

# Sedlescombe Parish Council

To: All Committee Members

You are hereby summoned to attend the committee meeting on Wednesday 14th April 2026 at the Sports Pavilion at 17:30 when it is proposed to transact the following business.

## Meeting Agenda

Signed: *Jackie Scarff*

Clerk to Sedlescombe Parish Council  
07531 065469 / [clerk@sedlescombe.org.uk](mailto:clerk@sedlescombe.org.uk)

8<sup>th</sup> April 2026

Public Participation in accordance with the council's [Standing Orders](#).

## Agenda Items - S26

1. Welcome from the Chair
2. To receive apologies & reasons for absence (LGA 1972 s85 (1))
3. To consider accepting apologies & reasons for absence
4. 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.

- i. Pecuniary Interests
  - ii. Other Interests (Non-Pecuniary)
5. To grant any requests for dispensation as appropriate.

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

## Business to be transacted.

6. To consider for approval the draft minutes of [12th November 2025](#)
7. To review any outstanding resolutions and agree any actions required.
8. To review the budget v actuals for the year ending 31 March 2026 and agree any actions required.
9. To discuss cricket work required on the cricket pitch and agree any actions required.
10. To consider a quote for the decorating of the outside of the pavilion and agree any actions required.



# Sedlescombe Parish Council

11. To consider having the solar panels cleaned and agree any actions required.
12. Communication received for possible inclusion on the next agenda.
13. To agree a date for the next meeting.

*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 draft minutes have been written up.*

*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.*

# SPORTS PAVILION

## Finance Report

Year End 31 March 2026 |

### 1. Executive Summary

The Sports Pavilion has closed the 2025–26 financial year in a stronger position than originally planned. Against a budgeted net deficit of £8,464, the Pavilion has recorded a net surplus of £202 — a positive swing of £8,666. This outcome is driven by above-budget hire income and significantly lower-than-budgeted expenditure across cost lines.

A substantial portion of the expenditure underspend reflects deferred activity rather than genuine savings.

Three expenditure lines have noticeably overspent their annual budgets — Wi-Fi, Gas, and Water — the reasons and any recommendations are dealt with in the report.

### 2. Overall Position.

Area	Position	vs Budget	Status
Income (Hire Fees)	£8,555 actual / £7,500 budget	<b>+£1,055</b> (14% above)	• GREEN
Total Expenditure	£8,353 actual / £15,964 budget	<b>£7,611</b> unspent	• AMBER
Net Position	£202 surplus / £8,464 deficit budgeted	<b>+£8,666</b> vs budget	• GREEN

### 3. Detailed Variance Analysis

Variance figures in brackets denote overspend against budget. Positive variance on income lines indicates outperformance.

Budget Line	Budget £	Actual £	Variance £	% Spent
<b>INCOME</b>				
Hire Fees	£7,500	£8,555	1,055	114.1%
<b>Total Income</b>	£7,500	£8,555	1,055	114.1%
<b>EXPENDITURE (nominal code)</b>				
Membership charge – Utilities (4105)	£24	£2	22	8.3%
Wi-Fi (4171)	£540	£2,068	(1,528)	382.9%

Budget Line	Budget £	Actual £	Variance £	% Spent
Entertainment (4245)	£0	£51	(51)	N/A
Grass Cutting (4400)	£1,200	£15	1,185	1.2%
Trees (4410)	£500	£0	500	0%
Ditch & Hedge Cutting (4415)	£500	£400	100	80%
Repairs & Maintenance (4430)	£6,500	£3,982	2,518	61.3%
Cleaning (4431)	£1,000	£530	470	53%
Pavilion Supplies (4432)	£0	£77	(77)	N/A
Car Park – Sports Field (4450)	£400	£0	400	0%
Maintenance of Assets (4470)	£3,500	£0	3,500	0%
Electricity (4510)	£600	£5	595	0.9%
Gas (4520)	£300	£469	(169)	156.2%
Water (4530)	£300	£613	(313)	204.4%
Inspection Fees (4700)	£600	£90	510	15%
<b>Total Expenditure</b>	<b>£15,964</b>	<b>£8,353</b>	<b>7,611</b>	<b>52.3%</b>
<b>NET POSITION</b>	<b>£(8,464)</b>	<b>£254</b>	<b>+£8,718</b>	<b>SURPLUS</b>

## 4. Income Analysis

### 4.1 Hire Fees

Hire fee income of £8,555 exceeded the annual budget of £7,500 by £1,055 (14.1%). This is a robust performance despite the wet weather and hire rates staying the same, utilisation was higher than expected.

## 5. Expenditure Analysis

### 5.1 Wi-Fi Overspend (383% of Budget)

Wi-Fi costs of £2,068 were incurred against a budget of £540 — an overspend of £1,528. This was due to the BT Openreach delay in installing the infrastructure. Invoice was paid from general reserves as the money had been budgeted last year.

### 5.2 Utilities — Gas and Water Overspends

Gas expenditure of £469 was 156% of the £300 budget (overspend £169) – a gas boiler currently runs the heating. The pavilion has been used for more meetings and takes a few hours to heat up. The committee could consider converting the boiler to electricity using the water filled radiators making use of the solar generated fuel.

Water expenditure of £613 was 204% of the £300 budget (overspend £313) - The water account is in credit due to the way Castle water over estimates the usage where there is no meter reading. Standing order to be reduced to use up the credit.

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Electricity, by contrast, was almost entirely unspent (£5 of a £600 budget), due to the performance of the solar panels.

- Recommend: Consideration of replacing the current gas boiler with an electric boiler.
- Recommend: Balance of electricity budget is moved to an EMR in case the current zero standing charge is increased.

### 5.3 Unbudgeted Expenditure Lines

Entertainment (£51) – unplanned evening to showcase the work to date on the cricket wicket and receive feedback on the potential of the pitch.

Pavilion Supplies (£77). Included in the cleaning but recorded against a separate nominal code to assess the cost. Lower than expected due to the utilisation of the pavilion over the wet winter.

- Recommend: £200 from the cleaning budget 2026 27 to cover these costs.

### 5.4 Unspent Budgets.

Several budget lines were entirely unspent at year end. This is a material risk for the upcoming financial year:

- Maintenance of Assets (4470): £0 spent of £3,500 budgeted (0%). External work delayed until the new doors were fitted.
- Grass Cutting (4400): £15 spent of £1,200 budgeted (1.2%). The grass cutting invoice has been received for payment in April bill is £617.75.
- Car Park (4450): £0 of £400 budgeted. This budget was to be for EMR and has been actioned.
- Trees (4410): £0 of £500 budgeted. This budget was in case emergency tree work was needed.
- Inspection Fees (4700): Only £90 of £600 budget spent. Recommendations:
- Move £3,500 into EMR to pay for the planned external repainting work and other maintenance work.
- Move the grass cutting budget to EMR to pay invoice with the rest of the money to start a fund for the field boundary hedge/fencing.
- Move the Tree fund to EMR.
- Move the balance of the inspection fees to the repairs and maintenance EMR.

### 5.5 Repairs & Maintenance and Cleaning

Repairs & Maintenance (£3,982 of £6,500) and Cleaning (£530 of £1,000) are both tracking below budget. Less cleaning has been required due to the exceptional wet winter that meant many football matches were postponed.

- Recommend: Move the repairs and maintenance budget to EMR develop an action plan for internal works required. Fridge was to be fitted but it was agreed to wait until it was needed. Fridge should be fitted before the forthcoming football tournaments.
- Recommend moving the remainder of the cleaning budget to a cleaning EMR to allow for unexpected additional cleaning – e.g. after internal works.

*This report is submitted for approval and noted in the minutes with recommendations ratified at the Finance Executive meeting in April 2026.*

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## Detailed Receipts &amp; Payments by Budget Heading 31/03/2026

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>125 Sports Pavilion</u>							
1140 Hire Fees	8,555	7,500	(1,055)			114.1%	
Sports Pavilion :- Receipts	<b>8,555</b>	<b>7,500</b>	<b>(1,055)</b>			<b>114.1%</b>	<b>0</b>
4105 Membership charge - Utilities	2	24	22		22	8.3%	
4171 Wifi	2,068	540	(1,528)		(1,528)	382.9%	
4245 Entertainment	51	0	(51)		(51)	0.0%	
4400 Grass Cutting	15	1,200	1,185		1,185	1.2%	
4410 Trees	0	500	500		500	0.0%	
4415 Ditch & Hedge cutting	400	500	100		100	80.0%	
4430 Repairs & Maintenance	3,982	6,500	2,518		2,518	61.3%	
4431 Cleaning	530	1,000	470		470	53.0%	
4432 Pavilion supplies	77	0	(77)		(77)	0.0%	
4450 Car Park - SportsField	0	400	400		400	0.0%	(400)
4470 Maintenance of assets	0	3,500	3,500		3,500	0.0%	
4510 Electricity	5	600	595		595	0.9%	
4520 Gas	469	300	(169)		(169)	156.2%	
4530 Water	613	300	(313)		(313)	204.4%	
4700 Inspections Fees	90	600	510		510	15.0%	
Sports Pavilion :- Indirect Payments	<b>8,301</b>	<b>15,964</b>	<b>7,663</b>	<b>0</b>	<b>7,663</b>	<b>52.0%</b>	<b>(400)</b>
<b>Net Receipts over Payments</b>	<b>254</b>	<b>(8,464)</b>	<b>(8,718)</b>				
6000 plus Transfer from EMR	(400)	0	400				
<b>Movement to/(from) Gen Reserve</b>	<b>(146)</b>	<b>(8,464)</b>	<b>(8,318)</b>				
Grand Totals:- Receipts	<b>8,555</b>	<b>7,500</b>	<b>(1,055)</b>			<b>114.1%</b>	
Payments	<b>8,301</b>	<b>15,964</b>	<b>7,663</b>	<b>0</b>	<b>7,663</b>	<b>52.0%</b>	
<b>Net Receipts over Payments</b>	<b>254</b>	<b>(8,464)</b>	<b>(8,718)</b>				
plus Transfer from EMR	<b>(400)</b>	<b>0</b>	<b>400</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(146)</b>	<b>(8,464)</b>	<b>(8,318)</b>				

## Annual Budget - By Centre

Note: Spend Against Budget 25 26 to 31 March 2026

		<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
<b>125</b>	<b>Sports Pavilion</b>									
1130	Grants & Donation Received	15,000	16,573	0	0	0	0	0	0	0
1140	Hire Fees	7,000	4,990	7,500	8,555	7,500	0	8,000	0	0
	<b>Total Income</b>	<b>22,000</b>	<b>21,563</b>	<b>7,500</b>	<b>8,555</b>	<b>7,500</b>	<b>0</b>	<b>8,000</b>	<b>0</b>	<b>0</b>
4105	Membership charge - Utilities	24	24	24	2	2	0	0	0	0
4171	Wifi	0	0	540	2,068	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	800	0	1,200	0	0
4410	Trees	500	1,616	500	0	500	0	0	0	0
4415	Ditch & Hedge cutting	420	370	500	400	400	0	500	0	0
4430	Repairs & Maintenance	2,000	3,135	6,500	3,982	6,500	0	6,500	0	0
4431	Cleaning	1,700	1,150	1,000	530	750	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	5	100	0	200	0	0
4520	Gas	300	327	300	469	700	0	450	0	0
4530	Water	300	271	300	613	600	0	350	0	0
4700	Inspections Fees	600	378	600	90	400	0	600	0	0
	<b>Overhead Expenditure</b>	<b>22,668</b>	<b>39,219</b>	<b>15,964</b>	<b>8,301</b>	<b>17,002</b>	<b>0</b>	<b>15,600</b>	<b>0</b>	<b>0</b>
	<b>125 Net Income over Expenditure</b>	<b>-668</b>	<b>-17,656</b>	<b>-8,464</b>	<b>254</b>	<b>-9,502</b>	<b>0</b>	<b>-7,600</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	11,092	0	-400	0	0	0	0	0

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## Annual Budget - By Centre

Note: Spend Against Budget 25 26 to 31 March 2026

	<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
<b>Movement to/(from) Gen Reserve</b>	<u>(668)</u>	<u>(6,564)</u>	<u>(8,464)</u>	<u>(146)</u>	<u>(9,502)</u>		<u>(7,600)</u>		
<b>126 Sports Pavilion Capital</b>									
4430 Repairs & Maintenance	0	15,733	0	0	0	0	5,000	0	0
<b>Overhead Expenditure</b>	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
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>(5,000)</u>		
<b>Total Budget Income</b>	22,000	21,563	7,500	8,555	7,500	0	8,000	0	0
<b>Expenditure</b>	22,668	54,952	15,964	8,301	17,002	0	20,600	0	0
<b>Net Income over Expenditure</b>	<u>-668</u>	<u>-33,389</u>	<u>-8,464</u>	<u>254</u>	<u>-9,502</u>	<u>0</u>	<u>-12,600</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	26,825	0	(400)	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(668)</u>	<u>(6,564)</u>	<u>(8,464)</u>	<u>(146)</u>	<u>(9,502)</u>		<u>(12,600)</u>		