

## 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 Tuesday 23<sup>rd</sup> May 2023**

The order of business to be transacted is:

1. Election of Chair and Signing of Declaration of Acceptance of Office
2. Election of Vice Chair and Signing of Declaration of Office
3. To confirm and accept all Declarations and Acceptance of Office have been made and received
4. Apologies for Absence
5. Code of Conduct
  - (i) Declarations of Interests on items included on the agenda.
  - (ii) Dispensations - to consider any requests for Dispensations.
6. Minutes – to agree and sign the minutes of the meeting held on 8<sup>th</sup> March 2022
7. Review and Election of Committees
  - a) Traffic Action Committee
  - b) Planning
  - c) Highways and Flooding
  - d) Village Maintenance and Footpaths
  - e) Winter Management/Maintenance
8. Review and Adoption of:
  - a) Standing Orders
  - b) Financial Regulations
  - c) Staff and Cllr Data Policy
  - d) Data Protection Policy (General)
  - e) Risk Register
  - f) Asset Register
9. Update on matters carried forward from previous meeting:
  - a) Bus stop
  - b) Selsey Arms update
  - c) Operation Watershed
10. Brief Report from County Councillor on matters affecting this Parish
11. Brief Report from District Councillor on matters affecting this Parish
12. Traffic and Roads Update
  - Speedwatch update
  - SID update

13. Planning Committee - to receive a verbal report from the Chairman, including consideration of any applications received since the last meeting

14. Finance

- a) Annual Review for Year ending 31<sup>st</sup> March 2023
  - i. To receive and note full internal audit report 2022 - 2023 and any findings
  - ii. **Annual Governance Statement** - To review the effectiveness of the system of internal control (Section 1) (to be attached)  
Approve the Annual Governance Statement by resolution. Sign Section 1 of the Annual Return 2021 - 22
  - iii. **Accounting Statements** - To consider the Accounting Statements (Section 2) (to be attached)  
Approve the Accounting Statements by resolution. Sign Section 2 of the Annual Return
  - iv. **Certificate of Exemption** – To approve and sign the Certificate of Exemption (to be attached)  
To be completed where the higher of gross income or gross expenditure did not exceed £25,000 and the Parish Council wish to certify themselves as exempt from a limited assurance review.
  - v. **To agree and set the period of public rights** (to be attached)
- b) To approve regular ongoing standing orders for 12 months
  - i. Clerks salary
  - ii. Monthly payroll payment
  - iii. Microsoft 365 monthly payment
- c) To acknowledge receipt of first instalment of Precept
- d) To approve Clerks salary and expenses – **Appendix A**
- e) To note and approve the monthly income and expenditure report – **Appendix B**
- f) To approve the regular Bank Reconciliation – **Appendix C**
- g) To review the agreed Budget and make any changes – **Appendix D**

15. Correspondence and Consultations – to note any items of interest

- Request for funding of a defibrillator at the Chilgrove Business Centre

16. Any other matters not on agenda

17. Any other business for information only

18. Date of Next Meeting – 5<sup>th</sup> July 2023

Signed:



Clerk to the Council

**Appendix A**

**Clerk Salary and Expenses**

Clerks Salary 1 – 30<sup>th</sup> April 2023

**Net Salary £502.50**

**PAYE £16.20**

**Total Net Outlay £518.70**

**Paid by Standing order on last working day of the month**

## Clerks Expenses Paid after the meeting

Date Paid	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
24/5/23	Working from home allowance (March)	As per contract	18.00	0	18.00
24/5/23	Working from home allowance (April)	As per contract	18.00	0	18.00
24/5/23	Mileage	Mileage May meeting (£0.45 x 20 x 2)	18.00	0	18.00
Total			<b>54.00</b>	<b>0</b>	<b>54.00</b>

## Appendix B

WEST DEAN PARISH COUNCIL FINANCIAL REPORT 16/5/23					
<b>RECEIPTS</b>					
FILE NUMBE	DATE	REF	PAYER	DESCRIPTION	AMOUNT
	21/04/2023		CDC	1st half of Precept	6945.75
	10/05/2023		CDC	Coronation grant	400
					<b>7345.75</b>
<b>APRIL PAYMENTS</b>					
FILE NUMBE	DATE	REF	PAYER	DESCRIPTION	AMOUNT
1	19/04/2023	BACS	CDC	Bin Emptying 2022 - 23	487.35
2	19/04/2023	BACS	Microsoft	365 subscription	11.28
3	20/04/2023	BACS	WSALC	WSALC/NALC Subs	144.35
4	28/04/2023	BACS	HL O'Callaghan	Clerk Salary April	502.5
5	02/05/2023	BACS	HMRC	PAYE April	16.2
6	02/05/2023	BACS	Chi Payroll	Payroll April	15
7	02/05/2023	BACS	Helen Court	Coronation Expenses	191.45
8	04/05/2023	BACS	Keith Goacher	Grass Cutting - Cemetery	840
9	11/05/2023	BACS	Sterling Pub Company	Music for Coronation Event	400
10	11/05/2023	BACS	Sterling Pub Company	Coronation Expenses	2000
					<b>4608.13</b>
<b>PAYMENTS TO BE PAID IN MAY</b>					
	31/05/2023	BACS	HL O'Callaghan	Clerk Salary May	502.5
	01/06/2023	BACS	HMRC	PAYE May	16.2
	01/06/2023	BACS	Chi Payroll	Payroll May	15
	01/06/2023	BACS	Microsoft	365 subscription	11.28
					<b>544.98</b>

<b>WEST DEAN PARISH COUNCIL</b>		
<b>BANK RECONCILIATION</b>		
<b>16-May-23</b>		
<b>RECEIPTS &amp; PAYMENTS</b>		
Balance brought forward as at 31/03/2022		£34,628.52
Add Total Receipts		7,345.75
Less Total Payments		(4,608.13)
<b>TOTAL</b>		<b>£37,366.14</b>
<b>BANK</b>		
Barclays as @ 16/05/23		31,150.13
Santander as @ 31/3/23		6,216.01
<b>TOTAL</b>		<b>£37,366.14</b>



WEST DEAN PARISH COUNCIL			
	AGREED 2023-24	Expenditure at 04/01/23	Final Budget at 31/3/22
<b>Balance b/f at 1 April</b>	£34,628.52	£34,628.52	£34,628.52
<b>Receipts</b>			
Precept	£13,891.50	£6,945.75	£13,891.50
Council Tax Support Grant	£0.00	£0.00	£0.00
Cemetery Income	£0.00	£0.00	£0.00
Bank interest	£3.00	£0.00	£0.00
CDC Grant	£0.00	£400.00	£0.00
Grants	£0.00	£0.00	£0.00
Miscellaneous Income	£0.00	£0.00	£0.00
Vat recovered	£800.00	£0.00	£0.00
<b>Total receipts for period</b>	£14,694.50	£7,345.75	£13,891.50
<b>Total receipts</b>	<b>£49,323.02</b>	<b>£41,974.27</b>	<b>£48,520.02</b>
<b>Payments</b>			
<i>General Administration</i>			
Admin -Payroll	£180.00	£0.00	£15.00
Computer costs/ Website Hosting	£200.00	£9.40	£0.00
DATA Protection Fee	£35.00	£0.00	£0.00
Postage	£0.00	£0.00	£0.00
Stationery costs	£20.00	£0.00	£0.00
Clerk expenses	£100.00	£0.00	£0.00
Clerk Overtime/Training Hours	£0.00	£0.00	£0.00
Home office	£216.00	£0.00	£0.00
Employment Costs (Gross)	£6,224.40	£502.50	£6,224.40
PAYE contributions	£100.00	£16.20	£100.00
Insurance	£600.00	£0.00	£0.00
Audit fee	£150.00	£0.00	£0.00
Training (Clerk/Councillors)	£100.00	£0.00	£0.00
Valley Diary/Publicity	£100.00	£0.00	£0.00
Traffic/Speedwatch Group/SID	£2,000.00	£0.00	£0.00
Cemetery	£2,000.00	£700.00	£2,000.00
Churchyard	£550.00	£0.00	£0.00
General Village Maintenance	£1,000.00	£0.00	£0.00
Table Tombs	£0.00	£0.00	£0.00
Street Lights	£700.00	£0.00	£0.00
Bin Emptying	£500.00	£406.12	£406.12
Salt Bins	£100.00	£0.00	£0.00
Subscriptions	£144.35	£144.35	£144.35
Room Hire	£0.00	£0.00	£0.00
Notice board	£250.00	£0.00	£0.00
Neighbourhood Plan	£0.00	£0.00	£0.00
Events	£2,000.00	£2,191.45	£0.00
S.137 & S.142 payments	£0.00	£0.00	£0.00
Election	£100.00	£0.00	£0.00
<b>Precept payments</b>	<b>£17,369.75</b>	<b>£3,970.02</b>	<b>£8,889.87</b>
NHB grant	£0.00	£0.00	£0.00
Grants	£0.00	£400.00	£0.00
Operation Watershed	£0.00	£0.00	£0.00
VAT paid	£600.00	£0.00	£0.00
<b>Total payments</b>	<b>£17,969.75</b>	<b>£4,370.02</b>	<b>£8,889.87</b>
<b>Surplus/deficit</b>	<b>-£3,275.25</b>	<b>£2,975.73</b>	<b>£5,001.63</b>
<b>(Receipts less payments for period)</b>			
<b>Balance carried forward</b>	<b>£31,353.27</b>	<b>£37,604.25</b>	<b>£39,630.15</b>
<b>Earmarked Reserves</b>			
<b>Village Gateways/Speeding</b>	<b>£20,000.00</b>	<b>£0.00</b>	<b>£0.00</b>

