

PAGHAM PARISH COUNCIL

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22nd December 2016

Date and time of meeting: Tuesday 3rd January 2017 at 7.30pm

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

Members of the Parish Council: Ms L Allard, Mr P Atkins, Mr 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 1st November 2016 and 29th November 2016 (*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 policies (*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 1st November 2016, 15th November 2016, 29th November 2016 and 13th December 2016
 - 9.2. Highways & Amenities meeting held on 15th November 2016
 - 9.3. Finance meeting held on 29th November 2016 and 13th December 2016
10. **Finance**
 - 10.1. Receive accounts for the period ending 31st October 2016 (previously issued)
 - 10.2. Orders for payment for authorisation (*previously received*)
 - 10.3. To approve the budget for 2017/18 and the precept request to Arun District Council
11. **To note the date of the next meeting**

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

					H & A Meeting	Finance Meeting
Voucher	Cheque	Date	Gross £	VAT	Net £	Payee
001/16	DD010416	18/03/16	£ 53.40	£ 8.90	£ 44.50	TalkTalk
002/16	DD060416	17/03/16	£ 2.50		£ 2.50	Barclays Bank
003/16	201454	31/03/16	£ 84.00	£ -	£ 84.00	Pagham Village Hall Trustees
004/16	201455	30/03/16	£ 137.88	£ 6.56	£ 131.32	SSE
005/16	201456	30/03/16	£ 240.00	£ -	£ 240.00	David Chaffe
006/16	201457	01/04/16	£ 1,777.64		£ 1,777.64	WSALC
007/16	DD020516	18/04/16	£ 53.40	£ 8.90	£ 44.50	TalkTalk
008/16	201458	19/04/16	£ 260.00	£ -	£ 260.00	BA Small
009/16	201459	24/03/16	£ 165.00		£ 165.00	ADC
010/16	DD200416	29/03/16	1,276.09	0.00	1,276.09	ADC Payroll
011/16	DD200516	29/04/16	1,322.29	0.00	1,322.29	ADC Payroll
012/16	DD060516	19/04/16	2.50	0.00	2.50	Barclays Bank
013/16	201460	30/04/16	430.00	0.00	430.00	Local Lawns
014/16	201461	07/05/16	480.00	80.00	400.00	RS Hall & Co
015/16	201462	05/05/16	46.67	7.78	38.89	Viking
016/16	201463	30/04/16	70.00	0.00	70.00	PVHT
017/16	DD010616	18/05/16	53.40	8.90	44.50	TalkTalk
018/16	201464	20/05/16	485.46	80.91	404.55	Glasdon UK
019/16	201465	16/05/19	97.45	0.00	97.45	LexisNexis
020/16	201466	17/05/16	260.00	0.00	260.00	BA Small
021/16	201467	25/05/16	£250.00	£0.00	£250.00	SLCC
022/16	201468	26/05/16	£585.00	£0.00	£585.00	Local Lawns
023/16	DD070616	5/19/16	£ 2.50	£ -	£ 2.50	Barclays Bank
024/16	201469	5/31/16	£ 91.00	£ -	£ 91.00	PVHT
025/16	DD200616	5/27/16	£ 1,123.88	£ -	£ 1,123.88	Arun District Council
026/16	201470	6/11/16	£ 135.60	£ 22.60	£ 113.00	RBS Software
027/16	DD020716	6/18/16	£ 53.40	£ 8.90	£ 44.50	TalkTalk
028/16	201471	6/28/16	£ 49.50	£ -	£ 49.50	N Jones
029/16	201472	6/28/16	£ 21.00	£ -	£ 21.00	D Salter
030/16	201473	6/20/16	£ 40.00	£ -	£ 40.00	JC Spiers
031/16	201474	5/24/16	£ 15,951.60	£ 2,598.60	£ 12,993.00	ABP Mer
032/16	201475	6/23/16	£ 52.13	£ -	£ 52.13	Came & Company
033/16	DD200716	6/22/16	£ 1,163.45	£ -	£ 1,163.45	ADC Payroll
034/16	DD040716	6/16/16	£ 2.50	£ -	£ 2.50	Barclays Bank
035/16	201476	7/1/16	£ 585.00	£ -	£ 585.00	BA Small

036/16	201477	6/30/16	£ 56.00	£ -	£ 56.00	PVHT
037/16	201478	6/30/16	£ 128.77	£ 6.13	£ 122.64	SSE
038/16	201479	6/30/16	£ 860.00	£ -	£ 860.00	Local Lawns
039/16	201480	6/30/16	£ 50.00	£ -	£ 50.00	Sussex Steel
040/16	201483	6/24/16	£ 474.80	£ 79.13	£ 395.67	WSCC
041/16	201482	6/21/16	£ 205.80	£ 34.30	£ 171.50	Playsafety Ltd
0043/16	DD010816	7/18/16	£ 53.40	£ 8.90	£ 44.50	TalkTalk
044/16	201484	7/18/16	£ 240.00	£ -	£ 240.00	D Chaffe
0048/16	DD040816	7/19/16	£ 2.50	£ -	£ 2.50	Barclays Bank
0045/16	DD200216	7/27/16	£ 1,139.07	£ -	£ 1,139.07	ADC Payroll
0046/16	201485	7/31/16	£ 1,258.00	£ -	£ 1,258.00	Local Lawns
0047/16	201486	7/31/16	£ 63.00	£ -	£ 63.00	PVHT
0048/16	201487	8/4/16	£ 51.60	£ 8.60	£ 43.00	Signquick
0049/16	DD010916	8/18/16	£ 53.40	£ 8.90	£ 44.50	TalkTalk
0050/16	DD060916	8/18/16	£ 2.50	£ -	£ 2.50	Barclays Bank
0051/16	201488	8/30/16	£ 585.00	£ -	£ 585.00	Local Lawns
0052/16	201489	8/22/16	£ 576.00	£ 96.00	£ 480.00	Blueprint Design Co
0053/16	201490	8/19/16	£ 516.00	£ 86.00	£ 516.00	SA Smart
0054/16	DD200916	8/19/16	£ 1,139.07	£ -	£ 1,139.07	ADC Payroll
055/16	DD021016	9/18/16	£ 53.40	£ 8.90	£ 44.50	TalkTalk
056/16	201493	9/20/16	£ 200.00	£ -	£ 200.00	Aldwich & Pagham Sea Scouts
057/16	201494	9/20/16	£ 200.00	£ -	£ 200.00	Bognor Regis and District Samaritans
058/16	201495	9/20/16	£ 50.00	£ -	£ 50.00	Bognor Regis Stroke Support Group
059/16	201496	9/20/16	£ 50.00	£ -	£ 50.00	Bognor Regis Football Club
060/16	201497	9/20/16	£ 100.00	£ -	£ 100.00	Cancerwise
061/16	201498	9/20/16	£ 100.00	£ -	£ 100.00	Chestnut Tree House
062/16	201499	9/20/16	£ 200.00	£ -	£ 200.00	Girl Guiding Bognor West District
063/16	201500	9/20/16	£ 200.00	£ -	£ 200.00	Help for Heroes
064/16	201501	9/20/16	£ 200.00	£ -	£ 200.00	Pagham Association for the Elderly
065/16	201502	9/20/16	£ 400.00	£ -	£ 400.00	Pagham Chestnut Club
066/16	201503	9/20/16	£ 500.00	£ -	£ 500.00	Pagham Luncheon Club
067/16	201504	9/20/16	£ 250.00	£ -	£ 250.00	Rose Green Infants School PTA
068/16	201505	9/20/16	£ 250.00	£ -	£ 250.00	Rose Green Junior School

069/16	201506	9/20/16	£ 100.00	£ -	£ 100.00	St Wilfrids Hospice
070/16	201507	9/20/16	£ 150.00	£ -	£ 150.00	Snowdrop Trust
071/16	201508	9/20/16	£ 50.00	£ -	£ 50.00	West Sussex Mediation Service
072/16	201509	9/20/16	£ 50.00	£ -	£ 50.00	Bognor Regis Carnival Assoc
073/16	201510	9/20/16	£ 1,000.00		£ 1,000.00	St Thomas a Becket Church
074/16	201511	9/14/16	£ 37.99	£ -	£ 37.99	Dawn Salter
075/16	201512	8/1/16	£ 1,673.10	£ -	£ 1,673.10	Came & Company
076/16	201513	9/19/16	£ 5,220.00	£ 870.00	£ 4,350.00	ABP Mer
077/16	201514	9/14/16	£ 35.02	£ 5.84	£ 29.18	Viking
078/16	201515	9/23/16	£ 124.78	£ 5.94	£ 118.84	SSE
079/16	201516	9/27/16	£ 480.00	£ 80.00	£ 400.00	PKF Littlejohn LLP
080/16	201517	9/30/16	£ 360.00	£ -	£ 360.00	Local Lawns
081/16	201518	30/09/16	£ 63.00	£ -	£ 63.00	Pagham Village Hall Trust
082/16	201519	30/09/16	£ 101.23		£ 7.70	Viking
083/16	201520	30/09/16	£ 300.00		£ 300.00	Citizens Advice Bureau
084/16	201521	27/09/16		£ 80.00		PKF Littlejohn
085/16	DD051016	9/19/16	£ 2.50	£ -	£ 2.50	Barclays Bank Plc
086/16	DD201016	9/12/16	£ 1,139.07	£ -	£ 1,139.07	Arun District Council
087/16	201522	10/18/16	£ 240.00	£ -	£ 240.00	D Chaffe
088/16	201523	10/14/16	£ 4,896.00	£ 816.00	£ 4,080.00	Arun District Council
089/16	DD011116	10/18/16	£ 53.40	£ 8.90	£ 44.50	TalkTalk
090/16	201524	10/31/16	£ 26.30	£ -	£ 26.30	N Jones
091/16	201525	10/13/16	£ 200.00	£ -	£ 200.00	Apuldram Centre
092/16	201526	10/13/16	£ 100.00	£ -	£ 100.00	Brent Lodge Wildlife Hospital
093/16	201527	10/13/16	£ 200.00	£ -	£ 200.00	CancerWise
094/16	201528	10/13/16	£ 100.00	£ -	£ 100.00	Canine Partners
095/16	201529	10/13/16	£ 200.00	£ -	£ 200.00	Help for Heroes
096/16	201530	10/13/16	£ 250.00	£ -	£ 250.00	Kent Surrey and Sussex Air Ambulance
097/16	201531	10/13/16	£ 100.00	£ -	£ 100.00	Pagham Luncheon Club
098/16	201532	10/13/16	£ 200.00	£ -	£ 200.00	Riding for the Disabled
099/16	201533	10/13/16	£ 250.00	£ -	£ 250.00	RNLI
100/16	201534	10/13/16	£ 200.00	£ -	£ 200.00	St Thomas a Becket
101/16	201535	10/13/16	£ 100.00	£ -	£ 100.00	Skate the Base
102/16	201536	10/13/16	£ 200.00	£ -	£ 200.00	Sussex Snowdrop Trust

Council Meeting			
Details			
Broadband and phone charges March 2016			
Bank charges			
Room Hire March 2016			
Q4 2015/16 Street lighting			
ProcessMatters Q4 2015/16			
SALC/NALC subs 2016/17			
Broadband and phone charges			
Playgrounds, bin emptying and bus shelters			
Election fees May 2015			
Salary April 2016 plus pension adjustment			
Salary May 2016 plus pension adjustment			
Bank charges Mar-Apr 2016			
Grass cutting			
Internal Audit fee 2015/16			
Stationery			
Room hire April 2016			
Phone and broadband charges			
Bench			
Arnold-Baker 10th edition textbook			
Bus shelter and playground clean/inspect			
CiLCA registration fee			
Grass cutting May 16			
Bank charges			
Room hire May 2016			
Payroll - June 2016			
Rialtus support contract			
Broadband and Phone charges			
Expenses			
Expenses			
Bench installation			
Phase 4 + MMO fee			
Alterations to insurance policy - premium			
Salary - July 2016			
Bank charges			
May and June bus shelters & play areas			

June room hire			
Street lighting			
Grass cut and hedge trimming			
Pagham on Parade Steel Band deposit			
Street light maintenance 15/16			
RoSPA report play areas			
Phone and broadband charges			
Process Matters 2 - website			
bank charges			
August salary			
grass and hedge cutting			
room hire July 2016			
Clean up after your dog signage			
Phone and broadband charges			
Charges			
Grass cutting			
Hosting - Neighbourhood plan website			
Repairs Hook Lane playground			
Salary September			
Phone and broadband charges			
Discretionary Grant payment 2016/17			
Discretionary Grant payment 2016/17			
Discretionary Grant payment 2016/17			
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Discretionary Grant payment 2016/17			
Public Health Act 1936 s87			
s214 Local Government Act 1972			
Printer ink reimbursement			
Insurance policy renewal			
MMO Fees - s137 payment			
Stationery			
Street lights			
Audit Fee 2015/16			
Grass cutting			
Room hire Sept 2016			
Stationery			
Discretionary grant			
VAT element of audit invoice			
Bank charges			
Payroll October 2016			
ProcessMatters website Jul to Sep 16			
Operation watershed work			
Phone and broadband charges			
Reimburse travel costs			
Pagham on Parade proceeds disc grant			
Pagham on Parade proceeds disc grant			
Pagham on Parade proceeds disc grant			
Pagham on Parade proceeds disc grant			
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Pagham on Parade proceeds disc grant			
Pagham on Parade proceeds disc grant			
Pagham on Parade proceeds disc grant			
PoP proceeds grant (raise the roof appeal)			
Pagham on Parade proceeds disc grant			
Pagham on Parade proceeds disc grant			

Invoice Description	
Broadband and Phone charges	
Expenses	
Expenses	
Bench installation	
Phase 4 + MMO fee	
Alterations to insurance policy - premium	

Invoice Description	
Phone and broadband charges	
Bench	
Arnold-Baker 10th edition textbook	
Bus shelter and playground clean/inspect	
CiLCA registration fee	
Grass cutting May 16	

Invoice Description	
Salary April 2016 plus pension adjustment	
Salary May 2016 plus pension adjustment	
Bank charges Mar-Apr 2016	
Grass cutting	
Internal Audit fee 2015/16	
Stationery	
Room hire April 2016	

Invoice Description	
Broadband and phone charges	
Playgrounds, bin emptying and bus shelters	
Election fees May 2015	

Village Hall												
Job	Action	Date	Progress	Responsibility	Target date	Complete						
Benches for play area	Source sleepers and install benches	10/4/16	RR and BJ to source materials	RR and BJ	12/13/16							
Telegraph pole repairs	Cap/treat telegraph poles	10/4/16	RR and MC repaired all but 2 poles	RR and MC								
RoSPA report - table tennis table	Chipped edge needs repair/paint	10/4/16		RR and BJ	12/20/16							
Grass resurfacing	Re-seed goalmouth area	11/15/16	DH to reseed area. Look at artificial turf if it does not take	DH	11/18/16							
Defibrillator	Maintenance check and order pads	11/15/16	NJ to arrange pads reorder, MC to undertake checks once pads received	NJ and MC	12/20/16							
Hook Lane												
RoSPA report - swing	Grease	11/15/16	RR to undertake	BJ	12/20/16							
Lock required for large gate	Arrange quote and installation	11/15/16	DS to obtain quote	DS	12/20/16							
Highways/Footpaths												
The Causeway	Potholes	10/4/16	DS in touch with those responsible but evidence was required before repairs would be undertaken	DS	ongoing							
Harbour Road roundabout improvements	More details required	10/4/16		BJ	1/17/16							
The Parade	Improvement of communal areas by management company	10/4/16	Management company seeking quotes but progress unlikely before Spring 2017	DS	ongoing							
Signage	Produce tourist-friendly signage for attachment to PC assets	10/4/16	BJ to get quotes for production	BJ	11/15/16	11/15/16						
		11/15/16	Quotes obtained									
	Produce a leaflet version sponsored by local businesses	10/4/16	BJ to approach local businesses	BJ								
		11/15/16	LA to investigate alternative costs	LA								
Woodfield Road carpark	Cut back brambles	10/4/16		RR								
		11/15/16	DS to obtain a quote from grass contractor	DS	12/13/16							
Streetlights												
Bus Shelter/Noticeboards/Benches/Bins												

Church Way		repairs to bus shelter			10/4/16	Materials to be obtained		RR and BJ		1/17/16		
Viscount Drive noticeboard		Paint			10/4/16	RR and MC have given several coats of paint but more are required		RR and MC		12/13/16		
					11/15/16	Dog fouling signage to be installed		RR		12/13/16		
Nyetimber stores noticeboard		Community noticeboard brackets need attention			11/15/16	RR to attempt to fix		RR		12/13/16		
		Weeds need clearing			10/4/16	RR to undertake		RR		12/13/16		
Greenways bench		Repairs needed			10/4/16	BJ to progress		BJ				
Bin - The Parade		repairs to door needed			10/4/16	Remove bin		RR		12/13/16		
Bin insert - Hook Lane		insert needs replacing			10/4/16	Clerk to order		NJ		12/13/16		
Ditches/Drainage												
Pagham Road flailing		Arrange flailing			11/14/16	WSCC or PPC? DS chasing Ben Whiffin		DS				
					11/15/16	WSCC job insufficient. Instruct contractor		DS		11/18/16		

at 12:13

Annual Budget - By Centre

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Budget	EMR	Carried Forward	
100	<u>Income</u>									
1000	Rent	10	10	10	10	10	0	10	0	0
1025	Grants	0	2,541	0	100	100	0	0	0	0
1026	Donations	0	9,454	0	12,614	12,614	0	4,064	0	0
1076	Precept	77,377	77,377	90,520	90,520	90,520	0	0	0	0
1077	Precept Support Grant	4,932	4,932	2,466	2,466	2,466	0	0	0	0
1090	Interest	85	49	50	20	50	0	40	0	0
	Total Income	82,404	94,363	93,046	105,730	105,760	0	4,114	0	0
	Movement to/(from) Gen Reserve	82,404	94,363	93,046	105,730	105,760		4,114		
101	<u>Administration</u>									
4119	Website	500	670	600	480	520	0	624	0	0
4120	Advertsiing	400	0	0	0	0	0	100	0	0
4121	Bank Charges	30	33	30	20	30	0	30	0	0
4122	Books & Publications	175	0	100	0	0	0	0	0	0
4123	Computer Maintenance	500	999	533	113	309	0	512	0	0
4124	Office Equip repairs & mainten	320	0	300	0	0	0	100	0	0
4125	Printing & Stationery	600	194	400	145	400	0	400	0	0
4126	Postage	200	133	200	73	200	0	200	0	0
4127	Telephone, Copier & repair	1,500	971	1,180	519	1,186	0	1,186	0	0
4130	Cllrs Allowances	6,199	508	4,572	0	4,572	0	4,064	0	0
4131	Cllrs Expenses & Training	64	64	300	0	0	0	150	0	0
4133	Elections & Polls	2,000	165	0	0	0	0	0	0	0
4137	Insurance	1,480	1,406	1,406	1,725	1,725	0	1,673	0	0

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at 12:13

Annual Budget - By Centre

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Budget	EMR	Carried Forward
4140	Audit and Accountancy	1,200	896	1,200	-200	1,000	0	1,000	0	0
4141	Legal Fees	1,000	1,150	1,500	6	1,500	0	1,500	0	0
4142	Subscriptions	2,200	-6	2,042	1,778	2,026	0	2,042	0	0
4145	Refreshments	50	10	50	10	50	0	50	0	0
4146	Room Hire - Meetings	870	798	700	536	700	0	700	0	0
4147	Service Charge Parish room	800	800	800	600	800	0	800	0	0
4160	PWLB	12,034	12,034	12,034	12,034	12,034	0	12,034	0	0
4170	VAT adjustment prior year	0	-127	0	0	0	0	0	0	0
Overhead Expenditure		32,122	20,698	27,947	17,839	27,052	0	27,165	0	0
Movement to/(from) Gen Reserve		(32,122)	(20,698)	(27,947)	(17,839)	(27,052)		(27,165)		
102	<u>Staff Costs</u>									
4100	Clerk Salary	19,792	16,598	11,158	6,919	10,301	0	11,982	0	0
4101	Assitant Clerk Salary	1,692	0	1,000	0	0	0	0	0	0
4105	NI	1,704	1,884	430	257	430	0	450	0	0
4106	Pension contributions ER	0	0	2,421	1,922	2,421	0	2,600	0	0
4109	Training - Staff	386	814	600	347	347	0	350	0	0
4110	Travelling Expenses - Staff	125	42	125	89	125	0	125	0	0
Overhead Expenditure		23,699	19,338	15,734	9,533	13,624	0	15,507	0	0
Movement to/(from) Gen Reserve		(23,699)	(19,338)	(15,734)	(9,533)	(13,624)		(15,507)		
201	<u>Events</u>									
1027	POP Donations	125	2,525	0	2,993	2,993	0	0	0	0

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Annual Budget - By Centre

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Budget	EMR	Carried Forward
Total Income		125	2,525	0	2,993	2,993	0	0	0	0
4200	POP Expenses	200	259	0	65	65	0	0	0	0
4252	POP Grants	300	1,950	0	2,668	2,568	0	0	0	0
Overhead Expenditure		500	2,209	0	2,733	2,633	0	0	0	0
Movement to/(from) Gen Reserve		(375)	316	0	260	360		0		
202	<u>Community Contributions</u>									
4250	Churchyard Upkeep	1,000	1,000	1,000	1,000	1,000	0	1,000	0	0
4251	Discretionary Grants	3,700	1,787	3,500	3,350	3,100	0	3,000	0	0
4253	S137 Grants	0	500	0	0	0	0	0	0	0
Overhead Expenditure		4,700	3,287	4,500	4,350	4,100	0	4,000	0	0
Movement to/(from) Gen Reserve		(4,700)	(3,287)	(4,500)	(4,350)	(4,100)		(4,000)		
301	<u>Amenities</u>									
4135	Hook Lane Play area rental	125	125	125	0	125	0	125	0	0
4300	Parish General Maintenance	2,500	365	3,500	1,106	1,500	0	1,500	0	3,200
4301	Bus Shelters Maintenance	1,080	1,375	1,000	26	1,000	0	1,000	0	0
4302	Cleaning	3,200	1,210	3,160	2,145	2,860	0	2,860	0	0
4303	Dog & Litter	190	238	260	263	260	0	620	0	0
4304	Grass Cutting	4,500	4,880	5,750	5,098	5,750	0	5,750	0	0
4306	Play Areas	9,820	4,180	3,580	793	3,580	0	1,200	0	0
4307	Public Benches	1,300	360	1,300	445	600	0	1,000	0	0
4308	Village Signs	300	147	300	0	300	0	300	0	0

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at 12:13

Annual Budget - By Centre

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Budget	EMR	Carried Forward
4320	Public Lighting	895	512	890	637	890	0	890	0	0
4331	Village Enhancement	375	0	1,800	0	0	0	1,500	0	0
	Overhead Expenditure	24,285	13,392	21,665	10,512	16,865	0	16,745	0	3,200
	Movement to/(from) Gen Reserve	(24,285)	(13,392)	(21,665)	(10,512)	(16,865)		(16,745)		
401	<u>Special Projects</u>									
4400	Contingencies	6,223	0	5,000	0	5,000	5,000	5,000	0	0
4410	Ditch Clearance	0	0	0	4,080	4,080	0	0	0	0
4420	Parish Plan Update	1,000	385	1,000	480	480	0	2,500	0	0
4430	Sea Defence	75,000	76,150	17,343	17,343	22,943	0	10,000	0	0
	Overhead Expenditure	82,223	76,535	23,343	21,903	32,503	5,000	17,500	0	0
6000	plus Tfr from EMR	0	0	0	9,843	0	0	0	0	0
	Movement to/(from) Gen Reserve	(82,223)	(76,535)	(23,343)	(12,060)	(32,503)		(17,500)		
402	<u>Capital Projects</u>									
4452	New Computer	840	700	0	0	0	0	0	0	0
	Overhead Expenditure	840	700	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(840)	(700)	0	0	0		0		
	Total Budget Income	82,529	96,888	93,046	108,723	108,753	0	4,114	0	0
	Expenditure	168,369	136,158	93,189	66,870	96,777	5,000	80,917	0	3,200
	Net Income over Expenditure	-85,840	-39,270	-143	41,853	11,976	-5,000	-76,803	0	-3,200
	plus Tfr from EMR	0	0	0	9,843	0	0	0	0	0

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at 12:13

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Budget	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>(85,840)</u>	<u>(39,270)</u>	<u>(143)</u>	<u>51,696</u>	<u>11,976</u>		<u>(76,803)</u>		

31st March 2016

31st March 2017

Current Assets			
273	VAT Control A/c	1,348	
30,200	Current & Saver Bank A/c	81,208	
27,859	Business BR Tracker A/c	27,866	
90	Petty Cash	53	
116	Pagham on Parade	101	
<hr/>		<hr/>	
58,539			110,576
<hr/>		<hr/>	
58,539	Total Assets		110,576
<hr/>		<hr/>	
Current Liabilities			
1,012	Creditors	0	
9,126	Accruals	4,080	
<hr/>		<hr/>	
10,138			4,080
<hr/>		<hr/>	
48,401	Total Assets Less Current Liabilities		106,496
<hr/>		<hr/>	
Represented By			
47,654	General Reserves		76,139
746	EMR Pagham on Parade		746
0	EMR Flood Defence Reserve		1,752
0	EMR Prudent reserve		27,859
<hr/>		<hr/>	
48,401			106,496
<hr/>		<hr/>	

The above statement represents fairly the financial position of the authority as at 31/10/2016 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

Detailed Income & Expenditure by Budget Heading 07/11/2016

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	12,614	0	-12,614			0.0%
1076 Precept	90,520	90,520	0			100.0%
1077 Precept Support Grant	2,466	2,466	0			100.0%
1090 Interest	20	50	30			39.9%
Income :- Income	105,730	93,046	-12,684			113.6%
Movement to/(from) Gen Reserve	105,730	93,046	(12,684)			
<u>101</u> <u>Administration</u>						
4119 Website	240	600	360		360	40.0%
4121 Bank Charges	15	30	15		15	50.0%
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	145	400	255		255	36.1%
4126 Postage	73	200	127		127	36.7%
4127 Telephone, Copier & repair	430	1,180	750		750	36.4%
4130 Cllrs Allowances	0	4,572	4,572		4,572	0.0%
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	1,778	2,042	264		264	87.1%
4145 Refreshments	3	50	47		47	6.9%
4146 Room Hire - Meetings	399	700	301		301	57.0%
4147 Service Charge Parish room	600	800	200		200	75.0%
4160 PWLB	12,034	12,034	0		0	100.0%
Administration :- Indirect Expenditure	17,361	27,947	10,586	0	10,586	62.1%
Movement to/(from) Gen Reserve	(17,361)	(27,947)	(10,586)			
<u>102</u> <u>Staff Costs</u>						
4100 Clerk Salary	6,010	11,158	5,148		5,148	53.9%
4101 Assitant Clerk Salary	0	1,000	1,000		1,000	0.0%
4105 NI	224	430	206		206	52.2%
4106 Pension contributions ER	1,724	2,421	697		697	71.2%
4109 Training - Staff	347	600	253		253	57.9%
4110 Travelling Expenses - Staff	62	125	63		63	49.8%
Staff Costs :- Indirect Expenditure	8,368	15,734	7,366	0	7,366	53.2%
Movement to/(from) Gen Reserve	(8,368)	(15,734)	(7,366)			

Detailed Income & Expenditure by Budget Heading 07/11/2016

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	<u>2,993</u>	<u>0</u>	<u>-2,993</u>			
4200 POP Expenses	65	0	-65		-65	0.0%
Events :- Indirect Expenditure	<u>65</u>	<u>0</u>	<u>-65</u>	<u>0</u>	<u>-65</u>	
Movement to/(from) Gen Reserve	<u>2,928</u>	<u>0</u>	<u>(2,928)</u>			
<u>202 Community Contributions</u>						
4250 Churchyard Upkeep	1,000	1,000	0		0	100.0%
4251 Discretionary Grants	3,100	3,500	400		400	88.6%
Community Contributions :- Indirect Expenditure	<u>4,100</u>	<u>4,500</u>	<u>400</u>	<u>0</u>	<u>400</u>	<u>91.1%</u>
Movement to/(from) Gen Reserve	<u>(4,100)</u>	<u>(4,500)</u>	<u>(400)</u>			
<u>301 Amenities</u>						
4135 Hook Lane Play area rental	0	125	125		125	0.0%
4300 Parish General Maintenance	0	3,500	3,500		3,500	0.0%
4301 Bus Shelters Maintenance	26	1,000	974		974	2.6%
4302 Cleaning	935	3,160	2,225		2,225	29.6%
4303 Dog & Litter	43	260	217		217	16.5%
4304 Grass Cutting	4,078	5,750	1,672		1,672	70.9%
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	637	890	253		253	71.6%
4331 Village Enhancement	0	1,800	1,800		1,800	0.0%
Amenities :- Indirect Expenditure	<u>6,956</u>	<u>21,665</u>	<u>14,709</u>	<u>0</u>	<u>14,709</u>	<u>32.1%</u>
Movement to/(from) Gen Reserve	<u>(6,956)</u>	<u>(21,665)</u>	<u>(14,709)</u>			
<u>401 Special Projects</u>						
4400 Contingencies	0	5,000	5,000		5,000	0.0%
4420 Parish Plan Update	480	1,000	520		520	48.0%
4430 Sea Defence	17,343	7,500	-9,843		-9,843	231.2%
Special Projects :- Indirect Expenditure	<u>17,823</u>	<u>13,500</u>	<u>-4,323</u>	<u>0</u>	<u>-4,323</u>	<u>132.0%</u>
6000 plus Tfr from EMR	9,843	0	-9,843			0.0%
Movement to/(from) Gen Reserve	<u>(7,980)</u>	<u>(13,500)</u>	<u>(5,520)</u>			

Detailed Income & Expenditure by Budget Heading 07/11/2016

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Grand Totals:- Income	108,723	93,046	-15,677			116.8%
Expenditure	54,673	83,346	28,673	0	28,673	65.6%
Net Income over Expenditure	<u>54,050</u>	<u>9,700</u>	<u>-44,350</u>			
plus Tfr from EMR	9,843	0	-9,843			0.0%
Movement to/(from) Gen Reserve	<u>63,893</u>	<u>9,700</u>	<u>(54,193)</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			1,347.79	
200	Current & Saver Bank A/c			81,207.73	
201	Business BR Tracker A/c			27,865.95	
203	Petty Cash			53.43	
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		12,614.22
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		19.97
4100	Clerk Salary	102	Staff Costs	6,009.85	
4105	NI	102	Staff Costs	224.30	
4106	Pension contributions ER	102	Staff Costs	1,724.15	
4109	Training - Staff	102	Staff Costs	347.45	
4110	Travelling Expenses - Staff	102	Staff Costs	62.20	
4119	Website	101	Administration	240.00	
4121	Bank Charges	101	Administration	15.00	
4123	Computer Maintenance	101	Administration	113.00	
4125	Printing & Stationery	101	Administration	144.59	
4126	Postage	101	Administration	73.38	
4127	Telephone, Copier & repair	101	Administration	429.68	
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	1,777.64	
4145	Refreshments	101	Administration	3.44	
4146	Room Hire - Meetings	101	Administration	399.00	
4147	Service Charge Parish room	101	Administration	600.00	
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	3,100.00	
4301	Bus Shelters Maintenance	301	Amenities	26.10	
4302	Cleaning	301	Amenities	935.00	
4303	Dog & Litter	301	Amenities	43.00	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4304	Grass Cutting	301	Amenities	4,078.00	
4306	Play Areas	301	Amenities	792.50	
4307	Public Benches	301	Amenities	444.55	
4320	Public Lighting	301	Amenities	637.14	
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 :				165,449.66	165,449.66
Difference				0.00	