

# *Glynde & Beddingham Parish Council*

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## MINUTES OF THE ANNUAL STATUTORY MEETING OF GLYNDE & BEDDINGHAM PARISH COUNCIL HELD ON THURSDAY 27<sup>TH</sup> MAY 2021

**Present:** Councillors: D Sadler (Vice Chair\*), L Gribble, L Jolly and J Pratley  
**In Attendance:** S Mills (Clerk)

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**GB2122-01 1. Election of Chair\* and Vice Chair\***

It was **RESOLVED** to elect Cllr Johnny Denis as Chair of the Council and Cllr Daniel Sadler as Vice Chair of the Council for the 2021-2022 municipal year. Cllr Sadler signed the declaration of acceptance of office. In his absence, Cllr Denis will sign the declaration of acceptance of office within the statutory timeframe and Cllr Sadler will chair the meeting.

**GB2122-02 2. Public Question and Statements**

There were no members of the public present.

**GB2122-03 3. Parish Councillor Apologies**

Apologies were received, and the reason noted, from Cllrs Denis and Phillips.

**GB2122-04 4. Declarations of Interest**

No interests were declared.

**GB2122-05 5. Chair's Welcome**

Cllr Sadler welcomed everybody to the annual statutory meeting and thanked Cllr Gribble for all her work as Vice Chair for the last year and the Clerk for putting everything together for the two annual meetings. The annual parish meeting, to follow the statutory meeting, will be run as a hybrid meeting which will enable members of the public to attend amidst the social distancing restrictions. Cllr Sadler thanked all Members for their hard work and dedication over the past year. The speedwatch scheme, run by Cllr Phillips, has diligently collected hard data to support residents concerns about speeding in the village. Cllr Sadler ended by congratulating the Chair of the Council, Cllr Denis, on his successful election to become a County Councillor.

**GB2122-06 6. Minutes**

The minutes of the Ordinary Meeting held on 24<sup>th</sup> March 2021 were **AGREED** and signed by the Chair.

**GB2122-07 7. District/County Councillor/MP Reports**

- Maria Caulfield MP submitted a written report which will be circulated to Members.

**GB2122-08 8. Council Organisation for the 2021-2022 Municipal Year**

**8.1. Roles and Responsibilities of Councillors**

It was **RESOLVED** to approve the following Roles and Responsibilities:

- Community Engagement – Cllr Pratley
- Glynde Train Station – Cllr Sadler
- Fly Tipping/Litter Reporting – Cllr Gribble
- Planning Applications – Cllr Denis
- Roads and Highways – Cllr Phillips
- Tree Officer – Cllr Jolly

## 8.2. Representation on Outside Bodies

It was **RESOLVED** to approve the following:

- Lewes District Association of Local Councils – Cllr Denis
- Glynde Cricket Club – Cllr Jolly

## 8.3. Parish Council Committees

It was **RESOLVED** to continue with one Parish Council Committee a Personnel Committee with three Members: Cllr Denis, Cllr Gribble and Cllr Sadler.

## GB2122-09 9. Council Documentation

9.1. **Standing Orders** – **RESOLVED** to Adopt as presented.

9.2. **Financial Regulations** – **RESOLVED** to Adopt as presented.

9.3. **Risk Assessment** – **RESOLVED** to Adopt as presented and for Cllrs Jolly and Pratley to sign.

9.4. **Asset Register** – **RESOLVED** to Adopt with addition of goal post.

## GB2122-10 10. Planning Applications

Members considered the following applications:

- **SDNP/21/01906/FUL** | Construction of a waste management building. | Greystone Quarry Southerham Lane Southerham East Sussex BN8 6JN

It was **RESOLVED** to submit a neutral response to the application.

- **SDNP/21/01709/HOUS** | Conservatory to rear, dormer roof extension to rear and alterations to surrounding roof | Orchard Barn Littledene Lane Glynde BN8 6LA

It was **RESOLVED** to submit a neutral response to the application.

Members **NOTED** the following decision:

- **SDNP/21/02424/TEL** | Proposed substation | Littledene Littledene Lane Glynde Lewes East Sussex BN8 6LA. Decision: Application Refused.

## GB2122-11 11. Finance

### 11.1. Internal Audit 2020/2021

Members **NOTED** the report from the Council's Auditors Mulberry & Co; the Chair thanked the Clerk for her hard work in ensuring a very positive audit.

### 11.2. Q4 2020-2021 Year End Financial Update

Members received an update on the status of the Parish Council's Finances for Q4 (1<sup>st</sup> January – 31<sup>st</sup> March 2021) and reviewed the bank reconciliation, bank statements, detailed payments and accounts and working cashbook [see appendix 1].

Members **NOTED** the updated and authorised Cllrs Gribble and Jolly to sign the bank reconciliation, bank statements and documentation as presented.

### 11.3. Annual Governance and Accountability Return 2020/2021 Part 2 – Exemption Certificate

a) It was **RESOLVED** that the Parish Council meets the qualifying criteria and is able to certify itself as exempt from a limited assurance review.

b) It was **RESOLVED** to authorise the Chair to sign the Certificate of Exemption.

### 11.4. Approval of the Annual Governance Statement 2020/2021 – Part 2, Section 1

Members reviewed and agreed responses to the 9 items contained within Section 1 'Annual Governance Statement 2020/21' of the Annual Governance and Accountability Return 2020/21 Part 2, page 5.

It was **RESOLVED** to approve the Annual Governance Statement 2020/21. Authorisation was given for The Chair and Clerk to sign the Annual Governance Statement (minute ref GBPC2122-11/11.4).

### 11.5. Approval of the Annual Governance Statement 2020/2021 – Part 2, Section 2

Members reviewed Section 2 'Accounting Statements 2020/21' of the Annual Governance and Accountability Return 2020/21 Part 2, page 6 signed by the Clerk on 26<sup>th</sup> May 2021.

It was **RESOLVED** to approve the Accounting Statements as presented. Authorisation was given for the Chair to sign the Accounting Statements (minute GBPC2122-11/11.5).

## 11.6. Payments and Receipts

Members reviewed the payments and receipts since the last meeting as detailed below:

### Glynde & Beddingham Parish Council - Payments for April 2021

Payee	Product/Service	Amount
EDF Energy	Energy bill for March 2021 (paid by DD on 15/04/21)	£78.45
S Mills	Clerk Salary for April (£364.78), Mobile Phone for April (£3).	£367.78
Broxap	Replacement football goal nets + additional locking sockets.	£80.40
Glynde Estates	Recharge EDF energy invoice 07/10/20 to 17/03/21 based on closing actual reading 2063.	£100.28
Glynde Estates	Glynde Recreation Ground: Half yearly water supply 01/10/2020 - 31/03/2021	£16.55
Glynde Estates	Recharge parts to repair gates at Recreation Ground (Galvanised hinges, bolts, padbolts)	£182.09
Lewes District Council	Play Inspection May 2021	£18.60
Zurich Municipal	Parish Council Insurance 01/06/2021-31/05/2022	£616.39
<b>Total:</b>		<b>£1,460.54</b>

### RECEIPTS

Payee	Product/Service	Amount
Lloyds Bank	Deposit Account Interest for March 2021	£0.03
Lewes District Council	Precept payment 1 of 2	£5,754.00
Lloyds Bank	Deposit Account Interest for April 2021	£0.03
<b>Total:</b>		<b>£5,754.06</b>

### Glynde & Beddingham Parish Council - Payments for May 2021

Payee	Product/Service	Amount
Streetlights	Payment 1 of 2. 2021/22 Street Light Maintenance Contract.	£144.60
EDF Energy	Energy bill for April 2021 (paid by DD on 18/05/21)	£167.88
Mulberry & Co	Internal Audit for 2020-2021 Council Year.	£180.00
Lewes District Council	Play Inspection June 2021	£18.60
S Mills	Clerk Salary for May.	£312.43
<b>Total:</b>		<b>£823.51</b>

### RECEIPTS

Payee	Product/Service	Amount
Lloyds Bank	Deposit Account Interest for May 2021	£0.03
<b>Total:</b>		<b>£0.03</b>

Members **NOTED** the receipts received since the last meeting.

It was **RESOLVED** to ratify payments made in April 2021 totalling £1,460.54 and to authorise Cllrs Jolly and Pratley to approve the May 2021 payments of £823.51 via online banking.

## 11.7. Payments for June 2021

It was **RESOLVED** that Cllrs Denis and Sadler shall approve the online banking payments to be made at the end of June 2021, to be ratified in the July meeting.

GB2122-12 **12. Councillor Reports and Items for Future Agendas** – None to note.

GB2122-13 **13. Next Meeting**

Members **NOTED** that the next meeting will take place on Wednesday 14<sup>th</sup> July 2021 at 7pm.

The meeting ended at 7pm

**Signed:**

**Date:**

**Print Name:**

\*The term Chair/Vice Chair refers to the Chairman/Vice Chairman of the Parish Council as defined in the Local Government Act 1972 s. 15(1) and 15(6).

## Glynde & Beddingham Parish Council Bank Reconciliation

Date of reconciliation: 31st March 2021

<b><u>Working Cash Book</u></b>	Opening Bank Balance on 01/04/20	£	17,799.41
	+ Working Cash Book Receipts	£	11,934.13
	- Working Cash Book Payments	£	18,197.02
	<b>Working Cash Book Total</b>	<b>£</b>	<b><u>11,536.52</u></b>
<b><u>Bank Balances*</u></b>	Current Account	£	7,454.65
	Deposit Account	£	4,081.87
		<b>£</b>	<b><u>11,536.52</u></b>
	- unpresented cheques	£	-
	<b>Bank Balance Total:</b>	<b>£</b>	<b><u>11,536.52</u></b>

### COUNCILLOR SIGNATURES

*By signing below, you are confirming that you have verified the above balances in the Parish Council Working Cashbook and Bank Statements. Please also sign the Working Cashbook and Bank Statements which confirm these balances for audit purposes.*

#### **Signatory 1**

**Print Name:** .....

**Sign:** .....

**Date:** .....

#### **Signatory 2**

**Print Name:** .....

**Sign:** .....

**Date:** .....

\*See page 2 for a list of all bank statements and balances

## Glynde & Beddingham Parish Council Bank Reconciliation

Bank Statements Detail as of 31st March 2021					
Current Account					
Statement Number	Statement Date	Opening Balance	Closing Balance	STATEMENTS Total IN	STATEMENTS Total OUT
28	30/04/2020	£ 13,718.58	£ 18,860.23	£ 5,641.00	£ 499.35
29	29/05/2020	£ 18,860.23	£ 18,446.76	£ -	£ 413.47
30	30/06/2020	£ 18,446.76	£ 18,031.59	£ -	£ 415.17
31	31/07/2020	£ 18,031.59	£ 16,250.98	£ 650.47	£ 2,431.08
32	28/08/2020	£ 16,250.98	£ 19,432.82	£ 5,641.62	£ 2,459.78
33	30/09/2020	£ 19,432.82	£ 18,951.40	£ -	£ 481.42
34	30/10/2020	£ 18,951.40	£ 18,466.87	£ -	£ 484.53
35	30/11/2020	£ 18,466.87	£ 18,013.44	£ -	£ 453.43
36	31/12/2020	£ 18,013.44	£ 17,267.10	£ -	£ 746.34
37	29/01/2021	£ 17,267.10	£ 11,280.25	£ -	£ 5,986.85
38	26/02/2021	£ 11,280.25	£ 10,949.90	£ -	£ 330.35
39	31/03/2021	£ 10,949.90	£ 7,454.65	£ -	£ 3,495.25
<b>Total to date:</b>				<b>£ 11,933.09</b>	<b>£ 18,197.02</b>
Deposit Account					
Statement Number	Statement Date	Opening Balance*	Closing Balance	STATEMENTS Total IN	STATEMENTS Total OUT
14	01/05/2020	£ 4,080.83	£ 4,081.00	£ 0.17	£ -
15	01/06/2020	£ 4,081.00	£ 4,081.18	£ 0.18	£ -
16	01/07/2020	£ 4,081.18	£ 4,081.34	£ 0.16	£ -
17	31/07/2020	£ 4,081.34	£ 4,081.51	£ 0.17	£ -
18	01/09/2020	£ 4,081.51	£ 4,081.65	£ 0.14	£ -
19	01/10/2020	£ 4,081.65	£ 4,081.68	£ 0.03	£ -
20	30/10/2020	£ 4,081.68	£ 4,081.71	£ 0.03	£ -
21	01/12/2020	£ 4,081.71	£ 4,081.74	£ 0.03	£ -
22	31/12/2020	£ 4,081.74	£ 4,081.77	£ 0.03	£ -
23	01/02/2021	£ 4,081.77	£ 4,081.81	£ 0.04	£ -
24	01/03/2021	£ 4,081.81	£ 4,081.84	£ 0.03	£ -
25	01/04/2021	£ 4,081.84	£ 4,081.87	£ 0.03	£ -
<b>Total to date:</b>				<b>£ 1.04</b>	<b>£ -</b>
<b>Total IN/OUT of all Bank Accounts:</b>				<b>£ 11,934.13</b>	<b>£ 18,197.02</b>
<b>Working Cashbook Total IN/OUT:</b>				<b>£ 11,934.13</b>	<b>£ 18,197.02</b>
<b>Variance:</b>				<b>£ -</b>	<b>£ -</b>
<b>Explanation of variances:</b>				No variances	No variances

Glynde and Beddingham Parish Council Working Cashbook 2020-2021

Bank Account	Payment/ Receipt	Item on bank statement?	Meeting Date	Cashbook ref	Cheque number	Bank Statement number/date	Invoice Number	Payee	Details	Receipt Value	Gross Value (Payment)	VAT Value	Net Value
Deposit	Receipt	YES	24/03/2021	GBPCWCB2021-063	N/A	23 01/02/21	N/A	Lloyds Bank	Interest on deposit account	£ 0.04	£ -		£ -
Current	Payment	YES	24/03/2021	GBPCWCB2021-064	Direct Debit	38 26/02/21	9126708	EDF Energy	Energy bill for January 2021 (paid by DD on 15/02/21)	£ -	£ 78.45	£ 3.74	£ 74.71
Current	Payment	YES	24/03/2021	GBPCWCB2021-065	1394	39 31/03/21	MEM233973/ORD507589	Society of Local Council Clerks	Payments shared 50/50 with South Heighton Parish Council: SLCC Subscription for 1 year (50% of £144 = £72; Local Councils Administration Handbook 12th Edition (50% of £123.80 = £61.90). Total = £133.90.	£ -	£ 133.90	£ -	£ 133.90
Current	Payment	YES	24/03/2021	GBPCWCB2021-066	1395	39 31/03/21	6232670	Lewes District Council	Play Inspection for March 2021	£ -	£ 18.60	£ 3.10	£ 15.50
Current	Payment	YES	24/03/2021	GBPCWCB2021-067	1396	39 31/03/21	9679	Burleys	Grass Cutting Contract for 2020	£ -	£ 1,080.00	£ 180.00	£ 900.00
Current	Payment	YES	24/03/2021	GBPCWCB2021-068	1397	39 31/03/21	N/A	Firle CE School	Grant for £500 towards extensive cleaning and sanitising costs caused by Covid-19 (minute ref GBPC2021-072/9.1)	£ -	£ 500.00	£ -	£ 500.00
Current	Payment	YES	24/03/2021	GBPCWCB2021-069	1398	39 31/03/21	N/A	S Mills	Clerk expenses: Reimbursement for following shared 50/50 with South Heighton Parish Council: Mobile phone for February (50% of £6 = £3).	£ -	£ 3.00	£ -	£ 3.00
Current	Payment	YES	24/03/2021	GBPCWCB2021-070	1398	39 31/03/21	N/A	S Mills	Clerk salary for February 2021	£ -	£ 364.78	£ -	£ 364.78
Current	Payment	YES	24/03/2021	GBPCWCB2021-071	1399	39 31/03/21	51648	Glynde Estates	Ground anchor kit supply and fitting for new recreation ground bench	£ -	£ 105.00	£ -	£ 105.00
Current	Payment	YES	24/03/2021	GBPCWCB2021-072	1400	39 31/03/21	ORD00272355	Broxap	Supply of new goal post for recreation ground	£ -	£ 379.66	£ 63.28	£ 316.38
Deposit	Receipt	YES	24/03/2021	GBPCWCB2021-073	N/A	24 01/03/21	N/A	Lloyds Bank	Interest on deposit account	£ 0.03			
Current	Payment	YES	24/03/2021	GBPCWCB2021-074	Direct Debit	39 31/03/21	9319546	EDF Energy	Energy bill for February 2021 (paid by DD on 15/03/21)	£ -	£ 73.37	£ 3.50	£ 69.87
Current	Payment	YES	24/03/2021	GBPCWCB2021-075	Online Banking	39 31/03/21	51888	Glynde Estates	Installation of Goal Post	£ -	£ 160.00	£ -	£ 160.00
Current	Payment	YES	24/03/2021	GBPCWCB2021-076	Online Banking	39 31/03/21	6234812	Lewes District Council	Play Inspection for April 2021	£ -	£ 18.60	£ 3.10	£ 15.50
Current	Payment	YES	24/03/2021	GBPCWCB2021-077	Online Banking	39 31/03/21	823	ESALC Ltd	ESALC/NALC Subscriptions for 2021/2022 (ESALC £123.80, NALC £27.01)	£ -	£ 150.81	£ -	£ 150.81
Current	Payment	YES	24/03/2021	GBPCWCB2021-078	Online Banking	39 31/03/21	N/A	S Mills	Clerk Salary for March (£364.78), Mobile Phone for March (£3), 1 year home-office allowance 01/01/20-31/12/21 (£100).	£ -	£ 467.78	£ -	£ 467.78
Deposit	Receipt	YES	21/07/2021	GBPCWCB2021-079	N/A	25 01/04/21	N/A	Lloyds Bank	Interest on deposit account	£ 0.03			
<b>TOTAL:</b>										<b>£ 11,934.13</b>	<b>£ 18,197.02</b>	<b>£ 1,433.43</b>	<b>£ 16,763.59</b>

GLYNDE & BEDDINGHAM PARISH COUNCIL - Detailed Receipts & Payments Account to 31st March 2021				
Annual Return	Opening Balances 01/04/2020	£		Notes
	<b>Treasurer Account</b>	£ 13,718.58		
	<b>Business Banking</b>	£ 4,080.83		
	<b>Unpresented cheques</b>	£ -		
<b>1</b>	<b>Total</b>		£ 17,799.41	
	<b>INCOME:</b>			
<b>2</b>	<b>Precept</b>	£ 11,282.62	£ 11,282.62	
	<b>Other:</b>			
	LDC Grant	£ -		
	Bank Interest	£ 1.04		
	Glynde CC Rent			
	VAT Reclaim	£ 650.47		
<b>3</b>			£ 651.51	
	<b>EXPENDITURE:</b>			
<b>4</b>	Staff Costs	£ 4,433.48	£ 4,433.48	
<b>5</b>	Loan	£ -	£ -	
	<b>Other:</b>			
	<b>Expenditure from Precept</b>			
	Clerks Office - HMRC   PAYE	£ 223.27		
	Parish Insurance	£ 542.16		
	Elections	£ -		
	Internal Audit	£ 225.00		
	External Audit   LittleJohn	£ -		
	Reading Rooms/Meetings	£ 71.75		
	Banking	£ -		
	Legal	£ -		
	Training	£ 131.90		
	Website/Anti-Virus/Software	£ -		
	SSALC/NALC/LDALC/SLCC	£ 364.94		
	Grants	£ 500.00		
	Water & Electric Events	£ 173.76		
	Business Plan Projects	£ -		
	Playground Project	£ 6,518.28		
	PWLB Repayments	£ -		
	Glynde Rec & Lighting rental	£ 10.10		
	Play area inspections	£ 248.00		
	Play equipment maintenance	£ -		
	Grass Cutting	£ 2,050.00		
	Repairs	£ -		
	Electricity   Energy	£ 885.20		
	Electricity   Maintenance Contract	£ 241.00		
	General Reserves	£ 144.75		
	VAT	£ 1,433.43		
<b>6</b>			£ 13,763.54	
<b>7</b>	(1+2+3) - (4+5+6)		£ 11,536.52	
	<b>Closing Balances 31/03/21</b>	<b>£</b>		
	<b>Treasurer Account</b>	£ 7,454.65		
	<b>Business Banking</b>	£ 4,081.87		
	<b>Unpresented payments</b>	£ -	£ 11,536.52	Refer to list of unpresented payments
	<i>Check total:</i>		-	
	<b>Income</b>		£ 11,934.13	
	<b>Expenditure</b>		£ 18,197.02	
	<b>Income over expenditure</b>		-£ 6,262.89	
	<b>Opening balance</b>		£ 17,799.41	
	<b>Closing balance</b>		£ 11,536.52	
	<b>Movement</b>		-£ 6,262.89	

**Glynde and Beddingham Parish Council Working Cashbook 2020-2021**

Bank Account	Payment/ Receipt	Item on bank statement?	Meeting Date	Cashbook ref	Cheque number	Bank Statement number/date	Invoice Number	Payee	Details	Receipt Value	Gross Value (Payment)	VAT Value	Net Value
Current	Receipt	YES	03/04/2020	GBPCWCB2021-001	N/A	28 30/04/20	N/A	Lewes District Council	Precept payment 1 of 2	£ 5,641.00	£ -	£ -	£ -
Deposit	Receipt	YES	09/04/2020	GBPCWCB2021-002	N/A	14 01/05/20	N/A	Lloyds Bank	Interest on deposit account	£ 0.17	£ -	£ -	£ -
Current	Payment	YES	15/04/2020	GBPCWCB2021-003	Direct Debit	28 30/04/20	7441640	EDF Energy	Energy bill for March 2020	£ -	£ 78.45	£ 3.74	£ 74.71
Current	Payment	YES	20/04/2020	GBPCWCB2021-004	1368	28 30/04/20	N/A	S Mills	Clerk salary for April 2020 (30/03/20-03/05/20)	£ -	£ 420.90	£ -	£ 420.90
Current	Payment	YES	01/04/2020	GBPCWCB2021-005	Online Banking	39 31/03/21	N/A	J Pratley	Virtual landline provision March-August 2020 for Covid-19 community response (minute ref GBPC1920-063/10.4). Cheque 1370 not cashed, paid via online banking on 29/03/21.	£ -	£ 39.75	£ -	£ 39.75
Deposit	Receipt	YES	11/05/2020	GBPCWCB2021-006	N/A	15 01/06/20	N/A	Lloyds Bank	Interest on deposit account	£ 0.18	£ -	£ -	£ -
Current	Payment	YES	15/05/2020	GBPCWCB2021-007	Direct Debit	29 29/05/20	7617055	EDF Energy	Energy bill for April 2020	£ -	£ 76.75	£ 3.66	£ 73.09
Current	Payment	YES	28/05/2020	GBPCWCB2021-008	1369	29 29/05/20	N/A	S Mills	Clerk salary for May 2020 (04/05/20-31/05/20)	£ -	£ 336.72	£ -	£ 336.72
Current	Payment	YES	24/06/2020	GBPCWCB2021-009	1371	31 31/07/20	727	ESALC Ltd	ESALC/NALC Subscriptions for 2020/2021	£ -	£ 142.13	£ -	£ 142.13
Current	Payment	YES	24/06/2020	GBPCWCB2021-010	1372	31 31/07/20	14035	SSALC Limited	Fee for CLlr Training - 11th Feb 2020	£ -	£ 84.00	£ 14.00	£ 70.00
Current	Payment	YES	24/06/2020	GBPCWCB2021-011	1373	31 31/07/20	11321	Streetlights	Street Lighting Maintenance 2020/21 Payment 1 of 2	£ -	£ 144.60	£ 24.10	£ 120.50
Current	Payment	YES	24/06/2020	GBPCWCB2021-012	1374	31 31/07/20	6485	Mulberry & Co	Internal Audit for 2019/2020	£ -	£ 270.00	£ 45.00	£ 225.00
Current	Payment	YES	24/06/2020	GBPCWCB2021-013	1375	31 31/07/20	44387536	Zurich Insurance	Parish Council Insurance for 01/06/20-31/05/21	£ -	£ 607.22	£ 65.06	£ 542.16
Current	Payment	YES	24/06/2020	GBPCWCB2021-014	1376	31 31/07/20	49123	Glynde Estates	Mowing and strimming recreation ground	£ -	£ 150.00	£ -	£ 150.00
Current	Payment	YES	24/06/2020	GBPCWCB2021-015	1376	31 31/07/20	49226	Glynde Estates	Mowing and strimming recreation ground 14/04/20	£ -	£ 150.00	£ -	£ 150.00
Current	Payment	YES	24/06/2020	GBPCWCB2021-016	1376	31 31/07/20	49421	Glynde Estates	Mowing and strimming recreating ground 20/04/20	£ -	£ 150.00	£ -	£ 150.00
Current	Payment	YES	24/06/2020	GBPCWCB2021-017	1376	31 31/07/20	49656	Glynde Estates	Mowing and strimming recreation ground 09/06/20 plus collection/removal of cuttings	£ -	£ 200.00	£ -	£ 200.00
Current	Payment	YES	24/06/2020	GBPCWCB2021-018	Direct Debit	30 30/06/20	7786405	EDF Energy	Energy bill for May 2020	£ -	£ 78.45	£ 3.74	£ 74.71
Current	Payment	YES	24/06/2020	GBPCWCB2021-019	1377	30 30/06/20	N/A	S Mills	Clerk salary for June 2020 (01/06/20-28/06/20)	£ -	£ 336.72	£ -	£ 336.72
Deposit	Receipt	YES	09/06/2020	GBPCWCB2021-020	N/A	16 01/07/20	N/A	Lloyds Bank	Interest on deposit account	£ 0.16	£ -	£ -	£ -
Current	Payment	YES	15/07/2020	GBPCWCB2021-021	Direct Debit	31 31/07/20	7951825	EDF Energy	Energy bill for June 2020 (paid by DD on 15/07/20)	£ -	£ 76.75	£ 3.66	£ 73.09
Current	Payment	YES	22/07/2020	GBPCWCB2021-022	1378	31 31/07/20	N/A	S Mills	Clerk salary for July 2020 (29/06/20 - 02/01/20)	£ 420.90	£ -	£ -	£ 420.90
Current	Payment	YES	22/07/2020	GBPCWCB2021-023	1378	31 31/07/20	N/A	S Mills	Clerk expenses (£7.20 Zoom meeting for 1 month cost shared 50% with South Heighton PC, £9 mobile phone for 3 months cost shared 50% with South Heighton PC, £14.28 A4 paper, stamps and stationery)	£ 35.48	£ -	£ 1.20	£ 34.28
Current	Payment	YES	22/07/2020	GBPCWCB2021-024	1379	32 28/08/20	49171	Glynde Estates	Glynde Recreation Ground: Half yearly water supply 01/10/2019 - 31/03/2020	£ 16.55	£ -	£ -	£ 16.55
Current	Payment	YES	22/07/2020	GBPCWCB2021-025	1379	32 28/08/20	49439	Glynde Estates	Mowing and strimming recreation ground on 05/05/20.	£ 150.00	£ -	£ -	£ 150.00
Current	Payment	YES	22/07/2020	GBPCWCB2021-026	1379	32 28/08/20	49448	Glynde Estates	Mowing and strimming recreation ground on 19/05/20.	£ 150.00	£ -	£ -	£ 150.00
Current	Payment	YES	22/07/2020	GBPCWCB2021-027	1379	32 28/08/20	49857	Glynde Estates	Mowing and strimming recreation ground 01/07/20 plus collection/removal of cuttings	£ 200.00	£ -	£ -	£ 200.00
Current	Payment	YES	22/07/2020	GBPCWCB2021-028	1379	32 28/08/20	49859	Glynde Estates	To supply labour and machinery to take down and dispose of the old recreation ground fencing and gates.	£ 1,500.00	£ -	£ -	£ 1,500.00
Current	Receipt	YES	22/07/2020	GBPCWCB2021-029	N/A	31 31/07/20	N/A	HMRC	VAT Rebate	£ 650.47	£ -	£ -	£ -
Current	Payment	YES	17/08/2020	GBPCWCB2021-030	Direct Debit	32 28/08/20	8123857	EDF Energy	Energy bill for July 2020 (paid by DD on 17/08/20)	£ -	£ 78.45	£ 3.74	£ 74.71
Current	Receipt	YES	28/08/2020	GBPCWCB2021-031	N/A	32 28/08/20	N/A	Lewes District Council	Precept payment 2 of 2	£ 5,641.62	£ -	£ -	£ -
Current	Payment	YES	28/08/2020	GBPCWCB2021-032	1380	32 28/08/20	N/A	S Mills	Clerk salary for August 2020	£ -	£ 364.78	£ -	£ 364.78
Current	Payment	YES	15/09/2020	GBPCWCB2021-033	Direct Debit	33 30/09/20	8282957	EDF Energy	Energy bill for August 2020 (paid by DD on 15/09/20)	£ -	£ 78.45	£ 3.74	£ 74.71
Current	Payment	YES	23/09/2020	GBPCWCB2021-034	1381	33 30/09/20	N/A	S Mills	Clerk salary for September 2020	£ -	£ 364.78	£ -	£ 364.78



**Glynde and Beddingham Parish Council Working Cashbook 2020-2021**

Bank Account	Payment/ Receipt	Item on bank statement?	Meeting Date	Cashbook ref	Cheque number	Bank Statement number/date	Invoice Number	Payee	Details	Receipt Value	Gross Value (Payment)	VAT Value	Net Value
Current	Payment	YES	23/09/2020	GBPCWCB2021-035	1381	33 30/09/20	N/A	S Mills	Reimbursement to Clerk for following shared 50/50 with South Highton Parish Council: McAfee Anti-Virus £24.99; Zoom Virtual Meeting for September £7.20; Mobile Phone for August £3 and September £3.	£ -	£ 38.19	£ 1.20	£ 36.99
Deposit	Receipt	YES	09/07/2020	GBPCWCB2021-036	N/A	17 31/07/20	N/A	Lloyds Bank	Interest on deposit account	£ 0.17	£ -	£ -	£ -
Deposit	Receipt	YES	10/08/2020	GBPCWCB2021-037	N/A	18 01/09/20	N/A	Lloyds Bank	Interest on deposit account	£ 0.14	£ -	£ -	£ -
Deposit	Receipt	YES	09/09/2020	GBPCWCB2021-038	N/A	19 01/10/20	N/A	Lloyds Bank	Interest on deposit account	£ 0.03	£ -	£ -	£ -
Deposit	Receipt	YES	09/10/2020	GBPCWCB2021-039	N/A	20 30/10/20	N/A	Lloyds Bank	Interest on deposit account	£ 0.03	£ -	£ -	£ -
Current	Payment	YES	15/10/2020	GBPCWCB2021-040	Direct Debit	34 30/10/20	8451186	EDF Energy	Energy bill for September 2020 (paid by DD on 15/10/20)	£ -	£ 76.75	£ 3.66	£ 73.09
Current	Payment	YES	27/10/2020	GBPCWCB2021-041	1382	34 30/10/20	N/A	S Mills	Clerk salary for October 2020	£ -	£ 364.78	£ -	£ 364.78
Current	Payment	YES	27/10/2020	GBPCWCB2021-042	1382	34 30/10/20	N/A	S Mills	Reimbursement to Clerk for following shared 50/50 with South Highton Parish Council: Microsoft 365 1 yr subscription £40; Mobile Phone for October £3.	£ -	£ 43.00	£ -	£ 43.00
Current	Payment	YES	25/10/2020	GBPCWCB2021-043	1383	36 31/12/20	50604	Glynde Estates	EDF energy invoice from 10/03/20 - 06/10/20	£ -	£ 140.66	£ -	£ 140.66
Current	Payment	YES	16/11/2020	GBPCWCB2021-044	Direct Debit	35 30/11/20	8619457	EDF Energy	Energy bill for October 2020 (paid by DD on 16/11/20)	£ -	£ 78.45	£ 3.74	£ 74.71
Current	Payment	YES	18/11/2020	GBPCWCB2021-045	1384	36 31/12/20	50657	Glynde Estates	Half yearly water supply 01/04/2020-30/09/2020	£ -	£ 16.55	£ -	£ 16.55
Current	Payment	YES	18/11/2020	GBPCWCB2021-046	1385	35 30/11/20	N/A	S Mills	Clerk salary for November 2020	£ -	£ 364.78	£ -	£ 364.78
Current	Payment	YES	18/11/2020	GBPCWCB2021-047	1385	35 30/11/20	N/A	S Mills	Reimbursement to Clerk for following shared 50/50 with South Highton Parish Council: Zoom subscription for November £7.20; Mobile Phone for November £3.	£ -	£ 10.20	£ 1.20	£ 9.00
Current	Payment	YES	18/11/2020	GBPCWCB2021-048	1386	36 31/12/20	11695	Streetlights	Street Lighting Maintenance 2020/21 Payment 2 of 2	£ -	£ 144.60	£ 24.10	£ 120.50
Deposit	Receipt	YES	09/11/2020	GBPCWCB2021-049	N/A	21 01/12/20	N/A	Lloyds Bank	Interest on deposit account	£ 0.03	£ -	£ -	£ -
Current	Payment	YES	15/12/2020	GBPCWCB2021-050	Direct Debit	36 31/12/20	8785919	EDF Energy	Energy bill for November 2020 (paid by DD on 15/12/20)	£ -	£ 76.75	£ 3.66	£ 73.09
Current	Payment	YES	17/12/2020	GBPCWCB2021-051	1387	36 31/12/20	N/A	S Mills	Clerk salary for December 2020	£ -	£ 364.78	£ -	£ 364.78
Current	Payment	YES	17/12/2020	GBPCWCB2021-052	1387	36 31/12/20	N/A	S Mills	Reimbursement to Clerk for following shared 50/50 with South Highton Parish Council: Mobile Phone for December £3.	£ -	£ 3.00	£ -	£ 3.00
Current	Payment	YES	17/12/2020	GBPCWCB2021-053	1388	37 29/01/21	6231649	Lewes District Council	Play Inspection for January 2021	£ -	£ 18.60	£ 3.10	£ 15.50
Current	Payment	YES	17/12/2020	GBPCWCB2021-054	1389	37 29/01/21	811502	Wicksteed Leisure Ltd	Play Area Works (surfacing under swings and roundabout, removal of slide). Approved by Council on 22nd July 2020 (minute ref GBPC2021-029/8.2a).	£ -	£ 5,450.28	£ 908.38	£ 4,541.90
Deposit	Receipt	YES	09/12/2021	GBPCWCB2021-055	N/A	22 31/12/20	N/A	Lloyds Bank	Interest on deposit account	£ 0.03	£ -	£ -	£ -
Current	Payment	YES	25/12/2020	GBPCWCB2021-056	1390	38 26/02/21	51097	Glynde Estates	Recreation ground rent 25/12/20 - 24/12/21	£ -	£ 10.10	£ -	£ 10.10
Current	Payment	YES	25/11/2021	GBPCWCB2021-057	1391	38 26/02/21	6230697	Lewes District Council	Monthly Play Inspections 01/01/20-30/11/20	£ -	£ 204.60	£ 34.10	£ 170.50
Current	Payment	YES	01/12/2021	GBPCWCB2021-058	1391	38 26/02/21	6230721	Lewes District Council	Play Inspection for December 2020	£ -	£ 18.60	£ 3.10	£ 15.50
Current	Payment	YES	18/01/2021	GBPCWCB2021-059	Direct Debit	37 29/01/21	8982841	EDF Energy	Energy bill for December 2020 (paid by DD on 18/01/21)	£ -	£ 78.45	£ 3.74	£ 74.71
Current	Payment	YES	28/01/2021	GBPCWCB2021-060	1392	37 29/01/21	N/A	S Mills	Clerk salary for January 2021	£ -	£ 364.78	£ -	£ 364.78
Current	Payment	YES	28/01/2021	GBPCWCB2021-061	1392	37 29/01/21	N/A	S Mills	Clerk expenses: Reimbursement for following shared 50/50 with South Highton Parish Council: Zoom subscription for 1 year (50% of £143.88 = £71.94) + Mobile phone for January (50% of £6 = £3).	£ -	£ 74.74	£ 11.99	£ 62.75
Current	Payment	YES	20/01/2021	GBPCWCB2021-062	1393	38 26/02/21	6232202	Lewes District Council	Play Inspection for February 2021	£ -	£ 18.60	£ 3.10	£ 15.50

	A	B	C	D	E	F	H	I
	RECEIPTS	2019/2020 ACTUAL RECEIPTS	2020/2021 BUDGET	ACTUAL RECEIPTS TO DATE	% OF RECEIPTS RECEIVED	FORECASTED RECEIPTS TO YEAR END (31/03/21)	2021/2022 Budget	NOTES
2								
3	<b>Income</b>							
4	Precept	£ 10,954.00	£ 11,282.62	£ 11,282.62	100%	£ -	£ 11,508.27	Precept increases: 1% = £11,395.45 2% = £11,508.27 3% = £11,621.10 4% = £11,733.92 5% = £11,846.75
5	LDC Grant	£ 233.00	£ -	£ -	0%	£ -	£ -	
6	Glynde CC Rent		£ 280.00		0%	£ -	£ 280.00	
7	Bank Interest	£ 2.03	£ 1.00	£ 1.04	104%	£ -	£ 1.00	
8	Donations		£ -	£ -	0%	£ -	£ 3,000.00	
9	PWLB Loan		£ -	£ -	0%	£ -	£ 10,000.00	
10	Other		£ -	£ -	0%	£ -	£ -	
11	VAT Refund		£ 150.00	£ 650.47	434%	£ -	£ 3,500.00	
12	<b>Receipts Total:</b>	<b>£ 11,189.03</b>	<b>£ 11,713.62</b>	<b>£ 11,934.13</b>	<b>102%</b>	<b>£ -</b>	<b>£ 28,289.27</b>	
13	<b>TOTAL RECEIPTS (EXCLUDING VAT REFUND)</b>	<b>£ 11,189.03</b>	<b>£ 11,713.62</b>	<b>£ 11,934.13</b>	<b>102%</b>	<b>£ -</b>	<b>£ 28,289.27</b>	
14								
15	<b>PAYMENTS</b>	<b>2019/2020 ACTUAL PAYMENTS</b>	<b>2020/2021 BUDGET [Revised 22/07/20]</b>	<b>ACTUAL PAYMENTS TO DATE</b>	<b>% OF BUDGET LINE SPENT</b>	<b>FORECASTED PAYMENTS TO YEAR END (31/03/21)</b>	<b>2021/2022 Budget</b>	<b>NOTES</b>
16	<b>Staff Costs</b>							
17	Clerks Salary & Holiday entitlement	£ 3,295.12	£ 3,650.00	£ 4,433.48	121%	£ -	£ 4,500.00	
18	Clerk Overtime	£ 526.13	£ -	£ -	0%	£ -	£ -	
19	<b>Staff Costs Total:</b>	<b>£ 3,821.25</b>	<b>£ 3,650.00</b>	<b>£ 4,433.48</b>	<b>121%</b>	<b>£ -</b>	<b>£ 4,500.00</b>	
20	<b>Management</b>							
21	Clerks Expenses	£ 125.93	£ 320.00	£ -	0%	£ -	£ -	
22	Clerks Office	£ 148.20	£ 200.00	£ 223.27	112%	£ -	£ 200.00	18/01/21: £100 p/annum home usage allowance, £40 mobile phone, £60 stationery, stamps, files, envelopes, office sundries.
23	HMRC   PAYE	£ 436.43	£ 400.00	£ -	0%	£ -	£ -	
24	Parish Insurance	£ -	£ 700.00	£ 542.16	77%	£ -	£ 558.42	2020-21 cost +3%
25	Elections	£ 118.35	£ 1,000.00	£ -	0%	£ -	£ 2,000.00	Reserved for 2023 potential election costs.
26	Internal Audit	£ -	£ 150.00	£ 225.00	150%	£ -	£ 231.75	2020-21 cost +3%
28	Reading Rooms/Meetings	£ -	£ 300.00	£ 71.75	24%	£ -	£ 75.00	
29	Banking	£ -	£ -	£ -	0%	£ -	£ -	
30	Legal	£ -	£ 500.00	£ -	0%	£ -	£ -	
31	Training	£ -	£ 200.00	£ 131.90	66%	£ -	£ 250.00	
32	Website/Anti-Virus/Software	£ 129.99	£ 100.00	£ -	0%	£ -	£ 215.00	18/01/21: £90 .gov domain lease for 2 years, £55 web hosting, £45 MS365, £25 anti-virus. Due October 2021.
33	SSALC/NALC/LDALC/SLCC	£ 138.69	£ 200.00	£ 364.94	182%	£ -	£ 200.00	2020-21 cost +3% 15/02 - Was £146.39. Needs to include £70 SLCC costs.
34	<b>Management Total:</b>	<b>£ 1,097.59</b>	<b>£ 4,070.00</b>	<b>£ 1,559.02</b>	<b>38%</b>	<b>£ -</b>	<b>£ 3,730.17</b>	
35	<b>Projects</b>							
36	Grants	£ -	£ 500.00	£ 500.00	100%	£ -	£ 1,000.00	
37	Water & Electric Events	£ 162.28	£ 350.00	£ 173.76	50%	£ -	£ 350.00	
38	Business Plan Projects	£ -	£ -	£ -	0%	£ -	£ 750.00	18/01/21: Purchase of speedwatch equipment, climate event, community planting.
39	Playground Project	£ 2,801.66	£ 12,450.00	£ 6,518.28	52%	£ -	£ 11,405.00	18/01/21: New slide and surfacing = £11,205; New Signs = £200. Goal post of £1000 to be purchased from 2020-2021 budget.
40	PWLB Repayments	£ -	£ -	£ -	0%	£ -	£ 728.82	18/01/21: Based on loan of £10,000 over 15 years.
41	<b>Projects Total:</b>	<b>£ 2,963.94</b>	<b>£ 13,300.00</b>	<b>£ 7,192.04</b>	<b>54%</b>	<b>£ -</b>	<b>£ 14,233.82</b>	
42	<b>Recreation Ground</b>							
43	Glynde Rec & Lighting rental	£ 55.30	£ 50.00	£ 10.10	20%	£ -	£ 20.00	
44	Play area inspections	£ 45.00	£ 350.00	£ 248.00	71%	£ -	£ 300.00	
45	Play equipment maintenance	£ -	£ 250.00	£ -	0%	£ -	£ 250.00	
46	Grass Cutting	£ 775.00	£ 1,000.00	£ 2,050.00	205%	£ -	£ 2,850.00	
47	Repairs	£ -	£ 250.00	£ -	0%	£ -	£ 250.00	
48	<b>Recreation Ground Total:</b>	<b>£ 875.30</b>	<b>£ 1,900.00</b>	<b>£ 2,308.10</b>	<b>121%</b>	<b>£ -</b>	<b>£ 3,670.00</b>	
49	<b>Street Lighting</b>							
50	Electricity   Energy	£ 958.88	£ 1,000.00	£ 885.20	89%	£ -	£ 1,000.00	
51	Electricity   Maintenance Contract	£ 509.80	£ 600.00	£ 241.00	40%	£ -	£ 300.00	
52	<b>Street Lighting Total:</b>	<b>£ 1,468.68</b>	<b>£ 1,600.00</b>	<b>£ 1,126.20</b>	<b>70%</b>	<b>£ -</b>	<b>£ 1,300.00</b>	
53	<b>Reserves</b>							
54	General Reserves	£ -	£ 3,000.00	£ 144.75	5%	£ -	£ 3,000.00	
55	<b>Reserves Total:</b>	<b>£ -</b>	<b>£ 3,000.00</b>	<b>£ 144.75</b>	<b>5%</b>	<b>£ -</b>	<b>£ 3,000.00</b>	
56	<b>TOTAL PAYMENTS EXCLUDING VAT</b>	<b>£ 10,226.76</b>	<b>£ 27,520.00</b>	<b>£ 16,763.59</b>	<b>61%</b>	<b>£ -</b>	<b>£ 30,433.99</b>	
57	VAT	£ 653.97	£ 150.00	£ 1,433.43	956%	£ -	£ 3,500.00	
58	<b>TOTAL PAYMENTS INCLUDING VAT</b>	<b>£ 10,880.73</b>	<b>£ 27,670.00</b>	<b>£ 18,197.02</b>	<b>66%</b>	<b>£ -</b>	<b>£ 33,933.99</b>	

	BUDGET SUMMARY	2019/2020 BUDGET (ACTUAL)	2020/2021 BUDGET, SPEND-TO-DATE AND FORECAST TO YE	2021/2022 BUDGET (FORECAST)
60				
61	A) OPENING BANK BALANCE ON 1ST APRIL (minus unrepresented cheques from previous year)	£ 17,491.11	£ 17,799.41	£ 11,536.52
62	B) TOTAL RECEIPTS TO DATE	£ 11,189.03	£ 11,934.13	£ 28,289.27
63	C) TOTAL PAYMENTS TO DATE	£ 10,880.73	£ 18,197.02	£ 33,933.99
64	D) RECEIPTS-PAYMENTS TO DATE	£ 308.30	£ 6,262.89	£ 5,644.72
65	E) OPENING BANK BALANCE+RECEIPTS TO DATE-PAYMENTS TO DATE	£ 17,799.41	£ 11,536.52	£ 5,891.80
66	F) FORECASTED BALANCE AT YEAR END (ACTUAL RECEIPTS AND PAYMENT TO DATE - FORECASTED)	£ 17,799.41	£ 11,536.52	£ 5,891.80
91				
92	<b>Precept Calculations</b>	<b>2019/2020 (ACTUAL)</b>	<b>2020/2021 (ACTUAL)</b>	<b>2021/2022 (FORECAST)</b>
93	Budgeted total expenditure	£ 10,880.73	£ 22,806.10	£ 33,933.99
94	Budgeted income (excluding precept and LDC grant)	£ 2.03	£ 431.00	£ 16,781.00
95	LDC Grant	£ 233.00	£ -	£ -
96	Sub-total	£ 10,645.70	£ 22,375.10	£ 17,152.99
97	Use of reserves	£ 308.30	£ 11,092.48	£ 5,644.72
98	<b>Net expenditure and Council Tax Requirement</b>	<b>£ 10,954.00</b>	<b>£ 11,282.62</b>	<b>£ 11,508.27</b>

← PRECEPT