

Telephone 07725 843 505

Email Clerk@ninfieldpc.co.uk

Website <http://www.ninfieldpc.co.uk/community/ninfield-parish-council-15069/home>

01/05/2022

I hereby give you notice that you are summoned to attend the Annual Meeting of the Parish Council on Monday 16th May 2022 at 18:30 at Ninfield Memorial Hall when it is proposed to transact the following business.

Signed

Jackie Scarff, Clerk & RFO

BUSINESS TO BE TRANSACTED

- 1. The Vice Chairman to take the chair and announce first business to be the election of Chairman of the council for the year.**
To receive nominations
If there is only one nomination the vice chairman to put that nomination to the meeting.
The Vice chairman to declare the election of the Chairman.
- 2. The Chairman to read and sign the declaration of acceptance of office.**
- 3. The Chairman to announce the election of Vice Chairman of the council for the year.**
To receive nominations
If there is only one nomination the vice chairman to put that nomination to the meeting.
The Chairman to declare the election of the Vice Chairman
- 4. The Vice Chairman to read and sign the declaration of acceptance of office.**
- 5. To receive apologies** and reasons for absence in accordance with the Local Government Act 1972 (S 85 (3)).
- 6. Disclosure of Interests**
In accordance with the Localism Act 2011 to receive any disclosure by Members of personal interests in matters on the agenda, the nature of the interest and whether the member regards the interest as prejudicial under the terms of the Revised Code of Members Conduct.
- 7. Minutes of previous meeting** to be agreed and signed as a true record
Full Council Meeting 21th April 2022
- 8.**
 - a In accordance with Standing Order 5jix to receive, for adoption the updated Standing Orders and Financial Regulations (also 18b)**
 - b In accordance with Standing Order 5jix to receive, for adoption the updated Risk assessment.**
 - c In accordance with Standing Order 5jv to agree the council's scheme of delegation.**
 - d In accordance with Standing Order 5jv to confirm the arrangements for insurance in respect of all insurable risks.**

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01/05/2022

9. In accordance with Standing Order 4e the following committees be constituted for the year 2022/23

Finance Committee
Planning Committee
Recreation Ground Committee
Highways and Traffic Committee
Neighbourhood Plan Steering group (working party)

Representative for external groups

In accordance with Standing Order 5jxi to agree that the arrangement for reporting back be through parish councillor reports at full council meetings.

ESALC
WDALC
WDC South East Parish Cluster
WDC Parish Panel Meeting

10. In accordance with Standing Order 5jvi to delegate to the relevant committee a review of their terms of reference.

11. In accordance with Standing Order 5jxxi to determine the time and place of meetings of the council including the next annual meeting of the council.

12. Finance

- a **In accordance with Standing order 18aiii to receive the report from the internal auditor and agree any actions required.**
- b **To consider the approval of the annual governance statement**
- c **To consider the approval of the accounting statement for the year ended 31st March 2022 in the Annual Governance and Accountability return.**
- d **To receive the bank reconciliations to 30th April 2021**
- e **To confirm the arranged direct debits and bank standing order payments.**
- f **To present for approval the payments for the month.**

13. Communication

Correspondence – to note for possible inclusion on next agenda

Circulation to all Councillors.

In accordance with The Data Protection Act 2018 all attendees of the meeting are hereby notified that the meeting will be recorded as an aide memoire for the clerk when compiling the minutes. The recordings are held securely and are deleted after the resolution that the minutes are a true and correct record.

Members of the public should be aware that being present at a meeting of the Council or one of its committees or sub-committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present. A person or persons recording the parish meeting are reminded that the "Public Session" period may not be part of the formal meeting and that they should take legal advice for themselves as to their rights to make any recording during that period.

Statement of your account



BANK WITH US. BANK ON US.

05117671 | 06298
Mrs Jackie Scarff
Ninfield Parish Council
The Red House
Lower Street
Battle
TN33 9ED

PO Box 7193, Planetary Road, Willenhall WV1 9DG

To learn more about our convenient and easy to use Internet Banking service, call us today on 0345 140 1000.

If your name and address are incorrect or have changed, please visit www.unity.co.uk/update-your-details/

For foreign payments -

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Your deposits with Unity Trust Bank are eligible for protection up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about compensation provided by the FSCS, please visit www.FSCS.org.uk or refer to our FSCS Information Sheet and Exclusions List at www.unity.co.uk/fscs

Contact us

Tel: 0345 140 1000

Email: us@unity.co.uk

Web: www.unity.co.uk

Name of account: Ninfield Parish Council

Date: 30 April 2022

Statement 038 (page 1 of 1)

Account number: 20414524

Bank sort code: 608301

Type of account: Current T1

Date	Details	Payments	Receipts	Balance
31 MAR 22	Balance brought forward			59,041.74 *
8 APR 22	B/P to: HMRC	667.71		58,374.03 *
19 APR 22	Direct Debit (BEAMING LIMITED)	152.34		
19 APR 22	Direct Debit (WEALDEN D C)	936.00		57,285.69 *
25 APR 22	S/O to: SJ GUARD	120.00		
25 APR 22	WEALDEN D C		125,221.10	182,386.79 *
26 APR 22	PEVENSEY CRICKET		520.00	182,906.79 *
27 APR 22	HERSTMONCEUX CRICKET CLUB		260.00	183,166.79 *
28 APR 22	Direct Debit (CASTLE WATER LTD)	5.00		183,161.79 *
	Balance carried forward			183,161.79 *

You can ask us to send you details of our rates and how we work them out.

Abbreviations: * credit balance DR overdrawn S sub total (intermediate balance)

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**Bank Reconciliation Statement as at 30/04/2022
for Cashbook 1 - Unity Bank current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Bank Current account	30/04/2022		183,161.79
			<u>183,161.79</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
22/04/2022 BACS Came & Company		1,681.25	
22/04/2022 BACS Richard Buxton Solicitors		5,256.47	
22/04/2022 BACS GeoXphere Ltd		90.00	
22/04/2022 BACS ESALC		455.35	
22/04/2022 BACS Top Lawn Ltd		32.78	
22/04/2022 BACS HMRC		667.71	
			<u>8,183.56</u>
			174,978.23
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			174,978.23
		Balance per Cash Book is :-	174,978.23
		Difference is :-	0.00

Time: 19:52

Bank Reconciliation up to 30/04/2022 for Cashbook No 1 - Unity Bank current Bank A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
08/04/2022	BACS	667.71		667.71		<input checked="" type="checkbox"/>	HMRC
19/04/2022	BACS	152.34		152.34		<input checked="" type="checkbox"/>	Beaming Ltd
19/04/2022	BACS	936.00		936.00		<input checked="" type="checkbox"/>	Wealden District Council
22/04/2022	BACS	1,681.25			1,681.25	<input type="checkbox"/>	Came & Company
22/04/2022	BACS	5,256.47			5,256.47	<input type="checkbox"/>	Richard Buxton Solicitors
22/04/2022	BACS	90.00			90.00	<input type="checkbox"/>	GeoXphere Ltd
22/04/2022	BACS	455.35			455.35	<input type="checkbox"/>	ESALC
22/04/2022	BACS	32.78			32.78	<input type="checkbox"/>	Top Lawn Ltd
22/04/2022	BACS	667.71			667.71	<input type="checkbox"/>	HMRC
25/04/2022	SO	120.00		120.00		<input checked="" type="checkbox"/>	Mrs S Guard
25/04/2022			125,221.10	125,221.10		<input checked="" type="checkbox"/>	Receipt(s) Banked
26/04/2022			260.00	260.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
28/04/2022	DD	5.00		5.00		<input checked="" type="checkbox"/>	Castle Water Ltd
30/04/2022			520.00	520.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>10,064.61</u>	<u>126,001.10</u>				

Unity Bank current Bank A/c

Receipts**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		59,041.74					59,041.74	
Banked: 25/04/2022		125,221.10						
	Wealden District Council	125,221.10			1076	100	30,475.00	Precept
					1076	100	94,746.10	Cil
Banked: 26/04/2022		260.00						
	Herstmonceux Cricket Club	260.00			1980	130	260.00	Herstmonceux Cricket Club
Banked: 30/04/2022		520.00						
	Pevensey Cricket Club	520.00			1980	130	520.00	2021 & 2022
Total Receipts		126,001.10	0.00	0.00			126,001.10	
Cashbook Totals		<u>185,042.84</u>	<u>0.00</u>	<u>0.00</u>			<u>185,042.84</u>	

Unity Bank current Bank A/c

Payments

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
08/04/2022	HMRC	BACS	667.71			4030	110	667.71	PAYE & NI
19/04/2022	Beaming Ltd	BACS	152.34		25.39	4530	110	126.95	Wifi, broadband M365
19/04/2022	Wealden District Council	BACS	936.00		156.00	4420	120	780.00	Bins and dog bins
22/04/2022	Came & Company	BACS	1,681.25			4140	110	1,681.25	Annual Insurance Premium
22/04/2022	Richard Buxton Solicitors	BACS	5,256.47		876.08	4120	110	4,380.39	Inv 897
22/04/2022	GeoXphere Ltd	BACS	90.00		15.00	4530	110	75.00	IN 21UH031-0005
22/04/2022	ESALC	BACS	455.35			4130	110	455.35	In 1144
22/04/2022	Top Lawn Ltd	BACS	32.78		5.46	4400	120	27.32	in 00019792
22/04/2022	HMRC	BACS	667.71			4030	110	667.71	Q to 31 03 2022
25/04/2022	Mrs S Guard	SO	120.00			4520	130	120.00	Sparkes Cleaning
28/04/2022	Castle Water Ltd	DD	5.00			4500	130	5.00	Sparkes Water
Total Payments			10,064.61	0.00	1,077.93			8,986.68	
Balance Carried Fwd			174,978.23						
Cashbook Totals			185,042.84	0.00	1,077.93			183,964.91	

Unity Bank current Bank A/c

Receipts received between 01/04/2022 and 30/04/2022

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 25/04/2022	125,221.10						
	Wealden District Council	125,221.10			1076	100	30,475.00	Precept
					1076	100	94,746.10	Cil
	Banked: 26/04/2022	260.00						
	Herstmonceux Cricket Club	260.00			1980	130	260.00	Herstmonceux Cricket
	Banked: 30/04/2022	520.00						
	Pevensey Cricket Club	520.00			1980	130	520.00	2021 & 2022
	Total Receipts:	126,001.10	0.00	0.00			126,001.10	

Unity Bank current Bank A/c

Payments made between 01/04/2022 and 30/04/2022

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
08/04/2022	HMRC	BACS	667.71			4030	110	667.71	PAYE & NI
19/04/2022	Beaming Ltd	BACS	152.34		25.39	4530	110	126.95	Wifi, broadband M365
19/04/2022	Wealden District Council	BACS	936.00		156.00	4420	120	780.00	Bins and dog bins
22/04/2022	Came & Company	BACS	1,681.25			4140	110	1,681.25	Annual Insurance Premium
22/04/2022	Richard Buxton Solicitors	BACS	5,256.47		876.08	4120	110	4,380.39	Inv 897
22/04/2022	GeoXphere Ltd	BACS	90.00		15.00	4530	110	75.00	IN 21UH031-0005
22/04/2022	ESALC	BACS	455.35			4130	110	455.35	In 1144
22/04/2022	Top Lawn Ltd	BACS	32.78		5.46	4400	120	27.32	in 00019792
22/04/2022	HMRC	BACS	667.71			4030	110	667.71	Q to 31 03 2022
25/04/2022	Mrs S Guard	SO	120.00			4520	130	120.00	Sparkes Cleaning
28/04/2022	Castle Water Ltd	DD	5.00			4500	130	5.00	Sparkes Water
Total Payments:			10,064.61	0.00	1,077.93			8,986.68	

Time: 17:48

Bank Reconciliation up to 31/05/2022 for Cashbook No 1 - Unity Bank current Bank A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
22/04/2022	BACS	1,681.25			1,681.25	<input type="checkbox"/>	Came & Company
22/04/2022	BACS	5,256.47			5,256.47	<input type="checkbox"/>	Richard Buxton Solicitors
22/04/2022	BACS	90.00			90.00	<input type="checkbox"/>	GeoXphere Ltd
22/04/2022	BACS	455.35			455.35	<input type="checkbox"/>	ESALC
22/04/2022	BACS	32.78			32.78	<input type="checkbox"/>	Top Lawn Ltd
22/04/2022	BACS	667.71			667.71	<input type="checkbox"/>	HMRC
17/05/2022	BACS	58.80			58.80	<input type="checkbox"/>	Foxhill Tree Services
17/05/2022	BACS	3,139.70			3,139.70	<input type="checkbox"/>	Orchard Landscapes Ltd
		<u>11,382.06</u>	<u>0.00</u>				