



### PARISH COUNCIL MEETING AGENDA

Members are summoned to the Meeting to be held on Tuesday 14<sup>th</sup> March 2017 at 7.30 p.m at the Parish Hall Woodmancote

*Members of the Public are welcome to attend*

Email: [woodmancoteparishcouncil@gmail.com](mailto:woodmancoteparishcouncil@gmail.com)

---

1. Apologies
2. Minutes of the last Meeting held on the 14<sup>th</sup> February 2017
3. Action updates from previous Minutes
4. Declarations of interest from members in respect of any items in the Agenda
5. Open Forum (Members agree to adjourn the meeting for comments from members of the public)
6. Reports from other Authorities:
  - 6.1. Horsham District Council
  - 6.2. West Sussex County Council
7. Planning (go to [www.horsham.gov.uk](http://www.horsham.gov.uk) for full details)
  - 7.1. DC/17/0390 Glenard Farm, Henfield Road
  - 7.2. Any applications received since publication of the Agenda
8. Planning updates
9. Blackstone Playing Fields
10. Parish Hall
11. Annual Parish Meeting
12. Neighbourhood Plan
13. Finance/Payment
  - 13.1. Reconciled accounts and cashbook
  - 13.2. Transparency fund
  - 13.3. VAT reclaim
  - 13.4. Donations for this financial year
  - 13.5. Payments:-
    - a. WSCC – Invoice for Clerk’s salary for February – £304.17
    - b. Blackstone Lane gateway approach fencing
14. Correspondence/meetings
  - 14.1. Hundred Stedde Barn
  - 14.2. HALC Conference
  - 14.3. Messages from residents
15. Other business
16. Date of next meeting

**L Bannister 8/3/2017**  
Clerk to Woodmancote Parish Council

# INVOICE

Please ask for  
**KEVIN SAUNDERS**  
 03302225187

Financial Services  
 County Hall  
 Chichester  
 West Sussex  
 PO19 1RG



**WOODMANCOTE PARISH COUNCIL**  
 FAO LEANNE BANNISTER, CLERK  
 48 TITMUS DRIVE  
 CRAWLEY  
 WEST SUSSEX  
 RH10 5ER

Invoice No. 8001212460  
 Invoice Date: 06.03.2017  
 Payment Due: 05.04.2017  
 Customer No: 80555

DESCRIPTION	VAT %	VAT AMOUNT	NET AMOUNT
Salaries and Oncosts Qty: 1 Sales doc: 10553124 ESTABLISHMENT : Woodmancote Parish Council  PLEASE FIND ATTACHED INVOICE IN RESPECT OF SALARIES FOR FEBRUARY 2017	0.00	0.00	304.17

VAT Registration No. GB 193 604455	Subtotal	0.00	304.17
------------------------------------	----------	------	--------

Tax Code	Net Amount	VAT %	Vat Amount	<b>TOTAL £</b> <span style="float: right;">304.17</span>
AW (Standard)	0.00	20.00	0.00	
A1 (Standard)	0.00	17.50	0.00	
A3 (Non-Business)	304.17	0.00	0.00	
A6 (Reduced)	0.00	5.00	0.00	
A8 (Zero)	0.00	0.00	0.00	
AE (Exempt)	0.00	0.00	0.00	
AT (Standard)	0.00	15.00	0.00	

We reserve the right to charge interest on non-payment of invoices after the due date quoted above.

## bank giro credit

Date \_\_\_\_\_  
 Cashier's Stamp

Lloyds Bank H.O. Collection Account	
Account WSCC Invoice Account	
Paid in by:	80555

Notes £50		
Notes £20		
Notes £10		
Notes £5		
Coins £2		
Coins £1		
50p		
20p		
Silver		
Bronze		
<b>Total Cash</b>		
<b>Cheques</b>		
<b>£</b>		

Send correspondence to County Hall.  
 Is your cheque signed ?  
 Is your invoice number on the reverse of your cheque?

Sorting Code Number  
30-00-00

Invoice Number  
 8001212460

## Information Regarding This Invoice

Should you require any further information regarding the details of this invoice, please contact the person indicated under 'Please ask for'. If the phone number quoted is unobtainable, please contact the County Council Exchange on (01243) 777100 for assistance.

### CORRESPONDENCE

Please send your correspondence by email to [income.team@westsussex.gov.uk](mailto:income.team@westsussex.gov.uk). Alternatively, please write to the Head of Income and Banking at the address on the front of this invoice.

## Methods of Payment

### ON-LINE VIA WSCC WEBSITE

The quickest and easiest way to pay this invoice is to make the payment via our secure on-line payment facility at [www.westsussex.gov.uk/payments](http://www.westsussex.gov.uk/payments). Payments can be made with a credit or debit card and all you need are your invoice and customer numbers (provided at the top of this invoice) and an email address (to receive your receipt).

### TELEPHONE PAYMENT

You can make card payments by telephone on (01243) 777505 between 9am - 5pm Monday to Friday. Please have your Credit or Debit card and invoice details ready.



DELTA  
Barclays Connect  
Lloyds Payment  
Halifax Cash Card



### BACS/BANK TRANSFER

To make payments via BACS or bank transfer you will need to quote our sort code 30-00-02 and our bank account number 00196601. Please note that these are different to those on the payment slip. You should use your invoice number (provided at the top of this invoice) as the payment reference. If you need to complete a remittance advice please send to the income team by email to [income.team@westsussex.gov.uk](mailto:income.team@westsussex.gov.uk), fax on (01243) 382302 or send by post to the address on the front of this invoice.

### AT THE BANK



Complete the tear off remittance slip at the bottom of this invoice and take it to your bank with your payment. Cheques (or postal orders) should be made payable to West Sussex County Council. Please do not use this method of payment if you receive invoices by email as the slips are not compatible with the banks system.

### BY POST

Please send your cheque (made payable to West Sussex County Council) and the tear off remittance slip at the bottom of this invoice to:

West Sussex County Council  
Department IB  
County Hall  
Chichester  
West Sussex, PO19 1RG

Please ensure that the remittance slip is completed with the value of your payment and that the invoice number is clearly written on the back of your cheque. DO NOT SEND CASH THROUGH THE POST.

### AT A POST OFFICE

At the post office a 'TRANSCASH' form must be completed. This is available from the post office and must be completed quoting this invoice number and WSCC account no. 3157318.

### DIRECT DEBIT



Should you wish to pay by direct debit, please contact the person indicated under 'Please ask for'.