



Sedlescombe Parish Council

Finance Committee Agenda

You are hereby summoned to attend the Finance Committee Meeting of the Parish Council on Tuesday 18th February 2025 at Sedlescombe Village Hall, CR2 at 18:30 when it is proposed to transact the following business.

Signed: Jackie Scarff

Proper Officer & RFO to Sedlescombe Parish Council
07531 065469 / clerk@sedlescombeparishcouncil.gov.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.

11/02/2025

Item	Agenda Item (F24.)		
42.	To receive and accept apologies & reasons for absence (LGA 1972 s85 (1))		
43.	<p>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.</p> <p>Pecuniary Interests Other Interests (Non-Pecuniary)</p> <p>To consider granting any requests for dispensation as appropriate. Reminder any changes to register of interests should be notified to the clerk immediately.</p>		
44.	To consider the minutes of the finance executive committee meeting on 19 th November 2024 for approval and signing as a true record.		
45.	<p>If the committee wishes to exclude the public for a particular agenda item, the following resolution must be passed:</p> <p>‘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.’</p>		
46.	To consider correspondence asking the council if it would be interested in purchasing the freehold for the village shop and agree any actions required.		
47.	<p>Finance and Audit Reports</p> <ul style="list-style-type: none"> i To receive the monthly statement of accounts to 31st January 2025 ii To receive the bank reconciliations to 31st January 2025 iii To consider for approval invoices received including those paid as due. iv To consider a recommendation to deposit funds to the CCLA account. 		
48.	To discuss assets in Sedlescombe that belong to RDC or ESCC and agree any actions required.		
49.	<p>Reports & Questions:</p> <p>To receive reports and questions from Members in brief, including items for next agenda.</p>		

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.

Sedlecombe Parish Council

Bank - Cash and Investment Reconciliation as at 31 January 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

31/01/2025	Current Bank A/c Barclays	0.00
31/01/2025	Barclays Active Saver	0.00
31/01/2025	West Brom Savings Account	23,395.87
31/03/2024	Lloyds	100.00
31/01/2025	Unity Trust	50,175.67
31/01/2025	CCLA Deposit fund	71,848.22

145,519.76

Unpresented Payments

25.00

145,494.76

Receipts not on Bank Statement

0.00

145,494.76

Closing Balance

All Cash & Bank Accounts

1	Barclays Current Bank A/c	0.00
2	BarclaysActive Saver	0.00
3	West Bromich	23,395.87
5	Lloyds Bank	100.00
6	Unity Trust Bank	50,150.67
7	CCLA	71,848.22
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	145,494.76

Bank Reconciliation up to 31/01/2025 for Cashbook No 2 - Barclays Active Saver

<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>
02/01/2025	Barclays	82.55		82.55		R <input type="checkbox"/>	Unity Trust Bank
02/01/2025			0.72	0.72		R <input type="checkbox"/>	Receipt(s) Banked
		<u>82.55</u>	<u>0.72</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/01/2025
for Cashbook 2 - Barclays Active Saver**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Barclays Active Saver	31/01/2025		0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation up to 31/01/2025 for Cashbook No 1 - Barclays 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>Clear</u>	<u>Payee Name or Description</u>
02/01/2025	Deposit	71,765.67		71,765.67		R <input checked="" type="checkbox"/>	Unity Trust Bank
		<u>71,765.67</u>	<u>0.00</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/01/2025
for Cashbook 1 - Barclays Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Bank A/c Barclays	31/01/2025		0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation up to 31/01/2025 for Cashbook No 7 - CCLA

<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>
23/01/2025	Deposit		71,848.22	71,848.22		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>71,848.22</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/01/2025
for Cashbook 7 - CCLA**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CCLA Deposit fund	31/01/2025		71,848.22
			<u>71,848.22</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			71,848.22
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			71,848.22
		Balance per Cash Book is :-	71,848.22
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Unity Trust Bank

Payments made between 01/02/2025 and 28/02/2025

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>
18/02/2025	Foxhill Tree Services	BACS	969.00		161.50	4410	125	807.50	Pavilion Trees
18/02/2025	Sedlescombe Village Hall	BACS	22.00			4250	110	22.00	Hall hire January
18/02/2025	Clerk	BACS	70.56		5.49	4000	110	37.56	Salary Reconciliation
						4170	110	27.51	Phone deposit & monthly minutes
Total Payments:			1,061.56	0.00	166.99			894.57	

Bank Reconciliation up to 31/01/2025 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>
18/12/2024	TRANS	25.00			25.00	<input type="checkbox"/>	Royal British Legion
02/01/2025	Deposit		71,765.67	71,765.67		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/01/2025	Barclays		82.55	82.55		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/01/2025	SO	10.00		10.00		R <input checked="" type="checkbox"/>	Castle Water
07/01/2025			5.00	5.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/01/2025	DD	121.31		121.31		R <input checked="" type="checkbox"/>	NEST Pensions
15/01/2025			1,000.00	1,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/01/2025	SO	1,150.00		1,150.00		R <input checked="" type="checkbox"/>	Clerk
21/01/2025	SO	65.28		65.28		R <input checked="" type="checkbox"/>	Uniserve (South East) Ltd
22/01/2025	BACS	209.28		209.28		R <input checked="" type="checkbox"/>	Castle Water
22/01/2025	BACS	90.00		90.00		R <input checked="" type="checkbox"/>	Joanne Cosson Domestic
22/01/2025	BACS	36.00		36.00		R <input checked="" type="checkbox"/>	Maiden Accountancy Services
22/01/2025	BACS	3,420.00		3,420.00		R <input checked="" type="checkbox"/>	Evans & Langford
22/01/2025	BACS	4,357.42		4,357.42		R <input checked="" type="checkbox"/>	Orchard Landscapes Ltd
22/01/2025	BACS	60.00		60.00		R <input checked="" type="checkbox"/>	Gavin Ellenger
23/01/2025	BACS	350.40		350.40		R <input checked="" type="checkbox"/>	Tagmaster UK Ltd
23/01/2025	DD	1,585.84		1,585.84		R <input checked="" type="checkbox"/>	HMRC
23/01/2025	Deposit	71,848.22		71,848.22		R <input checked="" type="checkbox"/>	CCLA
23/01/2025			55.00	55.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/01/2025			695.13	695.13		R <input checked="" type="checkbox"/>	Receipt(s) Banked
28/01/2025			500.00	500.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
31/01/2025	DD	214.65		214.65		R <input checked="" type="checkbox"/>	Utility Warehouse Ltd
31/01/2025	DDR	6.00		6.00		R <input checked="" type="checkbox"/>	Unity Trust Bank
		<u>83,549.40</u>	<u>74,103.35</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/01/2025
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	31/01/2025		50,175.67
			<u>50,175.67</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
18/12/2024 TRANS	Royal British Legion	25.00	
			<u>25.00</u>
			50,150.67
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			50,150.67
		Balance per Cash Book is :-	50,150.67
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/01/2025
for Cashbook 3 - West Bromich**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
West Brom Savings Account	31/01/2025		23,395.87
			<u>23,395.87</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			23,395.87
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			23,395.87
		Balance per Cash Book is :-	23,395.87
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date