

EARNLEY PARISH COUNCIL TOURISM POLICY

This is a policy supplement to the Earnley Parish Plan 2016 - 2021

The Parish is part of the Manhood Peninsula approximately 7 miles south of Chichester. The Parish Council fully appreciates the importance of tourism to the Parish and the surrounding villages and the benefits gained by the community as a whole in terms of having, apart from employment opportunities, shops, pubs, cafes and restaurants which are viable only because of tourism.

The local economy is heavily dependent on tourism, agriculture and horticulture, resulting in a relative lack of employment opportunities with many local jobs seasonal and poorly paid.

The development of green tourism and important green links with Medmerry could extend the season and increase the viability of the tourism economy.

Being located on the coast, tourism provides a major employment opportunity for the area; the aim of development on the Peninsula is to sustain and enhance tourism provision.

The Parish Council supports the Destination Plan produced by the Manhood Peninsula Partnership and the Chichester District Council Local Plan Policies on tourism in this area.

The Parish Council will not support development that it considers would be detrimental to its tourism industry.

The Parish Council would support the development of tourism that enhances the area and extends the tourist season which in turn would boost the local economy provided that the development is not detrimental to the rural nature of the parish.

A review of the policy shall be undertaken bi-annually (or as appropriate) and necessary amendments will be undertaken by the Clerk and reported to the Full Council for approval. The Council will undertake to ensure that its members and employees are trained in the processes required by this policy as deemed appropriate.

Adopted by Full Council _____ Minute Number _____

Review _____

EARNLEY PARISH COUNCIL

Monthly Statement of Bank Accounts as at 30 September 2017

Balance brought forward 1st April 2017	£10,482.98	
Add Receipts	£17,940.50	<u>£28,423.48</u>
Less Payment	£8,914.46	
Balance		<u><u>£19,509.02</u></u>

Bank Accounts	Unity Account	£20,531.98	
			£20,531.98

Less unrepresented payments			
West Sussex County Council Pension Payment		£137.95	
Mrs Louise Chater Salary		£449.56	
HMRC PAYE		£415.90	
Mrs Sandy Simpson Parish Assembly Refreshments		19.55	
			<u>1022.96</u>

add any monies not cleared

0

RECONCILED BALANCE £19,509.02

Note: the stated balances include funds set aside for the following :
Reserves:

Office Equipment	176	
Election Reserves	711	
Noticeboard Replacement	1605	
Bus Shelter Maintainance	0	
Road Signs	0	
		<u>£2,492.00</u>

The balance available for expenditure is therefore £17,017.02

Prepared by Louise Chater

Signed 

Dated 30/10/17

EARNLEY PARISH COUNCIL- EXPENDITURE BUDGET
As at 30 September 2017

	Code	Last Year Budget	Budget	Spent	Available	%Available	Comments
General Administration							
Insurance	1	300	300	323	(23)	-8%	
Audit Fees	2	225	125	202	(77)	-61%	
Data Protection	3	35	35	0	35	100%	
Councillors and Clerks training	4	500	300	121	179	60%	
Parish Council Newsletter	5	300	250	0	250	100%	
Office Telephone	6	100	120	69	51	43%	
Printing & Stationery	7	350	400	39	361	90%	
Room Hire & Hospitality	8	375	400	116	285	71%	
Office 365, Website and anti virus protecti	9	150	150	0	150	100%	
NALCC, SALC & CALC Subscription	10	170	150	139	11	7%	
SLCC and Institute Membership	11	90	90	0	90	100%	
Office Equipment	12	200	200	72	128	64%	
		<u>2795</u>	<u>2520</u>	<u>1,080</u>	<u>1,440</u>	<u>57%</u>	
Salaries & Related Expenses							
Clerks Salary (gross)	13	6554	6624	3,930	2,694	41%	
Transfer Salary to Fete Budget	14	0	0	0	0	#DIV/0!	
office rent and broadband	15	220	220	110	110	50%	
pension payment	16	1423	1437	987	450	31%	
Payroll Services	17	65	75	73	2	3%	
Clerk Expenses	18	380	250	66	184	74%	
		<u>8,642</u>	<u>8606</u>	<u>5,165</u>	<u>3,441</u>	<u>40%</u>	
Grants							
Citizen's Advice Bureau LGA 1972 s142	19	100	100	0	100	100%	
Community Warden LG & Rating Act 1997 Part III S31.1(C)	20	350	350	350	0	0%	
Youth Club LG (MP) a 1976 s19	21	100	100	0	100	100%	
Manhood Peninsula Partnership	22		130	0	130	100%	
		<u>550</u>	<u>680</u>	<u>350</u>	<u>330</u>	<u>49%</u>	
Power Of Well Being Grants							
Participatory Funding & Emergent Requests	23	130	100	0	100	100%	
		<u>130</u>	<u>100</u>	<u>0</u>	<u>100</u>	<u>100%</u>	
Public Areas							
Street Lighting	24	200	100	0	100	100%	
Road Signs	25	865	250	0	250	100%	
Bus Shelter Maintenance	26	300	300	0	300	100%	
Bus Shelter Cleaning	27	300	150	0	150	100%	
Notice Boards Replacement	28	435	435	0	435	100%	
Notice Boards Maintenance	29	100	100	0	100	100%	
Parish Plan Reserves	30		1,400	0	1,400	100%	
		<u>2200</u>	<u>2,735</u>	<u>0</u>	<u>2,735</u>	<u>100%</u>	
Annual Parish Assembly	31	40	50	74	(24)	-47%	
Councillors' Expenses	32	100	50	17	33	66%	
Sundry Expenses	33	100	150	143	7	5%	
Election Reserve Fund	34	250	250	0	250	100%	
Flood Alleviation Scheme Loan (final payment April 2023)	35	568	568	284	284	50%	
		<u>1058</u>	<u>1,068</u>	<u>518</u>	<u>550</u>	<u>52%</u>	
TOTAL EXPENDITURE		<u>15375</u>	<u>15,709</u>	<u>7,113</u>	<u>8,596</u>	<u>55%</u>	
less not charged to precept		<u>565</u>	<u>500</u>				
		<u>14810</u>	<u>15,209</u>				
Less overspends - virements from reserves							
Original Approved Budget		<u>14,810</u>	<u>15,209</u>				

EARNLEY PARISH COUNCIL

Monthly Statement of Bank Accounts as at 31 October 2017

Balance brought forward 1st April 2017	£10,482.98	
Add Receipts	£17,940.50	£28,423.48
Less Payment	£9,663.40	
Balance		<u>£18,760.08</u>

Bank Accounts	Unity Account	£18,760.08	
			£18,760.08

Less unrepresented payments

0.00

add any monies not cleared

0

RECONCILED BALANCE

£18,760.08

Note: the stated balances include funds set aside for the following :
Reserves:

Office Equipment	176	
Election Reserves	711	
Noticeboard Replacement	1605	
Bus Shelter Maintainance	0	
Road Signs	0	
		<u>£2,492.00</u>

The balance available for expenditure is therefore

£16,268.08

Prepared by Louise Chater

Signed _____

Dated _____

EARNLEY PARISH COUNCIL- EXPENDITURE BUDGET
As at 30 September 2017

	Code	Last Year Budget	Budget	Spent	Available	%Available	Comments
General Administration							
Insurance	1	300	300	323	(23)	-8%	
Audit Fees	2	225	125	202	(77)	-61%	89.17(f) No action
Data Protection	3	35	35	0	35	100%	
Councillors and Clerks training	4	500	300	121	179	60%	
Parish Council Newsletter	5	300	250	0	250	100%	
Office Telephone	6	100	120	76	44	37%	
Printing & Stationery	7	350	400	63	337	84%	
Room Hire & Hospitality	8	375	400	116	285	71%	
Office 365, Website and anti virus protect	9	150	150	60	90	60%	
NALCC, SALC & CALC Subscription	10	170	150	139	11	7%	
SLCC and Institute Membership	11	90	90	0	90	100%	
Office Equipment	12	200	200	12	188	94%	
		<u>2795</u>	<u>2520</u>	<u>1,112</u>	<u>1,408</u>	56%	
Salaries & Related Expenses							
Clerks Salary (gross)	13	6554	6624	4,339	2,285	35%	
Transfer Salary/Pension to Fete Budget		0	0	(604)	604	#DIV/0!	
Ill Health Insurance	14			80	(80)	#DIV/0!	
office rent and broadband	15	220	220	128	92	42%	
pension payment	16	1423	1437	907	530	37%	
Payroll Services	17	65	75	73	2	3%	
Clerk Expenses	18	380	250	66	184	74%	
		<u>8,642</u>	<u>8606</u>	<u>4,988</u>	<u>3,618</u>	42%	
Grants							
Citizen's Advice Bureau LGA 1972 s142	19	100	100	0	100	100%	
Community Warden LG & Rating Act 1997 Part III S31.1(C)	20	350	350	350	0	0%	
Youth Club LG (MP) a 1976 s19	21	100	100	0	100	100%	
Manhood Penninsula Partnership	22		130	0	130	100%	
		<u>550</u>	<u>680</u>	<u>350</u>	<u>330</u>	49%	
Power Of Well Being Grants							
Participatory Funding & Emergent Requests	23	130	100	0	100	100%	
		<u>130</u>	<u>100</u>	<u>0</u>	<u>100</u>	100%	
Public Areas							
Street Lighting	24	200	100	0	100	100%	
Road Signs	25	865	250	0	250	100%	
Bus Shelter Maintenance	26	300	300	0	300	100%	
Bus Shelter Cleaning	27	300	150	0	150	100%	
Notice Boards Replacement	28	435	435	0	435	100%	
Notice Boards Maintenance	29	100	100	0	100	100%	
Parish Plan Reserves	30		1,400	0	1,400	100%	
		<u>2200</u>	<u>2,735</u>	<u>0</u>	<u>2,735</u>	100%	
Annual Parish Assembly	31	40	50	73	(23)	-47%	89.17(f) No Action
Councillors' Expenses	32	100	50	17	33	66%	
Sundry Expenses	33	100	150	143	7	5%	
Election Reserve Fund	34	250	250	0	250	100%	
Flood Alleviation Scheme Loan (final payment April 2023)	35	568	568	568	(0)	-0%	
		<u>1058</u>	<u>1,068</u>	<u>802</u>	<u>266</u>	25%	
TOTAL EXPENDITURE		<u>15375</u>	<u>15,709</u>	<u>7,252</u>	<u>8,457</u>	54%	
less not charged to precept		<u>565</u>	<u>500</u>				
		<u>14810</u>	<u>15,209</u>				
Less overspends - virements from reserves							
Original Approved Budget		<u>14,810</u>	<u>15,209</u>				

Earnley Parish Council

Financial Review Quarter to Sept 30, 2017

This review does not replace either internal or external audits which will be reported on separately. It was carried out in accordance with the Internal Audit Report in order to reduce risk and with section 2.2 (page 5) of EPC's Financial Regulations.

Made the following checks:

1. The cashbook was updated to the end of the quarter. All entries were reasonable with clear descriptions, analysis columns cross cast and all cleared items agreed with bank statements.
2. The bank reconciliation to 30 Sept 2017 was in order – reconciled to Cashbook
3. Checked that the salary payments were correct. Clerk's salary now on pay scale 25 (£22,658 per annum for 37 hour week, inc. 1% pay increase – top of range) as agreed by the PC Employment Committee – for a 10hr per week contract this amounts to a gross calendar monthly salary of £510.30.
4. Checked Barclaycard statements

I am fully satisfied that the accounts continue to present a true and accurate picture of Earnley Parish Council's finances.

Robert Carey
30 October 2017

EARNLEY PARISH COUNCIL- EXPENDITURE BUDGET 2018/19

	Code	Budget 17/18	Spend to Half Year	Forecast Full Year 17/18	Budget 18/19	% growth Budget on budget	Comments on 17/18 Budget
General Administration							
Insurance	1	300	323	330	350	17%	
Audit Fees	2	125	202	202	250	100%	
Data Protection	3	35	0	35	35	0%	
Councillors and Clerks training	4	300	121	300	300	0%	
Parish Council Newsletter	5	250	0	150	250	0%	
Office Telephone	6	120	69	120	120	0%	
Printing & Stationery	7	400	39	200	400	0%	
Room Hire & Hospitality	8	400	116	275	330	-18%	
Office 365, Website and anti virus protection	9	150	0	150	150	0%	
NALC, SALC & CALC Subscription	10	150	139	238	159	6%	look at forecast
SLCC and Institute Membership	11	90	0	97	100	11%	
Office Equipment	12	200	72	212	500	150%	new lap top
		<u>2,520</u>	<u>1,081</u>	<u>2,309</u>	<u>2,944</u>	17%	
Salaries & Related Expenses							
Clerks Salary (gross)	13	6,624	3,930	7,000	6,746	2%	Point 25 = (£22658+2%) /37 hrs x10 = 6,246 +500
Trans Salary to Fete Budget		0	(604)	(604)	0	#DIV/0!	
Ill Health Insurance	14		80	80	80	#DIV/0!	look this up
office rent and broadband	15	220	110	220	220	0%	
pension payment	16	1,437	907	1,571	1,464	2%	Forecast 21.7% in 18/19
Payroll Services	17	75	73	73	75	0%	
Clerk Expenses	18	250	66	135	250	0%	
		<u>8,606</u>	<u>4,562</u>	<u>8,475</u>	<u>8,835</u>	3%	
Grants							
Citizen's Advice Bureau LGA 1972 s142	19	100	0	100	100	0%	
Community Warden LG & Rating Act 1997 Part III S31.1(C)	20	350	350	350	400	14%	
Youth Club LG (MP) A 1976 s19	21	100	0	100	100	0%	
Manhood Peninsula Patnership	22	130	0	130	130	0%	
		<u>680</u>	<u>350</u>	<u>680</u>	<u>730</u>	7%	
Other Grants							
Participatory Funding & Emergency Requests	23	100	0	100	100	0%	
		<u>100</u>	<u>0</u>	<u>100</u>	<u>100</u>	0%	
Public Areas							
Street Lighting	24	100	0	100	100	0%	Add to New Reserve
Road Signs	25	250	0	250	250	0%	Add to Reserve
Bus Shelter Replacement	26	300	0	300	300	0%	Add to reserve
Bus Shelter Cleaning	27	150	0	150	100	-33%	Maintenance
Notice Boards Replacement	28	435	0	435	200	-54%	Add to reserve
Notice Boards Maintenance	29	100	0	100	100	0%	Maintenance
Parish Plan Projects Reserves	30	1,400	0	1,400	1,500	7%	Add to reserve
Verge grass cutting		0	0	0	1,000	#DIV/0!	New code- Maintenance
Flood Alleviation Projects		0	0	0	0	#DIV/0!	New code- Reserve
		<u>2,735</u>	<u>0</u>	<u>2,735</u>	<u>3,550</u>	30%	
Annual Parish Assembly							
Annual Parish Assembly	31	50	74	74	100	100%	
Councillors' Expenses	32	50	17	25	50	0%	
Sundry Expenses	33	150	143	200	150	0%	includes litter picking equipment
Election Reserve Fund	34	250	0	250	250	0%	Add to reserve
Flood Alleviation Scheme Loan (final payment April 2023)	35	568	284	568	568	0%	
		<u>1,068</u>	<u>518</u>	<u>1,117</u>	<u>1,118</u>	5%	
TOTAL EXPENDITURE		<u>15,709</u>	<u>6,511</u>	<u>15,416</u>	<u>17,277</u>	10%	
Less not charged to precept		<u>-500</u>					
Charged to Precept		<u>15,209</u>			<u>17,277</u>		
Additions to Reserves included in Budget		2,835		2,735	2,600		Precept 17/18 15,209 Precept 18/19 17,277 Increase 13.6%
Cash Reserves b/fwd 01/04/17		10,483	Reserves b/fwd 01/04/18	13,012			
Plus Precept 17/18		15,209	Plus Precept 18/19	17,277			
Less Forecasted Expenditure 17/18		(15,416)	Less Budget Expenditure	(17,277)			
Plus transfer to Designated Reserves		2,735	Plus transfer to Des. Reserves	2,600			
Cash Reserves c/fwd 31/03/18		<u>13,012</u>	Reserves c/fwd 31/03/19	<u>15,612</u>			
Breakdown of c/fwd Cash Reserves							
		Actual 31/03/17	At 31/03/18	At 31/03/19		End Target	
Election Reserves		711	961	1,211		3,000.00	
Noticeboard Replacement		1,605	2,040	2,240		3,000.00	
Bus Shelter Replacement			300	600		3,000.00	
Road Signs			250	500		5,000.00	
Parish Plan Reserve			1,400	2,900		15,000.00	
Office Equipment		176	176	176		500.00	
Street Lighting			100	200		500.00	
Undesignated General Reserve		<u>7,991</u>	<u>7,785</u>	<u>7,785</u>	5.4 months		
		<u>10,483</u>	<u>13,012</u>	<u>15,612</u>	10.8 months		
Increase in designated reserves			2,735	2,600			

Note: % of reserves to turnover at end of 18/19 budget year assumes precept = budget for 18/19, i.e. no addition to undesignated reserves.