

Ninfield Parish Council Agenda

The Red House
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Ninfield
East Sussex
TN33 9ED

Telephone 07725 843 505

Email Clerk@ninfieldpc.co.uk

Website <http://www.ninfieldpc.co.uk/community/ninfield-parish-council-15069/home>

13/11/2024

I hereby give you notice that you are summoned to attend the Full Parish Council meeting on Thursday 21st November 2024 at 6.30pm at Ninfield Methodist Hall when it is proposed to transact the following business.

Signed

Jackie Scarff, Clerk & RFO

Public Questions:

In accordance with standing orders **ten minutes** are available for the Public to express a view or ask a question on **relevant matters on the following agenda**.

Members of the public are welcome and encouraged to stay and observe the rest of the meeting.

- 1. Chairman's welcome to the meeting.**
- 2. To receive any questions on the reports from the County and District Cllrs.**

To receive reports from
Schools
Church
- 3. To receive and accept apologies** and reasons for absence in accordance with the Local Government Act 1972 S 85 (1).
- 4. Disclosure of Interests**
In accordance with the Localism Act 2011 to receive any disclosure by Members of personal 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

To consider granting any dispensations.

Any changes to register of interests should be notified to the clerk immediately.
- 5. 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 or other special reason (to be specified) of the business to be transacted.'
- 6. Minutes of previous meeting of 17th October 2024** to be considered for approval and signed as a true record.

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7. Business to be transacted.

- a) Finance Matters
 - i. To receive the Statement of Accounts to 31st October 2024 for noting.
- b) ii. To receive the bank statement and corresponding bank reconciliation to 31st October 2024 for noting.
- c) iii. To receive and agree payment of the schedule of invoices.
 - iv. To note the report from the external auditor PKF Littlejohn.
 - v. To note the report from the internal auditor (if available) and agree any actions required.
 - vi. To note the Local Government Pay review back dated to 1st April 2024.
- d) To review the budget v actuals to date and agree any actions required.
- e) To review the EMR's and agree any actions required.
- f) To receive the first draft of budget for next year and agree any amendments.
- g) To review the councils risk assessment and agree any actions required.
- h) To receive questions on any written reports from Parish Councillors.
- i) To discuss the Boundary review and agree any actions required.

8. Date of next meeting.

To note the date of the next meeting is The Full Council Meeting Thursday 19th December 2024, 6.30pm at the Methodist Hall.

9. Correspondence – to note for possible inclusion on next agenda.

Circulation to all Councillors.

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.

Ninfield Parish Council

Bank - Cash and Investment Reconciliation as at 31 October 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

31/10/2024	Unity Trust Bank	32,225.57
31/10/2024	Lloyds Savings account	73,395.00
31/10/2024	Lloyds Current Account	1,782.72
14/10/2024	Lloyds Credit Card	-12.92
31/10/2024	Wave Community Bank	44,005.00

151,395.37

Receipts not on Bank Statement

0.00

Closing Balance

151,395.37

All Cash & Bank Accounts

1	Current Bank A/c Unity Trust B	32,225.57
2	Lloyds TSB Savings A/c 522	73,395.00
3	Lloyds Current Account	1,782.72
4	Lloyds Credit Card	-12.92
5	Wave Bank	44,005.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	151,395.37

Unity Bank current Bank A/c

Payments made between 01/11/2024 and 30/11/2024

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
21/11/2024	Clerk	BACS	473.94			4000	110	473.94	Nov Sal recon
22/11/2024	Ninfield Methodist Church	BACS	84.00			4260	110	84.00	Hall Hire
22/11/2024	ESALC	BACS	48.00		8.00	4080	110	40.00	Training
22/11/2024	Mulberry & Co Ltd	BACS	180.90		30.15	4110	110	150.75	Int Audit
22/11/2024	Foxhill Tree Services	BACS	840.00		140.00	4410	120	700.00	Upper Church Path
22/11/2024	Smith& Derby	BACS	302.40		50.40	4230	110	252.00	Clock Service
22/11/2024	Herrington Solicitors	BACS	25.00			4120	110	25.00	Land Registry
22/11/2024	Ninfield Village Society	BACS	800.00			4435	135	800.00	Maintenance Grant
22/11/2024	Kamala Williamson	BACS	76.95			4990	110	76.95	Expenses
22/11/2024	Mrs S Guard	BACS	55.08			4990	110	55.08	Village Awards
Total Payments:			2,886.27	0.00	228.55			2,657.72	

Annual Budget - By Centre

Note: Spend v budget for year ending 31 March 2025

		<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	<u>General Income</u>									
1076	Precept	60,000	60,000	64,000	64,000	64,000	0	64,000	0	0
1090	Interest Received	0	775	450	509	650	0	1,000	0	0
1982	Peppercorn rents	40	25	40	0	40	0	40	0	0
1990	Other Income	0	0	0	4	4	0	0	0	0
Total Income		60,040	60,800	64,490	64,512	64,694	0	65,040	0	0
Movement to/(from) Gen Reserve		60,040	60,800	64,490	64,512	64,694		65,040		
110	<u>Administration</u>									
4000	Staff Salary	14,000	12,971	16,500	11,331	17,000	0	18,000	0	0
4030	PAYE and NI	3,000	0	3,000	882	2,500	0	4,000	0	0
4050	Staff Office allowance	504	462	504	336	517	0	520	0	0
4070	Staff other Expenses	0	95	0	0	0	0	0	0	0
4080	Training	250	0	250	0	250	0	250	0	0
4100	Bank Charges	110	104	110	73	110	0	110	0	0
4110	Audit Fees	700	692	700	447	628	0	700	0	0
4120	Professional Fees	9,000	2,846	2,500	2,074	3,500	0	5,000	0	0
4130	Subscriptions & Memberships	700	965	900	518	550	0	700	0	0
4140	Insurance	1,800	3,894	2,200	0	2,200	0	2,500	0	0
4150	Stationery	250	611	600	206	400	0	500	0	0
4170	Phone	120	60	100	27	50	0	84	0	0
4180	Website	0	60	120	70	120	0	120	0	0
4190	IT hardware	200	0	1,000	499	500	0	1,500	0	0
4200	Grants Paid	500	500	500	250	1,050	0	500	0	0

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Annual Budget - By Centre

Note: Spend v budget for year ending 31 March 2025

		<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
4210	Section 137 Expenditure	50	0	0	0	0	0	0	0	0
4220	Elections	700	780	900	0	0	0	900	0	0
4230	Village Clock	500	229	700	0	500	0	400	300	0
4240	Publicity	1,000	836	1,000	629	1,000	0	1,300	0	0
4260	Hall Hire	200	137	200	42	160	0	150	0	0
4280	Neighbourhood Development Plan	2,000	0	0	0	0	0	0	0	0
4530	WIFI, Email & software	2,000	1,847	2,000	1,478	1,800	0	2,000	0	0
4990	Sundries	0	149	0	0	0	0	0	0	0
Overhead Expenditure		37,584	27,238	33,784	18,862	32,835	0	39,234	300	0
Movement to/(from) Gen Reserve		(37,584)	(27,238)	(33,784)	(18,862)	(32,835)		(39,234)		
120	<u>Amenities</u>									
4400	Grass Cutting	15,000	10,444	15,000	8,451	15,000	0	22,000	0	0
4410	Trees	1,500	939	1,500	1,430	3,000	0	2,000	0	0
4420	Litter/Dog Bins	3,500	3,300	3,500	1,716	3,000	0	3,500	0	0
4430	Maintenance	1,000	0	1,000	606	1,000	0	1,200	0	0
4440	Guide Posts	1,500	0	1,000	0	1,000	0	0	1,000	0
4450	Bus Shelters	60	64	70	66	66	0	70	0	0
4460	Car Park	600	0	600	0	0	0	0	1,000	0
4470	Open Space	1,000	0	0	0	0	0	0	0	0
Overhead Expenditure		24,160	14,747	22,670	12,269	23,066	0	28,770	2,000	0
Movement to/(from) Gen Reserve		(24,160)	(14,747)	(22,670)	(12,269)	(23,066)		(28,770)		
130	<u>Sparkes Pavilion</u>									

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Annual Budget - By Centre

Note: Spend v budget for year ending 31 March 2025

		<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
1980	Sports Club Hire Sparkes	1,400	1,040	1,400	890	1,400	0	1,400	0	0
	Total Income	1,400	1,040	1,400	890	1,400	0	1,400	0	0
4430	Maintenance	1,800	98	2,000	31	2,000	0	1,000	1,000	0
4500	Water	700	940	900	106	900	0	900	0	0
4510	Electricity	1,600	2,846	1,600	1,867	2,200	0	2,500	0	0
4520	Cleaners	1,500	1,470	1,500	920	1,650	0	2,200	0	0
4525	Supplies Sparkes cleaning etc	250	0	200	97	400	0	400	0	0
	Overhead Expenditure	5,850	5,355	6,200	3,021	7,150	0	7,000	1,000	0
	Movement to/(from) Gen Reserve	(4,450)	(4,314)	(4,800)	(2,131)	(5,750)		(5,600)		
135	<u>Ninfield Woods</u>									
4195	Equipment	0	0	0	458	458	0	0	300	0
4430	Maintenance	0	245	0	0	0	0	0	300	0
4435	Maintenance Grant	0	0	0	0	800	0	1,000	0	0
4445	Noticeboards	200	0	200	0	200	0	0	100	0
	Overhead Expenditure	200	245	200	458	1,458	0	1,000	700	0
	Movement to/(from) Gen Reserve	(200)	(245)	(200)	(458)	(1,458)		(1,000)		
140	<u>Playground</u>									
4430	Maintenance	0	0	0	0	0	0	0	0	0
4600	Inspection Fees	300	0	400	750	750	0	800	0	0
4815	New Playground Equipment	0	298	0	109,781	109,781	0	0	0	0
	Overhead Expenditure	300	298	400	110,531	110,531	0	800	0	0

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Annual Budget - By Centre

Note: Spend v budget for year ending 31 March 2025

		<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	0	0	109,781	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(300)</u>	<u>(298)</u>	<u>(400)</u>	<u>(750)</u>	<u>(110,531)</u>		<u>(800)</u>		
150	<u>Projects</u>									
4430	Maintenance	2,000	0	0	0	0	0	0	0	0
	Overhead Expenditure	2,000	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(2,000)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		
	Total Budget Income	61,440	61,840	65,890	65,402	66,094	0	66,440	0	0
	Expenditure	70,094	47,883	63,254	145,141	175,040	0	76,804	4,000	0
	Net Income over Expenditure	<u>-8,654</u>	<u>13,956</u>	<u>2,636</u>	<u>-79,739</u>	<u>-108,946</u>	<u>0</u>	<u>-10,364</u>	<u>-4,000</u>	<u>0</u>
	plus Transfer from EMR	0	0	0	109,781	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(8,654)</u>	<u>13,956</u>	<u>2,636</u>	<u>30,043</u>	<u>(108,946)</u>		<u>(10,364)</u>		