

Earnley Parish Council Intermediate Audit

Year ended 31 March 2016

Box 10 information

Loan Number:	502615
Lender:	Public Works Loan Board
Public Works Loan Board Ref:	42808668
Period of Loan:	10 years
Type of Loan	Fixed
Sum of Loan:	5,0000
Loan Term Remaining:	seven years
Date of Loan Advance:	23 rd October 2013
Payment Dates:	28 April and 28 October
Date of Final Payment:	28 th October 2023
Total of Outstanding Balance:	4097.23



United Kingdom
Debt Management
Office

Public Works Loan Board

OFFICIAL

Eastcheap Court
11 Philpot Lane
London
EC3M 8UD

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F 020 7862 6509
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The Parish Clerk
Earnley Parish Council
1 Charlmead
East Wittering, Chichester
WEST SUSSEX
PO20 8DN

Our Ref : 08668

Date : 04 April 2016

Dear

EARNLEY PARISH COUNCIL (WEST SUSSEX) - PWLB BALANCE OUTSTANDING AS AT 31 March 2016

Further to your recent enquiry, the schedule below details the balances outstanding on the loans to your authority from the Public Works Loan Commissioners.

Loan Type	Repayment Due	Balance		No. of Accounts
		£	p	
Fixed	28 April 28 October	4,097.23		1
	Total Balance Outstanding	4,097.23		1

Yours sincerely,

Laurel Greene
for Secretary

94.15(26th November 2015)

proposal by Cllr. Carey it was resolved to move to a reactivate contract for 2016/17

- h) 2016-17 Budget - on proposal by Cllr. Carey - it was RESOLVED to adopt the budget.
- i) 2016-17 precept - on a proposal by Cllr. Carey it was RESOLVED to set the precept at £14810
- j) Practitioners Conference 25th -26th February 2016 this is early bird discount £249.00 + VAT mileage £136.80 - On a proposal by Cllr. Martin it was resolved that the Clerk attend this conference.
- k) Procurement of audit for smaller council's deadline for response 31 January 2016 - on a proposal by Cllr. Carey, it was RESOLVED to not opt out of the sector led body audit procurement.

95.15 ENVIRONMENTAL MATTERS

1. Flood Prevention Update:- Cllr. Carey reported that a meeting with Roundstone's had been requested to discuss alleviating flood risk in Almodington.

Operation Watershed Grant to divert water across Batchmere lane had been approved. Cllr. Carey had written to the landowner to obtain permission to access the land.

Somerley culvert enlargement- The Environment Agency had assigned an officer to the case.

Drove Lane - Medmerry Park had agreed to replace culvert and had requested assistance with specification.

RC

2. Footpath Bell Lane - Cllr. Charter reported that he had met with West Sussex County Council and was waiting for a date to carry out the work with volunteers. The County Council would provide traffic management equipment. It was agreed to produce a press release and provide photographs of the event to the local press.
3. Bus Shelter Removal Consultation and Bus Route 150 - West Sussex County Council had advised that there was no formal procedure to remove a shelter, however, consultation with the users and the bus company would be required. Therefore, the clerk had placed signs in all the bus shelters requesting residents' views on the removal of the shelter. One resident had contacted the council requesting that the shelter opposite Easton Lane not be removed as she used it daily. If removal were to go ahead, then it might be necessary to apply for a licence for works in the highway. It was noted that Compass bus route 150 runs via Almodington lane daily at school time and an additional public service on Monday, Wednesday and Friday during the day. Matter closed.
4. Vandalism in centre of Earnley - fireworks had been released in the telephone box on the weekend of 7-8th November. The Community Warden had cleared up the debris.
5. Direction sign centre of Earnley - the Clerk had advised West Sussex County Council that the traditional finger post installation was imminent. The County Council had advised that there was no



EARNLEY PARISH COUNCIL- EXPENDITURE BUDGET 2016/17

	Code	Budget 14/15	Original Budget 15/16	Spend to Half Year	Forecast Full Year 15/16	Budget 16/17	% growth Budget on budget	Comments
General Administration								
Insurance	1	350	300	265	265	300	0%	
Audit Fees	2	360	250	391	391	225	-10%	Reduction in funds- re Bookers Lane.
Data Protection	3	35	35	0	35	35	0%	
Councillors and Clerks training	4	600	750	56	600	600	-20%	
Parish Council Newsletter	5	250	250	195	300	300	20%	
Office Telephone	6	75	100	48	100	100	0%	
Printing & Stationery	7	200	250	237	350	350	40%	
Room Hire & Hospitality	8	360	400	130	260	375	-6%	
Office 365, Website and anti virus protection	9	150	250	55	210	150	-40%	
SALC & CALC Subscription	10	150	160	162	162	170	6%	
SLCC and Institute Membership	11	75	75	0	83	90	20%	
Office Equipment	12	100	100	172	172	200	100%	new earmarked reserve
CPRE Subscription	13	35	35	0	0	0	-100%	no longer subscribing
		2740	2,955	1,711	2,928	2,895	-2%	
Salaries & Related Expenses								
Clerks Salary (gross)	14	5037	5,350	2,668	5,835	5,819	9%	Point 24 = £21,530 /37 hrs x10 = 5,819
office rent and broadband	15	276	276	110	276	220	-20%	
pension payment	16	973	1,100	541	1,184	1,263	15%	Forecast 20.7%, Budget 21.7%
Payroll Services	18	50	60	29	60	65	8%	
Clerk Expenses	19	350	250	195	350	380	52%	
		6686	7,036	3,544	7,705	7,747	10%	
Grants								
Citizen's Advice Bureau LGA 1972 s142	20	100	100	0	100	100	0%	
Community Warden LG & Rating Act 1997 Part III S31.1(C)	21	350	350	350	350	700	100%	New contingency re police cuts
Youth Club LG (MP) a 1976 s19	22	100	100	0	100	100	0%	
		550	550	350	550	900	64%	
Section 137 Grants								
Participatory Funding & Emergency Requests	23	300	250	20	250	250	0%	
		300	250	20	250	250	0%	
Public Areas								
Street Lighting	24	200	200	55	150	200	0%	
Road Signs	25	50	200	0	200	200	0%	Add to reserve
Bus Shelter Maintenance	26	100	100	0	200	300	200%	Add to reserve
Bus Shelter Cleaning	27	300	300	0	300	300	0%	
Notice Boards Replacement	28	500	500	0	500	500	0%	Add to reserve
Notice Boards Maintenance	29	100	100	0	100	100	0%	
		1250	1,400	55	1,450	1,600	14%	
Annual Parish Assembly	30	150	150	22	60	150	0%	
Councillors' Expenses	31	25	25	0	25	100	300%	
Sundry Expenses	32	150	200	22	100	100	-50%	
Election Reserve Fund	33	100	500	0	500	500	0%	Add to reserve - assumes no payment.
Flood Alleviation Scheme Loan (final payment April 2023)	34	595	568	284	568	568	0%	
		1020	1,443	328	1,253	1,418	-2%	
TOTAL EXPENDITURE								
		12,546	13,634	6,008	14,136	14,810	9%	
Additions to Reserves included in Budget		750	1,300	0	1,400	1,700		Precept 15/16 14,350 Precept 16/17 14,810 Increase 3.2%
Cash Reserves b/fwd 01/04/15		7,284		Reserves b/fwd 01/04/16		8,898		
Plus Precept 15/16		14,350		Plus Precept 16/17		14,810		
Less Forecasted Expenditure 15/16		(14,136)		Less Budget Expenditure		(14,810)		
Plus transfer to Designated Reserves		1,400		Plus transfer to Des. Reserves		1,700		
Cash Reserves c/fwd 31/03/16		8,898		Reserves c/fwd 31/03/17		10,598		
Breakdown of c/fwd Cash Reserves								
	At 31/03/15	At 31/03/16	At 31/03/17					
Election Reserves	100	600	1,100					
Noticeboard Replacement	500	1,000	1,500					
Bus Shelter Maintenance	100	300	600					
Road Signs	50	250	450					
Office Equipment (new)			200					
Undesignated	6,534	6,748	6,748	5.5 months				
	7,284	8,898	10,598	8.6 months				

Note: % of reserves to turnover at end of 16/17 budget year assumes precept = budget for 16/17 , i.e no addition to undesignated reserves.



Logged in as
018708720001

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Card Detail Card Transactions

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Card Detail

MRS LOUISE CHATER

Available
£171.05

Balance
£171.05

Card Tools

[Report Card](#)

Programme: UTB Alto Corporate

Card Reference: 018708720001

PAN: **** * 6655

Date Created: 28-Sep-2015

Status: Active

Cleared Transactions

Filter

All



All



Enter Description

From

03/11/2015

To

31/03/2016

[Go](#)

Record Date

28-Jan

Transaction Date

27-Jan 09:05

Type

PCW

Description

E091308000000000 EAST WITTERIN

Amount GBP

£ - 10.00

Balance GBP

£ 171.05

13/4/16

Customer: Earnley Parish Council

Account: 60-83-01 20267784

Statement 56 from 01 Mar 2016 to 31 Mar 2016

Date	Description	Serial No	Debits	Credits	Balance
01Mar2016	Brought forward balance			11,676.99 ✓	11,676.99 ✓
03Mar2016	Cheque	300309	(100.00) ✓		11,576.99
15Mar2016	NORTH MUNDHAM PARI			157.00 ✓	11,733.99
16Mar2016	Cheque	300305	(50.00) ✓		11,683.99
16Mar2016	S/O to: WSCC Pension Fund		(122.09) ✓		11,561.90
17Mar2016	Direct Debit (ANVIL COMMUNICATIO)		(9.62) ✓		11,552.28
18Mar2016	B/P to: Chichester DC		(139.10) ✓		11,413.18
18Mar2016	B/P to: SLCC Enterprises		(25.52) ✓		11,387.66
18Mar2016	B/P to: SSALC Ltd		(78.00) ✓		11,309.66
18Mar2016	B/P to: SLCC Enterprises		(273.20) ✓		11,036.46
30Mar2016	Cheque	300311	(45.74) ✓		10,990.72
30Mar2016	S/O to: MRS LOUISE CHATER		(408.06) ✓		10,582.66
31Mar2016	Cheque	300310	(10.00) ✓		10,572.66
31Mar2016	Credit Interest			3.03 ✓	10,575.69 ✓ <i>unc</i>

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[Signature]
13/4/16

Section 3 – External Auditor Certificate and report 2014/15

No information required