

## Ninfield Parish Finance Committee Agenda

The Red House  
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Ninfield  
East Sussex  
TN33 9ED

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8/03/2022

**I hereby give you notice that you are summoned to attend the Finance Committee meeting at Sparkes Pavilion on Monday 14<sup>th</sup> March 2022 at 12 Noon when it is proposed to transact the following business.**

Jackie Scarff, Clerk & RFO

### **BUSINESS TO BE TRANSACTED**

1. **To receive and accept apologies and reasons for absence (LGA1972 s85 (1))**
2. a) **Disclosure of Interests in accordance with Localism Act 2011 and the Parish Council Code of Conduct.**  
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.  
  
b) To Consider the granting of Dispensations if requested
3. To approve the minutes of the Finance Committee Meeting on 8<sup>th</sup> November 2021
4. 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. a To receive and consider the approval of the receipts and payments proposed.  
b To approve the bank reconciliation to 28<sup>th</sup> February 2022  
c To receive the spend against budget to 28<sup>th</sup> February 2022  
d To consider virements against the budget.  
e To discuss the cashbook balance and reserves distribution and agree any actions required.
6. To agree a date for the next meeting.

## Working details for ANNUAL RETURN - Year ended 28 February 2022

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
1	18,109	38,046	310	0	General Reserves
1	835	835	315	0	EMR Office Equipment
1	500	500	316	0	EMR SpeedGun
1	150	150	317	0	EMR Website
1	1,500	1,500	318	0	EMR Tree Maintenance
1	950	950	319	0	EMR Repairs and Maintenance
1	3,000	3,000	320	0	EMR Guideposts
1	5,000	5,000	321	0	EMR Sparkes Pavilion
1	5,900	20,900	322	0	EMR Playground
1	5,300	5,300	323	0	EMR Memorial Hall Car Park
1	329	329	324	0	EMR Youth Forum
1	15,000	15,000	325	0	EMR Parish Plan
1	35,000	20,000	326	0	EMR Village Amenities
1	309	2,908	327	0	EMR CIL
1	26,500	26,500	329	0	EMR Contingency
1	1,000	1,000	330	0	EMR Insurance
1	250	250	331	0	EMR Open Spaces
1	<b>Balances brought forward</b>	<b>119,631</b>	<b>142,169</b>	Total balances & reserves at the beginning of the year as recorded in the Financial Records	
2	62,494	62,950	1076	100	Precept
2	<b>Annual Precept</b>	<b>62,494</b>	<b>62,950</b>	Total amount of Precept income received in the year	
3	1	0	1090	100	Interest Received
3	10,000	10,608	1100	100	Grants & Donation Received
3	0	220	1980	130	Sports Club Hire Sparkes
3	2,600	0	1981	100	CIL Money Received
3	<b>Total other receipts</b>	<b>12,600</b>	<b>10,828</b>	Total income or receipts as recorded in the cashbook minus the Precept	
4	11,861	11,516	4000	110	Staff Salary
4	449	2,974	4030	110	PAYE and NI
4	<b>Staff costs</b>	<b>12,311</b>	<b>14,490</b>	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses	
5	<b>Loan interest/Capital repayments</b>	<b>0</b>	<b>0</b>	Total expenditure or payments of capital and interest made during the year on borrowings	
6	504	504	4050	110	Staff Office allowance
6	0	220	4070	110	Staff other Expenses
6	90	268	4080	110	Training
6	200	0	4091	110	Chairmans Allowance
6	104	86	4100	110	Bank Charges
6	510	645	4110	110	Audit Fees
6	4,551	11,406	4120	110	Professional Fees
6	563	575	4130	110	Subscriptions & Memberships
6	1,184	1,218	4140	110	Insurance

Continued over page

## Working details for ANNUAL RETURN - Year ended 28 February 2022

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>	
6	2	158	4150	110	Stationery	
6	152	0	4160	110	Postage	
6	713	75	4170	110	Phone	
6	1,292	652	4190	110	IT hardware	
6	500	18,179	4200	110	Grants Paid	
6	79	38	4210	110	Section 137 Expenditure	
6	1,659	212	4230	110	Village Clock	
6	489	0	4240	110	Publicity	
6	0	75	4260	110	Hall Hire	
6	0	5,573	4280	110	Neighbourhood Development Plan	
6	9,155	845	4280	160	Neighbourhood Development Plan	
6	9,623	8,512	4400	120	Grass Cutting	
6	2,900	0	4410	120	Trees	
6	3,000	2,340	4420	120	Litter/Dog Bins	
6	0	2,183	4430	120	Maintenance	
6	0	142	4430	130	Maintenance	
6	55	55	4450	120	Bus Shelters	
6	664	460	4500	130	Water	
6	341	664	4510	130	Electricity	
6	1,440	1,440	4520	130	Cleaners	
6	0	31	4525	130	Supplies Sparkes cleaning etc	
6	0	1,469	4530	110	WIFI, Email & software	
6	331	0	4530	130	WIFI, Email & software	
6	135	139	4600	140	Inspection Fees	
6	12	0	4800	120	Village Amenities	
6	Total other payments	<b>40,245</b>	<b>58,164</b>	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)		
7	Balances carried forwrd	<b>142,169</b>	<b>143,293</b>	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]		
8		54,583	58,192	200	0	Current Bank A/c Unity Trust B
8		2,395	2,395	210	0	Lloyds TSB Savings A/c 522
8		79,036	78,746	221	0	Lloyds Current Account
8	Total Cash & Investments	<b>136,014</b>	<b>139,333</b>	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March		
9		373,123	373,123	9	0	Total Fixed Assets
9	Total Fixed Assets	<b>373,123</b>	<b>373,123</b>	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register		
10	Total Borrowings	<b>0</b>	<b>0</b>	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)		

# Statement of your account



BANK WITH US. BANK ON US.

03058311 | 04180

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

PO Box 7193, Planetary Road, Willenhall WV1 9DG

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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](http://www.FSCS.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [www.unity.co.uk/fscs](http://www.unity.co.uk/fscs)

### Contact us

Tel: 0345 140 1000

Email: [us@unity.co.uk](mailto:us@unity.co.uk)

Web: [www.unity.co.uk](http://www.unity.co.uk)

Name of account: Ninfield Parish Council

Date: 28 February 2022

Statement 035 (page 1 of 1)

Account number: 20414524

Bank sort code: 608301

Type of account: Current T1

Date	Details	Payments	Receipts	Balance
31 JAN 22	Balance brought forward			56,611.90 *
3 FEB 22	HMRC VTR		11,601.22	68,213.12 *
15 FEB 22	Direct Debit (BEAMING LIMITED)	137.94		68,075.18 *
16 FEB 22	CRITTELL KUZ FPO		1,500.00	69,575.18 *
22 FEB 22	B/P to: Rialtas Business	128.80		
22 FEB 22	B/P to: Mulberry Co	182.50		
22 FEB 22	B/P to: AIRS	6,591.60		
22 FEB 22	B/P to: Orchard Landscapes	3,158.45		
22 FEB 22	PARRY SCP		2,000.00	61,513.83 *
23 FEB 22	B/P to: HMRC	692.00		60,821.83 *
25 FEB 22	S/O to: SJ GUARD	120.00		
25 FEB 22	PARRY SCP		1,200.00	61,901.83 *
28 FEB 22	Direct Debit (CASTLE WATER LTD)	13.22		
28 FEB 22	S/O to: JACKIE SCARFF	930.00		
28 FEB 22	PARRY SCP		1,200.00	
28 FEB 22	PARRY SCP		1,200.00	
28 FEB 22	PARRY SCP		1,200.00	
28 FEB 22	PARRY SCP		1,200.00	65,758.61 *
	Balance carried forward			65,758.61 *

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 28/02/2022  
for Cashbook 1 - Unity Bank current Bank A/c**

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Bank Current account	28/02/2022		65,758.61
			<hr/> 65,758.61
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			65,758.61
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			65,758.61
		<b>Balance per Cash Book is :-</b>	<b>65,758.61</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/03/2022  
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	28/02/2022		65,758.61
			<u>65,758.61</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
14/03/2022 BACS EDF Electricity		240.49	
14/03/2022 BACS Clerk		61.07	
15/03/2022 DD Beaming Ltd		137.94	
15/03/2022 BACS Ivan Luck		140.00	
25/03/2022 SO Mrs S Guard		120.00	
28/03/2022 DD Castle Water Ltd		13.22	
31/03/2022 SO Clerk		930.00	
			<u>1,642.72</u>
			64,115.89
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			64,115.89
		<b>Balance per Cash Book is :-</b>	<b>64,115.89</b>
		<b>Difference is :-</b>	<b>0.00</b>