11/17	£ 260.00	£ -	£ 260.00		BA Small	Bus shelters, play areas, bins
040/17	201597	7/5/17	£ 487.48	£ 81.25	£ 406.23		West Sussex County Council	Street light maintenance
041/17	201598	7/7/17	£ 108.00	£ 18.00	£ 90.00		SSALC Ltd	Training day costs
042/17	201599	7/9/17	£ 450.00	£ -	£ 450.00		My Trusted Handyman	Bus shelter repairs
043/17	201600	6/29/17	£ 132.60	£ 6.31	£ 126.29		SSE	Electricity Q1 2017-18
044/17	201601	7/11/17	£ 1,000.00	£ -	£ 1,000.00		Pagham Parochial Church Council	Church Roof appeal
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
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
055/17	DD050917	8/17/17	£ 2.50		£ 2.50		Barclays Bank plc	Bank charges
056/17	DD120917	8/25/17	£ 1,192.70	£ -	£ 1,192.70		ADC Payroll	Salary
054/17	DD120817	7/25/17	£ 1,234.10	£ -	£ 1,234.10		ADC Payroll	Salary
057/17	DD010817	7/18/17	£ 53.40	£ 8.90	£ 44.50		TalkTalk	Phone and broadband
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
066/17	DD021017	9/18/17	£ 53.58	£ 8.93	£ 44.65		TalkTalk	Phone and broadband fees
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	19/09/17	£ 150.00	£ -	£ 150.00		Tylers Trust	Discretionary grant
088/17	201636	19/09/17	£ 50.00	£ -	£ 50.00		West Sussex Mediation Service	Discretionary grant
089/17	201637	19/09/17	£ 300.00	£ -	£ 300.00		Citizens Advice Bureaux	Discretionary grant
090/17	201638	19/09/17	£ 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
093/17	DD060917	9/18/17	£ 53.40	£ 8.90	£ 44.50		TalkTalk	Phone and broadband charges
094/17	DD121017	9/22/17	£549.40	£ -	549.40		Arun District Council	Salary adjustment
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
102/17	DD201017	10/10/17	£1,234.10	£0.00	£1,234.10		Arun District Council	Salary costs
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
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
112/17	DD041217	11/16/17	£2.50	£0.00	£2.50		Barclays Bank Plc	Bank charges
113/17	BCD28111	11/20/17	£438.75	£0.00	£438.75		Scanstation Computers	IT improvements
114/17	DD021217	11/18/17	£55.34	£9.22	£46.12		TalkTalk	Phone/Broadband
115/17	STO02101	10/2/17	£200.00	£0.00	£200.00		PVHT	Service charge Office

Voucher No	Cheque or Payment No	Invoice Date	Gross Amount £	VAT	Net Amount £	Payee	Invoice Description
PAYMENTS MADE SINCE COUNCIL MEETING ON 31 OCTOBER 2017							
PAYMENTS TO BE CONSIDERED							
116/17	201653	12/4/17	£280.00	£0.00	£240.00	Little London Tea Shop	Investiture reception
117/17	201654	11/30/17	£52.50	£0.00	£52.50	PVHT	Room hire
	Total		**£ 332.50**	**£ -**	**£ 292.50**		

Prefix	
DD	payment by direct debit
BCD	invoice approved for payment by Barclaycard
STO	payment by standing order

Voucher No	Cheque or Payment No	Invoice Date	Gross Amount £	VAT	Net Amount £	Payee	Invoice Description
PAYMENTS MADE SINCE COUNCIL MEETING ON 31 OCTOBER 2017							
PAYMENTS TO BE CONSIDERED							
112/17	DD041217	11/16/17	£2.50	£0.00	£2.50	Barclays Bank Plc	Bank charges
113/17	BCD281117	11/20/17	£438.75	£0.00	£438.75	Scanstation Computers	IT improvements
114/17	DD021217	11/18/17	£55.34	£9.22	£46.12	TalkTalk	Phone/Broadband
115/17	STO021017	10/2/17	£200.00	£0.00	£200.00	PVHT	Service charge Office
	Total		**£ 696.59**	**£ 9.22**	**£ 687.37**		

Prefix	
DD	payment by direct debit
BCD	invoice approved for payment by Barclaycard
STO	payment by standing order

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**		

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**		

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**		

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		**£ -**	**£ -**	**£ -**		

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

Voucher No	Cheque No	Invoice Date	Gross Amount £	VAT	Net Amount £	Payee	Invoice Description
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	RoSPA report
032/17	201591	6/13/17	£ 113.50	£ 9.58	£ 103.92	Viking	Stationery
			£ -	£ -	£ -		
	Total		**£ 319.30**	**£ 43.88**	**£ 275.42**		

Voucher No	Cheque No	Invoice Date	Gross Amount £	VAT	Net Amount £	Payee	Invoice Description
PAYMENTS MADE SINCE COUNCIL MEETING ON 30th MAY 2017							
024/17	DD060617	5/18/17	£ 2.50	£ -	£ 2.50	Barclays Bank	Bank charges
025/17	DD010617	5/18/17	£ 53.40	£ 8.90	£ 44.50	TalkTalk	Phone and broadband charges
026/17	DD120617	5/31/17	£ 1,178.72	£ -	£ 1,178.72	ADC	Salary
PAYMENTS TO BE CONSIDERED							
027/17	201586	5/31/17	£ 585.00	£ -	£ 585.00	Local Lawns	Grass Cutting
028/17	201587	5/31/17	£ 82.00	£ -	£ 82.00	PVHT	Room hire
029/17	201588	5/31/17	£ 585.00	£ -	£ 585.00	BA Small	Bus shelter/bins/play areas
030/17	201589	6/1/17	£ 162.00	£ 27.00	£ 135.00	WSCC	JWAAC H&T committee administration contribution
			£ -	£ -	£ -		
	Total		**£ 2,648.62**	**£ 35.90**	**£ 2,612.72**		

Voucher No	Cheque No	Invoice Date	Gross Amount £	VAT	Net Amount £	Payee	Invoice Description
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	Letter re calling in application
022/17	201584	6/11/17	£ 139.20	£ 23.20	£ 116.00	RBS Software	RIALTUS support contract
023/17	201585	5/26/17	£ 1,998.00	£ 333.00	£ 1,665.00	SA Smart	Bench maintenance/repairs/gate latches
			£ -	£ -	£ -		
	Total		**£ 2,497.20**	**£ 356.20**	**£ 2,141.00**		

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

Voucher No	Cheque No	Invoice Date	Gross Amount £	VAT	Net Amount £	Payee	Invoice Description
PAYMENTS MADE SINCE COUNCIL MEETING ON 11th April 2017							
005/17	DD010417	3/18/17	£ 53.40	£ 8.90	£ 44.50	TalkTalk	Phone and broadband charges
006/17	DD030417	3/16/17	£ 2.50	£ -	£ 2.50	Barclays Bank Plc	Bank charges
007/17	DD200417	3/29/17	£ 1,178.72	£ -	£ 1,178.72	ADC	Payroll
PAYMENTS TO BE CONSIDERED							
008/17	201574	3/10/17	£ 260.00	£ -	£ 260.00	BA Small	Play areas/bus shelters/bins
009/17	201575	3/31/17	£ 310.00	£ -	£ 310.00	Local Lawns	Grass cutting
010/17	201576	4/1/17	£ 1,834.59	£ -	£ 1,834.59	WSALC	SALC/NALC fees
011/17	201577	4/24/17	£ 50.00	£ -	£ 50.00	Sussex Steel	PoP deposit
012/17	201578	4/12/17	£ 240.00	£ -	£ 240.00	D Chaffe	Website Process2
			£ -	£ -	£ -		
	Total		**£ 3,929.21**	**£ 8.90**	**£ 3,920.31**		

Voucher No	Cheque No	Invoice Date	Gross Amount £	VAT	Net Amount £	Payee	Invoice Description
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**		