

APPENDIX A

COLDWALTHAM PARISH COUNCIL		
FINANCIAL STATEMENT - 15th March 2016		
Balances at last meeting 12th January 2016		
Current Account	£3,559.71	
Business Reserve	£4,201.93	
		£7,761.64
Monies received since last meeting & incl in balance below		
Bank Interest (Jan, Feb & Mar)	£0.53	
Transfer from Alban Head re WSCC Grant	£6,000.00	
Wild Brooks Grant	£370.00	
		£6,370.53
Payment made since last meeting & incl in balance below		
Clerk Salary (Jan & Feb)	-£526.06	
Clerk Office Allowance (Jan & Feb)	-£40.00	
Alban Head Playing Field S/O (Jan & Feb)	-£570.00	
Office First	-£9.85	
Horsham District Council	-£98.00	
Lodge Hill Trust Ltd	-£25.00	
Mrs L D Sherlock-Fuidge	-£394.26	
Oakmeeds Community College	-£40.80	
HM Revenue & Customs	-£197.40	
Agrovista uk LTD	-£46.69	
Information Commission	-£35.00	
Green Manor Building Ltd	-£391.20	
Chubb Fire & Security	-£53.58	
		-£2,427.84
Authority required for the following:		
Lodge Hill Trust Ltd	-£25.00	
Chubb Fire & Security	-£120.58	
The Society of Local Council Clerks	-£88.00	
The Sign Shop	-£36.00	
WSALC	-£17.00	
Mrs LD Sherlock-Fuidge	-£197.21	
HM Revenue & Customs	-£197.20	
Sustainable Furniture	-£370.00	
Professional Weed Solutions Ltd	-£480.00	
		-£1,530.99
Unpresented Cheques Included in Balance below		
Air Ambulance (Kent Surrey Sussex)	-£250.00	
		-£250.00
Balances at Bank as at 15th March 2016		£9,923.34

FINANCIAL STATEMENT - 15th March 2016		
RECONCILIATION TO BANK - PAGE 1		
BAL PER CURRENT A/C AS AT 15th March 2016		£7,501.87
BAL PER SPECIAL RESERVE A/C AS AT 15th March 2016		£4,202.46
		£11,704.33
LESS CHEQUES NOT YET PRESENTED		-£1,780.99
BALANCE PER CASH BOOK AS AT 15th March 2016		£9,923.34
BALANCE PER CASH BOOK AS AT 1st April 2015		£7,012.04
RECEIPTS		£20,646.09
PAYMENTS		£17,734.79
BALANCE PER CASH BOOK AS AT 15th March 2016		£9,923.34
Signed:		
Clerk & Financial Officer	Date:	
Chairman	Date:	

APPENDIX B

ALBAN HEAD PLAYING FIELDS		
FINANCIAL STATEMENT - 14th March 2016		
Current A/c Balance as at 12th January 2016	£8,431.52	
Deposit A/c Balance as at 12th January 2016	£3,604.96	
		£ 12,036.48
Monies received since last summary & incl in balance below		
Coldwaltham Parish Council (Jan & Feb)	£570.00	
Bank Interest (Jan & Feb)	£0.29	
Storrington Vipers	£112.50	
		£ 682.79
Payment made since last summary & incl in balance below		
Salaries (Feb & Mar)	-£537.24	
EDF (Feb & Mar)	-£24.00	
Coldwaltham Parish Council	-£6,000.00	
		-£ 6,561.24
Authority required for the following:		
Horsham District Council	-£122.20	
Sandham Hall	-£10.00	
		-£ 132.20
Unpresented cheques inc in balance below		
		£ -
Balance at bank as at 14th March 2016		£ 6,025.83
Outstanding Invoices:		

APPENDIX FOR 15th MARCH MEETING

ALBAN HEAD PLAYING FIELDS		
RECONCILIATION TO BANK - PAGE 1		
BAL PER CURRENT A/C AS AT 14th March 2016		£2,552.78
BAL PER SAVINGS A/C AS AT 14th March 2016		£3,605.25
		£6,158.03
plus unrepresented cheques		-£132.20
Sub Total		£6,025.83
PLUS CASH IN HAND (GROUNDSMANS FLOAT)		£57.00
BALANCE PER CASH BOOK AS AT 14th March 2016		£6,082.83
BALANCE PER RECONCILIATION AS AT 1st April 2015		£7,000.65
RECEIPTS		£10,774.14
PAYMENTS		£11,691.96
BALANCE PER CASH BOOK AS AT 14th March 2016		£6,082.83
Signed:		
	Clerk & Financial Officer	Date:
	Chairman	Date:

APPENDIX C

Alban Head Playing Fields

Interim Review March 2016

The charity established a playing field for the benefit of the inhabitants of the parish. The Trustees are the Fields in Trust – formerly the NPFA (National Playing Fields Association)

The NPFA transferred the running of the playing field to the Parish Council (PC) who are required to manage the playing field in accordance to the terms of the trust. This means through a joint management committee consisting of three members of the PC, one representative of the WSPFA, one representative of each of the sports club and three other members.

Over recent months we have conducted a local 'conversation' over the issues below with the Alban Head Committee, local users and the parish council.

Review of the management of the playing field:

This review aims to:

- a. Provide a stronger basis for the future management of the AHPF. This will enable the Alban Head to become, in the longer term, a better facility for the local community and more financially viable and independent.
- b. Enhance the link between the Alban Head and the Parish Council.

Key findings:

1. There is complete agreement that the Alban Head could be used more. Although use is wide there are also many possible areas of expansion including local activity use (such as the local schools) sports clubs and social events.
2. Any expansion in use should aim to preserve its special character and respect local opinion.
3. Although the last review (in 1999) improved budgetary planning the relationship with the parish council can be currently seen as a little unclear.
4. There should be tight accountability between the PC and the Alban Head, which spend approx 50% of the precept. Although this is partly achieved by having PC members on the Alban Head Committee there is a potential danger of the Alban Head becoming a 'parallel' organisation with a degree of the wrong type of independence from the PC.
5. The demands of running the Alban Head and the expectations of hirers are increasing. This reflects feedback from many similar organisations. Hirers have needs, which need a 'professional' approach to their queries. This cannot always be currently achieved, as the running of the field is dependent on volunteers. Obviously this affects the attractiveness for hirers.
6. These comments are not about the administration of hiring the field, which has been very effectively improved and significantly 'tightened' in recent years.

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7. The facilities at the field include a children's play area. This needs a high degree of scrutiny and (although inspected by Fields in Trust) arguably needs a greater degree of accountable supervision to ensure proper compliance to health and safety legislation.
8. The work of the groundsman needs careful monitoring to ensure value for money and supervision of expensive equipment. This is currently difficult to achieve to the best possible level.
9. The pavilion structure is broadly sound and 'fit for purpose' but needs constant maintenance and could be better presented for hirers. In a 'volunteer environment' this is not always possible.

Key Recommendations

1. The Parish Council should appoint a manager of the playing fields.

This role (needing a full job description) would be a formal appointment. As a paid employee of the PC this person will:

- Oversee the day to day operations of the field
- Be responsible for the work of the groundsman and caretaker
- Help to advertise and promote usage and to be a 'listen ear' for the community
- Formally report to the PC at each meeting.

This would aim to resolve some of the issues identified above, improve accountability to the PC and establish a more professional approach to the running of the field. It is envisaged this would be approx one day per week in terms of a new salary cost.

2. **Financial control** should remain with the Parish Clerk. This reflects a key strength of the current set up and ensures clarity of financial accountability to the PC.
3. The PC with the new manager should develop a three-year rolling **Development plan** for the Alban Head. One element of this would be to lay out a financial plan for a programme of machinery up-grade and replacement. This would enable a planned approach to capital projects. It will help the PC with their precept setting.
4. The PC should seek a more direct involvement in the management of the Alban Head. This will be partly achieved by adopting the above points but also by building in new **standing orders** to fully guarantee the commitment of the PC. This might include an active monitoring of Alban Head planning.
5. The PC should ensure the **chairmanship** of the Alban Head Committee is not the same person as chair of the PC.

Additional Recommendations:

6. The above proposals should free up the Alban Head Committee to be less concerned with the operational minutia of running of the playing fields and more focussed on the needs of the users. This might facilitate a greater 'customer awareness' approach changing the nature of its current practice.
7. The new Parish Website may be an important opportunity to market the Alban Head.

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8. These changes may be the right opportunity to review the job descriptions of the groundsman and the caretaker. The aim of this would be to ensure the changing nature of the use of the field is reflected in their roles, hours and key tasks.

Next steps:

- Publish March Review summary to Alban Head Committee and PC on 14th and 15th March 2016
- Consult with Fields in Trust
- Consult with other local organisations and users of the Alban Head
- Publish up-dated review June 2016

If the above and or amended/additional proposals are adopted the timescale would be:

- a) Publish final Review document by October 2016 (to facilitate)
- b) Budget planning November 2016
- c) Implement Review recommendations from April 2017

G Nelson
Alban Head Committee

March 2016