



## PLUMPTON PARISH COUNCIL

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### Minutes of the Finance Committee held in Plumpton Village Hall on 8<sup>th</sup> May 2018 at 19.00.

**Present:** Cllr P Stevens (Chair) (Cllr PS), Cllr N Beaumont (Cllr NB), Cllr Nick Satchell (Cllr NS), Cllr Catherine Jackson (Cllr CJ).

**Absent: 0** It had been noted that Emma Elford had resigned from Council.

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

**Members of the Public: 0**

1. 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 10<sup>th</sup> April 2018.
  - **135: It was RESOLVED and AGREED that notes from non-quorate meeting of 10<sup>th</sup> April 2018 were an accurate account of that meeting.**
4. Clerks Report on any Matters Arising from previous Meetings.
  - None
5. To review and approve year end accounts 2017/2018
  - i) PPC
  - ii) VH
  - iii) PF
  - **136: It was RESOLVED and AGREED that year end accounts for PPC, VH & PF 2017/2018 were correct and duly signed by the Chair.**
6. To approve expenditure as itemised on the schedules from 1<sup>st</sup> April to 30<sup>th</sup> April 2018.
  - It was noted that there was nothing to report on item 6.4 New Pavilion Account.
  - **137: 130: It was RESOLVED and AGREED that the expenditure of 1<sup>st</sup> April to 30<sup>th</sup> April 2018 as per Appendix 1 (PPC £17,191.14), 2 (VH £2,694.31) and 3 (PF £1,418.47) would be released. Cllr PS signed to that effect.**



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7. To approve bank statements 1<sup>st</sup> April to 30<sup>th</sup> April 2018.

- **138: It was RESOLVED and AGREED that the Account Statements were an accurate account of the closing balance of all accounts for 1<sup>st</sup> April to 30<sup>th</sup> April 2018. Cllr PS signed to effect.**

8. To approve year to date account to 30<sup>th</sup> April 2018.

- Cllr PS asked the Clerk to check the entry under PAYE/NIC and Pension payment on the VH Account. **Clerk to report back.**
- FC Committee felt the amount paid for BT Broadband for VH & PF was high. **Clerk to investigate on comparison websites.**
- **138: It was RESOLVED and AGREED the current year to date figures (30<sup>th</sup> April 2018) for PPC, VH and PF accounts.**

9. Playing Field Woodland Walk.

- Cllr PS advised FC of the proposal. Two quotes had been received one significantly higher than the other. Cllr PS has asked the Honeybees manager to provide him with any other plans that they have for the area. Cllr CJ advised she will speak with the Honeybees manager about putting an article in the Parish Magazine to advertise the Woodland Walk as a positive aspect for children and for dog owners to be more responsible.
  - **139: It was RESOLVED and AGREED to proceed with ZR Landscapes for the Woodland Walk at a cost of £925.00. Cllr PS to advise Honeybees Manager.**

10. To approve PF grass cutting contract 2018-2019

- Cllr PS reported that the grass cutting contractor had not had the contract reviewed for six years. Cllr PS suggested renewing for one year and to take further benchmark estimates throughout the year and if these estimates are in line with existing then to extend contract for potentially 3 years.
- **140: It was RESOLVED and AGREED to extend PF grass cutting contractor for one year. Clerk to advise contractor and deal with contract.**

11. Questions from Finance Committee Members.

- None.



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## Dates of Next Meetings:

15<sup>th</sup> May 2018 – Annual Parish Meeting (Main Hall) 19:30

12<sup>th</sup> June 2018 – FC 19:00 – PPC 19:45

Anita Emery | Parish Clerk | 9<sup>th</sup> May 2018

## Appendix 1

Date: 02/05/2018

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Time: 13:49

### Plumpton Parish Council

01/04/2018 and 30/04/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/04/2018	Barclays	060418	1.80		Bank charges
09/04/2018	Playing Field a/c	18197	8,022.00		1ST GRANT PAYMENT
09/04/2018	Village Hall a/c	18198	4,500.00		1ST GRANT PAYMENT
16/04/2018	SSALC	18196	459.17		ESALC & NALC SUBS
16/04/2018	Viking Direct	181911	35.42		Stationery
25/04/2018	East Sussex Pension Fund	18191	490.13		Pension payment JD & AE April
25/04/2018	Anita Emery	18192	79.18		Clerk standing expenses April
25/04/2018	Anita Emery	18193	777.69		Clerk April Salary
25/04/2018	Bray Estates Ltd	18194	1,140.00		Survey Network Rail
25/04/2018	HMRC	18195	627.52		PAYE&NIC
30/04/2018	Anita Emery	18199	59.99		OFFICE 365 RENEWAL
30/04/2018	Plumpton & East Chiltington Ne	181910	350.00		Annual Contribution Parish Mag
30/04/2018	Rialtas Business Solutions Ltd	181912	648.24		Year End Closedown
<b>Total Payments</b>			<u>17,191.14</u>		



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## Appendix 2

Date: 02/05/2018

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Time: 18:51

### Plumpton Village Hall

#### Current Account

#### List of Payments made between 01/04/2018 and 30/04/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/04/2018	BT	040418	68.52		broadband
16/04/2018	Anita Emery	181904	180.00		VH License (Annual)
17/04/2018	CJS Portsmouth	181903	204.66		VH cleaning sundries
18/04/2018	BT	181906	68.52		Phone & Broadband
25/04/2018	Plumpton Parish Council	181901	262.34		VH Manager Pension April
25/04/2018	Plumpton Parish Council	181902	529.73		April PAYE/NIC
25/04/2018	Jane Donovan	181905	1,380.58		VH Mgr Apr salary, mar o/time
<b>Total Payments</b>			<b>2,694.35</b>		

## Appendix 3

Date: 02/05/2018

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Time: 20:36

### Plumpton Playing Field

#### Current Account

#### List of Payments made between 01/04/2018 and 30/04/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/04/2018	British Telecom	181904	62.64		Broadband
03/04/2018	OPUS ENERGY	030418	417.48		electric
25/04/2018	Chris Lambert	181901	126.30		Cleaner wages April
25/04/2018	Plumpton Parish Council	181902	3.20		Cleaner PAYE/NIC
25/04/2018	Plumpton Parish Council	181903	58.85		VH Mgr PAYE Apr 18
27/04/2018	Glyn Wells	181905	750.00		quarter ground maintenance
<b>Total Payments</b>			<b>1,418.47</b>		