# PAGHAM PARISH COUNCIL

Tel: 01243-266424

E-mail: paghampc@gmail.com

23rd 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 Ms L Allard, Mr P Atkins, Mr M Cole, Mr P Hailey, Mrs D Hall, Mr P Higson, Mr

Parish Council: 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 14th February 2017, 28th February 2017 and 14th March 2017
  - 9.2. Highways & Amenities meeting held on 28th February 2017
  - 9.3. Finance meeting held on 14th 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

Printed on: 06/03/2017

# **Pagham Parish Council**

At: 10:47

#### Balance Sheet as at 28/02/2017

ch 2016				31st N	March 201
		Current Assets			
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		Pagaham on Parade	101		
58,539				92,632	
	58,539	Total Assets		_	92,63
		Current Liabilities			
1,012		Creditors	0		
9,126		Accruals	4,080		
10,138				4,080	
	48,401	Total Assets Less Current Liabilities		_	88,55
		Represented By			
	47,654	General Reserves			58,19
	746	EMR Pagham on Parade			74
	0	EMR Flood Defence Reserve			1,75
	0	EMR Prudent reserve			27,85
	48,401				88,55
				_	
		nt represents fairly the financial position	of the authority as a	t 28/02/2017	
and reflects	its Inco	me and Expenditure during the year.			
Signed :					
Chairman	-		Date :		
Signed :					
Responsible Financial	е				
i illaliciai	_		Date :		

Printed on: 09/02/2017

# **Pagham Parish Council**

At: 10:36

## Balance Sheet as at 31/01/2017

		31st N	
Current Assets			
VAT Control A/c	17		
Current & Saver Bank A/c	66,933		
Business BR Tracker A/c	27,869		
Petty Cash	36		
Pagaham on Parade	101		
		94,956	
Total Assets		_	94,956
Current Liabilities			
Creditors	0		
Accruals	4,080		
		4,080	
. Total Assets Less Current Liabilitie	s	_	90,876
Represented By			
General Reserves			60,519
EMR Pagham on Parade			746
EMR Flood Defence Reserve			1,752
EMR Prudent reserve			27,859
-			
	VAT Control A/c Current & Saver Bank A/c Business BR Tracker A/c Petty Cash Pagaham on Parade  Total Assets Current Liabilities Creditors Accruals  Total Assets Less Current Liabilitie Represented By General Reserves EMR Pagham on Parade EMR Flood Defence Reserve EMR Prudent reserve	VAT Control A/c Current & Saver Bank A/c Business BR Tracker A/c Petty Cash Pagaham on Parade  Total Assets  Current Liabilities Creditors Accruals  Accruals  Total Assets Less Current Liabilities  Represented By General Reserves EMR Pagham on Parade EMR Flood Defence Reserve EMR Prudent reserve	VAT Control A/c Current & Saver Bank A/c Susiness BR Tracker A/c Petty Cash Pagaham on Parade  Total Assets  Current Liabilities Creditors Accruals  Accruals  Total Assets Less Current Liabilities  Represented By General Reserves EMR Pagham on Parade EMR Flood Defence Reserve

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

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
100	Income							
1000	Rent	10	10	0			100.0%	
1025	Grants	100	0	-100			0.0%	
1026	Donations	13,164	0	-13,164				
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	106,294	93,046	-13,248			114.2%	
	Movement to/(from) Gen Reserve	106,294	93,046	(13,248)				
101	Administration							
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		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	Clirs 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	19,125	27,947	8,822	0	8,822	68.4%	
	Movement to/(from) Gen Reserve	(19,125)	(27,947)	(8,822)				
102	Staff Costs							
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	13,163	15,734	2,571	0	2,571	83.7%	
	Movement to/(from) Gen Reserve	(13,163)	(15,734)	(2,571)				

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

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
201	<u>Events</u>						
	POP Donations	3,063	0	-3,063			0.0%
	Events :- Income	3,063		-3,063			
4200	POP Expenses	65	0	-65		-65	0.0%
4252	POP Grants	2,668	0	-2,668		-2,668	0.0%
	Events :- Indirect Expenditure	2,733	0	-2,733	0	-2,733	
	Movement to/(from) Gen Reserve	330	0	(330)			
202	Community Contributions						
4250	Churchyard Upkeep	1,000	1,000	0		0	100.0%
4251	Discretionary Grants	3,350	3,500	150		150 0 150	
(	Community Contributions :- Indirect Expenditure	4,350	4,500	150	0	150	96.7%
	Movement to/(from) Gen Reserve	(4,350)	(4,500)	(150)			
301	Amenities						
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%
	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%
	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	11,653	21,665	10,012	0	10,012	53.8%
	Movement to/(from) Gen Reserve	(11,653)	(21,665)	(10,012)			
<u>401</u>	Special Projects						
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	22,228	23,343	1,115	5,000	-3,885	116.6%
6000	plus Tfr from EMR	9,843	0	-9,843			0.0%
	Movement to/(from) Gen Reserve	(12,385)	(23,343)	(10,958)			

06/03/2017 10:46 **Pagham Parish Council** 

Page 3

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

	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%
Net Income over Expenditure	36,105	-143	-36,248			
plus Tfr from EMR	9,843	0	-9,843			0.0%
Movement to/(from) Gen Reserve	45,948	(143)	(46,091)			

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

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
100	Income						
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	106,294	93,046	-13,248			114.2%
	Movement to/(from) Gen Reserve	106,294	93,046	(13,248)			
101	Administration						
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%
	Office Equip repairs & mainten	0	300	300		300	0.0%
	Printing & Stationery	197	400	203		203	49.4%
	Postage	73	200	127	127		36.7%
	Telephone, Copier & repair	563	1,180	617	617		47.7%
4130		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	·	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%
	Administration :- Indirect Expenditure	18,991	27,947	8,956		8,956	68.0%
	Movement to/(from) Gen Reserve	(18,991)	(27,947)	(8,956)			
102	Staff Costs						
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	·	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%
	Staff Costs :- Indirect Expenditure	11,984	15,734	3,750		3,750	76.2%

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

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
201	<u>Events</u>						
	POP Donations	2,993	0	-2,993			0.0%
	Fuents : Income						
4200	Events :- Income POP Expenses	<b>2,993</b> 65	<b>0</b> 0	<b>-2,993</b> -65		-65	0.0%
	POP Grants	2,668	0	-2,668		-2,668	0.0%
	Events :- Indirect Expenditure	2,733		-2,733		-2,733	
	Movement to/(from) Gen Reserve	260		(260)	J	2,700	
				(200)			
202	Community Contributions						
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	4,350	4,500	150	0	150	96.7%
	Movement to/(from) Gen Reserve	(4,350)	(4,500)	(150)			
301	Amenities						
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	22.19
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	10,897	21,665	10,768	0	10,768	50.3%
	Movement to/(from) Gen Reserve	(10,897)	(21,665)	(10,768)			
401	Special Projects						
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	21,903	23,343	1,440	5,000	-3,560	115.39
6000	plus Tfr from EMR	9,843	0	-9,843			0.0%

10:35

#### Page 3

#### **Pagham Parish Council**

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

	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%
Net Income over Expenditure	38,429	-143	-38,572			
plus Tfr from EMR	9,843	0	-9,843			0.0%
Movement to/(from) Gen Reserve	48,272	(143)	(48,415)			

Date: 06/03/2017

**Pagham Parish Council** 

Time: 10:46 Trial Balance for Current Year

Account Number Order

Page 1

User : PPC

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
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	Clirs 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	
				Contin	ued over page

Date: 06/03/2017

Time: 10:46

**Pagham Parish Council** 

Trial Balance for Current Year

Page 2

User : PPC

0.00

**Difference** 

**Account Number Order** 

A/c Code Account Name **Centre Centre Name** Debit Credit 4301 **Bus Shelters Maintenance** 301 Amenities 26.10 301 2,365.00 4302 Cleaning Amenities 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 **Public Lighting** 301 Amenities 762.22 4320 4400 Contingencies 401 Special Projects 325.00 **Ditch Clearance** Special Projects 4,080.00 4410 401 401 480.00 4420 Parish Plan Update Special Projects 4430 Sea Defence 401 Special Projects 17,343.00 Tfr from EMR 6000 401 Special Projects 9,843.00 **Trial Balance Totals:** 166,083.74 166,083.74

Date: 09/02/2017

Time: 10:35

## **Pagham Parish Council**

Trial Balance for Current Year

Account Number Order

Page 1

User : PPC

A/c Code	Account Name	Centr	e Centre Name	Debit	Credit
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	

Date: 09/02/2017

Time: 10:35

**Pagham Parish Council** 

Trial Balance for Current Year

Account Number Order

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Page 2

User : PPC

A/c Cod	e Account Name	Centre	Centre Name	Debit	Credit
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
			 Trial Balance Totals:	166,013.74	166,013.74
			Difference	0.00	

					II O A Martina	Fig. 2.2.2 Maratina	On the sill Managiner	ı	
<u>Voucher</u> 001/16	<u>Cheque</u> <u>[</u> DD010416	<u>Date</u> 18/03/16	<u>Gross £</u> £ 53.40	<b>VAT</b> £ 8.90	Net £	<u>Payee</u> TalkTalk	Council Meeting  Details  Broadband and phone charges March 2016		
002/16 003/16	DD060416 201454	17/03/16 31/03/16	£ 2.50 £ 84.00		£ 2.50 £ 84.00	Barclays Bank Pagham Village Hall Trustees	Bank charges Room Hire March 2016		
004/16 005/16 006/16	201455 201456 201457	30/03/16 30/03/16 01/04/16	£ 137.88 £ 240.00 £ 1,777.64	£ 6.56 £ -		SSE David Chaffe WSALC	Q4 2015/16 Street lighting ProcessMatters Q4 2015/16 SALC/NALC subs 2016/17		
000/16 007/16 008/16	DD020516 201458	18/04/16 19/04/16	£ 1,777.04 £ 53.40 £ 260.00	£ 8.90	£ 1,777.04 £ 44.50 £ 260.00	TalkTalk BA Small	Broadband and phone charges Playgrounds, bin emptying and bus shelters		
009/16 010/16	201459 DD200416	24/03/16 29/03/16	£ 165.00 1,276.09	0.00		ADC Payroll	Election fees May 2015 Salary April 2016 plus pension adjustment		
011/16 012/16 013/16	DD200516 DD060516 201460	29/04/16 19/04/16 30/04/16	1,322.29 2.50 430.00	0.00 0.00 0.00	2.50	ADC Payroll Barclays Bank Local Lawns	Salary May 2016 plus pension adjustment Bank charges Mar-Apr 2016 Grass cutting		
014/16 015/16	201461 201462	07/05/16 05/05/16	480.00 480.67	80.00 7.78	400.00	RS Hall & Co Viking	Internal Audit fee 2015/16 Stationery		
016/16 017/16	201463 DD010616	30/04/16 18/05/16	70.00 53.40	0.00 8.90	70.00 44.50	PVHT TalkTalk	Room hire April 2016 Phone and broadband charges		
018/16	201464	20/05/16 16/05/19	485.46 97.45	80.91 0.00	97.45	Glasdon UK LexisNexis	Bench Arnold-Baker 10th edition textbook		
020/16 021/16 022/16	201466 201467 201468	17/05/16 25/05/16 26/05/16	260.00 £250.00 £585.00	0.00 £0.00 £0.00	£250.00	BA Small SLCC Local Lawns	Bus shelter and playground clean/inspect CiLCA registration fee Grass cutting May 16		
023/16 024/16	DD070616 201469	5/19/16 5/31/16	£ 2.50 £ 91.00	£ -	£ 2.50 £ 91.00	Barclays Bank	Bank charges Room hire May 2016		
025/16 026/16	DD200616 201470	5/27/16 6/11/16	£ 1,123.88 £ 135.60		£ 1,123.88 £ 113.00	Arun District Council RBS Software	Payroll - June 2016 Rialtus support contract		
027/16 028/16	DD020716 201471	6/18/16 6/28/16	£ 53.40 £ 49.50			TalkTalk N Jones	Broadband and Phone charges  Expenses		
029/16 030/16 031/16	201472 201473 201474	6/28/16 6/20/16 5/24/16	£ 21.00 £ 40.00 £ 15,951.60	£ - £ - £ 2,598.60		D Salter JC Spiers ABP Mer	Expenses  Bench installation  Phase 4 + MMO fee		
032/16 033/16	201475 DD200716	6/23/16 6/22/16	£ 15,951.00 £ 52.13 £ 1,163.45			Came & Company ADC Payroll	Alterations to insurance policy - premium  Salary - July 2016		
034/16 035/16	DD040716 201476	6/16/16 7/1/16	£ 2.50 £ 585.00	£ -	£ 2.50 £ 585.00	Barclays Bank BA Small	Bank charges May and June bus shelters & play areas		
036/16 037/16	201477 201478	6/30/16 6/30/16	£ 56.00 £ 128.77	£ - £ 6.13	£ 56.00 £ 122.64	PVHT SSE	June room hire Street lighting		
038/16 039/16	201479 201480	6/30/16 6/30/16	£ 860.00 £ 50.00	£ -	£ 860.00 £ 50.00	Local Lawns Sussex Steel	Grass cut and hedge trimming Pagham on Parade Steel Band deposit		
040/16 041/16	201483 201482	6/24/16 6/21/16	£ 474.80 £ 205.80		£ 395.67 £ 171.50	WSCC Playsafety Ltd	Street light maintenance 15/16 RoSPA report play areas		
0043/16 044/16	DD010816 201484	7/18/16 7/18/16	£ 53.40 £ 240.00	£ -	£ 44.50 £ 240.00	TalkTalk D Chaffe	Phone and broadband charges Process Matters 2 - website		
0048/16 0045/16	DD040816 DD200216	7/19/16 7/27/16	£ 2.50 £ 1,139.07	£ -	£ 2.50 £ 1,139.07	Barclays Bank ADC Payroll	bank charges August salary		
0046/16	201485	7/31/16 7/31/16	£ 1,258.00 £ 63.00	£ -	£ 1,258.00 £ 63.00	Local Lawns PVHT	grass and hedge cutting room hire July 2016		
0048/16	201487 DD010916	8/4/16 8/18/16	£ 51.60 £ 53.40	£ 8.90	£ 43.00 £ 44.50	Signquick TalkTalk	Clean up after your dog signage Phone and broadband charges		
0050/16 0051/16 0052/16	DD060916 201488 201489	8/18/16 8/30/16 8/22/16	£ 2.50 £ 585.00 £ 576.00	£ - £ 96.00	£ 2.50 £ 585.00 £ 480.00	Barclays Bank Local Lawns Blueprint Design Co	Charges Grass cutting Hosting - Neighbourhood plan website		
0052/16 0053/16 0054/16	201489 201490 DD200916	8/22/16 8/19/16 8/19/16	£ 576.00 £ 516.00 £ 1,139.07	£ 96.00 £ 86.00	£ 480.00 £ 516.00 £ 1,139.07	SA Smart ADC Payroll	Repairs Hook Lane playground Salary September		
0054/16 055/16 056/16	DD200916 DD021016 201493	9/18/16 9/20/16	£ 1,139.07 £ 53.40 £ 200.00	£ 8.90	£ 1,139.07 £ 44.50 £ 200.00	TalkTalk Aldwich & Pagham Sea Scouts	Phone and broadband charges  Discretionary Grant payment 2016/17		
056/16	201493	9/20/16	£ 200.00	£ -		Bognor Regis and District Samaritans	Discretionary Grant payment 2016/17  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		
059/16 060/16	201496 201497	9/20/16 9/20/16	£ 50.00 £ 100.00	£ -	£ 50.00 £ 100.00	Bognor Regis Football Club Cancerwise	Discretionary Grant payment 2016/17  Discretionary Grant payment 2016/17  Discretionary Grant payment 2016/17		
061/16 062/16	201498 201499	9/20/16 9/20/16	£ 100.00 £ 200.00	£ -		Chestnut Tree House Girl Guiding Bognor West District	Discretionary Grant payment 2016/17  Discretionary Grant payment 2016/17  Discretionary Grant payment 2016/17		
063/16 064/16	201500	9/20/16 9/20/16	£ 200.00 £ 200.00	£ -	£ 200.00	Pagham Association for the Elderly	Discretionary Grant payment 2016/17  Discretionary Grant payment 2016/17  Discretionary Grant payment 2016/17		
065/16 066/16	201502 201503 201504	9/20/16 9/20/16	£ 400.00 £ 500.00	£ -	£ 400.00 £ 500.00	Pagham Chestnut Club Pagham Luncheon Club Rose Green Infants School PTA	Discretionary Grant payment 2016/17  Discretionary Grant payment 2016/17  Discretionary Grant payment 2016/17		
067/16 068/16 069/16	201504 201505 201506	9/20/16 9/20/16 9/20/16	£ 250.00 £ 250.00 £ 100.00	£ -	£ 250.00 £ 250.00 £ 100.00	Rose Green Infants School PTA Rose Green Junior School St Wilfrids Hospice	Discretionary Grant payment 2016/17  Discretionary Grant payment 2016/17  Discretionary Grant payment 2016/17		
069/16 070/16 071/16	201506 201507 201508	9/20/16 9/20/16 9/20/16	£ 100.00 £ 150.00 £ 50.00	£ - £ -	£ 100.00 £ 150.00 £ 50.00	St Wilfrids Hospice Snowdrop Trust West Sussex Mediation Service	Discretionary Grant payment 2016/17  Discretionary Grant payment 2016/17  Discretionary Grant payment 2016/17		
071/16 072/16 073/16	201508 201509 201510	9/20/16 9/20/16 9/20/16	£ 50.00 £ 50.00 £ 1,000.00	£ -	£ 50.00 £ 50.00 £ 1,000.00	Bognor Regis Carnival Assoc St Thomas a Becket Church	Public Health Act 1936 s87 s214 Local Government Act 1972		
074/16 075/16	201511 201512	9/14/16 8/1/16	£ 37.99 £ 1,673.10	£ -	£ 37.99 £ 1,673.10	Dawn Salter Came & Company	Printer ink reimbursement Insurance policy renewal		
076/16 077/16	201513 201514	9/19/16 9/14/16	£ 5,220.00 £ 35.02		£ 4,350.00 £ 29.18	ABP Mer Viking	MMO Fees - s137 payment Stationery		
078/16 079/16	201515 201516	9/23/16 9/27/16	£ 124.78 £ 480.00	£ 5.94 £ 80.00	£ 118.84	SSE PKF Littlejohn LLP	Street lights Audit Fee 2015/16		
080/16 081/16	201517 201518	9/30/16 30/09/16	£ 63.00	£ -	£ 360.00 £ 63.00	Local Lawns Pagham Village Hall Trust	Grass cutting Room hire Sept 2016		
082/16 083/16	201519 201520	30/09/16 30/09/16	£ 101.23 £ 300.00		£ 7.70 £ 300.00	Viking Citizens Advice Bureau	Stationery Discretionary grant		
084/16 085/16	201521 DD051016	27/09/16 9/19/16	£ 2.50		£ 2.50	PKF Littlejohn Barclays Bank Plc	VAT element of audit invoice Bank charges		
086/16 087/16	DD201016 201522	9/12/16	£ 1,139.07 £ 240.00			Arun District Council D Chaffe	Payroll October 2016 ProcessMatters website Jul to Sep 16		
088/16 089/16	201523 DD011116	10/14/16	£ 4,896.00 £ 53.40		£ 4,080.00 £ 44.50	Arun District Council TalkTalk	Operation watershed work  Phone and broadband charges		
090/16 091/16	201524	10/31/16	£ 26.30 £ 200.00	£ -	£ 200.00	N Jones Apuldram Centre	Reimburse travel costs  Pagham on Parade proceeds disc grant		
092/16 093/16	201526	10/13/16 10/13/16	£ 100.00 £ 200.00 £ 100.00	£ - £ -	£ 100.00 £ 200.00	Brent Lodge Wildlife Hospital CancerWise Caning Partners	Pagham on Parade proceeds disc grant  Pagham on Parade proceeds disc grant  Pagham on Parade proceeds disc grant		
094/16 095/16	201528	10/13/16 10/13/16	£ 100.00 £ 200.00	£ -		Canine Partners Help for Heroes Kent Surrey and Sussex Air	Pagham on Parade proceeds disc grant  Pagham on Parade proceeds disc grant		
096/16 097/16	201530 201531	10/13/16 10/13/16	£ 250.00 £ 100.00	£ -	£ 250.00 £ 100.00	Ambulance Pagham Luncheon Club	Pagham on Parade proceeds disc grant  Pagham on Parade proceeds disc grant		
098/16 099/16	201532 201533	10/13/16 10/13/16	£ 200.00 £ 250.00	£ -	£ 200.00 £ 250.00	Riding for the Disabled RNLI	Pagham on Parade proceeds disc grant Pagham on Parade proceeds disc grant		
100/16 101/16	201534 201535	10/13/16 10/13/16	£ 200.00 £ 100.00		£ 200.00 £ 100.00	St Thomas a Becket Skate the Base	PoP proceeds grant (raise the roof appeal) Pagham on Parade proceeds disc grant		
102/16 103/16	201536 201537	10/13/16 10/13/16	£ 200.00 £ 100.00	£ -	£ 200.00 £ 100.00	Sussex Snowdrop Trust TS Montrose	Pagham on Parade proceeds disc grant 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		
105/16 106/16	201539	10/13/16 10/13/16	£ 100.00 £ 168.00		£ 100.00 £ 168.00	Worthing & District Animal Rescue Service Sheila Sapsed	Pagham on Parade proceeds disc grant  Disc grant in lieu of reimbursement of costs PoP		
107/16 108/16	DD211016	31/10/16	£ 6,017.11 £ 56.00	£ -	£ 6,017.11 £ 56.00	PWLB PVHT	Loan repayment Room hire October 2016		
109/16 110/16	201542 3 DD041116 1	31/10/16 19/10/16	£ 520.00 £ 2.50		£ 520.00 £ 2.50	Local Lawns Barclays Bank	Grass and hedge cutting Bank charges		
111/16 112/16	DD211116 DD021216	10/26/16 11/18/16	£ 1,139.07 £ 53.40	£ - £ 8.90	£ 1,139.07 £ 44.50	ADC Payroll TalkTalk	Salary payment Broadband and phone charges		
113/16 114/16	201543 201544	10/31/16 11/19/16	£ 1,170.00 £ 208.80	£ -	£ 1,170.00 £ 208.80	BA Small PA Pocock	Bins, Bus Shelters, Playground July-Oct incl Defibrillator pads		
115/16 116/16	201545	11/23/16 11/16/16	£ 384.00 £ 44.25	£ 7.37	£ 320.00 £ 36.88	B&M Plant Hire (Sussex) Ltd Glasdon UK	Beach defence works Bin insert		
117/16 118/16	201547 201548	11/22/16 12/5/16	£ 648.00 £ 260.00	£ -	£ 260.00	SA Smart BA Small	Ditch flailing work  Bus shelters and play areas cleaning		
119/16 120/16	201549 DD201216	11/30/16 11/29/16	£ 500.00 £ 588.41	£ -		ADC - payroll services	Grass cutting and hedge trimming Additional costs of salary November 2016		
121/16 122/16	DD201216 201550	11/29/16 11/30/16	£ 1,179.28 £ 70.00		£ 70.00	ADC - payroll services PVHT  Parclays Pank	Salary costs December 2016  Room hire November 2016  Rapk charges		
123/16 124/16 125/16	DD051216 DD010117	11/17/16 12/18/16 1/1/17	£ 2.50 £ 53.40 f 167.00	£ 8.90	£ 2.50 £ 44.50 £ 167.00	Barclays Bank TalkTalk SLCC	Broadband and phone charges  Clerk subscription - to be split with DPC		
125/16 126/16 127/16	201551 DD200117 DD090117	1/1/17 12/22/16 12/19/16	£ 1,179.28	£ -	£ 167.00 £ 1,179.28 £ 2.50	SLCC ADC Payroll Barclays Bank	Clerk subscription - to be split with DPC Salary Bank charges		
128/16 129/16	201552	12/19/16 12/28/16 12/31/16	£ 2.50 £ 131.33 £ 21.00	£ 6.25	£ 2.50 £ 125.08 £ 21.00		Q3 electricity  Room hire Dec 16		
130/16 131/16	201554 201555	1/4/17	£ 63.37 £ 240.00	£ 10.56 £ -	£ 52.81	Viking D Chaffe	Stationery Website (ProcessMatters2)		
132/16 133/16	DD010217 DD060217	1/18/17 1/19/17	£ 53.40 £ 2.50	£ 8.90 £ -	£ 44.50 £ 2.50	TalkTalk Barclays Bank plc	Phone and broadband Bank charges		
134/16 135/16	201556 201557	1/19/17 1/31/17	£ 260.00 £ 11.40	£ -		BA Small N Jones Arun Dietrict Council	Bins/Play areas/Bus shelters  Expenses		
136/16 137/16	201558	31/01/2017 31/01/2017	£1,179.28 £77.00	0	£77.00		Payroll Room hire		
138/16 139/16	DD060317 DD040317	2/16/17 2/18/17 2/22/17	£ 2.50 £ 53.40 £ 60.05	£ 8.90	£ 2.50 £ 44.50 £ 60.05	Barclays Bank TalkTalk Cash	Bank charges Broadband and phone charges Petty cash top up		
140/16 141/16 142/16	201559 201560 201561	2/22/17 2/22/17 2/28/17	£ 60.05 £ 240.00 £ 118.78	£ -	£ 240.00	J C Spiers Ltd Ray Radmall	Petty cash top up  Bench installation  Reimbursement Gardner & Scardifield		
142/16 143/16 144/16	201561 201562 201563	2/28/17 2/14/17 2/11/17	£ 118.78 £ 390.00 £ 500.02	£ 65.00	£ 325.00	BatBox Ltd Glasdon Uk Ltd	Bat Survey Sefter Road  Memorial bench - The Green		
144/10	201003	ZI 11/1/	£ 500.02	გ	416.69	GIAGGOTT OK ElU	momonal perion - THE GIEER		
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Voucher No	Cheque No	Invoice Date	Gross Amount £	VAT	Net Amount £	Payee	Invoice Description	
DAVMENTS MADE	SINCE Council mee	ating 14th March 20						
FATWLN13 WADE		THE PART MATCH 20	17					
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PAYMENTS TO BE								
	201568	3/8/16	£ 260.00	£ -		BA Small	Bins/Playground check/Bus shelter clean	
150/16	201569	3/20/16	£ 15.00	£ -	£ 15.00	ADALC	Subscription	1
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	Total		£ 275.00	f -	£ 275.00			
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Voucher No	Cheque No	Invoice Date	Gross Amount £	VAT	Net Amount £	Payee	Invoice Description	
DAVMENTS MADE	SINCE Council mee	ating 28th February	2017					
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PAYMENTS TO BE		2/25/47	C 405.00		0 405.00	WSCC	Disting field rental Healt Lane	
45/16 46/16	201564	2/25/17	£ 125.00 £ 91.90	£ - 15.32	£ 125.00	WSCC Canon UK	Playing field rental Hook Lane	-
147/16 147/16	201566	2/24/17 3/1/17	£ 99.98		£ 76.58 £ 99.98		Photocopier charges	+
148/16	201567	2/28/16	£ 99.98 £ 56.00			PVHT	Dog bin emptying charge Room hire charges Feb 17	1
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	Total		£ 372.88	£ 15.32	£ 357.56			
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PAYMENTS MADE	SINCE Council mee	eting 14th February	2017								
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PAYMENTS TO BE	CONSIDERED										
138/16	DD060317	2/16/17	£	2.50	£	-	£	2.50	Barclays Bank	Bank charges	
139/16	DD040317	2/18/17	£	53.40		8.90			TalkTalk	Broadband and phone charges	
140/16	201559	2/22/17	£	60.05			£		Cash	Petty cash top up	
141/16	201560	2/22/17		240.00			£		J C Spiers Ltd	Bench installation	
142/16	201561	2/28/17		118.78		19.80			Ray Radmall	Reimbursement Gardner & Scardifield	
143/16	201562	2/14/17	•	390.00	•	65.00			BatBox Ltd	Bat Survey Sefter Road	
144/16	201563	2/11/17		500.02	£	83.33			Glasdon Uk Ltd	Memorial bench - The Green	
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	Total		£ 1	,364.75	£	177.03	£	1,187.72			
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Voucher No	Cheque No	Invoice Date	Gross Amount £	VAT	Net Amount £	Payee	Invoice Description	
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PAYMENTS MADE	SINCE Council mee	eting 31st January 2	2017 					
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PAYMENTS TO BE	CONSIDERED							
136/16	DD200217	1/31/17	£ 1,179.28 £ 77.00	£ -	£ 1,179.28	Arun District Council	Payroll	
137/16	201558	1/31/17	£ 77.00	£ -	£ 77.00	PVHT	Room hire	
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	Total		£ 1,256.28	£ -	£ 1,256.28			
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	3.104.00.110		Amount £		Ł	,		
PAYMENTS MADE	SINCE Council mee	ting 17th January	2017					
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132/16	DD010217	1/18/17	£ 53.40	£ 8.90	1± 44.50		Phone and broadband	-
133/16	DD060217	1/19/17	£ 2.50	£ -		Barclays Bank plc	Bank charges	1
134/16	201556	1/19/17	£ 260.00 £ 11.40	£ -		BA Small	Bins/Play areas/Bus shelters	-
135/16	201557	1/31/17	£ 11.40	£ -	た 11.40	N Jones	Expenses	
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	Total		£ 327.30	£ 8.90	£ 318.40			-
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Voucher No	Cheque No	Invoice Date	Gross Amount £		VAT	Net	Amount £	Payee	Invoice Description	
	SINCE Council med					<u> </u>				
127/16	DD090117	12/19/16	£ 2.50	£	-	£	2.50	Barclays Bank	Bank charges	
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PAYMENTS TO BE			1	1						
126/16	DD200117	12/22/16	£ 1,179.28	£	-	Į£ ′		ADC Payroll	Salary	ļ
128/16	201552	12/28/16	£ 131.33		6.25			SSE	Q3 electricity	
129/16	201553	12/31/16	£ 21.00		-	£		PVHT	Room hire Dec 16	ļ
130/16	201554	1/4/17	£ 63.37		10.56			Viking	Stationery	ļ
131/16	201555	1/12/17	£ 240.00	£	-	£	240.00	D Chaffe	Website (ProcessMatters2)	
	Total		£ 1,637.48	£	16.81	£	1,620.67			
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24/16	SINCE Council mee	12/18/16	£ 53.40	£ 8.90	C 44.50	TalkTalk	Proodband and phone charges	
124/10		12/18/16	£ 53.40	£ 8.90	£ 44.50	Taik taik	Broadband and phone charges	
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PAYMENTS TO BE	CONSIDERED							
25/16	201551	1/1/17	£ 167.00	£ -	£ 167.00	SLCC	Clerk subscription - to be split with DPC	
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	Total		£ 220.40	£ -	£ 211.50			
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Voucher No	Cheque No	Invoice Date	Gross Amount £	VAT	Net Amount £	Payee	Invoice Description	
PAYMENTS MADE	SINCE Council mee	eting 29th November	er 2016					
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PAYMENTS TO BE								
118/16	201548	12/5/16	£ 260.00	£ -		BA Small	Bus shelters and play areas cleaning	
119/16	201549	11/30/16	£ 500.00			Local Lawns	Grass cutting and hedge trimming	
120/16	DD201216	11/29/16	£ 588.41	£ -	£ 588.41	ADC - payroll services	Additional costs of salary November 2016	
121/16	DD201216	11/29/16	£ 1,179.28	£ -	£ 1,179.28	ADC - payroll services	Salary costs December 2016	
122/16	201550	11/30/16	£ 70.00		£ 70.00	•	Room hire November 2016	
123/16	DD051216	11/17/16	£ 2.50	£ -	£ 2.50	Barclays Bank	Bank charges	
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	Total		£ 2,600.19	£ -	£ 2,600.19			
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Voucher No	Cheque No	Invoice Date	Gross Amount £	VAT	Net Amount £	Payee	Invoice Description	
	SINCE Council me							
111/16	DD211116	10/26/16	£ 1,139.07	£ -	£ 1,139.07	ADC Payroll	Salary payment	
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DAVMENTO TO DE	CONCIDEDED							
PAYMENTS TO BE		14/40/40	C 50.40	0.00	C 44.50	TalkTalk	Drandhand and phase shares	
112/16	DD021216 201543	11/18/16	£ 53.40 £ 1,170.00	£ 8.90		TalkTalk	Broadband and phone charges	
113/16		10/31/16				BA Small	Bins, Bus Shelters, Playground July-Oct incl	
114/16	201544	11/19/16	£ 208.80			PA Pocock	Defibrillator pads	1
115/16	201545	11/23/16	£ 384.00			B&M Plant Hire (Sussex) Ltd	Beach defence works	
116/16	201546	11/16/16	£ 44.25			Glasdon UK	Bin insert	
117/16	201547	11/22/16	£ 648.00	£ 108.00	£ 540.00	SA Smart	Ditch flailing work	
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	Total		£ 3,647.52	£ 188.27	£ 3,459.25			
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Voucher No	Cheque No	Invoice Date	Gross Amount £	VAT	Net Amount £	Payee	Invoice Description	
	SINCE Council me	eting 1st November	2016					
107/16	DD211016		£ 6,017.11	£ -		PWLB	Loan repayment	
110/16	DD041116	10/19/16	£ 2.50	£ -	£ 2.50	Barclays Bank	Bank charges	
PAYMENTS TO BE	CONSIDERED							
108/16	201541	10/31/16	£ 56.00	£ -		PVHT	Room hire October 2016	
109/16	201542	10/31/16	£ 56.00 £ 520.00	£ -		Local Lawns	Grass and hedge cutting	
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	Total		£ 6,595.61	£ -	£ 6,595.61			
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Voucher No	Cheque No	Invoice Date	Gross	VAT		Net Amount	Payee	Invoice Description	
Touchor Ho	oneque no	mvoice Bate	Amount £	, , , , , , , , , , , , , , , , , , ,		£	i uyoo	mivelee Beechpaen	
PAYMENTS MADE	SINCE Council me	eting 18th October	2016						
085/16	DD051016	9/19/16		£		£ 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	
PAYMENTS TO BE	CONSIDERED								
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	·		£ 4,080.00	Arun District Council	Operation watershed work	
089/16	DD011116	10/18/16	£ 53.40	+		£ 44.50	TalkTalk	Phone and broadband charges	<u> </u>
090/16	201524	10/31/16	£ 26.30	£		£ 26.30	N Jones	Reimburse travel costs	<u> </u>
091/16	201525	10/13/16	£ 200.00	£		£ 200.00	Apuldram Centre	Pagham on Parade proceeds disc grant	ļ
092/16	201526	10/13/16	£ 100.00	£		£ 100.00	Brent Lodge Wildlife Hospital	Pagham on Parade proceeds disc grant	ļ
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	<u> </u>		£ 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	1
096/16	201530	10/13/16	£ 250.00	f	_	£ 250.00	Kent Surrey and Sussex Air Ambulance	Pagham on Parade proceeds disc grant	
097/16	201531	10/13/16	1	£		£ 250.00	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	<del> </del>	£			Skate the Base	Pagham on Parade proceeds disc grant	İ
102/16	201536	10/13/16	£ 200.00		_		Sussex Snowdrop Trust	Pagham on Parade proceeds disc grant	
103/16	201537	10/13/16	£ 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	
							Worthing & District Animal		
105/16	201539	10/13/16	£ 100.00				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	
	Total		£ 8,925.27	£ 824	.90	£ 8,100.37			

Voucher No	Cheque No	Invoice Date	Gross Amount £	VAT	Net Amount £	Payee	Invoice Description	
DAVMENTS MADE	SINCE Council mee	ting 9th August 20	116					
PATIVIENTS WADE	SINCE Council mee	ting 5th August 20						
PAYMENTS TO BE	CONSIDERED							
081/16	201518	9/30/16	£ 63.00	£ -	£ 63.00	Pagham Village Hall Trust	Room hire Sept 2016	
082/16	201519	9/30/16	£ 101.23		£ 7.70	Viking	Stationery	
083/16	201520	9/30/16	£ 300.00			Citizens Advice Bureau	Discretionary grant	
084/16	201521	9/27/16		£ 80.00		PKF Littlejohn	VAT element of audit invoice	
	-		£ -	£ -	£ -			
	Total		£ 464.23	£ 80.00	£ 370.70	+		
	Total		2 404.23	2 80.00	2 370.70	+		

Voucher No	Cheque No	Invoice Date	Gross Amount £	VAT	1	Net Amount £	Payee	Invoice Description
PAYMENTS MADE	SINCE Council me	eting 20th Septemb	er 2016		-			
055/16	DD021016	9/18/16	£ 53.40	£ 8.	90 £	44.50	TalkTalk	Phone and broadband charges
000/10	33021010	0, 10, 10	2 00.10	~ 0.		11.00	Tom	There are production or argon
PAYMENTS TO BE	CONSIDERED							
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	£	- £		Bognor Regis and District Samaritans	Discretionary Grant payment 2016/17
058/16	201495	9/20/16	£ 50.00	£	- £		Bognor Regis Stroke Support Group	Discretionary Grant payment 2016/17
059/16	201496	9/20/16	£ 50.00	£	- £		Bognor Regis Football Club	Discretionary Grant payment 2016/17
060/16	201497	9/20/16	£ 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
004/40	004504	0/00/40	0 000 00				Pagham Association for the	
064/16	201501	9/20/16	£ 200.00		- £		ì	Discretionary Grant payment 2016/17
065/16	201502	9/20/16	£ 400.00	1	- £		Pagham Chestnut Club	Discretionary Grant payment 2016/17
066/16	201503	9/20/16	£ 500.00		- £		Pagham Luncheon Club	Discretionary Grant payment 2016/17
067/16	201504	9/20/16	£ 250.00	+	- £			Discretionary Grant payment 2016/17
068/16	201505	9/20/16	£ 250.00		- £		Rose Green Junior School	Discretionary Grant payment 2016/17
069/16 070/16	201506	9/20/16 9/20/16	£ 100.00 £ 150.00	£	- £		St Wilfrids Hospice Snowdrop Trust	Discretionary Grant payment 2016/17
071/16	201507	9/20/16	£ 50.00		1.		West Sussex Mediation Service	Discretionary Grant payment 2016/17
072/16	201508	i	£ 50.00	_				Discretionary Grant payment 2016/17 Public Health Act 1936 s87
073/16	201510	9/20/16 9/20/16	£ 1,000.00	L 	-  £		Bognor Regis Carnival Assoc St Thomas a Becket Church	s214 Local Government Act 1972
074/16	201510	9/14/16	£ 37.99	£	- £		Dawn Salter	Printer ink reimbursement
075/16	201512	8/1/16	£ 1,673.10				Came & Company	Insurance policy renewal
076/16	201513	9/19/16	£ 5,220.00			2 4,350.00		MMO Fees - s137 payment
077/16	201514	9/14/16	£ 35.02		84 £	·		Stationery
078/16	201515	9/23/16	£ 124.78		94 £		·	Street lights
079/16	201516	9/27/16			00 £		PKF Littlejohn LLP	Audit Fee 2015/16
080/16	201517	9/30/16			- £		Local Lawns	Grass cutting
	Total		£ 12,034.29	£ 961.	78 £	11,063.61		
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Voucher No	Cheque No	Invoice Date	Gross Amount £	VAT	Ne	et Amount £	Payee	Invoice Description	
	SINCE Council mee			1.			<u> </u>		
0049/16	DD010916	8/18/16	£ 53.40				TalkTalk	Phone and broadband charges	
0050/16	DD060916	8/18/16	£ 2.50	£	- £	2.50	Barclays Bank	Charges	
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			1						
PAYMENTS TO BE	CONSIDERED								
0051/16	201488	8/30/16	£ 585.00	£	- £	585.00	Local Lawns	Grass cutting	
0052/16	201489	8/22/16	£ 576.00				Blueprint Design Co	Hosting - Neighbourhood plan website	
0053/16	201490	8/19/16	£ 516.00	£ 86.0	00 £		SA Smart	Repairs Hook Lane playground	
0054/16	DD200916	8/19/16	£ 1,139.07	£	- £	1,139.07	ADC Payroll	Salary September	
			£ -	£	- £	_			
	Total		£ 2,871.97	£ 182.0	00 £	2,767.07			
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Voucher No	Cheque No	Invoice Date	Gross Amount £	VAT		mount £	Payee	Invoice Description	
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	SINCE Finance Cor								
0048/16	DD040816	7/19/16	£ 2.50	£ -	£	2.50	Barclays Bank	bank charges	
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PAYMENTS TO BE	CONSIDERED								
0045/16	DD200216	7/27/16	£ 1,139.07	£ -	£ 1,1	139 07	ADC Payroll	August salary	
0046/16	201485	7/31/16	£ 1,159.07				Local Lawns	grass and hedge cutting	
0047/16	201486	7/31/16	£ 63.00	_			PVHT	room hire July 2016	+
0048/16	201487	8/4/16	£ 51.60			43.00	Signquick	Clean up after your dog signage	
0040/10	201407	0/4/10	2 31.00	1 0.0	1	+3.00		Clean up after your dog signage	
			£ -	£ -	£				
			~	2					
	Total		£ 2,514.17	£ 86	0 £ 2,5	505 57			
	Total		2,517.17	2 0.0	U & 2,0	003.07			
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Voucher No	Cheque No	Invoice Date	Gross Amount £	VAT	<b>7</b>	Net Amoun	Payee	Invoice Description	
DAVMENTS MADE	CINCE HOA Commi	ttoe 24et May 2046							
0043/16	SINCE H&A Commi	7/18/16	£ 53.40	L ,	8.90	£ 44.50	TalkTalk	Phone and broadband charges	
0043/10		7/10/10	55.40	1	0.90	1 44.50	laikiaik	Frione and broadband charges	
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PAYMENTS TO BE									
044/16	201484	7/18/16	£ 240.00	£	-	£ 240.00	D Chaffe	Process Matters 2 - website	
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			£ -	£	-	£ -			
	T-4-1		0 000 40			0 004.50			
	Total		£ 293.40	t.	8.90	£ 284.50			

Voucher No	Cheque No	Invoice Date	Gross Amount £	V	/AT	Net Amount £	Payee	Invoice Description	
DAVMENTS MADE	SINCE H&A Commi	ittoo 21at May 2016	<u> </u>						
033/16	DD200716	6/22/16	£ 1,163.45	C		£ 1,163.45	ADC Payroll	Solony July 2016	
034/16	DD200716	6/22/16	£ 1,163.45			£ 1,103.45 £ 2.50	Barclays Bank	Salary - July 2016 Bank charges	
034/10		0/10/10	2.50	<del>L</del>		2.50	Baiciays Bailk	Dalik Charges	
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DAVMENTS TO DE	CONSIDERE								
PAYMENTS TO BE 035/16	201476	7/4/46	£ 585.00	L C		C F0F 00	BA Small	May and June bue shelters 9 mlay areas	_
		7/1/16		-	-			May and June bus shelters & play areas	1
036/16	201477	6/30/16	£ 56.00	_			PVHT	June room hire	
037/16	201478	6/30/16	£ 128.77		6.13		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		WSCC	Street light maintenance 15/16	
041/16	201482	6/21/16	£ 205.80	£	34.30	£ 171.50	Playsafety Ltd	RoSPA report play areas	
			£ -	£	-	£ -			
	Total		£ 3,526.32	£	119.56	£ 3,406.76			
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Voucher No	Cheque No	Invoice Date	Gross Amount £	VAT	Net Amount £	Payee	Invoice Description	
DAVMENTS MADE	SINCE H&A Commi	ittoo 31st May 2016	2					
027/16	DD020716	6/18/16	£ 53.40	£ 8.90	£ 44.50	TalkTalk	Broadband and Phone charges	
027710		0/10/10	55.40	£ 0.90	1 44.50	Taik Taik		
PAYMENTS TO BE	CONSIDERED							
028/16	201471	6/28/16	£ 49.50	£ -	£ 49.50	N Jones	Expenses	
029/16	201472	6/28/16	£ 21.00			D Salter	Expenses	
030/16	201473	6/20/16	£ 40.00			JC Spiers	Bench installation	
031/16	201474	5/24/16		£ 2,598.60		ABP Mer	Phase 4 + MMO fee	
032/16	201475	6/23/16	£ 52.13		÷	Came & Company	Alterations to insurance policy - premium	
			£ -	£ -	£ -			
	Total		£ 16,167.63	£ 2,607.50	£ 13,200.13			

Voucher No	Cheque No	Invoice Date	Gross Amount £	VAT	Net Amount	Payee	Invoice Description	
DAVMENTS MADE	SINCE US A Comm	ittee 24et Mey 2046						
023/16	DD070616	5/19/16	£ 2.50	·	£ 2.50	Paralaya Pank	Dank sharess	
023/10		1 5/19/16	£ 2.50	£ -	£ 2.50	Barclays Bank	Bank charges	-
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PAYMENTS TO BE	CONSIDERED							
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	£ 22.6	0 £ 113.00	RBS Software	Rialtus support contract	
			£ -	£ -	£ -			
	Total		£ 1,352.98	£ 22.6	0 £ 1,330.38			
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Voucher No	Cheque No	Invoice Date	Gross Amount £		VAT	Net	Amount £	Payee	Invoice Description	
DAVMENTS MADE	SINCE COUNCIL M	  EETING ON 20th M	larch 2016	-						
017/16	DD010616	5/18/16	£ 53.40	£	8.90	£	44.50	TalkTalk	Phone and broadband charges	
017/10		3/10/10	£ 55.40	[ ]	0.90	<del>L</del>	44.50	Taik taik		1
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PAYMENTS TO BE	CONSIDERED			+		+				
018/16	201464	5/20/16	£ 485.46	r	80.91	£	404.55	Glasdon UK	Bench	1
019/16	201465	5/16/19	£ 485.46		80.91	£		LexisNexis	Arnold-Baker 10th edition textbook	<del> </del>
020/16	201466	<del>i</del>	£ 260.00			<del>L</del>		BA Small	1	
	201467	5/17/16						SLCC	Bus shelter and playground clean/inspect	-
021/16		5/25/16	£ 250.00		-	£			CiLCA registration fee	
022/16	201468	5/26/16	£ 585.00	£	-	£	585.00	Local Lawns	Grass cutting May 16	
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	Total		£ 1,731.31	£	89.81	£ 1	,641.50			
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010/16	DD200416			10	0 4 076 00	ADC Devicell	Colon April 2016 plus popolog adjustment	
011/16	DD200416	3/29/16 4/29/16	£ 1,276.09 £ 1,322.29		1		Salary April 2016 plus pension adjustment Salary May 2016 plus pension adjustment	
012/16	DD060516	4/19/16	£ 1,322.29			Barclays Bank	Bank charges Mar-Apr 2016	
012/10		4/19/10	2.50	<del>L</del>	2.50	Daiciays Dalik	Balik Charges Ivial-Apr 2010	
PAYMENTS TO BE	CONSIDERED							
013/16	201460	4/30/16	£ 430.00	£	£ 430.00	Local Lawns	Grass cutting	
014/16	201461	5/7/16	£ 480.00			RS Hall & Co	Internal Audit fee 2015/16	
015/16	201462	5/5/16	£ 46.67	<del></del>		Viking	Stationery	
016/16	201463	4/30/16	£ 70.00	£		PVHT	Room hire April 2016	
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	Total		£ 3,627.55	£ 87.7	8 £ 3,539.77			
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Voucher No	Cheque No	Invoice Date	Gro Amou	ss nt £	,	VAT	Ne	t Amount £	Payee	Invoice Description	
DAVMENTS MADE	SINCE COUNCIL M	EETING ON 20th M	larch 201	6			-				
007/16	DD020516	4/18/16		3.40	£	8.90	£	44.50	TalkTalk	Broadband and phone charges	
001710		4/10/10	~ `	0.40	~	0.50	~	77.00	Taix taix	Broadbaria and prioric charges	1
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NAVMENTO TO DE	CONCIDENTS		-				-				-
PAYMENTS TO BE 008/16	201458	4/19/16	£ 26	0.00	<u></u>		£	260.00	BA Small	Diaygrounds his emptying and hus shelters	_
008/16	201458	3/24/16		5.00	<sup>*</sup>	-	£	260.00 165.00		Playgrounds, bin emptying and bus shelters Election fees May 2015	+
009/10	201439	3/24/10	~ 10	5.00			<del>~</del>	103.00	I		
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Voucher No	Cheque No	Invoice Date	Gross Amount £	VAT	Net Amount £	Payee	Invoice Description	
DAVMENTO MADE	CINCE COUNCIL M	IFFTING ON OOSE N	lawah 0040					
001/16	SINCE COUNCIL M			0.00	C 44.50	TalkTalk	Droadband and above above March 2016	
	DD010416 DD060416	3/18/16	£ 53.40 £ 2.50				Broadband and phone charges March 2016	1
002/16	DD000416	3/17/16	£ 2.50	1	£ 2.50	Barclays Bank	Bank charges	
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PAYMENTS TO BE	CONSIDERED							1
003/16	201454	3/31/16	£ 84.00	£ -	£ 84.00	Pagham Village Hall Trustees	Room Hire March 2016	
004/16	201455	3/30/16	£ 137.88	£ 6.56		SSE	Q4 2015/16 Street lighting	
005/16	201456	3/30/16	£ 240.00	£ -	£ 240.00	David Chaffe	ProcessMatters Q4 2015/16	
006/16	201457	4/1/16	£ 1,777.64		£ 1,777.64	WSALC	SALC/NALC subs 2016/17	
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			£ -	£ -	£ -			
	Total		£ 2,295.42	£ 15.46	£ 2,279.96			
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# FREEDOM OF INFORMATION ACT MODEL PUBLICATION SCHEME

**Information available from Pagham Parish Council** 

Who are we and what do we do	How the information can be obtained
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
What we spend and how we spend it For current and last year	
Annual return form and report by auditor	Council Office
Current adopted budget	Council Office
Annual Income and Expenditure Report and supporting schedules	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
Grants given and received	Council Office

Asset Register	Council Office
Certificate of Employers Liability Insurance	Council Office
Current contractual agreements	Council Office
Members' allowances and expenses	Council Office
Internal Audit Reports	Council Office
What our priorities are and how we are doing  Village Design Statement	Web Site/Council Office
Parish Plan	Web Site/Council Office
Annual Report to Parish Meeting (current and previous year)	Council Office
How we make decisions  Current and previous council year (April 1st to 31st 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
Our policies and procedures	
Current information only	
Procedural standing orders	Council Office
Code of Conduct Members Declaration of Acceptance of Office Members Register of Interests	Council Office Council Office
Employment terms and conditions and policies and procedures Job Descriptions	Council Office
Health and safety (Risk Assessments)	Council Office
Weekly Play Area Inspection Records	Council Office
Records management policies (records retention, destruction and archive)	Council Office
Schedule of charges (for the publication of information)	Council Office

Lists and Registers	
Currently maintained lists and registers only	
Assets Register	Council Office
Register of members' interests	Council Office
Register of gifts and hospitality	Council Office
The services we offer (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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
All General Documents per sheet.	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
Annual Return and Annual Accounts	50p per copy	Photocopier cost per sheet plus estimated cost of the paper

# **Contact details:**

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Email: paghampc@gmail.com