

## HEYSHOTT PARISH COUNCIL

### FINANCE & GENERAL PURPOSES BUDGET 24/25 WORK PARTY MEETING NOTES

**Held on:** Thursday 14 December 2023 at 5.30 pm

**At:** Flint House

**In attendance:** Robert Harris (Chairman and Finance and General Purposes lead councillor)  
Fiona Mackay (Vice-Chairman)  
Jane Constanduros (deals with banking)  
Jane Crawford (Clerk and RFO)

#### 1. BUDGET

When referring to expenditure all figures will be **VAT exclusive**

#### EXPENDITURE

##### A ADMINISTRATION

**A01 Clerk's salary:** See note on Clerk's time and expenses

23/24 £3,138 including pay award 6% (£15.30 to £16.30) and extra time £171

24/25 £3,150 estimate including pay award at 6%

**Recommendation:** To pay the Clerk's time for extra meetings and delivery of Audit papers to Internal Auditor.

**A02 Office expenses – includes payroll, petty cash, printer, paper, Clerk's allowances.**

The Clerk's allowance for use of office, computer, printer, telephone: notional £20 pa (subject to review if necessary) and travel allowance fuel only Minsted/Heyshott 12 miles at notional £30 pa

23/24 £311 The Tall Dog payroll £216. Clerk's allowance and extra travel £95

24/25 £350

**Recommendation:** To pay the Clerk's allowances and mileage for delivery of Audit papers and extra meetings.

**A03 Councillors' expenses**

23/24 £21 Wine for APM and printing

24/25 £50

**A04 Insurance**

23/24 £275

24/25 £275 (year 2 of 3-year contract)

**A05**

**A06 Internal Audit**

23/24 £200

24/25 £175 Karen Bennett £150 to £175

**Recommendation:** To confirm appointment of Karen Bennett

**A07 Miscellaneous charges**

Bank charges, Data Protection

23/24 £35 DPA registration; estimate bank charges £0

24/25 £35 DPA

**A08 Training**

23/24 £45 so far (£200 in budget)

24/25 £0

**A09 Website and emails, publicity**

23/24 £506 Hosting website, Clerks email and storage £194 + extra storage £14; Newsletter £268

24/25 £524 Hosting website, Clerks email and storage £253; Newsletter £268

**Recommendation:** To confirm approval extra storage with Website supplier. FOC until June 2024.

**A10 Election**

23/24 £204 to CDC for uncontested election

24/25 £0

##### B CONTRIBUTIONS, SUBSCRIPTIONS & GRANTS

**B01 Heyshott Churchyard mowing**

23/24 £500

24/25 £500

## **B02 Subs to WSALC and Local Councils Review**

23/24 £105

24/25 £102

**Recommendation:** To continue with membership of WSALC

## **B0 3 Grants to other bodies**

23/24 £750 MCB, Cobden Club and Bonfire £100; CAB, Tandem, Samaritans, Midhurst Palliative Care £50; MAC £0, + CC £250 as share of Bigfeat run.

24/25 £500

**Recommendation:** To confirm grants for 23/24 and to set grants for 24/25

## **BO 4 Grants to parish environment**

23/24 £0

24/25 £250

## **C OPEN SPACES**

### **C01 Play equipment annual inspection**

22/24 £152 Playsafe for annual inspection and maintenance

24/25 £152 Playsafe for annual inspection and maintenance

**Recommendation:** To confirm appointment of Playsafe

### **C02 Play equipment/tractor/fencing/ maintenance**

23/24 £202 Replacement swing seat and goal

24/25 £400

HPC pay for the **maintenance of the play equipment**, the **tractor** service, and **fencing**. PG would be responsible for raising money for new equipment.

### **C03 Lane from church to Pub grass cutting/clearance and Ron's bench area**

22/23 £480

23/24 £588

24/25 £800

### **C04 Cricket Ground grass cutting**

23/24 £1,050

24/25 £1,000

**Recommendation:** To limit the grass cutting to £1,000. If it was necessary to do an extra cut, it will need approval of two HPC members. If the season's conditions were dry, then the cost would be less.

### **C05 Pavilion rent/maintenance**

23/24 £38 Rent £10, new pavilion keys and maintenance £28

24/25 £50

### **C06 Pond clearance**

23/24 £0

24/25 £0

**Recommendation:** To 'close' ring-fenced fishing account as the £699 had been spent on keeping the pond area mown.

### **C07 Heyshott Common mowing/clearance**

23/24 £1,200

24/25 £1,200

### **C08 Parish clearance/ditches/tree surgery etc.**

23/24 £1,437 for ditching

24/25 £1,500 for ditches

### **C9 Bus shelter maintenance**

23/24 £110 for treating outside

24/25 £110 for treating outside

### **C10 General maintenance and repairs seats, notice boards, signs etc.**

23/24 £100 notice board

24/25 £200

### **C11 Litter bins/grit bin**

21/22 £0

22/23 £0

#### **D CAPITAL PROJECTS**

23/24 £678 Grant to playground towards safety surfacing  
24/25 £327 Balance of agreed grant to be paid towards safety surfacing of next project  
**Recommendation:** To confirm agreement made at previous meeting

#### **E CONTINGENCIES (for unexpected expenditure)**

24/25 £1,000

#### **F JUBILEE n/a**

#### **G CORONATION**

23/24 £423

#### **P PLAYGROUND PROJECTS**

23/24 £677 £1,355 for safety surfacing and preparation works less 50% grant from HPC  
24/25 £0

#### **RECEIPTS**

#### **H NATWEST INTEREST**

23/24 £160 estimate  
24/25 £150 estimate

#### **J PRECEPT**

23/24 £7,000 (Band D £41.87)  
24/25 £9,000 (Band D £55.80)

**Recommendation: To agree Precept £9,000**

#### **K CIL PAYMENTS**

23/24 £0  
24/25 £0

#### **L GRANTS /GIFTS/MISCELLANEOUS**

23/24 £500 Bigfeat run – (£250 to CC see grants above)  
24/25 £0

#### **M PLAYGROUND**

23/24 £1,847 Fund raising event  
24/25 £0

#### **N SPECIAL PROJECTS CORONATION**

23/24 £250

**P SECTION 137** Subject to certain formalities up to £8.82 (22/23) per elector can be raised for any purpose (not covered by authorised expenditure) which the council believes will be of benefit to the Parish.

**VAT:** 23/24 £506 (paid out 22/23) 24/25 £860 (paid out 23/24).

**RESERVES:** Reserves includes money for elections, emergencies and building up funds for projects.

23/24 £9,263 - less Playground (£4,908) HPC actual reserve **£4,355**

J Crawford, Clerk and RFO Notes changed with year-end figures at 28/03/2024