

# PAGHAM PARISH COUNCIL

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23<sup>rd</sup> March 2017

**Date and time of meeting:** Tuesday 28<sup>th</sup> March 2017 at 7.30pm

**Venue:** Pagham Village Hall, Pagham Road, Pagham PO21 4NJ

**Members of the Parish Council:** Ms L Allard, Mr P Atkins, Mr M Cole, Mr P Hailey, Mrs D Hall, Mr P Higson, Mr D Huntley, Mr B James, Mr R Radmall, Ms A Rowles, Mrs D Salter

**Members are hereby summoned to attend a meeting of the COUNCIL to transact the business detailed below:-**

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

## **Agenda.**

1. **Apologies from Members.**
2. **Declarations of Interest and Dispensation Requests**
  - 2.1.To receive declarations of interest from councillors on items on the agenda
  - 2.2.To receive written requests for dispensations for disclosable pecuniary interests (if any)
  - 2.3.To grant any requests for dispensation as appropriate
3. **Public Session (*this will be limited to 10 minutes*)**
4. **To receive and approve the minutes of the Council meetings held 14<sup>th</sup> February 2017 (*previously issued*)**
5. **Matters arising from the previous Minutes (*this is for information sharing purposes only*)**
6. **Receive Reports:**
  - 6.1.Chairman's Report
  - 6.2.Clerk's Report – adoption of Freedom of Information Act Model Publication Scheme (*draft previously circulated*)
  - 6.3.District Council report
  - 6.4.County Council Report
  - 6.5.Representatives for Outside Bodies
    - 6.5.1.Parish Liaison Group
    - 6.5.2.JWAAC
  - 6.6.Pagham on Parade
7. **Neighbourhood Plan – Consider any matters arising**
8. **Flooding & Coastal Erosion – Consider any matters arising**
9. **Committee Minutes & reports – to note the minutes & action any recommendations**
  - 9.1.Planning meetings held on 14<sup>th</sup> February 2017, 28<sup>th</sup> February 2017 and 14<sup>th</sup> March 2017
  - 9.2.Highways & Amenities meeting held on 28<sup>th</sup> February 2017
  - 9.3.Finance meeting held on 14<sup>th</sup> March 2017
- 10.**Finance**
  - 10.1.Receive accounts for the period ending 31<sup>st</sup> January 2017 and 28<sup>th</sup> February 2017 (previously issued)
  - 10.2.Orders for payment for authorisation (*previously received*)
11. **To note the date of the next meeting**

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

31st March 2016

31st March 2017

<b>Current Assets</b>			
273	VAT Control A/c	194	
30,200	Current & Saver Bank A/c	64,442	
27,859	Business BR Tracker A/c	27,869	
90	Petty Cash	26	
116	Pagham on Parade	101	
<u>58,539</u>		<u>92,632</u>	
<b>58,539</b>	<b>Total Assets</b>		<b>92,632</b>
<b>Current Liabilities</b>			
1,012	Creditors	0	
9,126	Accruals	4,080	
<u>10,138</u>		<u>4,080</u>	
<b>48,401</b>	<b>Total Assets Less Current Liabilities</b>		<b>88,552</b>
<b>Represented By</b>			
47,654	General Reserves		58,195
746	EMR Pagham on Parade		746
0	EMR Flood Defence Reserve		1,752
0	EMR Prudent reserve		27,859
<u>48,401</u>			<u>88,552</u>

The above statement represents fairly the financial position of the authority as at 28/02/2017 and reflects its Income and Expenditure during the year.

Signed :  
Chairman \_\_\_\_\_ Date : \_\_\_\_\_

Signed :  
Responsible  
Financial \_\_\_\_\_ Date : \_\_\_\_\_

31st March 2016

31st March 2017

<b>Current Assets</b>			
273	VAT Control A/c	17	
30,200	Current & Saver Bank A/c	66,933	
27,859	Business BR Tracker A/c	27,869	
90	Petty Cash	36	
116	Pagham on Parade	101	
<hr/>		<hr/>	
<b>58,539</b>			<b>94,956</b>
<hr/>		<hr/>	
<b>58,539</b>	<b>Total Assets</b>		<b>94,956</b>
<hr/>		<hr/>	
<b>Current Liabilities</b>			
1,012	Creditors	0	
9,126	Accruals	4,080	
<hr/>		<hr/>	
<b>10,138</b>			<b>4,080</b>
<hr/>		<hr/>	
<b>48,401</b>	<b>Total Assets Less Current Liabilities</b>		<b>90,876</b>
<hr/>		<hr/>	
<b>Represented By</b>			
47,654	General Reserves		60,519
746	EMR Pagham on Parade		746
0	EMR Flood Defence Reserve		1,752
0	EMR Prudent reserve		27,859
<hr/>		<hr/>	
<b>48,401</b>			<b>90,876</b>
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The above statement represents fairly the financial position of the authority as at 31/01/2017 and reflects its Income and Expenditure during the year.

Signed :  
Chairman \_\_\_\_\_ Date : \_\_\_\_\_

Signed :  
Responsible  
Financial \_\_\_\_\_ Date : \_\_\_\_\_

## Detailed Income &amp; Expenditure by Budget Heading 06/03/2017

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>100</u> <u>Income</u>						
1000 Rent	10	10	0			100.0%
1025 Grants	100	0	-100			0.0%
1026 Donations	13,164	0	-13,164			0.0%
1076 Precept	90,520	90,520	0			100.0%
1077 Precept Support Grant	2,466	2,466	0			100.0%
1090 Interest	34	50	16			68.1%
Income :- Income	<b>106,294</b>	<b>93,046</b>	<b>-13,248</b>			<b>114.2%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>106,294</b>	<b>93,046</b>	<b>(13,248)</b>			
<u>101</u> <u>Administration</u>						
4119 Website	720	600	-120		-120	120.0%
4121 Bank Charges	25	30	5		5	83.3%
4122 Books & Publications	0	100	100		100	0.0%
4123 Computer Maintenance	113	533	420		420	21.2%
4124 Office Equip repairs & mainten	0	300	300		300	0.0%
4125 Printing & Stationery	197	400	203		203	49.4%
4126 Postage	73	200	127		127	36.7%
4127 Telephone, Copier & repair	608	1,180	572		572	51.5%
4130 Cllrs Allowances	508	4,572	4,064		4,064	11.1%
4131 Cllrs Expenses & Training	0	300	300		300	0.0%
4137 Insurance	1,725	1,406	-319		-319	122.7%
4140 Audit and Accountancy	-200	1,200	1,400		1,400	-16.7%
4141 Legal Fees	6	1,500	1,494		1,494	0.4%
4142 Subscriptions	1,861	2,042	181		181	91.1%
4145 Refreshments	20	50	30		30	39.9%
4146 Room Hire - Meetings	634	700	66		66	90.6%
4147 Service Charge Parish room	800	800	0		0	100.0%
4160 PWLB	12,034	12,034	0		0	100.0%
Administration :- Indirect Expenditure	<b>19,125</b>	<b>27,947</b>	<b>8,822</b>	<b>0</b>	<b>8,822</b>	<b>68.4%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(19,125)</b>	<b>(27,947)</b>	<b>(8,822)</b>			
<u>102</u> <u>Staff Costs</u>						
4100 Clerk Salary	9,796	11,158	1,361		1,361	87.8%
4101 Assitant Clerk Salary	0	1,000	1,000		1,000	0.0%
4105 NI	374	430	56		56	86.9%
4106 Pension contributions ER	2,546	2,421	-124		-124	105.1%
4109 Training - Staff	347	600	253		253	57.9%
4110 Travelling Expenses - Staff	100	125	25		25	79.9%
Staff Costs :- Indirect Expenditure	<b>13,163</b>	<b>15,734</b>	<b>2,571</b>	<b>0</b>	<b>2,571</b>	<b>83.7%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(13,163)</b>	<b>(15,734)</b>	<b>(2,571)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 06/03/2017

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>201 Events</u>						
1027 POP Donations	3,063	0	-3,063			0.0%
Events :- Income	<b>3,063</b>	<b>0</b>	<b>-3,063</b>			
4200 POP Expenses	65	0	-65		-65	0.0%
4252 POP Grants	2,668	0	-2,668		-2,668	0.0%
Events :- Indirect Expenditure	<b>2,733</b>	<b>0</b>	<b>-2,733</b>	<b>0</b>	<b>-2,733</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>330</b>	<b>0</b>	<b>(330)</b>			
<u>202 Community Contributions</u>						
4250 Churchyard Upkeep	1,000	1,000	0		0	100.0%
4251 Discretionary Grants	3,350	3,500	150		150	95.7%
Community Contributions :- Indirect Expenditure	<b>4,350</b>	<b>4,500</b>	<b>150</b>	<b>0</b>	<b>150</b>	<b>96.7%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(4,350)</b>	<b>(4,500)</b>	<b>(150)</b>			
<u>301 Amenities</u>						
4135 Hook Lane Play area rental	0	125	125		125	0.0%
4300 Parish General Maintenance	1,106	3,500	2,394		2,394	31.6%
4301 Bus Shelters Maintenance	26	1,000	974		974	2.6%
4302 Cleaning	2,365	3,160	795		795	74.8%
4303 Dog & Litter	303	260	-43		-43	116.5%
4304 Grass Cutting	5,098	5,750	652		652	88.7%
4306 Play Areas	793	3,580	2,788		2,788	22.1%
4307 Public Benches	1,200	1,300	100		100	92.3%
4308 Village Signs	0	300	300		300	0.0%
4320 Public Lighting	762	890	128		128	85.6%
4331 Village Enhancement	0	1,800	1,800		1,800	0.0%
Amenities :- Indirect Expenditure	<b>11,653</b>	<b>21,665</b>	<b>10,012</b>	<b>0</b>	<b>10,012</b>	<b>53.8%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(11,653)</b>	<b>(21,665)</b>	<b>(10,012)</b>			
<u>401 Special Projects</u>						
4400 Contingencies	325	5,000	4,675	5,000	-325	106.5%
4410 Ditch Clearance	4,080	0	-4,080		-4,080	0.0%
4420 Parish Plan Update	480	1,000	520		520	48.0%
4430 Sea Defence	17,343	17,343	0		0	100.0%
Special Projects :- Indirect Expenditure	<b>22,228</b>	<b>23,343</b>	<b>1,115</b>	<b>5,000</b>	<b>-3,885</b>	<b>116.6%</b>
6000 plus Tfr from EMR	9,843	0	-9,843			0.0%
<b>Movement to/(from) Gen Reserve</b>	<b>(12,385)</b>	<b>(23,343)</b>	<b>(10,958)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 06/03/2017

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Grand Totals:- Income	109,357	93,046	-16,311			117.5%
Expenditure	73,252	93,189	19,937	5,000	14,937	84.0%
<b>Net Income over Expenditure</b>	<u>36,105</u>	<u>-143</u>	<u>-36,248</u>			
plus Tfr from EMR	9,843	0	-9,843			0.0%
<b>Movement to/(from) Gen Reserve</b>	<u>45,948</u>	<u>(143)</u>	<u>(46,091)</u>			

## Detailed Income &amp; Expenditure by Budget Heading 09/02/2017

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>100</u> <u>Income</u>						
1000 Rent	10	10	0			100.0%
1025 Grants	100	0	-100			0.0%
1026 Donations	13,164	0	-13,164			0.0%
1076 Precept	90,520	90,520	0			100.0%
1077 Precept Support Grant	2,466	2,466	0			100.0%
1090 Interest	34	50	16			68.1%
	<b>106,294</b>	<b>93,046</b>	<b>-13,248</b>			<b>114.2%</b>
Income :- Income						
<b>Movement to/(from) Gen Reserve</b>	<b>106,294</b>	<b>93,046</b>	<b>(13,248)</b>			
<u>101</u> <u>Administration</u>						
4119 Website	720	600	-120		-120	120.0%
4121 Bank Charges	23	30	8		8	75.0%
4122 Books & Publications	0	100	100		100	0.0%
4123 Computer Maintenance	113	533	420		420	21.2%
4124 Office Equip repairs & mainten	0	300	300		300	0.0%
4125 Printing & Stationery	197	400	203		203	49.4%
4126 Postage	73	200	127		127	36.7%
4127 Telephone, Copier & repair	563	1,180	617		617	47.7%
4130 Cllrs Allowances	508	4,572	4,064		4,064	11.1%
4131 Cllrs Expenses & Training	0	300	300		300	0.0%
4137 Insurance	1,725	1,406	-319		-319	122.7%
4140 Audit and Accountancy	-200	1,200	1,400		1,400	-16.7%
4141 Legal Fees	6	1,500	1,494		1,494	0.4%
4142 Subscriptions	1,861	2,042	181		181	91.1%
4145 Refreshments	10	50	40		40	19.8%
4146 Room Hire - Meetings	557	700	143		143	79.6%
4147 Service Charge Parish room	800	800	0		0	100.0%
4160 PWLB	12,034	12,034	0		0	100.0%
	<b>18,991</b>	<b>27,947</b>	<b>8,956</b>	<b>0</b>	<b>8,956</b>	<b>68.0%</b>
Administration :- Indirect Expenditure						
<b>Movement to/(from) Gen Reserve</b>	<b>(18,991)</b>	<b>(27,947)</b>	<b>(8,956)</b>			
<u>102</u> <u>Staff Costs</u>						
4100 Clerk Salary	8,857	11,158	2,301		2,301	79.4%
4101 Assitant Clerk Salary	0	1,000	1,000		1,000	0.0%
4105 NI	337	430	93		93	78.5%
4106 Pension contributions ER	2,342	2,421	79		79	96.7%
4109 Training - Staff	347	600	253		253	57.9%
4110 Travelling Expenses - Staff	100	125	25		25	79.9%
	<b>11,984</b>	<b>15,734</b>	<b>3,750</b>	<b>0</b>	<b>3,750</b>	<b>76.2%</b>
Staff Costs :- Indirect Expenditure						
<b>Movement to/(from) Gen Reserve</b>	<b>(11,984)</b>	<b>(15,734)</b>	<b>(3,750)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 09/02/2017

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>201 Events</u>						
1027 POP Donations	2,993	0	-2,993			0.0%
Events :- Income	<b>2,993</b>	<b>0</b>	<b>-2,993</b>			
4200 POP Expenses	65	0	-65		-65	0.0%
4252 POP Grants	2,668	0	-2,668		-2,668	0.0%
Events :- Indirect Expenditure	<b>2,733</b>	<b>0</b>	<b>-2,733</b>	<b>0</b>	<b>-2,733</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>260</b>	<b>0</b>	<b>(260)</b>			
<u>202 Community Contributions</u>						
4250 Churchyard Upkeep	1,000	1,000	0		0	100.0%
4251 Discretionary Grants	3,350	3,500	150		150	95.7%
Community Contributions :- Indirect Expenditure	<b>4,350</b>	<b>4,500</b>	<b>150</b>	<b>0</b>	<b>150</b>	<b>96.7%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(4,350)</b>	<b>(4,500)</b>	<b>(150)</b>			
<u>301 Amenities</u>						
4135 Hook Lane Play area rental	0	125	125		125	0.0%
4300 Parish General Maintenance	1,106	3,500	2,394		2,394	31.6%
4301 Bus Shelters Maintenance	26	1,000	974		974	2.6%
4302 Cleaning	2,365	3,160	795		795	74.8%
4303 Dog & Litter	303	260	-43		-43	116.5%
4304 Grass Cutting	5,098	5,750	652		652	88.7%
4306 Play Areas	793	3,580	2,788		2,788	22.1%
4307 Public Benches	445	1,300	855		855	34.2%
4308 Village Signs	0	300	300		300	0.0%
4320 Public Lighting	762	890	128		128	85.6%
4331 Village Enhancement	0	1,800	1,800		1,800	0.0%
Amenities :- Indirect Expenditure	<b>10,897</b>	<b>21,665</b>	<b>10,768</b>	<b>0</b>	<b>10,768</b>	<b>50.3%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(10,897)</b>	<b>(21,665)</b>	<b>(10,768)</b>			
<u>401 Special Projects</u>						
4400 Contingencies	0	5,000	5,000	5,000	0	100.0%
4410 Ditch Clearance	4,080	0	-4,080		-4,080	0.0%
4420 Parish Plan Update	480	1,000	520		520	48.0%
4430 Sea Defence	17,343	17,343	0		0	100.0%
Special Projects :- Indirect Expenditure	<b>21,903</b>	<b>23,343</b>	<b>1,440</b>	<b>5,000</b>	<b>-3,560</b>	<b>115.3%</b>
6000 plus Tfr from EMR	9,843	0	-9,843			0.0%
<b>Movement to/(from) Gen Reserve</b>	<b>(12,060)</b>	<b>(23,343)</b>	<b>(11,283)</b>			



## Detailed Income &amp; Expenditure by Budget Heading 09/02/2017

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Grand Totals:- Income	109,287	93,046	-16,241			117.5%
Expenditure	70,858	93,189	22,331	5,000	17,331	81.4%
<b>Net Income over Expenditure</b>	<u>38,429</u>	<u>-143</u>	<u>-38,572</u>			
plus Tfr from EMR	9,843	0	-9,843			0.0%
<b>Movement to/(from) Gen Reserve</b>	<u>48,272</u>	<u>(143)</u>	<u>(48,415)</u>			

## 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			193.84	
200	Current & Saver Bank A/c			64,441.53	
201	Business BR Tracker A/c			27,869.42	
203	Petty Cash			25.92	
204	Pagaham on Parade			101.33	
310	General Reserves				12,246.26
320	EMR Pagham on Parade				746.34
321	EMR Flood Defence Reserve				1,752.00
322	EMR Prudent reserve				27,859.00
510	Accruals				4,080.00
1000	Rent	100	Income		10.00
1025	Grants	100	Income		100.00
1026	Donations	100	Income		13,164.22
1027	POP Donations	201	Events		3,062.87
1076	Precept	100	Income		90,520.00
1077	Precept Support Grant	100	Income		2,466.00
1090	Interest	100	Income		34.05
4100	Clerk Salary	102	Staff Costs	9,796.16	
4105	NI	102	Staff Costs	373.67	
4106	Pension contributions ER	102	Staff Costs	2,545.79	
4109	Training - Staff	102	Staff Costs	347.45	
4110	Travelling Expenses - Staff	102	Staff Costs	99.90	
4119	Website	101	Administration	720.00	
4121	Bank Charges	101	Administration	25.00	
4123	Computer Maintenance	101	Administration	113.00	
4125	Printing & Stationery	101	Administration	197.40	
4126	Postage	101	Administration	73.38	
4127	Telephone, Copier & repair	101	Administration	607.68	
4130	Cllrs Allowances	101	Administration	508.00	
4137	Insurance	101	Administration	1,725.23	
4140	Audit and Accountancy	101	Administration		200.00
4141	Legal Fees	101	Administration	6.00	
4142	Subscriptions	101	Administration	1,861.14	
4145	Refreshments	101	Administration	19.95	
4146	Room Hire - Meetings	101	Administration	634.00	
4147	Service Charge Parish room	101	Administration	800.00	
4160	PWLB	101	Administration	12,034.22	
4200	POP Expenses	201	Events	65.01	
4250	Churchyard Upkeep	202	Community Contributions	1,000.00	
4251	Discretionary Grants	202	Community Contributions	3,350.00	
4252	POP Grants	201	Events	2,668.00	
4300	Parish General Maintenance	301	Amenities	1,105.68	

## 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>
4301	Bus Shelters Maintenance	301	Amenities	26.10	
4302	Cleaning	301	Amenities	2,365.00	
4303	Dog & Litter	301	Amenities	303.00	
4304	Grass Cutting	301	Amenities	5,098.00	
4306	Play Areas	301	Amenities	792.50	
4307	Public Benches	301	Amenities	1,200.22	
4320	Public Lighting	301	Amenities	762.22	
4400	Contingencies	401	Special Projects	325.00	
4410	Ditch Clearance	401	Special Projects	4,080.00	
4420	Parish Plan Update	401	Special Projects	480.00	
4430	Sea Defence	401	Special Projects	17,343.00	
6000	Tfr from EMR	401	Special Projects		9,843.00
<b>Trial Balance Totals :</b>				<b>166,083.74</b>	<b>166,083.74</b>
<b>Difference</b>				<b>0.00</b>	

## 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			16.81	
200	Current & Saver Bank A/c			66,932.51	
201	Business BR Tracker A/c			27,869.42	
203	Petty Cash			35.95	
204	Pagaham on Parade			101.33	
310	General Reserves				12,246.26
320	EMR Pagham on Parade				746.34
321	EMR Flood Defence Reserve				1,752.00
322	EMR Prudent reserve				27,859.00
510	Accruals				4,080.00
1000	Rent	100	Income		10.00
1025	Grants	100	Income		100.00
1026	Donations	100	Income		13,164.22
1027	POP Donations	201	Events		2,992.87
1076	Precept	100	Income		90,520.00
1077	Precept Support Grant	100	Income		2,466.00
1090	Interest	100	Income		34.05
4100	Clerk Salary	102	Staff Costs	8,857.00	
4105	NI	102	Staff Costs	337.35	
4106	Pension contributions ER	102	Staff Costs	2,341.99	
4109	Training - Staff	102	Staff Costs	347.45	
4110	Travelling Expenses - Staff	102	Staff Costs	99.90	
4119	Website	101	Administration	720.00	
4121	Bank Charges	101	Administration	22.50	
4123	Computer Maintenance	101	Administration	113.00	
4125	Printing & Stationery	101	Administration	197.40	
4126	Postage	101	Administration	73.38	
4127	Telephone, Copier & repair	101	Administration	563.18	
4130	Cllrs Allowances	101	Administration	508.00	
4137	Insurance	101	Administration	1,725.23	
4140	Audit and Accountancy	101	Administration		200.00
4141	Legal Fees	101	Administration	6.00	
4142	Subscriptions	101	Administration	1,861.14	
4145	Refreshments	101	Administration	9.92	
4146	Room Hire - Meetings	101	Administration	557.00	
4147	Service Charge Parish room	101	Administration	800.00	
4160	PWLB	101	Administration	12,034.22	
4200	POP Expenses	201	Events	65.01	
4250	Churchyard Upkeep	202	Community Contributions	1,000.00	
4251	Discretionary Grants	202	Community Contributions	3,350.00	
4252	POP Grants	201	Events	2,668.00	
4300	Parish General Maintenance	301	Amenities	1,105.68	

## 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>
4301	Bus Shelters Maintenance	301	Amenities	26.10	
4302	Cleaning	301	Amenities	2,365.00	
4303	Dog & Litter	301	Amenities	303.00	
4304	Grass Cutting	301	Amenities	5,098.00	
4306	Play Areas	301	Amenities	792.50	
4307	Public Benches	301	Amenities	444.55	
4320	Public Lighting	301	Amenities	762.22	
4410	Ditch Clearance	401	Special Projects	4,080.00	
4420	Parish Plan Update	401	Special Projects	480.00	
4430	Sea Defence	401	Special Projects	17,343.00	
6000	Tfr from EMR	401	Special Projects		9,843.00
<b>Trial Balance Totals :</b>				<b>166,013.74</b>	<b>166,013.74</b>
<b>Difference</b>				<b>0.00</b>	

Voucher	Cheque	Date	Gross £	VAT	Net £	Payee	Details
001/16	DD010416	18/03/16	£ 53.40	£ 8.90	£ 44.50	TalkTalk	Broadband and phone charges March 2016
002/16	DD060416	17/03/16	£ 2.50		£ 2.50	Barclays Bank	Bank charges
003/16	201454	31/03/16	£ 84.00	£ -	£ 84.00	Pagham Village Hall Trustees	Room Hire March 2016
004/16	201455	30/03/16	£ 137.88	£ 6.56	£ 131.32	SSE	Q4 2015/16 Street lighting
005/16	201456	30/03/16	£ 240.00	£ -	£ 240.00	David Chaffe	ProcessMatters Q4 2015/16
006/16	201457	01/04/16	£ 1,777.64		£ 1,777.64	WSALC	SALC/NALC subs 2016/17
007/16	DD020516	18/04/16	£ 53.40	£ 8.90	£ 44.50	TalkTalk	Broadband and phone charges
008/16	201458	19/04/16	£ 260.00	£ -	£ 260.00	BA Small	Playgrounds, bin emptying and bus shelters
009/16	201459	24/03/16	£ 165.00		£ 165.00	ADC	Election fees May 2015
010/16	DD200416	29/03/16	£ 1,276.09	0.00	£ 1,276.09	ADC Payroll	Salary April 2016 plus pension adjustment
011/16	DD200516	29/04/16	£ 1,322.29	0.00	£ 1,322.29	ADC Payroll	Salary May 2016 plus pension adjustment
012/16	DD060516	19/04/16	£ 2.50	0.00	£ 2.50	Barclays Bank	Bank charges Mar-Apr 2016
013/16	201460	30/04/16	£ 430.00	0.00	£ 430.00	Local Lawns	Grass cutting
014/16	201461	07/05/16	£ 480.00	£ 80.00	£ 400.00	RS Hall & Co	Internal Audit fee 2015/16
015/16	201462	05/05/16	£ 46.67	£ 7.78	£ 38.89	Viking	Stationery
016/16	201463	30/04/16	£ 70.00	0.00	£ 70.00	PVHT	Room hire April 2016
017/16	DD010616	18/05/16	£ 53.40	£ 8.90	£ 44.50	TalkTalk	Phone and broadband charges
018/16	201464	20/05/16	£ 485.46	£ 80.91	£ 404.55	Glasdon UK	Bench
019/16	201465	16/05/19	£ 97.45	0.00	£ 97.45	LexisNexis	Arnold-Baker 10th edition textbook
020/16	201466	17/05/16	£ 260.00	0.00	£ 260.00	BA Small	Bus shelter and playground clean/inspect
021/16	201467	25/05/16	£250.00	£0.00	£250.00	SLCC	CILCA registration fee
022/16	201468	26/05/16	£585.00	£0.00	£585.00	Local Lawns	Grass cutting May 16
023/16	DD070616	5/19/16	£ 2.50	£ -	£ 2.50	Barclays Bank	Bank charges
024/16	201469	5/31/16	£ 91.00	£ -	£ 91.00	PVHT	Room hire May 2016
025/16	DD200616	5/27/16	£ 1,123.88	£ -	£ 1,123.88	Arun District Council	Payroll - June 2016
026/16	201470	6/11/16	£ 135.60	£ 22.60	£ 113.00	RBS Software	Rialtus support contract
027/16	DD020716	6/18/16	£ 53.40	£ 8.90	£ 44.50	TalkTalk	Broadband and Phone charges
028/16	201471	6/28/16	£ 49.50	£ -	£ 49.50	N Jones	Expenses
029/16	201472	6/28/16	£ 21.00	£ -	£ 21.00	D Salter	Expenses
030/16	201473	6/20/16	£ 40.00	£ -	£ 40.00	JC Spiers	Bench installation
031/16	201474	5/24/16	£ 15,951.60	£ 2,598.60	£ 12,993.00	ABP Mer	Phase 4 + MMO fee
032/16	201475	6/23/16	£ 52.13	£ -	£ 52.13	Came & Company	Alterations to insurance policy - premium
033/16	DD200716	6/22/16	£ 1,163.45	£ -	£ 1,163.45	ADC Payroll	Salary - July 2016
034/16	DD040716	6/16/16	£ 2.50	£ -	£ 2.50	Barclays Bank	Bank charges
035/16	201476	7/1/16	£ 585.00	£ -	£ 585.00	BA Small	May and June bus shelters & play areas
036/16	201477	6/30/16	£ 56.00	£ -	£ 56.00	PVHT	June room hire
037/16	201478	6/30/16	£ 128.77	£ 6.13	£ 122.64	SSE	Street lighting
038/16	201479	6/30/16	£ 860.00	£ -	£ 860.00	Local Lawns	Grass cut and hedge trimming
039/16	201480	6/30/16	£ 50.00	£ -	£ 50.00	Sussex Steel	Pagham on Parade Steel Band deposit
040/16	201483	6/24/16	£ 474.80	£ 79.13	£ 395.67	WSSC	Street light maintenance 15/16
041/16	201482	6/21/16	£ 205.80	£ 34.30	£ 171.50	Playsafety Ltd	RoSPA report play areas
043/16	DD010816	7/18/16	£ 53.40	£ 8.90	£ 44.50	TalkTalk	Phone and broadband charges
044/16	201484	7/18/16	£ 240.00	£ -	£ 240.00	D Chaffe	Process Matters 2 - website
048/16	DD040816	7/19/16	£ 2.50	£ -	£ 2.50	Barclays Bank	bank charges
045/16	DD200216	7/27/16	£ 1,139.07	£ -	£ 1,139.07	ADC Payroll	August salary
046/16	201485	7/31/16	£ 1,258.00	£ -	£ 1,258.00	Local Lawns	grass and hedge cutting
047/16	201486	7/31/16	£ 63.00	£ -	£ 63.00	PVHT	room hire July 2016
048/16	201487	8/4/16	£ 51.60	£ 8.60	£ 43.00	Signquick	Clean up after your dog signage
049/16	DD010916	8/18/16	£ 53.40	£ 8.90	£ 44.50	TalkTalk	Phone and broadband charges
050/16	DD060916	8/18/16	£ 2.50	£ -	£ 2.50	Barclays Bank	Charges
051/16	201488	8/30/16	£ 585.00	£ -	£ 585.00	Local Lawns	Grass cutting
052/16	201489	8/22/16	£ 576.00	£ 96.00	£ 480.00	Blueprint Design Co	Hosting - Neighbourhood plan website
053/16	201490	8/19/16	£ 516.00	£ 86.00	£ 516.00	SA Smart	Repairs Hook Lane playground
054/16	DD200916	8/19/16	£ 1,139.07	£ -	£ 1,139.07	ADC Payroll	Salary September
055/16	DD021016	9/18/16	£ 53.40	£ 8.90	£ 44.50	TalkTalk	Phone and broadband charges
056/16	201493	9/20/16	£ 200.00	£ -	£ 200.00	Aldwich & Pagham Sea Scouts	Discretionary Grant payment 2016/17
057/16	201494	9/20/16	£ 200.00	£ -	£ 200.00	Bognor Regis and District Samaritans	Discretionary Grant payment 2016/17
058/16	201495	9/20/16	£ 50.00	£ -	£ 50.00	Bognor Regis Stroke Support Group	Discretionary Grant payment 2016/17
059/16	201496	9/20/16	£ 50.00	£ -	£ 50.00	Bognor Regis Football Club	Discretionary Grant payment 2016/17
060/16	201497	9/20/16	£ 100.00	£ -	£ 100.00	Cancerwise	Discretionary Grant payment 2016/17
061/16	201498	9/20/16	£ 100.00	£ -	£ 100.00	Chestnut Tree House	Discretionary Grant payment 2016/17
062/16	201499	9/20/16	£ 200.00	£ -	£ 200.00	Girl Guiding Bognor West District	Discretionary Grant payment 2016/17
063/16	201500	9/20/16	£ 200.00	£ -	£ 200.00	Help for Heroes	Discretionary Grant payment 2016/17
064/16	201501	9/20/16	£ 200.00	£ -	£ 200.00	Pagham Association for the Elderly	Discretionary Grant payment 2016/17
065/16	201502	9/20/16	£ 400.00	£ -	£ 400.00	Pagham Chestnut Club	Discretionary Grant payment 2016/17
066/16	201503	9/20/16	£ 500.00	£ -	£ 500.00	Pagham Luncheon Club	Discretionary Grant payment 2016/17
067/16	201504	9/20/16	£ 250.00	£ -	£ 250.00	Rose Green Infants School PTA	Discretionary Grant payment 2016/17
068/16	201505	9/20/16	£ 250.00	£ -	£ 250.00	Rose Green Junior School	Discretionary Grant payment 2016/17
069/16	201506	9/20/16	£ 100.00	£ -	£ 100.00	St Wilfrids Hospice	Discretionary Grant payment 2016/17
070/16	201507	9/20/16	£ 150.00	£ -	£ 150.00	Snowdrop Trust	Discretionary Grant payment 2016/17
071/16	201508	9/20/16	£ 50.00	£ -	£ 50.00	West Sussex Mediation Service	Discretionary Grant payment 2016/17
072/16	201509	9/20/16	£ 50.00	£ -	£ 50.00	Bognor Regis Carnival Assoc	Public Health Act 1936 s87
073/16	201510	9/20/16	£ 1,000.00		£ 1,000.00	St Thomas a Becket Church	s214 Local Government Act 1972
074/16	201511	9/14/16	£ 37.99	£ -	£ 37.99	Dawn Salter	Printer ink reimbursement
075/16	201512	8/1/16	£ 1,673.10	£ -	£ 1,673.10	Came & Company	Insurance policy renewal
076/16	201513	9/19/16	£ 5,220.00	£ 870.00	£ 4,350.00	ABP Mer	MMO Fees - s137 payment
077/16	201514	9/14/16	£ 35.02	£ 5.84	£ 29.18	Viking	Stationery
078/16	201515	9/23/16	£ 124.78	£ 5.94	£ 118.84	SSE	Street lights
079/16	201516	9/27/16	£ 480.00	£ 80.00	£ 400.00	PKF Littlejohn LLP	Audit Fee 2015/16
080/16	201517	9/30/16	£ 360.00	£ -	£ 360.00	Local Lawns	Grass cutting
081/16	201518	30/09/16	£ 63.00	£ -	£ 63.00	Pagham Village Hall Trust	Room hire Sept 2016
082/16	201519	30/09/16	£ 101.23		£ 7.70	Viking	Stationery
083/16	201520	30/09/16	£ 300.00		£ 300.00	Citizens Advice Bureau	Discretionary grant
084/16	201521	27/09/16		£ 80.00		PKF Littlejohn	VAT element of audit invoice
085/16	DD051016	9/19/16	£ 2.50	£ -	£ 2.50	Barclays Bank Plc	Bank charges
086/16	DD201016	9/12/16	£ 1,139.07	£ -	£ 1,139.07	Arun District Council	Payroll October 2016
087/16	201522	10/18/16	£ 240.00	£ -	£ 240.00	D Chaffe	ProcessMatters website Jul to Sep 16
088/16	201523	10/14/16	£ 4,896.00	£ 816.00	£ 4,080.00	Arun District Council	Operation watershed work
089/16	DD011116	10/18/16	£ 53.40	£ 8.90	£ 44.50	TalkTalk	Phone and broadband charges
090/16	201524	10/31/16	£ 26.30	£ -	£ 26.30	N Jones	Reimburse travel costs
091/16	201525	10/13/16	£ 200.00	£ -	£ 200.00	Apuldram Centre	Pagham on Parade proceeds disc grant
092/16	201526	10/13/16	£ 100.00	£ -	£ 100.00	Brent Lodge Wildlife Hospital	Pagham on Parade proceeds disc grant
093/16	201527	10/13/16	£ 200.00	£ -	£ 200.00	CancerWise	Pagham on Parade proceeds disc grant
094/16	201528	10/13/16	£ 100.00	£ -	£ 100.00	Canine Partners	Pagham on Parade proceeds disc grant
095/16	201529	10/13/16	£ 200.00	£ -	£ 200.00	Help for Heroes	Pagham on Parade proceeds disc grant
096/16	201530	10/13/16	£ 250.00	£ -	£ 250.00	Kent Surrey and Sussex Air Ambulance	Pagham on Parade proceeds disc grant
097/16	201531	10/13/16	£ 100.00	£ -	£ 100.00	Pagham Luncheon Club	Pagham on Parade proceeds disc grant
098/16	201532	10/13/16	£ 200.00	£ -	£ 200.00	Riding for the Disabled	Pagham on Parade proceeds disc grant
099/16	201533	10/13/16	£ 250.00	£ -	£ 250.00	RNLI	Pagham on Parade proceeds disc grant
100/16	201534	10/13/16	£ 200.00	£ -	£ 200.00	St Thomas a Becket	PoP proceeds grant (raise the roof appeal)
101/16	201535	10/13/16	£ 100.00	£ -	£ 100.00	Skate the Base	Pagham on Parade proceeds disc grant
102/16	201536	10/13/16	£ 200.00	£ -	£ 200.00	Sussex Snowdrop Trust	Pagham on Parade proceeds disc grant
103/16	201537	10/13/16	£ 100.00	£ -	£ 100.00	TS Montrose	Pagham on Parade proceeds disc grant
104/16	201538	10/13/16	£ 100.00	£ -	£ 100.00	Motor Neurone Disease Association	Pagham on Parade proceeds disc grant
105/16	201539	10/13/16	£ 100.00	£ -	£ 100.00	Worthing & District Animal Rescue Service	Pagham on Parade proceeds disc grant
106/16	201540	10/13/16	£ 168.00	£ -	£ 168.00	Sheila Sapsed	Disc grant in lieu of reimbursement of costs PoP
107/16	DD211016		£ 6,017.11	£ -	£ 6,017.11	PWLB	Loan repayment
108/16	201541	31/10/16	£ 56.00	£ -	£ 56.00	PVHT	Room hire October 2016
109/16	201542	31/10/16	£ 520.00	£ -	£ 520.00	Local Lawns	Grass and hedge cutting
110/16	DD041116	19/10/16	£ 2.50	£ -	£ 2.50	Barclays Bank	Bank charges
111/16	DD211116	10/26/16	£ 1,139.07	£ -	£ 1,139.07	ADC Payroll	Salary payment
112/16	DD021216	11/18/16	£ 53.40	£ 8.90	£ 44.50	TalkTalk	Broadband and phone charges
113/16	201543	10/31/16	£ 1,170.00	£ -	£ 1,170.00	BA Small	Bins, Bus Shelters, Playground July-Oct incl
114/16	201544	11/19/16	£ 208.80	£ -	£ 208.80	PA Pocock	Defibrillator pads
115/16	201545	11/23/16	£ 384.00	£ 64.00	£ 320.00	B&M Plant Hire (Sussex) Ltd	Beach defence works
116/16	201546	11/16/16	£ 44.25	£ 7.37	£ 36.88	Glasdon UK	Bin insert
117/16	201547	11/22/16	£ 648.00	£ 108.00	£ 540.00	SA Smart	Ditch flailing work
118/16	201548	12/5/16	£ 260.00	£ -	£ 260.00	BA Small	Bus shelters and play areas cleaning
119/16	201549	1					





























Voucher No	Cheque No	Invoice Date	Gross Amount £	VAT	Net Amount £	Payee	Invoice Description
<b>PAYMENTS MADE SINCE Council meeting 20th September 2016</b>							
055/16	DD021016	9/18/16	£ 53.40	£ 8.90	£ 44.50	TalkTalk	Phone and broadband charges
<b>PAYMENTS TO BE CONSIDERED</b>							
056/16	201493	9/20/16	£ 200.00	£ -	£ 200.00	Aldwich & Pagham Sea Scouts	Discretionary Grant payment 2016/17
057/16	201494	9/20/16	£ 200.00	£ -	£ 200.00	Bognor Regis and District Samaritans	Discretionary Grant payment 2016/17
058/16	201495	9/20/16	£ 50.00	£ -	£ 50.00	Bognor Regis Stroke Support Group	Discretionary Grant payment 2016/17
059/16	201496	9/20/16	£ 50.00	£ -	£ 50.00	Bognor Regis Football Club	Discretionary Grant payment 2016/17
060/16	201497	9/20/16	£ 100.00	£ -	£ 100.00	Cancerwise	Discretionary Grant payment 2016/17
061/16	201498	9/20/16	£ 100.00	£ -	£ 100.00	Chestnut Tree House	Discretionary Grant payment 2016/17
062/16	201499	9/20/16	£ 200.00	£ -	£ 200.00	Girl Guiding Bognor West District	Discretionary Grant payment 2016/17
063/16	201500	9/20/16	£ 200.00	£ -	£ 200.00	Help for Heroes	Discretionary Grant payment 2016/17
064/16	201501	9/20/16	£ 200.00	£ -	£ 200.00	Pagham Association for the Elderly	Discretionary Grant payment 2016/17
065/16	201502	9/20/16	£ 400.00	£ -	£ 400.00	Pagham Chestnut Club	Discretionary Grant payment 2016/17
066/16	201503	9/20/16	£ 500.00	£ -	£ 500.00	Pagham Luncheon Club	Discretionary Grant payment 2016/17
067/16	201504	9/20/16	£ 250.00	£ -	£ 250.00	Rose Green Infants School PTA	Discretionary Grant payment 2016/17
068/16	201505	9/20/16	£ 250.00	£ -	£ 250.00	Rose Green Junior School	Discretionary Grant payment 2016/17
069/16	201506	9/20/16	£ 100.00	£ -	£ 100.00	St Wilfrids Hospice	Discretionary Grant payment 2016/17
070/16	201507	9/20/16	£ 150.00	£ -	£ 150.00	Snowdrop Trust	Discretionary Grant payment 2016/17
071/16	201508	9/20/16	£ 50.00	£ -	£ 50.00	West Sussex Mediation Service	Discretionary Grant payment 2016/17
072/16	201509	9/20/16	£ 50.00	£ -	£ 50.00	Bognor Regis Carnival Assoc	Public Health Act 1936 s87
073/16	201510	9/20/16	£ 1,000.00		£ 1,000.00	St Thomas a Becket Church	s214 Local Government Act 1972
074/16	201511	9/14/16	£ 37.99	£ -	£ 37.99	Dawn Salter	Printer ink reimbursement
075/16	201512	8/1/16	£ 1,673.10	£ -	£ 1,673.10	Came & Company	Insurance policy renewal
076/16	201513	9/19/16	£ 5,220.00	£ 870.00	£ 4,350.00	ABP Mer	MMO Fees - s137 payment
077/16	201514	9/14/16	£ 35.02	£ 5.84	£ 29.18	Viking	Stationery
078/16	201515	9/23/16	£ 124.78	£ 5.94	£ 118.84	SSE	Street lights
079/16	201516	9/27/16	£ 480.00	£ 80.00	£ 400.00	PKF Littlejohn LLP	Audit Fee 2015/16
080/16	201517	9/30/16	£ 360.00	£ -	£ 360.00	Local Lawns	Grass cutting
<b>Total</b>			<b>£ 12,034.29</b>	<b>£ 961.78</b>	<b>£ 11,063.61</b>		

























# FREEDOM OF INFORMATION ACT MODEL PUBLICATION SCHEME

# Information available from Pagham Parish Council



<b>Who are we and what do we do</b>	<b>How the information can be obtained</b>
Who's who on the Council and its Committees	Council Office/Web Site
Contact details for Parish Clerk and Council members (named contacts with telephone number and email address (if applicable))	Council Office/Web Site
Location of main Council office and opening hours	Council Office/Web Site
<b>What we spend and how we spend it</b> <b>For current and last year</b>	
Annual return form and report by auditor	Council Office
<b><i>Current adopted budget</i></b>	Council Office
<b><i>Annual Income and Expenditure Report and supporting schedules</i></b>	Council Office
Cash Book, supporting documents/invoices/Petty Cash Records/Income and Expenditure Statements	Council Office
Precept demand	Council Office
Bank Statements	Council Office
VAT Records	Council Office
Financial Standing Orders and Regulations	Council Office
<b><i>Grants given and received</i></b>	Council Office

Asset Register	Council Office
<b><i>Certificate of Employers Liability Insurance</i></b>	Council Office
<b><i>Current contractual agreements</i></b>	Council Office
<b><i>Members' allowances and expenses</i></b>	Council Office
Internal Audit Reports	Council Office
<b>What our priorities are and how we are doing</b>	
<b><i>Village Design Statement</i></b>	Web Site/Council Office
<b><i>Parish Plan</i></b>	Web Site/Council Office
Annual Report to Parish Meeting (current and previous year)	Council Office
<b>How we make decisions</b>	
Current and previous council year (April 1 <sup>st</sup> to 31 <sup>st</sup> March)	
Schedule of meetings	Web Site/Council Office/ Notice Boards
Minutes of meetings once approved by Council/Committees – note this will exclude information that is properly regarded as private to the meeting.	Web Site/Council Office
Responses to consultation papers	Council Office

Responses to planning applications	Council Office/ADC Web Site
<b>Our policies and procedures</b>	
Current information only	
Procedural standing orders	Council Office
<u>Code of Conduct</u>	
Members Declaration of Acceptance of Office	Council Office
Members Register of Interests	Council Office
Employment terms and conditions and policies and procedures	Council Office
Job Descriptions	
Health and safety (Risk Assessments)	Council Office
<b><i>Weekly Play Area Inspection Records</i></b>	Council Office
Records management policies (records retention, destruction and archive)	Council Office
Schedule of charges (for the publication of information)	Council Office

<b>Lists and Registers</b>	
Currently maintained lists and registers only	
Assets Register	Council Office
Register of members' interests	Council Office
Register of gifts and hospitality	Council Office
<b>The services we offer</b>	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Current information only	
Play Grounds and open space facility	Web Site/Council Office
Seating and lighting	Council Office
Bus shelters	Council Office

## SCHEDULE OF CHARGES

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>All General Documents per sheet.</b>	Photocopying @ 1p pence per sheet (black & white)	Photocopier cost per sheet plus estimated cost of the paper
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Annual Return and Annual Accounts</b>	50p per copy	Photocopier cost per sheet plus estimated cost of the paper

### Contact details:

**Nicola Jones**  
**Clerk & RFO to Pagham Parish Council**  
**Tel: 01243 266424**  
**Email: [paghampc@gmail.com](mailto:paghampc@gmail.com)**