



Dear Councillors

You are duly summoned to a meeting of Bury Parish Council on Monday 7th November 2022 at Bury Village Hall commencing at 6:00pm

Members of the public are welcome to join this meeting and speak for a maximum of five minutes about an item on the agenda during the Public Session at the discretion of the Chair.

Mike Simpson

Clerk to the Council
2nd November 2022

AGENDA

- 1. Attendance and Apologies for Absence**
To accept any apologies.
- 2. To Receive Declarations of Interest, Notification of Changes to Members' Interests and consider any requests for a dispensation.**
- 3. Approval of the Minutes of the Parish Council meeting held on 22nd September 2022**
To review and approve.
- 4. Public Session (Members of the Public may speak for up to five minutes at the discretion of the Chair)**
To note any comments.
- 5. County Councillor reports**
To receive any reports.
- 6. District Councillor reports**
To receive any reports.
- 7. Chair's announcements**
To note any announcements.
- 8. Planning Applications**
To consider any planning applications
- 9. Neighbourhood Plan**

To discuss a review of the Neighbourhood Plan

10. Payments and bank reconciliations

To review the schedule of payments since the last meeting (22nd September 2022) and latest bank reconciliations.

11. Variance Report

To note any variances in actual vs budget for the current financial year.

12. Village Hall

- (a) To discuss the public consultation for redesigning the village hall
- (b) To review the fees charged for hiring the village hall

13. Grounds and Highways

- (a) To receive an update on the A29 from the Road Improvement Committee
- (b) To discuss the purchase of a marquee tent

14. Bury and West Burton Volunteers

To receive an update and consider any requests

15. Policies

- (a) To review the Council's Financial Regulations
- (b) To review the Council's Standing Orders
- (c) To review the Council's Code of Conduct
- (d) To consider adopting a Scheme of Delegation
- (e) To review the Council's Tree Policy

16. Council budget 2023-24

To consider a budget for 2023-24

17. External Audit 2021-22

To note the conclusion

18. Date of next meeting

7th November 2022

Bury Parish Council
Annual Budget - By Centre

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
100	<u>Administration</u>											
1076	Precept	27,880	27,880	0	0	29,274	0	29,274	29,274	30,087	0	0
1080	Grants - SCC	15,850	13,650	0	0	3,344	0	3,344	0	4,328	0	0
1081	SCC Grant for Bury Green	2,074	2,074	0	0	2,074	0	2,074	0	2,074	0	0
1090	Bank Interest	20	3	0	0	2	0	2	33	50	0	0
1095	CDC Grants	0	1,990	0	0	0	0	0	0	0	0	0
1100	FITS	1,000	1,534	0	0	1,500	0	1,500	0	1,500	0	0
1120	Miscellaneous Income	500	1,321	0	0	500	0	500	0	0	0	0
Total Income		47,324	48,451	0	0	36,694	0	36,694	29,307	38,039	0	0
4000	Salary Clerk	13,500	13,411	0	0	12,000	0	12,000	7,641	13,000	0	0
4010	Home Working	0	300	0	0	300	0	300	175	150	0	0
4049	Playground inspection	0	0	0	0	0	0	0	77	85	0	0
4050	GM01 Wharf & River grass cut	1,500	763	0	0	1,000	0	1,000	612	850	0	0
4051	GM02 Bury Green grass cut	1,000	953	0	0	1,200	0	1,200	612	850	0	0
4052	GM03 Wharf/river seasonal	500	170	0	0	350	0	350	95	100	0	0
4053	GM04 Bury Green seasonal	250	646	0	0	300	0	300	13	500	0	0
4054	GM05 One off tasks	1,650	186	0	0	500	0	500	0	3,250	0	0
4055	GM06 B Green/VH one off tasks	400	131	0	0	200	0	200	471	300	0	0
4056	GM07 Pill Pond	500	907	0	0	1,000	0	1,000	480	250	0	0
4057	GM08 Coffin Trail	0	405	0	0	500	0	500	325	350	0	0
4058	GM09 Recreation Ground	500	687	0	0	750	0	750	233	750	0	0
4059	GM10 West Burton	500	265	0	0	200	0	200	0	300	0	0
4061	A29 Improvements	0	0	0	0	0	0	0	72	0	0	0

Continued on next page

Bury Parish Council
Annual Budget - By Centre

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4062	Road signs	2,000	0	0	0	0	0	0	1,564	0	0	0
4066	Dog Bins	0	681	0	0	700	0	700	690	700	0	0
4067	Observatory	0	0	0	0	1,000	0	1,000	0	0	0	0
4070	Section 137	500	0	0	0	1,000	0	1,000	0	1,000	0	0
4075	Elections	0	0	0	0	0	0	0	0	1,000	0	0
4080	Bury Green Loan Repayment	2,074	2,074	0	0	2,074	0	2,074	1,037	2,074	0	0
4090	Admin Sundries	350	35	0	0	50	0	50	0	50	0	0
4100	Computer & Office Equipment	1,500	1,406	0	0	1,000	0	1,000	251	1,000	0	0
4110	Insurance	2,600	2,593	0	0	2,600	0	2,600	2,790	2,800	0	0
4120	Audit Fees	500	600	0	0	600	0	600	465	600	0	0
4130	Training	750	115	0	0	300	0	300	271	300	0	0
4140	Miscellaneous Expenditure	500	1,667	0	0	500	0	500	0	0	0	0
4150	Special Projects	2,500	878	0	0	1,000	0	1,000	0	500	0	0
4160	Subscriptions	600	699	0	0	600	0	600	338	400	0	0
4400	Telephone & Internet	0	0	0	0	0	0	0	29	0	0	0
4450	Payroll	150	120	0	0	120	0	120	0	150	0	0
4451	Pension	0	1,235	0	0	1,100	0	1,100	473	0	0	0
4452	Newsletter	0	0	0	0	400	0	400	0	400	0	0
4455	Events	0	20	0	0	0	0	0	0	600	0	0
Overhead Expenditure		34,324	30,946	0	0	31,344	0	31,344	18,711	32,309	0	0
100 Net Income over Expenditure		13,000	17,506	0	0	5,350	0	5,350	10,596	5,730	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	1,564	0	0	0
Movement to/(from) Gen Reserve		<u>13,000</u>	<u>17,506</u>			<u>5,350</u>		<u>5,350</u>	<u>12,160</u>	<u>5,730</u>		

Continued on next page

Bury Parish Council
Annual Budget - By Centre

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
200	<u>Village Hall</u>											
1200	Hall Hires	5,000	4,743	0	0	5,000	0	5,000	4,003	5,500	0	0
1210	Licences	0	0	0	0	0	0	0	156	150	0	0
	Total Income	5,000	4,743	0	0	5,000	0	5,000	4,159	5,650	0	0
4320	Licences & Checks	750	564	0	0	600	0	600	553	660	0	0
4330	Cleaning	3,500	3,620	0	0	3,500	0	3,500	2,108	4,000	0	0
4340	Waste	1,000	339	0	0	500	0	500	345	550	0	0
4350	Business Rates	700	0	0	0	0	0	0	0	0	0	0
4360	Repairs & Improvements	2,500	598	0	0	750	0	750	115	500	0	0
4365	Re-design	5,000	0	0	0	1,000	0	1,000	6,498	0	0	0
4370	Oil Heating	2,000	2,349	0	0	2,000	0	2,000	1,000	4,000	0	0
4380	Electricity	700	372	0	0	700	0	700	217	800	0	0
4390	Water & Sewage	600	192	0	0	350	0	350	0	400	0	0
4400	Telephone & Internet	700	571	0	0	600	0	600	164	270	0	0
4410	Window Cleaning	300	185	0	0	200	0	200	0	200	0	0
4455	Events	250	0	0	0	150	0	150	0	0	0	0
	Overhead Expenditure	18,000	8,791	0	0	10,350	0	10,350	10,999	11,380	0	0
	200 Net Income over Expenditure	-13,000	-4,048	0	0	-5,350	0	-5,350	-6,841	-5,730	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	5,000	0	0	0
	Movement to/(from) Gen Reserve	(13,000)	(4,048)			(5,350)		(5,350)	(1,841)	(5,730)		
999	<u>VAT Data</u>											

Continued on next page

Bury Parish Council
Annual Budget - By Centre

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
115	VAT on Refunds	0	2,227	0	0	0	0	0	728	0	0	0
	Total Income	0	2,227	0	0	0	0	0	728	0	0	0
515	VAT on Payments	0	1,812	0	0	0	0	0	2,728	0	0	0
	Overhead Expenditure	0	1,812	0	0	0	0	0	2,728	0	0	0
	Movement to/(from) Gen Reserve	0	415			0		0	(2,000)	0		
	Total Budget Income	52,324	55,421	0	0	41,694	0	41,694	34,194	43,689	0	0
	Expenditure	52,324	41,549	0	0	41,694	0	41,694	32,439	43,689	0	0
	Net Income over Expenditure	0	13,872	0	0	0	0	0	1,756	0	0	0
	plus Transfer from EMR	0	0	0	0	0	0	0	6,564	0	0	0
	Movement to/(from) Gen Reserve	0	13,872			0		0	8,320	0		

Bank Reconciliation Statement as at 31/10/2022
for Cashbook 1 - Bank Accounts

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Bank Account	31/10/2022		0.00
Business Reserve Account	31/10/2022		36,121.35
			<u>36,121.35</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			36,121.35
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			36,121.35
		Balance per Cash Book is :-	36,121.35
		Difference is :-	0.00

Detailed Receipts & Payments by Budget Heading 31/10/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Administration</u>							
1076 Precept	29,274	29,274	0			100.0%	
1080 Grants - SCC	0	3,344	3,344			0.0%	
1081 SCC Grant for Bury Green	0	2,074	2,074			0.0%	
1090 Bank Interest	33	2	(31)			1657.0%	
1100 FITS	0	1,500	1,500			0.0%	
1120 Miscellaneous Income	0	500	500			0.0%	
Administration :- Receipts	<u>29,307</u>	<u>36,694</u>	<u>7,387</u>			<u>79.9%</u>	<u>0</u>
4000 Salary Clerk	7,641	12,000	4,359		4,359	63.7%	
4010 Home Working	175	300	125		125	58.3%	
4049 Playground inspection	77	0	(77)		(77)	0.0%	
4050 GM01 Wharf & River grass cut	612	1,000	389		389	61.1%	
4051 GM02 Bury Green grass cut	612	1,200	589		589	51.0%	
4052 GM03 Wharf/river seasonal	95	350	255		255	27.1%	
4053 GM04 Bury Green seasonal	13	300	287		287	4.5%	
4054 GM05 One off tasks	0	500	500		500	0.0%	
4055 GM06 B Green/VH one off tasks	471	200	(271)		(271)	235.3%	
4056 GM07 Pill Pond	480	1,000	520		520	48.0%	
4057 GM08 Coffin Trail	325	500	175		175	65.0%	
4058 GM09 Recreation Ground	233	750	517		517	31.1%	
4059 GM10 West Burton	0	200	200		200	0.0%	
4061 A29 Improvements	72	0	(72)		(72)	0.0%	
4062 Road signs	1,564	0	(1,564)		(1,564)	0.0%	1,564
4066 Dog Bins	690	700	10		10	98.5%	
4067 Observatory	0	1,000	1,000		1,000	0.0%	
4070 Section 137	0	1,000	1,000		1,000	0.0%	
4080 Bury Green Loan Repayment	1,037	2,074	1,037		1,037	50.0%	
4090 Admin Sundries	0	50	50		50	0.0%	
4100 Computer & Office Equipment	251	1,000	749		749	25.1%	
4110 Insurance	2,790	2,600	(190)		(190)	107.3%	
4120 Audit Fees	465	600	135		135	77.5%	
4130 Training	271	300	30		30	90.2%	
4140 Miscellaneous Expenditure	0	500	500		500	0.0%	
4150 Special Projects	0	1,000	1,000		1,000	0.0%	
4160 Subscriptions	338	600	262		262	56.3%	
4400 Telephone & Internet	29	0	(29)		(29)	0.0%	
4450 Payroll	0	120	120		120	0.0%	
4451 Pension	473	1,100	627		627	43.0%	
4452 Newsletter	0	400	400		400	0.0%	
Administration :- Indirect Payments	<u>18,711</u>	<u>31,344</u>	<u>12,633</u>	<u>0</u>	<u>12,633</u>	<u>59.7%</u>	<u>1,564</u>
Net Receipts over Payments	<u>10,596</u>	<u>5,350</u>	<u>(5,246)</u>				
6000 plus Transfer from EMR	<u>1,564</u>						
Movement to/(from) Gen Reserve	<u>12,160</u>						

Detailed Receipts & Payments by Budget Heading 31/10/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>200 Village Hall</u>							
1200 Hall Hires	4,003	5,000	997			80.1%	
1210 Licences	156	0	(156)			0.0%	
Village Hall :- Receipts	<u>4,159</u>	<u>5,000</u>	<u>841</u>			<u>83.2%</u>	<u>0</u>
4320 Licences & Checks	553	600	47		47	92.2%	
4330 Cleaning	2,108	3,500	1,392		1,392	60.2%	
4340 Waste	345	500	155		155	69.0%	
4360 Repairs & Improvements	115	750	635		635	15.3%	
4365 Re-design	6,498	1,000	(5,498)		(5,498)	649.8%	5,000
4370 Oil Heating	1,000	2,000	1,000		1,000	50.0%	
4380 Electricity	217	700	483		483	31.0%	
4390 Water & Sewage	0	350	350		350	0.0%	
4400 Telephone & Internet	164	600	436		436	27.3%	
4410 Window Cleaning	0	200	200		200	0.0%	
4455 Events	0	150	150		150	0.0%	
Village Hall :- Indirect Payments	<u>10,999</u>	<u>10,350</u>	<u>(649)</u>	<u>0</u>	<u>(649)</u>	<u>106.3%</u>	<u>5,000</u>
Net Receipts over Payments	<u>(6,841)</u>	<u>(5,350)</u>	<u>1,491</u>				
6000 plus Transfer from EMR	5,000						
Movement to/(from) Gen Reserve	<u>(1,841)</u>						
<u>999 VAT Data</u>							
115 VAT on Refunds	728	0	(728)			0.0%	
VAT Data :- Receipts	<u>728</u>	<u>0</u>	<u>(728)</u>				<u>0</u>
515 VAT on Payments	2,728	0	(2,728)		(2,728)	0.0%	
VAT Data :- Indirect Payments	<u>2,728</u>	<u>0</u>	<u>(2,728)</u>	<u>0</u>	<u>(2,728)</u>		<u>0</u>
Net Receipts over Payments	<u>(2,000)</u>	<u>0</u>	<u>2,000</u>				
Grand Totals:- Receipts	34,194	41,694	7,500			82.0%	
Payments	32,439	41,694	9,255	0	9,255	77.8%	
Net Receipts over Payments	<u>1,756</u>	<u>0</u>	<u>(1,756)</u>				
plus Transfer from EMR	6,564						
Movement to/(from) Gen Reserve	<u>8,320</u>						

List of Payments made between 23/09/2022 and 07/11/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/09/2022	Arthur Gallagher	OLT	191.48		Arthur Gallagher
23/09/2022	Chichester District Council	DD	43.70		Bin collection
30/09/2022	Mike Simpson	OLT	1,046.12		Salary September
30/09/2022	Mike Simpson	SO	25.00		Home office
30/09/2022	BT	DD	34.77		Internet
03/10/2022	Rob Simpson	SO	291.67		VH Cleaning
03/10/2022	Southern Electric	DD	31.00		VH electricity
04/10/2022	Moore	OLT	360.00		External Audit 2021-22
04/10/2022	Andy Elliot Roofing	OLT	115.00		Village hall roof maintenance
10/10/2022	Hall Booking Online	OLT	120.00		VH booking system
12/10/2022	HMRC	OLT	203.69		PAYE 2nd Quarter
20/10/2022	NEST	DD	158.92		Pension (2 months)
21/10/2022	Chichester District Council	DD	43.70		Waste collection
26/10/2022	Mill Farm Plants Ltd	OLT	183.60		Jubilee Oak Tree
26/10/2022	Watson Fuels	OLT	852.39		Heating oil
26/10/2022	Viking	OLT	92.37		Stationery
31/10/2022	Mike Simpson	OLT	1,046.12		Salary October
31/10/2022	Mike Simpson	SO	25.00		Home Office
31/10/2022	BT	DD	34.77		Internet
01/11/2022	Rob Simpson	SO	291.67		VH cleaning
01/11/2022	Southern Electric	OLT	31.00		Electricity
01/11/2022	NEST	DD	79.46		NEST
02/11/2022	Paul Whyles	OLT	87.47		VH consultation leaflet
07/11/2022	Primavera	OLT	1,976.40		Invoice 852
Total Payments			7,365.30		