



PLUMPTON PARISH COUNCIL

Minutes of the Finance Committee held in Plumpton Village Hall on 22nd November 2017 at 19.00.

Present: Cllr E Elford (Cllr EE) (Chair), Cllr N Beaumont (Cllr NB), Cllr N Satchell (Cllr NS), Cllr P Stevens (Cllr PS) and Cllr C Thompson (Cllr CT).

Anita Emery (Clerk & RFO).

Members of the Public: 0

1. To accept apologies for absence
 - None
2. Declaration of pecuniary and disclosable interests in respect of matters to be discussed.
 - None
3. To Approve Minutes from the Finance Committee meeting held on 10th October 2017.
 - **106: It was RESOLVED and AGREED that minutes of the meeting 10th October 2017 were an accurate account of the meeting.**
4. Clerks Report on any Matters Arising from previous Meetings.
 - None
5. To discuss and approve virement between Clerks Salary and PAYE & NIC
 - The Clerk advised that the PAYE & NIC budget for the year 2017-2018 would be in a deficit of £1656.09 due to an underpayment to HMRC during the year 2016-2017.
 - **107: It was RESOLVED and AGREED to transfer from PPC deposit account the sum of £1656.09 to cover the PAYE & NIC budget deficit.**
6. To discuss and approve Clerks Pension.
 - The Clerk advised no budget had been set for Clerks Pension for the year 2017-2018. The Clerk advised she was opting into the Local Government Pension scheme starting May 2017. The Clerk advised the Parish Councils contribution between May 2017 and March 2018 would be £1997.16.
 - **108: It was RESOLVED and AGREED to transfer £1997.16 from PPC deposit account to cover PPC's contribution for the Clerks Pension May 2017 to March 2018.**



PLUMPTON PARISH COUNCIL

7. To approve Expenditure and Statements as itemised on the schedule.

- **109: It was RESOLVED and AGREED that the expenditure of 11th October to 15th November as per Appendix 1 (PPC £1310.22), 2 (PF £2656.80) & 3 (VH £3469.43) would be released. Cllr EE signed to effect.**

8. To approve bank statements and reconciliations.

- **110: It was RESOLVED and AGREED that the Account Statements were an accurate account of the closing balance of all accounts. Cllr EE signed to effect.**

9. To approve year to date account 2017/18

- Cllr EE asked the Clerk to separate PAYE/NIC from Salary. **Clerk to action against all accounts.**
- **111: It was RESOLVED and AGREED to approve year to date account 2017/18.**
- Cllr PS recommended the above reports (agenda items 7 to 9) be given a number on agenda and report for ease of location at future meetings. **Clerk to action from next meeting.**

10. Waste Water and Electricity for Pavilion and Village Hall

- The Clerk advised the FC that the Pavilion electricity supply was under a new supplier at a more competitive rate. Clerk advised a discrepancy on the water bill and is working on resolving. Cllr EE asked the Clerk to speak with the Water company regarding the usage rate and to see if the bill can be reduced. **Clerk to report back at the next meeting.**

11. Solar Panel Feed in Tariff

- Cllr NS reported the inspection had been completed on the solar panels and all was well. Cllr NS recommended budgeting over the next two years for maintenance. FC agreed this item can now be removed from future agendas.

12. To discuss 2018-2019 Budget preparation.

- The FC reviewed the first draft of the budget. After a lengthy discussion the Clerk was requested to make a couple of changes to the PPC budget and revert back at the next FC meeting in December.
- The Chairs of the VH Committee and PF Committee requested a breakdown of all expenditure lines for the current year. **Clerk to action.**
- The Clerk advised the precept submission must be made to LDC by mid January 2018
- The FC noted that the allotment fees had not been revised for many years and recommended the fees be increased by £5 per whole plot (£2.50 per half plot).



PLUMPTON PARISH COUNCIL

- **112: It was RESOLVED and AGREED to increase allotment fees by £5 per whole plot (£2.50 per half plot) from April 2018. Clerk to write to all tenants to advise.**
- There being only one item remaining on the agenda Cllr CT left the meeting at 20.55.

13. Questions from Parish Councillors

- Nothing to report.

Meeting Closed 21:00

Dates of Next Meetings:

12th December 18:45 Finance, 19:45 Parish Council

Anita Emery | Parish Clerk | 23/11/2017

Appendix 1

Date: 07/11/2017

Page 1

Time: 21:34

Plumpton Parish Council

Current Bank Accounts

List of Payments made between 11/10/2017 and 15/11/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
12/10/2017	Viking Direct	OCT 17	67.97		Stationery
12/10/2017	SSALC	OCT17	94.80		clerk training & c'llr books
23/10/2017	Anita Emery	OCT	79.00		Office Expenses Oct
23/10/2017	Anita Emery	OCT17	821.28		Clerk Oct Salary
23/10/2017	HMRC	OCT17	147.17		Oct PAYE & NIC
14/11/2017	THE ROYAL BRITISH LEGION	103661	100.00		DONATION
			1,310.22		
Total Payments					



PLUMPTON PARISH COUNCIL

Appendix 2

Date: 07/11/2017

Plumpton Playing Field

Page 1

Time: 21:17

Current Account

List of Payments made between 11/10/2017 and 15/11/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
12/10/2017	Allen Upton	OCT17	40.00		To remove blockage
12/10/2017	EMS Design and Print	OCT17	24.00		Sign for Playpark gate
12/10/2017	Business Stream	OCT17	217.48		Waste Water 10.8.17-4.10.17
22/10/2017	Plumpton Parish Council	BANK TRANS	30.74		PAYE/NIC due for Jane Donovan
22/10/2017	Plumpton Parish Council	BANK T 2	19.20		PAYE/NIC re C Lambert
25/10/2017	CJS Portsmouth	OCT 17	120.37		Cleaning supplies
25/10/2017	South East Water	OCT 17	1,220.71		23.2.17-10.8.17 Supply
31/10/2017	Chris Lambert	OCT17	126.80		Oct Salary
05/11/2017	Glyn Wells	NOV 17	65.50		PF GATE REPAIR
15/11/2017	Glyn Wells	OCT 17	750.00		GROUND MAINTENANCE
15/11/2017	Allen Upton	OCT 17	42.00		MAINTENANCE TO TOILET
			2,656.80		
Total Payments					



PLUMPTON PARISH COUNCIL

Appendix 3

List of Payments made between 11/10/2017 and 15/11/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
12/10/2017	Business Stream	OCT 17	41.85		WASTE WATER 10.8-4.10
12/10/2017	FRED SYMES	OCT 17	190.00		GREEN MAINTENANCE
12/10/2017	Jane Donovan	OCT 17	25.25		VH MANAGER EXPENSES SEPT
22/10/2017	Plumpton Parish Council	BANK TRANS	584.02		PAYE/NIC paid on behalf of PPC
24/10/2017	Opus Energy	OCT 17	174.27		ELECTRIC 9.9-8.10
25/10/2017	East Sussex Pension Fund	OCT'17	260.70		October Pension J Donovan
25/10/2017	CJS Portsmouth	OCT 17	98.85		Cleaning supplies
25/10/2017	PRS FOR MUSIC	OCT 17	731.57		MUSIC LISENCE
25/10/2017	Jane Donovan	OCT 17	845.45		VH MANAGER OCT SALARY
01/11/2017	BT	OCT 17	65.88		PHONE & BROADBAND
15/11/2017	MR M BEARD	OCT 17	410.00		VH INTERNAL DECORATION
15/11/2017	Jane Donovan	OCT 17	41.59		VH MANAGER OCT EXPENSES
Total Payments			3,469.43		