

ALFRISTON PARISH COUNCIL

www.alfristonparishcouncil.org.uk

CLERK TO THE COUNCIL
Mrs Suzanna Dry
Tel: 07936 904743

Alfriston War Memorial Hall
Old School House
The Tye, Alfriston, BN26 5TL

E-mail: clerk@alfristonparishcouncil.org.uk

31st July 2025

Draft Minutes of the Finance meeting of Alfriston Parish Council (APC), held in the Alfriston War Memorial Hall on Monday 21st July 2025 at 8.45pm

Present:

Cllr J Watkins	Cllr N Parkinson
Cllr R Embry	Cllr J Spring
Cllr A Harris	

In attendance:

Mrs Suzanna Dry – Parish Clerk & RFO
2 members of the public present.

94. Chair's Welcome

In Cllr Monteath-Wilson's absence, Cllr Watkins chaired the meeting.

95. Public Questions

There were no public questions.

96. Apologies for absence

Apologies were received from Cllr Monteath-Wilson

97. Declaration of interest

There were no declarations of interest in relation to this meeting.

98. Finance

98.1 Cllr Parkinson proposed and Cllr Harris seconded a motion that the Quarter 1 Audit Paperwork be approved. ([Appendix A](#)). This was unanimously **RESOLVED**.

98.2 Cllr Spring proposed and Cllr Harris seconded a motion that the Quarter 1 VAT Return be approved. ([Appendix B](#)). This was unanimously **RESOLVED**.

98.3 All Cllrs confirmed sight of the Expenditure against Budget Figures for Quarter 1 ([Appendix C](#)).

98.4 All Cllrs confirmed sight of the Forecast Figures for Quarter 2 ([Appendix C](#)).

98.5 General Reserves - Cllrs reviewed and were happy with the level of General Reserves ([Appendix C](#)). As agreed in the June APC meeting, £4,500.00 will be moved from the High Street Traffic Plan into the Tye Road Surface, once repair of the sunken area of The Tye Rd is agreed.

99. Date of next APC meeting - Monday 15th September 2025 in the AWMH at 7.15pm.

The meeting closed at 9.00pm.

Appendices, as referred to in the minutes, attached below or are available on the website.

Appendix A

Alfriston Parish Council QTR 1 Bank Reconciliation - Apr-Jun 2025									
Prepared by Suzanna Dry, Clerk and Responsible Financial Officer									
Balance per bank statements as at 30TH JUNE 2025							£		
Santander Savings Account number 53120866								44,727.23	
Santander Current account number 53120183								<u>3,422.43</u>	
Less: unpresented cheques at 30th JUNE 2025								0.00	
Net balances as at 30TH JUNE 2025								48,149.66	
The net balances reconcile to the Cash Book for the the year, as follows:									
Cash Book (Ledger)									
Opening Balance 31ST MARCH 2025 Savings								27,882.18	
Opening Balance 31ST MARCH 2025 Current							-	<u>4,199.76</u>	
								32,081.94	
Add: Receipts in THE QUARTER + VAT							add	30,015.55	
Less: Payments in the THE QUARTER + VAT							minus	<u>13,947.83</u>	
Closing balance per cash book as at 30TH JUNE 2025								48,149.66	
AGREES WITH BANK STATEMENTS FOR 30TH JUNE 2025									
Checked and signed by Cllr									
On date									
Receipts		Payments							
29821.86	Apr	2437.11	Apr						
49.85	May	7634.98	May						
143.84	June	3875.74	June						
30015.55	TOTAL								
		13947.83	TOTAL						

View transactions

Account: BUSINESS CURRENT ACCOUNT - 09-01-28 53120183

Alerts on this account: 3 Amend

Current balance: £3,222.83

Balance incl. pending: £3,222.83

Interest rate: 0.00 %

Show transactions:

from // to // 1/6/25-30/6/25

To search for transactions by amount or type, use [advanced search](#).

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Capital repayments are shown below. Interest repayments are not shown.

Transactions

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1-18 transactions

	Date	Description	Money in	Money out	Balance
50	30/06/2025	BILL PAYMENT VIA FASTER PAYMENT TO CASTLE WATER REFERENCE 2494070 , MANDATE NO 253		£21.77 ✓	£3,422.43
49	30/06/2025	BILL PAYMENT VIA FASTER PAYMENT TO SUES GARDEN MAIN REFERENCE 01C , MANDATE NO 241		£60.00 ✓	£3,444.20
48	28/06/2025	CHARGES FROM 2025-05-09 TO 2025-06-08		£20.00 ✓	£3,504.20
47	27/06/2025	DIRECT DEBIT PAYMENT TO O2 REF 05813169/001, MANDATE NO 0021		£17.80 ✓	£3,524.20
	21/06/2025	FASTER PAYMENTS RECEIPT REF.PLOT 21A 21B FROM SHEPHERD C P	£40.00 ✓		£3,542.00
	20/06/2025	FASTER PAYMENTS RECEIPT REF.ALLOTMENT RENT FROM WHITE LJ/ROYGOLD	£20.00 ✓		£3,502.00
	20/06/2025	FASTER PAYMENTS RECEIPT REF.NOT PROVIDED FROM JOSEPH CARDEN	£40.00 ✓		£3,482.00
46	19/06/2025	BILL PAYMENT VIA FASTER PAYMENT TO HMRC CUMBERNAULD REFERENCE 334PM00126210 , MANDATE NO 1		£480.16 ✓	£3,442.00
45	18/06/2025	CARD PAYMENT TO TIMPSON LTD 1051 ON 17-06-2025		£10.00 ✓	£3,922.16
44	17/06/2025	BILL PAYMENT VIA FASTER PAYMENT TO MRS SUZANNA DRY REFERENCE SALARY , MANDATE NO 0268		£2,018.24 ✓	£3,932.16
43	13/06/2025	CARD PAYMENT TO HPI INSTANT INK UK ON 13-06-2025		£41.99 ✓	£5,950.40
42	13/06/2025	BILL PAYMENT VIA FASTER PAYMENT TO WEALDEN DC REFERENCE 70068174 , MANDATE NO 258		£686.40 ✓	£5,992.39

https://business.santander.co.uk/SBBI_Accounts_ENS/channel.ssobto?dse_contextRoot=true

1/2

04/07/2025, 13:03

Santander Online Business Banking

	Date	Description	Money in	Money out	Balance
47	13/06/2025	TRANSFER FROM ALFRISTON PARISH COUNCIL	£5,000.00		£6,678.79
39	12/06/2025	DIRECT DEBIT PAYMENT TO NEST REF IT000001897868, MANDATE NO 0013		£182.18 ✓	£1,678.79
40	10/06/2025	BILL PAYMENT VIA FASTER PAYMENT TO AWMH REFERENCE P21.PARISH COUNCIL , MANDATE NO 140		£32.00 ✓	£1,860.97
38	10/06/2025	BILL PAYMENT VIA FASTER PAYMENT TO SUES GARDEN MAIN REFERENCE 01A , MANDATE NO 241		£60.00 ✓	£1,892.97
37	05/06/2025	BILL PAYMENT VIA FASTER PAYMENT TO INTERBIZ REFERENCE ALFRISTON PC , MANDATE NO 160		£25.20 ✓	£1,952.97
	05/06/2025	BILL PAYMENT VIA FASTER PAYMENT TO MR T D MAHON REFERENCE ALFRISTON PC , MANDATE NO 184		£220.00 ✓	£1,978.17

1-18 transactions

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View transactions

Account: BUSINESS CURRENT ACCOUNT - 09-01-28 53120183

Alerts on this account: 3 [Amend](#)

Current balance: £2,198.17

Balance incl. pending: £2,198.17

Interest rate: 0.00 %

Show transactions:

from // to // 1/5/25 - 31/5/25

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Capital repayments are shown below. Interest repayments are not shown.

Transactions

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1-28 transactions

	Date	Description	Money in	Money out	Balance
36	31/05/2025	CARD PAYMENT TO ALFRISTON ON 30-05-2025		£39.93 ✓	£2,198.17
35	30/05/2025	DIRECT DEBIT PAYMENT TO NEST REF IT000001897868, MANDATE NO 0013		£182.18 ✓	£2,238.10
34	29/05/2025	DIRECT DEBIT PAYMENT TO O2 REF 05813169/001, MANDATE NO 0021		£16.76 ✓	£2,420.28
33	28/05/2025	CHARGES FROM 2025-04-09 TO 2025-05-08		£20.00 ✓	£2,437.04
32(4)	27/05/2025	BILL PAYMENT VIA FASTER PAYMENT TO MRS SUZANNA DRY REFERENCE SLOC CONFERENCE, MANDATE NO		£27.50 ✓	£2,457.04
32(a)	27/05/2025	BILL PAYMENT VIA FASTER PAYMENT TO MRS SUZANNA DRY REFERENCE SLOC CONFERENCE, MANDATE NO		£531.00 ✓	£2,484.54
31	27/05/2025	BILL PAYMENT VIA FASTER PAYMENT TO HMRC CUMBERNAULD REFERENCE 334PM00126210, MANDATE NO 1		£480.36 ✓	£3,015.54
30	27/05/2025	BILL PAYMENT TO BARCOMBE LANDSCA REFERENCE ALFRISTON PC 5799		£768.00 ✓	£3,495.90
29	27/05/2025	BILL PAYMENT VIA FASTER PAYMENT TO CLEAR INSURANCE REFERENCE LCO01213, MANDATE NO 218		£1,528.16 ✓	£4,263.90
28	20/05/2025	BILL PAYMENT VIA FASTER PAYMENT TO MRS SUZANNA DRY REFERENCE SALARY, MANDATE NO 268		£2,018.04 ✓	£5,792.06
	20/05/2025	TRANSFER FROM ALFRISTON PARISH COUNCIL	£5,000.00 ✓		£7,810.10
27	17/05/2025	CARD PAYMENT TO TESCO STORES 6386 ON 16- 05-2025		£14.20 ✓	£2,810.10

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05/06/2025, 15:10

Santander Online Business Banking

	Date	Description	Money in	Money out	Balance
26	16/05/2025	DIRECT DEBIT PAYMENT TO ICO REF ZA373693, MANDATE NO 0018		£47.00 ✓	£2,824.30
25	13/05/2025	CARD PAYMENT TO HPI INSTANT INK UK ON 13-05-2025		£36.99 ✓	£2,871.30
24	12/05/2025	BILL PAYMENT VIA FASTER PAYMENT TO AWMH REFERENCE P21.PARISH COUNCIL , MANDATE NO 140		£72.00 ✓	£2,908.29
23	12/05/2025	BILL PAYMENT VIA FASTER PAYMENT TO CASTLE WATER REFERENCE 2494070 , MANDATE NO 253		£18.04 ✓	£2,980.29
	12/05/2025	FASTER PAYMENTS RECEIPT REF.PRICE9A FROM MR R J PRICE	£20.00 ✓		£2,998.33
22	07/05/2025	DIRECT DEBIT PAYMENT TO NEST REF IT000001897868, MANDATE NO 0013		£160.60 ✓	£2,978.33
21	01/05/2025	BILL PAYMENT VIA FASTER PAYMENT TO SCOTTISH WATER B REFERENCE 2792374/7708495 , MANDATE NO		£27.94 ✓	£3,138.93
20	01/05/2025	BILL PAYMENT VIA FASTER PAYMENT TO INTERBIZ REFERENCE ALFRISTON PC , MANDATE NO 160		£25.20 ✓	£3,166.87
19	01/05/2025	BILL PAYMENT VIA FASTER PAYMENT TO ESALC LTD REFERENCE 1974 , MANDATE NO 266		£245.84 ✓	£3,192.07
18	01/05/2025	BILL PAYMENT VIA FASTER PAYMENT TO LATITUDE REFERENCE ALFRISTON COUNCIL , MANDATE NO 85		£111.74 ✓	£3,437.91
17	01/05/2025	BILL PAYMENT VIA FASTER PAYMENT TO MULBERRY LOCAL A REFERENCE ALFRISTON COUNCIL , MANDATE		£136.50 ✓	£3,549.65
16	01/05/2025	BILL PAYMENT VIA FASTER PAYMENT TO HMRC CUMBERNAULD REFERENCE 334PM00126210 , MANDATE NO 1		£393.69 ✓	£3,686.15
15	01/05/2025	BILL PAYMENT VIA FASTER PAYMENT TO EDF ENERGY CUSTO REFERENCE 5583200000 , MANDATE NO 217		£283.31 ✓	£4,079.84
14	01/05/2025	BILL PAYMENT VIA FASTER PAYMENT TO BIFFA REFERENCE 319C53578 , MANDATE NO 265		£180.00 ✓	£4,363.15
13	01/05/2025	BILL PAYMENT VIA FASTER PAYMENT TO BIFFA REFERENCE 319C51067 , MANDATE NO 264		£270.00 ✓	£4,543.15
	01/05/2025	TRANSFER FROM ALFRISTON PARISH COUNCIL	£3,000.00 ✓		£4,813.15

1-28 transactions

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View transactions

Account: BUSINESS CURRENT ACCOUNT - 09-01-28 53120183

Alerts on this account: 3 [Amend](#)

Current balance: £1,952.97

Balance incl. pending: £1,952.97

Interest rate: 0.00 %

Show transactions:

from // to // 1/4/25 - 30/4/25

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Capital repayments are shown below. Interest repayments are not shown.

Transactions

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1-17 transactions

Date	Description	Money in	Money out	Balance
30/04/2025	FASTER PAYMENTS RECEIPT REF.PLOT 27 PLOT 28 FROM CRAWFORD PCU	£25.00 ✓		£1,813.15
29/04/2025	BILL PAYMENT VIA FASTER PAYMENT TO MRS SUZANNA DRY REFERENCE SLCC MEMBERSHIP , MANDATE NO		£240.00 ✓	£1,788.15
29/04/2025	TRANSFER TO ALFRISTON PARISH COUNCIL		£29,487.50 ✓	£2,028.15
29/04/2025	CHARGES FROM 2025-03-09 TO 2025-04-08		£20.00 ✓	£31,515.65
29/04/2025	DIRECT DEBIT PAYMENT TO O2 REF 05813169/001, MANDATE NO 0021		£15.60 ✓	£31,535.65
28/04/2025	BANK GIRO CREDIT REF WEALDEN D C, ALF101	£29,487.50 ✓		£31,551.25
27/04/2025	CREDIT FROM TESCO STORES 6386 ON 26-04-2025	£5.50 ✓		£2,063.75
16/04/2025	BILL PAYMENT VIA FASTER PAYMENT TO TANSLEYS PRINTER REFERENCE ALF11 , MANDATE NO 161		£118.80 ✓	£2,058.25
16/04/2025	BILL PAYMENT VIA FASTER PAYMENT TO CASTLE WATER REFERENCE 2494070 , MANDATE NO 253		£18.93 ✓	£2,177.05
15/04/2025	CARD PAYMENT TO HPI INSTANT INK UK ON 15-04-2025		£17.99 ✓	£2,195.98
15/04/2025	BILL PAYMENT VIA FASTER PAYMENT TO MRS SUZANNA DRY REFERENCE SALARY , MANDATE NO 242		£1,808.62 ✓	£2,213.97
13/04/2025	CARD PAYMENT TO TESCO STORES 6386 ON 12-04-2025. Annual Assembly refreshments		£73.35 ✓	£4,022.59
11/04/2025	FASTER PAYMENTS RECEIPT REF.MARIAN PRICE 15B FROM MR R J & MRS M PRI	£20.00 ✓		£4,095.94

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1/2

Date	Description	Money in	Money out	Balance
10/04/2025	BILL PAYMENT VIA FASTER PAYMENT TO AWMH REFERENCE P21.PARISH COUNCIL , MANDATE NO 140		£32.00 ✓	£4,075.94
10/04/2025	BILL PAYMENT VIA FASTER PAYMENT TO INTERBIZ REFERENCE ALFRISTON PC , MANDATE NO 160		£25.20 ✓	£4,107.94
01/04/2025	CARD PAYMENT TO MDC EXPORTS LTD ON 31-03-2025		£51.02 ✓	£4,133.14
01/04/2025	DIRECT DEBIT PAYMENT TO O2 REF 05813169/001, MANDATE NO 0021		£15.60 ✓	£4,184.16

1-17 transactions

View transactions

Account: BUSINESS SAVINGS ACCOUNT - 09-01-28 53120866

Alerts on this account: 0 - They're FREE and take seconds to set up

Current balance: £44,727.23

Balance incl. pending: £44,727.23

Interest rate: 1.00%

Show transactions:

from // to // 1/6/25 - 31/6/25

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Capital repayments are shown below. Interest repayments are not shown.

Transactions

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1-2 transactions

Date	Description	Money in	Money out	Balance
13/06/2025	TRANSFER TO ALFRISTON PARISH COUNCIL		£5,000.00 ✓	£44,727.23
08/06/2025	INTEREST PAID AFTER TAX 0.00 DEDUCTED	£43.84 ✓		£49,727.23

1-2 transactions

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View transactions

Account: BUSINESS SAVINGS ACCOUNT - 09-01-28 53120866

Alerts on this account: 0 - They're FREE and take seconds to set up

Current balance: £49,683.39

Balance incl. pending: £49,683.39

Interest rate: 1.00%

Show transactions:

from // to // 1/5/25 - 31/5/25

To search for transactions by amount or type, use [advanced search](#).

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Capital repayments are shown below. Interest repayments are not shown.

Transactions

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1-3 transactions

Date	Description	Money in	Money out	Balance
20/05/2025	TRANSFER TO ALFRISTON PARISH COUNCIL		£5,000.00 ✓	£49,683.39
09/05/2025	INTEREST PAID AFTER TAX 0.00 DEDUCTED	£29.85 ✓		£54,683.39
01/05/2025	TRANSFER TO ALFRISTON PARISH COUNCIL		£3,000.00 ✓	£54,683.54

1-3 transactions

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View transactions

Account: BUSINESS SAVINGS ACCOUNT - 09-01-28 53120866

Alerts on this account: 0 - They're FREE and take seconds to set up

Current balance: £49,683.39

Balance incl. pending: £49,683.39

Interest rate: 1.00%

Show transactions:

from // to // 11/4/25 - 30/4/25

To search for transactions by amount or type, use [advanced search](#).

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Capital repayments are shown below. Interest repayments are not shown.

Transactions

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1-3 transactions

Date	Description	Money in	Money out	Balance
29/04/2025	TRANSFER FROM ALFRISTON PARISH COUNCIL	£29,487.50	✓	£57,653.54
09/04/2025	INTEREST PAID AFTER TAX 0.00 DEDUCTED	£24.35	✓	£28,166.04
07/04/2025	BANK GIRO CREDIT REF HMRC VAT, 621810670	£259.51	✓	£28,141.69

1-3 transactions

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[Appendix B](#)

Business Name Alfriston Parish Council

Vat Reg No 621810670

VAT Period Ending June 2025

Box 1: VAT Due on Sales	0.00
Box 2: VAT Due on EU Acquisitions made in Northern Ireland	0.00
Box 3: Total VAT Due	0.00
Box 4: VAT Reclaimed Current Period	689.45
Box 5: Net VAT Due/Refundable	689.45
Box 6: Total Value of Sales	170.00
Box 7: Total Value of Purchases	6,223.00
Box 8: Total Value EU Goods Supplied from Northern Ireland	0.00
Box 9: Total EU Acquisitions made in Northern Ireland	0.00
Submission Received	16/07/2025 09:21:58
HMRC Receipt ID	009eabf6-8617-43bf-85df-73f65baf7547

Appendix C

APC QUARTERLY FIGURES 2025-26							
INCOME	ACTUAL 2024/25	BUDGET 2025/26	Qtr 1	Qtr 2 FORECAST	Qtr 3	Qtr 4	Notes
Precept	56,736	58,975	29,487	29,487			£131 p.a. for Band D property = £2.96 more than last year (3.9% increase)
ESCC Grass Cutting	0	0	0	0			
Allotment Rents	715	800	165	190			Most income due at renewal in Jan 2026
Donations	351	0	0	0			
Interest	499	300	136	272			
Pavilion	300	150	0	76			APC to invoice for Qtr 1 costs
Other	627	0	6	6			£6 refund from Parish Assembly refreshments
Total receipts excl VAT	59,229	60,225	29,794	30,031			
VAT on receipts	0	0	0	0			
VAT refunds from HMRC	7,321	0	260	689			Refund due from HMRC for Qtr 1
Total receipts	66,550	60,225	30,054	30,720			Increase of £2,389.00= 3.9% increase in budget from last year
EXPENDITURE	ACTUAL 2024/25	BUDGET 2025/26	Qtr 1	Qtr 2	Qtr 3	Qtr 4	
APC Staff costs	27,634	33,365	7,619	15,238			Budget Includes national pay agreement, Cilca, performance incr., 25hrs
Administration	1806	2350	462	1,577			Budget Includes £700 for new APC Laptop & set up. New laptop Qtr 2.
Grass Cutting	4685	4700	860	2,050			
Allotments	594	700	159	300			Budget Based on current water bill. Qtr 2 - may incur costs to clear plots of rubbish
Pavilion	172	150	76	130			Budget Based on current water bill
Rec & Playground	90	1000	0	400			Budget allows for fencing & misc. repairs (gates x 2 need repairing in Qtr 2)
Bins	4021	2700	947	1520			Budget reduced as no wheelie bins after April 2025
Tye	50	500	0	150			Replacement bollard x 1
Village Amenity							
Maintenance	1049	1200	120	250			Qtr 1 Poo bags & refreshments for P. Assembly.
Insurance	1093	1150	1369	1,369			Annual fee paid in Qtr 1
Jubilee Clock	1327	500	269	269			No more EDF payments, just annual maintenance
S137 Grants	810	1000	0	0			
Courses & Subscriptions	605	800	962	962			Budget includes annual conference cost in this budget line for 2025. NALC subs increased this yr.
Rent	661	700	136	260			Budget increased due to number of meetings
Bank Charges	240	260	60	120			
Audit	586	750	136	136			Next audit due October
Benches	0	600	0	300			Budget allows for repair costs. Qtr 2 - removal of damaged benches.
Election Expenses	0	500	0	0			
Chairman's allowance	42	100	40	0			
Speedwatch	0	0	0	0			
CIL money	0	0	0	0			
Other Misc	920	200	0	0			
Earmarked reserves	11,000.00	7,000.00	7,000.00	7,000.00			See earmarked reserves below
Total payments excl VAT	57,385	60,225	20,215	32,031			
VAT on payments	6980	0	690	1,500			
VAT paid to HMRC	0	0	0	0			
Total payments	64,365	60,225	20,905	33,491			
RESERVE INFORMATION FOR 2025/26							
Project	New Balance	Expenditure	Income	Current Balance			
General Reserves	£23,143.62	£1,300.00		£21,843.62	Apr Finance meeting - agreed to put £1,300.00 underspend in last yr's budget into earmarked reserves		
Tye Rd surface	£1,938.32			£1,938.32			
Playground	£500.00		£400.00	£900.00	£400.00 from underspend in last year's budget.		
NDP	£500			£500			
High St Traffic Plan	£12,000.00			£12,000.00			
Election costs 2027	£1,000.00		£500.00	£1,500.00	£500.00 from underspend in last year's budget.		
Allotments	£0.00		£400.00	£400.00	£400.00 from underspend in last year's budget.		
CIL money	£0.00			£0.00			
TOTAL	£39,081.94	£1,300.00	£1,300.00	£39,081.94			