



Sedlescombe Parish Council

You are hereby summoned to attend the meeting of the Finance Committee
on Tuesday 19th September 2023 at 19:00 in Committee Room 2 of Sedlescombe Village Hall

Finance Committee Agenda

Signed: *Jackie Scarff*
Clerk to Sedlescombe Parish Council
075 310 654 69 / clerk@sedlescombe.org.uk

Public participation on matters on the agenda at the chairman's discretion. In accordance with Standing Orders 3(e-k), the session will last for no longer than 10 minutes with a person speaking for no longer than 2 minutes.

End of public participation.

| Item | Agenda Items (F23.) | |
|------|--|--|
| 40. | To receive and accept Apologies and reasons for absence (LGA 1972 s85 (1)) | |
| 41. | Interests in accordance with the Localism Act 2011 and the Parish Council Code of Conduct. To receive councillors' declarations of interest regarding matters on the agenda and consider any written requests for dispensation as a result. To grant any requests for dispensation as appropriate. Reminder any changes to register of interests should be notified to the clerk immediately. | |
| 42. | To consider the minutes of the Finance Committee meeting 20 th June 2023 for confirmation and signing as a true record. | |
| 43. | Exclusion of the public/press. 'That under the Public Bodies (Admission to Meetings) Act 1960 S1(2), 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.' | |
| 44. | Monthly Finance and Audit Reports To receive the monthly statement of accounts to 31 st August 2023 To receive the bank reconciliation to 31 st August 2023 To consider for approval invoices received. | |
| 45. | To receive the budget v actuals for the financial year to 31 st August 2023 | |
| 46. | To receive a proposal to sign up to a 3 year long term agreement for twice yearly audits from Mulberry & Co. | |
| 47. | To agree that the clerk book the mid year internal audit. | |
| 48. | To receive, with a recommendation for adoption the following policies SPC Social Media Policy SPC Privacy Policy | |
| 49. | Reports & Questions To receive reports and questions from Members in brief, including items for 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.

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.

Briefing note for item 46.

To receive a proposal to sign up to a 3 year long term agreement for twice yearly audits from Mulberry & Co.

SPC first used Mulberry& Co in April 2022 or their end of year audit after the previous auditor announced his retirement.

Mulberry and Co are now offering to enter into a 3 year agreement with Town and Parish Councils. This will mean that the hourly rate charged for their services are fixed (ay £65 per hour) for the 3 years. As client we have access to support and advice for our assigned auditor. We will receive updates to any changes to the 'proper practices' that we are required to follow. They also offer discounted training, can offer locum support and general advice when required.

I would recommend that we enter into this agreement.

Sedlecombe Parish Council

Bank - Cash and Investment Reconciliation as at 31 August 2023

Confirmed Bank & Investment Balances

Bank Statement Balances

| | | |
|------------|---------------------------|-----------|
| 31/03/2022 | Current Bank A/c Barclays | 71,765.67 |
| 17/11/2022 | Barclays Active Saver | 80.21 |
| 03/11/2022 | West Brom Savings Account | 23,078.91 |
| 31/03/2021 | Petty Cash | 0.00 |
| 30/11/2022 | Lloyds | 100.00 |
| 31/08/2023 | Unity Trust | 56,343.64 |

151,368.43

Receipts not on Bank Statement

0.00

Closing Balance

151,368.43

All Cash & Bank Accounts

| | | |
|---|---------------------------------------|-------------------|
| 1 | Barclays Current Bank A/c | 71,765.67 |
| 2 | BarclaysActive Saver | 80.21 |
| 3 | West Bromich | 23,078.91 |
| 4 | Petty Cash | 0.00 |
| 5 | Lloyds Bank | 100.00 |
| 6 | Unity Trust Bank | 56,343.64 |
| | Other Cash & Bank Balances | 0.00 |
| | Total Cash & Bank Balances | 151,368.43 |

Sedlecombe Parish Council

Bank - Cash and Investment Reconciliation as at 31 July 2023

Confirmed Bank & Investment Balances

Bank Statement Balances

| | | |
|------------|---------------------------|-----------|
| 31/03/2022 | Current Bank A/c Barclays | 71,765.67 |
| 17/11/2022 | Barclays Active Saver | 80.21 |
| 03/11/2022 | West Brom Savings Account | 23,078.91 |
| 31/03/2021 | Petty Cash | 0.00 |
| 30/11/2022 | Lloyds | 100.00 |
| 31/07/2023 | Unity Trust | 56,842.78 |

151,867.57

Receipts not on Bank Statement

0.00

Closing Balance

151,867.57

All Cash & Bank Accounts

| | | |
|---|----------------------------|-------------------|
| 1 | Barclays Current Bank A/c | 71,765.67 |
| 2 | BarclaysActive Saver | 80.21 |
| 3 | West Bromich | 23,078.91 |
| 4 | Petty Cash | 0.00 |
| 5 | Lloyds Bank | 100.00 |
| 6 | Unity Trust Bank | 56,842.78 |
| | Other Cash & Bank Balances | 0.00 |
| | Total Cash & Bank Balances | <u>151,867.57</u> |

Bank Reconciliation up to 31/07/2023 for Cashbook No 6 - Unity Trust Bank

| <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> |
|-------------|-------------------|------------------|--------------------|------------------|-------------------|----------------------------|----------------------------------|
| 10/07/2023 | | | 179.96 | 179.96 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 11/07/2023 | Lottery | | 4.00 | 4.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 13/07/2023 | DD | 99.04 | | 99.04 | | R <input type="checkbox"/> | NEST Pensions |
| 19/07/2023 | BACS | 82.50 | | 82.50 | | R <input type="checkbox"/> | Joanne Oliver Domestic |
| 19/07/2023 | BACS | 31.88 | | 31.88 | | R <input type="checkbox"/> | Joanne Oliver Domestic |
| 19/07/2023 | BACS | 21.00 | | 21.00 | | R <input type="checkbox"/> | Sedlescombe Village Hall |
| 20/07/2023 | BACS | 269.52 | | 269.52 | | R <input type="checkbox"/> | Clerk |
| 20/07/2023 | DD | 778.94 | | 778.94 | | R <input type="checkbox"/> | Clerk |
| 21/07/2023 | SO | 52.32 | | 52.32 | | R <input type="checkbox"/> | Uniserve (South East) Ltd |
| 21/07/2023 | BACS | 75.00 | | 75.00 | | R <input type="checkbox"/> | Roy Chapman |
| 21/07/2023 | BACS | 1.60 | | 1.60 | | R <input type="checkbox"/> | Joanne Oliver Domestic |
| 25/07/2023 | DD | 1,009.92 | | 1,009.92 | | R <input type="checkbox"/> | HMRC |
| 26/07/2023 | DD | 21.95 | | 21.95 | | R <input type="checkbox"/> | Eslip Payroll |
| 31/07/2023 | DD | 2,321.62 | | 2,321.62 | | R <input type="checkbox"/> | Public Works Loan Board |
| 31/07/2023 | DD | 186.78 | | 186.78 | | R <input type="checkbox"/> | Utility Warehouse Ltd |
| | | <u>4,952.07</u> | <u>183.96</u> | | | | |

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

List of Payments made between 01/09/2023 and 30/09/2023

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|---------------------------|------------------|--------------------|-----------------------|---------------------------|
| 20/09/2023 | Clerk | BACS | 269.52 | | Salary rec & phone |
| 20/09/2023 | Sedlescombe Village Hall | BACS | 21.00 | Inv 23 - 286 | July Hire |
| 20/09/2023 | Trevor May | BACS | 405.60 | Inv 7692 | Lines on EVT MUGA |
| 20/09/2023 | Play Inspection Co | BACS | 99.00 | Inv 63302 | Annual Inspection |
| 20/09/2023 | Uniserve (South East) Ltd | BACS | 39.30 | | price increase MSoft |
| 20/09/2023 | Mulberry & Co | BACS | 54.00 | inv 51210 | Cllr finance training |
| 20/09/2023 | Jewson Ltd | BACS | 68.89 | Inv 3819/00127665 | RC purchase pav door |
| 20/09/2023 | Joanne Oliver Domestic | BACS | 127.50 | Inv 10-23 | Pavilion cleaning |

| | |
|----------------|-----------------|
| Total Payments | <u>1,084.81</u> |
|----------------|-----------------|

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page</u> | <u>Balances</u> |
|--|-----------------------|-----------------------------|------------------|
| Unity Trust | 31/08/2023 | | 56,343.64 |
| | | | <u>56,343.64</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 56,343.64 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 56,343.64 |
| | | Balance per Cash Book is :- | 56,343.64 |
| | | Difference is :- | 0.00 |

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation up to 31/08/2023 for Cashbook No 6 - Unity Trust Bank

| <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> |
|-------------|-------------------|------------------|--------------------|------------------|-------------------|----------------------------|----------------------------------|
| 04/08/2023 | DD | 99.04 | | 99.04 | | R <input type="checkbox"/> | NEST Pensions |
| 08/08/2023 | | | 5.00 | 5.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 08/08/2023 | | | 447.21 | 447.21 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 21/08/2023 | BACS | 52.32 | | 52.32 | | R <input type="checkbox"/> | Uniserve (South East) Ltd |
| 21/08/2023 | SO | 778.94 | | 778.94 | | R <input type="checkbox"/> | Clerk |
| 25/08/2023 | DD | 21.95 | | 21.95 | | R <input type="checkbox"/> | Eslip Payroll |
| 31/08/2023 | DD | 149.00 | | 149.00 | | R <input type="checkbox"/> | Utility Warehouse Ltd |
| 31/08/2023 | DD | 0.10 | | 0.10 | | R <input type="checkbox"/> | Utility Warehouse Ltd |
| 31/08/2023 | | | 150.00 | 150.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| | | <u>1,101.35</u> | <u>602.21</u> | | | | |

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/07/2023
for Cashbook 6 - Unity Trust Bank

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page</u> | <u>Balances</u> |
|--|-----------------------|-----------------------------|------------------|
| Unity Trust | 31/07/2023 | | 56,842.78 |
| | | | <u>56,842.78</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 56,842.78 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 56,842.78 |
| | | Balance per Cash Book is :- | 56,842.78 |
| | | Difference is :- | 0.00 |

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

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

Date: 31/07/2023

Account Name: Sedlescombe Parish Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20425872

Your arranged overdraft limit is £0.00

We're delighted to announce the launch of our new Online Banking service, featuring exciting changes and updates. To utilise this new Online Banking service at the earliest opportunity, look out for your email invitation.



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

Contact Us

 Call us: **0345 140 1000**

 Email us: **us@unity.co.uk**

 Visit us: **unity.co.uk**

Your Current T1 account transactions:

| Date | Type | Details | Payments Out | Payments In | Balance |
|------------|--------------|-------------------------|--------------|-------------|------------|
| 30/06/2023 | | Balance brought forward | £0.00 | £0.00 | £61,610.89 |
| 10/07/2023 | Credit | J. G. COACHES LT | £0.00 | £179.96 | £61,790.85 |
| 11/07/2023 | Credit | CLIENTS DEPOSIT | £0.00 | £4.00 | £61,794.85 |
| 13/07/2023 | Direct Debit | Direct Debit (NEST) | £99.04 | £0.00 | £61,695.81 |

Page number 1 of 3

Statement number 049

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Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570.
Registered Office: Four Brindleyplace, Birmingham, B1 2JB.
Registered in England and Wales no. 1713124.
Calls may be monitored and recorded for training, quality and security purposes.
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We invest in people Gold



Your Current T1 account transactions:

| Date | Type | Details | Payments Out | Payments In | Balance |
|------------|----------------------|-----------------------------------|--------------|-------------|------------|
| 20/07/2023 | Standing Order | S/O to: JACKIE SCARFF | £778.94 | £0.00 | £60,916.87 |
| 21/07/2023 | Standing Order | S/O to: Uniserve South Eas | £52.32 | £0.00 | £60,864.55 |
| 21/07/2023 | Faster Payment Debit | B/P to: Mr R Chapman | £75.00 | £0.00 | £60,789.55 |
| 21/07/2023 | Faster Payment Debit | B/P to: Mrs J D Scarff | £269.52 | £0.00 | £60,520.03 |
| 21/07/2023 | Faster Payment Debit | B/P to: Sed V H | £21.00 | £0.00 | £60,499.03 |
| 21/07/2023 | Faster Payment Debit | B/P to: Joanne Oliver | £115.98 | £0.00 | £60,383.05 |
| 25/07/2023 | Direct Debit | Direct Debit (HMRC SDDS) | £1,009.92 | £0.00 | £59,373.13 |
| 26/07/2023 | Direct Debit | Direct Debit (TOPSOURCE WORLDWID) | £21.95 | £0.00 | £59,351.18 |
| 31/07/2023 | Direct Debit | Direct Debit (PUBLIC WORKS LOANS) | £2,321.62 | £0.00 | £57,029.56 |
| 31/07/2023 | Direct Debit | Direct Debit (UTILITY WAREHOUSE) | £186.78 | £0.00 | £56,842.78 |

Sending or Receiving Currency

You may be asked for your SWIFTBIC (Bank Identification Code) and IBAN (International Bank Account Number). These can be found at the top of this statement and are required to ensure that international banks can find the correct account to credit or debit funds.

When receiving currency into your Unity account, you must inform us of the transaction. The SWIFTBIC number relates to a central Unity account. We use this account to receive international currency before allocating the payment to your account. Please call us on **0345 140 1000** for more information.

Fraud Concerns

If you have any concerns regarding fraud on your account, then please call the freephone number **0808 196 8420**.

What happens when something goes wrong?

If you have a problem with your Unity account or our service, please get in touch with us on **0345 140 1000**. We aim to resolve any issues as soon as possible.

Accessibility

Unity offers a number of supporting services such as statements in braille or large print. Please contact us for more information.

Additional information

A copy of our interest rates can be found on our website – [unity.co.uk/interest-rates](https://www.unity.co.uk/interest-rates)

A copy of our fees and charges can be found on our website – <https://www.unity.co.uk/terms-and-conditions/>

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To help us improve our service and maintain security, we may monitor and/or record your telephone calls with us.

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Your Account Statement



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Planetary Road
Willenhall
WV1 9DG

Mrs Jackie Scarff
Sedlescombe Parish Council
The Red House
Lower Street
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Contact Us



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Email us: **us@unity.co.uk**



Visit us: **unity.co.uk**

Your Current T1 account transactions:

| Date | Type | Details | Payments Out | Payments In | Balance |
|------------|--------------|-------------------------|--------------|-------------|------------|
| 31/07/2023 | | Balance brought forward | £0.00 | £0.00 | £56,842.78 |
| 04/08/2023 | Direct Debit | Direct Debit (NEST) | £99.04 | £0.00 | £56,743.74 |
| 04/08/2023 | Credit | Sedlescombe | £0.00 | £150.00 | £56,893.74 |
| 08/08/2023 | Credit | CLIENTS DEPOSIT | £0.00 | £5.00 | £56,898.74 |

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Statement number 050

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We invest in people Gold



| Your Current T1 account transactions: | | | | | |
|---------------------------------------|----------------|--------------------------------------|--------------|-------------|------------|
| Date | Type | Details | Payments Out | Payments In | Balance |
| 08/08/2023 | Credit | HMRC VAT | £0.00 | £447.21 | £57,345.95 |
| 21/08/2023 | Standing Order | S/O to: Uniserve South Eas | £52.32 | £0.00 | £57,293.63 |
| 21/08/2023 | Standing Order | S/O to: JACKIE SCARFF | £778.94 | £0.00 | £56,514.69 |
| 25/08/2023 | Direct Debit | Direct Debit (TOPSOURCE WORLDWID) | £21.95 | £0.00 | £56,492.74 |
| 31/08/2023 | Direct Debit | Direct Debit (UTILITY WAREHOUSE) | £149.10 | £0.00 | £56,343.64 |

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