



PLUMPTON PARISH COUNCIL

FINANCE COMMITTEE

1st November 2024

242505

To: The Councillors of Plumpton Parish Council Finance Committee

You are summoned to attend a Finance Committee Meeting of Plumpton Parish Council to be held at the Village Hall, Plumpton on Tuesday 12th November 2024 at 19:00.

Signed *Anita Emery*

Anita Emery (Clerk/RFO to Plumpton Parish Council)

Members of the Public welcome.

The AGENDA is as follows:

1. To accept apologies for absence
2. To approve the minutes of the meeting held on 10th September 2024
3. Declaration of pecuniary and disclosable interests in respect of matters to be discussed.
4. Clerks Report on any Matters Arising from previous meetings.
5. To approve expenditure items as itemised on the schedules for November.
 - a. Report 1 – PPC Expenditure
 - b. Report 2 – VH Expenditure
 - c. Report 3 – PF Expenditure
6. To approve bank statements and reconciliations for November.
7. To approve year to date accounts.
 - d. Report 1 – PPC
 - e. Report 2 – VH
 - f. Report 3 – PF
8. CIL spend allocations and to note current expenditure and balances remaining.
9. To note CIL income received from LDC.
10. 2025/26 Budget to agreed final figures and precept for presenting to full council in December.
11. Questions from Parish Councillors and items to be added at the next meeting

Dates of Next Meetings:

18th November 2024 – Website Working Group 9.30am

4th December 2024 – Village Hall Committee Meeting – 7pm

10th December 2024 – Finance Committee – 19:00, Full Council 19:45 (Committee Room, VH).

Anita Emery | Parish Clerk | 03/11/2024



FINANCE COMMITTEE

242504

Minutes of the Finance Committee held at the Village Hall on 10th September 2024 at 19.00.

Present: Cllr P Burford (Cllr PB, Chair), Cllr N Beaumont (Cllr NB) and Cllr N Satchell.

Also in attendance: Anita Emery Clerk and RFO

Absent: None

Members of Public: None

1. To accept apologies for absence
 - None
2. To approve the minutes of the meeting held on 11th June 2024
 - Unanimously approved. Chair signed to that effect.
3. Declaration of pecuniary and disclosable interests in respect of matters to be discussed.
 - None
4. Clerks Report on any Matters Arising from previous meetings.
 - Changed electric supplier
 - Balfour – invoice not required
5. To approve expenditure items as itemised on the schedules for August and September.
 - a. Report 1 – PPC Expenditure
 - b. Report 2 – VH Expenditure
 - c. Report 3 – PF Expenditure
 - PPC Expenditure for various pavilion works via CIL income
 - Opus energy PF still high payment of £836 but changed supplier to BG Lite – still struggling to understand why the bills so high. And VH. **Clerk to investigate on comparison – as changed meter recently.**
 - Unanimously approved the following payments; plus two additional payments for window cleaning for the VH and PF at £43 & £45 respectively.
 - PPC - £13,585.23
 - VH - £3377.08
 - PF - £6935.21
 - PPC to reimburse £500 Fred Symes to VH account.



PLUMPTON PARISH COUNCIL

6. To approve bank statements and reconciliations for August and September.
 - PB went through bank recs and statements all agreed against cash at bank and investments. Cllr NB – checked the online bank of Cambridge BS.
 - Unanimously agreed.
7. To approve year to date accounts.
 - d. Report 1 – PPC
 - e. Report 2 – VH
 - f. Report 3 – PF
 - Slightly over on maintenance on VH account.
 - Breakdown of maintenance budget to NS. **Clerk to action.**
8. Ratify new two year electric contract with British Gas Lite at the pavilion
 - Unanimously ratified
9. To discuss grass cutting contract and recommendation to Council
 - Calculations given by the Clerk – agreed to keep same frequency of cuts as is currently which is more than the recommended amount by the users plus new contractor to do hedge for another year.
10. CIL spend allocations and to note current expenditure and balances remaining
 - Duly noted. Publish on website. **Clerk to action.**
11. To discuss new Finance Regulations and make recommendation to adopt to Full Council
 - 2.6 keep as we do – different Cllr approves at year end not quarterly by third member of the finance committee.
 - 7.7 take out – too onerous – existing controls deemed sufficient.
 - Unanimously agreed to recommended to adopt by PPC. **Clerk to action**
12. 2025/26 Budget preparation to agree timeline.
 - PB not here next meeting – Cllr NS to have VH draft by October and likewise Clerk for PPC and PF. **Clerk to action.**
13. Questions from Parish Councillors and items to be added at the next meeting
 - Clerk hours agreed to increase by 3 per week due to increase in workload on the playing field etc with recommendation being made to full council.

Closed: 19:39

Dates of Next Meetings:



PLUMPTON PARISH COUNCIL

8th October 2024 - Full Council at 19:45 (inc finance meeting).

Anita Emery | Parish Clerk | 12/09/2024

Time: 16:53

Current Account

List of Payments made between 09/10/2024 and 08/11/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/11/2024	Countrywide Grounds Maintenanc	242551	168.90		Countrywide Grounds Maintenanc
08/11/2024	British Gas Lite	242552	392.38		British Gas Lite 2/10-4/11
08/11/2024	J Brown exp wc repairs	242553	23.61		J Brown exp wc repairs
08/11/2024	J Brown pav repairs taps	242554	26.98		J Brown pav repairs taps
08/11/2024	Lewes District Council	242555	18.00		Lewes District Council playpar
08/11/2024	James Eastwood emergency repai	242556	234.00		James Eastwood emergency repai
08/11/2024	CASTLE WATER	242557	67.03		CASTLE WATER
08/11/2024	British Telecom	DD	38.06		BT
08/11/2024	Unity Bank	CHGS	3.15		Unity Bank

Total Payments	<u>972.11</u>
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PPC T1 Unity Account

List of Payments made between 16/10/2024 and 08/11/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/11/2024	Salaries November	242569	3,101.74		Salaries November
08/11/2024	salaries Nov	242569A	130.00		salaries Nov
08/11/2024	East Sussex Pension Fund	242570	966.84		East Sussex Pension Fund
08/11/2024	HMRC Nov	242571	720.69		HMRC Nov
08/11/2024	Anita Emery expenses	242572	149.35		Anita Emery expenses
08/11/2024	Paul Antrobus Handyman	242573	256.49		Paul Antrobus Handyman
08/11/2024	Nick Beaumont	242574	50.00		NB exp St Peter A Christie
08/11/2024	Lawson Queay QS Pav	242575	420.00		Lawson Queay QS Pav
08/11/2024	PPC Unity Instant Access Savin	Trans	58,000.00		Trans Cil income
Total Payments			<u>63,795.11</u>		

Current Account

List of Payments made between 09/10/2024 and 08/11/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/11/2024	Jane DOnovan expenses	242564	55.52		Jane DOnovan expenses
08/11/2024	Nick Satchell exp VH sign	242565	180.00		Nick Satchell exp VH sign
08/11/2024	Business Stream	242566	87.71		Business Stream
08/11/2024	Hawkins VH Dep return	242567	100.00		Hawkins VH Dep return
08/11/2024	Public Works Loan Board	242568	2,134.40		Public Works Loan Board
08/11/2024	CASTLE WATER	242569DD	27.69		CASTLE WATER
08/11/2024	Jim Brown expenses	242570	58.47		Jim Brown exp lock taps
08/11/2024	LEWES DISTRICT COUNCIL	242571	180.00		LDC Premises licence
08/11/2024	Viking Direct	242572	136.78		Viking Direct cleaning
08/11/2024	BT	DD	38.06		BT
08/11/2024	Plumpton Parish Council	TRANS	50.00		Plumpton Parish Council
08/11/2024	Opus Energy	DD	531.00		Opus Energy
08/11/2024	Unity Bank	CHGS	3.45		Unity Bank

Total Payments	<u>3,583.08</u>
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**Bank Reconciliation Statement as at 08/11/2024
for Cashbook 1 - Current Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account	08/11/2024		3,319.70
			<hr/> 3,319.70
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
08/11/2024 242551	Countrywide Grounds Maintenanc	168.90	
08/11/2024 242552	British Gas Lite	392.38	
08/11/2024 242553	J Brown exp wc repairs	23.61	
08/11/2024 242554	J Brown pav repairs taps	26.98	
08/11/2024 242555	Lewes District Council	18.00	
08/11/2024 242556	James Eastwood emergency repai	234.00	
08/11/2024 242557	CASTLE WATER	67.03	
			<hr/> 930.90
			2,388.80
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			2,388.80
		Balance per Cash Book is :-	2,388.80
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 08/11/2024
for Cashbook 2 - Deposit Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Deposit Account	08/11/2024		14,267.80
			<u>14,267.80</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			14,267.80
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			14,267.80
		Balance per Cash Book is :-	14,267.80
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 08/11/2024
for Cashbook 1 - PPC T1 Unity Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
PPC1 Unity	08/11/2024		3,154.15
			<u>3,154.15</u>
<u>Unpresented Payments (Minus)</u>			<u>Amount</u>
08/11/2024 242569	Salaries November	3,101.74	
08/11/2024 242569A	salaries Nov	130.00	
08/11/2024 242570	East Sussex Pension Fund	966.84	
08/11/2024 242571	HMRC Nov	720.69	
08/11/2024 242572	Anita Emery expenses	149.35	
08/11/2024 242573	Paul Antrobus Handyman	256.49	
08/11/2024 242574	Nick Beaumont	50.00	
08/11/2024 242575	Lawson Queay QS Pav	420.00	
			<u>5,795.11</u>
			-2,640.96
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-2,640.96
		Balance per Cash Book is :-	-2,770.96
		Difference Excluding Adjustments is :-	130.00
<u>Adjustments to Reconciliation</u>			
03/10/2024	Unpaid PF cleaner Sept.	-130.00	
03/10/2024 salary	unpaid pf cleaner repay sept	260.00	
			<u>130.00</u>
		Unreconciled Difference is :-	<u>0.00</u>

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 08/11/2024
for Cashbook 4 - PPC Unity Instant Access Savin**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
PPC Unity Instant Access Saver	08/11/2024		131,412.26
			<u>131,412.26</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			131,412.26
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			131,412.26
		Balance per Cash Book is :-	131,412.26
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 08/11/2024
for Cashbook 1 - Current Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account	08/11/2024		12,203.15
			<u>12,203.15</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
23/07/2019 192043	PPL/PRS	645.16	
08/11/2024 242564	Jane DOnovan expenses	55.52	
08/11/2024 242565	Nick Satchell exp VH sign	180.00	
08/11/2024 242566	Business Stream	87.71	
08/11/2024 242567	Hawkins VH Dep return	100.00	
08/11/2024 242568	Public Works Loan Board	2,134.40	
08/11/2024 242569DD	CASTLE WATER	27.69	
08/11/2024 242570	Jim Brown expenses	58.47	
08/11/2024 242571	LEWES DISTRICT COUNCIL	180.00	
08/11/2024 242572	Viking Direct	136.78	
			<u>3,605.73</u>
			8,597.42
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			8,597.42
		Balance per Cash Book is :-	8,597.42
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 08/11/2024
for Cashbook 2 - Deposit Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Deposit Account	08/11/2024		41,925.18
			<u>41,925.18</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			41,925.18
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			41,925.18
		Balance per Cash Book is :-	41,925.18
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Detailed Receipts & Payments by Budget Heading 08/11/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1090 Interest Received	247	0	(247)			0.0%	
1110 Grants Received	14,484	14,484	0			100.0%	
1115 Donations Received	56	0	(56)			0.0%	
1130 Hiring Income	7,311	9,168	1,857			79.7%	
1140 Fundraising Income	1,123	1,000	(123)			112.3%	1,123
Income :- Receipts	23,221	24,652	1,431			94.2%	1,123
Net Receipts	23,221	24,652	1,431				
6001 less Transfer to EMR	1,123						
Movement to/(from) Gen Reserve	22,098						
<u>101 Payments</u>							
4010 Electricity	5,430	5,000	(430)		(430)	108.6%	
4011 Water	1,308	1,200	(108)		(108)	109.0%	
4015 Grass & Pitch	9,051	9,000	(51)		(51)	100.6%	
4016 Hedges and Trees	120	1,000	880		880	12.0%	
4025 Window Cleaner	90	250	160		160	36.0%	
4050 Telephone/Internet	222	360	138		138	61.7%	
4055 Insurance & Licences	0	1,200	1,200		1,200	0.0%	
4065 Bank Charges	39	0	(39)		(39)	0.0%	
4070 Grass Cutting Maintenance	1,126	4,000	2,874		2,874	28.1%	
4090 Fire Inspection	0	300	300		300	0.0%	
4200 Pavilion	650	2,500	1,850		1,850	26.0%	
4210 Skatepark	190	900	710		710	21.1%	
4211 Play Park	878	2,645	1,767		1,767	33.2%	
4400 3-5 Year Plan (Pavilion)	0	400	400		400	0.0%	
Payments :- Indirect Payments	19,105	28,755	9,650	0	9,650	66.4%	0
Net Payments	(19,105)	(28,755)	(9,650)				
<u>999 VAT Data</u>							
515 VAT on Payments	3,392	0	(3,392)		(3,392)	0.0%	
VAT Data :- Indirect Payments	3,392	0	(3,392)	0	(3,392)		0
Net Payments	(3,392)	0	3,392				

Detailed Receipts & Payments by Budget Heading 08/11/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	23,221	24,652	1,431			94.2%	
Payments	22,497	28,755	6,258	0	6,258	78.2%	
Net Receipts over Payments	<u>724</u>	<u>(4,103)</u>	<u>(4,827)</u>				
less Transfer to EMR	1,123						
Movement to/(from) Gen Reserve	<u>(399)</u>						

Detailed Receipts & Payments by Budget Heading 08/11/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Receipts							
1076 Precept	84,319	84,319	0			100.0%	
1078 Community Infrastructure Levy	70,013	103,637	33,624			67.6%	70,013
1090 Interest Received	1,113	100	(1,013)			1113.3%	
1100 Allotment Rent	165	210	45			78.6%	
1115 APPLE PRESS INCOME	242	0	(242)			0.0%	
1150 Miscellaneous Income	55	0	(55)			0.0%	
1151 ANNUAL INSURANCE	0	3,440	3,440			0.0%	
Receipts :- Receipts	155,907	191,706	35,799			81.3%	70,013
Net Receipts	155,907	191,706	35,799				
6001 less Transfer to EMR	70,013						
Movement to/(from) Gen Reserve	85,894						
101 Payments							
4000 SALARIES	28,440	39,669	11,229		11,229	71.7%	
4001 Handyman	713	3,380	2,668		2,668	21.1%	
4005 PAYE & NIC	1,616	2,749	1,133		1,133	58.8%	
4006 Pension	5,585	8,712	3,127		3,127	64.1%	
4010 Office Allowance	950	1,250	300		300	76.0%	
4015 Subs & Charges	1,254	1,550	296		296	80.9%	
4025 Stationery & Postage	352	800	448		448	44.0%	
4030 Printing	120	150	30		30	79.8%	
4045 Training and Conference Fees	644	1,250	607		607	51.5%	
4046 Councillor's Expenses	50	150	100		100	33.3%	
4055 Insurance	3,669	3,700	31		31	99.2%	
4060 Community Grants	2,010	3,000	990		990	67.0%	
4061 Charity Grants	14,484	14,484	0		0	100.0%	
4065 Bank Charges	39	50	11		11	78.6%	
4070 Maintenance	1,302	1,800	498		498	72.3%	
4071 Fixed Asset Maintenance	531	1,000	469		469	53.1%	531
4073 Bins	702	1,000	298		298	70.2%	
4080 Professional Fees	0	750	750		750	0.0%	
4081 IT	340	1,325	985		985	25.7%	
4082 Website	262	0	(262)		(262)	0.0%	
4085 Audit Fees	518	750	233		233	69.0%	
4090 Election Fees	0	300	300		300	0.0%	
4264 APPLE PRESS DEPOSIT RETURNS	225	0	(225)		(225)	0.0%	
4266 PPC Events Committee	0	250	250		250	0.0%	
4268 Pavilion Project exp (CIL)	28,126	0	(28,126)		(28,126)	0.0%	28,126
Payments :- Indirect Payments	91,931	88,069	(3,862)	0	(3,862)	104.4%	28,657
Net Payments	(91,931)	(88,069)	3,862				
6000 plus Transfer from EMR	28,657						

Detailed Receipts & Payments by Budget Heading 08/11/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(63,274)						
<u>999 VAT Data</u>							
115 VAT Refunds	8,442	0	(8,442)			0.0%	
VAT Data :- Receipts	<u>8,442</u>	<u>0</u>	<u>(8,442)</u>				<u>0</u>
515 VAT on Payments	2,462	0	(2,462)		(2,462)	0.0%	
VAT Data :- Indirect Payments	<u>2,462</u>	<u>0</u>	<u>(2,462)</u>	<u>0</u>	<u>(2,462)</u>		<u>0</u>
Net Receipts over Payments	<u>5,979</u>	<u>0</u>	<u>(5,979)</u>				
Grand Totals:- Receipts	164,349	191,706	27,357			85.7%	
Payments	94,393	88,069	(6,324)	0	(6,324)	107.2%	
Net Receipts over Payments	<u>69,956</u>	<u>103,637</u>	<u>33,681</u>				
plus Transfer from EMR	28,657						
less Transfer to EMR	70,013						
Movement to/(from) Gen Reserve	<u>28,600</u>						

Detailed Receipts & Payments by Budget Heading 08/11/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income							
1090 Interest Received	572	100	(472)			572.1%	
1130 Hiring Income	16,897	30,500	13,603			55.4%	
1131 HALL HIRE SECURITY RECEIPT	600	0	(600)			0.0%	
1140 Fundraising Income	677	0	(677)			0.0%	677
1141 Jumble Sale Proceeds (User Gro	1,451	0	(1,451)			0.0%	1,451
1150 Miscellaneous Income	1,630	0	(1,630)			0.0%	
1160 FIT Payments	4,105	6,000	1,895			68.4%	
	25,932	36,600	10,668			70.9%	2,128
Income :- Receipts							
	25,932	36,600	10,668				
Net Receipts							
6001 less Transfer to EMR	2,128						
Movement to/(from) Gen Reserve	23,804						
101 Payments							
4001 Holiday Cover	63	150	87		87	41.9%	
4003 VH Manager Expenses	463	800	337		337	57.9%	
4010 Electricity	4,332	7,600	3,268		3,268	57.0%	
4011 Water	484	650	166		166	74.4%	
4015 Village Green Maintenance	2,548	4,000	1,452		1,452	63.7%	
4021 HALL HIRE SECURITY RETURNS	800	0	(800)		(800)	0.0%	
4050 Telephone/Internet	222	600	378		378	37.0%	
4055 Insurance & Licences	270	3,000	2,730		2,730	9.0%	
4065 Bank Charges	39	0	(39)		(39)	0.0%	
4070 Maintenance	3,551	2,500	(1,051)		(1,051)	142.0%	
4071 Bins	574	1,100	526		526	52.2%	
4076 Miscellaneous Expenditure	105	0	(105)		(105)	0.0%	
4090 Fire Inspection	516	900	384		384	57.3%	
4100 Subscriptions	180	300	120		120	60.0%	
4120 3-5 Year Maintenance	180	5,000	4,820		4,820	3.6%	
4400 PWLB	4,302	4,500	198		198	95.6%	
4500 Projects	0	5,500	5,500		5,500	0.0%	
	18,629	36,600	17,971	0	17,971	50.9%	0
Payments :- Indirect Payments							
Net Payments	(18,629)	(36,600)	(17,971)				
999 VAT Data							
515 VAT on Payments	1,448	0	(1,448)		(1,448)	0.0%	
	1,448	0	(1,448)	0	(1,448)		0
VAT Data :- Indirect Payments							
Net Payments	(1,448)	0	1,448				

Detailed Receipts & Payments by Budget Heading 08/11/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	25,932	36,600	10,668			70.9%	
Payments	20,077	36,600	16,523	0	16,523	54.9%	
Net Receipts over Payments	<u>5,855</u>	<u>0</u>	<u>(5,855)</u>				
less Transfer to EMR	2,128						
Movement to/(from) Gen Reserve	<u>3,727</u>						