

09/09/2019

Steyning Parish Council

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14.01

Nominal Ledger Details

Nominal A/c 4073 Neighbourhood Plan Exp

Annual Budget

8,000.00

Centre 101 Administration

Committed Exp

0.00

Month	Date	Reference	Source	Transaction	Debit	Credit
Opening Balance					0.00	0.00
Accruals { 1	01/04/2019	435	Journal	NHP Proff services		2,486.00
1	01/04/2019	435	Journal	NHP Squires Planning		975.00
1	01/04/2019	21-19.20	Cashbook	N. Plan consultants	94.63	
1	01/04/2019	21-19.20	Cashbook	N. Plan consultants	2,371.37	
1	29/04/2019	48-19.20	Cashbook	Squires planning	975.00	
2	07/05/2019	55/19.20	Cashbook	NP assessments	647.49	
2	13/05/2019	65/19.20	Cashbook	Stanford - NP Clerk	26.00	
3	13/06/2019	95/19.20	Cashbook	Squires - NP Consultancy	3,793.79	
3	13/06/2019	101/19.20	Cashbook	Sussex wildlifetrust	100.00	
3	14/07/2019	112/19.20	Cashbook	E Stanford - NP Clerking	52.00	
4	04/07/2019	BACS	Cashbook	Squires planning	1,295.80	
4	19/07/2019	BACS	Cashbook	George Rose	36.03	
4	19/07/2019	BACS	Cashbook	Evelyn - Neighbourhood plan	78.00	
5	02/08/2019	162/19	Cashbook	Squires - NP consult	506.25	
5	15/08/2019	170/19	Cashbook	Squires planning -NP Consult	5,992.99	
Account Totals					15,969.35	3,441.00

Net Balance Month 6 12,528.35

Net amounts from outstanding invoices

SQUIRES £ 2,582.16 ✓

EVELYN £ 65.00 ✓

SQUIRES £ 947.32 ✓

Net Balance as of 6th September £16,122.83 ✓

Estimated additional Costs

SQUIRES Reg.14 consultation start up £ 1,250.00 ✓

Reg.14 consultation events £ 2,000.00 X

Consider consultation responses £ 2,000.00 ✓

Final check of documents pre submission £ 900.00

Examination & Referendum £ 1,050.00

Evelyn Approx. 4 meetings £ 280.00 ✓

Sub Total - £24,102.83

Door to Door Letter promo £ 1,500.00 ✓

Banners x 2 £ 120.00 X

Total - £25,722.83



ITEM 6.7

Squires Planning Ltd
100 Old
Reading, RG8 8AX
Tel: 0118 987 410
Email: info@squiresplanning.co.uk

John Fullbrook
Steyning Parish Council
The Steyning Centre
Fletchers Croft
Steyning
West Sussex BN44 3XZ
VAT: 191 5589 30

INVOICE 052

31 October 2019

Payment: 21 Days

Payment due by 21 November 2019

Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)
19:50 Hours	6. Working towards Submission of Neighbourhood Plan Assistance with consultation process as required. Liaison with HDC as required. Attendance at meeting on 24/10/2019 and workshop on 31/10/2019. Support progressing the plan to submission as required.	75.00	20%	1,487.50
Expense	Mileage (48 miles at £0.60/mile on 24 Oct 19)	28.80	20%	28.80
Expense	Mileage (48 miles at £0.60/mile on 31 Oct 19)	28.80	20%	28.80
Expense	Subsistence	4.38	20%	4.38
Expense	Printing (27 x A4)	16.59	20%	16.59
Net Total				1,566.07
VAT				313.22
GBP Total				£1,879.29

Other Information

Company Registration Number: 11917764

Squires Planning is the trading name of Squires Planning Ltd. The company is registered in England & Wales with Company Number 11917764. The registered office is Home Farm, Purley on Thames, Reading, Berkshire, RG8 8AX



226/19.20
4073/101

ITEH 6.7

John Fullbrook
Steyning Parish Council
The Steyning Centre
Fletchers Croft
Steyning
West Sussex BN44 3XZ
VAT: 191 5589 30

INVOICE 044

30 September 2019

Payment: 21 Days

Payment due by 21 October 2019

Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)
10:48 Hours	Consultant time (Andrew Metcalfe) Planning support to progress the Steyning Neighbourhood Plan. Tasks undertaken include reviewing consultation documents and advice relating to consultation practices. Liaison with the clerk and team as required. Review/prepare consultation notification letter and forms, websites updates as requested, assistance sending consultation notification emails. Liaison with HDC and submission of request for HRA from Horsham DC..	75.00	20%	810.00
Expense	Printing (27 x A4)	4.59	20%	4.59
Net Total				814.59
VAT				162.92
GBP Total				£977.51

Other Information

Company Registration Number: 11917764