

**Withyham Parish Council
Report for consideration**

Report By	For Committee	Date	Agenda Item
Debbie Siddle	Council	13.3.23	8

Confidential	Not Confidential	Exempt	Not Exempt
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OLD STATION LEASE & SUBLEASE UPDATE

Background

The February Council meeting received an update on the meeting between the Landlords and the Groombridge Old Station Lease Working Group.

Since the last Council meeting:

- Solar panels and more loft insulation have been installed at the Old Station which means that the building has an Energy Performance Certificate 'E' rating it and a new lease term can be granted
- A solicitor has been engaged for the Parish Council (Cooper Burnett)
- A meeting has taken place between SVR (WPC's tenants) and the Groombridge Old Station Lease Working Group to confirm terms for the sub-lease
- A new floorplan to accompany the sublease has been agreed with SVR, to reflect changes to entrance hall layout since 2013
- The Clerk has been in communication with WPC's solicitor on the above matters
- In terms of the timetable, WPC's solicitor expects 1st April isn't realistic so we might need to put a tenancy at will in place as a holding measure

Recommendations

- Council to note the above report
- Council to delegate the signing of the leases to 2 members of Finance Committee once the Clerk confirms they are ready

Reasons for recommendations

The current lease expires on 31 March 2023 and WPC is working to renew the lease within a suitable timetable bearing in mind the above

Staffing Implications

Clerk – communications with Landlords, solicitors, Working Group and Finance Committee/Council

Councillor Involvement

Members of Groombridge Old Station Lease Working Group – meetings and communications with the Clerk as required

Budgetary Implications

WPC will be responsible for its own and the Landlords' legal costs for the Head Lease.
SVR would be responsible for its, WPC's and the Landlords' legal costs for the Underlease.

Carbon/Environmental impact/mitigations
n/a
How does the proposed action reduce crime and disorder?
n/a
How does the proposed action seek to eliminate discrimination and advance equalities
n/a
Health & Safety Implications
n/a
Persons consulted
Landlords, SVR

Detailed Receipts & Payments by Budget Heading 08/03/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Receipts							
1000 Misc Receipts	1,087	1,000	(87)			108.7%	
1010 Wealden Rail/SVR rent	3,750	4,500	750			83.3%	
1011 WRC/SVR rebate utilities	2,291	900	(1,391)			254.6%	
1020 Meeting room income	502	400	(102)			125.4%	
1040 Community Cafe receipts	300	240	(60)			124.8%	
1050 Groombridge Play area fundrais	71,410	100,000	28,590			71.4%	71,410
1062 Gbridge PO Rent	18,873	19,200	327			98.3%	
1063 Post office/Phoenix Hse Rebate	1,437	0	(1,437)			0.0%	
1076 Precept	163,253	163,253	0			100.0%	
1090 Bank Interest	5	100	95			4.6%	
101 Administration							
4000 Staff Salary	(42,365)	(40,506)	(1,859)		(1,859)	104.6%	
4001 Staff on-costs	(10,512)	(9,845)	(667)		(667)	106.8%	
4003 Parish Maintenance Contract	0	(3,650)	3,650		3,650	0.0%	
4005 Clerical Support & overtime	0	(3,750)	3,750		3,750	0.0%	
4006 Neighbourhood Plan expenditure	0	(500)	500		500	0.0%	
4007 Training	(2,195)	(2,500)	306		306	87.8%	
4008 Annual Subs inc SALC/NALC	(1,393)	(1,400)	7		7	99.5%	
4009 Conferences & Networking	(12)	(100)	88		88	11.7%	
4010 Chairman's Allowance	(1,370)	(1,300)	(70)		(70)	105.4%	
4011 Councillors' Allowances	(621)	(1,300)	679		679	47.8%	
4012 Parish Office rent	(13,750)	(15,000)	1,250		1,250	91.7%	
4013 Telephone/Broadband	(1,030)	(1,200)	170		170	85.8%	
4015 Stationery & non-electric equi	(1,469)	(1,500)	31		31	97.9%	
4016 Computer Software/Hardware	(474)	(1,000)	526		526	47.4%	
4017 Photocopier Lease/Maintenance	(594)	(1,200)	606		606	49.5%	
4018 Website	(250)	(250)	0		0	100.0%	
4019 Community Communication	(844)	(1,500)	656		656	56.2%	
4020 APA expenditure	(482)	(750)	268		268	64.2%	
4021 IT Support	(2,448)	(2,400)	(48)		(48)	102.0%	
4030 Hire of Halls	0	(400)	400		400	0.0%	
4038 Insurance	(2,118)	(1,400)	(718)		(718)	151.3%	
4040 Payroll, audit & legal Fees	(2,623)	(1,500)	(1,123)		(1,123)	174.9%	①
4041 Staff Committee	(550)	(900)	350		350	61.1%	
4051 Community Resilience	0	(400)	400		400	0.0%	
4060 Election Expenses	0	(1,000)	1,000		1,000	0.0%	
4062 Withyham Parish Volunteers	(22)	(500)	478		478	4.3%	
4063 Community Warden	(1,080)	(2,000)	920		920	54.0%	
4064 Community Cafe expenditure	(403)	(240)	(163)		(163)	167.8%	②

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4500 Office associated repairs	(3,700)	(2,000)	(1,700)		(1,700)	185.0%	1,700
4501 New Office equipment electroni	(27)	(200)	173		173	13.5%	
4502 Office utilities	(7,180)	(2,000)	(5,180)		(5,180)	359.0%	3
4503 Office maintenance contracts &	(939)	(1,000)	61		61	93.9%	
4506 Office waste	(902)	(800)	(102)		(102)	112.8%	
4510 Meeting Room catering	(145)	(150)	5		5	96.7%	
4600 Bank charges	(96)	(100)	4		4	96.0%	
<u>102 Grants & Donations</u>							
4101 Grants	(10,000)	(10,000)	(0)		(0)	100.0%	
4102 Kings Coronation celebrations	(416)	(800)	384		384	52.0%	
<u>201 Groombridge</u>							
4200 Recreation Ground Rent	(302)	(310)	8		8	97.5%	
4201 Recreation Ground Purchases	(10)	(200)	190		190	5.0%	
4202 Recreation Ground Repairs	(102)	(500)	398		398	20.4%	
4205 Mowing Groombridge Rec & Newto	(5,040)	(6,230)	1,190		1,190	80.9%	
4211 Waste Collection Service	(780)	(1,000)	220		220	78.0%	
4213 Dog Waste Collection	(1,365)	(1,850)	485		485	73.8%	
4220 Groombridge Play Area maintena	(40)	(200)	160		160	20.0%	
4221 Playground purchases	(61,752)	(100,000)	38,248		38,248	61.8%	61,752
4222 Groombridge Playground - inspe	(70)	(100)	30		30	70.0%	
4225 Park Corner Pond	0	(100)	100		100	0.0%	
4230 Trees	(1,753)	(1,500)	(253)		(253)	116.9%	4
<u>202 St Johns</u>							
4240 Maintenance of Reading Rm Land	(607)	(607)	0		0	100.0%	
4241 Maintenance of Manor Pound	0	(500)	500		500	0.0%	
<u>203 Withyham/Blackham</u>							
4260 Mowing & hedge Teasley Mead	(607)	(1,300)	693		693	46.7%	
4261 Mowing Balls Green	(323)	(400)	77		77	80.6%	
4265 Rental Teasley Mead	(53)	(50)	(3)		(3)	106.0%	
4266 Rental Balls Green	(53)	(50)	(3)		(3)	106.0%	
4268 BG Playground - Repairs	0	(100)	100		100	0.0%	
4270 Play Inspection BGm & TMea	(140)	(200)	60		60	70.0%	
<u>401 Highways/Footways/Transport</u>							
4226 ESCC Devolution (grass)	(957)	(957)	0		0	100.0%	
4401 Wealdlink Bus Service	(548)	(548)	0		0	100.0%	
4402 External Furniture Repairs	0	(200)	200		200	0.0%	
4403 Roadside Shelters	0	(200)	200		200	0.0%	
4405 Telephone boxes (adopted)	(117)	(100)	(17)		(17)	117.5%	5
4406 Defibrillators	(54)	(300)	246		246	18.0%	

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4407 Parish maintenance works/equip	(200)	(200)	0		0	99.9%	
4410 Notice Boards	0	(200)	200		200	0.0%	
4415 Rights of Way	(39)	(500)	461		461	7.8%	
4420 Finger Posts and signs	(614)	(1,500)	886		886	40.9%	
4421 Highways	(211)	(500)	289		289	42.2%	
4426 GB Village Sign Maintenance	0	(300)	300		300	0.0%	
4428 Grit Bins	(350)	(350)	0		0	100.0%	
4429 Salt Spreaders/Salt	(180)	(500)	320		320	36.0%	
<u>402 Lighting</u>							
4450 Energy & Maintenance 39 lights	(1,550)	(2,000)	450		450	77.5%	
4451 Repairs & Renewals	0	(2,000)	2,000		2,000	0.0%	
4452 New Columns	(2,161)	(3,000)	839		839	72.0%	
<u>500 Post office</u>							
5001 CIC Subsidy/Grant	(19,000)	(13,000)	(6,000)		(6,000)	146.2%	⑥
5100 PO Building Annual PWLB repay	(16,779)	(17,000)	221		221	98.7%	
5101 PO building annual nonPWLB	(5,836)	(1,000)	(4,836)		(4,836)	583.6%	⑦
5200 PO Purchase & convert	(74,899)	(15,000)	(59,899)		(59,899)	499.3%	52,716
<u>999 VAT Data</u>							
115 VAT reclaimed	17,192	10,000	(7,192)			171.9%	
515 VAT on Payments	(19,228)	(10,000)	(9,228)		(9,228)	192.3%	
Grand Totals:- Receipts	280,098	299,593	19,495			93.5%	
Payments	325,728	299,593	(26,135)	0	(26,135)	108.7%	
Net Receipts over Payments	(45,630)	0	45,630				
plus Transfer from ENR	116,168						
less Transfer to EMR	71,410						
Movement to/(from) Gen Reserve	(872)						

Explanation Where Expenditure More than +15% Budget

- ① Payroll + Legal Fees 4040 - External Audit was higher than Past Years as we had an in depth Audit
- ② Café Expenditure 4064 - First full year after Covid of café. This expenditure is repaid by grants - see 1040 café receipts.
- ③ Office Utilities 4502 - Clerk had opted a renewed contract via a broker. They went back without completing the transfer of the Clerk was unaware until subsequent bill received. Also increased costs of utilities
- ④ Trees 4230 - H&S surveys + works - slightly more than budgeted.
- ⑤ Telephone Boxes 4405 - Cost of paint etc for Victoria Phone Box slightly more than budget
- ⑥ CIC subsidy 5001 - Council agreed additional subsidy Oct 2022
- ⑦ Po Building non PWLB 5101 - includes maintenance - which was higher than budgeted & utilities which are repaid by the tenants 1063 Po Repairs

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Current Bank A/c (HSBC)

Payments made between 14/03/2023 and 14/03/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
14/03/2023	Ray Bailey	BACS223	40.00			4503	101	40.00	Window Cleaning
14/03/2023	C Coley	BACS224	240.00			5101	500	240.00	Ph/Hse pest control
14/03/2023	JAKK Country Furniture	BACS225	1,310.64		218.44	4420	401	1,092.20	Park Corner fingerpost
14/03/2023	CSS Ltd	BACS226	123.60		20.60	4501	101	103.00	Additional panic alarm
14/03/2023	Delia Thornton	BACS227	120.00			4051	101	120.00	Emergency Resilience package
14/03/2023	SME IT Solutions	BACS228	456.91		76.15	4013	101	87.61	Phone bband
						4021	101	293.15	IT support
14/03/2023	Viking Direct	BACS229	69.52		11.59	4051	101	57.93	stationery
14/03/2023	EJP Fire Protection Ltd	BACS230	108.00		18.00	4503	101	90.00	Fire alarms maintenance
14/03/2023	Neil Davies/Weld Done	BACS231	100.00			4402	401	100.00	Fence repair Reading Room
14/03/2023	Store4Biz	BACS232	72.00		12.00	4506	101	60.00	Paper Shredding
14/03/2023	Groombridge Village Hall	BACS233	35.60			4064	101	35.60	Cafe hall hire Feb
14/03/2023	Biffa Waste Services Ltd	BACS234	88.23		14.70	4506	101	73.53	Office bins Feb
14/03/2023	Wealden District Council	BACS235	858.00		143.00	4213	201	455.00	Dog Bins Qtr4
						4211	201	260.00	Litter Bins Qtr4
14/03/2023	B Agutter	BACS236	2.70			4421	401	2.70	Highways mileage
14/03/2023	Various	BACS237	387.00			4011	101	387.00	Cllr Allowances
14/03/2023	Various	BACS238	4,065.84			4000	101	4,065.84	Salaries Mar
14/03/2023	N Brett	BACS239	6.60			4510	101	6.60	Milk
14/03/2023	HMRC	BACS240	2,290.72			4001	101	2,290.72	Tax & NI Qtr4
14/03/2023	R Carr Partnership	BACS241	300.00		50.00	4260	203	250.00	Hedge cutting Teasley Mead
14/03/2023	Ray Bailey	BACS242	40.00			4503	101	40.00	Windowcleaning
14/03/2023	Ray Bailey	BACS242	-40.00			4503	101	-40.00	VOID duplicate
14/03/2023	Demonskinz	BACS243	36.00		6.00	4201	201	30.00	2 banners GRG playarea
14/03/2023	Prepaid card	CB1PPC0323	225.31			203		225.31	Cb1 to Ppaid Card Ma23
14/03/2023	J Pardey	CHQ100342	83.50			4011	101	83.50	members allowance
14/03/2023	NEST Pensions	DDNEST0323	428.80			4001	101	428.80	Pensions Mar
14/03/2023	Octopus Energy	DDOCTO0323	211.32			4502	101	211.32	Parish Office Elec
14/03/2023	Opus Energy	DDOPUS0323	109.61			4502	101	109.61	Parish Office Gas
14/03/2023	HSBC	HSBCUK0323	8.00			4600	101	8.00	Bank charges Jan-Feb
14/03/2023	The Premier Trust N A Houghton	SONH0323	625.00			4012	101	625.00	Parish office rent
14/03/2023	The Premier Trust T J Newman	SOTN0323	625.00			4012	101	625.00	Parish Office rent
Total Payments:			13,027.90	0.00	570.48			12,457.42	

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