

WEST DEAN PARISH COUNCIL
HL O'Callaghan, Clerk to the Council
C/o Wykikamookow, School Lane, Fittleworth,
West Sussex, RH20 1JB
e-mail: westdeanpc@yahoo.com

Members of West Dean Parish Council are hereby summoned to the Full Council Meeting of West Dean Parish Council at 7.30pm on Wednesday 11th January 2023 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 9th November 2022**
- 4. Update on matters carried forward from previous meeting:**
 - a) Cemetery Maintenance Update
 - b) Waste Bin Update
 - c) Bus Stop Signage
 - d) Selsey Arms Resubmission Update
 - e) Kings Coronation Planning
- 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**
 - a) Speedwatch Update
 - b) SID Update
 - c) Pavements
- 8. Planning Committee - to receive a verbal report from the Chairman, including consideration of any applications received since the last meeting**
 - Pool House Update
- 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 2023-24 budget and set Precept for 2023-24 – **Appendix D**
 - e) To consider appointing Mulberry & Co as the Internal Auditor for the 2022-23 accounts
- 10. Correspondence and Consultations – to note any items of interest**
 - New Highways reporting tool
 - Reforming of neighbourhood policing team
- 11. Any other matters not on agenda**

12. Any other business for information only/next agenda

13. Date of Next Meeting – 8th March 2023

14. Exclusion of Press and Public

15. Consideration Clerks yearly salary review

Signed:



Clerk to the Council

Appendix A

Clerk Salary and Expenses

Clerks Salary 1 – 30th November 2022

Net Salary £661.13

PAYE £56.00

Total Net Outlay £717.13

Clerks Salary 1 – 31st December 2022

Net Salary £491.35

PAYE £13.40

Total Net Outlay £504.74

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 (£)
12/1/23	Working from home allowance (November)	As per contract	18.00	0	18.00
12/1/23	Working from home allowance (December)	As per contract	18.00	0	18.00
12/1/23	Mileage	Reimbursement of travel to November meeting @£0.45 per mile (20 milesx2)	18.00	0	18.00
Total			54.00	0	54.00

WEST DEAN PARISH COUNCIL					
FINANCIAL REPORT 4/1/23					
RECEIPTS					
FILE NUMBE	DATE	REF	PAYER	DESCRIPTION	AMOUNT
PAYMENTS					
FILE NUMBE	DATE	REF	PAYER	DESCRIPTION	AMOUNT
48	30/11/2022	dd	HL O'Callaghan	Clerk Salary - November	661.13
49	01/12/2022	dd	Chi Payroll	Payroll - November	15
50	01/12/2022	dd	HMRC	PAYE - November	56
51	02/12/2022	dd	Microsoft	Office 365 Subscription	11.28
52	30/12/2022	dd	HL O'Callaghan	Clerk Salary - December	491.35
53	31/12/2022	dd	Microsoft	Office 365 Subscription	11.28
54	03/01/2023	dd	Chi Payroll	Payroll - December	15
55	03/01/2023	dd	HMRC	PAYE - December	13.4
					1274.44

WEST DEAN PARISH COUNCIL		
BANK RECONCILIATION		
04-Jan-23		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/2022		£35,887.00
Add Total Receipts		14,735.10
Less Total Payments		(11,698.01)
TOTAL		£38,924.09
BANK		
Barclays as @ 4/1/23		32,716.01
Santander as @ 5/12/23		6,208.08
TOTAL		£38,924.09

Appendix D

	AGREED 2022-23	Expenditure at 04/01/23	Expected Budget at 31/3/22		PROPOSED 2023-24 0%	PROPOSED 2023-24 5%
Balance b/f at 1 April	£35,887.00	£35,887.00	£35,887.00		£32,371.96	£32,371.96
Receipts						
Precept	£13,230.00	£13,230.00	£13,230.00		£13,230.00	£13,891.50
Council Tax Support Grant	£0.00	£0.00	£0.00		£0.00	£0.00
Cemetery Income	£0.00	£0.00	£0.00		£0.00	£0.00
Bank interest	£1.50	£5.10	£6.00		£3.00	£3.00
CDC Grant	£0.00	£0.00	£0.00		£0.00	£0.00
Grants	£250.00	£500.00	£500.00	speedwatch grant	£0.00	£0.00
Miscellaneous Income	£0.00	£1,000.00	£1,000.00	filming	£0.00	£0.00
Vat recovered	£1,047.50	£0.00	£1,047.50		£800.00	£800.00
Total receipts for period	£14,529.00	£14,735.10	£15,783.50		£14,033.00	£14,694.50
Total receipts	£50,416.00	£50,622.10	£51,670.50		£46,404.96	£47,066.46
Payments						
<i>General Administration</i>						
Admin -Payroll	£180.00	£135.00	£180.00		£180.00	£180.00
Computer costs/ Website Hosting	£250.00	£164.60	£200.00		£200.00	£200.00
DATA Protection Fee	£35.00	£35.00	£35.00		£35.00	£35.00
Postage	£0.00	£0.00	£0.00		£0.00	£0.00
Stationery costs	£25.00	£0.00	£25.00		£20.00	£20.00
Clerk expenses	£50.00	£39.60	£50.00		£50.00	£50.00
Clerk Overtime/Training Hours	£0.00	£0.00	£0.00		£0.00	£0.00
Home office	£216.00	£144.00	£216.00		£216.00	£216.00
Employment Costs (Gross)	£5,692.96	£4,421.75	£5,692.96		£6,224.40	£6,224.40
PAYE contributions	£80.00	£121.00	£150.00		£100.00	£100.00
Insurance	£600.00	£581.23	£581.23		£600.00	£600.00
Audit fee	£100.00	£100.00	£100.00		£150.00	£150.00
Training (Clerk/Councillors)	£100.00	£0.00	£0.00		£100.00	£100.00
Valley Diary/Publicity	£100.00	£0.00	£100.00		£100.00	£100.00
Traffic/Speedwatch Group/SID	£3,500.00	£0.00	£4,334.40	SID cost	£2,000.00	£2,000.00
Cemetery	£2,000.00	£2,000.00	£2,000.00		£2,000.00	£2,000.00
Churchyard	£500.00	£530.00	£500.00		£550.00	£550.00
General Village Maintenance	£1,000.00	£0.00	£1,000.00		£1,000.00	£1,000.00
Table Tombs	£0.00	£0.00	£0.00		£0.00	£0.00
Street Lights	£700.00	£658.34	£700.00		£700.00	£700.00
Bin Emptying	£500.00	£344.76	£344.76		£500.00	£500.00
Salt Bins	£100.00	£0.00	£100.00		£100.00	£100.00
Subscriptions	£136.24	£136.24	£136.24		£144.35	£144.35
Room Hire	£0.00	£0.00	£0.00		£0.00	£0.00
Notice board	£500.00	£0.00	£500.00		£250.00	£250.00
Neighbourhood Plan	£0.00	£0.00	£0.00		£0.00	£0.00
Events	£1,500.00	£1,072.97	£1,072.97		£2,000.00	£2,000.00
S.137 & S.142 payments	£0.00	£0.00	£0.00		£0.00	£0.00
Election	£0.00	£0.00	£0.00		£100.00	£100.00
Precept payments	£17,865.20	£10,484.49	£18,018.56		£17,319.75	£17,319.75
NHB grant	£0.00	£0.00	£0.00		£0.00	£0.00
Grants	£0.00	£479.98	£479.98	taken from police speedwatch grant	£0.00	£0.00
Operation Watershed	£0.00	£0.00	£0.00		£0.00	£0.00
VAT paid	£600.00	£733.54	£800.00		£600.00	£600.00
Total payments	£18,465.20	£11,698.01	£19,298.54		£17,919.75	£17,919.75
Surplus/deficit	-£3,936.20	£3,037.09	-£3,515.04		-£3,886.75	-£3,225.25
(Receipts less payments for period)						
Balance carried forward	£31,950.80	£38,924.09	£32,371.96		£28,485.21	£29,146.71

