

Earnley Parish Council  
Payment Schedule

Agenda Item 17.18(b)

11 December 2017	Net	VAT	Total			
<b>Direct Debit</b>						
Anvil Mobile	7.46	1.49	8.95			Phone usage November 2017
<b>Standing Order</b>						
<b>Direct Payment</b>				authorisation code	authorisation code	
Mrs Louise Chater	79.63		79.63	CC: 3873759	km: 535995266	Expenses
<b>Cheque Payment</b>					cheque No	
<b>Procurement Card</b>						
Office Outlet	271.62	48.33	319.95			A3 Scanner/Printer
	<b>358.71</b>	<b>49.82</b>	<b>408.53</b>			

Earnley Parish Council  
Payment Schedule

Agenda Item 17.18(b)

04 January 2018	Net	VAT	Total			
<b>Direct Debit</b>						
<b>Standing Order</b>						
Mrs Louise Chater	449.56		449.56			Salary month 9
WSSC Pension Fund	138.81		138.81			Pension month 9
<b>Direct Payment</b>				authorisation code	authorisation code	
EWBPC	22.00		22.00	1cc:161194221	? km: 880356010	Invoice 419
HMRC	152.60		152.60			PAYE third quarter
<b>Cheque Payment</b>					cheque No	
<b>Procurement Card</b>						
Malwarebytes	17.95		17.95			Anti Virus
	<b>780.92</b>	<b>0.00</b>	<b>780.92</b>			

Earnley Parish Council  
Payment Schedule

Agenda Item 17.18(b)

17 January 2018	Net	VAT	Total			
<b>Direct Debit</b>						
Anvil Mobile	7.24	1.45	8.69			Telephone - December 2017
<b>Standing Order</b>						
Mrs Louise Chater	449.76		449.76			Salary month 10
WSSC - Pension Fund	138.81		138.81			Pension month 10
<b>Direct Payment</b>				authorisation code	authorisation code	
Paris Smith	325.00	65.00	390.00			Legal Fees - Almodington Flood Alleviation Scheme
North Mundham Parish Council	117.14		117.14			Shared expenditure
Surrey Hills Solicitors	0.00		0.00			Fees written off by solicitor
<b>Cheque Payment</b>					cheque No	
<b>Procurement Card</b>						
Office Outlet	88.70	17.74	106.44			Hard drive and stationary
	<b>1126.65</b>	<b>84.19</b>	<b>1210.84</b>			

EARNLEY PARISH COUNCIL

Monthly Statement of Bank Accounts as at 30 November 2018

Balance brought forward 1st April 2017	£10,482.98	
Add Receipts	£17,940.50	<u>£28,423.48</u>
Less Payment	£12,259.57	
Balance		<u><u>£16,163.91</u></u>

Bank Accounts	Unity Account	£16,394.62	
			£16,394.62

Less unrepresented payments			
SO	West Sussex County Council	£138.81	
DD	Information Commissioner	£35.00	
300343	Sandy Simpson	£36.90	
300344	St John's Ambulance	20.00	
			<u>230.71</u>

add any monies not cleared

0

**RECONCILED BALANCE** £16,163.91

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

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

The balance available for expenditure is therefore

£13,671.91

Prepared by Louise Chater

Signed \_\_\_\_\_

Dated \_\_\_\_\_

**EARNLEY PARISH COUNCIL- EXPENDITURE BUDGET**  
**As at 30 November 2017**

	Code	Last Year Budget	Budget	Spent	Available	%Available	Comments
<b>General Administration</b>							
Insurance	1	300	300	323	(23)	-8%	113.17(f) No action
Audit Fees	2	225	125	202	(77)	-61%	89.17(f) No action
Data Protection	3	35	35	35	0	0%	
Councillors and Clerks training	4	500	300	208	92	31%	
Parish Council Newsletter	5	300	250	0	250	100%	
Office Telephone	6	100	120	84	36	30%	
Printing & Stationery	7	350	400	134	266	66%	
Room Hire & Hospitality	8	375	400	160	241	60%	
Office 365, Website and anti virus protect	9	150	150	63	87	58%	
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	129	71	36%	
		<u>2795</u>	<u>2520</u>	<u>1,476</u>	<u>1,045</u>	<u>41%</u>	
<b>Salaries &amp; Related Expenses</b>							
Clerks Salary (gross)	13	6554	6624	4,826	1,798	27%	
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	147	73	33%	
pension payment	16	1423	1437	1,128	309	21%	
Payroll Services	17	65	75	73	2	3%	
Clerk Expenses	18	380	250	66	184	74%	
		<u>8,642</u>	<u>8606</u>	<u>5,715</u>	<u>2,891</u>	<u>34%</u>	
<b>Grants</b>							
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>	<u>49%</u>	
<b>Power Of Well Being Grants</b>							
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>	
<b>Public Areas</b>							
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	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>	<u>25%</u>	
<b>TOTAL EXPENDITURE</b>		<u>15375</u>	<u>15,709</u>	<u>8,343</u>	<u>7,366</u>	<u>47%</u>	
<b>less not charged to precept</b>		<u>565</u>	<u>500</u>				
		<u>14810</u>	<u>15,209</u>				
<b>Less overspends - virements from reserves</b>							
<b>Original Approved Budget</b>		<u>14,810</u>	<u>15,209</u>				

EARNLEY PARISH COUNCIL

Monthly Statement of Bank Accounts as at 31 December 2018

Balance brought forward 1st April 2017	£10,482.98	
Add Receipts	£17,940.50	£28,423.48
Less Payment	£12,366.15	
Balance		<u>£16,057.33</u>

Bank Accounts	Unity Account	£16,057.33	
			£16,057.33

Less unrepresented payments

0.00

add any monies not cleared

0

**RECONCILED BALANCE**

£16,057.33

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

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

The balance available for expenditure is therefore

£13,565.33

Prepared by Louise Chater

Signed \_\_\_\_\_

Dated \_\_\_\_\_

**EARNLEY PARISH COUNCIL- EXPENDITURE BUDGET**  
**As at 31 December 2017**

	Code	Last Year Budget	Budget	Spent	Available	%Available	Comments
<b>General Administration</b>							
Insurance	1	300	300	323	(23)	-8%	113.17(f) No action
Audit Fees	2	225	125	202	(77)	-61%	89.17(f) No action
Data Protection	3	35	35	35	0	0%	
Councillors and Clerks training	4	500	300	208	92	31%	
Parish Council Newsletter	5	300	250	0	250	100%	
Office Telephone	6	100	120	91	29	24%	
Printing & Stationery	7	350	400	134	266	66%	
Room Hire & Hospitality	8	375	400	160	241	60%	
Office 365, Website and anti virus protect	9	150	150	63	87	58%	
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	129	71	36%	
		<u>2795</u>	<u>2520</u>	<u>1,483</u>	<u>1,037</u>	<u>41%</u>	
<b>Salaries &amp; Related Expenses</b>							
Clerks Salary (gross)	13	6554	6624	4,826	1,798	27%	
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	147	73	33%	
pension payment	16	1423	1437	1,128	309	21%	
Payroll Services	17	65	75	73	2	3%	
Clerk Expenses	18	380	250	145	105	42%	
		<u>8,642</u>	<u>8606</u>	<u>5,795</u>	<u>2,811</u>	<u>33%</u>	
<b>Grants</b>							
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>	<u>49%</u>	
<b>Power Of Well Being Grants</b>							
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>	
<b>Public Areas</b>							
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	73	(23)	-47%	89.17(f) No Action
Councillors' Expenses	32	100	50	17	33	66%	
Sundry Expenses	33	100	150	161	(11)	-7%	
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>820</u>	<u>248</u>	<u>23%</u>	
<b>TOTAL EXPENDITURE</b>		<u>15375</u>	<u>15,709</u>	<u>8,448</u>	<u>7,261</u>	<u>46%</u>	
<b>less not charged to precept</b>		<u>565</u>	<u>500</u>				
		<u>14810</u>	<u>15,209</u>				
<b>Less overspends - virements from reserves</b>							
<b>Original Approved Budget</b>		<u>14,810</u>	<u>15,209</u>				

EARNLEY PARISH COUNCIL

SCHEDULE OF ASSETS

Asset Details							Location Details				Usage Details				
Ref	Description	Identification	Date Acquired	Supplier	Original Cost/Value	Useful Life Time Estimate	Location	Present Use or Capacity	Serial Number	Custodian	Usage /Occupation Measure	Current Value/estimated	Current Charge for Use	Disposal/Discharge	Insurance Value
1	Bus Shelter	Somerley	2009	Trojans Timber Products	950	indefinite	B2198 Bell Lane	waiting for bus		Parish Clerk	daily use	good	nil		1000
2	Bus Shelter	Almodington	2017	Knight Fencing Ltd	970	indefinite	Almodington Lane opposite Easton Lane	waiting for bus		Parish Clerk	daily use	good	nil		750
3	Bus Shelter	Almodington	not known	not known		1 indefinite	Almodington Lane at junction with First Avenue	waiting for bus		Parish Clerk	daily use	good	nil		1000
4	Notice board	Clappers Lane	not known	not known		1 indefinite	Clappers Lane adjacent to telephone Kiosk	advertising		Parish Clerk	daily use	good	nil		870
5	Notice board	Almodington	not known	not known		1 indefinite	on wall in bus shelter on Almodington Lane at junction with First Avenue	advertising		Parish Clerk	daily use	good	nil		870
6	Notice board	Somerley	not known	not known		1 indefinite	On Wall of Red House Farm Bookers Lane	advertising		Parish Clerk	daily use	good	nil		870
7	Street Light	Almodington	not known	not known		1 indefinite	Almodington Lane with junction of Firs Avenue	street lighting		Parish Clerk	daily use	poor	nil		500
8	Street Light	Earnley	not known	not known		1 indefinite	Bookers Lane	street lighting		Parish Clerk	daily use	good	nil		500



EARNLEY PARISH COUNCIL

SCHEDULE OF ASSETS

Ref	Description	Identification	Date Acquired	Supplier	Original Cost/Value	Useful Life Time Estimate	Location	Present Use or Capacity	Serial Number	Custodian	Usage /Occupation Measure	Current Value/estimated condition	Current Charge for Use	Disposal/Discharge	Insurance Value
9	Lenovo N500	computer	25/03/2009	Dabs4work c om	369	3 years	1 Charlmead East Wittering	planning meeting presentation		Parish Clerk	daily use	good	nil		370
10	Finger Post Sign	Almodington	not known	not known		1 indefinite	junction of Easton Lane with Almodington Lane	sign post		Parish Clerk	daily use	good	nil		2500
11	Finger Post Sign	Earnley	not known	not known		1 indefinite	junction of Bookers Lane with Almodington Lane	sign post		Parish Clerk	daily use	good	nil		2500
12	Finger Post Sign	Earnley	11/07/2017	Environment Agency		1 indefinite	junction of Clappers Lane with Almodington Lane	sign post		Parish Clerk	daily use	good	nil		2500
13	Finger Post Sign	Earnley	11/07/2017	Environment Agency		1 indefinite	junction of Clappers Lane with Dove Lane	sign post		Parish Clerk	daily use	good	nil		2500
14	Acer Aspire E1-572P 13 4 500	computer	06/08/2014	staples Uk	325	3 years	1 Charlmead East Wittering	daily record keeping	V5WE2	Parish Clerk	daily use	good	nil		325
15	HP Officejet-Pre-8500A	Printer	04/04/2014	staples-Uk	150	3-years	1 Charlmead-East Wittering	printing	CMSFK3PP	Parish-Clerk	daily-use	good	nil		
16	Litter picking Signs	road safety	23/03/2017	Spaldings Ltd	89	5 years	1 Charlmead East Wittering	litter picking event		Parish Clerk	occasional	good	nil		0
17	Brother Inkjet AIO	Printer	24/11/2017	Office Outlet	200	3 years	1 Charlmead East Wittering	printing	E75874H 7F117908	Parish Clerk	daily use	good	nil		0

EARNLEY PARISH COUNCIL

SCHEDULE OF ASSETS

Ref	Description	Identification	Date Acquired	Supplier	Original Cost/Value	Useful Life Time Estimate	Location	Present Use or Capacity	Serial Number	Custodian	Usage /Occupation Measure	Current Value/estimate/condition	Current Charge for Use	Disposal/Discharge	Insurance Value
18	Seagate Backup Plus	Portable Storage	09/01/2018	Office Outlet		75 3 years	1 Charlmead East Wittering	back up	NA9D1D18	Parish Clerk	daily use	good	nil		0
<b>Total</b>					<b>2987.59</b>										<b>17055</b>
Prepared by Mrs Louise Chater							Dated: 15 January 2018								
Adopted by Full Council on:							Minute No:		Review Date March 2019						

**Clerk's Training Plan 2018**

**Agenda item 17.18 (1)**

<b>Date</b>	<b>Course</b>	<b>Location</b>	<b>Cost</b>	<b>Mileage</b>
6 <sup>th</sup> February *	GDPR Compliance Training	Chichester	£48.00	8.55
22 <sup>nd</sup> -23 <sup>rd</sup> February	Practitioners Conference	Kenilworth	£298.00 (early bird rate)	137.70
15 March	Clerk's Networking Day	Brighton	80.00	37.53
21 March	SLCC Regional Seminar	Uckfield	75.00	46.35
1 May	Creativity & Time Management	Lewes	60.00	42.57
14 June	How to manage your Council in Harmony with Councillors & the Public	Redhill	60.00	58.32
20 September	Motivation at your Council	Redhill	60.00	58.32
27 September	Legal & Finance Day	Ardingly	100.00	43.65
6 November	Technical Networking Day	East Grinstead	80.00	43.92
15 November	Operational Management	Lewes	80.00	42.57
<b>* Booked</b>			<b>941.80</b>	<b>542.88</b>
<b>All course content is not currently available and will review the course content prior to booking and will evaluate if the course is of use when it is available</b>			<b>Grand Total</b>	<b>If divided equally with North Mundham 733.34</b>
			<b>£1466.68</b>	

**Grant Applications 2017/18**

**Agenda Item 17.18(h)  
11<sup>th</sup> January 2017**

Organisation	Purpose of Grant	Budget Code	Budget Assigned	Amount Requested	Total Cost of Project	Power to spend	Payable to:	Cheque No:	Authorisation
Citizen Advice Bureau	To provide funding towards the core funding costs of the Chichester Advice Centre	19	100.00			LGA 1972 s142	Citizen Advice Arun & Chichester		
East Wittering Youth Club	Towards the running costs of the youth club	21	100.00			LG(MP)A 1976 s19	East Wittering Youth Club		
Manhood Peninsula Partnership	Provision of Officer	22	130.00	128.40	8038.00	Power of General Competence	CDC		

**Participatory Budgeting and Emergent Requests**  
**Budget Code 23**  
**Total budget £100**

Organisation	Purpose of Grant	Amount Requested	Total Cost of Project	Power to spend	to	Payable to:	Cheque No:	Authorisation
Manhood Mobility Services	To provide transport services to residents of the western Manhood Peninsula	£50.00	Not provided	Power of General Competence	of	Manhood Mobility Volunteer Service Ltd		
Wittering & District 1st Responders	To provide emergency first aid and maintain ten Public Access Defibrillators	50.00	Not provided	Power of General Competence	of	Wittering & District First Responders		
Kent, Surrey & Sussex Air Ambulance	For ongoing costs for providing a lifesaving service	£250.00	£6.5 Million per year	Power of General Competence	of	Kent, Surrey & Sussex Air Ambulance		
Tyler's Trust	To provide a gift box for each child suffering from a brain tumour or other life-threatening illness. Each box costs approximately £150.00	Not specified	Not provided	Power of General Competence	of	Tyler's Trust		
Samaritans	To provide telephone support for people in need in the Chichester District	Not specified	£17,000 per year	Power of General Competence	of	Samaritans Bognor Regis, Chichester & District		

Earnley Parish Council Newsletter and Fete Questionnaire										SS	RC	LMC	JS	CC	KC	Church	survey monkey	Total		
1 When do you receive the newsletter do you																				
read it straight away										7	6	3	3				1	21	41	
throw it in the bin without reading it																				
save it for later										5	1	0	1	1				6	14	
2 would you prefer to receive your newsletter via email if so please can provide your email address										2	2	1	2				1		8	
3 Do you find the content of the newsletter interesting and varied																				
Yes										12	6	3	4	1			1	27	54	
No										0	0	0	0	1			0	0	0	
<p>suggestions: Black on Grey is not a good combination for poorly sighted readers</p> <p>Almodington is not mentioned and can you do something about the petrol heads in the village</p> <p>Highlight who the Chairman is</p> <p>Activities to get involved in</p>																				
4 How often would you like to receive a newsletter																				
twice a year										7	4	1	2				1	6	21	
three times a year										2		1	1					3	7	
four times a year										3	2	1		1				16	23	
5 Have you ever attended Earnley Parish Council Fete																				
yes										7	5	2	3					22	39	
No										4	1	1		1				5	12	
Blank										1										
6 Did you volunteer at the Earnley Fete																				
yes										3								9	12	
No										6	6	3	1	1			1	5	23	
blank										1			2						3	
stallholder										2									2	
7 How often should the fete be held																				
Annual										7	2	3	3	1			1	18	35	
Bi-Annually											3							8	11	
blank										5	1								6	
8 Would you be happy to volunteer at the next fete																				
yes										4	1	1		1			1	15	23	
No										4	4	2	1					12	23	
blank										1	1		2						4	
stallholder										2									2	
email address										1			1	1			1	16	20	