



# PLUMPTON PARISH COUNCIL

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## FINANCE COMMITTEE

4<sup>th</sup> February 2023

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 14<sup>th</sup> February 2023 at 19:00.

Signed *Anita Emery*

Anita Emery (Clerk/RFO to Plumpton Parish Council)

### **Members of the Public welcome.**

#### **The AGENDA is as follows:**

- 273. To accept apologies for absence
- 274. To approve the minutes of the meeting held on 10<sup>th</sup> January 2023
- 275. Declaration of pecuniary and disclosable interests in respect of matters to be discussed.
- 276. Clerks Report on any Matters Arising from previous Meetings
- 277. To approve expenditure items as itemised on the schedules.
  - a. Report 1 – PPC Expenditure
  - b. Report 2 – VH Expenditure
  - c. Report 3 – PF Expenditure
  
- 278. To approve bank statements and reconciliations.
  
- 279. To approve year to date accounts
  - d. Report 1 – PPC
  - e. Report 2 – VH
  - f. Report 3 – PF
  
- 280. To consider grit bin installation at VH and PF plus costs of £328 + VAT per site.
- 281. To discuss gardener costs for border maintenance at VH (Cllr NS)
- 282. To consider/approve Countrywide grass cutting quote of £3378 + VAT for 2024 & 2025.
- 283. To discuss Castle Water bill received for January.
- 284. CIL spend allocations
- 285. Questions from Parish Councillors and items to be added at the next meeting

#### **Dates of Next Meetings:**

14<sup>th</sup> March 2023 19:00 PPCFC, 19:45 PPC Meeting

Anita Emery | Parish Clerk | 04/02/2023



# PLUMPTON PARISH COUNCIL

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# PLUMPTON PARISH COUNCIL

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## FINANCE COMMITTEE

**Minutes of the Finance Committee held at the Village Hall on 10<sup>th</sup> January 2023 at 19.00.**

**Present: Cllr P Burford (Cllr PB, Chair), Cllr N Beaumont (Cllr NB), Cllr Alison Gardiner (Cllr AG) and Cllr Paul Stevens (Cllr PS)**

**Also in attendance: Anita Emery Clerk and RFO to Plumpton Parish Council**

**Absent: Cllr Nick Satchell (Cllr NS)**

Signed *Anita Emery*

Anita Emery (Clerk/RFO to Plumpton Parish Council)

### **Members of the Public welcome.**

#### **The AGENDA is as follows:**

264. To accept apologies for absence

- Cllr NS tendered his apologies and reason for absence accepted.

265. To approve the minutes of the meeting held on 13<sup>th</sup> December 2022

- Unanimously agreed.

266. Declaration of pecuniary and disclosable interests in respect of matters to be discussed.

- None

267. Clerks Report on any Matters Arising from previous Meetings

- Clerk reported skate repairs commencing on the 8<sup>th</sup> February.

268. To approve expenditure items as itemised on the schedules.

- Clerk reported two additional items to be added. £12.76 – expenses Cllr JB for cistern at the pavilion and £209.33 Viking Direct for stationery etc. Duly noted.

- a. Report 1 – PPC Expenditure
- b. Report 2 – VH Expenditure
- c. Report 3 – PF Expenditure

- It was unanimously approved to release the expenditure for January as follows; PPC - £34,034.80, VH £1787.60 and PF - £1328.41. Chair signed to that effect.

269. To approve bank statements and reconciliations.



## PLUMPTON PARISH COUNCIL

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- Unanimously approved.

270. To approve year to date accounts

- d. Report 1 – PPC
- e. Report 2 – VH
- f. Report 3 – PF

- Cllr PB queried the different percentage overspends on the NIC/Salaries and pensions. This was due to the NIC rates changes during the year.
- It was also noted for the next budget year to insert income expectation against the insurance from VH and PF and to call Hall Hire deposit income/return as Hall security income/return. **Clerk to note.**
- Unanimously agreed to approve items 270 d-f.

271. CIL spend allocations

- Cllr PB and PS have formed a list to refer to for future CIL income.

272. Questions from Parish Councillors and items to be added at the next meeting

- Cllr PB noticed on the VH fixed asset list the curtains in the LH were listed twice for the same amount. **Query with Cllr NS.**

Meeting closed 19:15

### **Dates of Next Meetings:**

24<sup>th</sup> January 2023 19:30 PPC Events Committee

7<sup>th</sup> February 2023 19:00 PPCFC, 19:45 PPC Meeting

Anita Emery | Parish Clerk | 11/01/2023

Time: 16:18

## Current Account

## List of Payments made between 11/01/2023 and 08/02/2023

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/02/2023	Countrywide Grounds Maintenanc	222372	295.00		Countrywide Grounds Maintenanc
08/02/2023	J Brown expenses pav	222373	12.76		J Brown expenses pav
08/02/2023	Lewes District Council	222374	18.00		Lewes District Council
08/02/2023	OPUS ENERGY	222375	393.59		OPUS ENERGY
08/02/2023	CASTLE WATER	222376	1,823.17		CASTLE WATER
08/02/2023	CASTLE WATER	222377	134.41		CASTLE WATER December
08/02/2023	PLUSNET	222378	39.36		PLUSNET
08/02/2023	PLUSNET	222379	39.36		Plusnet Jan

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<b>Total Payments</b>	<u>2,755.65</u>
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Time: 14:39

## Current Bank Accounts

## List of Payments made between 11/01/2023 and 08/02/2023

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/01/2023	Viking Direct	2223103	209.33		Viking Direct
08/02/2023	Salaries Feb	222396	2,473.42		Salaries Feb
08/02/2023	A Emery expenses	222397	79.00		A Emery expenses
08/02/2023	East Sussex Pension Fund	222398	720.13		East Sussex Pension Fund
08/02/2023	HMRC PAYE/NIC	222399	353.14		HMRC PAYE/NIC
08/02/2023	N Beaumont SID expenditure	2223100	123.19		N Beaumont SID expenditure
08/02/2023	Treaty Services Ltd	2223101	180.00		Treaty Services Ltd
08/02/2023	ElanCity SID	2223102	2,640.00		ElanCity SID
08/02/2023	Barclays	CHGS	3.60		Barclays bank charges
<b>Total Payments</b>			<u>6,781.81</u>		

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Time: 15:16

## Current Account

## List of Payments made between 11/01/2023 and 08/02/2023

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/02/2023	Jane Donovan Dec expenses	222392	28.28		Jane Donovan Dec expenses
08/02/2023	Business Stream	222393	50.47		Business Stream
08/02/2023	Jane Donovan Jan Expenses	222394	55.93		Jane Donovan Jan Expenses
08/02/2023	Viking Direct VH Mgr stationer	222395	95.74		Viking Direct VH Mgr stationer
08/02/2023	Viking Direct handtowels	222396	63.58		Viking Direct handtowels
08/02/2023	PLUSNET	DD	59.76		PLUSNET
08/02/2023	Tilbrook Security Dep return	HALL RETUR	100.00		Tilbrook Security Dep return
08/02/2023	Opus Energy	OPUS DD	987.90		Opus Energy
<b>Total Payments</b>			<u>1,441.66</u>		

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## Detailed Receipts &amp; Payments by Budget Heading 08/02/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>100 Income</u></b>							
1090 Interest Received	13	0	(13)			0.0%	
1110 Grants Received	14,484	14,484	0			100.0%	
1115 Donations Received	72	0	(72)			0.0%	
1130 Hiring Income	8,986	8,335	(651)			107.8%	
1140 Fundraising Income	1,090	0	(1,090)			0.0%	1,090
Income :- Receipts	<b>24,645</b>	<b>22,819</b>	<b>(1,826)</b>			<b>108.0%</b>	<b>1,090</b>
<b>Net Receipts</b>	<b>24,645</b>	<b>22,819</b>	<b>(1,826)</b>				
6001 less Transfer to EMR	1,090						
<b>Movement to/(from) Gen Reserve</b>	<b>23,555</b>						
<b><u>101 Payments</u></b>							
4010 Electricity	2,813	4,084	1,271		1,271	68.9%	
4011 Water	2,654	500	(2,154)		(2,154)	530.8%	
4015 Grass & Pitch	3,351	4,400	1,049		1,049	76.2%	
4016 Hedges and Trees	750	1,000	250		250	75.0%	
4025 Window Cleaner	172	200	28		28	86.0%	
4050 Telephone/Internet	374	360	(14)		(14)	103.9%	
4055 Insurance & Licences	1,011	1,000	(11)		(11)	101.1%	
4070 Maintenance	8,899	8,315	(584)		(584)	107.0%	
4076 Miscellaneous Expenditure	220	0	(220)		(220)	0.0%	
4090 Fire Inspection	120	260	140		140	46.1%	
4200 Pavilion	1,714	1,500	(214)		(214)	114.3%	
4210 Skatepark	567	400	(167)		(167)	141.8%	
4211 Play Park	457	3,000	2,543		2,543	15.2%	
4400 3-5 Year Plan (Pavilion)	1,100	9,500	8,400		8,400	11.6%	
Payments :- Indirect Payments	<b>24,202</b>	<b>34,519</b>	<b>10,317</b>	<b>0</b>	<b>10,317</b>	<b>70.1%</b>	<b>0</b>
<b>Net Payments</b>	<b>(24,202)</b>	<b>(34,519)</b>	<b>(10,317)</b>				
<b><u>999 VAT Data</u></b>							
115 VAT Refunds	1,034	0	(1,034)			0.0%	
VAT Data :- Receipts	<b>1,034</b>	<b>0</b>	<b>(1,034)</b>				<b>0</b>
515 VAT on Payments	3,323	0	(3,323)		(3,323)	0.0%	
VAT Data :- Indirect Payments	<b>3,323</b>	<b>0</b>	<b>(3,323)</b>	<b>0</b>	<b>(3,323)</b>		<b>0</b>
<b>Net Receipts over Payments</b>	<b>(2,289)</b>	<b>0</b>	<b>2,289</b>				



## Detailed Receipts &amp; Payments by Budget Heading 08/02/2023

## 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	25,678	22,819	(2,859)			112.5%	
Payments	27,525	34,519	6,994	0	6,994	79.7%	
<b>Net Receipts over Payments</b>	<u>(1,846)</u>	<u>(11,700)</u>	<u>(9,854)</u>				
less Transfer to EMR	1,090						
<b>Movement to/(from) Gen Reserve</b>	<u>(2,936)</u>						

## Detailed Receipts &amp; Payments by Budget Heading 08/02/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Receipts</b>							
1076 Precept	63,885	63,885	0			100.0%	
1078 Community Infrastructure Levy	53,250	0	(53,250)			0.0%	53,250
1090 Interest Received	70	50	(20)			140.8%	
1100 Allotment Rent	160	270	110			59.3%	
1115 APPLE PRESS INCOME	325	200	(125)			162.5%	
1116 VILLAGE SOCIETY JUBILEE FUNDS	210	0	(210)			0.0%	210
1151 ANNUAL INSURANCE	2,766	0	(2,766)			0.0%	
	<b>120,666</b>	<b>64,405</b>	<b>(56,261)</b>			<b>187.4%</b>	<b>53,460</b>
Receipts :- Receipts							
	<b>120,666</b>	<b>64,405</b>	<b>(56,261)</b>				
<b>Net Receipts</b>							
6001 less Transfer to EMR	53,460						
<b>Movement to/(from) Gen Reserve</b>	<b>67,207</b>						
<b>101 Payments</b>							
4000 SALARIES	31,090	29,606	(1,484)	(1,484)		105.0%	
4005 PAYE & NIC	1,954	1,430	(524)	(524)		136.6%	
4006 Pension	6,258	6,620	362	362		94.5%	
4010 Office Allowance	948	900	(48)	(48)		105.3%	
4015 Subs & Charges	1,304	1,455	151	151		89.6%	
4025 Stationery & Postage	451	650	199	199		69.4%	
4030 Printing	145	100	(45)	(45)		144.8%	
4045 Training and Conference Fees	1,046	900	(146)	(146)		116.2%	
4046 Councillor's Expenses	145	150	5	5		96.7%	
4050 Telephone	90	0	(90)	(90)		0.0%	
4055 Insurance	3,058	275	(2,783)	(2,783)		1111.9%	
4060 S137 Grants	573	0	(573)	(573)		0.0%	573
4061 Charity Grants	14,484	14,484	0	0		100.0%	
4065 Bank Charges	57	35	(22)	(22)		163.8%	
4070 Maintenance	1,281	1,200	(81)	(81)		106.8%	283
4071 Fixed Asset Maintenance	950	1,070	120	120		88.8%	667
4073 Litter Bins	0	910	910	910		0.0%	
4075 Dog Bins	156	0	(156)	(156)		0.0%	
4080 Professional Fees	0	750	750	750		0.0%	
4081 IT	580	1,170	590	590		49.6%	
4082 Website	180	0	(180)	(180)		0.0%	
4085 Audit Fees	530	700	170	170		75.7%	
4090 Election Fees	0	1,000	1,000	1,000		0.0%	
4150 Speed Limit Community Match	2,384	500	(1,884)	(1,884)		476.8%	2,323
4200 Contingency	282	500	218	218		56.4%	

## Detailed Receipts &amp; Payments by Budget Heading 08/02/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4201 LEGAL FEES	213	0	(213)		(213)	0.0%	
4263 JUBILEE EVENTS	1,820	1,820	0		0	100.0%	
4264 APPLE PRESS DEPOSIT RETURNS	225	0	(225)		(225)	0.0%	
4266 PPC Events Committee	459	1,200	741		741	38.2%	
Payments :- Indirect Payments	<b>70,662</b>	<b>67,425</b>	<b>(3,237)</b>	<b>0</b>	<b>(3,237)</b>	<b>104.8%</b>	<b>3,846</b>
<b>Net Payments</b>	<b>(70,662)</b>	<b>(67,425)</b>	<b>3,237</b>				
6000 plus Transfer from EMR	3,846						
<b>Movement to/(from) Gen Reserve</b>	<b>(66,816)</b>						
<u>999 VAT Data</u>							
115 VAT Refunds	6,898	0	(6,898)			0.0%	
VAT Data :- Receipts	<b>6,898</b>	<b>0</b>	<b>(6,898)</b>				<b>0</b>
515 VAT on Payments	1,120	0	(1,120)		(1,120)	0.0%	
516 VAT due to VH & PF accs	3,946	0	(3,946)		(3,946)	0.0%	
VAT Data :- Indirect Payments	<b>5,067</b>	<b>0</b>	<b>(5,067)</b>	<b>0</b>	<b>(5,067)</b>		<b>0</b>
<b>Net Receipts over Payments</b>	<b>1,831</b>	<b>0</b>	<b>(1,831)</b>				
Grand Totals:- Receipts	<b>127,564</b>	<b>64,405</b>	<b>(63,159)</b>			<b>198.1%</b>	
Payments	<b>75,728</b>	<b>67,425</b>	<b>(8,303)</b>	<b>0</b>	<b>(8,303)</b>	<b>112.3%</b>	
<b>Net Receipts over Payments</b>	<b>51,835</b>	<b>(3,020)</b>	<b>(54,855)</b>				
plus Transfer from EMR	3,846						
less Transfer to EMR	53,460						
<b>Movement to/(from) Gen Reserve</b>	<b>2,222</b>						

## Detailed Receipts &amp; Payments by Budget Heading 08/02/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>100 Income</u></b>							
1090 Interest Received	14	0	(14)			0.0%	
1130 Hiring Income	27,146	29,000	1,854			93.6%	
1131 HALL HIRE SECURITY RECEIPT	700	0	(700)			0.0%	
1150 Miscellaneous Income	209	0	(209)			0.0%	
1160 FIT Payments	5,464	5,000	(464)			109.3%	
<b>Income :- Receipts</b>	<b>33,533</b>	<b>34,000</b>	<b>467</b>			<b>98.6%</b>	<b>0</b>
<b>Net Receipts</b>	<b>33,533</b>	<b>34,000</b>	<b>467</b>				
<b><u>101 Payments</u></b>							
4001 Holiday Cover	130	150	20		20	86.7%	
4003 VH Manager Expenses	493	800	307		307	61.7%	
4010 Electricity	3,665	4,500	835		835	81.5%	
4011 Water	197	600	403		403	32.8%	
4015 Village Green Maintenance	2,002	3,500	1,498		1,498	57.2%	
4021 HALL HIRE SECURITY RETURNS	1,572	0	(1,572)		(1,572)	0.0%	
4050 Telephone/Internet	498	360	(138)		(138)	138.4%	
4055 Insurance & Licences	1,935	2,000	65		65	96.7%	
4070 Maintenance	4,438	2,500	(1,938)		(1,938)	177.5%	
4071 Bins	948	800	(148)		(148)	118.6%	
4077 Sundries	133	0	(133)		(133)	0.0%	
4090 Fire Inspection	449	1,300	852		852	34.5%	
4100 Subscriptions	286	250	(36)		(36)	114.6%	
4120 3-5 Year Maintenance	102	5,000	4,898		4,898	2.0%	
4400 PWLB	4,564	4,827	263		263	94.6%	
4500 Projects	3,116	7,000	3,884		3,884	44.5%	
<b>Payments :- Indirect Payments</b>	<b>24,530</b>	<b>33,587</b>	<b>9,057</b>	<b>0</b>	<b>9,057</b>	<b>73.0%</b>	<b>0</b>
<b>Net Payments</b>	<b>(24,530)</b>	<b>(33,587)</b>	<b>(9,057)</b>				
<b><u>999 VAT Data</u></b>							
115 VAT Refunds	2,913	0	(2,913)			0.0%	
<b>VAT Data :- Receipts</b>	<b>2,913</b>	<b>0</b>	<b>(2,913)</b>				<b>0</b>
515 VAT on Payments	2,068	0	(2,068)		(2,068)	0.0%	
<b>VAT Data :- Indirect Payments</b>	<b>2,068</b>	<b>0</b>	<b>(2,068)</b>	<b>0</b>	<b>(2,068)</b>		<b>0</b>
<b>Net Receipts over Payments</b>	<b>845</b>	<b>0</b>	<b>(845)</b>				

## Detailed Receipts &amp; Payments by Budget Heading 08/02/2023

## 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	36,446	34,000	(2,446)			107.2%	
Payments	26,597	33,587	6,990	0	6,990	79.2%	
<b>Net Receipts over Payments</b>	<u>9,849</u>	<u>413</u>	<u>(9,436)</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>9,849</u>						

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## Plumpton Playing Field

### Bank - Cash and Investment Reconciliation as at 8 February 2023

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#### Confirmed Bank & Investment Balances

##### Bank Statement Balances

08/02/2023	Current Account	8,947.84
08/02/2023	Deposit Account	13,669.54
08/02/2023	Pavilion Account	1,367.15
31/03/2018	NSI Investment Account	1,705.59

**25,690.12**

##### Unpresented Payments

**2,136.17**

**23,553.95**

##### Receipts not on Bank Statement

**0.00**

##### **Closing Balance**

**23,553.95**

##### All Cash & Bank Accounts

1	Current Account	6,811.67
2	Deposit Account	13,669.54
3	Pavilion Account	1,367.15
4	NSI Investment Account	1,705.59
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b><u>23,553.95</u></b>

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**Plumpton Parish Council**

**Bank - Cash and Investment Reconciliation as at 8 February 2023**

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**Confirmed Bank & Investment Balances**

Bank Statement Balances

08/02/2023	PPC 2	2,615.57
08/02/2023	PPC1	32,043.01
08/02/2023	Reserve Account	25,034.60
08/02/2023	Unity Trust Bank	79,965.47

**139,658.65**

Unpresented Payments

**6,778.21**

**132,880.44**

Receipts not on Bank Statement

**0.00**

**Closing Balance**

**132,880.44**

All Cash & Bank Accounts

1	Current Bank Accounts	27,880.37
2	Reserve Account	25,034.60
3	Unity Trust Bank	79,965.47
	Other Cash & Bank Balances	0.00

**Total Cash & Bank Balances**

**132,880.44**

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**Plumpton Village Hall**

**Bank - Cash and Investment Reconciliation as at 8 February 2023**

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**Confirmed Bank & Investment Balances**

**Bank Statement Balances**

08/02/2023	Current Account	29,708.79	
08/02/2023	Deposit Account	14,595.94	

**44,304.73**

**Unpresented Payments**

**860.41**

**43,444.32**

**Receipts not on Bank Statement**

**0.00**

**Closing Balance**

**43,444.32**

**All Cash & Bank Accounts**

1	Current Account	28,848.38	
2	Deposit Account	14,595.94	

Other Cash & Bank Balances

0.00

**Total Cash & Bank Balances**

**43,444.32**





03 Feb 2023



**Castle Water**

1 Boat Brae  
Ratray  
Blairgowrie  
PH10 7BH

**Contact Us**

**t** 01250 718700

Or why not try our webchat service at [castlewater.co.uk](http://castlewater.co.uk)

Did you know that you can pay your bill, submit meter readings, update your details and much more at [castlewater.co.uk](http://castlewater.co.uk)

PLUMPTON PARISH COUNCIL  
Ardross  
Nether Lane  
Nutley  
EAST SUSSEX  
TN22 3LB

CL043

Dear Customer,

**Account Name: PLUMPTON PARISH COUNCIL**  
**Account Number: 2479599**  
**Previous Account Number: SE0020458993**

## Your Bill for Water and Wastewater Charges

This bill has been produced for the following reason:

- Latest Water and Waste Charges

### What you need to do

You've chosen to pay by Direct Debit, the easiest way to pay your bills and spread the cost. We'll now collect your agreed payment amount.

- If you are on a variable Direct Debit, information regarding your next payment collection can be found on page 3
- If you are on a fixed monthly Direct Debit, we will issue bills twice each year and recalculate your instalments shortly afterwards. If you would prefer to pay your bill in a single Direct Debit payment you can switch to Direct Debit Variable by completing the form at [castlewater.co.uk/dd-variable](http://castlewater.co.uk/dd-variable)

### Manage your Castle Water account online with MyAccount

MyAccount has everything you need to manage your account online: view and download your invoices; view your statement of account; check your latest balance; submit meter reads; view your consumption and manage your details. Register or Login at [myaccount.castlewater.co.uk](http://myaccount.castlewater.co.uk)

### Understanding your bill

For a full explanation of your bill, FAQs and glossary visit [castlewater.co.uk/billexplained](http://castlewater.co.uk/billexplained)

### Don't forget to submit an up to date meter reading

If your supply is metered, keep your bills up-to-date and only pay for the water you use by providing regular meter readings at [myaccount.castlewater.co.uk/meters](http://myaccount.castlewater.co.uk/meters). We will use these in your next bill.

### We're here to help

If you have any questions regarding your bill or remittance advice, please contact our friendly Customer Service team using the contact details at the top of this letter. We're available **Monday to Friday, 8am to 6pm.**

**Yours faithfully**

**Samantha Flavell, Head of Payments & SME Invoicing**  
**Castle Water Limited**

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### **We've got everything you need to stay in control of your water services**

Save water and save money with our free online resources

- Find your step-by-step Water Efficiency Guide at [castlewater.co.uk/waterefficiencyguide](https://castlewater.co.uk/waterefficiencyguide)
- Find helpful tips and advice on water efficiency, sustainability and cost reduction on our weekly blog at [castlewater.co.uk/blog](https://castlewater.co.uk/blog)
- Access a wide range of additional water management services, no matter the size of your organisation, such as leak detection audits and automatic meter reading

### **Only pay for the water you use**

It's easy to submit regular meter readings on MyAccount to help ensure your bills stay up-to-date and you only pay for what you use. Regular meter readings help track your water usage to:

- Improve efficiency and reduce costs
- Assess water efficiency measures

### **Ofwat has required us to notify you of the following:**

Advance payment arrangements can provide customers with a useful way to manage their bills and customers may benefit from improved terms if they pay in advance. However, advance payment customers should be aware that any credit accrued for services that have not yet been delivered might not be recoverable in the unlikely event that their Retailer becomes insolvent. There are a number of payment arrangements available in the market. Customers can therefore explore what type of available payment arrangement best meets their needs.

### **Did you know, we might be able to cut costs on your energy bills too?**

Get a quote at [castlewater.co.uk/energy](https://castlewater.co.uk/energy) and find out how much you could save.



# CASTLE WATER

PLUMPTON PARISH COUNCIL  
Ardross  
Nether Lane  
Nutley  
EAST SUSSEX  
TN22 3LB

Account Number 2479599

Bill Number	8474271
Bill Date / Tax Point	03 Feb 2023
Purchase Order Number	
Our VAT Number	319 4277 88

## Your water & wastewater bill is now due

Thanks for paying by Variable Direct Debit. You do not need to take any action. We will automatically collect **£2800.85** from your account on **17 Feb 2023**.

## Your statement

For the period 01 Jan 2023 - 31 Jan 2023

### Account Summary

Your previous balance	£129.41	
Payments received	£129.41	CR
Balance brought forward	£0.00	
<b>Your charges for this period</b>		
Water usage and charges	£1,284.28	
Waste usage and charges	£1,259.71	
Sundry charges	£0.00	
Total charge (excl. VAT)	£2,543.99	
VAT	£256.86	
<b>Total charges</b>	<b>£2,800.85</b>	

## Contact Us

**Webchat:** Visit [www.castlewater.co.uk](http://www.castlewater.co.uk) and chat with an advisor Monday to Friday, 8am to 6pm

Using your customer portal at [myaccount.castlewater.co.uk](http://myaccount.castlewater.co.uk)

Call: 01250 718700

For a full explanation of your bill, visit: [www.castlewater.co.uk/billexplained](http://www.castlewater.co.uk/billexplained)

## Self Service

You can pay your bill, submit meter readings, update your details and much more at: [www.castlewater.co.uk](http://www.castlewater.co.uk)

 **Your current balance is £2,800.85**

If you do not pay on time, late payment interest and/or debt recovery costs may be applied.

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## Contact Us

**We're here to help:** If you have a query about your account, or wish to explore alternative payment terms (if available), please get in touch as soon as possible so that we can help. Our customer service team is available from Monday to Friday, 8am to 6pm.

**Webchat:** Visit [www.castlewater.co.uk](http://www.castlewater.co.uk) and chat with an advisor

**Phone:** Call us on 01250 718700, Monday to Friday, 8am to 6pm.

**Write:** Castle Water, 1 Boat Brae, Rattray, Blairgowrie, PH10 7BH

## Remittance Advice

Sending us your remittance advice will help us process and allocate your payment(s) accurately. Please email a copy of your remittance to [payments@castlewater.co.uk](mailto:payments@castlewater.co.uk). We have an online remittance form on our website [castlewater.co.uk/remittance](http://castlewater.co.uk/remittance). You can use this to let us know that you have made a payment, or if you wish to move money between your accounts.

## Update Your Details

Please tell us if your details change, including changes to your bank account or Direct Debit details. You can update your contact details on our website at: [castlewater.co.uk/updatedetails](http://castlewater.co.uk/updatedetails)

## Moving Premises

If you are moving, please let us know. You can do this on our website at [castlewater.co.uk/mimo](http://castlewater.co.uk/mimo) or call us on **01250 718700**. You must provide at least two days notice prior to your moving date to avoid paying more.

## Meter Reads

We aim to read your meter at least once per year. If the meter read is significantly different to what we expect your next bill may be estimated. You can submit your own meter reading at [castlewater.co.uk/meterread](http://castlewater.co.uk/meterread)

## Business Assessed?

If you are a business assessed customer, please ensure we have your up to date details, you can fill this in at [castlewater.co.uk/business-assessed](http://castlewater.co.uk/business-assessed)

## VAT Exemption?

You may be entitled to an exemption from VAT, subject to HMRC rules. Complete a VAT declaration form with your Standard Industrial Classification (SIC) code at [castlewater.co.uk/sicform](http://castlewater.co.uk/sicform)

## Useful Information

There is a variety of useful resources on our website, including FAQs and billing help, you can access this at [castlewater.co.uk/help-support](http://castlewater.co.uk/help-support)

## Scheme of Terms & Conditions

Can be viewed at [castlewater.co.uk/T&Cs](http://castlewater.co.uk/T&Cs)

Otherwise, please refer to the agreed contractual terms for your specific supply agreement.

## Scheme of Charges

Can be viewed at [castlewater.co.uk/scheme-of-charges](http://castlewater.co.uk/scheme-of-charges)

If you are a customer of Castle Water South East Limited for any service, this bill has been issued by Castle Water Limited on behalf of Castle Water South East Limited. If you are a customer of Castle Water (Southern) Limited for any service, this bill has been issued by Castle Water Limited on behalf of Castle Water (Southern) Limited.

## Late Payment Charges

If you do not pay your bill within your agreed payment terms, late payment interest may be applied in line with our Terms and Conditions. The overdue amounts will incur interest charged at 8.00% above the prevailing Bank of England base rate. Late payment charges will also be applied in line with our Terms & Conditions at the following levels:

Debt amount	Applicable charge
Up to £999.99	£50.00
£1,000 - £9,999.99	£80.00
£10,000 or more	£110.00

## Emergency?

### Emergency contact:

Call **01250 718700** Monday to Friday, 8am to 6pm.

### 24/7 Emergency Services:

Thames Water: **0800 316 9800**

Portsmouth Water: **023 9247 7999**

South East Water: **0333 000 0365**

or find your local water company's contact details at: [castlewater.co.uk/emergencies](http://castlewater.co.uk/emergencies)

### Water quality

If you have concerns about your water quality, please contact us on **01250 718700**, or contact your local water company. The Drinking Water Inspectorate also provide information and advice on their website at [www.dwi.gov.uk](http://www.dwi.gov.uk)

## Glossary

**SPID** Supply Point Identification Number  
**m3** Cubic metre is 1,000 litres

### VAT Type

**Z** VAT is applied to these items at the zero rate  
**S** VAT is applied to these items at the standard rate of 20%

### Charge Type

**W** Wholesale Charges  
**R** Retail Charges

## How To Complain

If you are concerned about something, please let us know by calling **01250 718700** or using the contact details above. We will always try to resolve things straight away. Details of our complaints procedure can be found at [castlewater.co.uk/howtocomplain](http://castlewater.co.uk/howtocomplain)

If you have exhausted our complaints procedure, the Consumer Council for Water offers free independent advice. Visit [ccwater.org.uk](http://ccwater.org.uk), call 0300 034 2222 or write to: Consumer Council for Water, c/o 1st Floor, Victoria Square House, Victoria Square, Birmingham B2 4AJ.

## Your Rights

Customers of water and sewerage companies are entitled to guaranteed minimum standards of service, as laid down by the Government. Find out more at [castlewater.co.uk/servicestandards](http://castlewater.co.uk/servicestandards)

Ofwat is the economic regulator of the water sector in England and Wales. Find out more at [ofwat.gov.uk](http://ofwat.gov.uk)

Find out about your right to switch suppliers at [www.open-water.org.uk](http://www.open-water.org.uk)



## Payment Information Breakdown

Transaction Type	Payment (£)	Payment Date
Direct Debit Bank Variable	-129.41	17 Jan 2023

For a full explanation of your bill, visit: [www.castlewater.co.uk/billexplained](http://www.castlewater.co.uk/billexplained)

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Wastewater SPID: 3024496610S13

Water SPID: 3024496610W16

SPID Address: RECREATION GROUND, STATION ROAD PLUMPTON GREEN,BN7 3AJ

Tariff: Wholesale Plus Sewerage (England)  
Wholesale Plus Water (England)

Invoice Period: From 01 Jan 2023 to 31 Jan 2023

### Your Readings

Meter Serial Number	Previous Reading	Previous Read Type	Previous Read Date	Current Reading	Current Read Type	Current Read Date	Consumption
11T121717	03361	ESTIMATED	01 Jan 2023	03779	VISUAL	13 Jan 2023	418
11T121717	03779	VISUAL	13 Jan 2023	04013	ESTIMATED	01 Feb 2023	234

### Your Meter Information

Meter Serial Number	Chargeable Meter Size (mm)	Water Consumption (m <sup>3</sup> )	Return to Sewer (% <sup>3</sup> )
11T121717	20	652	95.00

### Your Charges

Volumetric Charges	Annual Volume Rate	Unit Rate	Number of Units	Unit of Measure	Charge	VAT (£)	VAT Type	TOTAL (£)
Potable Water Volumetric	(R)	0.051708	418	M3	21.61	4.32	S	25.93
Potable Water Volumetric	(W)	1.9151	418	M3	800.51	160.10	S	960.61
Potable Water Volumetric	(R)	0.051708	234	M3	12.10	2.42	S	14.52
Potable Water Volumetric	(W)	1.9151	234	M3	448.13	89.63	S	537.76
Metered Foul Sewerage Volumetric	(R)	0.053352	397.1	M3	21.19	0.00	Z	21.19
Metered Foul Sewerage Volumetric	(W)	1.976	397.1	M3	784.67	0.00	Z	784.67
Metered Foul Sewerage Volumetric	(R)	0.053352	222.3	M3	11.86	0.00	Z	11.86
Metered Foul Sewerage Volumetric	(W)	1.976	222.3	M3	439.26	0.00	Z	439.26
Fixed Charges		Unit Rate	Number of Units	Unit of Measure	Charge	VAT (£)	VAT Type	TOTAL (£)
Potable Water Metering	(W)	0.060548	31	DAYS	1.88	0.38	S	2.26
Potable Water Metering	(R)	0.001635	31	DAYS	0.05	0.01	S	0.06
Highway Drainage Metering	(W)	0.028603	31	DAYS	0.89	0.00	Z	0.89
Surface Water Metering	(W)	0.057205	31	DAYS	1.77	0.00	Z	1.77
Highway Drainage Metering	(R)	0.000772	31	DAYS	0.02	0.00	Z	0.02
Surface Water Metering	(R)	0.001545	31	DAYS	0.05	0.00	Z	0.05

### Bill Totals

Net (£)	VAT (£)	Gross (£)
2543.99	256.86	2800.85

For a full explanation of your bill, visit: [www.castlewater.co.uk/billexplained](http://www.castlewater.co.uk/billexplained)

