



# Sedlescombe Parish Council

Meeting of the Finance Committee

on Tuesday 19<sup>th</sup> November 2024 at 6.30pm in Committee Room 2 of Sedlescombe Village Hall

## Finance Committee Agenda

Signed: Jackie Scarff

Proper Officer & RFO to Sedlescombe Parish Council

07531 065469 / [clerk@sedlescombe.org.uk](mailto: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.**

**07/11/2024**

| Item | Agenda Item (F24.)  |  |
|------|---|--|
| 42.  | To receive and accept Apologies (LGA 1972 s85 (3))  |  |
| 43.  | Interests in accordance with the Localism Act 2011 and the Council's Code of Conduct<br>To receive councillors' declarations of interest regarding matters on the agenda and consider any written requests for dispensation as a result. Any changes to register of interests should be notified to the clerk.  |  |
| 44.  | To consider the minutes of the finance executive committee meeting on 17 <sup>th</sup> September 2024 for approval and signing as a true record.  |  |
| 45.  | If the committee wishes to exclude the public for a particular agenda item, the following resolution must be passed:<br>'That 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.'   |  |
| 46.  | To consider repairs and maintenance required for village assets and agree any actions required.<br>To include consideration of budget requirements.   |  |
| 47.  | Monthly Finance and Audit Reports<br>i To receive the monthly statement of accounts to 31 <sup>st</sup> October 2024<br>ii To receive the bank reconciliation to 31 <sup>st</sup> October 2024<br>lii To consider for approval invoices received including those paid as due.<br>iv To note the local Govt pay review for 2024/25 backdated to 1 <sup>st</sup> April 2024<br>v To review the earmarked reserves and agree any actions required<br>vi To receive an update on the budget and agree any actions required.<br>vii To consider the first draft budget for 2025 26 to be presented to full council and agree any actions required.<br>viii To review the Internal audit report if available. |  |
| 48.  | To discuss the Flexibus parking in the Village Hall carpark and agree any actions required.   |  |
| 48.  | To review the risk assessment register and agree any actions required.  |  |
| 49.  | To hear a request from the church for a grant to pay for a shed.  |  |
| 50.  | Reports & Questions:<br>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.*

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**Sedlecombe Parish Council**

**Bank - Cash and Investment Reconciliation as at 31 October 2024**

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**Confirmed Bank & Investment Balances**

**Bank Statement Balances**

|            |                           |           |
|------------|---------------------------|-----------|
| 31/03/2024 | Current Bank A/c Barclays | 71,765.67 |
| 31/03/2024 | Barclays Active Saver     | 80.21     |
| 31/10/2024 | West Brom Savings Account | 23,395.87 |
| 31/03/2024 | Lloyds                    | 100.00    |
| 31/10/2024 | Unity Trust               | 64,230.87 |

**159,572.62**

**Receipts not on Bank Statement**

**0.00**

**Closing Balance**

**159,572.62**

**All Cash & Bank Accounts**

|   |                                       |                   |
|---|---------------------------------------|-------------------|
| 1 | Barclays Current Bank A/c             | 71,765.67         |
| 2 | Barclays Active Saver                 | 80.21             |
| 3 | West Bromich                          | 23,395.87         |
| 5 | Lloyds Bank                           | 100.00            |
| 6 | Unity Trust Bank                      | 64,230.87         |
|   | Other Cash & Bank Balances            | 0.00              |
|   | <b>Total Cash &amp; Bank Balances</b> | <b>159,572.62</b> |

**Bank Reconciliation Statement as at 31/10/2024  
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                            | 31/10/2024            |                                    | 64,230.87        |
|  |                       |                                    | <u>64,230.87</u> |
| <u>Unpresented Payments (Minus)</u>    |                       | <u>Amount</u>                      |                  |
|  |                       | 0.00                               |                  |
|  |                       |                                    | <u>0.00</u>      |
|  |                       |                                    | 64,230.87        |
| <u>Unpresented Receipts (Plus)</u>     |                       |                                    |                  |
|  |                       | 0.00                               |                  |
|  |                       |                                    | <u>0.00</u>      |
|  |                       |                                    | 64,230.87        |
|  |                       | <b>Balance per Cash Book is :-</b> | <b>64,230.87</b> |
|  |                       | <b>Difference is :-</b>            | <b>0.00</b>      |

**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:** 31/10/2024

**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

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000



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    |
|------------|----------------|-------------------------|--------------|-------------|------------|
| 30/09/2024 |                | Balance brought forward | £0.00        | £0.00       | £69,778.85 |
| 07/10/2024 | Standing Order | S/O to: Castle Water    | £10.00       | £0.00       | £69,768.85 |
| 07/10/2024 | Credit         | Sedlescombe             | £0.00        | £830.00     | £70,598.85 |
| 08/10/2024 | Credit         | CLIENTS DEPOSIT         | £0.00        | £5.00       | £70,603.85 |

Page number 1 of 3

Statement number 069

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| Your Current T1 account transactions: |                      |                                   |              |             |            |
|---------------------------------------|----------------------|-----------------------------------|--------------|-------------|------------|
| Date                                  | Type                 | Details                           | Payments Out | Payments In | Balance    |
| 16/10/2024                            | Faster Payment Debit | B/P to: Clear Councils            | £1,825.00    | £0.00       | £68,778.85 |
| 16/10/2024                            | Faster Payment Debit | B/P to: Maiden Accountancy        | £48.00       | £0.00       | £68,730.85 |
| 16/10/2024                            | Faster Payment Debit | B/P to: Mr J T Ramsden            | £1,925.00    | £0.00       | £66,805.85 |
| 16/10/2024                            | Faster Payment Debit | B/P to: Uniserve(southeast        | £172.80      | £0.00       | £66,633.05 |
| 16/10/2024                            | Faster Payment Debit | B/P to: Philip R Dann Ltd         | £444.00      | £0.00       | £66,189.05 |
| 16/10/2024                            | Faster Payment Debit | B/P to: Mr R Chapman              | £18.80       | £0.00       | £66,170.25 |
| 16/10/2024                            | Transfer             | B/P to: Sed V H                   | £22.00       | £0.00       | £66,148.25 |
| 16/10/2024                            | Faster Payment Debit | B/P to: Wright Plumbing           | £168.00      | £0.00       | £65,980.25 |
| 16/10/2024                            | Faster Payment Debit | B/P to: 1066 Fire Securi          | £757.20      | £0.00       | £65,223.05 |
| 16/10/2024                            | Faster Payment Debit | B/P to: Joanne Oliver             | £105.00      | £0.00       | £65,118.05 |
| 16/10/2024                            | Faster Payment Debit | B/P to: Saint Gobain Build        | £21.36       | £0.00       | £65,096.69 |
| 21/10/2024                            | Standing Order       | S/O to: Uniserve South Eas        | £65.28       | £0.00       | £65,031.41 |
| 21/10/2024                            | Standing Order       | S/O to: JACKIE SCARFF             | £1,150.00    | £0.00       | £63,881.41 |
| 23/10/2024                            | Credit               | HMRC VAT                          | £0.00        | £4,226.98   | £68,108.39 |
| 24/10/2024                            | Direct Debit         | Direct Debit (HMRC SDDS)          | £3,693.12    | £0.00       | £64,415.27 |
| 28/10/2024                            | Direct Debit         | Direct Debit (TOPSOURCE WORLDWID) | £23.44       | £0.00       | £64,391.83 |
| 31/10/2024                            | Direct Debit         | Direct Debit (UTILITY WAREHOUSE)  | £155.56      | £0.00       | £64,236.27 |
| 31/10/2024                            | Fee                  | Service Charge                    | £5.40        | £0.00       | £64,230.87 |

## 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/>

This information is also available by calling **0345 140 1000**.

**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 pre-notification statement



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

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

**Date:** 31/10/2024

Page number 1 of 3

**Account Name:** Sedlescombe Parish Council

Statement number: 069

**Sort Code:** 608301

**Account Number:** 20425872

Dear Mrs Jackie Scarff,

This letter outlines charges relating to the transactions and debit interest on your account between 01/10/2024 and 31/10/2024.

You can find full details of our fees and charges within the Standard Service Tariff on our website <https://www.unity.co.uk/terms-and-conditions/>

## The charges for this billing period are:

|   |            |
|---|------------|
| <b>Total charges</b>                      | £6.00      |
| <b>Total debit interest</b>               | £0.00      |
| <b>To be debited from your account on</b> | 30/11/2024 |

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Registered in England and Wales no. 1713124.  
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| Pre-notification of account charges |       |        |
|-------------------------------------|-------|--------|
| Type                                | Count | Charge |
| Automated Payments                  | 9     | £0.00  |
| Faster Payments                     | 10    | £0.00  |
| Manual                              | —     | £0.00  |
| Account Fee                         | —     | £6.00  |

| Additional information  |   |                     |                            |
|---|---|---------------------|----------------------------|
| The combined account charge includes the following transaction types: |   |                     |                            |
| <b>Automated Payments</b>   | Bacs Credit (in)  | Direct Debit (out)  | Faster Payment Credit (in) |
| <b>Faster Payments</b>  | Standing Orders (out)   | Bill Payments (out) |                            |
| <b>Manual</b>   | Cheques   | Credits             |                            |
| <b>Account Fee</b>  | This is the standard charge for maintaining your account regardless of any transactions.                                |                     |                            |
| <b>Total charge</b>   | These charges do not include cash or cheques paid in through the Post Office, Bank Counter or via our Freepost service. |                     |                            |

## Interest and Charges

Our General Terms & Conditions state when we may apply charges or interest.

Further information about debit interest and other fees or charges can be found in our Standard Service Tariff.

**Credit interest** – AER stands for Annual Equivalent Rate and describes what the interest rate would be if interest was paid and compounded annually.

**Debit interest** – ABR stands for Above Base Rate and describes the rate charged annually above the Bank of England Base Rate.

## Overdrafts

**Arranged overdrafts** – We agree in advance to provide you with an overdraft that allows you to borrow money on your account up to an agreed overdraft limit. If approved by Unity you will be given an arranged overdraft limit along with an agreed interest rate. These are typically agreed for a period of 12 months and are linked to the Bank of England Base Rate.

**Unarranged overdrafts** – An overdrawn balance on your account which we have not agreed in advance. We will charge our unarranged overdraft rate on any unarranged balances.

If you have an arranged overdraft limit and exceed this limit, we will charge interest at the rate we have agreed with you on the balance of your arranged overdraft limit and will charge an unarranged overdraft rate on any balance over your arranged overdraft limit.

In either of these circumstances, debit interest will be applied on each working day that your account is overdrawn.

For details of our interest rates and charges, please visit <https://www.unity.co.uk/terms-and-conditions/>

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## What happens when something goes wrong?

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Thanks

## Your Unity Team

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## Bank Reconciliation up to 31/10/2024 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>Clear</u>               | <u>Payee Name or Description</u> |
|-------------|-------------------|------------------|--------------------|------------------|-------------------|----------------------------|----------------------------------|
| 18/09/2024  | BACS              | 172.80           |                    | 172.80           |                   | R <input type="checkbox"/> | Uniserve (South East) Ltd        |
| 07/10/2024  | SO                | 10.00            |                    | 10.00            |                   | R <input type="checkbox"/> | Castle Water                     |
| 08/10/2024  |                   |                  | 5.00               | 5.00             |                   | R <input type="checkbox"/> | Receipt(s) Banked                |
| 16/10/2024  | BACS              | 21.36            |                    | 21.36            |                   | R <input type="checkbox"/> | Jewson Ltd                       |
| 16/10/2024  | BACS              | 1,925.00         |                    | 1,925.00         |                   | R <input type="checkbox"/> | J T Ramsden                      |
| 16/10/2024  | BACS              | 105.00           |                    | 105.00           |                   | R <input type="checkbox"/> | Joanne Cosson Domestic           |
| 16/10/2024  | BACS              | 757.20           |                    | 757.20           |                   | R <input type="checkbox"/> | 1066 Fire & Security             |
| 16/10/2024  | BACS              | 48.00            |                    | 48.00            |                   | R <input type="checkbox"/> | Maiden Accountancy Services      |
| 16/10/2024  | BACS              | 1,825.20         |                    | 1,825.20         |                   | R <input type="checkbox"/> | BHIB insurance                   |
| 16/10/2024  | BACS              | 168.00           |                    | 168.00           |                   | R <input type="checkbox"/> | Wright Plumbing & Heating        |
| 16/10/2024  | BACS              | 22.00            |                    | 22.00            |                   | R <input type="checkbox"/> | Sedlescombe Village Hall         |
| 16/10/2024  | BACS              | 18.80            |                    | 18.80            |                   | R <input type="checkbox"/> | Roy Chapman                      |
| 16/10/2024  | BACS              | 444.00           |                    | 444.00           |                   | R <input type="checkbox"/> | Philip R Dann Ltd                |
| 16/10/2024  | BACS              | -0.20            |                    | -0.20            |                   | R <input type="checkbox"/> | BHIB insurance                   |
| 21/10/2024  | DD                | 65.28            |                    | 65.28            |                   | R <input type="checkbox"/> | Uniserve (South East) Ltd        |
| 21/10/2024  | SO                | 1,150.00         |                    | 1,150.00         |                   | R <input type="checkbox"/> | Clerk                            |
| 24/10/2024  | DD                | 3,693.12         |                    | 3,693.12         |                   | R <input type="checkbox"/> | HMRC                             |
| 28/10/2024  | DD                | 23.44            |                    | 23.44            |                   | R <input type="checkbox"/> | eslips                           |
| 31/10/2024  | DD                | 155.56           |                    | 155.56           |                   | R <input type="checkbox"/> | Utility Warehouse Ltd            |
| 31/10/2024  | DDR               | 6.00             |                    | 6.00             |                   | R <input type="checkbox"/> | Unity Trust Bank                 |
| 31/10/2024  | DDR               | -0.60            |                    | -0.60            |                   | R <input type="checkbox"/> | Unity Trust Bank                 |
| 31/10/2024  |                   |                  | 830.00             | 830.00           |                   | R <input type="checkbox"/> | Receipt(s) Banked                |
| 31/10/2024  |                   |                  | 4,226.98           | 4,226.98         |                   | R <input type="checkbox"/> | Receipt(s) Banked                |
|             |                   | <u>10,609.96</u> | <u>5,061.98</u>    |                  |                   |                            |                                  |

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....