



**Minutes of the Meeting of the Finance Committee
held on Wednesday 7th January 2026 at 19:00 at Winterton Hall.**

Attendees: Parish Councillors: Phil Colmer (Chair) ; Andrew Woolf; Paul Jordan;
Nicholas Taylor; Rick Robinson. No members of the public. Jane
Bromley, Parish Council Clerk.

F/01/26 Apologies for absence: None.

F/02/26 **Disclosure of Interests:** None.

F/03/26 **Minutes: RESOLVED** as approved the Minutes of the Finance Committee meeting held on [5th November 2025](#) and resolved to sign via Secured Signing in accordance with Standing Order 12(g).

F/04/26 **Public Forum:** No speakers.

F/05/26 **VAT – Qtr. 3**
Recommendation: - To note the recent VAT reclaim for the period of 01.10.2024 – 31.12.2025 To follow.

RESOLVED as noted.

F/06/26 **Verification of bank reconciliations for Qtr. 3 (October – December 2025)**
Recommendation: -
a. To note the bank statements, corresponding reconciliation statements, for quarter 3. To follow.
b. Appoint a Member, who is not a bank signatory, to verify/sign the documents via Secured Signing.

RESOLVED as approved and Councillors: Robinson; Jordan and Taylor appointed to sign the documents as approved. Cllr Woolf to authorise BACs payments.

F/07/26 **2025/2026 Budget Forecast Comparison spreadsheet**
Recommendation: -
a. To review the Budget Forecast and Reserve Comparison spreadsheet at 30th November 2025. (**APPENDIX A**).

RESOLVED as approved and the comments from the Working Group were noted namely:

“The overspend for the year had reduced from that anticipated at the beginning of the year from £16890 to just over £3000 at 30th November 2025.

This can be attributed in the main to:

- No expenditure on Winterton Hall repairs and maintenance which was a budget of £6000.*
- The Title registration legal fees for Winterton Hall not yet having been invoiced £4500*
- Low expenditure on Planning Consultancy.*

These however were partly offset by:

- Tree works expenditure exceeding budget by over £4000.*
- Anticipated Neighbourhood Plan expenditure has been increased over the year to date, to take into account consultancy and Regulation 14 expenditure, from £1800 to £7800.”*

F/08/26

2026/2027 Draft Budget

Recommendation: - To review the minutes and recommendations of the Finance Working Group, dated 05.01.2026 regarding the draft budget for 2026/2027. (Minutes to be circulated on 6th January 2026). If approved recommend to Full Council at their meeting to follow this on 7th January 2026.

RESOLVED as approved to recommend to Full Council a precept of **£120,000** which is in excess of estimated expenditure for the year of £113,725 but allows for projects to come through in the year as yet unidentified. See calculations in **APPENDIX B**

This decision was taken after receiving comments from the Finance Working Group: -

“The total anticipated expenditure for the year amounted to £113,725- no projects for the year had been identified beyond the finalisation and adoption of the Neighbourhood Plan.

Uncertainties in the precept expenditure calculations related to clerk salary and union initial requirement for costs of living increase of £3000 per salary scale which may well be reduced during negotiations. Foxbridge planning consultancy expenditure which could not be known until after CDC Planning Committee in February.

The Working Group discussed the projects and anticipated that these were to arise from the Aims in the Neighbourhood Plan but also recognised the merits in holding a brain storing session, particularly as CIL funding of somewhere between £100,000 and £150,000 may be raised over the next few years. Foxfields expenditure was discussed and all felt it was not possible to include any provision for this in the precept this year. This could not be included until a positive response at referendum were received (in the event a loan was required).

*The Working Group took into account the above and to accommodate current calculated expenditure and to make provision for projects which might arise a **precept of £120,000** would be recommended to the Finance Committee. Despite*

the proposal not to increase the precept this year tax band charges would increase by a small amount due to a reduction in the tax base from 1154 in 25-26 to 1149.40 in 26-27”.

Due to a small reduction in the tax base, the Council Tax Band annual charge will in fact increase slightly as shown below (amounts are approximate).

25/26	<u>26-27 PRECEPT +</u>	26/27
	<u>£0K</u>	
Rate p.a	Increase	
BAND D <u>£103.77</u>	<u>£0.63</u>	<u>104.40</u>
BAND E <u>£126.83</u>	<u>£0.77</u>	<u>127.60</u>
BAND F <u>£149.89</u>	<u>£0.91</u>	<u>150.80</u>
BAND G <u>£172.95</u>	<u>£1.05</u>	<u>174.00</u>

F/09/26

Meeting Dates

8th April 2026 Kelsey Hall Finance Committee Quarter 4 Year End.

The meeting closed at 7.20pm

APPENDIX A Budget Forecast at 30/11/26

PLAISTOW & IFOLD PARISH COUNCIL				
BUDGET/ FORECAST 2025/2026				
Ref	EXPENDITURE	FINAL AGREED BUDGET 2025/2026	ACTUAL EXPENDITURE AS AT 30.11.25	PROJECTED FORECAST 2025/26
STAFF				
4101	Clerk's Salary and Oncosts (Pension etc)	54,500.00	36,433.00	54,500.00
4102	Clerk's Expenses	550.00	240.00	650.00
4103	Clerk's Training	500.00	40.00	250.00
4108	Payroll Administration	120.00	1.00	120.00
		55,670.00	36,714.00	55,520.00
		41%		
GENERAL ADMINISTRATION				
4110	Insurances	2,600.00	2,938.00	2,600.00
4115	Audit Fees	844.80	0.00	844.80
4116	Data Protection Registration	134.40	274.00	134.40
4117	Telephone & Internet	421.30	177.00	300.00
4120	Subscriptions	1,565.30	1,436.00	1,565.30
4124	Councillor Training/Conferences	750.00	40.00	750.00
4125	Publicity and Communications inc. Postage	94.60	40.00	94.60
4129	Councillors Expenses	100.00	31.00	100.00
4130	Chairman's Allowance	200.00		200.00
4135	Stationery and Printing	394.90	221.00	394.90
4137	Hire Fees - Kelsey Hall			
4137	Hire Fees - Winterton Hall	466.40	250.00	466.40
4137	Hire Fees - Plaistow Youth Club			
4140	Bank Charges	100.00	59.00	100.00
4141	Accounts Software etc.	400.00	294.00	310.00
4142	Web Site Maintenance & Update	600.00	360.00	400.00
4107	Legionella Requirements	100.00		100.00
4146	Other Expenses (Inc. Elections UNCONTESTED)	500.00	28.00	500.00
		9,274.70	6,148.00	8,860.40
		7%		
GRANTS AND DONATIONS				
4201	Winterton Hall.	0.00		0.00
4202	Kelsey Hall	0.00		0.00
4207	Billingshurst Community Bus	0.00		0.00
4203	Plaistow PreSchool / Primary School	3,000.00	2,639.00	2,639.00
4210	Youth Club	0.00		0.00
4212	4 Sight	130.00	130.00	130.00
4215	Scouts & Plaistow Guide Unit	0.00	1,400.00	1,400.00
4206	Durfold Wood Residents Association	0.00	400.00	400.00
4211	The North Singers	0.00		0.00
4216	IFRA	0.00		0.00
	Air Ambulance	500.00	500.00	500.00
4128	Loxwood Sports Association	1,650.00	1,000.00	1,000.00
4401	Friends of Chichester Hospitals	0.00		0.00
4405	First Responders (Defibs)	0.00	1,000.00	1,000.00
	Grant Expenditure Contingency	2,220.00		431.00
		7,500.00	7,069.00	7,500.00
		9%		
OTHER PAYMENTS				
4319	Winterton Hall Legal Assessment	4,500.00		0.00
4311	Parish Council Events (inc. AA.)	1,000.00	849.00	1,000.00
		5,500.00	849.00	1,000.00
		4%		
	CFWD	77,941.70	50,780.00	72,880.40
	BFWD	77,941.70		72,880.40
VILLAGE MAINTENANCE				
4301	Grass Cutting	3,308.00	2,725.00	3,308.00
4302	Litter Bin Emptying and Litter Pick	200.00	48.00	100.00
4303	Tennis Court Maintenance and Cleaning	660.00		0.00
4304	Churchyard Maintenance	1,500.00	1,500.00	1,500.00
4217	Community Post Office Service	1,000.00		1,000.00
4306	Winterton Hall - Repairs & Maintenance	6,000.00		0.00
4307	Playground Repairs & Maintenance	4,800.00	534.00	4,800.00
4308	Tree Surgery	3,000.00	6,088.00	7,500.00
?	Plaistow Pond Restoration in Jetty and Fencing	500.00	1,198.00	1,500.00
4309	Notice Boards, Finger Posts, Signage and Bike Rack	4,000.00	3,168.00	4,000.00
4310	Pavillion Cost & Maintenance	2,000.00	2,067.00	2,500.00
4312	Bench Replacement and Maintenance	500.00		500.00
4123	Winter & Emergency Plan Committee	750.00	337.00	750.00
		28,218.00	17,665.00	27,458.00
		21%		
PROJECTS				
4107	Ifold Playpark	22,269.00	23,110.00	23,110.00
4314	Bus Stop Refurbishment / Maintenance	0.00	0.00	0.00
4700	Ifold Village Entrance Landscaping/ Biodiversity	510.00	61.00	150.00
4701	Public Works Loan Repayments and Interest	152.00	152.00	152.00
???	Re-Siting of Beacon	0.00		0.00
		22,931.00	23,323.00	23,412.00
		17%		
4316	Crouchlands Development Planning Consultancy	0.00		0.00
4317	Foxbridge Development Planning Consultancy	4,000.00		0.00
4318	Planning, Development and Consultancy	2,000.00	1,000.00	2,000.00
		6,000.00	1,000.00	2,000.00
		4%		
4800	Neighbourhood Planning Administration	1,800.00	705.00	8,800.00
		1%		
	TOTAL COMMITTED EXPENDITURE	136,890.70	93,473.00	134,550.40
		100%		
	INCOME			
1076	PRECEPT	120,000.00	120,000.00	120,000.00
1000	Insurance Claims	0.00		0.00
1078	Grants (Ifold Play Area and Orchard Trees)	0.00	9,980.00	9,980.00
1079	Neighbourhood Plan Grant	0.00		0.00
1080	CIL Payments	0.00		0.00
1081	New Home Bonus	0.00		0.00
1093	Interest Received	0.00	1,141.00	1,500.00
	TOTAL INCOME	120,000.00	131,121.00	131,480.00
	NET UNDER / (OVERSPEND)	(16,890.70)	37,648.00	(3,070.40)
	<small>CFWD TO GENERAL RESERVE</small>			<small>(2.3%)</small>

APPENDIX B- 26-27 Precept Calculations.

PLAISTOW & IFOLD PARISH COUNCIL		UNCHANGED PRECEPT	
DRAFT ESTIMATED PRECEPT / BUDGET 2026/2027			
Ref	EXPENDITURE	QTR 3 2025 FORECAST 2025/2026	DRAFT BUDGET INDICATOR 2026/2027
		% Uplift	
STAFF			
4101	Clerk's Salary and Oncosts (Pension etc)	54,500.00	58,000.00
4102	Clerk's Expenses	650.00	650.00
4103	Clerk's Training	250.00	250.00
4108	Payroll Administration	120.00	120.00
		55,520.00	59,020.00
		41%	
GENERAL ADMINISTRATION			
4110	Insurances	2,600.00	2,730.00
4115	Audit Fees	844.80	887.04
4116	Data Protection Registration	134.40	141.12
4117	Telephone & Internet	300.00	315.00
4120	Subscriptions	1,565.30	1,643.57
4124	Councillor Training/Conferences	750.00	750.00
4125	Publicity and Communications inc Postage	94.60	99.33
4129	Councillors Expenses	100.00	100.00
4130	Chairman's Allowance	200.00	200.00
4135	Stationery and Printing	394.90	414.65
4137	Hall Hire - Kelsey, Winterton & Plaistow Youth Club	466.40	489.72
4140	Bank Charges	100.00	100.00
4141	Accounts Software etc.	310.00	325.50
4142	Web Site Maintenance & Updates	400.00	500.00
4107	Legionella Requirements	100.00	100.00
4146	Other Expenses (Inc. Elections UNCONTESTED)	500.00	500.00
		8,860.40	9,295.92
		7%	
GRANTS AND DONATIONS			
4201	Winterton Hall	0.00	0.00
4202	Kelsey Hall	0.00	0.00
4207	Billingshurst Community Bus	0.00	0.00
4203	Plaistow Pre School	2,639.00	0.00
4210	Youth Club	0.00	0.00
4212	4 Sight	130.00	0.00
4215	Scouts & Plaistow Guide Unit	1,400.00	0.00
4206	Durford Wood Residents Association	400.00	0.00
4211	The North Singers	0.00	0.00
4216	IFRA	0.00	0.00
???	Air Ambulance	500.00	0.00
4128	Loxwood Sports Association	1,000.00	0.00
4401	Friends of Chichester Hospitals	0.00	0.00
4405	First Responders (Defibs)	1,000.00	0.00
	Grant Expenditure Contingency	431.00	8,000.00
		7,500.00	8,000.00
		6%	
OTHER PAYMENTS			
4319	Winterton Hall Legal Assessment	0.00	4,500.00
4311	Parish Council Events (inc. Annual Assembly)	1,000.00	1,000.00
		1,000.00	5,500.00
		1%	
	C/FWD	72,880.40	81,815.92
	B/FWD	72,880.40	81,815.92
VILLAGE MAINTENANCE			
4301	Grass Cutting	3,308.00	3,769.00
4302	Litter Bin Emptying and Litter Pick	100.00	100.00
4303	Tennis Court Maintenance and Cleaning	0.00	660.00
4304	Churchyard Maintenance	1,500.00	1,500.00
4217	Community Post Office Service	1,000.00	1,000.00
4306	Winterton Hall - Repairs & Maintenance	0.00	6,000.00
4307	Playground Repairs & Maintenance (inc Ifold Playpark)	4,800.00	4,500.00
4308	Tree Surgery	7,500.00	3,000.00
?	Plaistow Pond Restoration in Jetty and Fencing / Maintenance	1,500.00	300.00
4309	Notice Boards, Finger Posts, Signage and Bike Rack	4,000.00	1,000.00
4310	Pavilion Cost & Maintenance	2,500.00	500.00
4312	Bench Replacement and Maintenance	500.00	550.00
4123	Winter & Emergency Plan Committee	750.00	750.00
		27,458.00	23,629.00
		20%	
PROJECTS			
4107	Ifold Playpark	22,845.00	0.00
4314	Bus Stop Refurbishment / Maintenance	0.00	0.00
4700	Ifold Village Entrance Landscaping / Biodiversity	150.00	250.00
4701	Public Works Loan Repayments and Interest	152.00	30.00
?	Re-Siting of Beacon	0.00	0.00
		23,147.00	280.00
		17%	
4316	Crouchlands Development Planning Consultancy	0.00	0.00
4317	Foxbridge Development Planning Consultancy	0.00	5,000.00
4318	Planning, Development and Consultancy	2,000.00	2,000.00
		2,000.00	7,000.00
		1%	
4800	Neighbourhood Planning Administration	8,800.00	1,000.00
		8,800.00	1,000.00
		7%	
	TOTAL COMMITTED EXPENDITURE	134,285.40	113,724.92
		100%	
Ref	INCOME	QTR 3 2025 FORECAST 2025/2026	DRAFT BUDGET INDICATOR 2026/2027
1076	PRECEPT	120,000.00	120,000.00
1000	Insurance Claims	0.00	0.00
1078	Grants (Ifold Play Area and Orchard Trees)	9,980.00	0.00
1079	Neighbourhood Plan Grant	0.00	0.00
1080	CIL Payments	0.00	0.00
1081	New Home Bonus	0.00	0.00
1093	Interest Received	1,500.00	0.00
	TOTAL INCOME	131,480.00	120,000.00
	NET UNDER / (OVERSPEND)	(2,805.40)	6,275.08