



## PLUMPTON PARISH COUNCIL

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**Minutes of the Finance Committee held in Plumpton Village Hall on 13<sup>th</sup> February 2018 at 19.00.**

**Present: Cllr P Stevens (Chair) (Cllr PS), Cllr E Elford (Cllr EE) and Cllr N Beaumont (Cllr NB).**

**Absent: Cllr N Satchell (Cllr NS)**

**Anita Emery (Clerk & RFO).**

**Members of the Public: 0**

1. To accept apologies for absence
  - Cllr Nick Satchell tendered his apologies.
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 9<sup>th</sup> January 2018.
  - **123: It was RESOLVED and AGREED that minutes of the meeting 9<sup>th</sup> January 2018 were an accurate account of that meeting.**
4. Clerks Report on any Matters Arising from previous Meetings.
  - Clerk advised that paying off or in part the PWLB loans would result in a penalty in the region of £3800. It was decided to let the loans run the full term.
  - Clerk reported the waste water bill queries were ongoing and now made slightly more difficult now that supplier had changed.
5. To approve Expenditure and Statements as itemised on the schedule.
  - Clerk advised two additional payments to be added. 1. PPC £128.00 for PPNP expenses and 2. VH £100.00 hall hire deposit refund.
  - **124: It was RESOLVED and AGREED that the expenditure of 5<sup>th</sup> January 2018 to 7<sup>th</sup> February 2018 as per Appendix 1 (PPC £2515.48), 2 (VH £3296.91), 3 (PF £4133.67) and 3A (New Pav £28,946.40) would be released.**
6. To approve bank statements and reconciliations.
  - **125: It was RESOLVED and AGREED that the Account Statements were an accurate account of the closing balance of all accounts for 5<sup>th</sup> January to 6<sup>th</sup> February 2018. Cllr PS and Cllr EE signed to effect.**



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### 7. To approve year to date account 2017/18

- Clerk advised of the incurring costs with regard to the Grant of Easement with Network Rail which is currently at £1280.00, this will be paid back by Network Rail. It was agreed by the Committee to invoice NR as soon as the invoices were paid.
- Clerk also advised the cost of £515 plus VAT plus mileage for closing of Year End by RBS Solutions.
  
- The Clerk advised the electric budget for the Village Hall was inadequate as there will be two more bills to pay Feb & March costing around £2200. **126: It was RESOLVED and AGREED to virement £1386 from deposit account to current account.**
  
- **127: It was RESOLVED and AGREED the current year to date figures for PPC, VH and PF accounts.**

### 8. Waste Water and Electricity for Pavilion and Village Hall

- Covered under Clerks report 4 above.

### 9. Progress report on VH & PF Budget for 2018-2019

- It was agreed by the Committee to meet at 18.30 at the next FC meeting on 13th March to finalise the VH and PF Budget.

### 10. Questions from Parish Councillors

- **Cllr EE and Cllr PS asked the Clerk to email the current budgets for VH and PF to them and also Cllr CT.**

Meeting Closed 19:45

### Dates of Next Meetings:

13<sup>th</sup> March 2018 – 18:30 Finance Committee –Parish Council – 19:45

Anita Emery | Parish Clerk | 15<sup>th</sup> February 2018



APPENDIX 1.

Date: 07/02/2018

Plumpton Parish Council

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Current Bank Accounts

List of Payments made between 05/01/2018 and 07/02/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/01/2018	HMRC	103667	147.17		PAYE/NIC
06/01/2018	Viking Direct	BACS040118	81.13		STATIONERY & STAMPS
06/01/2018	Lewes District	BACS060118	187.20		DOG BIN EMPTYING
08/01/2018	East Sussex County Council	103668	248.00		Finger Post repair
09/01/2018	Barclays	BC	1.80		Bank charges
31/01/2018	Nick Beaumont	103670	85.98		Expenses
31/01/2018	Anita Emery	24.1.18	65.95		Standing Exp Jan
31/01/2018	Anita Emery	24.1.18	821.28		Clerk Jan Salary
31/01/2018	HMRC	103669	147.17		PAYE & NIC Period 10
31/01/2018	East Sussex Highways	22.1.18	600.00		Feasibility Study
05/02/2018	Barclays	CHARGES	1.80		bank charges
05/02/2018	PPNP Expenses	103670	128.00		PPNP Expenses (Printing)
<b>Total Payments</b>			<b>2,515.48</b>		

APPENDIX 2

Plumpton Village Hall

Current Account

List of Payments made between 05/01/2018 and 07/02/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/01/2018	Jane Donovan	BACS08118	55.32		JANE DONOVAN DEC EXPENSES
31/01/2018	Stewart Burnham	24118	19.50		Window Cleaning
31/01/2018	CJS Portsmouth	24118	340.84		Cleaning sundries
31/01/2018	East Sussex Pension Fund	24118	260.70		Jane Donovan Pension Jan
31/01/2018	Jane Donovan	24118	845.45		VH Manager Salary Jan
31/01/2018	Plumpton Parish Council	17118	584.59		PAYE p'ment Oct-Mar 18
31/01/2018	Opus Energy	24118	1,021.99		Electricity 9.12-8.1.18
01/02/2018	BT	BT	68.52		Phone and Broadband
05/02/2018	C Krokovay	102472	100.00		Hall Hire Deposit Refund
<b>Total Payments</b>			<b>3,296.91</b>		



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## APPENDIX 3

Date: 07/02/2018

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### Plumpton Playing Field

#### Current Account

#### List of Payments made between 08/01/2018 and 07/02/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/01/2018	Lewes District Council	BACS8.1.18	22.62		LITTER BIN EMPTYING
11/01/2018	E-ON	DD	205.85		Final electric bill
16/01/2018	Pavilion Account	9.1.18	1,708.00		minutes of 9.1.18
31/01/2018	Business Stream	24118	216.95		Final waste water bill
31/01/2018	Glyn Wells	24118	750.00		Nov-Jan ground maintenance
31/01/2018	Chris Lambert	24118	126.80		Jan Salary
31/01/2018	Village Hall	17118	577.20		JD Salary refund Apr17-Mar 18
31/01/2018	Plumpton Parish Council	17118	19.20		Oct-Mar 18 PAYE refund
31/01/2018	Plumpton Parish Council	17118	30.77		JD PAYE Oct17-Mar18
31/01/2018	British Telecom	03118	60.48		phone and broadband
31/01/2018	Allen Upton	04118	62.00		storage tank repair - pav
31/01/2018	South East Water	101042	353.80		Water Supply to 18.12.17
<b>Total Payments</b>			<b>4,133.67</b>		

## APPENDIX 3A

Date: 07/02/2018

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### Plumpton Playing Field

#### Pavilion Account

#### List of Payments made between 01/01/2018 and 07/02/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/01/2018	JD BODSWORTH	100063	20,400.00		STAGE 1 WORKS COMPLETE
03/01/2018	JD BODSWORTH	100062	4,190.40		ADDITIONAL REFURB COSTS
25/01/2018	JD BODSWORTH	100065	4,356.00		New Pav flat roof renewal
<b>Total Payments</b>			<b>28,946.40</b>		