



Clerk: Mrs.C.M.Tobin  
Cert.Ed.L.Pol.,

# SOUTHWATER PARISH COUNCIL

Beeson House,  
26 Lintot Square,  
Fairbank Road,  
Southwater,  
West Sussex  
RH13 9LA



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You are hereby **SUMMONED** to the **FINANCE & GENERAL PURPOSES COMMITTEE** of the Parish Council, which will be held **Beeson House, Lintot Square, Southwater, West Sussex on Wednesday, 8<sup>th</sup> March 2017 at 7.30 pm.**, when the following business will be considered and transacted.

**Catherine Tobin**  
Clerk to the Council

**1<sup>st</sup> March 2017**

## AGENDA

1. **PUBLIC PARTICIPATION** - to receive, note and act upon if considered necessary by Council comments made by members of the public.
2. **APOLOGIES** - to receive both apologies and reasons for absence.
3. **DECLARATIONS OF INTEREST** - to receive any declarations of Members interests.
4. **CHAIRMAN'S ANNOUNCEMENTS** – to receive any Chairman's announcements.
5. **CORRESPONDENCE** - to receive a list of correspondence from the Clerk's Office.
6. **MINUTES** – to discuss, comment and approve the minutes of:-
  - Finance & General Purpose Meeting held on Wednesday, 15<sup>th</sup> February 2017.
7. **ACCOUNTS & FINANCIAL MATTERS** - to discuss and where necessary, agree the accounts including bank reconciliations and current financial position of the council as at 8<sup>th</sup> March 2017.
8. **PAYMENTS SCHEDULE** - to discuss and approve a payment schedules to 8<sup>th</sup> March 2017.
9. **INTERNAL AUDITOR APPOINTMENT AND TENDER FOR 2017/2020** – to receive and comment upon a report in relation to the appointment of a new Internal Auditor and the need to tender for the business.
10. **LEISURE CENTRE MANAGER'S REPORT TO FEBRUARY 2017** – to discuss and comment upon the Leisure Centre Manager's report.
11. **POLICING MATTERS RELATING TO SOUTHWATER PARISH AREA** - to discuss matters relating to crime and disorder/anti social behaviour in Southwater.

12. **PARISH COUNCIL INVOLVEMENT IN HEALTH & WELLBEING IN WEST SUSSEX – SOUTHWATER COMMUNITY CONFERENCE** – to discuss a presentation given at the Southwater Community Event and the Council’s involvement in the Southwater Patient Participatory Group.
13. **TOWN COUNCIL STATUS** – to discuss and consider a proposal to change the status of the Parish Council to Town Council.
14. **COUNCIL PREMISES & LAND\*\*** - to discuss, comment upon matters relating to Council owned and managed land and buildings including Insurance and Health & Safety matters, in particular proposed expenditure for replacement gates to the Leisure Centre Play Area and other repairs.
15. **PERSONNEL, PENSIONS & TRAINING\*\*** - to discuss, comment upon proposed training events for Councillors and any staff/pension related matters.
16. **DATE OF NEXT MEETING - 12<sup>TH</sup> APRIL 2017**

**\*\*The press and public may be excluded from discussions in relation to these items due to these being considered of a confidential, contractual or exempt nature**

**ALL MEMBERS OF THE PUBLIC HAVE THE RIGHT TO ATTEND AND ARE WELCOME AT MEETINGS**

**PAYMENTS FOR APPROVAL  
SINCE LAST COUNCIL MEETING**

**Wednesday  
8th March 2017**

	<b>£</b>	<b>£</b>
BACS Payments	16,086.73	
Cheque Payments	240.00	
Petty cash LC	50.00	
<b>Sub Total Payments</b>		<u>16,376.73</u>
Direct Debits Paid	2,328.73	
February 2017 salaries 24.02.2017	32,129.06	
<b>Other Total Payments</b>		<u>34,457.79</u>
<b>GRAND TOTAL FOR APPROVAL</b>		<u><u>50,834.52</u></u>

## PROPOSED PAYMENT OF INVOICES DUE BY 31 MARCH 2017

## Purchase Ledger

## Pay By BACS

<u>Invoice Date</u>	<u>Invoice No</u>	<u>Ref No</u>	<u>A/C Code</u>	<u>Date Due</u>	<u>Amount</u>	<u>Discount</u>	<u>Amount Due</u>
08/02/2017	34773928-18		ADT035	10/03/2017	260.90	0.00	260.90
			Total ADT Fire and Security PLC		<b>260.90</b>	<b>0.00</b>	<b>260.90</b>
15/02/2017	12		AMBER1190	01/03/2017	60.00	0.00	60.00
			Total Amber Essex		<b>60.00</b>	<b>0.00</b>	<b>60.00</b>
06/02/2017	30072		BEL037	08/03/2017	249.00	0.00	249.00
			Total BEL Sign & Display Solutions		<b>249.00</b>	<b>0.00</b>	<b>249.00</b>
21/02/2017	770604315		CANUK003	24/03/2017	293.27	0.00	293.27
			Total Canon UK Ltd		<b>293.27</b>	<b>0.00</b>	<b>293.27</b>
24/02/2017	01331		CBS1136	10/03/2017	522.00	0.00	522.00
			Total C-B-S Electrical Contractors Ltd		<b>522.00</b>	<b>0.00</b>	<b>522.00</b>
20/02/2017	20329		CHR118	22/03/2017	360.00	0.00	360.00
			Total Chroma Vision Ltd		<b>360.00</b>	<b>0.00</b>	<b>360.00</b>
09/01/2017	HRS/232128		CITY313	08/02/2017	24.95	0.00	24.95
			Total City Electrical Factors Ltd		<b>24.95</b>	<b>0.00</b>	<b>24.95</b>
28/02/2017	1702/001		COOTE1187	28/03/2017	100.00	0.00	100.00
			Total Jenny Coote		<b>100.00</b>	<b>0.00</b>	<b>100.00</b>
09/02/2017	44/I06191		CP051	16/02/2017	32.36	0.00	32.36
09/02/2017	44/I06192		CP051	16/02/2017	570.60	0.00	570.60
09/02/2017	44/I06193		CP051	16/02/2017	22.50	0.00	22.50
23/02/2017	44/I06247		CP051	02/03/2017	86.36	0.00	86.36
16/02/2017	44/IC00381		CP051	23/02/2017	-570.60	0.00	-570.60
			Total CP Office Supplies		<b>141.22</b>	<b>0.00</b>	<b>141.22</b>
26/02/2017	26FEB2017	REFUND-CP	CP1205	12/03/2017	50.00	0.00	50.00
			Total Silvia Churchill		<b>50.00</b>	<b>0.00</b>	<b>50.00</b>
19/01/2017	19262		CUS625	26/01/2017	35.99	0.00	35.99
19/02/2017	19731		CUS625	26/02/2017	35.99	0.00	35.99
			Total InTouchNow		<b>71.98</b>	<b>0.00</b>	<b>71.98</b>
21/02/2017	21FEB2017	LUNCHEON	FOOD126	07/03/2017	168.00	0.00	168.00
			Total Food For Thought		<b>168.00</b>	<b>0.00</b>	<b>168.00</b>
15/12/2016	DEC2016	ZUMBA	GIAN1207	29/12/2016	80.00	0.00	80.00
			Total Miss Katherine Giannini		<b>80.00</b>	<b>0.00</b>	<b>80.00</b>
01/02/2017	07/264023		GRE093	03/03/2017	59.99	0.00	59.99
			Total Greenham		<b>59.99</b>	<b>0.00</b>	<b>59.99</b>
14/02/2017	6221475+		HDCINC042	19/02/2017	16.45	0.00	16.45
			Total Horsham District Council		<b>16.45</b>	<b>0.00</b>	<b>16.45</b>
02/02/2017	3731		HORPUB171	09/02/2017	132.00	0.00	132.00

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09/02/2017	3751		HORPUB171	16/02/2017	288.00	0.00	288.00
			Total Horsham Publications Ltd		<b>420.00</b>	<b>0.00</b>	<b>420.00</b>
31/01/2017	JANUARY	YOGA-PILAT	JPENT197	14/02/2017	225.00	0.00	225.00
			Total Judy Ranger Pilates		<b>225.00</b>	<b>0.00</b>	<b>225.00</b>
09/02/2017	G4967713		KCCL130	02/03/2017	705.64	0.00	705.64
09/02/2017	G4968308		KCCL130	02/03/2017	672.34	0.00	672.34
13/02/2017	G5031333		KCCL130	06/03/2017	1,236.40	0.00	1,236.40
13/02/2017	G5031341		KCCL130	06/03/2017	96.88	0.00	96.88
			Total Kent County Council Laser		<b>2,711.26</b>	<b>0.00</b>	<b>2,711.26</b>
01/03/2017	120345		KES101	15/03/2017	423.60	0.00	423.60
			Total Kestrel Alarms Ltd		<b>423.60</b>	<b>0.00</b>	<b>423.60</b>
07/10/2016	001/16/0875669		LOM440	06/11/2016	439.48	0.00	439.48
			Total Lombard North Central plc		<b>439.48</b>	<b>0.00</b>	<b>439.48</b>
28/02/2017	9528		MICRO92	28/02/2017	626.46	0.00	626.46
			Total Microshade Business Consultants Ltd		<b>626.46</b>	<b>0.00</b>	<b>626.46</b>
21/02/2017	INV389625		PC624	23/03/2017	118.50	0.00	118.50
			Total Maxwell Amenity Ltd		<b>118.50</b>	<b>0.00</b>	<b>118.50</b>
02/02/2017	2FEB2017		PUT550	16/02/2017	60.00	0.00	60.00
			Total CD & MK Putnam		<b>60.00</b>	<b>0.00</b>	<b>60.00</b>
19/03/2017	SM17502		RBS394	19/03/2017	375.00	0.00	375.00
			Total RBS Software Solutions		<b>375.00</b>	<b>0.00</b>	<b>375.00</b>
15/02/2017	0605		RES597	07/03/2017	90.00	0.00	90.00
			Total The District Post		<b>90.00</b>	<b>0.00</b>	<b>90.00</b>
20/02/2017	SI05087		ROD053	22/03/2017	192.60	0.00	192.60
			Total The Rodin Group Ltd		<b>192.60</b>	<b>0.00</b>	<b>192.60</b>
15/02/2017	23463		SAPRO1199	15/02/2017	311.26	0.00	311.26
			Total SA Property Services		<b>311.26</b>	<b>0.00</b>	<b>311.26</b>
20/02/2017	362265181		SCHIN84	22/03/2017	608.12	0.00	608.12
			Total Schindler Ltd		<b>608.12</b>	<b>0.00</b>	<b>608.12</b>
17/02/2017	70110178519		SOUTHW113	24/02/2017	111.82	0.00	111.82
17/02/2017	70110179042		SOUTHW113	24/02/2017	386.93	0.00	386.93
17/02/2017	70110179669		SOUTHW113	24/02/2017	99.58	0.00	99.58
			Total Southern Water		<b>598.33</b>	<b>0.00</b>	<b>598.33</b>
15/02/2017	8490		STAN046	01/03/2017	73.20	0.00	73.20
20/02/2017	8495		STAN046	06/03/2017	73.20	0.00	73.20
			Total Stanly Associates Ltd		<b>146.40</b>	<b>0.00</b>	<b>146.40</b>

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10/02/2017	10369		SU067	17/02/2017	66.00	0.00	66.00
10/02/2017	10372		SU067	17/02/2017	66.00	0.00	66.00
17/02/2017	10497		SU067	24/02/2017	78.00	0.00	78.00
17/02/2017	10565		SU067	24/02/2017	48.00	0.00	48.00
Total Surrey & Sussex Assn Of Local Councils					<b>258.00</b>	<b>0.00</b>	<b>258.00</b>
30/09/2016	15		TEM1170	30/10/2016	794.00	0.00	794.00
31/10/2016	16		TEM1170	30/11/2016	793.99	0.00	793.99
30/11/2016	17		TEM1170	30/12/2016	793.99	0.00	793.99
31/12/2016	18		TEM1170	30/01/2017	793.99	0.00	793.99
31/01/2017	19		TEM1170	02/03/2017	793.99	0.00	793.99
Total TEM					<b>3,969.96</b>	<b>0.00</b>	<b>3,969.96</b>
22/07/2016	05365		TRIP522	21/08/2016	2,025.84	0.00	2,025.84
Total Triplegas					<b>2,025.84</b>	<b>0.00</b>	<b>2,025.84</b>
21/02/2017	SIN86926		WP048	23/03/2017	29.16	0.00	29.16
Total Wightman & Parrish Ltd					<b>29.16</b>	<b>0.00</b>	<b>29.16</b>
<b>TOTAL OF PROPOSED PAYMENTS - BY BACS</b>					<b>16,086.73</b>	<b>0.00</b>	<b>16,086.73</b>

## PROPOSED PAYMENT OF INVOICES DUE BY 30 MARCH 2017

## Purchase Ledger

## Pay By Cheque

<u>Invoice Date</u>	<u>Invoice No</u>	<u>Ref No</u>	<u>A/C Code</u>	<u>Date Due</u>	<u>Amount</u>	<u>Discount</u>	<u>Amount Due</u>
01/03/2017	271121		ZURINS086	01/03/2017	240.00	0.00	240.00
			Total Zurich Insurance		<b>240.00</b>	<b>0.00</b>	<b>240.00</b>
			<b>TOTAL OF PROPOSED PAYMENTS - BY CHEQUE</b>		<b>240.00</b>	<b>0.00</b>	<b>240.00</b>

## PROPOSED PETTY CASH TRANSFERS

For 8th March 2017

	<u>£</u>
Southwater Parish Council	0.00
Southwater Leisure Centre	50.00
<b>TOTAL TRANSFERS</b>	<b><u>50.00</u></b>



## **DIRECT DEBITS PAID FROM ACCOUNT**

**since last meeting**

	<u>£</u>
De Landen Landen 01.02.17	1,539.37
Credit card January 2017 08.02.17	437.69
FD fees 15.02.17	99.56
Global payment 16.02.17	98.75
BT 22.02.17	153.36
<b>TOTAL TRANSFERS</b>	<b><u>2,328.73</u></b>

## Outstanding Balances by Due Date as at : 01/03/2017

A/C Code	Customer Name	Balance	Current	Up To 30 Days	Up To 60 Days	Up To 90 Days	On A/c Pymnts
AGE910	AGE UK HORSHAM	358.96	358.96	0.00	0.00	0.00	0.00
APP339	APPLEO	197.52	197.52	0.00	0.00	0.00	0.00
ATHOME109	AT HOME	28.39	28.39	0.00	0.00	0.00	0.00
BUCK211	RESPONDERS	26.78	26.78	0.00	0.00	0.00	0.00
CHESWOR9	CHESWORTH ROVERS FC	154.50	154.50	0.00	0.00	0.00	0.00
COCO294	COCOS	114.60	114.60	0.00	0.00	0.00	0.00
CRAWLEY1	CRAWLEY CCG	98.64	25.00	0.00	73.64	0.00	0.00
D2ASS110	D2ASSOCS	18.55	18.55	0.00	0.00	0.00	0.00
DEM930	DEMENTIA	305.56	305.56	0.00	0.00	0.00	0.00
EAST040	EASTPAINT	133.92	133.92	0.00	0.00	0.00	0.00
ELIM995	ELIM CHURCH FC	103.00	103.00	0.00	0.00	0.00	0.00
ELS186	ELSDEN	270.03	270.03	0.00	0.00	0.00	0.00
FAB	JASON BERRY	74.07	74.07	0.00	0.00	0.00	0.00
FLYNN1184	ALEX FLYNN	45.90	45.90	0.00	0.00	0.00	0.00
GKR193	GKR	134.16	134.16	0.00	0.00	0.00	0.00
HIN280	TIM HINTON	24.69	24.69	0.00	0.00	0.00	0.00
HJUDO524	HORS JUDO	609.15	256.40	352.75	0.00	0.00	0.00
HORFCYOU	HORFCYOUTH	206.00	206.00	0.00	0.00	0.00	0.00
KATH876	BRIGGS	351.90	137.70	214.20	0.00	0.00	0.00
LRBC	LRBC	65.84	65.84	0.00	0.00	0.00	0.00
MADILL1051	MADILL	32.92	32.92	0.00	0.00	0.00	0.00
MAIN985	MAINSTONE	32.92	32.92	0.00	0.00	0.00	0.00
MANSELL	MARY MANSELL	32.92	32.92	0.00	0.00	0.00	0.00
MARION	RICHARDSON	-8.00	0.00	0.00	0.00	-8.00	0.00
MOSEY 1186	MOSEY	183.60	183.60	0.00	0.00	0.00	0.00
MSA939	MSA	34.75	34.75	0.00	0.00	0.00	0.00
MURPHY 113	MURPHY	32.92	32.92	0.00	0.00	0.00	0.00
NCT 1101	NCT1101	32.05	32.05	0.00	0.00	0.00	0.00
NSSA272	NORTH SUSSEX	51.50	51.50	0.00	0.00	0.00	0.00
OAKL745	OAKLAND	411.45	23.14	0.00	2.22	386.09	0.00
PEACH979	PEACH	153.00	153.00	0.00	0.00	0.00	0.00
PRO835	PROBUS	43.52	43.52	0.00	0.00	0.00	0.00
PUTNAM	PUTNAM'S DANCE	89.44	89.44	0.00	0.00	0.00	0.00
RIC1157	RICHARDSON	402.48	402.48	0.00	0.00	0.00	0.00
RSPCA971	RSPCA	102.04	93.45	8.59	0.00	0.00	0.00
SART600	SOUTH ART	128.20	128.20	0.00	0.00	0.00	0.00
SBRI261	SOUTH BRIDGE	242.09	242.09	0.00	0.00	0.00	0.00
SCH682	SCHENCK	91.80	91.80	0.00	0.00	0.00	0.00
SOC190	TINYSOCCERSTARS	160.65	68.85	91.80	0.00	0.00	0.00
SOUBAD271	SOUTH BAD	222.24	222.24	0.00	0.00	0.00	0.00
SOUBO183	SOUTH BOWLS	290.92	290.92	0.00	0.00	0.00	0.00
SOUTH976	SOUTH-BERRIMAN	540.75	231.75	309.00	0.00	0.00	0.00
SURREY103	SURREY POLICE	44.87	44.87	0.00	0.00	0.00	0.00
SXPOL172	SUSSEX POLICE	46.61	46.61	0.00	0.00	0.00	0.00
THAKE1171	THAKENHAM	103.00	103.00	0.00	0.00	0.00	0.00
WEI259	WEIGHT W	303.80	303.80	0.00	0.00	0.00	0.00
Sub Total C/Fwd		<b>7,124.60</b>	<b>5,694.31</b>	<b>976.34</b>	<b>75.86</b>	<b>378.09</b>	<b>0.00</b>

## Outstanding Balances by Due Date as at : 01/03/2017

A/C Code	Customer Name	Balance	Current	Up To 30 Days	Up To 60 Days	Up To 90 Days	On A/c Pymnts
	Sub Total B/Fwd	<b>7,124.60</b>	<b>5,694.31</b>	<b>976.34</b>	<b>75.86</b>	<b>378.09</b>	<b>0.00</b>
WSCC187	WSCC ADULT	45.24	60.24	-15.00	0.00	0.00	0.00
WSCL173	WSCCLIB	9.66	146.21	0.00	0.00	0.00	-136.55
	<b>Total Sales Ledger No 1</b>	<b>7,179.50</b>	<b>5,900.76</b>	<b>961.34</b>	<b>75.86</b>	<b>378.09</b>	<b>-136.55</b>
	<b>TOTAL SALES LEDGER BALANCES</b>	<b>7,179.50</b>	<b>5,900.76</b>	<b>961.34</b>	<b>75.86</b>	<b>378.09</b>	<b>-136.55</b>

Month No : 11

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<b><u>Full Council/F &amp; GP</u></b>							
101	<u>Parish Council General</u>						
4000	Salaries	13,521	142,519	172,000	29,481		29,481
4001	Employers National Insurance	1,025	10,483	9,650	-833		-833
4002	Employers Pension Contribution	4,017	39,662	37,848	-1,814		-1,814
4003	Staff Mileage/Expenses	59	970	1,750	780		780
4004	Pension Health Liability Insur	0	1,953	0	-1,953		-1,953
4030	Training/Courses	215	1,636	3,000	1,364	69	1,295
4031	Election Costs	0	0	4,000	4,000		4,000
4070	Uniform	0	0	26	26		26
4080	Health & Safety	0	107	350	243		243
4123	Street Lighting	0	2,852	5,000	2,148		2,148
4130	Insurance	0	12,781	17,340	4,559		4,559
4155	Cleaning Materials	0	0	500	500		500
4156	Litter Equipment	0	0	392	392		392
4175	Maintenance	0	0	500	500		500
4180	Improvement Projects	0	-20,300	3,000	23,300		23,300
4235	War Memorial Maintenance	0	0	500	500		500
4240	Grass Cutting	3,308	5,942	13,390	7,448		7,448
4245	Allotments Costs	100	168	2,500	2,332		2,332
4270	Litter Bins	0	2,036	2,856	820		820
4275	Dog Bins	16	1,024	1,428	404		404
4400	Printing & Stationery	271	2,839	5,100	2,261		2,261
4405	Photocopier Costs	244	2,436	2,346	-90		-90
4415	Marketing	75	957	4,080	3,123		3,123
4420	Newsletter	240	1,856	3,315	1,459		1,459
4425	Communications & Consultancy	582	13,191	7,500	-5,691		-5,691
4440	Telephone	0	3,222	1,873	-1,349		-1,349
4455	Postage	0	630	500	-130		-130
4460	Subscriptions	0	3,050	3,000	-50		-50
4480	Computing Costs	435	4,771	3,500	-1,271		-1,271
4500	Chairmans Allowance	0	427	300	-127		-127
4520	Members Travel & Subsistance	0	0	500	500		500
4550	Bank Charges	101	1,188	0	-1,188		-1,188
4555	Legal Expenses	0	6,210	4,000	-2,210		-2,210
4570	Internal Audit	0	357	1,500	1,143		1,143
4580	External Audit	0	1,300	2,000	700		700
4585	Professional Fees	0	3,204	1,530	-1,674		-1,674
4600	Christmas Expenses	735	3,807	1,000	-2,807	3,418	-6,225
4730	Licences	0	0	1,000	1,000		1,000

Month No : 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4750 Catering Costs	0	355	500	145		145
4800 Grants - Community	144	25,277	20,000	-5,277		-5,277
4916 Community Events	0	0	1,550	1,550		1,550
4925 Bus Shelter	311	428	117	-311		-311
Parish Council General :- Expenditure	<b>25,399</b>	<b>277,336</b>	<b>341,241</b>	<b>63,905</b>	<b>3,487</b>	<b>60,417</b>
1080 Allotment Lettings	0	76	927	-851		0
1270 Christmas Income	0	5,083	2,500	2,583		0
1410 Catering Income	0	6	500	-494		0
1510 Nuthurst Parish Council	0	0	1,950	-1,950		0
1700 Grants Received	0	17,506	16,000	1,506		0
1800 Miscellaneous Income	0	200	6,700	-6,500		0
1870 Interest Received	0	2,327	0	2,327		0
1900 Precept Received	0	324,468	0	324,468		0
1901 Precept Grant	0	4,633	4,633	0		0
1924 Community Events	0	0	1,800	-1,800		0
Parish Council General :- Income	<b>0</b>	<b>354,299</b>	<b>35,010</b>	<b>319,289</b>		
<b>Net Expenditure over Income</b>	<b>25,399</b>	<b>-76,963</b>	<b>306,231</b>	<b>383,194</b>		
<u>102</u> Parish Office/Beeson House						
4000 Salaries	702	7,529	0	-7,529		-7,529
4003 Staff Mileage/Expenses	0	25	0	-25		-25
4105 HDC Service Charge	0	-10,000	0	10,000		10,000
4110 Rates	0	19,803	12,000	-7,803		-7,803
4122 Electricity	0	4,127	10,404	6,277		6,277
4130 Insurance	0	1,083	5,202	4,119		4,119
4140 Sinking Fund	0	6,575	0	-6,575		-6,575
4197 Beeson House External Charges	241	764	0	-764		-764
4198 Beeson House Internal Charges	1,970	9,645	0	-9,645		-9,645
4300 D2 Rental Costs	0	2,340	2,600	260		260
4302 Oakland Ins Servs Rental Costs	0	3,015	3,350	335		335
4303 Rose Building Serv Rental Cost	0	3,600	4,000	400		400
4304 Sussex Police Rental Costs	0	2,876	3,195	319		319
4312 Youth Club Rental Costs	0	7,635	7,635	0		0
4318 Beeson House Service Charge	0	14,868	0	-14,868		-14,868
4319 D2 Service Charge Costs	0	0	1,031	1,031		1,031
4320 MSA Service Charge Costs	0	0	1,812	1,812		1,812
4321 Oakland Ins Service Charge Cos	0	0	1,286	1,286		1,286
4322 Rose Build Service Charge Cost	0	0	1,961	1,961		1,961
4323 Sussex Police Service Chg Cost	0	0	2,593	2,593		2,593

Month No : 11

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4324	WSCC Library Service Chg Costs	0	0	12,930	12,930		12,930
4325	Lower Office1 Service Chg Cost	0	0	635	635		635
4326	Upper Office1 Service Chg Cost	0	0	1,407	1,407		1,407
4327	Upper Office2 Service Chg Cost	0	0	1,372	1,372		1,372
4328	Upper Office3 Service Chg Cost	0	0	1,209	1,209		1,209
4329	Upper Office4 Service Chg Cost	0	0	763	763		763
4330	ParishCouncil Service Chg Cost	0	0	23,498	23,498		23,498
4555	Legal Expenses	0	3,760	0	-3,760		-3,760
4585	Professional Fees	0	750	0	-750		-750
4730	Licences	0	146	0	-146		-146
	<b>Parish Office/Beeson House :- Expenditure</b>	<b>2,913</b>	<b>78,541</b>	<b>98,883</b>	<b>20,342</b>	<b>0</b>	<b>20,342</b>
1000	Hall Hires	625	6,124	11,220	-5,096		0
1410	Catering Income	0	0	150	-150		0
1500	Recharge - Library	0	11,287	0	11,287		0
1502	Recharge - Youth Club	0	-691	0	-691		0
1503	Recharge - Sussex Police	0	2,374	0	2,374		0
1504	Recharge - Oakland Ins Servs	0	1,572	0	1,572		0
1505	Recharge - D 2 Associates Ltd	0	1,249	0	1,249		0
1506	PC Rents	0	-1,625	0	-1,625		0
1507	HDC service charge	0	1,087	0	1,087		0
1508	PC service charge	0	0	4,335	-4,335		0
1509	Recharge - Rose Building Servs	0	1,772	0	1,772		0
1514	Recharge - MSA	0	2,803	0	2,803		0
1515	Recharge - At Home Estate Ag	0	1,240	0	1,240		0
1516	D2 Rent Received	217	1,950	2,600	-650		0
1517	MSA Rent Received	514	4,114	6,171	-2,057		0
1518	Oakland Ins Servs Rent Receive	279	2,513	3,350	-837		0
1519	Rose Building Servs Rent Recd	333	3,000	4,000	-1,000		0
1520	Sussex Police Rent Received	0	2,396	3,195	-799		0
1522	Lower Office 1Rent Received	0	0	2,167	-2,167		0
1523	At Home Estates Rent Received	250	1,772	4,788	-3,016		0
1524	Upper Office 2 Rent Received	0	0	4,667	-4,667		0
1525	Upper Office 3 Rent Received	0	0	4,112	-4,112		0
1526	Upper Office 4 Rent Received	0	0	2,599	-2,599		0
1528	Youth Club Rent Received	0	0	7,635	-7,635		0
1529	Youth Club Office Rent Receive	0	0	1,552	-1,552		0
1530	Lobby/Store Rent Received	0	0	1,728	-1,728		0
1535	D2 Service Charges Received	0	0	1,031	-1,031		0
1536	MSA Service Charges Received	0	0	1,813	-1,813		0
1537	Oakland Ins Service Charge Rec	0	0	1,287	-1,287		0

Month No : 11

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
1538	Rose Building Service Chgs Rec	0	0	1,961	-1,961		0
1539	Sussex Police Service Chgs Rec	0	0	2,593	-2,593		0
1540	WSSC Library Service Chgs Recd	0	0	12,930	-12,930		0
1541	Lower Office 1 Service Chg Rec	0	0	635	-635		0
1542	At Home Estates Serv Chgs Recd	0	254	1,407	-1,153		0
1543	Upper Office2 Service Chg Recd	0	0	1,372	-1,372		0
1544	Upper Office3 Service Chg Recd	0	0	1,209	-1,209		0
1545	Upper Office4 Service Chg Recd	0	0	763	-763		0
1546	Parish Council Service Chg Rec	0	0	13,608	-13,608		0
1547	Youth Club Service Chgs Recd	0	0	8,925	-8,925		0
1548	Youth Club Office Serv Chg Rec	0	0	456	-456		0
1549	Lobby/Store Service Chgs Recd	0	0	508	-508		0
	Parish Office/Beeson House :- Income	<b>2,219</b>	<b>43,190</b>	<b>114,766</b>	<b>-71,576</b>		
	<b>Net Expenditure over Income</b>	<b>695</b>	<b>35,351</b>	<b>-15,883</b>	<b>-51,234</b>		
105	<u>Leisure Centre &amp; Gym</u>						
4000	Salaries	9,491	89,222	106,128	16,906		16,906
4001	Employers National Insurance	662	6,406	6,739	333		333
4002	Employers Pension Contribution	2,071	27,583	23,348	-4,235		-4,235
4003	Staff Mileage/Expenses	22	187	800	613		613
4030	Training/Courses	0	415	1,200	785	40	745
4070	Uniform	0	176	204	28		28
4080	Health & Safety	0	509	612	103		103
4110	Rates	0	22,862	22,997	135		135
4115	Water & Sewage	0	-1,672	1,353	3,025		3,025
4120	Gas	2,573	4,972	6,630	1,658		1,658
4122	Electricity	0	5,383	7,650	2,267		2,267
4155	Cleaning Materials	446	3,211	3,500	289		289
4157	Refuse Collection	0	1,574	900	-674		-674
4160	Window Cleaning	0	175	286	111		111
4175	Maintenance	3,320	9,075	20,000	10,925	200	10,724
4177	Fire & Smoke Alarm	0	423	1,500	1,077		1,077
4178	CCTV	0	0	1,000	1,000		1,000
4180	Improvement Projects	0	0	33,823	33,823		33,823
4400	Printing & Stationery	34	126	1,000	874		874
4405	Photocopier Costs	0	258	638	380		380
4415	Marketing	110	1,907	4,080	2,173		2,173
4430	Holiday Club	0	510	300	-210		-210
4440	Telephone	0	649	969	320		320
4455	Postage	0	72	255	183		183

Month No : 11

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4480	Computing Costs	0	680	1,500	820		820
4550	Bank Charges	94	802	1,500	698		698
4585	Professional Fees	0	2,185	0	-2,185		-2,185
4600	Christmas Expenses	0	28	0	-28		-28
4690	Junior Coaching	0	96	0	-96		-96
4691	Coaching Instruction	525	6,140	12,536	6,396	635	5,761
4692	Sports Equipment	481	14,902	19,380	4,478		4,478
4700	Bar Purchases	298	3,878	4,284	406	54	352
4730	Licences	0	2,054	2,800	746		746
4740	Archery Expenditure	0	239	663	424		424
4750	Catering Costs	0	375	6,000	5,625		5,625
	<b>Leisure Centre &amp; Gym :- Expenditure</b>	<b>20,125</b>	<b>205,400</b>	<b>294,574</b>	<b>89,173</b>	<b>930</b>	<b>88,244</b>
1000	Hall Hires	4,016	60,753	73,440	-12,687		0
1005	Memberships	0	1,443	0	1,443		0
1010	Gym Fees	1,556	66,292	86,000	-19,708		0
1011	Inductions	170	1,730	2,448	-718		0
1092	Sports Equipment Income	0	0	104	-104		0
1300	Junior Coaching	156	1,784	6,854	-5,070		0
1301	Coaching Instruction	842	11,407	18,000	-6,593		0
1400	Function Income	0	0	3,745	-3,745		0
1410	Catering Income	0	0	9,988	-9,988		0
1420	Bar Income	541	6,805	7,803	-998		0
1425	Holiday Club	0	699	1,530	-831		0
1427	Archery Income	69	807	5,875	-5,068		0
1800	Miscellaneous Income	7	43	30,000	-29,957		0
	<b>Leisure Centre &amp; Gym :- Income</b>	<b>7,356</b>	<b>151,763</b>	<b>245,788</b>	<b>-94,024</b>		
	<b>Net Expenditure over Income</b>	<b>12,769</b>	<b>53,637</b>	<b>48,786</b>	<b>-4,851</b>		
<u>110</u>	<u>Easteds Barn</u>						
4000	Salaries	155	1,502	0	-1,502		-1,502
4003	Staff Mileage/Expenses	50	125	0	-125		-125
4080	Health & Safety	0	13	0	-13		-13
4110	Rates	0	1,428	1,694	266		266
4115	Water & Sewage	104	246	220	-25		-25
4120	Gas	92	-341	1,040	1,382		1,382
4122	Electricity	0	384	624	240		240
4155	Cleaning Materials	94	450	936	486		486
4175	Maintenance	0	301	510	209		209
4177	Fire & Smoke Alarm	217	776	255	-521		-521



Month No : 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4440 Telephone	0	201	204	3		3
4585 Professional Fees	0	450	0	-450		-450
4730 Licences	0	70	0	-70		-70
Easteds Barn :- Expenditure	<b>713</b>	<b>5,605</b>	<b>5,484</b>	<b>-120</b>	<b>0</b>	<b>-120</b>
1000 Hall Hires	941	10,742	20,000	-9,258		0
1800 Miscellaneous Income	0	-15	31	-46		0
Easteds Barn :- Income	<b>941</b>	<b>10,727</b>	<b>20,031</b>	<b>-9,305</b>		
<b>Net Expenditure over Income</b>	<b>-228</b>	<b>-5,122</b>	<b>-14,547</b>	<b>-9,425</b>		
<u>120 Church Lane</u>						
4110 Rates	0	617	0	-617		-617
4122 Electricity	0	172	0	-172		-172
4425 Communications & Consultancy	0	350	0	-350		-350
4555 Legal Expenses	0	5,264	0	-5,264		-5,264
4585 Professional Fees	0	3,830	0	-3,830		-3,830
Church Lane :- Expenditure	<b>0</b>	<b>10,233</b>	<b>0</b>	<b>-10,233</b>	<b>0</b>	<b>-10,233</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>10,233</b>	<b>0</b>	<b>-10,233</b>		
Full Council/F & GP :- Expenditure	<b>49,150</b>	<b>577,115</b>	<b>740,182</b>	<b>163,067</b>	<b>4,417</b>	<b>158,650</b>
Income	<b>10,516</b>	<b>559,979</b>	<b>415,595</b>	<b>144,383</b>		
<b>Net Expenditure over Income</b>	<b>38,634</b>	<b>17,136</b>	<b>324,587</b>	<b>307,450</b>		

**Ringfenced**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>901 Ringfenced</u>						
4900 Youth Ringfenced	0	1,177	0	-1,177		-1,177
4902 Easteds Barn Ringfenced	0	283	0	-283	821	-1,104
4904 Public Open Space	200	5,494	0	-5,494	23,357	-28,851
4905 Village/Railway Signs	0	75	0	-75		-75
4906 Skateboard Park Ringfenced	0	1,154	0	-1,154		-1,154
4909 Young @ Heart Ringfenced	0	222	0	-222		-222
4910 Neighbourhood Plan	27	4,731	0	-4,731		-4,731
4911 MUGA Ringfenced	0	821	0	-821		-821
4922 Luncheon Club	74	2,129	0	-2,129		-2,129
4924 Roundabouts R/F	0	0	1,250	1,250		1,250
4927 Tesco Woodland Project	0	1,072	0	-1,072		-1,072
4928 Grant WSCC (youth)	0	1,180	3,400	2,220	1,216	1,004
Ringfenced :- Expenditure	<b>301</b>	<b>18,338</b>	<b>4,650</b>	<b>-13,688</b>	<b>25,394</b>	<b>-39,082</b>

Month No : 11

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
1910	Income Youth Ringfenced	113	3,768	0	3,768		0
1911	Income Little Barn Owls	3,650	8,150	0	8,150		0
1919	Income - Young at Heart	0	211	0	211		0
1921	Income MUGA R/F	1,094	8,067	0	8,067		0
1928	Income Luncheon Club	127	1,561	0	1,561		0
1931	Roundabouts R/F	0	5,700	0	5,700		0
1937	Tesco Woodland Project	0	7,500	0	7,500		0
	Ringfenced :- Income	<b>4,984</b>	<b>34,957</b>	<b>0</b>	<b>34,957</b>		
	<b>Net Expenditure over Income</b>	<b>-4,683</b>	<b>-16,618</b>	<b>4,650</b>	<b>21,268</b>		
	Ringfenced :- Expenditure	<b>301</b>	<b>18,338</b>	<b>4,650</b>	<b>-13,688</b>	<b>25,394</b>	<b>-39,082</b>
	Income	<b>4,984</b>	<b>34,957</b>	<b>0</b>	<b>34,957</b>		
	<b>Net Expenditure over Income</b>	<b>-4,683</b>	<b>-16,618</b>	<b>4,650</b>	<b>21,268</b>		

**Southwater Parish Council 2016/17**

**Bank - Cash and Investment Reconciliation as at 1 March 2017**

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	Bank Account 1	500.00
2	Bank Account 2	52,757.38
3	Bank Account 3 14 Days	377.47
4	Bank Account 4	500.00
5	Brittania Investment a/c	0.00
6	Petty Cash Leisure Centre	66.81
6	Petty Cash - Youth Club Manage	244.79
6	Petty Cash - Office	84.94
7	Lloyds Bank Account	30,000.00
8	Virgin Money Bank Account	201,391.49
9	Natwest Bank	0.00
10	Special Int Bearing - Natwest	0.00
11	Lloyds Current	0.00
		<b>285,922.88</b>
<u>Other Bank &amp; Cash Balances</u>		
	Petty Cash Suspense	0.00
	Cash Book Suspense	0.00
		<b>0.00</b>
		<b>285,922.88</b>
<u>Unpresented Payments</u>		
1	25/01/2017 307860	50.00
1	25/01/2017 307861	50.00
1	17/02/2017 307863	50.00
		<b>150.00</b>
		<b>285,772.88</b>
<u>Receipts not on Bank Statement</u>		
1	22/02/2017	71.55
1	23/02/2017	63.50
1	24/02/2017	536.78
1	27/02/2017	143.98
		<b>815.81</b>
		<b>286,588.69</b>
<u>Closing Balance</u>		
<u>All Cash &amp; Bank Accounts</u>		
	Bank Account 1	-24,445.39
	Bank Account 2	73,305.47
	Bank Account 3	377.47
	Bank Account 4	500.00
	Lloyds Current	0.00
	Brittania Investment Account	0.00
	Petty Cash	396.54
	Lloyds Bank Account	30,000.00
	Virgin Money Bank Account	201,391.49
	Natwest Bank	0.00
	Special Int Bearing - Natwest	0.00

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**Southwater Parish Council 2016/17**

**Bank - Cash and Investment Reconciliation as at 1 March 2017**

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<u>Account Description</u>	<u>Balance</u>
Other Bank & Cash Balances	<u>0.00</u>
<b>Total Bank &amp; Cash Balances</b>	<b><u>281,525.58</u></b>

## Detailed Balance Sheet (Including Stock Movement)

Month No: 11

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<u>Current Assets</u>				
100	Trade Debtors	7,180	0	7,180
102	Sundry Debtors	1,870	0	1,870
120	VAT Control	-2,222	0	-2,222
130	Prepayments & Accrued Income	-5	0	-5
200	Bank Account 1	-24,445	0	-24,445
201	Bank Account 2	73,305	0	73,305
202	Bank Account 3	377	0	377
203	Bank Account 4	500	0	500
220	Petty Cash	397	0	397
221	Lloyds Bank Account	30,000	0	30,000
222	Virgin Money Bank Account	201,391	0	201,391
<b>Total Current Assets</b>		<b>288,348</b>	<b>0</b>	<b>288,348</b>
<u>Current Liabilities</u>				
500	Trade Creditors	16,746	0	16,746
530	Accruals & Other Creditors	1,500	0	1,500
566	Damage Deposit	515	0	515
568	Key Deposit	60	0	60
<b>Total Current Liabilities</b>		<b>18,821</b>	<b>0</b>	<b>18,821</b>
<b>Net Current Assets</b>		<b>269,527</b>	<b>0</b>	<b>269,527</b>
<b>Total Assets less Current Liabilities</b>		<b>269,527</b>	<b>0</b>	
<u>Represented By :-</u>				
300	Current Year Fund	-518	-280,022	279,504
310	General Fund	36,766	0	36,766
320	Earmarked Reserves	233,279	0	233,279
<b>Total Equity</b>		<b>269,527</b>	<b>-280,022</b>	<b>549,549</b>