

# PAGHAM PARISH COUNCIL

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22<sup>nd</sup> March 2018

**Date and time of meeting:** Tuesday 27<sup>th</sup> March 2018 at 7.30pm

**Venue:** Committee Room at Pagham Village Hall, Pagham Road, Pagham PO21 4NJ

**Members of the Parish Council:** Ms L Allard, Mr P Atkins, Mr J Carr, Mr M Cole, Mr P Hailey, Mrs D Hall, Mr P Higson, Mr D Huntley, Mr B James, Mr R Radmall, Mrs D Salter, Mr A Smith

**Members are hereby summoned to attend a MEETING of PAGHAM PARISH COUNCIL to transact the business detailed below:-**

*Members of the Public and Press are welcome and encouraged to attend*

## **Agenda.**

1. **Apologies from Members.**
2. **Declarations of Interest and Dispensation Requests**
  1. To receive declarations of interest from councillors on items on the agenda
  2. To receive written requests for dispensations for disclosable pecuniary interests (if any)
  3. To grant any requests for dispensation as appropriate
3. **Public Session (*this will be limited to 10 minutes*)**
4. **To receive and approve the minutes of the Council meetings held 13<sup>th</sup> February 2018 and 6<sup>th</sup> March 2018 (*previously issued*)**
5. **Matters arising from the previous Minutes (*this is for information sharing purposes only*)**
6. **Pagham Parish Council Flood Defence Steering Committee** – The Finance Committee having referred the matter to Full Council - to consider reconstituting the Pagham Flood Defence Steering Committee with revised terms of reference (*draft circulated*) and membership
7. **Receive Reports:**
  - 7.1.Chairman's Report
  - 7.2.Clerk's Report
  - 7.3.District Council report
  - 7.4.County Council Report
  - 7.5.Representatives for Outside Bodies
8. **Flooding & Coastal Erosion** – *Consider any matters arising*
9. **Committee Minutes & Reports** – to note the minutes & action any recommendations
  - 9.1.Planning meetings held 13<sup>th</sup> February 2018, 27<sup>th</sup> February 2018 and 13<sup>th</sup> March 2018
  - 9.2.Highways & Amenities meeting held on 27<sup>th</sup> February 2018
  - 9.3.Finance meetings held on 13<sup>th</sup> February 2018
- 10.**Finance**
  - 10.1.Receive accounts for the period ending 31<sup>st</sup> January 2018 and 28<sup>th</sup> February 2018 (*previously issued*)
  - 10.2.Orders for payment for authorisation (*previously received*)
- 11.**To note the date of the next meeting**

Signed: *Nicola Jones*  
Nicola Jones – Clerk to the Council

Job	Action	Progress	Responsibility	Target date	Complete
<b>Village Hall</b>					
RoSPA report - table tennis table	Chipped edge needs repair/paint	10/4/16 Repair 2/28/17 Repair attempted but did not work 5/30/17 RR to supply epoxy concrete 7/11/17 BJ making frame and fibreglass repair 8/22/17 Fibreglass repair vandalised. Concrete edge to be ground After half term 23/10	RR and BJ BJ BJ BJ BJ/RR BR	12/20/16 31/03/17 30/06/17 22/08/17 03/10/17	
RoSPA report		Job list produced – work party to tackle jobs	PA	16/01/18	
Trees on perimeter		22/08/17 Trees on perimeter of the Hall may need attention from tree surgeon. PA to discuss with Local Lawns PA and DH likely to undertake themselves	PA PA/DH	10/3/17 4/10/18	
Climbing frame		27/02/18 Needs oiling			
		03/10/17 Ongoing - Local Lawn busy	PA	11/17/17	
<b>Hook Lane</b>	Fencing needs replacement	Add to budget for 2018 PA speaking to contractor PA will accept lowest of 3 quotes	DS/NJ PA PA	10/3/17 17/11/17 16/01/18	
RoSPA report		Job list produced - work party to tackle jobs	PA	16/01/18	
<b>Paddock</b>					
Dog owners not clearing up waste.	Consider closing field to dogs Reshape hedge	8/22/17 Sign advising field will be closed if no improvement RR and DH to undertake	NJ	8/31/17 1/16/18	
Condition of grass	Close paddock to allow regrowth	1/16/18 Arrange for signage and lock	NJ/PA/RR	2/27/18	
<b>Highways/Footpaths</b>					
	Footpath vegetation clearance	8/22/17 Write to Kathy Eels to ask whether the annual cut can be brought forward to May rather than August as is ineffective. PC will consider undertaking routine maintenance in summer months to keep paths clear Kathy's response received. PA is speaking directly to Kathy	NJ PA	8/31/17 ongoing	
<b>The Parade</b>	Improvement of communal areas by management company	8/22/17 Review in 6 months	H&A	16/01/18	
Signage	Produce tourist-friendly signage for attachment to PC assets	8/22/17 Working party formed to take project forward. LA, DS, BJ to meet and discuss graphic designer quotes and report back to H&A	Map Working Party		
Fingerpost	Pagham Road fingerpost needs repair/relocation/removal	22/08/17 Contact resident to find out if sponsorship by Historic Society is a possibility 27/02/18 Contractor not contactable - new contact needed	NJ NJ	03/10/17 4/10/18	

				Clerk to ask for further contractor details	NS		4/10/18		
		Church Lane	22/08/17	Contact Kathy Eels to arrange repair	NJ				
				PA has chased	PA		1/16/18		
Woodfield Road carpark			11/07/17	Brambles need cutting. Andy Local Lawns	PA				
			8/22/17	Outstanding	PA				
<b>Streetlights</b>									
<b>Bus Shelter/Noticeboards/Benches/Bins</b>									
Bus shelters		Audit to check condition and get quotes for work		PA to undertake audit	PA		7/11/17		
				Written report back	PA		8/22/17		
				Contractors identified. Awaiting quotes and insurance evidence			27/02/18		
		Sight lines from bus shelter outside Co-Op		PA to investigate and report back	PA		16/01/18		
				Advise that still considering but double sided means difficult to turn through 90 degrees	NJ		2/27/18		
				Do not feel that it needs relocating	PA		4/10/18		
		Guttering at the Lamb		Falls off due to delivery lorry impacts. PA to investigate			2/27/18		
		Additional bins for bus shelters Church Farm and Hook Lane		Dawn Salter to investigate costs with ADC and Barry Small	DS		4/10/18		
<b>Nyetimber stores noticeboard</b>									
Channel View		Bench repairs to memorial bench	2/28/17	Repairs needed.	RR				
			7/17/17	Difficult to repair. Dangling wood needs to be removed or bonded.	RR		22/08/17		
				Now has more missing slats. RR has base and back to replace			16/01/18		
Greenways		Bench repairs	8/22/17	Bench requires repair	RR		16/01/18		
				ALL BENCH REPAIRS IN THE SUMMER					
Additional bins at bus stops				DS to pursue with ADC over cost					
<b>Ditches/Drainage</b>									

# Pagham Parish Council

## Flood Management Sub Committee

### Rules of guidance for the Flood Management Sub Committee

These rules are supplemental to, and do not in any way supercede, the Parish Council's Standing Orders and/or Financial Regulations.

#### 1) Membership of the Planning Committee

- a) Membership of the Committee will be decided at the Annual Parish Council Meeting each year, and may include non-Council members.
- b) Membership shall include the Parish Council's representative on the Coastal Issues Group ex officio.
- c) The committee shall be subject to a quorum of half its members or 3, whichever is the greater

#### 2) Chairman

- a) The Chairman of the Committee will be elected by the Committee at its first meeting after the Annual Parish Council meeting.
- b) The Vice-Chairman of the Committee will be elected by the Committee at its first meeting after the Annual Parish Council meeting.

#### 3) Conduct of Meetings

- a) All meetings of the Flood Management Sub Committee shall be convened in accordance with the Parish Council's Standing Orders.
- b) Meetings will be minuted by the Clerk, or a member of the Committee. Minutes will be approved by the Sub Committee.
- c) Meetings will be held on an ad hoc basis.

#### 4) Powers of the Flood Management Sub Committee

- a) The Flood Management Sub Committee shall be empowered to:
  - i) Make recommendations to the Parish Council and/or other Committees in respect of flood related matters affecting the Parish consistent with its responsibilities and areas of operation
  - ii) Consider consultations and correspondence relating to flooding issues affecting the Parish and recommend responses as appropriate
  - iii) To bid or apply for grants to finance any initiatives which are consistent with the responsibilities and areas of operation of the Flood Management Sub Committee

iv) The Sub Committee shall not have the power to agree to programmes of work or enter into contracts without the approval of Full Council or the appropriate Committee.

5) Responsibilities and Areas of Operation of the Flood Management Sub Committee

- a) Monitor issues arising from coastal erosion at Pagham Beach
- b) Monitor issues arising from surface water flooding in the Parish
- c) Monitor issues arising from foul water and sewage in the Parish
- d) Liaise with appropriate agencies/outside bodies to resolve issues

31st March 2017

31st March 2018

<b>Current Assets</b>			
235	VAT Control A/c	166	
62,548	Current & Saver Bank A/c	81,782	
27,869	Business BR Tracker A/c	27,874	
86	Petty Cash	72	
101	Pagaham on Parade	101	
<u>90,840</u>			<u>109,995</u>
	<b>90,840 Total Assets</b>		<b>109,995</b>
<b>Current Liabilities</b>			
4,591	Creditors	0	
6,284	Accruals	0	
<u>10,875</u>			<u>0</u>
	<b>79,965 Total Assets Less Current Liabilities</b>		<b>109,995</b>
<b>Represented By</b>			
49,228	General Reserves		47,258
1,126	EMR Pagham on Parade		1,126
1,752	EMR Flood Defence Reserve		11,752
27,859	EMR Prudent reserve		27,859
0	EMR Housing		22,000
<u>79,965</u>			<u>109,995</u>

The above statement represents fairly the financial position of the authority as at 28/02/2018 and reflects its Income and Expenditure during the year.

Signed :  
Chairman \_\_\_\_\_ Date : \_\_\_\_\_

Signed :  
Responsible  
Financial \_\_\_\_\_ Date : \_\_\_\_\_

31st March 2017

31st March 2018

<b>Current Assets</b>			
235	VAT Control A/c	139	
62,548	Current & Saver Bank A/c	86,611	
27,869	Business BR Tracker A/c	27,874	
86	Petty Cash	73	
101	Pagaham on Parade	101	
<u>90,840</u>			<u>114,798</u>
	<b>90,840 Total Assets</b>		<b>114,798</b>
<b>Current Liabilities</b>			
4,591	Creditors	0	
6,284	Accruals	0	
<u>10,875</u>			<u>0</u>
	<b>79,965 Total Assets Less Current Liabilities</b>		<b>114,798</b>
<b>Represented By</b>			
49,228	General Reserves		49,060
1,126	EMR Pagham on Parade		1,126
1,752	EMR Flood Defence Reserve		11,752
27,859	EMR Prudent reserve		27,859
0	EMR Housing		25,000
<u>79,965</u>			<u>114,798</u>

The above statement represents fairly the financial position of the authority as at 31/01/2018 and reflects its Income and Expenditure during the year.

Signed :  
Chairman \_\_\_\_\_ Date : \_\_\_\_\_

Signed :  
Responsible  
Financial \_\_\_\_\_ Date : \_\_\_\_\_

## Detailed Income &amp; Expenditure by Budget Heading 07/03/2018

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>100 Income</u>						
1000 Rent	10	10	0			100.0%
1025 Grants	(558)	0	558			0.0%
1026 Donations	488	4,064	3,576			12.0%
1076 Precept	80,917	80,917	0			100.0%
1090 Interest	22	40	18			53.8%
Income :- Income	<b>80,879</b>	<b>85,031</b>	<b>4,152</b>			<b>95.1%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>80,879</b>					
<u>101 Administration</u>						
4119 Website	310	624	314		314	49.7%
4120 Advertisiing	0	100	100		100	0.0%
4121 Bank Charges	25	30	5		5	83.3%
4123 Computer Maintenance	555	512	(43)		(43)	108.4%
4124 Office Equip repairs & mainten	0	100	100		100	0.0%
4125 Printing & Stationery	250	400	151		151	62.4%
4126 Postage	66	200	134		134	33.2%
4127 Telephone, Copier & repair	561	1,186	625		625	47.3%
4130 Cllrs Allowances	(3,556)	4,064	7,620		7,620	(87.5%)
4131 Cllrs Expenses & Training	0	150	150		150	0.0%
4137 Insurance	1,738	1,673	(65)		(65)	103.9%
4140 Audit and Accountancy	(100)	1,000	1,100		1,100	(10.0%)
4141 Legal Fees	3,006	1,500	(1,506)		(1,506)	200.4%
4142 Subscriptions	2,103	2,042	(61)		(61)	103.0%
4145 Refreshments	8	50	42		42	17.0%
4146 Room Hire - Meetings	581	700	119		119	83.0%
4147 Service Charge Parish room	800	800	0		0	100.0%
4160 PWLB	12,034	12,034	(0)		(0)	100.0%
Administration :- Indirect Expenditure	<b>18,381</b>	<b>27,165</b>	<b>8,784</b>	<b>0</b>	<b>8,784</b>	<b>67.7%</b>
6000 plus Tfr from EMR	3,000					
<b>Movement to/(from) Gen Reserve</b>	<b>(15,381)</b>					
<u>102 Staff Costs</u>						
4100 Clerk Salary	10,801	11,982	1,181		1,181	90.1%
4105 NI	400	450	50		50	89.0%
4106 Pension contributions ER	2,381	2,600	219		219	91.6%
4109 Training - Staff	138	350	212		212	39.4%
4110 Travelling Expenses - Staff	52	125	73		73	41.5%
Staff Costs :- Indirect Expenditure	<b>13,772</b>	<b>15,507</b>	<b>1,735</b>	<b>0</b>	<b>1,735</b>	<b>88.8%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(13,772)</b>					



## Detailed Income &amp; Expenditure by Budget Heading 07/03/2018

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>201 Events</u>						
1027 POP Donations	2,800	0	(2,800)			0.0%
Events :- Income	<u>2,800</u>	<u>0</u>	<u>(2,800)</u>			
4200 POP Expenses	913	0	(913)		(913)	0.0%
4252 POP Grants	2,500	2,500	0		0	100.0%
Events :- Indirect Expenditure	<u>3,413</u>	<u>2,500</u>	<u>(913)</u>	<u>0</u>	<u>(913)</u>	<u>136.5%</u>
<b>Movement to/(from) Gen Reserve</b>	<u>(612)</u>					
<u>202 Community Contributions</u>						
4250 Churchyard Upkeep	1,000	1,000	0		0	100.0%
4251 Discretionary Grants	1,000	3,000	2,000		2,000	33.3%
4253 S137 Grants	2,840	0	(2,840)		(2,840)	0.0%
Community Contributions :- Indirect Expenditure	<u>4,840</u>	<u>4,000</u>	<u>(840)</u>	<u>0</u>	<u>(840)</u>	<u>121.0%</u>
<b>Movement to/(from) Gen Reserve</b>	<u>(4,840)</u>					
<u>301 Amenities</u>						
4135 Hook Lane Play area rental	0	125	125		125	0.0%
4300 Parish General Maintenance	2,975	4,700	1,725		1,725	63.3%
4301 Bus Shelters Maintenance	450	1,000	550		550	45.0%
4302 Cleaning	1,925	2,860	935		935	67.3%
4303 Dog & Litter	350	620	270		270	56.5%
4304 Grass Cutting	3,930	5,750	1,820		1,820	68.3%
4306 Play Areas	861	1,200	339		339	71.7%
4307 Public Benches	29	1,000	971		971	2.9%
4308 Village Signs	0	300	300		300	0.0%
4320 Public Lighting	774	890	116		116	87.0%
4331 Village Enhancement	0	1,500	1,500		1,500	0.0%
Amenities :- Indirect Expenditure	<u>11,294</u>	<u>19,945</u>	<u>8,651</u>	<u>0</u>	<u>8,651</u>	<u>56.6%</u>
<b>Movement to/(from) Gen Reserve</b>	<u>(11,294)</u>					
<u>401 Special Projects</u>						
4400 Contingencies	1,235	5,000	3,765	5,000	(1,235)	124.7%
4420 Parish Plan Update	0	2,500	2,500		2,500	0.0%
4430 Sea Defence	714	10,000	9,286		9,286	7.1%
Special Projects :- Indirect Expenditure	<u>1,949</u>	<u>17,500</u>	<u>15,551</u>	<u>5,000</u>	<u>10,551</u>	<u>39.7%</u>
<b>Movement to/(from) Gen Reserve</b>	<u>(1,949)</u>					

## Detailed Income &amp; Expenditure by Budget Heading 07/03/2018

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	83,679	85,031	1,352			98.4%
Expenditure	53,649	86,617	32,968	5,000	27,968	67.7%
<b>Net Income over Expenditure</b>	<u>30,030</u>	<u>(1,586)</u>	<u>(31,616)</u>			
plus Tfr from EMR	3,000					
<b>Movement to/(from) Gen Reserve</b>	<u>33,030</u>					

## Detailed Income &amp; Expenditure by Budget Heading 15/02/2018

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>100 Income</u>						
1000 Rent	10	10	0			100.0%
1025 Grants	(308)	0	308			0.0%
1026 Donations	488	4,064	3,576			12.0%
1076 Precept	80,917	80,917	0			100.0%
1090 Interest	22	40	18			53.8%
Income :- Income	<b>81,129</b>	<b>85,031</b>	<b>3,902</b>			<b>95.4%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>81,129</b>					
<u>101 Administration</u>						
4119 Website	310	624	314		314	49.7%
4120 Advertisiing	0	100	100		100	0.0%
4121 Bank Charges	23	30	8		8	75.0%
4123 Computer Maintenance	555	512	(43)		(43)	108.4%
4124 Office Equip repairs & mainten	0	100	100		100	0.0%
4125 Printing & Stationery	123	400	277		277	30.8%
4126 Postage	66	200	134		134	33.2%
4127 Telephone, Copier & repair	515	1,186	671		671	43.4%
4130 Cllrs Allowances	(3,556)	4,064	7,620		7,620	(87.5%)
4131 Cllrs Expenses & Training	0	150	150		150	0.0%
4137 Insurance	1,738	1,673	(65)		(65)	103.9%
4140 Audit and Accountancy	(100)	1,000	1,100		1,100	(10.0%)
4141 Legal Fees	6	1,500	1,494		1,494	0.4%
4142 Subscriptions	2,067	2,042	(25)		(25)	101.2%
4145 Refreshments	8	50	42		42	16.0%
4146 Room Hire - Meetings	581	700	119		119	83.0%
4147 Service Charge Parish room	800	800	0		0	100.0%
4160 PWLB	12,034	12,034	(0)		(0)	100.0%
Administration :- Indirect Expenditure	<b>15,169</b>	<b>27,165</b>	<b>11,996</b>	<b>0</b>	<b>11,996</b>	<b>55.8%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(15,169)</b>					
<u>102 Staff Costs</u>						
4100 Clerk Salary	9,757	11,982	2,225		2,225	81.4%
4105 NI	350	450	100		100	77.8%
4106 Pension contributions ER	2,155	2,600	445		445	82.9%
4109 Training - Staff	138	350	212		212	39.4%
4110 Travelling Expenses - Staff	52	125	73		73	41.5%
Staff Costs :- Indirect Expenditure	<b>12,452</b>	<b>15,507</b>	<b>3,055</b>	<b>0</b>	<b>3,055</b>	<b>80.3%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(12,452)</b>					

## Detailed Income &amp; Expenditure by Budget Heading 15/02/2018

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>201 Events</b>						
1027 POP Donations	2,800	0	(2,800)			0.0%
Events :- Income	<b>2,800</b>	<b>0</b>	<b>(2,800)</b>			
4200 POP Expenses	913	0	(913)		(913)	0.0%
4252 POP Grants	2,500	2,500	0		0	100.0%
Events :- Indirect Expenditure	<b>3,413</b>	<b>2,500</b>	<b>(913)</b>	<b>0</b>	<b>(913)</b>	<b>136.5%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(612)</b>					
<b>202 Community Contributions</b>						
4250 Churchyard Upkeep	1,000	1,000	0		0	100.0%
4251 Discretionary Grants	1,000	3,000	2,000		2,000	33.3%
4253 S137 Grants	2,840	0	(2,840)		(2,840)	0.0%
Community Contributions :- Indirect Expenditure	<b>4,840</b>	<b>4,000</b>	<b>(840)</b>	<b>0</b>	<b>(840)</b>	<b>121.0%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(4,840)</b>					
<b>301 Amenities</b>						
4135 Hook Lane Play area rental	0	125	125		125	0.0%
4300 Parish General Maintenance	2,955	4,700	1,745		1,745	62.9%
4301 Bus Shelters Maintenance	450	1,000	550		550	45.0%
4302 Cleaning	1,925	2,860	935		935	67.3%
4303 Dog & Litter	350	620	270		270	56.5%
4304 Grass Cutting	3,930	5,750	1,820		1,820	68.3%
4306 Play Areas	861	1,200	339		339	71.7%
4307 Public Benches	29	1,000	971		971	2.9%
4308 Village Signs	0	300	300		300	0.0%
4320 Public Lighting	774	890	116		116	87.0%
4331 Village Enhancement	0	1,500	1,500		1,500	0.0%
Amenities :- Indirect Expenditure	<b>11,274</b>	<b>19,945</b>	<b>8,671</b>	<b>0</b>	<b>8,671</b>	<b>56.5%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(11,274)</b>					
<b>401 Special Projects</b>						
4400 Contingencies	1,235	5,000	3,765	5,000	(1,235)	124.7%
4420 Parish Plan Update	0	2,500	2,500		2,500	0.0%
4430 Sea Defence	714	10,000	9,286		9,286	7.1%
Special Projects :- Indirect Expenditure	<b>1,949</b>	<b>17,500</b>	<b>15,551</b>	<b>5,000</b>	<b>10,551</b>	<b>39.7%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(1,949)</b>					

## Detailed Income &amp; Expenditure by Budget Heading 15/02/2018

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	83,929	85,031	1,102			98.7%
Expenditure	49,096	86,617	37,521	5,000	32,521	62.5%
<b>Net Income over Expenditure</b>	<u>34,832</u>	<u>(1,586)</u>	<u>(36,418)</u>			
<b>Movement to/(from) Gen Reserve</b>	<u>34,832</u>					

## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
105	VAT Control A/c			166.18	
200	Current & Saver Bank A/c			81,781.52	
201	Business BR Tracker A/c			27,874.31	
203	Petty Cash			72.00	
204	Pagaham on Parade			101.33	
310	General Reserves				14,227.99
320	EMR Pagham on Parade				1,126.34
321	EMR Flood Defence Reserve				11,752.00
322	EMR Prudent reserve				27,859.00
323	EMR Housing				22,000.00
1000	Rent	100	Income		10.00
1025	Grants	100	Income	558.00	
1026	Donations	100	Income		488.00
1027	POP Donations	201	Events		2,800.11
1076	Precept	100	Income		80,917.00
1090	Interest	100	Income		21.52
4100	Clerk Salary	102	Staff Costs	10,800.80	
4105	NI	102	Staff Costs	400.28	
4106	Pension contributions ER	102	Staff Costs	2,381.41	
4109	Training - Staff	102	Staff Costs	138.00	
4110	Travelling Expenses - Staff	102	Staff Costs	51.89	
4119	Website	101	Administration	309.90	
4121	Bank Charges	101	Administration	25.00	
4123	Computer Maintenance	101	Administration	554.95	
4125	Printing & Stationery	101	Administration	249.50	
4126	Postage	101	Administration	66.37	
4127	Telephone, Copier & repair	101	Administration	561.18	
4130	Cllrs Allowances	101	Administration		3,556.00
4137	Insurance	101	Administration	1,737.59	
4140	Audit and Accountancy	101	Administration		100.00
4141	Legal Fees	101	Administration	3,006.00	
4142	Subscriptions	101	Administration	2,103.09	
4145	Refreshments	101	Administration	8.49	
4146	Room Hire - Meetings	101	Administration	580.75	
4147	Service Charge Parish room	101	Administration	800.00	
4160	PWLB	101	Administration	12,034.22	
4200	POP Expenses	201	Events	912.52	
4250	Churchyard Upkeep	202	Community Contributions	1,000.00	
4251	Discretionary Grants	202	Community Contributions	1,000.00	
4252	POP Grants	201	Events	2,500.00	
4253	S137 Grants	202	Community Contributions	2,840.00	
4300	Parish General Maintenance	301	Amenities	2,974.63	

## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4301	Bus Shelters Maintenance	301	Amenities	450.00	
4302	Cleaning	301	Amenities	1,925.00	
4303	Dog & Litter	301	Amenities	350.00	
4304	Grass Cutting	301	Amenities	3,930.00	
4306	Play Areas	301	Amenities	860.72	
4307	Public Benches	301	Amenities	29.38	
4320	Public Lighting	301	Amenities	774.05	
4400	Contingencies	401	Special Projects	1,234.90	
4430	Sea Defence	401	Special Projects	714.00	
6000	Tfr from EMR	101	Administration		3,000.00
<b>Trial Balance Totals :</b>				<b>167,857.96</b>	<b>167,857.96</b>
<b>Difference</b>				<b>0.00</b>	

## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
105	VAT Control A/c			138.90	
200	Current & Saver Bank A/c			86,610.56	
201	Business BR Tracker A/c			27,874.31	
203	Petty Cash			72.50	
204	Pagaham on Parade			101.33	
310	General Reserves				14,227.99
320	EMR Pagham on Parade				1,126.34
321	EMR Flood Defence Reserve				11,752.00
322	EMR Prudent reserve				27,859.00
323	EMR Housing				25,000.00
1000	Rent	100	Income		10.00
1025	Grants	100	Income	308.00	
1026	Donations	100	Income		488.00
1027	POP Donations	201	Events		2,800.11
1076	Precept	100	Income		80,917.00
1090	Interest	100	Income		21.52
4100	Clerk Salary	102	Staff Costs	9,756.74	
4105	NI	102	Staff Costs	350.04	
4106	Pension contributions ER	102	Staff Costs	2,154.85	
4109	Training - Staff	102	Staff Costs	138.00	
4110	Travelling Expenses - Staff	102	Staff Costs	51.89	
4119	Website	101	Administration	309.90	
4121	Bank Charges	101	Administration	22.50	
4123	Computer Maintenance	101	Administration	554.95	
4125	Printing & Stationery	101	Administration	123.23	
4126	Postage	101	Administration	66.37	
4127	Telephone, Copier & repair	101	Administration	514.68	
4130	Cllrs Allowances	101	Administration		3,556.00
4137	Insurance	101	Administration	1,737.59	
4140	Audit and Accountancy	101	Administration		100.00
4141	Legal Fees	101	Administration	6.00	
4142	Subscriptions	101	Administration	2,067.09	
4145	Refreshments	101	Administration	7.99	
4146	Room Hire - Meetings	101	Administration	580.75	
4147	Service Charge Parish room	101	Administration	800.00	
4160	PWLB	101	Administration	12,034.22	
4200	POP Expenses	201	Events	912.52	
4250	Churchyard Upkeep	202	Community Contributions	1,000.00	
4251	Discretionary Grants	202	Community Contributions	1,000.00	
4252	POP Grants	201	Events	2,500.00	
4253	S137 Grants	202	Community Contributions	2,840.00	
4300	Parish General Maintenance	301	Amenities	2,955.00	



## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4301	Bus Shelters Maintenance	301	Amenities	450.00	
4302	Cleaning	301	Amenities	1,925.00	
4303	Dog & Litter	301	Amenities	350.00	
4304	Grass Cutting	301	Amenities	3,930.00	
4306	Play Areas	301	Amenities	860.72	
4307	Public Benches	301	Amenities	29.38	
4320	Public Lighting	301	Amenities	774.05	
4400	Contingencies	401	Special Projects	1,234.90	
4430	Sea Defence	401	Special Projects	714.00	
<b>Trial Balance Totals :</b>				<b>167,857.96</b>	<b>167,857.96</b>
<b>Difference</b>				<b>0.00</b>	