



PLUMPTON PARISH COUNCIL

FINANCE COMMITTEE

3rd December 2024

242506

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 10th December 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 12th November 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. Questions from Parish Councillors and items to be added at the next meeting

Dates of Next Meetings:

16th December 2025 – Pavilion working group – 11am (VH CR)

14th January 2025 – Finance Committee 19:00/Full Council 19:45

Anita Emery | Parish Clerk | 03/12/2024



PLUMPTON PARISH COUNCIL

FINANCE COMMITTEE

242505

Minutes of the Finance Committee held at the Village Hall on 12th November 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 10th September 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.
 - Nothing to report – Budget setting done.
5. To approve expenditure items as itemised on the schedules for November.
 - a. Report 1 – PPC Expenditure

Additional expenditure –
Viking - £183.54
 - b. Report 2 – VH Expenditure – included minimal cost for the refurbishment of the old sign of £150.

Sean Mannion - £1120.00 – this makes the fire risk assessments all ticked as done.
 - c. Report 3 – PF Expenditure

Sean Mannion £910.00
Castle Water - £83.82 – no leak bill has come down.

£392 BG Lite – to be noted much less as now a fixed deal.



PLUMPTON PARISH COUNCIL

- Unanimously approved to release funds as follows:

PPC - £63,978.65 (of which £58k was transferred to the instant access savings account)

VH - £4703.08

PF - £1965.93

6. To approve bank statements and reconciliations for November.

- PB and NB had gone through the bank statements and all agree to cash bank and investments. £130 adjustment Clerk to speak to Rialtas to adjust as error. **Clerk to action.**

7. To approve year to date accounts.

58.3% through the year.

PF – grass and pitch overspend – clerk to move as grass cutting not pitch maintenance. **Clerk to action.**

VH hire income tracking well

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

- Unanimously approved year to date accounts.

8. CIL spend allocations and to note current expenditure and balances remaining.

- Duly Noted. **Clerk to publish**

9. To note CIL income received from LDC.

- Duly noted that £57,576 and £461.25 had been received with a spend expiry of October 2029

10. 2025/26 Budget to agreed final figures and precept for presenting to full council in December.

- Employers NIC increase – makes precept request of £94,525 estimated increase of 12.10%, however this is based on last years tax base so based on new homes this % should reduce.

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

- Nothing to report.

Closed: 19.24



PLUMPTON PARISH COUNCIL

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 | 12/11/2024

PPC T1 Unity Account

List of Payments made between 15/11/2024 and 04/12/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/12/2024	Mulberry & Co	242577	156.00		Mulberry & Co internal audit
03/12/2024	Balcombe Estates (Xmas tree)	242578	300.00		Balcombe Estates (Xmas tree)
03/12/2024	East Sussex ALC Limited	242579	48.00		East Sussex ALC Limited (JM)
03/12/2024	Nick Beaumont	242580	7.50		Nick Beaumont expenses
03/12/2024	Anita Emery Expenses	242581	132.25		Anita Emery Expenses
03/12/2024	HMRC Dec PAYE	242582	589.04		HMRC Dec PAYE
03/12/2024	East Sussex Pension Fund	242583	882.67		East Sussex Pension Fund
03/12/2024	Salaries Dec	242584	3,012.56		Salaries Dec
03/12/2024	ICO	DD	35.00		ICO Data Protection annual fee
03/12/2024	British Legion Poppy Appeal	CHQ	50.00		British Legion Poppy Appeal
03/12/2024	Playing Field a/c	VAT	3,250.39		Playing Field a/c
03/12/2024	Village Hall a/c	VAT1	1,330.70		Village Hall a/c vat reclaim
03/12/2024	Unity Bank charges	CHGS	8.40		Unity Bank charges
Total Payments			<u>9,802.51</u>		

Time: 11:32

Current Account

List of Payments made between 15/11/2024 and 04/12/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/12/2024	CASTLE WATER	242574	41.77		CASTLE WATER
04/12/2024	BT	242575	38.06		BT
04/12/2024	Aftercare Fire exit repairs	242576	2,025.95		Aftercare Fire exit repairs
04/12/2024	Jane Donovan	242577	43.62		Jane Donovan Expenses
04/12/2024	J&B window cleaning	242578	43.00		J&B window cleaning
04/12/2024	INITIAL WASHROOM HYGIENE	242579	54.13		INITIAL WASHROOM HYGIENE
04/12/2024	Opus Energy	DD	1,047.53		Opus Energy
04/12/2024	Unity Trust	CHG	10.50		Unity Trust

	Total Payments		<u>3,304.56</u>		
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Time: 11:43

Current Account

List of Payments made between 15/11/2024 and 04/12/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/12/2024	British Telecom	242560	38.06		British Telecom
04/12/2024	British Gas Lite	242561	790.34		British Gas Lite 4.11-2.12
04/12/2024	J&B Window Cleaning	242562	45.00		J&B Window Cleaning
04/12/2024	Lewes District Council	242563	18.00		LDC Playpark inspect
04/12/2024	Rentokil Initial	242564	65.80		Rentokil Initial
04/12/2024	Unity Trust	CHGS	7.50		Unity Trust
Total Payments			<u>964.70</u>		

Detailed Receipts & Payments by Budget Heading 04/12/2024

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	64	0	(64)			0.0%	
1130 Hiring Income	9,758	9,168	(590)			106.4%	
1140 Fundraising Income	1,123	1,000	(123)			112.3%	1,123
Income :- Receipts	25,676	24,652	(1,024)			104.2%	1,123
Net Receipts	25,676	24,652	(1,024)				
6001 less Transfer to EMR	1,123						
Movement to/(from) Gen Reserve	24,553						
<u>101 Payments</u>							
4010 Electricity	6,089	5,000	(1,089)		(1,089)	121.8%	
4011 Water	1,392	1,200	(192)		(192)	116.0%	
4015 Pitch Maintenance (Bourne)	8,629	9,000	371		371	95.9%	
4016 Hedges and Trees	120	1,000	880		880	12.0%	
4025 Window Cleaner	135	250	115		115	54.0%	
4050 Telephone/Internet	254	360	106		106	70.5%	
4055 Insurance & Licences	1,247	1,200	(47)		(47)	104.0%	
4065 Bank Charges	47	0	(47)		(47)	0.0%	
4070 Grass Cutting	1,548	4,000	2,452		2,452	38.7%	
4090 Fire Inspection	0	300	300		300	0.0%	
4200 Pavilion	1,615	2,500	885		885	64.6%	
4210 Skatepark	190	900	710		710	21.1%	
4211 Play Park	893	2,645	1,752		1,752	33.8%	
4400 3-5 Year Plan (Pavilion)	0	400	400		400	0.0%	
Payments :- Indirect Payments	22,159	28,755	6,596	0	6,596	77.1%	0
Net Payments	(22,159)	(28,755)	(6,596)				
<u>999 VAT Data</u>							
115 VAT Refunds	3,250	0	(3,250)			0.0%	
VAT Data :- Receipts	3,250	0	(3,250)				0
515 VAT on Payments	3,544	0	(3,544)		(3,544)	0.0%	
VAT Data :- Indirect Payments	3,544	0	(3,544)	0	(3,544)		0
Net Receipts over Payments	(294)	0	294				

Detailed Receipts & Payments by Budget Heading 04/12/2024

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	28,926	24,652	(4,274)			117.3%	
Payments	25,703	28,755	3,052	0	3,052	89.4%	
Net Receipts over Payments	<u>3,223</u>	<u>(4,103)</u>	<u>(7,326)</u>				
less Transfer to EMR	1,123						
Movement to/(from) Gen Reserve	<u>2,100</u>						

Detailed Receipts & Payments by Budget Heading 04/12/2024

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	1,237	100	(1,137)			1237.4%	
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	3,412	3,440	28			99.2%	
Receipts :- Receipts	159,443	191,706	32,263			83.2%	70,013
Net Receipts	159,443	191,706	32,263				
6001 less Transfer to EMR	70,013						
Movement to/(from) Gen Reserve	89,431						
101 Payments							
4000 SALARIES	31,848	39,669	7,821		7,821	80.3%	
4001 Handyman	713	3,380	2,668		2,668	21.1%	
4005 PAYE & NIC	1,877	2,749	872		872	68.3%	
4006 Pension	6,270	8,712	2,442		2,442	72.0%	
4010 Office Allowance	1,083	1,250	167		167	86.6%	
4015 Subs & Charges	1,289	1,550	261		261	83.2%	
4025 Stationery & Postage	505	800	295		295	63.1%	
4030 Printing	120	150	30		30	79.8%	
4045 Training and Conference Fees	684	1,250	567		567	54.7%	
4046 Councillor's Expenses	58	150	93		93	38.3%	
4055 Insurance	3,669	3,700	31		31	99.2%	
4060 Community Grants	2,060	3,000	940		940	68.7%	
4061 Charity Grants	14,484	14,484	0		0	100.0%	
4065 Bank Charges	48	50	2		2	95.4%	
4070 Maintenance	2,052	1,800	(252)		(252)	114.0%	
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	648	750	103		103	86.3%	
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	97,591	88,069	(9,522)	0	(9,522)	110.8%	28,657
Net Payments	(97,591)	(88,069)	9,522				
6000 plus Transfer from EMR	28,657						

Detailed Receipts & Payments by Budget Heading 04/12/2024

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	(68,934)						
<u>999 VAT Data</u>							
115 VAT Refunds	15,415	0	(15,415)			0.0%	
VAT Data :- Receipts	15,415	0	(15,415)				0
515 VAT on Payments	2,577	0	(2,577)		(2,577)	0.0%	
516 VAT due to VH & PF accs	4,581	0	(4,581)		(4,581)	0.0%	
VAT Data :- Indirect Payments	7,158	0	(7,158)	0	(7,158)		0
Net Receipts over Payments	8,257	0	(8,257)				
Grand Totals:- Receipts	174,858	191,706	16,848			91.2%	
Payments	104,749	88,069	(16,680)	0	(16,680)	118.9%	
Net Receipts over Payments	70,109	103,637	33,528				
plus Transfer from EMR	28,657						
less Transfer to EMR	70,013						
Movement to/(from) Gen Reserve	28,754						

Detailed Receipts & Payments by Budget Heading 04/12/2024

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	21,089	30,500	9,411			69.1%	
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	2,130	0	(2,130)			0.0%	
1160 FIT Payments	4,105	6,000	1,895			68.4%	
	30,624	36,600	5,976			83.7%	2,128
Income :- Receipts							
	30,624	36,600	5,976				
Net Receipts							
6001 less Transfer to EMR	2,128						
Movement to/(from) Gen Reserve	28,496						
101 Payments							
4001 Holiday Cover	63	150	87		87	41.9%	
4003 VH Manager Expenses	507	800	293		293	63.3%	
4010 Electricity	5,205	7,600	2,395		2,395	68.5%	
4011 Water	526	650	124		124	80.9%	
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	254	600	346		346	42.3%	
4055 Insurance & Licences	2,435	3,000	566		566	81.2%	
4065 Bank Charges	50	0	(50)		(50)	0.0%	
4070 Maintenance	4,759	2,500	(2,259)		(2,259)	190.4%	
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	1,868	5,000	3,132		3,132	37.4%	
4400 PWLB	4,302	4,500	198		198	95.6%	
4500 Projects	0	5,500	5,500		5,500	0.0%	
	24,690	36,600	11,910	0	11,910	67.5%	0
Payments :- Indirect Payments							
	(24,690)	(36,600)	(11,910)				
Net Payments							
999 VAT Data							
115 VAT Refunds	1,331	0	(1,331)			0.0%	
VAT Data :- Receipts	1,331	0	(1,331)				0

Detailed Receipts & Payments by Budget Heading 04/12/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
515 VAT on Payments	1,976	0	(1,976)		(1,976)	0.0%	
VAT Data :- Indirect Payments	<u>1,976</u>	<u>0</u>	<u>(1,976)</u>	<u>0</u>	<u>(1,976)</u>		<u>0</u>
Net Receipts over Payments	<u>(645)</u>	<u>0</u>	<u>645</u>				
Grand Totals:- Receipts	31,955	36,600	4,645			87.3%	
Payments	26,666	36,600	9,934	0	9,934	72.9%	
Net Receipts over Payments	<u>5,288</u>	<u>0</u>	<u>(5,288)</u>				
less Transfer to EMR	<u>2,128</u>						
Movement to/(from) Gen Reserve	<u>3,160</u>						

Plumpton Playing Field

Bank - Cash and Investment Reconciliation as at 4 December 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

04/12/2024	Current Account	5,806.86
04/12/2024	Deposit Account	14,267.80
03/10/2024	NSI Investment Account	1,705.59

21,780.25

Unpresented Payments

919.14

20,861.11

Receipts not on Bank Statement

0.00

Closing Balance

20,861.11

All Cash & Bank Accounts

1	Current Account	4,887.72
2	Deposit Account	14,267.80
3	Pavilion Account	0.00
4	NSI Investment Account	1,705.59
5	Unity Current Account	0.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	20,861.11

Plumpton Parish Council

Bank - Cash and Investment Reconciliation as at 4 December 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

04/12/2024	PPC1 Unity	0.00
04/12/2024	PPC Unity Instant Access Saver	125,912.26
11/11/2024	Cambridge Building Society	40,000.00

165,912.26

Unpresented Payments

5,128.02

160,784.24

Receipts not on Bank Statement

0.00

Closing Balance

160,784.24

All Cash & Bank Accounts

1	Current Bank Accounts	2,882.50
4	Unity Bank Instant Access Savi	125,912.26
5	Cambridge Building Society	40,000.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	168,794.76

Plumpton Village Hall

Bank - Cash and Investment Reconciliation as at 4 December 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

04/12/2024	Current Account	10,884.33
04/12/2024	Deposit Account	41,925.18
08/11/2024	Unity Current Account	0.00

52,809.51

Unpresented Payments

2,853.63

49,955.88

Receipts not on Bank Statement

0.00

Closing Balance

49,955.88

All Cash & Bank Accounts

1	Current Account	8,030.70
2	Deposit Account	41,925.18
3	Unity Current Account	0.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	49,955.88