



Dear Councillors

You are duly summoned to the Meeting of Bury Parish Council on 16th September 2024 commencing at 6:00pm at Bury Village Hall

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.

M Simpson
Clerk to the Council
11th September 2024

AGENDA

- 1. Attendance and Apologies for Absence**
To accept apologies and reasons for absence.
- 2. To Receive Declarations of Interest, Notification of Changes to Members' Interests and consider any requests for a dispensation.**
To receive any declarations of interests from Members in respect to items on the agenda.
- 3. Public Session (Members of the Public may speak for up to five minutes at the discretion of the Chair)**
To note any comments
- 4. Approval of the Minutes from the Extraordinary Council meeting held on 22nd August 2024**
To review and approve
- 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**
(a) To consider the following planning applications
SDNP/24/02539/HOUS Demolition of existing garage and reconstruction of new pitched roof garage with home office over. Corner House , The Street, Bury, West Sussex, RH20 1PF
SDNP/24/03665/HOUS Grevatts, Hale Hill, West Burton, West Sussex, RH20 1HE: Replacement of 7 no. roof lights with 6 no. dormer windows on north roof elevation

(b) To consider any applications since the publication of the agenda
- 9. Finance and Administration**

- (a) To review the schedule of payments and bank reconciliation since the last meeting (8th July 2024)
- (b) To consider the variance report for actual vs budget expenditure
- (c) To review the Council's Financial Regulations
- (d) To review the Council's Standing Orders
- (e) To review the Council's Risk Assessment
- (f) To review the Council's Data Protection Policy
- (g) To review the Council's Code of Conduct
- (h) To receive an update on The Link
- (i) To discuss the budget for 2025-26
- (j) To review the external audit report and notice of conclusion of audit for 2023-24
- (k) To discuss procurement training

10. Grounds Maintenance and Highways

- (a) To receive an update from the A29 RIC
- (b) To receive an update on TRO applications
- (c) To approve the provision and installation by the Horticultural Society of a new (additional) bench at Bury Wharf.
- (d) To consider a private family request to plant an oak tree in memory of Paul Whyles, possibly at Pill Pond.

11. Bury and West Burton Volunteers

To receive an update and consider any requests

12. Village Hall

- (a) To receive an update on the village hall redesign
- (b) To receive an update from the Village Hall Working Group

13. Bury Cricket Club

To review the cricket club licence agreement

14. Next meeting date

18th November 2024

Bank Accounts

List of Payments made between 09/07/2024 and 16/09/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/07/2024	Chris Daykin	BACS	9.24		Printing
09/07/2024	Primavera	BACS	11,262.00		Rec Ground Footpath
09/07/2024	HMRC	OLT	292.05		PAYE Q1
26/07/2024	Chichester District Council	DD	57.00		Bin collection
30/07/2024	BT	DD	101.61		Internet
30/07/2024	Business Stream	DD	7.92		Water
31/07/2024	Local Government Pension	BACS	285.69		July
31/07/2024	Mike Simpson	BACS	946.95		Salary July
31/07/2024	Mike Simpson	SO	15.00		Home Office
01/08/2024	Rob Simpson	SO	350.00		VH Cleaning
06/08/2024	DM Payroll Services	OLT	60.00		Payroll fee
06/08/2024	Victoria Holland Architects	OLT	4,128.00		Invoice 0788
06/08/2024	RBC Surveyors	OLT	600.00		VH revised costings Inv 2863
06/08/2024	Viking	OLT	87.36		Stationery (4398988)
06/08/2024	Solopress	OLT	770.55		Link July (3959328)
16/08/2024	Southern Electric	OLT	94.87		Electricity
23/08/2024	Chichester District Council	DD	57.00		Bins
27/08/2024	Viking	OLT	49.66		Viking 4479165
27/08/2024	Victoria Holland Architects	OLT	1,583.00		Invoice 0796
27/08/2024	The Ecology Co-op	OLT	3,258.52		Bat emergence surveys
30/08/2024	Mike Simpson	OLT	1,064.35		Salary August
30/08/2024	Local Government Pension	OLT	285.69		August
30/08/2024	BT	DD	101.61		Internet
02/09/2024	Rob Simpson	SO	350.00		Cleaning
02/09/2024	Mike Simpson	SO	15.00		Home office
04/09/2024	DS Electrical	OLT	840.00		5 year electricity check VH
04/09/2024	Moore	OLT	378.00		External Audit Fee 23-24
16/09/2024	Primavera	OLT	858.90		Invoice 969
16/09/2024	Primavera	OLT	1,908.00		Invoice 971
16/09/2024	Hall Booking Online	OLT	120.00		2024-25 subscription
16/09/2024	Mulberry & Co	OLT	54.00		Procurement Training 0474

Total Payments	<u>29,991.97</u>
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Bank Reconciliation Statement as at 31/08/2024
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	31/08/2024		0.00
Business Reserve Account	31/08/2024		18,434.69
			<u>18,434.69</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
08/06/2024 BACS Viking		67.06	
08/06/2024 OLT Viking		-67.06	
			<u>0.00</u>
			18,434.69
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			18,434.69
		Balance per Cash Book is :-	18,434.69
		Difference Excluding Adjustments is :-	0.00
<u>Adjustments to Reconciliation</u>			
03/06/2024 Coffee 40p error in entry		0.40	
03/06/2024 Coffee Coffee		-0.40	
			<u>0.00</u>
		Unreconciled Difference is :-	<u>0.00</u>

Detailed Receipts & Payments by Budget Heading 31/08/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Administration</u>							
1075 VH Redesign	306	0	(306)			0.0%	
1076 Precept	16,565	33,130	16,565			50.0%	
1078 Link Advertising	2,650	0	(2,650)			0.0%	2,650
1079 Link Donations	165	0	(165)			0.0%	165
1080 Grants - SCC	8,023	0	(8,023)			0.0%	
1081 SCC Grant for Bury Green	0	2,074	2,074			0.0%	
1090 Bank Interest	152	350	198			43.5%	
1095 CDC Grants	7,500	0	(7,500)			0.0%	
1096 Grants-other	1,730	0	(1,730)			0.0%	
1100 FITS	1,040	2,000	960			52.0%	
Administration :- Receipts	38,131	37,554	(577)			101.5%	2,815
3500 Link Printing	771	0	(771)		(771)	0.0%	771
4000 Salary Clerk	7,042	16,500	9,458		9,458	42.7%	
4010 Home Working	75	180	105		105	41.7%	
4049 Playground inspection	0	85	85		85	0.0%	
4050 GM01 Wharf & River grass cut	509	900	392		392	56.5%	
4051 GM02 Bury Green grass cut	339	900	561		561	37.7%	
4052 GM03 Wharf/river seasonal	0	150	150		150	0.0%	
4053 GM04 Bury Green seasonal	0	300	300		300	0.0%	
4054 GM05 One off tasks	10,085	1,100	(8,985)		(8,985)	916.8%	
4055 GM06 B Green/VH one off tasks	0	250	250		250	0.0%	
4056 GM07 Pill Pond	120	500	380		380	24.0%	
4057 GM08 Coffin Trail	120	400	280		280	30.0%	
4058 GM09 Recreation Ground	590	4,000	3,410		3,410	14.8%	
4060 Playground	0	2,000	2,000		2,000	0.0%	
4061 A29 Improvements	0	2,000	2,000		2,000	0.0%	
4070 Grants	500	750	250		250	66.7%	
4071 The Link Expenditure	2,701	0	(2,701)		(2,701)	0.0%	2,701
4075 Elections	0	500	500		500	0.0%	
4080 Bury Green Loan Repayment	1,037	2,074	1,037		1,037	50.0%	
4100 Computer & Office Equipment	979	650	(329)		(329)	150.6%	
4110 Insurance	2,054	3,000	946		946	68.5%	
4120 Audit Fees	163	465	303		303	34.9%	
4130 Training	0	150	150		150	0.0%	
4160 Subscriptions	223	450	227		227	49.6%	
4450 Payroll	60	130	70		70	46.2%	
4455 Events	124	250	126		126	49.6%	
Administration :- Indirect Payments	27,491	37,684	10,193	0	10,193	73.0%	3,471
Net Receipts over Payments	10,641	(130)	(10,771)				
6000 plus Transfer from EMR	3,471						
6001 less Transfer to EMR	2,815						
Movement to/(from) Gen Reserve	11,297						

Detailed Receipts & Payments by Budget Heading 31/08/2024

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	4,162	9,000	4,838			46.2%	
1210 Licences	0	150	150			0.0%	
Village Hall :- Receipts	<u>4,162</u>	<u>9,150</u>	<u>4,988</u>			<u>45.5%</u>	<u>0</u>
4320 Licences & Checks	168	800	632		632	21.0%	
4330 Cleaning	1,741	3,700	1,959		1,959	47.1%	
4340 Waste	336	600	264		264	56.0%	
4360 Repairs & Improvements	154	1,000	846		846	15.4%	
4365 Re-design	9,170	0	(9,170)		(9,170)	0.0%	
4370 Oil Heating	0	1,500	1,500		1,500	0.0%	
4380 Electricity	450	500	50		50	90.0%	
4390 Water & Sewage	8	400	392		392	2.0%	
4400 Telephone & Internet	420	320	(100)		(100)	131.2%	
4410 Window Cleaning	0	200	200		200	0.0%	
Village Hall :- Indirect Payments	<u>12,446</u>	<u>9,020</u>	<u>(3,426)</u>	<u>0</u>	<u>(3,426)</u>	<u>138.0%</u>	<u>0</u>
Net Receipts over Payments	<u>(8,284)</u>	<u>130</u>	<u>8,414</u>				
<u>999 VAT Data</u>							
115 VAT on Refunds	1,989	0	(1,989)			0.0%	
VAT Data :- Receipts	<u>1,989</u>	<u>0</u>	<u>(1,989)</u>				<u>0</u>
515 VAT on Payments	4,524	0	(4,524)		(4,524)	0.0%	
VAT Data :- Indirect Payments	<u>4,524</u>	<u>0</u>	<u>(4,524)</u>	<u>0</u>	<u>(4,524)</u>		<u>0</u>
Net Receipts over Payments	<u>(2,536)</u>	<u>0</u>	<u>2,536</u>				
Grand Totals:- Receipts	44,282	46,704	2,422			94.8%	
Payments	44,461	46,704	2,243	0	2,243	95.2%	
Net Receipts over Payments	<u>(179)</u>	<u>0</u>	<u>179</u>				
plus Transfer from EMR	3,471						
less Transfer to EMR	2,815						
Movement to/(from) Gen Reserve	<u>477</u>						