

**HEYSHOTT PARISH COUNCIL
FINANCE & GENERAL PURPOSES BUDGET 2026-2027 WORK PARTY MEETING NOTES**

Held on: Tuesday 25 November 2025 at 6.00 pm

At: The Cobden Hall

In attendance: Robert Harris, The Chairman, Fiona Mackay, and Simon Hook. The Clerk took the meeting notes.

- 1. EMAIL AND WEBSITE** Advice of best practice is that Councillors, Clerk and website should have a gov.uk address. See **updated** report
SH proposed that we should change to gov.uk as above. Parish Online looked the more vibrant company and would only cost £250 for the first year (£350 with £100 discount). The Clerk pointed out that if HPC was minded to have a new website the charge was £300 for the set-up and then free for 5 years. RH would ring up Parish Online to find out if a) they could host our existing website and correct any faults that might happen and b) firm up on the annual charges for a new website and 8 emails addresses all at gov.uk. c) find out about training for BA and the Clerk. **Action: RH**
See separate report
- 2. BUDGET**
When referring to expenditure all figures will be **VAT exclusive**

EXPENDITURE

A ADMINISTRATION

A01 Clerk's salary: See note on Clerk's expenses

25/26 £3,395 + 3 extra hours (£55.05) for Playground accounts

26/27 £3,430 (estimate 3% award)

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

The Clerk's allowance for use of office, computer, printing, internet, telephone: HPC to review; travel allowance .45p per mile

25/26 £379 Tall Dog payroll £240, Clerk's office allowance, travel and petty cash £139

26/27 £400 Tall Dog payroll £240. Clerk's office allowance £75, travel and petty cash

Recommendation: To appoint The Tall Dog for payroll, and pay the Clerk's offices allowance £75 per annum and mileage @45p per mile.

A03 Councillors' expenses

25/26 £16 Wine for APM

26/27 £50

A04 Insurance

25/26 £420 (year 1 of 3-year contract)

26/27 £420 (year 2 of 3-year contract) Bonfire insurance cover for 4,000 people is included as long as all risk assessment requirements are met.

Recommendation: To reappoint Clear Ecclesiastical Insurance

A05

A06 Internal Audit

25/26 £200 K Bennett Internal Audit £170 and advice about Playground A/c £30

26/27 £175 K. Bennett estimate

Recommendation: To appoint K Bennett as Internal Auditor

A07 Miscellaneous charges

Bank charges, Data Protection

25/26 £47 DPA

26/27 £47 DPA

A08 Training

25/26 £0

26/27 £100 Possibly for website training

A09 Website and emails, publicity:

25/26 £783 Newsletter £280 (extra for insert), Hosting website, Clerk's email and

storage £253 and to date+£260 = £793(if Parish Online emails and website)

26/27 £630 Newsletter £280; £350 if Parish Online

Recommendation: To appoint Parish Online for website and provide heyshottparish council.gov.uk address to be used for the website, and email for the Clerk and Councillors.

A10 Election

25/26 £0

26/27 £0

Recommendations: Resolve to accept all recommendations

B CONTRIBUTIONS, SUBSCRIPTIONS & GRANTS

B01 Heyshott Churchyard mowing

25/26 £500

26/27 £500

B02 Subs to WSALC and Local Councils Review

25/26 £108

26/27 £114 estimate

Recommendation: To continue with membership of WSALC

B03 Grants to other bodies

25/26 £300 £100 each to Midhurst Bus, Cobden Hall and Macmillan Midhurst

26/27 £1,000 As above including Bonfire and Bigfeat grant of £600 to Cobden Hall for 26/27

Recommendation: To confirm grants, including churchyard mowing for 25/26 and to set grants for 26/27.

C OPEN SPACES

C01 Lane from church to Pub grass cutting/clearance and Ron's bench area

24/25 £432

25/26 £400

26/27 £600

C02 Cricket Ground and land near Cobden Hall grass cutting

25/26 £840

26/27 £840

(capped, permission from 2 HPC members if need to go over)

C03 Pavilion rent/maintenance

25/26 £10 Rent

26/27 £50 Rent £10, maintenance preservative

C04 Heyshott Common mowing/clearance

25/26 £0 Mowing by Chairman and parishioner

26/27 £300 For tractor fuel - Chairman and parishioner would do mowing

C05 Parish clearance/ditches/tree surgery etc.

25/26 £1,000 ditching (Foundry not done)

26/27 £1,500 estimate for ditching

C06 Bus shelter maintenance

25/26 £0

26/27 £130 for 1 coat (may need 2)

C07 General maintenance and repairs seats, notice boards, signs etc.

25/26 £0

26/27 £200 Bench by pond £100, Bench by telephone box £50, Notice board £43

C08 Litter bins/grit bin

25/26 £0 26/27 £0

Resolve: To accept the above

D CAPITAL PROJECTS

25/26 £600 Bollards x 10 and fixings

26/27 £0

If bollards are on highway, they might need to be put in by Midhurst Green Volunteers who have WSCC insurance cover. Check with County Councillor or MGVs

E SPECIAL EVENTS

25/26 £0 26/27 £0

G PLAYGROUND

G01 Play equipment annual inspection

25/26 £177 Playsafe for annual inspection and maintenance

26/27 £179 Playsafe for annual inspection and maintenance

Recommendation: To resolve: confirm appointment of Playsafe

G02 Play equipment/tractor/ maintenance

25/26 £199 New swing seats

26/27 £108

G03 Safety surfacing/fencing

25/26 £0

26/27 £0

G04 Miscellaneous

25/26 £210 External audit

26/27 £ Tree planting

G05 New equipment

25/26 £256 Goal

25/27 £0

RECEIPTS

H NATWEST INTEREST

25/26 £111

26/27 £50 estimate

J PRECEPT

25/26 £10,500 (Band D £58.88),

26/27 £10,500 (Band D £59.66)

Recommendation: To resolve to agree Precept

K GRANTS /GIFTS/MISCELLANEOUS

25/26 £600 Bigfeat walk

26/27 £600 Bigfeat walk

M SPECIAL PROJECTS £0

SECTION 137 Subject to certain formalities up to £10.81 (24/25) per elector can be raised for any purpose (not covered by authorised expenditure) which HPC believes will be of benefit to the Parish

P PLAYGROUND

25/26 £1,619 Party in the Park

26/27 £0 May be plans for further fund-raising

VAT: 24/25 £5,063 25/26 £224 (in 26/27 a/cs)

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

24/25 HPC £4,842 Playground £4,081 In bank: £8,923

25/26 HPC £7,437 Playground £4,894 Closing: £12,331

26/27 HPC £7,503 estimate

J Crawford, Clerk and RFO

25/11/2025 updated 1 April 2026