



ALDWICK PARISH COUNCIL

Aldwick Parish Offices, 88 Pryors Lane, Aldwick, West Sussex. P021 4JF
Tel and FAX: 01243 263330 E-mail: office@aldwickparishcouncil.gov.uk
Chairman: Cllr Guy Purser Clerk: Heather Knight

Dear Sir/Madam,

You are duly summoned to an Ordinary Meeting (468) of Aldwick Parish Council that will be held on **Tuesday 18th February 2025 at 7.00pm** at the Parish Offices, and all members of the Council are hereby summoned to attend. **Please note the earlier start time.**

H.V. Knight

Heather Knight (Mrs)
Clerk to the Parish council

Dated: 12th February 2025

Attention is drawn to the requirement for all Councillors to make a declaration of prejudicial or other interest that they may have in relation to items on this agenda. They are reminded to make a declaration at any stage through the meeting if they have not done so beforehand and, if necessary, leave the meeting as required by the Local Government Act 2000.

Members of the public may speak at the discretion of the Chairman. Contributions are normally limited to no more than three minutes.

AGENDA

1. **Apologies for Absence.**
2. **Declarations of Interest and any changes to Registers of Interest.**
3. **To approve as a correct record the minutes of the Council Meeting held on 21st January 2025** (attached). To receive Clerk's Report and Actions (for information only).
4. **Any such matters as the Chairman may wish to bring to the attention of the Council** (for information only).
5. **Adjournment for public speaking:** To receive representations from members of the public relating to items on the agenda.
6. **Co-options to the Council:** To consider any applications received.
7. **To receive reports from the District Councillors and County Councillors representing Aldwick.**
8. **Committee meetings:** To Receive and Consider Minutes, Reports and Recommendations of Committees (other than any specific items on this Agenda) as follows:
To receive minutes of the Planning Committee meetings held on 21st January and 4th February 2025 (attached).
9. **Amenities**
 - 9.1 To review annual rental charges for allotment plots, to be applied from 1st April 2026, 12 months' notice being required for tenants by 1st April 2025: Deferred from January meeting – Clerk to report with recommendation;
 - 9.2 To review APC Allotments Tenancy Agreement (attached): To consider amending clause 1.p) relating to clearance with boundary fences – Clerk to report with recommendation;
 - 9.3 To consider Summer Play Scheme 2025 provision options, and costs/quotations, if available - update by Clerk;
 - 9.4 To consider estimates and options for graffiti removal and repainting of timber bus shelter at Aldwick Road/Westminster Drive, and how the work will be funded if approved
10. **Finance**
 - 10.1 To receive bank reconciliations for Q3 for Cashbooks 1, 2, 3, 4 and 5 to 31st December 2024 (attached), and if available to month end 31st January 2025 (to follow); and to agree bank reconciliations with bank statements, and that these be duly signed;
 - 10.2 To receive Income & Expenditure summary reports for Q3 to 31st December 2024 (attached), and, if available, to month end 31st January 2025 (to follow);
 - 10.3 To receive summary Earmarked Reserves report to Q3 31st December 2024 (attached);
 - 10.4 To approve List of Payments for authorisation (to follow).

11. Grounds Maintenance Contract:

To consider recommendations from the Grounds Maintenance Working Group for award of the contract – verbal report by GMWG and confidential report from GMWG (attached)

- 12. Lt Prior Memorial Plaque:** To consider quotation for repair and reinstatement, and to note provisional plans for Rededication Service – update by Clerk
- 13. Premises Cleaning Arrangements:** To consider three quotations for provision of premises cleaning services (attached if available, or report to be forwarded)
- 14. Premises Electrical Installation Condition Report (EICR):** To consider two quotations for 5 year EICR survey (summary attached)
- 15. Devolution:** To note the Government’s plans for unitary authorities and local government re-organisation, including acceptance of a Sussex first tranche bid, and to consider potential impact or opportunities for service provision by parish and town councils
- 16. Public Engagement and Communications:** To consider whether the Council wishes to set up a Facebook page to maintain a social media presence and engagement with public.
- 17. West Sussex County Council (WSCC) Local Flood Risk Management Strategy (LFRMS) 2025-2030:** To consider responding to the WSCC public consultation on its draft LFRMS, deadline 11.55pm 21st March 2025 – link to consultation here: [West Sussex Draft Local Flood Risk Management Strategy Consultation \(2025-2030\) | Your Voice West Sussex](#)
- 18. Representatives to External Bodies:** To receive brief reports of APC representation at external meetings.
- 19. Correspondence** – to note any correspondence the Clerk wishes to bring to Members’ attention.
- 20. Date and time of next Council Meeting:** Tuesday 18th March 2025 at approximately 7.15pm (if preceded by the ‘short’ Planning Committee Meeting), or at 7pm if there is no Planning Committee meeting.

Please note, item 11 may include confidential matters not in the public domain due to commercial sensitivity, and may therefore require a resolution to exclude public and press for the discussion (SO.3d refers)

Members of the press and public should be aware that being present at a meeting of the Council will be deemed as the person having consented to being recorded (photograph, film or audio recording) at the meeting or video conference by any person present.



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Chair: Cllr Guy Purser **Clerk:** Heather Knight

Minutes of the **ORDINARY MEETING (467) OF THE PARISH COUNCIL**
Held on **Tuesday 21st January 2025 at 7.15pm** in the Aldwick Parish Council Office.

Present: Cllrs Purser (Chair), Basford, Buckley, Gotheridge and Rufey

In attendance: H Knight (Clerk)
1 member of the public

The meeting opened at 7.15pm.

137. Apologies for absence

Apologies were received, and reason approved, from Cllrs Huntley (personal commitment), Shepherd (personal commitment), Bence (County Council commitment) and Patel (personal reason).

138. Declarations of Interest and Changes to Register of Interests

There were no declarations of interest made.

There were no changes to the Register of Interests made.

139. Minutes of the Council Meeting held 17th December 2024

It was **RESOLVED** to approve that the minutes of the Council Meeting held on 17th December 2024 were a correct record and that the Chair of the meeting sign them.

Clerk's Report

Min. 103/89.4 26.11.24 – Christmas Tree: Final invoices were awaited to enable analysis of the project cost, however the Clerk anticipated an overspend of around £200, as previously indicated to Members, due to issues with the stability of the temporary anchor points. The Clerk was researching options and costs for installing permanent anchor points or an alternative method of tree stabilization for 2025-26 and would report back in due course.

Min. 127, 17.12.24 – Lt. Prior Memorial Plaque: The landowner had now written confirming permission for the council to reinstate the plaque on their wall. The Clerk was investigating costs for a competent contractor to undertake the repairs and reinstatement. The intention is to remount the plaque as soon as possible and then, at a later date, the RNA Bognor Branch would be organising a rededication service.

Financial Regulations (FRs): A numbering error had been identified in the model FRs adopted in 2024, under point 5 Procurement, which under paragraph 5.5 quoted a non-existent paragraph 6.12. This had been amended in the Council's FRs to read 5.12 and NALC had been notified of their error.

140. Any such matters as the Chair may wish to bring to the attention of the Committee for information only

The Chair reported that he had attended the Mayor of Bognor Regis Town Council's Civic Carol Service on 1st December 2024. He would be attending the forthcoming ADALC meeting on 28th January, which the Vice Chair also hoped to attend.

141. Adjournment for public questions

There were no public speakers.

142. Reports from the District and County Councillors representing Aldwick

D.Cllr Purser reported that D.Cllr Bence had been very involved in resolution of flooding issues affecting the area, mainly impacting Aldwick East Ward. Resultant talks between the District and County Councils and Southern Water had identified some funds available through WSCC to help extend some surface water outfalls that had been backing up with beach stones. Arun DC has cleared these on several

occasions. Discussions continued around longer term solutions and adoption of the pipes, which were not currently the responsibility of any single body.

The Clerk reported that she had circulated to Members on behalf of CCIr Patel the officer response he had received to the recent reporting of poor quality footway repairs undertaken by WSCC contractors (Min.110.2, 26.11.24 refers). The Highways Stewards had checked and confirmed that the work was satisfactory but can look messy until weathered in, however the matter would be kept under review to ensure value for money was being obtained.

Comment was made about a Member's report to the CC ward member regarding recent unmanned roadworks on the Lower Bognor Road causing lengthy traffic delays. However, the works had been removed after a couple of days so had probably been an urgent repair issue.

143. Committee Meeting Minutes

143.1 The Minutes of the Planning Committee meetings held on 17th December 2024 and 7th January 2025 were received and noted.

144. Amenities

144.1 Review of annual allotment rent charges

Members considered the annual rental charge per plot, which at £20 pa had remained unchanged for several years. The Clerk advised that the tenancy agreement required one year's notice to tenants of any change. Members had previously asked for some comparison with other parish councils' charges. The Clerk reported that this was not straightforward as size of plots and facilities provided varied. Members commented on the need to offset maintenance and administrative costs whilst remaining fair in providing this amenity for the community. It was **AGREED** to discuss the item at the February and /or March meetings, when it was hoped further information on running costs and other allotment sites would be available.

144.2 Summer Play Scheme 2025

The Clerk reported that she was investigating alternative options and was imminently meeting with a service provider. This did not rule out using the previous contractor but might give the Council options to consider. It was noted that the draft budget provided for the same level of funding as previous years to allow for providing the same scheme if council wished. Members were also asked to think about potential service providers and let the Clerk have any details. It was **AGREED** that the item would be discussed at the next meeting when the Clerk planned to have more information.

145. Finance

145.1 Income & Expenditure Report and Cashbook Reconciliations: Members received bank reconciliations and the Income & Expenditure report for Cashbooks 1, 2, 3, 4 and 5 to month ending 30th November 2024. The December accounts were not yet available. It was **RESOLVED** that the Chair sign the bank reconciliations and agreement to bank statements.

145.2 Payments for Authorisation: Members **RESOLVED** to approve the List of Payments for Authorisation, as detailed below, and that the payment schedule be duly signed.

Castle Water	£19.57
Zen Internet Ltd	£69.22
Bognor Regis Town Council	£268.41
Allan Lang Timber Sales	£738.00
Rialtas Business Solutions Ltd	£162.00
Barclays Bank	£17.80
Octopus Energy	£92.66
Copiers & Printers.co.uk	£77.99
Castle Water	£6.70
Castle Water	£15.82
Zen Internet Ltd	£66.64
Barclaycard Commercial	£150.09

David Chaffe (ProcessMatters2)	£120.00
West Sussex County Council	£2,827.00
Sussex Views Magazine	£120.00
Business Stream	£24.09

145.3 Members' Allowance Scheme: Following consideration, it was **RESOLVED** that the Council would adopt the Arun DC Members' Allowance Scheme, by which it approves payment equal to 10% of the District Council Basic Member Allowance from 1st April 2025, as recommended by the Arun Independent Remuneration Panel. It was noted that only elected Parish Councillors are eligible to receive this, currently being three Members. Allowance had been made in the draft budget for the potential for 14 elected councillors being eligible to receive the Councillor's Allowance following the 2027 elections, for which an Earmarked Reserve (Elections) was being used to build up the reserve.

145.4 Budget and Precept 2025-26: The Clerk's report was noted. Members received and discussed a draft Budget 2025-26 V3 arising from the Budget Working Group meeting of 14th January 2025 and final amendments by the Clerk/RFO. As expected, staffing was a significant part of council resourcing, with the added impact of the Government's increase to employer national insurance contributions from April 2025. This meant that the re-introduction of an Assistant Clerk post, as well as adding to planned salary costs, would now meet the Government's revised Employer NI contribution thresholds. The other large cost areas related to the provision of the summer play scheme, grounds maintenance, open spaces projects/tree planting scheme, and large funding contributions towards local public toilets. Members commented on the MS SharePoint licence and whether it is sufficiently utilised. The Clerk was asked to look into bringing this back into use for sharing of documents.

The revised draft budget produced a £121,909 precept requirement, which was a 6.5% annual increase on last year, and a 4.1% Band D increase. This represented an annual charge of £22.41 for a Band D property, an increase of 89p per annum, or 2p per week. Members considered that the increase was justifiable and still represented good value for residents. It was **RESOLVED** to approve the Budget 2025-26 V3 and resulting precept of £121,909 as set out. It was **AGREED** that the Clerk would place the budget and an accompanying statement on the Council's website and also publicise within the next newsletter.

145.5 Settlement of alleged outstanding debt: The Clerk reported urgent action taken, in liaison with the Chair, to resolve the matter of an alleged outstanding debt claimed by Ensure Fire Systems, relating to two unpaid invoices dating from 2017 and 2020 (reported under Correspondence on 21st January 2023). Negotiation had resulted in agreement to pay only the 2020 invoice of £105 (exc. VAT), without any compensation or interest applicable, and with written confirmation that this resolved any such outstanding invoices. Owing to the length of time that had passed and the feasibility of checking past files for historical reasons for non-payment, or seeking legal advice, and the potential for the matter to be taken to the County Court, the Clerk/RFO and Chair had considered it prudent to come to mutually agreed terms. The contractor had complied, payment had been made by the Council's credit card and appears on the List of Payments under agenda item 9.2.

146. NALC Sector Standards Survey

Members considered the member survey NALC was conducting in order to formulate its own response to the Ministry of Housing, Communities and Local Government's (MHCLG) recent consultation on sector standards. The Clerk reported that NALC, WSALC and SLCC are urging councils to respond, to demonstrate to the Government the importance and strength of feeling on the matter and sector support for the Government to act. Following discussion, it was **RESOLVED** that the Clerk and Chair of Council would draw up and submit an appropriate response on behalf of the Council.

147. West Sussex Road Safety Strategy Public Consultation

Members noted the consultation, closing at 11.55pm 2nd February 2025. Link to consultation here: [West Sussex Road Safety Strategy 2025-2036 | Your Voice West Sussex](#). It was **AGREED** that no formal response would be submitted.

148. Transport for South East (TfSE) Draft Transport Strategy Consultation

Members noted the consultation, closing 7th March 2025. Link to consultation here: [public consultation](#)
It was **AGREED** that no formal response would be submitted.

149. Representatives to External Bodies

There were no reports or meetings attended.

The Chair advised that there would be a Bathing Water Quality Partnership meeting next month which he planned to attend and would report back on.

It was noted that the West Bersted Stakeholder Group was expected to meet again in March.

150. Correspondence

The Clerk reported on correspondence of note as follows:

- NALC – E-letter 06.01.25: Chair’s open letter to parish and town councils (circulated)
- WSCC – E-news release 09.01.25 – Sussex Councils agree to submit expression of interest on devolution (circulated)
- South & South East In Bloom – E-letter about the ethos and objectives of the In Bloom competition and reminder for council’s to consider entering
- WSCC – Email 14.01.25 – King Charles III England Coast Path, funding opportunity
- Southern Water – Email 19.12.24 – Southern Water and Ofwat’s Final Determination (circulatd)
- CPRE (Campaign for the Protection of Rural Sussex) – Email 02.12.24: Final results from CPRE Sussex sewerage survey (circulated)
- CAGNE (Communities Against Gatwick North Extension) – Email 11.01.25: January Newsletter
- Clerks & Councils Direct – January 2025 issue 157

151. Date and time of next Council Meeting: Tuesday 18th February 2025, at approximately 7.15pm (preceded by short Planning Committee at 7.00pm).

The meeting closed at 8.49pm.

CHAIRMAN

DATED



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Chair: Cllr Guy Purser Clerk: Heather Knight

Minutes of the **PLANNING COMMITTEE MEETING OF THE PARISH COUNCIL**
Held on **Tuesday 21st January 2025 at 7.00pm** in the Aldwick Parish Council Chamber.

Those present: Cllrs: J Rufey (Committee Chair), M Buckley, G Purser & 1 member of the Public.

In attendance: Mrs H Knight (Clerk)

The meeting opened at 7.00pm.

75. Apologies for Absence

Apologies were received and reason approved from Cllr F Huntley, (personal commitment), Cllr K Shepherd (personal commitment), T Bence (personal commitment) and Cllr D Thas (personal commitment).

76. Declarations of Interest

None.

77. Adjournment for Public questions

None.

78. Planning Applications

The Committee, having considered the planning applications, **RESOLVED** that its representations be forwarded to Arun District Council, attached to these Minutes as Appendix 1.

79. Date and time of next Planning Committee Meeting. 4th February 2025 at 7pm.

The meeting closed at pm.

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CHAIRMAN

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DATED

**Planning Applications considered at the meeting held 21st January 2025,
and Parish Council's recommendations to Arun District Council**

AW/300/24/HH - 5 Densihale Aldwick PO21 3SE

Extension and conversion of detached garage to form annexe. **No Objection**

AW/303/24/HH - 4 A'becket's Avenue Aldwick PO21 4LU.

Oak-framed car port. **No Objection**

AW/304/24/CLP – 11 Rucrofts Close Aldwick PO21 3SL

Lawful development certificate for a single storey side extension. **No Comment**



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Minutes of the **PLANNING COMMITTEE MEETING OF THE PARISH COUNCIL**
Held on **Tuesday 4th February 2025 at 7.00pm** in the Aldwick Parish Council Chamber.

Those present: Cllrs: K Shepherd(Committee Chair), M Buckley & D Thas

In attendance: Ms A Colban (Assistant Clerk)

The meeting opened at 7.00pm.

80. Apologies for Absence

Apologies were received and reason approved from Cllr G Purser (personal commitment), Cllr J Rufey (personal commitment), Cllr F Huntley (personal commitment and Cllr T Bence (personal commitment). Apologies accepted by all.

81. Declarations of Interest – None, except the Chair mentioned that the Application for 33 Fernhurst Gardens was in his street, although the owners are now known to him.

82. Approval of Minutes

It was **RESOLVED** to approve that the Minutes of the meetings held on the 7th & 21st January 2025 were a correct record and that the Committee Chair sign them.

83. Any such matters as the Chairman may wish to bring to the attention of the Committee for information only.

None

84. Adjournment for Public questions

There were no public present.

85. Planning Applications

The Committee, having considered the planning applications, **RESOLVED** that its representations be forwarded to Arun District Council, attached to these Minutes as Appendix 1.

86. Date and time of next Planning Committee Meeting

18th February 2025.

NB: Subsequent to the meeting it was agreed to cancel the meeting on the 18th February and the next meeting will be the 4th March 2025.

The meeting closed at 7.20pm.

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CHAIRMAN

.....
DATED

**Planning Applications considered at the meeting held 4th January 2025,
and Parish Council's recommendations to Arun District Council**

AW/301/24/S73 - 8 St Richards Drive Aldwick PO21 3BH

Variation of condition following the grant of AW/214/22/HH relating to condition 2 - approved plans. **No Objection**

AW/306/24/T - 18 Faresmead Aldwick PO21 3DQ

1 No. Copper Beech (T1) crown reduction to leave a height of 9m and spread of 4m. 1 No. Copper Beech (T2) crown reduction to leave a height of 15m and spread of 7m. 1 No. English Oak (T3) crown reduction to leave a height of 11m and spread of 5m. **No Objection**

AW/307/24/CLP – 3 Hertford Close Aldwick PO21 5SF

Lawful development certificate for the proposed conversion of the garage into a utility room, including removal of the garage door to be replaced with wall and window. **No Objection**

AW/308/24/TC - 35 Kingsway Aldwick PO21 4DH

1 No. Bay tree (T1) height reduction to leave a height of 4m. This tree is within the Craigweil House, Aldwick conservation area. **No Objection**

AW/1/25/HH - 27 Aldwick Avenue Aldwick PO21 3AQ

Part single, part two storey side and rear extensions, conversion of garage to habitable use, hip to mansard roof extension with dormers, and alterations to fenestration. **No Objection.**

AW/3/25/HH - 46A Gossamer Lane Aldwick PO21 3BZ

New boundary treatments and sliding gate to front of property. **No Objection**

AW/5/25/T - 94 The Fairway Aldwick PO21 4EW

Crown thin by 20% leaving the final height and spread 10m x 7m to 1 No Purple Beech. **No Objection**

AW/6/25/T - 217 Manor Way Aldwick PO21 4HS

Reduce crown by 2m to leave final height and spread of 12m x 10m to 1 Holm Oak (T1), reduce crown by 2m to leave final height and spread of 10m x 8m to 1 No English Oak (T2), reduce crown by 3m to leave final height and spread of 12m x 10m to 1 No English Oak (T3), reduce crown by 2m to leave final height and spread of 6m x 3m to 1 No Pittosporum (T4) and reduce crown by 2m to leave final height and spread of 7m x 6m to 1 No Bay tree (T5). **No Objection**

AW/7/25/HH - 13 Selsey Avenue Aldwick PO21 2QZ

Removal of existing conservatory and erection of a single storey rear extension plus loft conversion to form new 2nd floor with side dormer projection. **No Objection**

AW/8/25/T - The Aldwick Bay Estate Aldwick PO21 4HL

Crown lift 29 No. trees on the Aldwick Bay Estate to 5.2m above the highway and 2.4m above the pathway. **No Objection**

AW/10/25/T - Verge outside 47 West Drive Aldwick PO21 4LZ

Fell remains of 1 No Sycamore tree. **No Objection**

AW/11/25/T - Verge outside 135 Manor Way Aldwick PO21 4HL

Lift crown of 1 No English Oak to 4m. **No Objection**

AW/13/25/T – Verge outside Tredorin West Drive Aldwick PO21 4LZ

Fell 1 No Scots Pine Tree. **No Objection**

AW/14/25/T - 4 A'Becket's Avenue Aldwick PO21 4LU

Reduce crown by 1-2m, no further than last pruning points leaving a final height and spread of 10mx10m to 1 No Horse Chestnut tree. **No Objection**

AW/15/25/L - Aldwick Dairy Aldwick Road Aldwick PO21 3RN

Listed building consent for the reinstatement of rear courtyard doorway. **No Objection**

AW/17/25/HH - 18 Marlborough Court Aldwick PO21 5QJ

Installation of front porch canopy, raise existing garage flat roof to facilitate conversion to habitable use, conversion of loft to habitable use including the installation of side rooflights and alterations to fenestration/openings and external materials. **OBJECT** on the grounds that this application was out of character of the location and over development.

AW/18/25/T - 4 The Byeway Aldwick PO21 4ER

Fell 1 No (T1) English Oak. **OBJECT** on the grounds of no survey submitted and support the other objections raised by the parishioners.

AW/19/25/T - 4 The Spinney Aldwick PO21 3RL

Fell 1 No Field Maple (T3), reduce lateral branches on the northern aspect by 2-3m to leave a spread of 6m to 1 No Oak (T1), lateral branch reduction on the northern aspect by 2m to leave a spread of 3m to 1 No Field Maple (T2). **No Objection**

AW/21/25/T - Aldwick Farm 286 Aldwick Road Aldwick PO21 3RN

Crown clean (removal of dead, deceased or dying branches) 1 No. Horse Chestnut and crown lift to 4m from ground level. **No Objection**

AW/22/25/T - 33 Fernhurst Gardens Aldwick PO21 4BA

Cut back overhanging limbs 2m back to growth points and fence line to 1 No Oak tree. **No Objection**

AW/24/25/T - 3 Woodstock Gardens Aldwick PO21 3PR

2 No. Sycamores (T1 & T2) reductions back to previous points at heights of 10m and spreads of 5m. **No Objection**

**ALDWICK PARISH COUNCIL, MEETING 18.02.25:
AGENDA ITEM 9: 9.1 – REVIEW OF ANNUAL RENT CHARGE
REPORT BY CLERK**

FOR DECISION

Discussion at Budget Setting Working Group and Full Council meetings over the past two years has established that the plot rents have not changed for several years, and that Members were considering an increase. Review of rents charged should, anyway, take place annually even if no change is made. The Council must provide 12 months' notice to tenants of any change to the rent charge, therefore if any amendment is made this must be notified to tenants by 1st April 2025 for the renewal year commencing 1st April 2026. Councillors had wanted to have some comparison with other parish / town council allotment charges. This has been difficult to research due to varying charging approaches and plot sizes. Most of the parishes neighbouring councils do not manage allotment plots. A number of other local councils have chosen to charge a fee per metre square, as shown below:

COUNCIL	2023/24 CHARGE pm square	2024/25 CHARGE pm square	INCREASE	COMMENTS
Adur & Worthing Small plot	48p	50p	4.2%	30% discount for age 65+
Adur & Worthing Large plot	53p	55p	3.8%	30% discount for age 65+
Chichester	43.5p	43.5p	0%	
Crawley	50p	54p	8%	50% discount for age 65+
Littlehampton	34p	37p	8.8%	
Bognor Regis	29-32p	30p		

NB Figures rounded to nearest 0.5p.

The measurements of Aldwick Parish Council's plots is unknown, however they are all of similar size and considered medium-large. The annual rental fee is £20 per plot, due 1st April. It is not felt practical, due to time constraints, to find actual measurements to use a sq.metre method at this time, however this could be implemented for future reviews . Should Members wish to increase the annual rent fee, Officer recommendation is to decide on either a monetary or percentage increase. An increase that would seem reasonable after some years of non-change would be up to £25, which is a 25% increase, or £22, which is a 10% increase. Of note is that whilst the fee is a very reasonable amount, the past two years have seen little or no expenditure other than for water supply, although planned shed repairs are imminently to be undertaken (with an anticipated £500 donation from the disbanded Allotment Society residual funds). Several plots may need clearance work by the Council following poor cultivation.

The income and costs of operating the Council's allotments are:

EXPENDITURE/ INCOME CATEGORY	BUDGET 2024/25 £	2024/25 SPENT £	BUDGET 2025/26 £
Allotment maintenance	500	0 (planned shed repairs will use the £500)	1000
Allotment water		112	
Allotments income	415		

FOR DECISION:

Members are asked to decide whether or not they wish to increase the rent by a monetary or percentage figure, and if so by what amount, suggested as being in the range £22-£25 (10% or 25% respectively).



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Chairman: Cllr G Purser Clerk: H Knight. Ass. Clerk: Alison Colban

Agreement for Parish Council Allotments at Rose Green

An Agreement made on between **Aldwick Parish Council** (herein after called “**the Council**”) on the one part and (herein after called “**the Tenant**”) on the other part regarding Allotment **Plot** at the Nurseries, Rose Green Road, at an annual rent of £20.00 (subject to cultivation) for the year commencing 1st April payable annually in advance.

WHEREBY IT IS AGREED as follows:

The Council agrees to let Plot and the Tenant agrees to take said Plot and to pay the Council, £20.00 per year. This rent may change in subsequent years as determined by the Council.

1) The Tenant agrees

- a) To pay the said rent at the said time and in the manner aforesaid clear of all deductions.
- b) To use the said plot as an allotment garden and for no other purpose
- c) To keep the said plot in a good state of cultivation and free from excess weeds which could affect neighbouring plots
- d) To permit any duly authorised officer or member of the Council to enter upon and inspect the plot at any time
- e) Not to assign, underlet or part with the possession of the plot or any part thereof without the written consent of the Council
- f) To use any garden chemicals on the said plot in accordance with The Royal Horticultural Society Guidelines (available from the Council)
- g) Not to cause any nuisance or annoyance to the Tenant of any adjoining land, nor intrude upon or interfere with any other plot without the Tenant's permission nor obstruct any path set out by the Council for the use of other Tenants.
- h) Not to erect any structure or keep on the said plot any livestock without the previous written consent of the Council
- i) Not to allow any vehicle, caravan or mobile home onto said plot

- j) Not to deposit or allow other people to deposit on the said plot any materials detrimental to the cultivation of the plot except only manure in quantities such as may reasonably be required for immediate use in cultivation
 - k) Not to use barbed wire for a fence adjoining any path set out by the Council for the use of Tenants of adjoining plots and not to use unframed glass on any plot
 - l) To observe and adhere to all rules and regulations relating to the allotments which may at any time be made by the Council and notified to the Tenant
 - m) To reimburse the Council any costs incurred by the Council in removing any materials, buildings or vehicle from the said plot in order to return the ground to a reasonable state of cultivation
 - n) To use best endeavours to protect fences, hedges, gates and buildings on the allotment gardens
 - o) To notify the Council of any change of contact address
 - p) To retain the allotment plot in its original size and not change the layout or size of the plot or relocate paths or boundaries without the permission of the landlord and to keep 800mm clear of boundary fences’.
- 2) The Tenancy hereby created shall continue from year to year until determined in any of the following ways,
- a) By death of the Tenant
 - b) By the Tenant giving one month’s notice in writing to the Council of his wish to terminate the tenancy of the said plot (Note that the Council is not obliged to refund any part of the annual rent).
 - c) By re-entry by the Council after giving to the Tenant three months’ previous notice in writing, on account of the plot being required:
 - i: for any purpose (not being the use of the same for agriculture) for which it has been appropriated under any statutory provision or
 - ii: for building, mining or any other industrial purpose or for roads or sewers necessary in connection with any of those purposes
 - d) By re-entry by the Council at any time after giving one month’s notice in writing to the Tenant:
 - i: if the rent or any part thereof is in arrears for not less than 40 days whether formally demanded or not or
 - ii: if it appears to the Council or an independent arbitrator that there has been a breach of the conditions and agreements on the part of the Tenant
 - e) By the Tenant breaching any of the conditions on section 1 above
3. The Tenant shall on determination of the tenancy be entitled to compensation only in the events and to the extent prescribed by Section 2 subsections c of the Allotments Act 1922 as extended by the Allotments Act 1950 but not further or otherwise

- 4 Any notice given by the Council under this agreement may be served on the Tenant either personally or by leaving the same at his last advised abode or by recorded delivery letter addressed to him there

5. The Council shall on termination of the tenancy be entitled to recover compensation from the Tenant by virtue of Section 4 of the Allotment Act 1950 in respect of any deterioration of the land caused by the failure of the Tenant to maintain the land clean and in a good state of cultivation and fertility

TENANT	COUNCIL OFFICER
Signed	Signed
..... (printed name)	Position: Clerk
Date 2025	

**ALDWICK PARISH COUNCIL, MEETING 18.02.25:
AGENDA ITEM 9: 9.2 – TENANCY AGREEMENT REVIEW
REPORT BY CLERK**

FOR DECISION

The Tenancy Agreement between the Council and plot holders has not been reviewed for some time. At some past point, at Council's request, the distance to be kept clear from boundary fences was set at 800mm. Having reviewed the Agreement, the Clerk recommends that a more reasonable distance would be appropriate, rather than plot holders having almost 1m of their growing area unavailable. It is recognised and appreciated that there does need to be restriction on the potential for vegetation /produce growth or equipment to impact adjoining residential boundaries, and that allotment tenants should be clear about the need to refrain from affecting such boundaries. It is therefore suggested that a distance of, for example, 18" or 24" (310-600mm) might be more justified.

FOR DECISION:

Members are asked to decide whether or not to amend Clause 1(p) to modify the clearance distance between a plot and neighbouring private residential boundaries. Suggested distance is within the range of 18-24" (310mm-600mm).

F.C. 18/02/25
Item 9.3(a)

Clerk (Aldwick Parish Council)

From: Sheri Birch - 39 Youth Club <sheri.birch@39youthclub.org.uk>
Sent: 12 February 2025 12:31
To: Clerk (Aldwick Parish Council)
Subject: Quote for Summer Work
Attachments: Estimate for Summer Sessions 6 Weeks.xlsx

Hi Heather

Please see the attached quote for Summer work.

We will provide 2 fully qualified youth workers; both have enhanced DBS Checks and are first aid qualified. We would be able to offer a range of activities, arts and crafts, circus skills equipment, card games & tennis/football equipment.

Young people will be able to take home any arts & crafts that they make.

I hope to hear from you soon.

Many thanks

Sheri

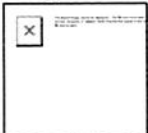
They do have PL1 cover.

Sheri Birch
Lead Youth Worker

Mobile Number: **07704297234**

39 Youth Club. Church Path, Bognor Regis. PO21 1DB.

Registered CIO: 1202626





Sheri Birch

Youth Worker in Charge

I have been a Youth worker for 4 1/2 years, I have completed my Level 3 youth work diploma. I have a passion for the welfare of young people, and am keen to be able to help them. I believe every young person has the right to a safe space, and someone to guide them.

My aim is to ensure that every young person that attends 39 Youth Club, has the opportunity to eat something hot, whether this is a full meal or just toast.



Kelly Mankelaw

Youth Support Worker

I started helping others to learn as a cub and a scout and helped run a youth club in my late teens.

I was a teacher for 37 years during which time I chaired multiple youth organisations including scouts and a swimming club. I was asked to be a trustee at the 39 Club over 30 years ago.

Since access to the building changed in 2010 it had used since the 1960s I dreamt of getting it back to have a thriving youth centre again and now we have a future full of opportunities for young people.



Brian Ansell

Trustee

I started helping others to learn as a cub and a scout and helped run a youth club in my late teens.

I was a teacher for 37 years during which time I chaired multiple youth organisations including scouts and a swimming club. I was asked to be a trustee at the 39 Club over 30 years ago.

Since access to the building changed in 2010 it had used since the 1960s I dreamt of getting it back to have a thriving youth centre again and now we have a future full of opportunities for young people.



Chris Cook

Trustee

I have been volunteering and working at youth clubs for over 40 years. In 2019 I became the CEO for Sussex Clubs for Young People and together we developed a team of youth workers providing over 50 youth clubs per week.

I am thrilled that we have managed to take on the lease for the building in 2023 and that 39 Youth Club can thrive with the support of its community.



Steve Goodheart





BOGNOR REGIS TOWN COUNCIL

Street Scene & Leisure Services
Town Council Office, The Town Hall, Clarence Road
Bognor Regis, West Sussex PO21 1LD
Telephone/Answer Machine 01243 867744
E-mail erikaadams@bognorregis.gov.uk

ESTIMATE

To Aldwick Parish Council
88 Pryors Lane
Aldwick
West Sussex
PO21 4JF

Date 14th January 2025

Bognor Regis Town Force

Description of Works:-

Works to the bus shelter on Aldwick Road, outside the property known as Aldwick Farm, as discussed and agreed with Chris Ingham yesterday:

Remove graffiti from the perspex window, screw window frame back together and paint the whole shelter (brown inside, black outside)

Labour 10 man hours	£220.00
5lt of black masonry paint	£45.00
5lt of brown masonry paint	£45.00
Graffiti remover chemical	£5.00
Paint brushes & rollers	£18.00
Diesel	£5.00

Total £338.00 + VAT

If you would like us to do this work, please sign below, after reading our terms and conditions overleaf.

SignedPLEASE PRINT NAME HERE

Date.....

THIS ESTIMATE IS VALID FOR 30 DAYS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Current A/c	30/11/2024		106,730.79
			<u>106,730.79</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
22/10/2024	103819	Chichester Payroll Services	15.00
25/10/2024	103824	Chichester Payroll Services	15.00
26/11/2024	103835	Kevin Basford	22.99
26/11/2024	103839	Chichester Payroll Services	30.00
27/11/2024	103831	Ashvin Patel	265.10
27/11/2024	103833	Richard Gotheridge	265.10
03/12/2024	103842	Aldwick Baptist Church	1,000.00
03/12/2024	103844	Arun&Chichester Citizens Advic	50.00
03/12/2024	103847	Tyler's Trust	100.00
03/12/2024	103851	2351Sqn (BR) Air Cadets	1,000.00
03/12/2024	103852	BR Armed Forces Day	200.00
03/12/2024	103853	Aldwick Green Conservation Sct	200.00
03/12/2024	103853	Aldwick Green Conservation Sct	-200.00
03/12/2024	103853	Aldwick Green Conservation Sct	100.00
17/12/2024	103862	SLCC	240.00
17/12/2024	103841	Marmax Recycled Products	1,503.60
17/12/2024	103857	Chichester Payroll Services	15.00
17/12/2024	103858	Merlin Lighting Ltd	390.00
			<u>5,211.79</u>
			101,519.00
<u>Unpresented Receipts (Plus)</u>			
			0.00
			<u>0.00</u>
			101,519.00
		Balance per Cash Book is :-	101,519.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation up to 31/12/2024 for Cashbook No 1 - Barclays Current A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
22/10/2024	103819	15.00			15.00	<input type="checkbox"/>	Chichester Payroll Services
25/10/2024	103824	15.00			15.00	<input type="checkbox"/>	Chichester Payroll Services
26/11/2024	103835	22.99			22.99	<input type="checkbox"/>	Kevin Basford
26/11/2024	103836	276.00		276.00		R <input checked="" type="checkbox"/>	Bognor Regis Town Council
26/11/2024	103837	2,529.87		2,529.87		R <input checked="" type="checkbox"/>	Pronetic Ltd
26/11/2024	103838	120.00		120.00		R <input checked="" type="checkbox"/>	Sussex Views Magazine
26/11/2024	103839	30.00			30.00	<input type="checkbox"/>	Chichester Payroll Services
27/11/2024	103830	2,219.31		2,219.31		R <input checked="" type="checkbox"/>	Heather Knight
27/11/2024	103832	331.50		331.50		R <input checked="" type="checkbox"/>	Jan Rufey
27/11/2024	103831	265.10			265.10	<input type="checkbox"/>	Ashvin Patel
27/11/2024	103833	265.10			265.10	<input type="checkbox"/>	Richard Gotheridge
27/11/2024	103834	637.76		637.76		R <input checked="" type="checkbox"/>	Alison Colban
29/11/2024	PHONE	1,070.48		1,070.48		R <input checked="" type="checkbox"/>	HMRC
29/11/2024	DD	205.34		205.34		R <input checked="" type="checkbox"/>	Nest Pension
03/12/2024	103840	500.00		500.00		R <input checked="" type="checkbox"/>	Aldwick Parochial Church Counc
03/12/2024	103842	1,000.00			1,000.00	<input type="checkbox"/>	Aldwick Baptist Church
03/12/2024	103843	600.00		600.00		R <input checked="" type="checkbox"/>	Girlguiding BR West District
03/12/2024	103844	50.00			50.00	<input type="checkbox"/>	Arun&Chichester Citizens Advic
03/12/2024	103845	200.00		200.00		R <input checked="" type="checkbox"/>	BR&Chi District Samaritans
03/12/2024	103846	500.00		500.00		R <input checked="" type="checkbox"/>	KSS Air Ambulance
03/12/2024	103847	100.00			100.00	<input type="checkbox"/>	Tyler's Trust
03/12/2024	103848	1,500.00		1,500.00		R <input checked="" type="checkbox"/>	Rose Green Infant School
03/12/2024	103849	100.00		100.00		R <input checked="" type="checkbox"/>	Arun Community Transport
03/12/2024	103850	500.00		500.00		R <input checked="" type="checkbox"/>	Willowhale Community Asscn
03/12/2024	103851	1,000.00			1,000.00	<input type="checkbox"/>	2351Sq (BR) Air Cadets
03/12/2024	103852	200.00			200.00	<input type="checkbox"/>	BR Armed Forces Day
03/12/2024	103853	200.00			200.00	<input type="checkbox"/>	Aldwick Green Conservation Sct
03/12/2024	103854	650.00		650.00		R <input checked="" type="checkbox"/>	4Sight Vision Support
03/12/2024	103853	-200.00			-200.00	<input type="checkbox"/>	Aldwick Green Conservation Sct
03/12/2024	103853	100.00			100.00	<input type="checkbox"/>	Aldwick Green Conservation Sct
03/12/2024	DD	35.00		35.00		R <input checked="" type="checkbox"/>	ICO
04/12/2024	BACS		35.00	35.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/12/2024	DD	14.80		14.80		R <input checked="" type="checkbox"/>	Barclays Bank
10/12/2024	DD	106.80		106.80		R <input checked="" type="checkbox"/>	Octopus Energy
13/12/2024	103827	150.00		150.00		R <input checked="" type="checkbox"/>	Petty Cash
16/12/2024	BACS		25.00	25.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/12/2024	103862	240.00			240.00	<input type="checkbox"/>	SLCC
17/12/2024	103841	1,503.60			1,503.60	<input type="checkbox"/>	Marmax Recycled Products
17/12/2024	103855	1,899.60		1,899.60		R <input checked="" type="checkbox"/>	Heather Knight
17/12/2024	103856	637.76		637.76		R <input checked="" type="checkbox"/>	Alison Colban
17/12/2024	103857	15.00			15.00	<input type="checkbox"/>	Chichester Payroll Services
17/12/2024	103858	390.00			390.00	<input type="checkbox"/>	Merlin Lighting Ltd
17/12/2024	103859	380.40		380.40		R <input checked="" type="checkbox"/>	Bognor Regis Town Council
17/12/2024	103860	179.40		179.40		R <input checked="" type="checkbox"/>	Bognor Regis Town Council
17/12/2024	103861	558.80		558.80		R <input checked="" type="checkbox"/>	Bognor Regis Town Council
18/12/2024	DD	15.61		15.61		R <input checked="" type="checkbox"/>	Castle Water Ltd
19/12/2024	BACS		10.00	10.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/12/2024	PHONE	741.19		741.19		R <input checked="" type="checkbox"/>	HMRC

Bank Reconciliation up to 31/12/2024 for Cashbook No 1 - Barclays Current A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
20/12/2024	DD	163.03		163.03		R <input checked="" type="checkbox"/>	Nest Pension
20/12/2024	CBTR	149.76		149.76		R <input checked="" type="checkbox"/>	Credit Card
26/12/2024	DD	19.57		19.57		R <input checked="" type="checkbox"/>	Castle Water Ltd
27/12/2024	DD	69.22		69.22		R <input checked="" type="checkbox"/>	Zen Internet
		<u>22,272.99</u>	<u>70.00</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/12/2024
for Cashbook 2 - Business Saver A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Saver A/c	31/12/2024		7,127.57
			<u>7,127.57</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			7,127.57
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			7,127.57
		Balance per Cash Book is :-	7,127.57
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation up to 31/12/2024 for Cashbook No 2 - Business Saver A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
02/12/2024	BACS		26.56	26.56		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>26.56</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation up to 31/12/2024 for Cashbook No 5 - Petty Cash

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
13/12/2024	103827		150.00	150.00		R <input type="checkbox"/>	Receipt(s) Banked
16/12/2024	CASH	45.00		45.00		R <input type="checkbox"/>	Heather Knight
16/12/2024	CASH	10.10		10.10		R <input type="checkbox"/>	Heather Knight
16/12/2024	CASH	2.20		2.20		R <input type="checkbox"/>	Heather Knight
16/12/2024	CASH	8.99		8.99		R <input type="checkbox"/>	Heather Knight
		<u>66.29</u>	<u>150.00</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest Current A/c	31/12/2024		3,460.00
			<u>3,460.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			3,460.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			3,460.00
		Balance per Cash Book is :-	3,460.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/12/2024
for Cashbook 4 - Credit Card

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Credit Card	31/12/2024		-149.76
			<u>-149.76</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-149.76
<u>Unpresented Receipts (Plus)</u>			
20/12/2024 CBTR		149.76	
			<u>149.76</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation up to 31/12/2024 for Cashbook No 4 - Credit Card

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
05/11/2024	CARD	118.08		118.08		R <input checked="" type="checkbox"/>	Microsoft
05/11/2024	CARD	12.36		12.36		R <input checked="" type="checkbox"/>	Microsoft
05/11/2024	CARD	2.52		2.52		R <input checked="" type="checkbox"/>	Microsoft
10/11/2024	CARD	16.80		16.80		R <input checked="" type="checkbox"/>	Intuit Quickbooks
15/11/2024	CBTR		224.76	224.76		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/12/2024	CBTR		149.76		149.76	<input type="checkbox"/>	Receipt(s) Banked
		<u>149.76</u>	<u>374.52</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/12/2024
for Cashbook 5 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/12/2024		88.05
			<u>88.05</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			88.05
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			88.05
		Balance per Cash Book is :-	88.05
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Detailed Income & Expenditure by Budget Heading 31/12/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 General Income</u>							
1076 Precept	114,424	114,424	0			100.0%	
1080 Bank Interest	80	50	(30)			160.3%	
1100 CIL Income	2,564	0	(2,564)			0.0%	2,564
	<u>117,068</u>	<u>114,474</u>	<u>(2,594)</u>			<u>102.3%</u>	<u>2,564</u>
General Income :- Income							
	<u>117,068</u>	<u>114,474</u>	<u>(2,594)</u>				
Net Income							
	<u>117,068</u>	<u>114,474</u>	<u>(2,594)</u>				
6001 less Transfer to EMR	2,564	0	(2,564)				
Movement to/(from) Gen Reserve	<u>114,504</u>	<u>114,474</u>	<u>(30)</u>				
<u>200 Administration</u>							
4000 Salaries	18,484	38,500	20,016		20,016	48.0%	
4020 Employers NI	5,782	2,460	(3,322)		(3,322)	235.1%	
4030 Employers Pension	1,356	1,925	569		569	70.4%	
4040 Payroll Admin	165	0	(165)		(165)	0.0%	
4060 Audit Fees	(105)	945	1,050		1,050	(11.1%)	
4065 Bank Charges	46	32	(14)		(14)	144.1%	
4070 Chairman Allowance	300	600	300		300	50.0%	
4075 Councillor Allowance	1,724	1,911	187		187	90.2%	
4080 Councillor Briefing Sessions	233	525	292		292	44.3%	
4085 Professional Development	0	500	500		500	0.0%	
4100 Elections & Polls	356	1,000	644		644	35.6%	356
4105 Equipment Renewal/Purchase	795	1,575	780		780	50.5%	
4110 Insurance Premiums	2,648	2,800	152		152	94.6%	
4115 Legal Services	0	1,000	1,000		1,000	0.0%	
4120 Stationery	367	420	53		53	87.3%	
4125 Subscriptions	2,936	6,300	3,364		3,364	46.6%	
4130 Telephone & Internet/B-up	469	525	56		56	89.4%	
4135 Website & GDPR	360	600	240		240	60.0%	
4140 Website Running Costs	0	315	315		315	0.0%	
4145 MS SharePoint License	3,212	1,890	(1,322)		(1,322)	169.9%	
4150 Grants S137	7,000	8,000	1,000		1,000	87.5%	
4205 Water	105	0	(105)		(105)	0.0%	
4520 Professional Services	541	0	(541)		(541)	0.0%	
	<u>46,773</u>	<u>71,823</u>	<u>25,050</u>	<u>0</u>	<u>25,050</u>	<u>65.1%</u>	<u>356</u>
Administration :- Indirect Expenditure							
	<u>(46,773)</u>	<u>(71,823)</u>	<u>(25,050)</u>				
Net Expenditure							
	<u>(46,773)</u>	<u>(71,823)</u>	<u>(25,050)</u>				
6000 plus Transfer from EMR	356	0	(356)				
Movement to/(from) Gen Reserve	<u>(46,417)</u>	<u>(71,823)</u>	<u>(25,406)</u>				

Detailed Income & Expenditure by Budget Heading 31/12/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210</u> <u>Hall</u>							
1020 Hall Hire Revenue	455	250	(205)			182.0%	
	<u>455</u>	<u>250</u>	<u>(205)</u>			<u>182.0%</u>	<u>0</u>
Hall :- Income							
4200 Electricity	454	6,420	5,966		5,966	7.1%	
4205 Water	40	210	170		170	18.9%	
4210 Premise Expenses	533	2,100	1,567		1,567	25.4%	
	<u>1,026</u>	<u>8,730</u>	<u>7,704</u>	<u>0</u>	<u>7,704</u>	<u>11.8%</u>	<u>0</u>
Hall :- Indirect Expenditure							
Net Income over Expenditure	<u>(571)</u>	<u>(8,480)</u>	<u>(7,909)</u>				
<u>300</u> <u>Communications</u>							
4305 Newsletter	960	1,260	300		300	76.2%	
	<u>960</u>	<u>1,260</u>	<u>300</u>	<u>0</u>	<u>300</u>	<u>76.2%</u>	<u>0</u>
Communications :- Indirect Expenditure							
Net Expenditure	<u>(960)</u>	<u>(1,260)</u>	<u>(300)</u>				
<u>400</u> <u>Council Activities</u>							
4400 Garden Maintenance	2,423	8,400	5,977		5,977	28.8%	
4410 Open Public Spaces Imps	1,253	4,000	2,747		2,747	31.3%	583
4415 Youth Activities	9,850	11,550	1,700		1,700	85.3%	
4425 Public Toilets Revenue Costs	0	8,000	8,000		8,000	0.0%	
4430 Public Toilets Repair Costs	0	2,000	2,000		2,000	0.0%	
	<u>13,526</u>	<u>33,950</u>	<u>20,424</u>	<u>0</u>	<u>20,424</u>	<u>39.8%</u>	<u>583</u>
Council Activities :- Indirect Expenditure							
Net Expenditure	<u>(13,526)</u>	<u>(33,950)</u>	<u>(20,424)</u>				
6000 plus Transfer from EMR	583	0	(583)				
	<u>(12,943)</u>	<u>(33,950)</u>	<u>(21,007)</u>				
Movement to/(from) Gen Reserve							
<u>410</u> <u>Allotments</u>							
1000 Allotment Rent	415	414	(1)			100.2%	
	<u>415</u>	<u>414</u>	<u>(1)</u>			<u>100.2%</u>	<u>0</u>
Allotments :- Income							
4205 Water	113	0	(113)		(113)	0.0%	
4480 Allotment Maintenance	0	500	500		500	0.0%	
	<u>113</u>	<u>500</u>	<u>387</u>	<u>0</u>	<u>387</u>	<u>22.6%</u>	<u>0</u>
Allotments :- Indirect Expenditure							
Net Income over Expenditure	<u>302</u>	<u>(86)</u>	<u>(388)</u>				

Detailed Income & Expenditure by Budget Heading 31/12/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>500 Functions</u>							
4500 Christmas Projects	642	1,575	933		933	40.8%	
4510 Remembrance Day Expenses	137	150	13		13	91.1%	
Functions :- Indirect Expenditure	779	1,725	946	0	946	45.1%	0
Net Expenditure	(779)	(1,725)	(946)				
Grand Totals:- Income	117,938	115,138	(2,800)			102.4%	
Expenditure	63,177	117,988	54,811	0	54,811	53.5%	
Net Income over Expenditure	54,761	(2,850)	(57,611)				
plus Transfer from EMR	939	0	(939)				
less Transfer to EMR	2,564	0	(2,564)				
Movement to/(from) Gen Reserve	53,137	(2,850)	(55,987)				

KEVIN HUGHES

SPECIALIST IN STONEMASONRY
AND FLINT WALL RESTORATION



SUSSEX
HERITAGE
TRUST

HIGHLY COMMENDED
KEVIN HUGHES

QUOTATION.

TO HEATHER KNIGHT,

2013. Reinstall brass Plaque,
using stainless steel Fixings
we can fix the Plaque at your
convenience as the job is local to us
for the sum of. £280 -
VAT. ZERO RATED.

Cleaning Contract

We contacted four local firms for a site visit and quote. Three responded.

1) **Monkey Nuts Limited**

Very friendly, bring their own equipment and chemicals and have Public Liability Insurance.

Internal Cleaning as discussed by-weekly = £43.00 per visit + VAT £8.60 = £51.60

Outside Windows & Solar panel cleaning = £38.00 per visit + VAT £7.60 = £45.60

Gutter cleaning once per year = £40.00 + VAT £8.00 = £48.00.

- 2) The Second Contractor visited the site but decided not to proceed with a quote and withdrew.
- 3) The Third Contractor is visiting the office on Friday 14th February and has confirmed we will have their report on Monday morning. They are M & N Cleaning Services.
- 4) The Fourth Contractor has never responded, despite chasing them up.

Quotes for the Wire Testing (EICR) to be Carried Out Electrical Installation Condition Report

Despite trying four different companies, these two are the only ones that have responded.

R W Electrical (Southern) Ltd

2 x Fuse Board

1 x 12x Ways

1 – 7xx Ways

Type up, register + issue certificates

2 x Engineers

Total £475.00 + VAT

UK Safety Management Company

You have 20 circuits in total

1 Engineer, provisionally booked for 18th March).

(Report is clearer/more thorough substantial)

Total £319.00 plus VAT

Both these companies have been asked to carry out this work in the past.