

Telephone 07725 843 505

Email Clerk@ninfieldpc.co.uk

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

14/01/2022

I hereby give you notice that you are summoned to attend the Full Parish Council meeting on Thursday 20th January 2022 at 7pm at Ninfield Methodist Hall when it is proposed to transact the following business.

Signed

Jackie Scarff, Clerk & RFO

BUSINESS TO BE TRANSACTED

- 1. Chairman's welcome**
- 2. Apologies** and reasons for absence in accordance with the Local Government Act 1972 S 85.
- 3. Disclosure of Interests**
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.
- 4. Exclusion of the Public**
To exclude the public for a particular agenda item the following resolution must be passed. 'Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.'
- 5. Minutes of previous meeting** to be agreed and signed as a true record
The Full Council 21st October 2021
- 6. Matters for discussion**
 - a) Finance Matters
To receive the bank reconciliations to 31st December 2021
To present for approval the payments for the month.
To Receive the report from the external auditor.
To agree for approval the precept for the forthcoming year 2022/2023
To agree movement of EMR
 - b) To consider the approval of the use of the recreation ground for the Queens Jubilee and Bonfire celebrations.
 - c) To discuss the sale of Village maps and agree any actions required.
- 7. Correspondence** – to note for possible inclusion on next agenda

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.

Statement of your account



BANK WITH US. BANK ON US.

12345331 | 05369
Mrs Jackie Scarff
Ninfield Parish Council
The Red House
Lower Street
Battle
TN33 9ED

PO Box 7193, Planetary Road, Willenhall WV1 9DG

The charges for the period
4 September to 4 December 2021
are:

total commission charges: £18.00
debit interest: £0.00

We will take these amounts from
your account on 31 DEC 21.

You can ask us to send you details of our charges
and how we work them out. See over the page for details

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: 4 December 2021

Statement 032 (page 1 of 1)

Account number: 20414524

Bank sort code: 608301

Type of account: Current T1

Date	Details	Payments	Receipts	Balance
30 NOV 21	Balance brought forward			90,337.32 *
2 DEC 21	B/P to: Richard Buxton Cli	500.00		89,837.32 *
	Balance carried forward			89,837.32 *

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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Statement of your account



BANK WITH US. BANK ON US.

01001421 | 07466

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: 31 December 2021

Statement 033 (page 1 of 1)

Account number: 20414524

Bank sort code: 608301

Type of account: Current T1

Date	Details	Payments	Receipts	Balance
4 DEC 21	Balance brought forward			89,837.32 *
10 DEC 21	B/P to: Barrie Johnson	17,914.80		71,922.52 *
15 DEC 21	Direct Debit (BEAMING LIMITED)	135.54		71,786.98 *
17 DEC 21	B/P to: Mulberry Co	198.00		
17 DEC 21	B/P to: Mulberry Co	30.00		
17 DEC 21	B/P to: Top Lawn	32.78		
17 DEC 21	B/P to: SLCC Enterprises	6.00		
17 DEC 21	B/P to: SLCC Enterprises L	30.00		
17 DEC 21	B/P to: The Play Inspectio	166.80		
17 DEC 21	B/P to: Smith of Derby Ltd	254.40		
17 DEC 21	B/P to: Richard Buxton Cli	160.00		
17 DEC 21	B/P to: S J Guard	37.50		70,871.50 *
29 DEC 21	Direct Debit (CASTLE WATER LTD)	13.22		
29 DEC 21	S/O to: SJ GUARD	120.00		70,738.28 *
30 DEC 21	S/O to: JACKIE SCARFF	930.00		69,808.28 *
31 DEC 21	Direct Debit (BUSINESS STREAM R	134.20		
31 DEC 21	Service Charge	18.00		69,656.08 *
	Balance carried forward			69,656.08 *

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 31/12/2021
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	31/12/2021		69,656.08
			<u>69,656.08</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
22/10/2021 BACS Orchard Landscapes Ltd		2,994.62	
22/10/2021 BACS WDALC		22.00	
31/10/2021 BACS PKF Littlejohn		360.00	
			<u>3,376.62</u>
			66,279.46
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			66,279.46
		Balance per Cash Book is :-	66,279.46
		Difference is :-	0.00

Time: 15:41

Bank Reconciliation up to 31/12/2021 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>
22/10/2021	BACS	254.40		254.40		<input checked="" type="checkbox"/>	Smith& Derby
22/10/2021	BACS	22.00			22.00	<input type="checkbox"/>	WDALC
22/10/2021	BACS	2,994.62			2,994.62	<input type="checkbox"/>	Orchard Landscapes Ltd
22/10/2021	BACS	-254.40		-254.40		<input checked="" type="checkbox"/>	Smith& Derby
31/10/2021	BACS	360.00			360.00	<input type="checkbox"/>	PKF Littlejohn
02/12/2021	BACS	500.00		500.00		<input checked="" type="checkbox"/>	Richard Buxton Solicitors
10/12/2021	BACS	17,914.80		17,914.80		<input checked="" type="checkbox"/>	Barrie Johnson
15/12/2021	DD	135.54		135.54		<input checked="" type="checkbox"/>	Beaming Ltd
17/12/2021	BACS	198.00		198.00		<input checked="" type="checkbox"/>	Mulberry & Co Ltd
17/12/2021	BACS	30.00		30.00		<input checked="" type="checkbox"/>	Mulberry & Co Ltd
17/12/2021	BACS	32.78		32.78		<input checked="" type="checkbox"/>	Top Lawn Ltd
17/12/2021	BACS	36.00		36.00		<input checked="" type="checkbox"/>	SLCC
17/12/2021	BACS	166.80		166.80		<input checked="" type="checkbox"/>	Play Inspection Co
17/12/2021	BACS	254.40		254.40		<input checked="" type="checkbox"/>	Smith& Derby
17/12/2021	BACS	37.50		37.50		<input checked="" type="checkbox"/>	Mrs S Guard
17/12/2021	BACS	160.00		160.00		<input checked="" type="checkbox"/>	Richard Buxton Solicitors
29/12/2021	DD	13.22		13.22		<input checked="" type="checkbox"/>	Castle Water Ltd
29/12/2021	SO	120.00		120.00		<input checked="" type="checkbox"/>	Mrs S Guard
30/12/2021	SO	930.00		930.00		<input checked="" type="checkbox"/>	Clerk
31/12/2021	DD	134.20		134.20		<input checked="" type="checkbox"/>	Business Stream Water
31/12/2021	DD	18.00		18.00		<input checked="" type="checkbox"/>	Unity Trust Bank
		<u>24,057.86</u>	<u>0.00</u>				

**Bank Reconciliation Statement as at 31/12/2021
for Cashbook 3 - Lloyds Current**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Current Account	31/12/2021		78,745.94
			<hr/> 78,745.94
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			78,745.94
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			78,745.94
		Balance per Cash Book is :-	78,745.94
		Difference is :-	0.00

Time: 22:46

Bank Reconciliation up to 31/12/2021 for Cashbook No 3 - Lloyds Current

<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>
09/12/2021			0.02	0.02		R <input type="checkbox"/>	Receipt(s) Banked
29/12/2021	DD	660.19		660.19		R <input type="checkbox"/>	Lloyds Credit Card
		<u>660.19</u>	<u>0.02</u>				

Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
315 EMR Office Equipment	835.00		835.00
316 EMR SpeedGun	500.00		500.00
317 EMR Website	150.00		150.00
318 EMR Tree Maintenance	1,500.00	1,500.00	3,000.00
319 EMR Repairs and Maintenance	950.00	500.00	1,450.00
320 EMR Guideposts	3,000.00	2,000.00	5,000.00
321 EMR Sparkes Pavilion	5,000.00		5,000.00
322 EMR Playground	5,900.00	9,000.00	14,900.00
323 EMR Memorial Hall Car Park	5,300.00	1,200.00	6,500.00
324 EMR Youth Forum	329.00		329.00
325 EMR Parish Plan	15,000.00		15,000.00
326 EMR Village Amenities	35,000.00	-9,929.00	25,071.00
327 EMR CIL	2,908.33		2,908.33
329 EMR Contingency	26,500.00		26,500.00
330 EMR Insurance	1,000.00		1,000.00
331 EMR Open Spaces	250.00	500.00	750.00
332 EMR Neighbourhood Development	0.00		0.00
	<u>104,122.33</u>	<u>4,771.00</u>	<u>108,893.33</u>

Annual Budget - By Centre

Note: Projected spend v budget for year ending 31 March 2022 Proposed Budget 22/23

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
100	General Income									
1076	Precept	62,494	62,494	62,950	62,950	62,950	0	60,950	0	0
1090	Interest Received	0	1	0	0	0	0	0	0	0
1100	Grants & Donation Received	0	10,000	0	1,108	1,108	0	0	0	0
1981	CIL Money Received	0	2,600	0	0	0	0	0	0	0
	Total Income	62,494	75,094	62,950	64,058	64,058	0	60,950	0	0
6001	less Transfer to EMR	0	22,600	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	62,494	52,495	62,950	64,058	64,058		60,950		
110	Administration									
4000	Staff Salary	15,000	11,861	12,226	8,871	12,000	0	12,500	0	0
4030	PAYE and NI	0	449	2,770	1,615	2,700	0	3,000	0	0
4050	Staff Office allowance	504	504	504	378	504	0	504	0	0
4070	Staff other Expenses	250	0	0	220	0	0	0	0	0
4080	Training	500	90	250	85	250	0	250	0	0
4090	Councillor's Allowance	1,400	0	1,400	0	0	0	1,000	0	0
4091	Chairmans Allowance	0	200	0	0	0	0	200	0	0
4100	Bank Charges	0	104	0	86	104	0	110	0	0
4110	Audit Fees	600	510	600	645	645	0	650	0	0
4120	Professional Fees	3,000	4,551	8,000	2,325	8,000	0	9,000	0	0
4130	Subscriptions & Memberships	680	563	600	575	575	0	600	0	0
4140	Insurance	1,200	1,184	1,500	1,218	1,218	0	1,500	0	0
4150	Stationery	0	2	600	158	400	0	500	0	0
4160	Postage	0	152	0	0	0	0	0	0	0

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Annual Budget - By Centre

Note: Projected spend v budget for year ending 31 March 2022 Proposed Budget 22/23

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4170	Phone	0	713	120	75	105	0	120	0	0
4180	Website	500	0	0	0	0	0	0	0	0
4190	IT hardware	0	1,292	0	652	700	0	200	0	0
4200	Grants Paid	3,000	500	3,000	17,929	17,929	0	500	0	0
4210	Section 137 Expenditure	50	79	50	38	50	0	50	0	0
4220	Elections	500	0	500	0	0	0	500	0	0
4230	Village Clock	200	1,659	400	212	212	0	400	0	0
4240	Publicity	700	489	1,000	0	1,000	0	1,000	0	0
4260	Hall Hire	200	0	200	0	100	0	240	0	0
4280	Neighbourhood Development Plan	500	0	3,000	0	3,000	0	3,000	0	0
4530	WIFI, Email & software	0	0	1,380	1,017	1,400	0	2,000	0	0
	Overhead Expenditure	28,784	24,901	38,100	36,099	50,892	0	37,824	0	0
6000	plus Transfer from EMR	0	9,155	0	14,929	0	0	0	0	0
	Movement to/(from) Gen Reserve	(28,784)	(15,746)	(38,100)	(21,170)	(50,892)		(37,824)		
120	<u>Amenities</u>									
4400	Grass Cutting	12,500	9,623	12,500	5,740	11,000	0	13,000	0	0
4410	Trees	1,500	2,900	1,500	0	1,500	0	0	1,500	0
4420	Litter/Dog Bins	3,500	3,000	3,200	1,560	3,200	0	3,300	0	0
4430	Maintenance	3,000	0	3,000	1,020	2,000	0	1,000	0	0
4440	Guide Posts	1,000	0	1,000	0	1,000	0	0	1,000	0
4450	Bus Shelters	60	55	55	55	55	0	55	0	0
4460	Car Park	600	0	600	0	600	0	0	600	0
4470	Open Space	250	0	1,000	0	1,000	0	0	1,000	0

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Annual Budget - By Centre

Note: Projected spend v budget for year ending 31 March 2022 Proposed Budget 22/23

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4800 Village Amenities	0	12	0	0	0	0	0	0	0
Overhead Expenditure	22,410	15,590	22,855	8,375	20,355	0	17,355	4,100	0
Movement to/(from) Gen Reserve	<u>(22,410)</u>	<u>(15,590)</u>	<u>(22,855)</u>	<u>(8,375)</u>	<u>(20,355)</u>		<u>(17,355)</u>		
<u>130 Sparkes Pavilion</u>									
1980 Sports Club Hire Sparkes	0	0	0	220	600	0	1,400	0	0
Total Income	0	0	0	220	600	0	1,400	0	0
4430 Maintenance	500	0	500	0	500	0	1,000	0	0
4500 Water	800	664	800	420	600	0	700	0	0
4510 Electricity	750	341	750	435	750	0	750	0	0
4520 Cleaners	1,500	1,440	1,500	1,080	1,500	0	1,500	0	0
4525 Supplies Sparkes cleaning etc	0	0	0	31	50	0	100	0	0
4530 WIFI, Email & software	0	331	0	0	0	0	0	0	0
Overhead Expenditure	3,550	2,776	3,550	1,967	3,400	0	4,050	0	0
Movement to/(from) Gen Reserve	<u>(3,550)</u>	<u>(2,776)</u>	<u>(3,550)</u>	<u>(1,747)</u>	<u>(2,800)</u>		<u>(2,650)</u>		
<u>140 Playground</u>									
4430 Maintenance	9,000	0	0	0	0	0	0	0	0
4600 Inspection Fees	150	135	150	139	139	0	150	0	0
Overhead Expenditure	9,150	135	150	139	139	0	150	0	0
Movement to/(from) Gen Reserve	<u>(9,150)</u>	<u>(135)</u>	<u>(150)</u>	<u>(139)</u>	<u>(139)</u>		<u>(150)</u>		
<u>150 Projects</u>									

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Annual Budget - By Centre

Note: Projected spend v budget for year ending 31 March 2022 Proposed Budget 22/23

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4800	Village Amenities	5,000	0	0	0	0	0	0	0	0
	Overhead Expenditure	5,000	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(5,000)	0	0	0	0		0		
160	<u>Neighbourhood Plan</u>									
4280	Neighbourhood Development Plan	0	9,155	0	845	0	0	0	0	0
	Overhead Expenditure	0	9,155	0	845	0	0	0	0	0
6000	plus Transfer from EMR	0	10,845	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	1,690	0	(845)	0		0		
	Total Budget Income	62,494	75,094	62,950	64,278	64,658	0	62,350	0	0
	Expenditure	68,894	52,557	64,655	47,425	74,786	0	59,379	4,100	0
	Net Income over Expenditure	(6,400)	22,537	(1,705)	16,853	(10,128)	0	2,971	(4,100)	0
	plus Transfer from EMR	0	20,000	0	14,929	0	0	0	0	0
	less Transfer to EMR	0	22,600	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(6,400)	19,938	(1,705)	31,782	(10,128)		2,971		