



Sedlescombe Parish Council

To: All Parish Councillors

You are hereby summoned to attend the Meeting of the Parish Council on Tuesday 21st January 2025 at Sedlescombe Village Hall, CR2 at 18:30 when it is proposed to transact the following business.

Signed: *Jackie Scarff*
Clerk to Sedlescombe Parish Council
07531 065469 / clerk@sedlescombe.org.uk

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

End of public participation.

Council Meeting Agenda

Item	Agenda Item (C25.)	
47	To receive and accept apologies & reasons for absence (LGA 1972 s85 (1))	
48	Interests in accordance with the Localism Act 2011 and the Parish Council Code of Conduct. i To receive councillors' declarations of interest regarding matters on the agenda and consider any written requests for dispensation as a result. Pecuniary Interests Other Interests (Non-Pecuniary) ii To grant any requests for dispensation as appropriate. Reminder any changes to register of interests should be notified to the clerk immediately.	
49	To receive questions from members on reports from the District and County Councillors.	
50	To consider the minutes of the full council meeting 17 th December 2024 for confirmation and signing as a true record.	
51	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.'	
52	To hear an update on the traffic calming project and agree any actions required.	
53	To discuss the Sedlescombe toilet block and carpark agree any actions required.	
54	To hear an update on the decarbonisation of the pavilion and agree any actions required.	
55	To present the current outstanding resolutions and agree any actions required.	
56	To discuss the budget for the forthcoming financial year in light of receiving the council tax base and agree a precept demand on the District Council.	

57 Finance and Audit i) To receive the monthly statement of accounts to 31 st December 2024 for noting ii) To receive the bank reconciliation to 31 st December 2024 for noting iii) To receive a list of payments falling due to be approved. iv) To agree the transfer of funds to the CCLA account.	
58 To agree the delegation of negotiations for the village hall lease.	
59 To receive a report on the health of the river and agree any actions required.	
60 Reports, Correspondence, Questions and Future agenda items not requiring decisions. i) Red Barn Field ii) Sedlescombe Jobs Network iii) Any other reports	
61 Date of next meeting. To note the date of the next meeting is the Full Council meeting on Tuesday 18th February 2025 at 6.30pm CR2	

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 notes for January 2025 Full Council meeting

Item 57iv

Barclays Bank have now transferred the monies, totalling £71,848.22 from the closed accounts to Unity Trust Bank. This takes the Unity Trust Account above the £85,000 covered by the Financial Compensation Scheme. I recommend this is moved to the CCLA account.

The Coventry Building Society has £23,395.87 in the last financial year the account attracted interest of £223.84 (1%). I recommend that this balance is transferred to the CCLA account and the Coventry Building Society Account is closed.

Sedlecombe Parish Council

Bank - Cash and Investment Reconciliation as at 31 December 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2024	Current Bank A/c Barclays	71,765.67
17/06/2024	Barclays Active Saver	81.58
31/10/2024	West Brom Savings Account	23,395.87
31/03/2024	Lloyds	100.00
31/12/2024	Unity Trust	59,596.72

154,939.84

Unpresented Payments

50.00

154,889.84

Receipts not on Bank Statement

0.37

Closing Balance

154,890.21

All Cash & Bank Accounts

1	Barclays Current Bank A/c	71,740.67
2	BarclaysActive Saver	80.58
3	West Bromich	23,395.87
5	Lloyds Bank	100.00
6	Unity Trust Bank	59,571.72
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	<hr/> 154,888.84 <hr/>

**Bank Reconciliation Statement as at 31/12/2024
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	31/12/2024		59,596.72
			<u>59,596.72</u>
<u>Unpresented Payments (Minus)</u>			<u>Amount</u>
18/12/2024 TRANS	Royal British Legion	25.00	
			<u>25.00</u>
			59,571.72
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			59,571.72
		Balance per Cash Book is :-	59,571.72
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation up to 31/12/2024 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>
04/12/2024	DD	165.64		165.64		R <input checked="" type="checkbox"/>	NEST Pensions
05/12/2024	SO	10.00		10.00		R <input checked="" type="checkbox"/>	Castle Water
09/12/2024	DD	82.82		82.82		R <input checked="" type="checkbox"/>	NEST Pensions
10/12/2024			4.00	4.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/12/2024	BACS	66.00		66.00		R <input checked="" type="checkbox"/>	Sedlescombe Village Hall
18/12/2024	BACS	373.88		373.88		R <input checked="" type="checkbox"/>	Wright Plumbing & Heating
18/12/2024	BACS	126.00		126.00		R <input checked="" type="checkbox"/>	Sparc Creative
18/12/2024	BACS	1,375.20		1,375.20		R <input checked="" type="checkbox"/>	Herringtons Solicitors
18/12/2024	BACS	471.16		471.16		R <input checked="" type="checkbox"/>	Clerk
18/12/2024	TRANS	25.00			25.00	<input type="checkbox"/>	Royal British Legion
20/12/2024	SO	1,150.00		1,150.00		R <input checked="" type="checkbox"/>	Clerk
23/12/2024	SO	65.28		65.28		R <input checked="" type="checkbox"/>	Uniserve (South East) Ltd
31/12/2024	DD	205.35		205.35		R <input checked="" type="checkbox"/>	Utility Warehouse Ltd
31/12/2024	DDR	6.00		6.00		R <input checked="" type="checkbox"/>	Unity Trust Bank
		<u>4,122.33</u>	<u>4.00</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Annual Budget - By Centre

Note: Spend Against Budget 24 25

	<u>Last Year - 2023 24</u>		<u>Current Year 2024 25</u>				<u>Next Year 2025 26</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
100 General Income									
1076 Precept	59,800	59,800	67,650	67,650	67,650	0	70,000	0	0
1090 Interest Received	0	94	150	224	223	0	250	0	0
1092 Lottery income	120	57	60	35	0	0	60	0	0
1110 Advertising Income	900	321	800	83	800	0	800	0	0
1990 Other Income	0	180	0	0	0	0	0	0	0
Total Income	60,820	60,452	68,660	67,992	68,673	0	71,110	0	0
Movement to/(from) Gen Reserve	60,820	60,452	68,660	67,992	68,673		71,110		
110 Administration									
1130 Grants & Donation Received	0	0	0	1,500	500	0	0	0	0
Total Income	0	0	0	1,500	500	0	0	0	0
4000 Staff Salary	11,500	11,038	16,000	8,843	14,000	0	16,480	0	0
4030 PAYE and NI	3,800	3,911	6,800	6,749	7,000	0	7,000	0	0
4040 Pension	1,200	1,286	1,060	539	1,100	0	1,200	0	0
4050 Staff office allowance	504	504	504	336	517	0	517	0	0
4080 Training	300	95	300	130	300	0	300	0	0
4090 Members Allowance	200	0	200	0	200	0	200	0	0
4100 Bank Charges	72	72	72	47	72	0	72	0	0
4110 Audit Fees	800	692	800	575	600	0	800	0	0
4120 Professional Fees	600	224	180	177	500	0	160	0	0
4130 Subscriptions & Memberships	750	844	650	630	700	0	650	0	0
4140 Insurance	1,800	1,643	2,000	1,825	2,000	0	2,500	0	0
4150 Stationery	150	353	250	84	250	0	250	0	0

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Annual Budget - By Centre

Note: Spend Against Budget 24 25

		<u>Last Year - 2023 24</u>		<u>Current Year 2024 25</u>				<u>Next Year 2025 26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4160	Postage	50	11	50	48	60	0	65	0	0
4170	Telephone	100	87	1,000	53	100	0	600	0	0
4171	Wifi	0	0	0	0	300	0	0	0	0
4180	Website	500	272	500	251	500	0	500	0	0
4190	IT Hardware	1,500	0	0	583	1,000	0	300	0	0
4195	Software, emails	0	949	1,200	899	1,400	0	1,300	0	0
4200	Printing	1,400	1,080	1,400	1,228	1,400	0	1,600	0	0
4210	Grants or Donation Paid	100	150	100	25	100	0	100	0	0
4220	Election Costs	1,000	188	0	0	190	0	0	0	0
4225	Travel	100	0	100	0	0	0	0	0	0
4230	Loan Repayment	4,560	4,512	0	0	0	0	0	0	0
4240	Section 137 Expenditure	25	0	0	0	0	0	0	0	0
4245	Entertainment	0	406	418	418	418	0	500	0	0
4250	Hall Hire	320	189	415	305	393	0	300	0	0
4260	Neighbourhood Plan	4,000	0	0	0	0	0	0	0	0
4430	Repairs & Maintenance	0	494	457	457	457	0	500	0	0
4470	Maintenance of assets	500	0	0	0	0	0	0	0	0
4510	Electricity	300	0	300	0	0	0	0	0	0
4710	Equipment	0	0	0	10	10	0	0	0	0
	Overhead Expenditure	36,131	29,001	34,756	24,212	33,567	0	35,894	0	0
	110 Net Income over Expenditure	-36,131	-29,001	-34,756	-22,712	-33,067	0	-35,894	0	0
6000	plus Transfer from EMR	0	-4,000	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(36,131)	(33,001)	(34,756)	(22,712)	(33,067)		(35,894)		
120	Amenities									

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Annual Budget - By Centre

Note: Spend Against Budget 24 25

	<u>Last Year - 2023 24</u>		<u>Current Year 2024 25</u>				<u>Next Year 2025 26</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4400 Grass Cutting	3,000	3,079	3,200	0	3,200	0	3,500	0	0
4410 Trees	1,000	0	1,000	0	0	0	0	1,000	0
4420 Dog Bins	410	429	450	449	448	0	470	0	0
4430 Repairs & Maintenance	1,000	75	1,000	783	608	0	1,000	0	0
4435 Village Amenities	1,000	0	0	9	0	0	0	0	0
4440 Bus Shelters	1,000	0	1,000	0	0	0	0	0	0
4460 Car Park - Brede Lane	300	0	0	0	0	0	0	0	0
4470 Maintenance of assets	2,000	0	2,000	0	0	0	0	2,000	0
Overhead Expenditure	9,710	3,583	8,650	1,241	4,256	0	4,970	3,000	0
6000 plus Transfer from EMR	0	-3,300	0	-4,300	-4,000	0	0	0	0
Movement to/(from) Gen Reserve	(9,710)	(6,883)	(8,650)	(5,541)	(8,256)		(4,970)		
125 Sports Pavilion									
1130 Grants & Donation Received	0	230	15,000	0	16,573	0	0	0	0
1140 Hire Fees	7,000	4,650	7,000	3,990	7,000	0	7,500	0	0
Total Income	7,000	4,880	22,000	3,990	23,573	0	7,500	0	0
4105 Membership charge - Utilities	24	18	24	16	24	0	24	0	0
4171 Wifi	0	0	0	0	170	0	540	0	0
4230 Loan Repayment	170	131	0	0	0	0	0	0	0
4400 Grass Cutting	600	606	624	0	2,549	0	1,200	0	0
4410 Trees	500	808	500	8	1,600	0	500	0	0
4415 Ditch & Hedge cutting	300	350	420	370	420	0	500	0	0
4430 Repairs & Maintenance	1,000	3,442	2,000	813	2,000	0	6,500	0	0

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Annual Budget - By Centre

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		<u>Last Year - 2023 24</u>		<u>Current Year 2024 25</u>				<u>Next Year 2025 26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4431	Cleaning	1,560	883	1,700	804	1,000	0	1,000	0	0
4432	Pavilion supplies	100	0	200	0	200	0	0	0	0
4450	Car Park - SportsField	400	0	400	0	0	0	0	400	0
4470	Maintenance of assets	2,500	0	15,000	14,325	31,000	0	3,500	0	0
4510	Electricity	1,200	1,344	600	907	1,000	0	600	0	0
4520	Gas	700	657	300	96	300	0	300	0	0
4525	Utility Warehouse Member NO	0	4	0	0	0	0	0	0	0
4530	Water	0	300	300	40	400	0	300	0	0
4700	Inspections Fees	600	165	600	378	500	0	600	0	0
	Overhead Expenditure	9,654	8,707	22,668	17,756	41,163	0	15,564	400	0
	125 Net Income over Expenditure	-2,654	-3,827	-668	-13,766	-17,590	0	-8,064	-400	0
6000	plus Transfer from EMR	0	-2,900	0	-400	8,367	0	0	0	0
	Movement to/(from) Gen Reserve	(2,654)	(6,727)	(668)	(14,166)	(9,223)		(8,064)		
126	Sports Pavilion Capital									
4430	Repairs & Maintenance	0	0	0	15,733	15,733	0	0	0	0
	Overhead Expenditure	0	0	0	15,733	15,733	0	0	0	0
6000	plus Transfer from EMR	0	0	0	15,733	15,733	0	0	0	0
	Movement to/(from) Gen Reserve	0	0	0	0	0		0		
130	Red Barn Field									
4430	Repairs & Maintenance	1,000	151	0	0	0	0	0	0	0
4500	Cut & Bale	800	0	800	0	0	0	800	0	0
	Overhead Expenditure	1,800	151	800	0	0	0	800	0	0

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Annual Budget - By Centre

Note: Spend Against Budget 24 25

		<u>Last Year - 2023 24</u>		<u>Current Year 2024 25</u>				<u>Next Year 2025 26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6000	plus Transfer from EMR	0	-1,000	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(1,800)</u>	<u>(1,151)</u>	<u>(800)</u>	<u>0</u>	<u>0</u>		<u>(800)</u>		
135	East View Terrace									
4430	Repairs & Maintenance	0	338	500	0	500	0	0	0	0
4470	Maintenance of assets	2,500	0	1,000	0	0	0	0	1,000	0
4710	Equipment	0	127	200	0	0	0	0	0	0
	Overhead Expenditure	<u>2,500</u>	<u>465</u>	<u>1,700</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>0</u>
6000	plus Transfer from EMR	0	-2,500	0	-1,000	-1,000	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(2,500)</u>	<u>(2,965)</u>	<u>(1,700)</u>	<u>(1,000)</u>	<u>(1,500)</u>		<u>0</u>		
137	Brede Lane Toilets									
4430	Repairs & Maintenance	0	0	1,000	0	0	0	0	1,000	0
4431	Cleaning	0	0	5,500	0	0	0	0	6,000	0
4510	Electricity	0	0	600	0	0	0	0	1,000	0
4530	Water	0	0	550	0	0	0	0	1,000	0
	Overhead Expenditure	<u>0</u>	<u>0</u>	<u>7,650</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>9,000</u>	<u>0</u>
6000	plus Transfer from EMR	0	0	0	-7,650	-7,650	0	0	0	0
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>(7,650)</u>	<u>(7,650)</u>	<u>(7,650)</u>		<u>0</u>		
138	Brede Lane Car Park									
4460	Car Park - Brede Lane	0	0	300	0	0	0	0	300	0
	Overhead Expenditure	<u>0</u>	<u>0</u>	<u>300</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>300</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>(300)</u>	<u>0</u>	<u>0</u>		<u>0</u>		

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Annual Budget - By Centre

Note: Spend Against Budget 24 25

		<u>Last Year - 2023 24</u>		<u>Current Year 2024 25</u>				<u>Next Year 2025 26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
140	Stag									
4600	Traffic Calming	2,000	6,349	3,000	3,600	5,000	0	0	0	0
	Overhead Expenditure	2,000	6,349	3,000	3,600	5,000	0	0	0	0
6000	plus Transfer from EMR	0	2,999	0	2,800	2,800	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(2,000)</u>	<u>(3,350)</u>	<u>(3,000)</u>	<u>(800)</u>	<u>(2,200)</u>		<u>0</u>		
150	Riverside Playground									
4410	Trees	1,000	0	800	0	0	0	0	1,000	0
4430	Repairs & Maintenance	1,500	0	851	5	700	0	0	1,000	0
4535	Riverside MUGA	1,500	0	1,500	0	0	0	0	1,500	0
4700	Inspections Fees	100	83	100	90	100	0	100	0	0
4710	Equipment	0	127	149	149	149	0	0	0	0
	Overhead Expenditure	4,100	210	3,400	244	949	0	100	3,500	0
6000	plus Transfer from EMR	0	-4,000	0	-2,300	-2,300	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(4,100)</u>	<u>(4,210)</u>	<u>(3,400)</u>	<u>(2,544)</u>	<u>(3,249)</u>		<u>(100)</u>		
999	VAT Data									
115	VAT on Receipts	0	3,245	0	8,561	0	0	0	0	0
	Total Income	0	3,245	0	8,561	0	0	0	0	0
515	VAT on Payments	0	3,307	0	7,968	0	0	0	0	0
	Overhead Expenditure	0	3,307	0	7,968	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(62)</u>	<u>0</u>	<u>593</u>	<u>0</u>		<u>0</u>		

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Annual Budget - By Centre

Note: Spend Against Budget 24 25

	<u>Last Year - 2023 24</u>		<u>Current Year 2024 25</u>				<u>Next Year 2025 26</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Budget Income	67,820	68,576	90,660	82,043	92,746	0	78,610	0	0
Expenditure	65,895	51,772	82,924	70,754	101,168	0	57,328	17,200	0
Net Income over Expenditure	<u>1,925</u>	<u>16,804</u>	<u>7,736</u>	<u>11,289</u>	<u>-8,422</u>	<u>0</u>	<u>21,282</u>	<u>-17,200</u>	<u>0</u>
plus Transfer from EMR	0	(14,701)	0	2,883	11,950	0	0	0	0
Movement to/(from) Gen Reserve	<u>1,925</u>	<u>2,103</u>	<u>7,736</u>	<u>14,172</u>	<u>3,528</u>		<u>21,282</u>		