

Telephone 07725 843 505

Email ninfieldpc@btinternet.com

Website <http://ninfield.webplus.net/index.html>

10th February 2023

I hereby give you notice that you are summoned to attend the Finance Committee meeting at Ninfield Methodist Hall on Thursday 16th February 2023 at 7pm when it is proposed to transact the following business.

Jackie Scarff, Clerk & RFO

BUSINESS TO BE TRANSACTED

1. **The Chairman's welcome.**
2. **Apologies and reasons for absence in accordance with the LGA 1972 S85(1)**
3. a) **Disclosure of Interests**
In accordance with the Localism Act 2011 and the Council's Code of Conduct, to receive any disclosure by Members of interests in matters on the agenda, the nature of the interest and whether the member regards the interest as prejudicial under the terms of the Revised Code of Members Conduct.
- b) **To Consider the granting of Dispensations if requested**
4. **Minutes of previous meeting** to be considered for approval and signed as a true record the Meeting of the Finance Committee 17th November 2022.
5. **To suspend the Standing Orders and allow public participation on matters on the agenda at the chairman's discretion.**
6. **Exclusion of the Public**
To exclude the public for a particular agenda item the following resolution must be passed.
'Under the Public Bodies (Admission to Meetings) Act 1960, 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.'
7. **To consider opening an account with CCLA [the public sector deposit fund](#)**
8. **To receive the monthly statement of accounts to 31st January 2023.**
9. **To receive the bank reconciliation and corresponding bank statement to 31st January 2023.**
10. **To consider for approval a list of payments to be made for invoices received.**
11. **To approve the transfer of £44,000 to Wave Community Bank**

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- 12. In accordance with the contract of employment to agree the addition of one salary point for the success of obtaining CiLCA qualification.**
- 13. To receive the councils Risk Assessment policy and agree any changes required.**
- 14. To note that the next Council meeting is Full Council 16th March 2023, 7pm at Ninfield Methodist Hall.**

Circulation to all Councillors of the Finance Committee.

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 Note on Proposal to join CCLA

<https://www.ccla.co.uk/about-us/policies-and-reports>

Local authorities and public sector funds

The options

The Public Sector Deposit Fund – This one is my RECOMMENDATION.

A short-term, cash management solution designed for local authorities. Suitable for short term investments where you are seeking a high level of capital security and a competitive rate of interest.

Diversified Income Fund

A medium-term, sustainable investment solution. Suitable for all charities and local authorities seeking a balanced return of income and capital growth and for whom control of relative risk is important.

The Local Authorities' Property Fund

A long-term, actively managed and diversified portfolio of UK commercial property. Suitable for any local authority seeking a high level of income and long-term capital appreciation.

Ninfield Parish Council

Supporting Reserves Reconciliation for ANNUAL RETURN 31 January 2023

Explains the difference between boxes 7 & 8 on the Annual Return

<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	Total Reserves	143,159.99	259,506.90
105	VAT Control A/c	3,104.41	2,027.20
	Less Total Debtors	3,104.41	2,027.20
	Plus Total Creditors	0.00	0.00
	Equals Total Cash and Bank Accounts	140,055.58	257,479.70
200	Current Bank A/c Unity Trust B	59,041.74	178,740.04
210	Lloyds TSB Savings A/c 522	2,395.00	47,395.00
220	Wave Bank	0.00	10.00
221	Lloyds Current Account	78,618.84	31,334.66
	Total Cash and Bank Accounts	140,055.58	257,479.70

Your Account Statement



Mrs Jackie Scarff
Ninfield Parish Council
The Red House
Lower Street
Battle
TN33 9ED

Unity Trust Bank
PO Box 7193,
Planetary Road,
Willenhall,
WV1 9DG

0345 140 1000

Date: 31/01/2023

Account Name: Ninfield Parish Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20414524

Your arranged overdraft limit is £0.00

Contact Us

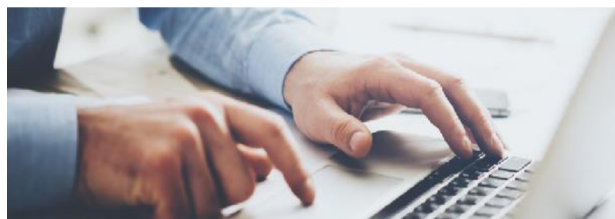
 Call us: **0345 140 1000**

 Email us: **us@unity.co.uk**

 Visit us: **unity.co.uk**

Fraud Reminder

Unity Trust Bank will NEVER ask you to share passwords or PINs. If you receive a suspicious call, please hang up and contact our dedicated fraud number, freephone 0808 196 8420 or email fraud@unity.co.uk.



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at unity.co.uk/fscs

Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/12/2022		Balance brought forward	£0.00	£0.00	£179,946.75
16/01/2023	Direct Debit	Direct Debit (BEAMING LIMITED)	£152.34	£0.00	£179,794.41
25/01/2023	Standing Order	S/O to: SJ GUARD	£120.00	£0.00	£179,674.41
30/01/2023	Direct Debit	Direct Debit (CASTLE WATER LTD)	£4.37	£0.00	£179,670.04

Bank with us.
Bank on us.

Page number 1 of 3

Statement number 050

Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
30/01/2023	Standing Order	S/O to: JACKIE SCARFF	£930.00	£0.00	£178,740.04

Bank with us.
Bank on us.

Sending or Receiving Currency

You may be asked for your SWIFTBIC (Bank Identification Code) and IBAN (International Bank Account Number). These can be found at the top of this statement and are required to ensure that international banks can find the correct account to credit or debit funds.

When receiving currency into your Unity account, you must inform us of the transaction. The SWIFTBIC number relates to a central Unity account. We use this account to receive international currency before allocating the payment to your account. Please call us on **0345 140 1000** for more information.

Fraud Concerns

If you have any concerns regarding fraud on your account, then please call the freephone number **0808 196 8420**.

What happens when something goes wrong?

If you have a problem with your Unity account or our service, please get in touch with us on **0345 140 1000**. We aim to resolve any issues as soon as possible.

Accessibility

Unity offers a number of supporting services such as statements in braille or large print. Please contact us for more information.

Additional information

A copy of our interest rates can be found on our website – **[unity.co.uk/interest-rates](https://www.unity.co.uk/interest-rates)**

A copy of our fees and charges can be found on our website – **<https://www.unity.co.uk/terms-and-conditions/>**

This information is also available by calling **0345 140 1000**.

To help us improve our service and maintain security, we may monitor and/or record your telephone calls with us.

**Bank with us.
Bank on us.**

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**Bank Reconciliation Statement as at 31/01/2023
for Cashbook 1 - Unity Bank current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
179946.75	31/01/2023		178,740.04
			<hr/> 178,740.04
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			178,740.04
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			178,740.04
		Balance per Cash Book is :-	178,740.04
		Difference is :-	0.00

Time: 15:36

Bank Reconciliation up to 31/01/2023 for Cashbook No 1 - Unity Bank 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>Cleared</u>	<u>Payee Name or Description</u>
16/01/2023	DD	152.34		152.34		R <input type="checkbox"/>	Beaming Ltd
25/01/2023	SO	120.00		120.00		R <input type="checkbox"/>	Mrs S Guard
30/01/2023	DD	4.37		4.37		R <input type="checkbox"/>	Castle Water Ltd
30/01/2023	SO	930.00		930.00		R <input type="checkbox"/>	Clerk
		<u>1,206.71</u>	<u>0.00</u>				

Time: 15:52

Bank Reconciliation up to 31/01/2023 for Cashbook No 4 - Lloyds Credit Card

<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>
11/01/2023	CC	6.00			6.00	<input type="checkbox"/>	Giff Gaff
30/01/2023	Jan Paymen		6.00		6.00	<input type="checkbox"/>	Receipt(s) Banked
		<u>6.00</u>	<u>6.00</u>				

**Bank Reconciliation Statement as at 31/01/2023
for Cashbook 3 - Lloyds Current**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Current Account	31/01/2023		31,334.66
			<hr/> 31,334.66
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			31,334.66
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			31,334.66
		Balance per Cash Book is :-	31,334.66
		Difference is :-	0.00

Time: 15:46

Bank Reconciliation up to 31/01/2023 for Cashbook No 3 - Lloyds Current

<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>
09/01/2023			18.41	18.41		R <input type="checkbox"/>	Receipt(s) Banked
30/01/2023	Jan Paymen	6.00		6.00		R <input type="checkbox"/>	Lloyds Credit Card
		<u>6.00</u>	<u>18.41</u>				

**Bank Reconciliation Statement as at 31/01/2023
for Cashbook 2 - Lloyds TSB Savings A/c 522**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Savings account	31/12/2022		47,395.00
			<hr/> 47,395.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			47,395.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			47,395.00
		Balance per Cash Book is :-	47,395.00
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/01/2023
for Cashbook 4 - Lloyds Credit Card**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Credit Card	14/12/2022		0.00
			<hr/> 0.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
11/01/2023 CC Giff Gaff		6.00	
			<hr/> 6.00
			-6.00
<u>Receipts not Banked/Cleared (Plus)</u>			
30/01/2023 Jan Paymen		6.00	
			<hr/> 6.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Ninfield Parish Council
 THE RED HOUSE
 LOWER STREET
 NINFIELD
 TN33 9ED

Your Account

Sort Code 30-97-66
Account Number 01272152

TREASURERS ACCOUNT

01 January 2023 to 31 January 2023

Money In	£18.41	Balance on 01 January 2023	£31,322.25
Money Out	£6.00	Balance on 31 January 2023	£31,334.66

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
09 Jan 23	INT (GROSS) T/FER FROM 976602966522		18.41		31,340.66
30 Jan 23	BUSINESS CRDT CD 5328650001355599	DD		6.00	31,334.66

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			

Unity Bank current Bank A/c

Payments made between 01/02/2023 and 28/02/2023

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>
15/02/2023	Beaming Ltd	DD	152.34		25.39	4530	110	126.95	Wifi + Email
17/02/2023	Richard Buxton Solicitors	BACS	1,413.60		235.60	4120	110	1,178.00	Letter to WDC
17/02/2023	Eslip Payroll	BACS	20.36		3.39	4120	110	16.97	December payroll
17/02/2023	Play Inspection Co	BACS	175.08		29.18	4600	140	145.90	Annual Inspection
17/02/2023	Rialtas Software	BACS	259.09		43.18	4530	110	215.91	Annual Subs Rialtas
17/02/2023	Clerk	BACS	1,150.00			4000	110	1,150.00	Salary Reconciliation
Total Payments:			3,170.47	0.00	336.74			2,833.73	

**Bank Reconciliation Statement as at 31/01/2023
for Cashbook 5 - Wave Bank**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
	30/11/2022		10.00
			<hr/> 10.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			10.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			10.00
		Balance per Cash Book is :-	10.00
		Difference is :-	0.00