

WEST DEAN PARISH COUNCIL

HL O'Callaghan, Clerk to the Council
C/o Wykikamookow, School Lane, Fittleworth,
West Sussex, RH20 1JB
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Members of West Dean Parish Council are hereby summoned to the Full Council Meeting of West Dean Parish Council at 7.30pm on Wednesday 12th January 2022 at West Dean College

The order of business to be transacted is:

1. Apologies for Absence
2. Code of Conduct
 - (i) Declarations of Interests on items included on the agenda
 - (ii) Dispensations - to consider any requests for Dispensations
3. Minutes – to agree and sign the minutes of the meeting held on 10th November 2021
4. Update on matters carried forward from previous meeting:
 - a) Pavements and Sidings
 - b) Village Gateways
 - c) Dog Waste Bins
 - d) Plotting of additional graves for allocation
 - e) Potential siting of new playground
5. Brief Report from County Councillor on matters affecting this Parish
6. Brief Report from District Councillor on matters affecting this Parish
7. Traffic/Roads Update
8. Planning Committee - to receive a verbal report from the Chairman, including consideration of any applications received since the last meeting
9. Finance
 - a) To approve Clerks salary and expenses – **Appendix A**
 - b) To note and approve income and expenditure report – **Appendix B**
 - c) To approve the regular Bank Reconciliation – **Appendix C**
 - d) To review 2022-23 budget and set Precept for 2022-23
10. Correspondence and Consultations – to note any items of interest
11. Any other matters not on agenda
12. Any other business for information only
13. Date of Next Meeting – 9th March 2022
14. Exclusion of Press and Public
15. Consideration of approval of raising Clerks salary 1 point to SCP 25 in line with yearly salary review

Signed:



Clerk to the Council

Appendix A

Clerk Salary and Expenses

Clerks Salary 1 – 30th November 2021
Net Salary £448.96
PAYE £3.00

Total Net Outlay £451.96

Clerks Salary 1 – 31st December 2021

Net Salary £449.16

PAYE £2.80

Total Net Outlay £451.96

Paid by Standing order on last working day of the month

Clerks Expenses Paid after the meeting

Date to be paid	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
13/1/22	Working from home allowance (November)	As per contract	18.00	0	18.00
13/1/22	Working from home allowance (December)	As per contract	18.00	0	18.00
13/1/22	Mileage	Reimbursement of travel to November meeting @£0.45 per mile (20 milesx2)	18.00	0	18.00
Total			54.00	0	54.00

Appendix B

WEST DEAN PARISH COUNCIL					
FINANCIAL REPORT 5/1/22					
RECEIPTS					
DATE	REF	PAYER	DESCRIPTION	AMOUNT	
PAYMENTS					
FILE NUMBER	DATE	REF	PAYER	DESCRIPTION	AMOUNT
45	18/11/2021	online	HL O'Callaghan	Work from home allowance (Sept & Oct)	36
45	18/11/2021	online	HL O'Callaghan	Clerk Mileage (Sept meeting)	18
46	30/11/2021	online	HL O'Callaghan	Clerk Salary - November	448.96
47	02/12/2021	online	Microsoft	365 monthly payment - November	11.28
48	02/12/2021	online	HMRC	PAYE November	3
49	02/12/2021	online	Chi Payroll Services	Payroll - November	10
50	31/12/2021	online	HL O'Callaghan	Clerk Salary - December	449.16
51	31/12/2021	online	Microsoft	365 monthly payment - December	11.28
52	05/01/2022	online	HMRC	PAYE December	2.8
53	05/01/2022	online	Chi Payroll Services	Payroll - December	10
					1000.48

WEST DEAN PARISH COUNCIL		
BANK RECONCILIATION		
05-Jan-22		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/2020		£35,605.24
Add Total Receipts		14,028.38
Less Total Payments		(11,835.26)
TOTAL		£37,798.36
BANK		
Barclays as @ 5/1/22		31,595.68
Santander as @ 3/11/21		6,202.68
TOTAL		£37,798.36

WEST DEAN PARISH COUNCIL			
	Budget 2021-22	Running Totals as at 3/11/21	End of Year Forecast
Balance b/f at 1 April	£35,605.24	£35,605.24	£35,605.24
Receipts			
Precept	£12,600.00	£12,600.00	£12,600.00
Council Tax Support Grant	£0.00	£0.00	£0.00
Cemetery Income	£0.00	£500.00	£500.00
Bank interest	£20.00	£0.40	£1.00
CDC Grant	£0.00	£0.00	£0.00
Grants	£0.00	£0.00	£0.00
Miscellaneous Income	£0.00	£408.72	£408.72
Vat recovered	£400.00	£519.26	£519.26
Total receipts for period	£13,020.00	£14,028.38	£14,028.98
Total receipts	£48,625.24	£49,633.62	£49,634.22
Payments			
<i>General Administration</i>			
Admin -Payroll	£120.00	£90.00	£120.00
Computer costs/ Website Hosting	£300.00	£124.60	£300.00
DATA Protection Fee	£35.00	£35.00	£35.00
Postage	£0.00	£0.00	£0.00
Stationery costs	£50.00	£19.99	£50.00
Clerk expenses	£150.00	£39.60	£50.00
Clerk Overtime/Training Hours	£0.00	£0.00	£0.00
Home office	£216.00	£144.00	£216.00
Employment Costs (Gross)	£5,423.60	£4,041.64	£5,423.60
PAYE contributions	£30.00	£26.00	£30.00
Insurance	£550.00	£543.90	£543.90
Audit fee	£100.00	£100.00	£100.00
Training (Clerk/Councillors)	£100.00	£0.00	£0.00
Valley Diary/Publicity	£100.00	£0.00	£100.00
Traffic Group	£250.00	£0.00	£250.00
Cemetery	£1,500.00	£3,730.00	£2,500.00
Churchyard	£500.00	£480.00	£500.00
General Village Maintenance	£1,000.00	£0.00	£1,000.00
Table Tombs	£0.00	£0.00	£0.00
Street Lights	£1,000.00	£613.49	£613.49
Bin Emptying	£350.00	£681.20	£681.20
Salt Bins	£100.00	£0.00	£0.00
Subscriptions	£123.98	£123.98	£123.98
Room Hire	£0.00	£0.00	£0.00
Notice board	£0.00	£0.00	£0.00
Neighbourhood Plan	£0.00	£0.00	£0.00
Events	£0.00	£0.00	£0.00
S.137 & S.142 payments	£0.00	£0.00	£0.00
Election	£0.00	£0.00	£0.00
Precept payments	£11,998.58	£10,793.40	£12,637.17
NHB grant	£0.00	£0.00	£0.00
Grants	£0.00	£0.00	£0.00
Operation Watershed	£0.00	£0.00	£0.00
VAT paid	£600.00	£1,038.10	£1,100.00
Total payments	£12,598.58	£11,831.50	£13,737.17
Surplus/deficit	£421.42	£2,196.88	£291.81
(Receipts less payments for period)			
Balance carried forward	£36,026.66	£37,802.12	£35,897.05