

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

23rd October 2025

Draft Minutes of the Finance meeting of Alfriston Parish Council (APC), held in the Alfriston War Memorial Hall on Monday 20th October 2025 at 9.00pm

Present:

Cllr D Monteath-Wilson (Chair)
Cllr J Watkins Cllr N Parkinson
Cllr R Embry Cllr J Spring
Cllr A Harris Cllr Rabagliati

In attendance:

Mrs Suzanna Dry – Parish Clerk & RFO
No members of the public present.

168. Chair's Welcome

The Chair welcomed everyone to the meeting.

169. Public Questions

There were no public questions.

170. Apologies for absence

There were no apologies for absence.

171. Declaration of interest

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

172. Finance

172.1 To confirm sight and approval of Quarter 2 Audit (Jul-Sep 2025) ([Appendix A](#)).

Cllrs unanimously **APPROVED** the Quarter 2 Audit.

172.2 To confirm sight and approval of Quarter 2 VAT Return (Jul-Sep 2025) ([Appendix B](#)).

Cllrs unanimously **APPROVED** the Quarter 2 VAT Return.

172.3 To discuss Expenditure against Budget for Qtr 2 (Jul-Sep 2025)

Cllrs discussed expenditure against Budget for Qtr 2. No concerns were raised. As per Appendix A on the Agenda.

172.4 To review the Forecasts for Qtr 3 & Qtr 4

Cllrs reviewed the Forecasts for Qtr 3 and Qtr 4. No concerns were raised. As per Appendix A on the agenda.

172.5 To discuss the Draft Budget for 2026/27 [\(Appendix C\)](#).

Cllrs considered the Draft Budget prepared by the Clerk and RFO. As per the Clerks Report (Appendix C), the Clerk made clear to Cllrs that the Draft Budget was the absolute minimum required for APC to function. The Clerk asked Cllrs to consider any projects that they may wish to carry out in 2026/27 so that funding for these can be added to the budget. It was unanimously **AGREED** to hold another Finance Meeting in November, when Cllrs had had a chance to consider any additional funding required.

173. Date of next Finance meeting - Monday 17th November 2025 in the AWMH, following the Monthly meeting.

The meeting closed at 9.20pm.

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

ALFRISTON PARISH COUNCIL

QUARTERLY AUDIT CHECKLIST

1. Do all payments on the bank statement appear on the Finance Reports for the quarter?
If No List any payments that do not appear on or match the Finance Reports
.....

(Yes) / No
JMW
2. Do all payments on the bank statement appear on the Cash Book (ledger)?
If No List any payments that do not appear on or match the Finance Reports
.....

(Yes) / No
JMW
3. Have all the bank statements been initialled?

(Yes) / No
JMW
4. Chose 3 payments on the Cash Book (ledger) and ask the Clerk to show you the original invoice and entries on the Finance Report and bank statement for each payment. 53/68/95 JMW.
5. Have all Finance Reports, invoices, pending payments reports and cheque stubs been signed or initialled?

(Yes) / No JMW
6. Do the figures for VAT payable and VAT reclaimable match those on the cashbook?

(Yes) / No JMW
7. Check and sign the Bank Reconciliation for the Quarter. JMW
8. Check the BACS payment details for two suppliers who have been paid in the last quarter. 69/63 JMW.

Signed J. M. Watkins
Print name..... JENNIFER WATKINS
Date..... 17.10.25

DRAFT

Alfriston Parish Council QTR 2 Bank Reconciliation - Jul - Sep 2025

Prepared by Suzanna Dry, Clerk and Responsible Financial Officer

Balance per bank statements as at 30TH SEPT. 2025 £
Santander Savings Account number 53120866 61,521.93
Santander Current account number 53120183 4,563.41
Less: unpresented cheques at 30th SEPT. 2025 0.00
Net balances as at 30TH SEPT. 2025 **66,085.34**

The net balances reconcile to the Cash Book for the the year, as follows:

Cash Book (Ledger)
Opening Balance 30TH JUNE 2025 Savings 44,727.23
Opening Balance 30TH JUNE 2025 Current 3,422.43
48,149.66
Add: Receipts in THE QUARTER + VAT add 30,992.15
Less: Payments in the THE QUARTER + VAT minus 13,056.47
66,085.34

Closing balance per cash book as at 30TH SEPT. 2025
AGREES WITH BANK STATEMENTS FOR 30TH SEPT. 2025

Checked and signed by Cllr (see below)

On date 17/10/25

Receipts

726.90	July
711.10	Aug
29554.15	Sept
30992.15	TOTAL

Payments

4037.82	July
4034.53	Aug
4984.12	Sept
13056.47	TOTAL

JMW

View transactions

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

Account opening date: 08/11/2013

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

Current balance: £4,563.41

Balance incl. pending: £4,563.41

Interest rate: 0.00 %

Show transactions:

from // to // 1/9/25 - 30/9/25

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

Go paper-free

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

Transactions

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1-22 transactions

Cash
Back

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99

98

97

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94

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92

Date	Description	Money in	Money out	Balance
30/09/2025	BILL PAYMENT VIA FASTER PAYMENT TO INTERBIZ REFERENCE ALFRISTON PC , MANDATE NO 160		£25.20 ✓	£4,563.41
30/09/2025	BILL PAYMENT VIA FASTER PAYMENT TO MR T D MAHON REFERENCE ALFRISTON PC , MANDATE NO 184		£440.00 ✓	£4,588.61
30/09/2025	TRANSFER TO ALFRISTON PARISH COUNCIL		£26,000.00 ✓	£5,028.61
30/09/2025	CARD PAYMENT TO 123 SHEETS UK LIMITED ON 29-09-2025		£47.40 ✓	£31,028.61
30/09/2025	BANK GIRO CREDIT REF WEALDEN D C, ALF101	£29,487.50 ✓		£31,076.01
29/09/2025	DIRECT DEBIT PAYMENT TO O2 REF 05813169/001, MANDATE NO 0021		£16.76 ✓	£1,588.51
28/09/2025	CHARGES FROM 2025-08-09 TO 2025-09-08		£20.00 ✓	£1,605.27
26/09/2025	DIRECT DEBIT PAYMENT TO NEST REF IT000001897868, MANDATE NO 0013		£187.95 ✓	£1,625.27
26/09/2025	CARD PAYMENT TO SP MEMORIALBENCHESUK ON 25-09-2025		£609.99 ✓	£1,813.22
23/09/2025	CARD PAYMENT TO B & Q 1028 ON 22-09-2025 (Chair for P. J. J.)		£4.34 ✓	£2,423.21
23/09/2025	BILL PAYMENT VIA FASTER PAYMENT TO HMRC CUMBERNAULD REFERENCE 334PM00126210 , MANDATE NO 1		£503.35 ✓	£2,427.55
19/09/2025	BILL PAYMENT VIA FASTER PAYMENT TO MW LANDSCAPES SU REFERENCE		£60.00 ✓	£2,930.90

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

Jmwo

02/10/2025, 15:25

Santander Online Business Banking

Date	Description	Money in	Money out	Balance
	ALFRISTON P.C. , MANDATE NO			
17/09/2025	BILL PAYMENT VIA FASTER PAYMENT TO DANIEL LARKIN REFERENCE APC - TREE WORK , MANDATE NO 26		£80.00 ✓	£2,990.90
16/09/2025	BILL PAYMENT VIA FASTER PAYMENT TO MRS SUZANNA DRY REFERENCE SALARY , MANDATE NO 268		£2,074.08 ✓	£3,070.90
15/09/2025	BILL PAYMENT VIA FASTER PAYMENT TO MRS SUZANNA DRY REFERENCE PADLOCK , MANDATE NO 268		£13.49 ✓	£5,144.98
15/09/2025	BILL PAYMENT VIA FASTER PAYMENT TO WEALDEN DC REFERENCE 70068689 , MANDATE NO 258		£720.00 ✓	£5,158.47
15/09/2025	BILL PAYMENT VIA FASTER PAYMENT TO CASTLE WATER REFERENCE 2494070 , MANDATE NO 253		£66.87 ✓	£5,878.47
15/09/2025	BILL PAYMENT VIA FASTER PAYMENT TO SUES GARDEN MAIN REFERENCE 01D , MANDATE NO 241		£20.00 ✓	£5,945.34
13/09/2025	CARD PAYMENT TO HPI INSTANT INK UK ON 13-09-2025		£13.49 ✓	£5,965.34
02/09/2025	BILL PAYMENT VIA FASTER PAYMENT TO AWMH REFERENCE P21.PARISH COUNCIL , MANDATE NO 140		£56.00 ✓	£5,978.83
02/09/2025	BILL PAYMENT VIA FASTER PAYMENT TO INTERBIZ REFERENCE ALFRISTON PC , MANDATE NO 160		£25.20 ✓	£6,034.83
01/09/2025	FASTER PAYMENTS RECEIPT REF.HONEYBALL 24 FROM BETH HONEYBALL	£35.00		£6,060.03

1-22 transactions

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22/09/2025, 11:46

Santander Online Business Banking

View transactions

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

Account opening date: 08/11/2013

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

Current balance: £2,930.90

Balance incl. pending: £2,930.90

Interest rate: 0.00 %

Show transactions:

from // to // 11/8/25 - 31/8/25

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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1-20 transactions

Date	Description	Money in	Money out	Balance
30/08/2025	FASTER PAYMENTS RECEIPT REF.INVOICE 01-270825 FROM MICHAEL TAYLOR	£609.95 ✓		£6,025.03
28/08/2025	CHARGES FROM 2025-07-09 TO 2025-08-08		£20.00 ✓	£5,415.08
28/08/2025	DIRECT DEBIT PAYMENT TO O2 REF 05813169/001, MANDATE NO 0021		£24.70 ✓	£5,435.08
27/08/2025	CREDIT FROM LAND REGISTRY DEEDS ON 26-08-2025	£45.00 ✓		£5,459.78
27/08/2025	CARD PAYMENT TO LANDREGISTERSEARCH ON 26-08-2025		£24.95 ✓	£5,414.78
22/08/2025	CARD PAYMENT TO MICROSOFT MICROSOFT 36 ON 22-08-2025		£84.99 ✓	£5,439.73
21/08/2025	CARD PAYMENT TO LAND REGISTRY DEEDS ON 21-08-2025		£59.95 ✓	£5,524.72
19/08/2025	TRANSFER FROM ALFRISTON PARISH COUNCIL	£5,000.00 ✓		£5,584.67
19/08/2025	BILL PAYMENT VIA FASTER PAYMENT TO MW LANDSCAPES SU REFERENCE ALFRISTON P.C. , MANDATE NO		£497.33 ✓	£584.67
19/08/2025	CARD PAYMENT TO MDC EXPORTS LTD ON 18-08-2025		£41.60 ✓	£1,082.00
15/08/2025	DIRECT DEBIT PAYMENT TO NEST REF IT000001897868, MANDATE NO 0013		£211.00 ✓	£1,123.60

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

1/2

22/09/2025, 11:46

Santander Online Business Banking

Date	Description	Money in	Money out	Balance
13/08/2025	CARD PAYMENT TO HPI INSTANT INK UK ON 13-08-2025		£13.49 ✓	£1,334.60
12/08/2025	BILL PAYMENT VIA FASTER PAYMENT TO CASTLE WATER REFERENCE 2494070, MANDATE NO 253		£18.30 ✓	£1,348.09
12/08/2025	BILL PAYMENT VIA FASTER PAYMENT TO HMRC CUMBERNAULD REFERENCE 334PM00126210, MANDATE NO 1		£595.49 ✓	£1,366.39
12/08/2025	BILL PAYMENT VIA FASTER PAYMENT TO MRS SUZANNA DRY REFERENCE SALARY, MANDATE NO 268		£2,298.10 ✓	£1,961.88
08/08/2025	BILL PAYMENT VIA FASTER PAYMENT TO STREDDER PEARCE REFERENCE GLEBELAND ALFRISTO, MANDATE		£50.00 ✓	£4,259.98
08/08/2025	BILL PAYMENT VIA FASTER PAYMENT TO AWMH REFERENCE P21.PARISH COUNCIL, MANDATE NO 140		£48.00 ✓	£4,309.98
06/08/2025	CARD PAYMENT TO TESCO STORES 6386 ON 05-08-2025		£11.30 ✓	£4,357.98
02/08/2025	CARD PAYMENT TO TESCO STORES 6386 ON 01-08-2025		£35.33 ✓	£4,369.28
01/08/2025	FASTER PAYMENTS RECEIPT REF.ELLIOTT 23B FROM J ELLIOTT	£20.00 ✓		£4,404.61

1-20 transactions

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View transactions

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

Account opening date: 08/11/2013

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

Current balance: £5,584.67

Balance incl. pending: £5,524.72

Interest rate: 0.00 %

Show transactions:

from // to // 10/7/25 - 31/7/25

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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
31/07/2025	BILL PAYMENT VIA FASTER PAYMENT TO INTERBIZ REFERENCE ALFRISTON PC , MANDATE NO 160		£25.20 ✓	£4,384.61
31/07/2025	BILL PAYMENT VIA FASTER PAYMENT TO SCOTTISH WATER BUSINESS STREAM LIMITED REFERENCE 279237		£41.41 ✓	£4,409.81
30/07/2025	DIRECT DEBIT PAYMENT TO O2 REF 05813169/001, MANDATE NO 0021		£16.76 ✓	£4,451.22
29/07/2025	CHARGES FROM 2025-06-09 TO 2025-07-08		£20.00 ✓	£4,467.98
28/07/2025	DIRECT DEBIT PAYMENT TO NEST REF IT000001897868, MANDATE NO 0013		£182.18 ✓	£4,487.98
23/07/2025	BILL PAYMENT VIA FASTER PAYMENT TO HMRC CUMBERNAULD REFERENCE 334PM00126210 , MANDATE NO 1		£480.16 ✓	£4,670.16
23/07/2025	BILL PAYMENT VIA FASTER PAYMENT TO PKF LITTLEJOHN REFERENCE SB20250065 , MANDATE NO 233		£378.00 ✓	£5,150.32
23/07/2025	BILL PAYMENT VIA FASTER PAYMENT TO ALFRISTON UNITED REFERENCE APC HIRE , MANDATE NO 271		£29.00 ✓	£5,528.32
23/07/2025	BILL PAYMENT VIA FASTER PAYMENT TO LATITUDE REFERENCE ALFRISTON COUNCIL , MANDATE NO 85		£111.74 ✓	£5,557.32
23/07/2025	TRANSFER FROM ALFRISTON PARISH COUNCIL	£5,000.00		£5,669.06

21/08/2025, 12:58

Santander Online Business Banking

	Date	Description	Money in	Money out	Balance
57	23/07/2025	BILL PAYMENT TO BARCOMBE LANDSCAPE REFERENCE ALFRISTON PC 5547, MANDATE NO00289		£504.00 ✓	£669.06
55	22/07/2025	BILL PAYMENT VIA FASTER PAYMENT TO CASTLE WATER REFERENCE 2494070, MANDATE NO 253		£18.04 ✓	£1,173.06
54	22/07/2025	BILL PAYMENT VIA FASTER PAYMENT TO MRS SUZANNA DRY REFERENCE SALARY, MANDATE NO 268	£2,018.24 ✓		£1,191.10
56	15/07/2025	CARD PAYMENT TO HPI INSTANT INK UK ON 15-07-2025		£13.49 ✓	£3,209.34
53	04/07/2025	BILL PAYMENT VIA FASTER PAYMENT TO PLAYSAFETY LTD REFERENCE 89825, MANDATE NO 231		£110.40 ✓	£3,222.63
52	04/07/2025	BILL PAYMENT VIA FASTER PAYMENT TO INTERBIZ REFERENCE ALFRISTON PC, MANDATE NO 160		£25.20 ✓	£3,333.23
51	04/07/2025	BILL PAYMENT VIA FASTER PAYMENT TO AWMH REFERENCE P21, PARISH COUNCIL, MANDATE NO 140		£64.00 ✓	£3,358.43

1-17 transactions

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DRAFT

JMW

View transactions

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

Account opening date: 08/11/2013

Alerts on this account: 0 - They're FREE and take seconds to [set up](#)

Current balance: £61,521.93

Balance incl. pending: £61,521.93

Interest rate: 1.00%

Show transactions:

from // to //

1/1/25 - 30/9/25

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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
30/09/2025	TRANSFER FROM ALFRISTON PARISH COUNCIL	£26,000.00 ✓		£61,521.93
09/09/2025	INTEREST PAID AFTER TAX 0.00 DEDUCTED	£31.65 ✓		£35,521.93

1-2 transactions

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

Account opening date: 08/11/2013

Alerts on this account: 0 - They're FREE and take seconds to [set up](#)

Current balance: £35,521.93

Balance incl. pending: £35,521.93

Interest rate: 1.00%

Show transactions:

from // to //

11/8/25 - 31/8/25

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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1-2 transactions

Date	Description	Money in	Money out	Balance
19/08/2025	TRANSFER TO ALFRISTON PARISH COUNCIL		£5,000.00	£35,490.28
09/08/2025	INTEREST PAID AFTER TAX 0.00 DEDUCTED	£36.15		£40,490.28

1-2 transactions

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

Account opening date: 08/11/2013

Alerts on this account: 0 - They're FREE and take seconds to [set up](#)

Current balance: £35,490.28

Balance incl. pending: £35,490.28

Interest rate: 1.00%

Show transactions:

from // to // 01/07/25 - 31/07/25

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

[Download transactions](#)

1-3 transactions

Date	Description	Money in	Money out	Balance
23/07/2025	TRANSFER TO ALFRISTON PARISH COUNCIL		£5,000.00 ✓	£40,454.13
22/07/2025	BANK GIRO CREDIT REF HMRC VAT, 621810670	£689.45 ✓		£45,454.13
09/07/2025	INTEREST PAID AFTER TAX 0.00 DEDUCTED	£37.45 ✓		£44,764.68

1-3 transactions

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Business Name Alfriston Parish Council
Vat Reg No 621810670

VAT Period Ending September 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	497.43
Box 5: Net VAT Due/Refundable	497.43
Box 6: Total Value of Sales	709.00
Box 7: Total Value of Purchases	4,505.00
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	02/10/2025 17:30:51
HMRC Receipt ID	35a5694c-7ec7-4eba-a52e-27a7e6afd435

QTR 2 VAT RETURN – EXPENDITURE (JULY – SEPT. 2025)

FOR VAT PURPOSES STAFF, GRANTS & PAYMENTS TO HMRC ARE TAKEN OUT OF THE TOTALS COLUMN

						BOX 7	BOX 4
DATE	INV.	DETAILS	TYPE	ACCOUNT	BANKING	TOTAL	VAT
4th July 2025	51	AWMH	Rent of Hall	Rent	BACS	64.00	
4th July 2025	52	Interbiz	Payroll Services	Admin	BACS	25.20	4.20
4th July 2025	53	ROSPA Play Safely	Annual Inspection	Recreation	BACS	110.40	18.40
22nd July 2025	54	Mrs Suzanna Dry	Salary	Staff	BACS		
22nd July 2025	55	Castle Water - Pavilion	Pavilion Water	Pavilion	BACS	18.04	3.00
15th July 2025	56	HP Instant Ink	Printer Ink	Admin	CARD	13.49	2.25
23rd July 2025	57	Barcombe Landscapes Ltd	Grass Cutting - Tye & Rec	Grass	BACS	504.00	84.00
23rd July 2025	58	Latitude	E-mail & Website	Admin	BACS	111.74	18.63
23rd July 2025	59	Alfriston United Reformed Church	OCC Hire	Rent	BACS	29.00	
23rd July 2025	60	PKF Littlejohn LLP	AGAR	Audit	BACS	378.00	63.00
23rd July 2025	61	Inland Revenue - HMRC	Tax & NI July Payroll	Staff	BACS		
23rd July 2025	62	Nest Pensions	Employee Pension	Pension	DD		
29th July 2025	63	Bank Charges	Bank Charges	Bank	DD	20.00	
30th July 2025	64	O2 Phone Bill	Mobile Phone	Admin	DD	16.76	2.79
31st July 2025	65	Business Stream - Pavilion	Waste Water	Pavilion	BACS	41.41	
31st July 2025	66	Interbiz	Payroll Services	Admin	BACS	25.20	4.20
2nd Aug 2025	67	Tesco - Refreshments	MP's Meet & Greet	Village & Admin	CARD	35.33	
6th Aug 2025	68	Tesco - Stationery	Printer Paper	Admin	CARD	11.30	
8th Aug 2025	69	AWMH	Rent of Hall	Rent	BACS	48.00	
8th Aug 2025	70	Stredder Pearce	Annual Glebeland Rent	Tye	BACS	50.00	
12th Aug 2025	71	Mrs Suzanna Dry	Salary	Staff	BACS		
12th Aug 2025	72	Inland Revenue - HMRC	Tax & NI August Payroll	Staff	BACS		
12th Aug 2025	73	Castle Water - Pavilion	Pavilion Water -	Pavilion	BACS	18.30	3.05
13th Aug 2025	74	HP Instant Ink	Printer Ink	Admin	CARD	13.49	2.25

15th Aug 2025	75	Nest Pensions	Employee Pension	Staff	DD		
18th Aug 2025	76	MDC Exports Ltd	Dog Poo Bags	Village Maint.	CARD	41.60	6.93
19th Aug 2025	77	MW Landscapes Sussex Ltd.	Replace Wooden Posts	Tye & Rec	BACS	497.33	
21st Aug 2025	78	Land Registry	Title Deeds copy for Tye	Village	CARD	59.95	
22nd Aug 2025	79	Microsoft Office Renewal	Annual Renewal	Admin	CARD	84.99	14.16
27th Aug 2025	80	Land Registry	Title Deeds re Tye query	Tye	CARD	24.95	
28th Aug 2025	81	O2 Phone Bill	Mobile Phone	Admin	DD	24.70	4.12
28th Aug 2025	82	Bank Charges	Bank Charges	Bank	DD	20.00	
2nd Sept 2025	83	Interbiz	Payroll Services	Admin	BACS	25.20	4.20
2nd Sept 2025	84	AWMH	Rent of Hall	Rent	BACS	56.00	
15th Sept. 2025	85	HP Instant Ink	Printer Ink	Admin	CARD	13.49	2.25
15th Sept. 2025	86	Sue's Garden Maintenance	Allotment - Wild Plot strim	Allots	BACS	20.00	
15th Sept. 2025	87	Castle Water - Pavilion	Pavilion Water	Pavilion	BACS	66.87	11.15
15th Sept. 2025	88	Wealden D.C.	Bins Qtr 2	Bins	BACS	720.00	120.00
15th Sept. 2025	89	Mrs Suzanna Dry	Reimburse for Tye Padlock	Tye	BACS	13.49	2.29
16th Sept 2025	90	Mrs Suzanna Dry	Salary	Staff	BACS		
17th Sept. 2025	91	Daniel Larkin Tree Surgery	Removal of fallen trees	Village	BACS	80.00	
19th Sept. 2025	92	MW Landscapes Sussex Ltd.	Playground gate	Playground	BACS	60.00	10.00
23rd Sept. 2025	93	Inland Revenue - HMRC	Tax & NI Sept. Payroll	Staff	BACS		
22nd Sept. 2025	94	B&Q (metal chain)	for Padlock on Tye Rd	Tye	CARD	4.34	
25th Sept. 2025	95	Memorial Benches UK	Carey Bench	Benches	CARD	609.99	101.67
26th Sept. 2025	96	Nest Pensions	Employee Pension	Staff	DD		
28th Sept. 2025	97	Bank Charges	Bank Charges	Bank	DD	20.00	
29th Sept. 2025	98	O2 Phone Bill	Mobile Phone	Admin	DD	16.76	2.79
29th Sept 2025	99	123 Sheets UK Ltd. Vat Returns	Annual Licence Renewal	Admin	CARD	47.40	7.90
30th Sept 2025	100	Mr T D Mahon	Playground Grass Cutting	Grass	BACS	440.00	
30th Sept 2025	101	Interbiz	Payroll Services	Admin	BACS	25.20	4.20

TOTALS: £4,505.92 £497.43

123 Sheets Return

BELOW IS THE STANDARD WORDING OF A UK VAT RETURN.
PLEASE NOTE THAT IF YOU ARE ON A SPECIFIC VAT SCHEME, PLEASE COMPLETE THE BOXES IN ACCORDANCE WITH YOUR SCHEME RULES.
IF YOU ARE UN-SURE OF HOW TO COMPLETE A VAT RETURN USING YOUR SCHEME RULES, PLEASE CONTACT HM REVENUE & CUSTOMS.

VAT RETURN

£

Box 1: VAT due in this period on sales and other outputs

0.00

Box 2: VAT due in the period on acquisitions of goods made in Northern Ireland from EU Member States

0.00

Box 3: Total VAT due (the sum of boxes 1 and 2)

0.00

Box 4: VAT reclaimed in this period on purchases and other inputs (including acquisitions in Northern Ireland from EU member states)

497.43

Box 5: Net VAT to be paid to Customs or reclaimed by you (Difference between boxes 3 and 4)

497.43

Box 6: Total value of sales and all other outputs excluding any VAT. Include your box 8 figure

709.95

Box 7: Total value of purchases and all other inputs excluding any VAT. Include your box 9 figure

4,505.92

Box 8: Total value of dispatches of goods and related costs (excluding VAT) from Northern Ireland to EU Member States

0.00

Box 9: Total value of acquisitions of goods and related costs (excluding VAT) made in Northern Ireland from EU Member States

0.00

Jmw.

ALFRISTON PARISH COUNCIL

Date: 13th October 2025

Report Subject: Budget & Precept 2026/27

By: Suzanna Dry, Clerk & RFO

The purpose of this report is to present a draft budget for the Financial Year 2026-27 for consideration at the APC Finance Meeting on Monday 20th October 2025. The draft budget document shows last year's budget, this year's budget, predicted year end and proposed budget for 2026/27.

Background

As the Responsible Finance Officer, I have looked at each budget line taking into consideration expenditure for the previous financial year, the actual figures as at the end of Qtr 2 (Sept. 2025) and projected figures for the year end (March 2026). Added to this I have calculated in an expected rate of inflation of 4% (as per the latest figures from the Office of National Statistics).

Costs have gone down in several budget lines due to savings made i.e. grass cutting, village clock and less money required for earmarked reserves, which would enable the Precept to remain the same as last year at £58,975.00.

The proposed budget of **£60,587.00**, with a Precept of **£58,975.00** represents **the minimum amount required for APC to function.**

However, Councillors will need to carefully consider any projects that APC may wish to contribute to in 2026/27 which would need to be funded by an increase in the precept. Such as:

Flooding - contributions to flood defences to AEG, Flood Forum or Environment Agency
Grass Cutting - option to increase number of urban grass cuts carried out by ESCC per yr; 2 cuts are free, 6 cuts would cost £1,148.00.
Litter Bins - cost of replacing bins with animal proof bins on Tye & Recreation Ground

Analysis

Effect on Band D Council Taxpayer – This is calculated by dividing the Precept by the Council Tax Base (CTB) Wealden District Council are yet to confirm the CTB for 2026/27. As an estimate, if we work with the CTB used for the Financial Year 2025/26 which was 450, this would give a Council Tax Band D annual charge for APC of **£131.50** for the year ($£58,975 \div 450 = £131.05$). I.e. no change from last year.

Recommendation

That whilst reviewing the Draft Budget, APC considers any projects it may wish to carry out in the financial year April 2026 – March 2027, which would have an impact on the precept demand.

The Draft Budget will then be reviewed at a Finance Meeting in January 2026, when the Qtr 3 figures are available, for a decision to be made.

DRAFT APC BUDGET FOR 2026/27

	ACTUAL 2024/25	Budget 2025/26	PREDICTED ACTUAL 2025/26	BUDGET 2026/27			
INCOME							Notes
Precept	56,736	58,975	58,975	58,975			In 2025/26 £131 p.a. for Band D property = £2.96 more than last year (3.9% increase)
ESCC Grass Cutting	0	0	0	0			IF we want more than 2 urban cuts per year, will cost £1,100.00.
Allotment Rents	715	800	800	800			Prices stay the same this year.
Allotment Deposits	0	0	0				? Do I put expected deposit money in here ?
Donations	351	0	0	0			
Interest	499	300	544	500			based on Qtr 4 Forecast
Pavilion	300	150	300	312			based on Qtr 4 Forecast
Benches	0	0	610	0			Memorial benches purchased, which residents pay for.
Other	627	0	50	0			
Total receipts excl VAT	59,229	60,225	61,279				
VAT on receipts	0	0	0	0			
VAT refunds from HMRC	7,321	0	1,696	0			
Total receipts	66,550	60,225	62,975	60,587			Includes deposit money being held ?
Minus Allots Deposits held							Put this in so we see our actual income without the Allotments Deposit money ?
EXPENDITURE	ACTUAL 2024/25	BUDGET 2025/26	PREDICTED ACTUAL 2025/26	BUDGET 2026/27			
APC Staff costs	27,634	33,365	33,000	34,501			Allows for national pay agreement due in April 2026 of 3.5% (last yr was 3.2%). No other increases.
Administration	1806	2350	2350	1953			Last year's budget , less computer cost + 4% inflation
Grass Cutting	4685	4700	3900	4446			Last year's predicted actual + 14% inflation (new contract for grass cutting in 2026)
Allotments	594	700	700	728			Last year's predicted actual + 4% inflation
Pavilion	172	150	300	312			Last year's predicted actual + 4% inflation
Rec & Playground	90	1000	800	832			Allows for fencing & misc. repairs. Last year's predicted actual + 4% inflation
Bins	4021	2700	2700	2808			Last year's predicted actual + 4% inflation
Tye	50	500	500	520			Last year's predicted actual + 4% inflation
Village Amenity Maintenance	1049	1200	1200	1248			Last year's predicted actual + 4% inflation
Insurance	1093	1150	1,369	1506			Last year's actual + 10% (Insurance policies go up higher than inflation each yr)
Jubilee Clock	1327	500	500	350			Annual Maintenance cost only in 2026
S137 Grants	810	1000	1000	1000			In 2025 we increased grants from £800 to £1,000.00.
Courses & Subscriptions	605	800	962	1300			Slightly increased amount for courses + 4% inflation + NALC\ESALC subs increase for 2026/27
Rent	661	700	700	730			Last year's predicted actual + 4% inflation
Bank Charges	240	260	240	250			Last year's predicted actual + 4% inflation
Audit	586	750	750	855			Last year's predicted actual + 14% inflation (last quote was set 3 year's ago)
Benches	0	600	600	624			Last year's predicted actual + 4% inflation. (This budget line allows for repair costs)
Purchasing Benches	0	0	508	0			
Election Expenses	0	500	0	520			Last year's predicted actual + 4% inflation
Chairman's allowance	42	100	100	104			Last year's predicted actual + 4% inflation
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	6,000.00			Increase in earmarked reserves - see below
Total payments excl VAT	57,385	60,225	59,179	60,587			
VAT on payments	6980	0	2187	0			
VAT paid to HMRC	0	0	0	0			
Total payments	64,365	60,225	61,366	60,587			

RESERVE INFORMATION FOR 2026/27

Project	Expected Opening Balance Apr 2026	Budget 26/27	New Balance			
General Reserves	21,843.00	£0.00	£21,843.00			Remains the same
Tye Rd surface	0	£1,000.00	£1,000.00			Remaining money used to repair dip in Tye Rd, add £1,000 from 26/27 budget
Playground	900	£900.00	£1,800.00			Add £900 from 26/27 budget towards replacing equipment.
NDP	500	£0.00	£500			Remains the same
High St Traffic Plan	9,500	£0.00	£9,500.00			£2,500.00 Used towards dip in Tye Rd in 2025/26, as agreed at June APC meeting.
Election costs 2027	1,500	£3,500.00	£5,000.00			£2,500 from 26/27 budget ready for May 2027 local elections.
Allotments	400	£600.00	£1,000.00			Increased amount for plot clearances
CIL money	0	£0.00	£0.00			
TOTAL	£34,643	£6,000.00	£40,643.00			

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