

# PLUMSTEAD PARISH COUNCIL

## FINANCIAL REPORT FOR PLUMSTEAD PARISH COUNCIL MEETING TO BE HELD ON 12.12.2025

<b>Bank Statement carry forward as of 30.04.25</b>	£6,750.69
<b>Cash book carry forward as of 30.04.24</b>	£6,750.69
<b>Parish Council money (i.e. cash book minus ring-fenced income)</b>	£2,490.29

### Income reported since last meeting 22.08.25

30.09.2025	Interest	£ 24.09
30.09.2025	NNDC Precept	£ 1,722.50

### Payments reported since last meeting 22.08.25

04/08/2025	HMRC	PAYE	£ 31.00
04/08/2025	Clerk Salary		£ 123.74
18/08/2025	Neil Hubbard	Grass Maintenance	£ 40.00
20/08/2025	Roger Clitheroe	Meadow Maintenance	£ 112.50
22/08/2025	Mott Radcliffe	Land at Pond	£ 1.00
31/08/2025	Service Charge		£ 6.00
01/09/2025	Mott Radcliffe	Duplicate	£ 1.00
01/09/2025	HMRC	PAYE	£ 27.40
01/09/2025	Clerk Salary		£ 109.70
08/09/2025	Neil Hubbard	Grass Maintenance	£ 40.00
26/09/2025	HMRC	PAYE	£ 27.40
26/09/2025	Clerks Expenses	Mileage Expenses	£ 41.04
26/09/2025	Flag & Bunting Store	Norfolk Flag & Union Jack Flag	£ 18.75
26/09/2025	Viking Direct	Minute book Guildhall	£ 29.83
26/09/2025	Neil Hubbard	Grass Maintenance	£ 40.00
30/09/2025	Service Charge		£ 6.00
01/10/2025	Clerk Salary		£ 109.70
31/10/2025	Service Charge		£ 6.00

03/11/2025	Clerk Salary		£ 109.70
03/11/2025	HMRC	PAYE	£ 27.40
03/11/2025	Neil Hubbard	Grass Maintenance	£ 40.00
26/11/2025	Norfolk Parish Training	Cllr Training Course	£ 76.80
28/11/2025	HMRC	PAYE	£ 27.40
30/11/2025	Service Charge		£ 6.00

Bank statement reconciliation on payments up to and including 30th November 2025 undertaken by Cherrie Woods

### **EXPENDITURE FROM EARMARKED RESERVE SINCE REPORT DATED 22.08.25**

#### **PLUMSTEAD EVENTS GROUP & OPEN GARDENS & SUMMER FAIR 2018**

Opening Balance 01.04.23 (Amalgamated April 23): £1869.48

Expenditure (ex-VAT): £0.00

Closing balance as at 30.11.25: £1869.48

#### **CESSATION OF PLUMSTEAD 2000 FUND**

Opening Balance 31.08.21: £2,259.28

Expenditure (ex-VAT): £0.00

Closing balance as at 30.11.25: £2,259.28

#### **TRAINING** (Ext meeting 08.01.25 item 5.4)

Opening Balance 08.01.25: £150

Expenditure (ex-VAT): £124.00

Closing Balance as at 30.11.25: £26.00

#### **PRINTER** (Ext meeting 08.01.25 item 5.4)

Opening Balance 08.01.25: £150

Expenditure (ex-VAT): £116.66

Closing Balance as at 30.11.25: £10.01

#### **ELECTIONS** (Ext meeting 04.12.24 item 8.4)

Opening Balance 08.01.25: £1000

Expenditure (ex-VAT): £0.00

Closing Balance as at 30.11.25: £1000

### **Financial Matters to note since last meeting 22.08.25**

Duplicate payment has been sent again for peppercorn rent. The standing order still proceeded to go through however needs to be cancelled to avoid this happening.

Item 11 meeting 22.08.25 regarding a plaque in memory of a Cllr Logan. There are no spending powers for an item of this nature therefore no further action could take place.

## Financial Position against Budget

ACTUALS 25-26	BUDGET	TO DATE (EX VAT)	RECEIPTS TO DATE
Grass Cutting/General Maintenance	£ 450.00	£ 320.00	£3445(Precept)
Meadow Maintenance	£ 120.00	£ 112.50	£48.79(Interest)
Rents	£ 2.00	£ 3.00	£298.45(refund from Zurich)
Clerks Salary (including PAYE)	£ 1,642.00	£ 1,266.43	£26.60 (correct PAYE)
Clerks Mileage	£ 70.00	£ 54.72	
Clerks Admin Costs	£ 30.00	£ 30.00	
Insurance	£ 375.00	£ 596.90	
NPTS Annual Subscription	£ 58.00	£ 57.50	
ICO Registration	£ 35.00	£ 47.00	
Misc	£ 20.00	£ 18.75	
Petrol	£ 70.00	£ 9.11	
Maintenance	£ 300.00	£ 45.00	
Defib	£ 110.00	£ -	
Office Costs	£ 26.00	£ 31.19	
Microsoft	£ 60.00	£ 70.83	
Mower Service	£ 175.00	£ -	
Donations	£ 100.00	£ -	
Service Charge	£ 60.00	£ 48.00	
Gifts	£ 30.00	£ -	
Annual Audit	£ 37.00	£ 35.00	
Totals	£ 3,770.00	£ 2,745.93	

*Cherrie Woods (Clerk): 30.11.25*

RECONCILIATION TO 31.8.25					
Bank at 31.8.25				c/fwd 1.4.2	£ 6,750.69
				Receipts to 31.08.25	£ 2,111.45
					£ 8,862.14
HSBC C/ac		£ -		Payments to 31.08.25	-£ 2,209.55
Petty cash		£ -			
Unity Trust Current		£ 2,404.91			
Unity Trust Saver		£ 4,247.68			
Less up cheques		£ -			
TOTAL		£ 6,652.59		TOTAL	£ 6,652.59

RECONCILIATION TO 30.9.25					
Bank at 30.09.25				c/fwd 1.4.2	£ 6,750.69
				Receipts to 30.09.25	£ 3,858.04
					£ 10,608.73
HSBC C/ac		£ -		Payments to 30.09.25	-£ 2,550.67
Petty cash		£ -			
Unity Trust Current		£ 3,786.29			
Unity Trust Saver		£ 4,271.77			
Less up cheques		£ -			
TOTAL		£ 8,058.06		TOTAL	£ 8,058.06

RECONCILIATION TO 31.10.25					
Bank at 31.10.25				c/fwd 1.4.2	£ 6,750.69
				Receipts to 31.10.25	£ 3,858.04
					£ 10,608.73
HSBC C/ac		£ -		Payments to 31.10.25	-£ 2,666.37
Petty cash		£ -			
Unity Trust Current		£ 3,670.59			
Unity Trust Saver		£ 4,271.77			
Less up cheques		£ -			
TOTAL		£ 7,942.36		TOTAL	£ 7,942.36

RECONCILIATION TO 30.11.25					
Bank at 30.11.25				c/fwd 1.4.2	£ 6,750.69
				Receipts to 30.11.25	£ 3,858.04
					£ 10,608.73
HSBC C/ac		£ -		Payments to 30.11.25	-£ 2,953.67
Petty cash		£ -			
Unity Trust Current		£ 3,383.29			
Unity Trust Saver		£ 4,271.77			
Less up cheques		£ -			
TOTAL		£ 7,655.06		TOTAL	£ 7,655.06

# PLUMSTEAD PARISH COUNCIL

## Financial Risk Assessment

### Purpose

To ensure Plumstead Parish Council manages public money safely, legally, and transparently by identifying key financial risks and the controls in place to reduce them.

### Key Risks & Controls

Risk	Control Measures
Incorrect Precept Setting	Annual budget prepared by Clerk/RFO, reviewed & approved by full Council before submission to NNDC.
Errors in Financial Records	Accurate spreadsheet maintained; monthly bank reconciliation checked by councillors.
Bank Fraud or Error	Dual signatories on all payments; transactions reported at meetings.
Unauthorised Spending	All payments approved at Council meetings and minuted; Clerk checks legal powers.
Incorrect Payroll/PAYE	HMRC-compliant processing; figures checked before payment.
Inadequate Insurance	Annual review of policy against asset register.
Loss/Damage to Assets	Asset register maintained; insurance in place.
Poor Value Procurement	At least three quotes obtained for significant purchases.
Insufficient Reserves	Maintain general reserves of approx. 3–6 months' operating costs.
Loss of Clerk/RFO	Financial procedures documented; councillors can cover temporarily and/or source locum arrangements via NPTS
Loss of Records	Important documents backed up securely on cloud/encrypted drive.
Audit Issues	Comply fully with internal & external audit requirements; act promptly on recommendations.



**Summary**

Plumstead Parish Council operates with a small budget but has robust procedures in place, including:

- Monthly bank reconciliation & reporting.
- Dual authorisation of all payments.
- Annual review of insurance & asset register.
- Maintenance of adequate reserves.

**First Adopted at Annual Parish Council Meeting 14 August 2025**

**Signed .....(Chair)**

**Reviewed at Parish meetings:**

Plumstead Parish Council Budget 26/27	Budget 25 26	Actual	Forecast to YE	Over/Under spend
Grass Cutting/General Maintenance	£ 450.00	£ 320.00	£ 400.00	£ 50.00
Meadow Maintenance	£ 120.00	£ 112.00	£ 112.50	£ 7.50
Rents	£ 2.00	£ 3.00	£ 2.00	-£ 1.00
Clerks Salary (including PAYE)	£ 1,642.00	£ 1,266.43	£ 1,674.93	£ 32.93
Clerks Mileage	£ 70.00	£ 54.72	£ 82.08	£ 12.08
WFH Allowance	£ 30.00	£ 30.00	£ 30.00	£ -
Insurance	£ 375.00	£ 298.45	£ 298.45	£ 76.55
NPTS Annual Subscription	£ 58.00	£ 57.50	£ 57.50	£ 0.50
ICO Registration	£ 35.00	£ 47.00	£ 47.00	£ 12.00
Misc	£ 20.00	£ 18.75	£ 20.00	£ 1.25
Petrol	£ 70.00	£ 9.11	£ 70.00	£ -
Maintenance	£ 300.00	£ 45.00	£ 200.00	£ 100.00
Defib	£ 110.00	£ -	£ -	£ -
Office Costs	£ 26.00	£ 31.19	£ 31.19	£ 5.19
Microsoft 365	£ 60.00	£ 70.83	£ 70.83	£ 10.83
Donations	£ 100.00	£ -		£ -
Service Charge	£ 60.00	£ 48.00	£ 60.00	£ -
Gifts	£ 30.00	£ -		£ -
Mower Service	£ 175.00	£ -	£ 50.00	£ 125.00
Annual Audit	£ 37.00	£ 35.00	£ 35.00	£ 2.00
<b>Total</b>	<b>£ 3,770.00</b>	<b>£ 3,331.56</b>	<b>£ 3,241.48</b>	
<b>INCOME</b>				
<b>VAT Reclaims (Exc from Precept)</b>				
<b>Interest (included)</b>	<b>£ 125.00</b>			
<b>Total</b>	<b>£ 3,645.00</b>			
<b>Precept</b>	<b>£ 3,445.00</b>			
<b>Tax Base</b>	<b>£ 50.10</b>			
<b>Council Tax Charge</b>	<b>£ 68.76</b>			
<b>Ear Marked Reserves</b>				
Maintenance Reserve (Ex-PEG&open gardens)	£ 1,869.48			
Plumstead 2000 Fund (Capital Reserve)	£ 2,259.28			
Training	£ 26.00			
Printer	£ 10.01			
Elections	£ 1,000.00			
<b>Total</b>	<b>£ 5,164.77</b>			

Proposed Budget 26 27	Forecast 27 28	Forecast 29 30	Forecast 30 31	% Inc (>to
<b>Expenditure</b>				
£ 450.00	£ 450.00	£ 450.00	£ 450.00	
£ 120.00	£ 120.00	£ 120.00	£ 120.00	
£ 2.00	£ 2.00	£ 2.00	£ 2.00	
£ 1,691.00	£ 1,742.00	£ 1,794.00	£ 1,848.00	3%
£ 80.00	£ 82.00	£ 85.00	£ 87.00	3%
£ 50.00	£ 50.00	£ 50.00	£ 50.00	
£ 327.00	£ 336.00	£ 345.00	£ 357.00	3%
£ 64.00	£ 68.00	£ 72.00	£ 76.00	6%
£ 50.00	£ 52.00	£ 54.00	£ 56.00	3%
£ 25.00	£ 25.00	£ 30.00	£ 30.00	
£ 70.00	£ 70.00	£ 75.00	£ 75.00	
£ 300.00	£ 300.00	£ 300.00	£ 300.00	
£ 113.00	£ 116.00	£ 120.00	£ 123.00	3%
£ 35.00	£ 35.00	£ 40.00	£ 40.00	
£ 85.00	£ 93.00	£ 96.00	£ 100.00	3%
£ 100.00	£ 100.00	£ 100.00	£ 100.00	
£ 84.00	£ 84.00	£ 96.00	£ 96.00	
£ 30.00	£ 30.00	£ 30.00	£ 30.00	
£ 175.00	£ 180.00	£ 186.00	£ 191.00	3%
£ 37.00	£ 39.00	£ 41.00	£ 43.00	5%
<b>£ 3,888.00</b>	<b>£ 3,974.00</b>	<b>£ 4,086.00</b>	<b>£ 4,174.00</b>	
<b>£ 100.00</b>				
<b>£ 3,788.00</b>				
<b>£ 3,700.00</b>				
<b>£ 51.60</b>				
<b>£ 71.70</b>				

Plumstead Parish Council Budget 26/27	Budget 25 26	Proposed Budget 26 27
		<b>Expenditure</b>
Grass Cutting/General Maintenance	£ 450.00	£ 450.00
Meadow Maintenance	£ 120.00	£ 120.00
Rents	£ 2.00	£ 2.00
Clerks Salary (including PAYE)	£ 1,642.00	£ 1,691.00
Clerks Mileage	£ 70.00	£ 80.00
WFH Allowance	£ 30.00	£ 50.00
Insurance	£ 375.00	£ 327.00
NPTS Annual Subscription	£ 58.00	£ 64.00
ICO Registration	£ 35.00	£ 50.00
Misc	£ 20.00	£ 25.00
Petrol	£ 70.00	£ 70.00
Maintenance	£ 300.00	£ 300.00
Defib	£ 110.00	£ 113.00
Office Costs	£ 26.00	£ 35.00
Microsoft 365	£ 60.00	£ 85.00
Donations	£ 100.00	£ 100.00
Service Charge	£ 60.00	£ 84.00
Gifts	£ 30.00	£ 30.00
Mower Service	£ 175.00	£ 175.00
Annual Audit	£ 37.00	£ 37.00
<b>Total</b>	<b>£ 3,770.00</b>	<b>£ 3,888.00</b>
<b>INCOME</b>		
<b>VAT Reclaims (Exc from Precept)</b>		
<b>Interest (included)</b>	<b>£ 125.00</b>	<b>£ 100.00</b>
<b>Total</b>	<b>£ 3,645.00</b>	<b>£ 3,788.00</b>
<b>Precept</b>	<b>£ 3,445.00</b>	<b>£ 3,700.00</b>
<b>Tax Base</b>	<b>£ 50.10</b>	<b>£ 51.60</b>
<b>Council Tax Charge</b>	<b>£ 68.76</b>	<b>£ 71.70</b>