

PLUMSTEAD PARISH COUNCIL

FINANCIAL REPORT FOR PLUMSTEAD PARISH COUNCIL

MEETING TO BE HELD ON 15.09.2026

Bank Statement carry forward as of 30.04.26 £6,402.69

Cash book carry forward as of 30.04.26 £6,402.69

Parish Council money (i.e. cash book minus ring-fenced income) £1,393.99

Income reported since last meeting 22.05.26

1. 30/06/2026 Interest £20.23

Payments reported since last meeting 22.05.26

1.	01/05/26 HMRC PAYE	£10.20
2.	01/05/26 Clerk Salary	£126.90
3.	05/05/26 Norfolk Parish Training Subs	£60.00
4.	12/05/26 N Hubbard Grass Cutting	£40.00
5.	31/05/26 Unity Trust Charges	£7.00
6.	03/06/26 Mo Anderson-Dungar Internal Audit	£40.00
7.	03/06/26 Clerk Salary	£226.15
8.	03/06/26 Zurich Insurance Policy	£355.57
9.	03/06/2026 Amazon Laptop	£406.28
10.	09/06/2026 N Hubbard Grass Cutting	£40.00
11.	09/06/2026 Microsoft 365	£70.83
12.	17/06/2026 ICO Registration	£47.00
13.	29/06/2026 N Hubbard Grass Cutting	£40.00
14.	30/07/2026 Unity Trust	£7.00
15.	09/07/2026 Clerk Salary	£137.10
16.	29/07/2026 Mower Fuel	£10.92
17.	29/07/2026 NPTS Councillor Training	£52.00
18.	31/07/2026 Service Charge	£7.00
19.	03/08/2026 N Hubbard Grass Cutting	£40.00
20.	03/08/2026 Clerk Salary	£137.10
21.	03/08/2026 Service Charge	£7.00

Bank reconciliation up to and including 31st August 2026 undertaken by Cherrie Woods

EXPENDITURE FROM EARMARKED RESERVE

SINCE REPORT DATED 22.05.26

PLUMSTEAD EVENTS GROUP & OPEN GARDENS & SUMMER FAIR 2018

Opening Balance 01.04.23 (Amalgamated April 23): £1869.48

Expenditure (ex-VAT): £406.28

Closing balance as at 30.04.26: £1463.20 - **£924.55 expected balance**

COMMITTED SPEND (min ref: item12 12th Dec 25)

Note: Dog waste bin invoice still outstanding:

Expected amount (based on 25-26 quotation)	£350.00 (Installation)
	£188.76 (Annual collection cost)
	£538.76 (estimated)

CESSATION OF PLUMSTEAD 2000 FUND

Opening Balance 31.08.21: £2,259.28

Expenditure (ex-VAT): £0.00

Closing balance as at 30.04.26: £2,259.28

TRAINING (Ext meeting 08.01.25 item 5.4)

Opening Balance 08.01.25: £150.00

Expenditure (ex-VAT): £150.00

Closing Balance as at 31.08.26: £0.00

ELECTIONS (Ext meeting 04.12.24 item 8.4)

Opening Balance 08.01.25: £1000

Expenditure (ex-VAT): £0.00

Closing Balance as at 30.04.26: £1000

Financial Matters to note since last meeting 22.05.26

Note: Previous report showed the overall EM balance as being £10.00 more as the total. £10.00 was deducted due to a surplus balance from the 'printer' reserve which is now closed. The funds have been moved back to the general reserves. The revised figures are shown below.

Ear Marked Reserves Balance to 31st August 2026	
Maintenance Reserve (Ex-PEG&open gardens)	£1,463.20
Plumstead 2000 Fund (Capital Reserve)	£2,259.28
Training	£0.00
Elections	£1,000.00
Total	£4722.48

Plumstead Parish Council
Bank Reconciliation

Financial year ending 31 March 2027

Bank Statement Date:

31st August 2026

Unity Trust Current Account	£	2,266.32	
Unity Trust Deposit Account	£	3,850.15	
			£ 6,116.47

Less: Unpresented
Payments

Net balances at 30 April 2026

£ -

£ 6,116.47

Cashbook

Opening balance at 1 April 2026	£	6,402.32
Add: Receipts	£	2,382.77
Less: Payments	£	2,668.62
Closing Balance 31 March 2027		<u>£ 6,116.47</u>

£ -

Secret Gardens < stuart@secret-gardens.org.uk >

Wed, 02 Sep 2026 5:28:47 PM +0100

To "Plumstead Parish Clerk"<clerk@plumsteadparish.gov.uk>

Cherrie,

As promised.

The most simplest & cheapest option is to replace the roof like for like. The building is essentially an open fronted shed, so will not bear much weight beyond current design.

So to make a new roof framed in pressure treated 47x47 timber, with 120mm T&G planking, with a layer of felt to cap, with timber trims to the edges, all timber stained brown to complete, essentially as per existing, would cost £620.00 + VAT.

Anything less would be a bodge, anything more, will likely exceed the value of the building.

A new bus shelter may be a more economical option, should funding or grants be available, or maybe a local shed company would make up a matching new one?

Kind Regards

Stuart Clark
Secret Gardens & Prestige Properties

Tel: 07876 031165



On 25 Aug 2026, at 15:40, Plumstead Parish Clerk
<clerk@plumsteadparish.gov.uk> wrote:

Tonya Winsley < tonya.winsley@communityactionnorfolk.org.uk >

Tue, 23 Jun 2026 12:05:17 PM +0100

To "Plumstead Parish Clerk"<clerk@plumsteadparish.gov.uk>

Good Afternoon Cherrie,

I hope you are well and enjoying the sunshine!

Following our recent conversation about the Plumstead 2000 charity here are my thoughts following reading the governing document.

The charity may not have realised at the time there was a process to follow regarding closing the charity as their governing document does not have a dissolution clause to guide them (this is not unusual for some charities). They should have referred to Charity Commission guidance to check the process and if they had they would have found that any money left once they had cleared any outstanding payments should have been paid to a charity/group in the area of benefit that aligned with their objects. The Parish Council as you know are not a charitable entity, therefore it shouldn't have been given to you at the time (unless the parish council had at the time a charity of its own that aligned with similar purposes).

As the money was paid to you and has been ringfenced so to speak (£2500) and it is now a number of years later since the charity closed and they have been removed as an active charity from the Charity Commission register, my thoughts would be that the remaining money should be given to groups in the area (or surrounding area) that align with the purpose that was set out. To be honest you have got a lot of flexibility within this. Clause b on the Declaration of Trust allows for it to be for the purposes of conservation and environment and for the general benefit of the inhabitants , so anything that helps improve their lives and this can be Plumstead and surrounding area. I think it is unlikely that you would be challenged now given the time frame, but if you were you could then demonstrate that the money has gone towards projects/groups that are benefiting the people as set out in the objects. I would be mindful that you do document this should it be ever challenged by anyone.

Hopefully, you have found our guidance useful. I would really appreciate it if you could provide some feedback about our work with you.

The survey is very short and can be found here: Tonya Winsley - <https://www.surveymonkey.co.uk/r/7L87X2X>

Please don't hesitate to get in touch if there is anything else we can help you with.

Kind Regards

Tonya Winsley

Community Development Worker



Tonya Winsley < tonya.winsley@communityactionnorfolk.org.uk >

Tue, 23 Jun 2026 1:02:01 PM +0100

To "Plumstead Parish Clerk"<clerk@plumsteadparish.gov.uk>

Hello Cherrie,

This is only my opinion given that the original charity should have given it to another charity or charities. I would be cautious and act as the original charity should have instructed and give it to local groups or charities that can deliver the benefit to the inhabitants rather than the Parish Council using it directly to provide something of benefit to the community. Groups also don't have to be registered with the Charity Commission either; there are many groups due to their income per annum don't need to be registered.

I would also as you have suggested try to use it sooner rather than later as it hasn't been used yet for its intended cause and I'm sure there could be groups who could use it to make a difference to those in the area. If it gets left within the PC account and not used it can risk overtime being simply absorbed into the PC money (this can occur when people leave/handovers).

I hope this helps.

Kind Regards

Tonya Winsley

Community Development Worker



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office@communityactionnorfolk.org.uk



01362 698216



Community Action Norfolk

Ambassador Way, Greens Road

Dereham, Norfolk NR203TL

Tel 01362 698216

Web communityactionnorfolk.org.uk

Interested in [Membership benefits?](#)

Registered Charity No 1056750 | Company No. 3190820

Company Limited by Guarantee Registered in England and Wales

From: Plumstead Parish Clerk <clerk@plumsteadparish.gov.uk>

Sent: 23 June 2026 12:45

To: Tonya Winsley <tonya.winsley@communityactionnorfolk.org.uk>

Subject: RE: governing document

Please be cautious

This email was sent outside of your organisation

Thank you Tonya, to clarify, can the Parish Council directly use the money to benefit inhabitants or does it have to be given to another organisation to do just that with. Also, I would imagine, it would be discouraged from 'sitting on the money' for any longer and that this money needs to be used as soon as possible?

Cherrie Woods
Clerk to Plumstead Parish Council
07586757974
www.plumstead-pc.info

I support flexible working. My emails are sent to you during the hours that I work and I understand that you will respond during the hours that you work.

----- On Tue, 23 Jun 2026 12:05:06 +0100 **Tonya Winsley**
<tonya.winsley@communityactionnorfolk.org.uk> wrote -----

Good Afternoon Cherrie,

I hope you are well and enjoying the sunshine!

Following our recent conversation about the Plumstead 2000 charity here are my thoughts following reading the governing document.

The charity may not have realised at the time there was a process to follow regarding closing the charity as their governing document does not have a dissolution clause to guide them (this is not unusual for some charities). They should have referred to Charity Commission guidance to check the process and if they had they would have found that any money left once they had cleared any outstanding payments should have been paid to a charity/group in the area of benefit that aligned with their objects. The Parish Council as you know are not a charitable entity, therefore it shouldn't have been given to you at the time (unless the parish council had at the time a charity of its own that aligned with similar purposes).

As the money was paid to you and has been ringfenced so to speak (£2500) and it is now a number of years later since the charity closed and they have been removed as an active charity from the Charity Commission register, my thoughts would be that the remaining money should be given to groups in the area (or surrounding area) that align with the purpose that was set out. To be honest you have got a lot of flexibility within this. Clause b on the Declaration of Trust allows for it to be for the purposes of conservation and environment and for the general benefit of the inhabitants, so anything that helps improve their lives and this can be Plumstead and surrounding area.

I think it is unlikely that you would be challenged now given the time frame, but if you were you could then demonstrate that the money has gone towards projects/groups that are benefiting the people as set out in the objects. I would be mindful that you do document this should it be ever challenged by anyone.

Hopefully, you have found our guidance useful. I would really appreciate it if you could provide some feedback about our work with you.

The survey is very short and can be found here: Tonya Winsley -
<https://www.surveymonkey.co.uk/r/7L87X2X>

Please don't hesitate to get in touch if there is anything else we can help you with.

Kind Regards

Tonya Winsley

Community Development Worker



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 office@communityactionnorfolk.org.uk  01362 698216



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Ambassador Way, Greens Road
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Tel 01362 698216

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Registered Charity No 1056750 | Company No. 3190820

Company Limited by Guarantee Registered in England and Wales

From: Plumstead Parish Clerk <clerk@plumsteadparish.gov.uk>

Sent: 18 June 2026 11:24

To: Tonya Winsley <tonya.winsley@communityactionnorfolk.org.uk>

Subject: Re: governing document

Please be cautious

This email was sent outside of your organisation

Final docs

Cherrie Woods
Clerk to Plumstead Parish Council
07586757974
www.plumstead-pc.info

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---- On Thu, 18 Jun 2026 11:22:09 +0100 **Plumstead Parish Clerk**
<clerk@plumsteadparish.gov.uk> wrote ----

Hi Tonya

Hopefully my voicemail reached you.

Just sending documents across as photos so there will be more than 1 email due to size.

Thank you

Cherrie Woods
Clerk to Plumstead Parish Council
07586757974
www.plumstead-pc.info

I support flexible working. My emails are sent to you during the hours that I work and I understand that you will respond during the hours that you work.

---- On Thu, 04 Jun 2026 10:06:35 +0100 **Tonya Winsley**
<tonya.winsley@communityactionnorfolk.org.uk> wrote ----

Good Morning Cherrie,

We spoke briefly before I went on annual leave during the week of 18th May as you had a query relating to a charity that stopped operating and the money was given to the parish council. I said it would be useful to see the governing document for that charity and luckily you did have a copy of this to refer to. If you are still needing some help and support, please drop me an email with a scanned copy of the governing document when you can and I will then come back to you.

Many Thanks

Kind Regards
Tonya Winsley
Community Development Worker



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Registered Charity No 1056750 | Company No. 3190820

Company Limited by Guarantee Registered in England and Wales

Tonya Winsley < tonya.winsley@communityactionnorfolk.org.uk >

Wed, 12 Aug 2026 10:24:28 AM +0100

To "Plumstead Parish Clerk"<clerk@plumsteadparish.gov.uk>

Good Morning Cherie,

Thank you for your email.

I've looked at the email below and this is my thought on the situation:

The Charity Commission were emailed, the trustees at the time looked like they were completing an online form to dissolve/close the charity. I can see they wrote in an answer that the PC were to receive the funds to apply to for the same objects. This obviously wasn't challenged by the Charity Commission when they received this email, maybe because they said it was to apply to similar objects. So, I cannot dispute this, and further up the email chain it does say in email from the Trustee that this was to be ring-fenced for the purposes as set out in the Trust Deed. So, the money has to be used for the same purposes as it was originally intended but this does give you some scope in the way it is spent/donated.

Generally speaking, though a PC should not be in receipt of charity money, as it's not a charity (unless you had a charity of your own which aligned with the objects of the closing charity). But it looks like the Charity Commission in this instance were satisfied if it was given for the intended purposes, otherwise I suspect that there would have been a follow up email from a case officer at the time to discuss this issue further.

To have continued support from CAN I would suggest taking our CAN membership. We have three levels of membership:

Bronze membership is £20 per year and keeps you up to date with the latest funds, news, and training through our newsletters and update emails. Members can include share their articles with us for promotion via our newsletters (where appropriate) and on our social media channels and website.

Membership also provides 30 minutes per month development Q&A support including but not limited to:

- Finding funding and proof-reading bids.
- Answering governance queries.
- Finding the right legal structure.

Silver membership is £50 per year and includes all of the benefits of bronze membership, plus access to a wide range of documents and support including but not limited to:

- Model policies and procedures
- Village Hall Information Sheets covering a wide range of topics such as health and safety, accessibility, children and young people and much more

Gold membership is £150 per year and includes all of the above plus access to a 24-hour legal helpline and cover for a variety of legal defence costs.