



Sedlescombe Parish Council

Minutes of the **Meeting of the Finance Executive Committee**

held on Tuesday 16th September 2025 at 18:30 in Committee Room 2 of Sedlescombe Village Hall

Present:

Cllrs. Jonathan Vine-Hall (JVH), Greta Anderson (GA), Beverley Coupar (BC), Keith Saunders (KS) (Chair).
Mrs Jackie Scarff (Clerk/RFO)

Public participation session re matters on the Agenda at the Chairman's discretion.

There were no members of the public.

End of public participation.

Item	Item (F25.)	
40	<p>i. To receive apologies & reasons for absence (LGA 1972 s85 (1))</p> <p>ii. To consider accepting apologies & reasons for absence</p> <p>There were no apologies</p>	
41	<p>Interests in accordance with the Localism Act 2011 and the Council's Code of Conduct</p> <p>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</p> <p>Other Interests (Non-Pecuniary)</p> <p>There were no interests to declare.</p> <p>To grant any requests for dispensation as appropriate.</p> <p>There were no requirements to grant any dispensations.</p> <p>Reminder any changes to register of interests should be notified to the clerk.</p>	
42	<p>To consider the minutes of the meeting on 17th June 2025 for approval and signing as a true record.</p> <p>Resolved that the chair is authorised to sign the minutes held on 17th June 2025 as a correct record.</p>	
46	<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> <p>There was no requirement to pass this resolution.</p>	
47	<p>Finance and Audit</p> <p>i To receive the monthly statement of accounts to 31st August 2025.</p> <p>This was circulated ahead of the meeting and the total reserves of £203,944.00 were noted.</p> <p>ii To receive the bank reconciliation to 31st August 2025.</p> <p>The bank reconciliation for Unity Trust bank was circulated before the meeting and it was noted that it reconciles to zero with the balance on 31st August 2025 showing £56,305.44 held at Unity Trust Bank.</p> <p>iii To consider for approval invoices received including those paid as due.</p> <p>Resolved: The payments were approved as presented:</p> <p>Uniserve (South East) Ltd £291.17 Web Hosting Road Safety Answers Ltd £1,542.00 Stage 2 RSA Play Inspection Co £113.94 Annual Inspection Hannington Gilbert £90.72 Pavilion electrics PKF Littlejohn £504.00 Annual External Audit Joanne Cosson Domestic £110.00 Pavilion Cleaning</p>	

	<p>RALC £37.00 Annual Subscription Geosphere Ltd BACS 84.00 14.00 4195 110 70.00 Parish Online Subs Clerk £333.91 made up of - £72.12 Jul Aug Salary Reconciliation, £13.34 mobile phone Jul August data top up, £115.00 Civil Money Claim, £25.50 Cricket Open Evening expenses, £85.24 Cleaning supplies</p> <p>iv To receive an update on the budget and agree any actions required The report was noted. There were no major unexpected variances.</p> <p>v To review the councils reserves and agree any actions required The earmarked reserves were noted and individually reviewed. Resolved: Maintenance of assets – the clerk was asked to put together a list of items that need some work doing to them. It was agreed that the benches at the pump should be on the list. The clerk had received a quote to repair one and have one replaced. It was agreed to combine the two EMR’s for RBF. Rename Speedwatch as Traffic Calming. JVH explained that this money was anonymously donated to use for legal costs associated with Streetfarm or the neighbourhood plan. It was agreed that the bus shelter may need to have a coat of stain to protect the wood. It was agreed that the EMR recreation money be used for the project to put some adult exercise equipment on the sportsfield.</p> <p>vi To note Local Govt pay review has agreed a salary up lift for the year beginning 1st April 2025. The salary uplift was noted.</p> <p>vii To note the receipt of the external auditors report and recommend it to full council. It was noted that the report had no matters of concern. The clerk explained the new Assertion 10 that will be on the next AGAR and that the transparency information required for smaller councils is also on the Sedlescombe website.</p> <p>viii To discuss the first draft of the budget for next year and agree any actions required. The draft budget was noted and reviewed line by line as well as the impact on the precept and the Band D changed (noting that the current modelling uses last year’s tax base). It was agreed that of the unallocated £12,000 would be split as £5,000 addition of the recreation project, £5,000 addition for the Toilets and £2,000 for the neighbourhood plan. Resolved that this draft be recommended to full council for review.</p>	
<p>48.</p>	<p>To agree the booking of a mid-year internal audit Resolved The clerk had previously been authorised to book the mid year audit and it was noted that it would take place on Wednesday 5th November 2025.</p>	
<p>50</p>	<p>Reports & Questions. To receive reports and questions from Members in brief, including items for next agenda. No further questions.</p>	

Annual Budget - By Centre

Note: Spend Against Budget 25 26

		<u>Last Year - 2024 25</u>		<u>Current Year 2025 26</u>				<u>Next Year 2026 27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
100	General Income									
1076	Precept	67,650	67,650	70,000	70,000	70,000	0	73,000	0	0
1090	Interest Received	150	574	250	2,378	5,000	0	7,000	0	0
1092	Lottery income	60	52	60	29	60	0	60	0	0
1110	Advertising Income	800	537	800	0	800	0	800	0	0
1130	Grants & Donation Received	0	0	0	500	500	0	0	0	0
1990	Other Income	0	1,131	0	0	0	0	0	0	0
	Total Income	68,660	69,944	71,110	72,907	76,360	0	80,860	0	0
	Movement to/(from) Gen Reserve	68,660	69,944	71,110	72,907	76,360		80,860		
110	Administration									
1130	Grants & Donation Received	0	1,500	0	0	0	0	0	0	0
	Total Income	0	1,500	0	0	0	0	0	0	0
4000	Staff Salary	16,000	13,661	16,480	7,142	15,000	0	16,500	0	0
4030	PAYE and NI	6,800	8,335	7,000	3,128	7,000	0	7,000	0	0
4040	Pension	1,060	1,082	1,200	523	1,200	0	1,200	0	0
4050	Staff office allowance	504	517	517	258	517	0	517	0	0
4080	Training	300	130	300	0	300	0	300	0	0
4090	Members Allowance	200	0	200	0	200	0	200	0	0
4100	Bank Charges	72	71	72	49	72	0	72	0	0
4110	Audit Fees	800	575	800	550	800	0	800	0	0
4120	Professional Fees	180	1,353	160	211	160	0	160	0	0
4130	Subscriptions & Memberships	650	630	650	620	650	0	750	0	0
4140	Insurance	2,000	1,825	2,500	2,491	2,500	0	2,700	0	0

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Annual Budget - By Centre

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4150	Stationery	250	200	250	11	250	0	250	0	0
4160	Postage	50	48	65	6	60	0	65	0	0
4170	Telephone	1,000	147	600	177	360	0	400	0	0
4180	Website	500	251	500	243	500	0	500	0	0
4190	IT Hardware	0	583	300	0	300	0	300	0	0
4195	Software, emails	1,200	1,117	1,300	661	1,300	0	1,300	0	0
4200	Printing	1,400	1,354	1,600	650	1,600	0	1,600	0	0
4210	Grants or Donation Paid	100	25	100	250	250	0	100	0	0
4225	Travel	100	0	0	0	0	0	0	0	0
4245	Entertainment	418	418	500	80	500	0	500	0	0
4250	Hall Hire	415	393	300	240	400	0	350	0	0
4260	Neighbourhood Plan	0	0	0	0	7,000	0	2,000	0	0
4430	Repairs & Maintenance	457	457	500	0	500	0	500	0	0
4510	Electricity	300	0	0	0	0	0	0	0	0
4710	Equipment	0	302	0	0	0	0	0	0	0
4990	Sundries	0	0	0	41	41	0	0	0	0
Overhead Expenditure		34,756	33,474	35,894	17,331	41,460	0	38,064	0	0
Movement to/(from) Gen Reserve		(34,756)	(31,974)	(35,894)	(17,331)	(41,460)		(38,064)		
120	Amenities									
4120	Professional Fees	0	885	0	0	0	0	0	0	0
4400	Grass Cutting	3,200	3,530	3,500	0	4,000	0	4,000	0	0
4410	Trees	1,000	0	1,000	0	1,000	0	0	0	0
4420	Dog Bins	450	449	470	475	474	0	495	0	0
4425	Litter Bins	0	1,114	0	0	0	0	0	0	0

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Annual Budget - By Centre

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		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4430	Repairs & Maintenance	1,000	843	1,000	0	1,000	0	1,000	0	0
4435	Village Amenities	0	9	0	0	0	0	0	0	0
4440	Bus Shelters	1,000	0	0	0	0	0	0	0	0
4470	Maintenance of assets	2,000	0	2,000	0	2,000	0	1,500	0	0
	Overhead Expenditure	8,650	6,830	7,970	475	8,474	0	6,995	0	0
6000	plus Transfer from EMR	0	-4,300	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(8,650)	(11,130)	(7,970)	(474)	(8,474)		(6,995)		
122	VH Carpark									
4120	Professional Fees	0	0	0	721	1,600	0	0	0	0
	Overhead Expenditure	0	0	0	721	1,600	0	0	0	0
	Movement to/(from) Gen Reserve	0	0	0	(721)	(1,600)		0		
125	Sports Pavilion									
1130	Grants & Donation Received	15,000	16,573	0	0	0	0	0	0	0
1140	Hire Fees	7,000	4,990	7,500	4,620	7,500	0	8,000	0	0
	Total Income	22,000	21,563	7,500	4,620	7,500	0	8,000	0	0
4105	Membership charge - Utilities	24	24	24	2	2	0	0	0	0
4171	Wifi	0	0	540	1,834	2,200	0	500	0	0
4245	Entertainment	0	0	0	51	0	0	0	0	0
4400	Grass Cutting	624	2,026	1,200	15	1,200	0	1,200	0	0
4401	Hedge Cutting	0	0	0	400	0	0	0	0	0
4410	Trees	500	1,616	500	0	500	0	0	0	0
4415	Ditch & Hedge cutting	420	370	500	0	500	0	500	0	0

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4430	Repairs & Maintenance	2,000	3,135	6,500	76	6,500	0	6,500	0	0
4431	Cleaning	1,700	1,150	1,000	335	1,000	0	1,000	0	0
4432	Pavilion supplies	200	0	0	77	150	0	250	0	0
4450	Car Park - SportsField	400	0	400	0	400	0	550	0	0
4470	Maintenance of assets	15,000	28,830	3,500	0	3,500	0	3,500	0	0
4510	Electricity	600	1,091	600	-1	400	0	300	0	0
4520	Gas	300	327	300	285	500	0	350	0	0
4530	Water	300	271	300	6	300	0	300	0	0
4700	Inspections Fees	600	378	600	0	600	0	600	0	0
	Overhead Expenditure	22,668	39,219	15,964	3,079	17,752	0	15,550	0	0
	125 Net Income over Expenditure	-668	-17,656	-8,464	1,541	-10,252	0	-7,550	0	0
6000	plus Transfer from EMR	0	11,092	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(668)	(6,564)	(8,464)	1,541	(10,252)		(7,550)		
126	Sports Pavilion Capital									
4430	Repairs & Maintenance	0	15,733	0	0	0	0	5,000	0	0
	Overhead Expenditure	0	15,733	0	0	0	0	5,000	0	0
6000	plus Transfer from EMR	0	15,733	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0	0	0	0		(5,000)		
130	Red Barn Field									
4415	Ditch & Hedge cutting	0	0	0	360	360	0	360	0	0
4500	Cut & Bale	800	0	800	0	800	0	800	0	0
	Overhead Expenditure	800	0	800	360	1,160	0	1,160	0	0

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Movement to/(from) Gen Reserve	<u>(800)</u>	<u>0</u>	<u>(800)</u>	<u>(360)</u>	<u>(1,160)</u>		<u>(1,160)</u>		
135 East View Terrace									
4430 Repairs & Maintenance	500	0	0	0	0	0	0	0	0
4470 Maintenance of assets	1,000	0	1,000	0	1,000	0	500	0	0
4710 Equipment	200	0	0	0	0	0	0	0	0
Overhead Expenditure	<u>1,700</u>	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>0</u>
6000 plus Transfer from EMR	0	-1,000	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(1,700)</u>	<u>(1,000)</u>	<u>(1,000)</u>	<u>0</u>	<u>(1,000)</u>		<u>(500)</u>		
137 Brede Lane Toilets									
4430 Repairs & Maintenance	1,000	0	1,000	0	1,000	0	1,000	0	0
4431 Cleaning	5,500	0	6,000	0	6,000	0	6,500	0	0
4470 Maintenance of assets	0	0	0	0	0	0	5,000	0	0
4510 Electricity	600	0	1,000	0	1,000	0	1,000	0	0
4530 Water	550	0	1,000	0	1,000	0	1,000	0	0
Overhead Expenditure	<u>7,650</u>	<u>0</u>	<u>9,000</u>	<u>0</u>	<u>9,000</u>	<u>0</u>	<u>14,500</u>	<u>0</u>	<u>0</u>
6000 plus Transfer from EMR	0	-7,650	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(7,650)</u>	<u>(7,650)</u>	<u>(9,000)</u>	<u>0</u>	<u>(9,000)</u>		<u>(14,500)</u>		
138 Brede Lane Car Park									
4460 Car Park - Brede Lane	300	0	300	0	300	0	300	0	0
Overhead Expenditure	<u>300</u>	<u>0</u>	<u>300</u>	<u>0</u>	<u>300</u>	<u>0</u>	<u>300</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(300)</u>	<u>0</u>	<u>(300)</u>	<u>0</u>	<u>(300)</u>		<u>(300)</u>		

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Annual Budget - By Centre

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140	Stag									
4600	Traffic Calming	3,000	7,065	0	2,460	10,000	0	3,500	0	0
	Overhead Expenditure	3,000	7,065	0	2,460	10,000	0	3,500	0	0
6000	plus Transfer from EMR	0	3,694	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(3,000)	(3,371)	0	(2,460)	(10,000)		(3,500)		
150	Riverside Playground									
4410	Trees	800	0	1,000	0	1,000	0	0	0	0
4425	Litter Bins	0	0	1,220	0	1,220	0	1,300	0	0
4430	Repairs & Maintenance	851	5	1,000	0	1,000	0	800	0	0
4535	Riverside MUGA	1,500	0	1,500	0	1,500	0	1,000	0	0
4700	Inspections Fees	100	90	100	95	100	0	100	0	0
4710	Equipment	149	149	0	0	0	0	0	0	0
	Overhead Expenditure	3,400	244	4,820	95	4,820	0	3,200	0	0
6000	plus Transfer from EMR	0	-2,300	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(3,400)	(2,544)	(4,820)	(95)	(4,820)		(3,200)		
999	VAT Data									
115	VAT on Receipts	0	9,347	0	886	0	0	0	0	0
	Total Income	0	9,347	0	886	0	0	0	0	0
515	VAT on Payments	0	8,045	0	1,996	0	0	0	0	0
	Overhead Expenditure	0	8,045	0	1,996	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	1,302	0	(1,111)	0		0		

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Annual Budget - By Centre

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	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Budget Income	90,660	102,355	78,610	78,413	83,860	0	88,860	0	0
Expenditure	82,924	110,610	75,748	26,517	95,566	0	88,769	0	0
Net Income over Expenditure	<u>7,736</u>	<u>-8,255</u>	<u>2,862</u>	<u>51,896</u>	<u>-11,706</u>	<u>0</u>	<u>91</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	15,269	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>7,736</u>	<u>7,014</u>	<u>2,862</u>	<u>51,896</u>	<u>(11,706)</u>		<u>91</u>		