



Sedlescombe Parish Council

Minutes of the Meeting of the Finance Executive Committee

held on Tuesday 21st April 2026 at 18:30 in Committee Room 2 of Sedlescombe Village Hall

Present: Cllrs. Greta Anderson (GA), Keith Saunders (KS) (Chair), Beverley Coupar (BC)

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.

Items F26.04

1. To receive apologies & reasons for absence (LGA 1972 s85 (1))
Apologies received from Cllr Vine-Hall for personal reasons
2. To consider accepting apologies & reasons for absence
Resolved: The Cllrs agreed to accept the apologies.
3. Interests in accordance with the Localism Act 2011 and the Council's Code of Conduct
To receive councillors' declarations of interest regarding matters on the agenda and consider any written requests for dispensation as a result.
 - a. Pecuniary Interests
GA declared an interest in the payments for the handyman.
 - b. Other Interests (Non-Pecuniary)
There were no interests to declare.
To grant any requests for dispensation as appropriate.

As the committee would not be quorate GA requested a dispensation for her pecuniary interest. The work has been previously signed off and the payments to be made are in accordance with the previous agreements.

GA was granted a dispensation for this meeting.

Reminder any changes to register of interests should be notified to the clerk.

4. To consider the minutes of the meeting on [17th February 2026](#) for approval and signing as a true record.
Resolved that the chair is authorised to sign the minutes held on 17th February 2026 as a correct record.
5. If the committee wishes to exclude the public for a particular agenda item, the following resolution must be passed:
'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.'



There was no requirement to pass this resolution.

6. To consider for adoption the following policies.

- i. [Investment Policy](#)
- ii. [Financial Reserves Policy](#)
- iii. [Internal Control Policy](#)

Resolved: The policies were adopted as presented.

7. Monthly Finance and Audit Reports

a. To receive the monthly statement of accounts to 31st March 2026.

This was circulated ahead of the meeting and the total reserves of £ **166,258.26** were noted.

b. To receive the bank reconciliations to 31st March 2026.

- i. CCLA
- ii. Unity Trust Bank

The Statements and reconciliations were circulated in advance.

Resolved: the reconciliations were noted and signed by the chair along with the bank statements.

c. To consider for approval invoices received including those paid as due as due.

Resolved: The payments were approved as presented and the clerk was authorised to initiate the payments. Payments are appended to the minutes.

d. To review the budget v actuals for the year ending 31st March 2026

The clerk provided a written report and recommendations, appended to the minutes, for consideration.

The sports pavilion committee would like the underspend this year to be moved into EMR to pay for the work in the next financial year as the work has been delayed due to the sequence of works being undertaken.

It was agreed to move £1000 into an EMR for elections.

Amenities underspend is due to waiting for the invoice and should be placed in an EMR for the grounds maintenance invoice.

Move the underspend from amenities into a grounds maintenance reserve until the invoice is received.

Resolved: The underspend in the sports pavilion budget is to be moved into EMRs for the sports pavilion.

£1000 from the administration underspend to be moved to an EMR elections.

The underspend from amenities to be moved to EMR.

e. To review the earmarked reserves for the year ending 31st March 2026

The Cllrs reviewed the position of the reserves at the year end.

It was agreed to create a Christmas EMR of £500.

f. To review the draft AGAR for the year ending 31st March 2026



The Cllrs considered each statement in turn. The clerk explained that there are two internal audits each year, the first in the autumn which scrutinises the council's governance procedures, the end of year audit focusing on the accounting statements and checking that any recommendations from the previous audit have been actioned. The Cllrs had read the latest internal audit report, and all agreed with the clerk's recommendation for each of the assertions.

Resolved: the draft AGAR was agreed and recommended to Full Council.

g. To review the draft statement of accounts report for the year ending 31st March 2026 and agree any actions required.

The statement of accounts was reviewed.

Resolved: the draft statement of accounts was agreed and recommended to full council.

h. To note the receipt of the external auditor's report, agree any actions required and recommend it to full council.

It was noted that the agenda item was for the internal audit report. The Cllrs had read the report and recommended it to full council.

Resolved: the report was recommended to Full Council with no actions required.

i. To review the asset register and agree any actions required.

The asset register was reviewed and agreed as presented.

Resolved: the asset register was agreed with no actions required.

j. To note the Data Audit and agree any actions required.

Resolved: the Data Audit was agreed as presented.

8. Reports & Questions

To receive reports and questions from Members in brief, including items for next agenda

Nothing further.

9. To note that the next meeting is Annual Meeting of the Full Council 27th May 2026 18:30 at Sedlescombe village Hall.

Sedlecombe Parish Council

Bank - Cash and Investment Reconciliation as at 31 March 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2026	Lloyds	0.00
31/03/2026	Unity Trust	13,849.64
31/03/2026	CCLA Deposit fund	152,457.00

166,306.64

Unpresented Payments

48.38

166,258.26

Receipts not on Bank Statement

0.00

Closing Balance

166,258.26

All Cash & Bank Accounts

1	Barclays Current Bank A/c	0.00
2	BarclaysActive Saver	0.00
3	West Bromich	0.00
5	Lloyds Bank	0.00
6	Unity Trust Bank	13,801.26
7	CCLA	152,457.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	166,258.26

Bank Reconciliation up to 31/03/2026 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>
18/02/2026	BACS	23.40			23.40	☐	Uniserve (South East) Ltd
18/02/2026	BACS	24.98			24.98	☐	Uniserve (South East) Ltd
02/03/2026	DD	22.89		22.89		R ☒	KLANA
03/03/2026			5.00	5.00		R ☒	Receipt(s) Banked
05/03/2026	SO	35.00		35.00		R ☒	Castle Water
06/03/2026	DD	45.27		45.27		R ☒	British Gas
09/03/2026	DD	91.11		91.11		R ☒	NEST Pensions
09/03/2026	DD	0.07		0.07		R ☒	Yu Energy
11/03/2026	BACS	23.00		23.00		R ☒	Sedlescombe Village Hall
11/03/2026	BACS	62.18		62.18		R ☒	Hannington Gilbert
11/03/2026	BACS	216.00		216.00		R ☒	Mulberry & Co
11/03/2026	BACS	318.00		318.00		R ☒	Wright Plumbing & Heating
11/03/2026	BACS	125.00		125.00		R ☒	Joanne Cosson Domestic
11/03/2026	BACS	1,990.34		1,990.34		R ☒	Clerk
16/03/2026	DD	46.80		46.80		R ☒	Beaming Ltd
20/03/2026	SO	1,150.00		1,150.00		R ☒	Clerk
23/03/2026	SO	65.28		65.28		R ☒	Uniserve (South East) Ltd
26/03/2026	SO	566.91		566.91		R ☒	HMRC
30/03/2026	DD	22.89		22.89		R ☒	KLANA
31/03/2026	DDR	7.00		7.00		R ☒	Unity Trust Bank
31/03/2026			1,375.00	1,375.00		R ☒	Receipt(s) Banked
		<u>4,836.12</u>	<u>1,380.00</u>				

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 21/04/2026

Sedlecombe Parish Council

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Time: 17:44

Cashbook 6

User: JACKIE

Unity Trust Bank

Payments made between 01/04/2026 and 30/04/2026

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>
21/04/2026	Jewson Ltd	BACS	296.84		49.47	4440	120	38.67	repairs
						331		-38.67	repairs
						6000	120	38.67	repairs
						4440	120	208.70	repairs
						320		-208.70	repairs
						6000	120	208.70	repairs
22/04/2026	Rother District Council	BACS	592.80		98.80	4420	120	494.00	Dog & Litter bins
22/04/2026	G Anderson Building	BACS	60.00			4430	120	60.00	Paint Village sign
						320		-60.00	Paint Village sign
						6000	120	60.00	Paint Village sign
22/04/2026	Joanne Cosson Domestic	BACS	55.00			4431	125	55.00	Pavilion Cleaning
22/04/2026	G Anderson Building	BACS	321.95			4430	120	321.95	Electric Box installation
						320		-321.95	Electric Box installation
						6000	120	321.95	Electric Box installation
22/04/2026	Maiden Accountancy Services	BACS	36.00		6.00	4120	110	30.00	payroll services
22/04/2026	Mulberry & Co	BACS	210.00		35.00	4110	110	175.00	EOY Internal Audit
22/04/2026	G Anderson Building	BACS	330.00			4430	120	330.00	Bus stop repairs
						331		-330.00	Bus stop repairs
						6000	120	330.00	Bus stop repairs
22/04/2026	Evans & Langford	BACS	2,340.00		390.00	4600	140	1,950.00	Tender draft
22/04/2026	Orchard Landscapes Ltd	BACS	1,377.47		229.58	4425	135	185.40	Litter Bins
						4425	150	962.49	Litter Bins
Total Payments:			5,620.06	0.00	808.85			4,811.21	