



PLUMPTON PARISH COUNCIL

Minutes of the Finance Committee held in Plumpton Village Hall on 12th June 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

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 8th May 2018.
 - **141: It was RESOLVED and AGREED that the minutes of the meeting of 8th May 2018 were an accurate account of that meeting.**
4. Clerks Report on any Matters Arising from previous Meetings.
 - Clerk advised FC that the VH grass cutting contractor had queried the 3 year contract issued. FC asked Clerk to speak with VH Manager for clarification and report back at the next meeting. **Clerk to action.**
5. To approve expenditure as itemised on the schedules from 1st May to 6th June 2018
 - **142: It was RESOLVED and AGREED that the expenditure of 1st May 2018 to 6th June 2018 as per Appendix 1 (PPC £4,728.48), 2 (VH £8,278.57), 3 (PF £3,077.85) and 4 (New Pav £15,086.93) would be released. Chair signed to that effect.**
6. To approve bank statements 1st May 2018 to 6th June 2018
 - **143: It was RESOLVED and AGREED that the Account Statements were an accurate account of the closing balance of all accounts for 1st May 2018 to 6th June 2018. Chair signed to that effect.**



PLUMPTON PARISH COUNCIL

7. To approve year to date account to 6th June 2018.
 - i) Report 1 - PPC
 - ii) Report 2 - VH
 - iii) Report 3 - PF
 - **144: It was RESOLVED and AGREED that year to date accounts for PPC, VH & PF to 6th June 2018 were correct.**

8. To discuss points raised in Internal Auditors Report.
 - Clerk advised FC Committee a good report received. Auditor noted not to net off figures for PAYE/NIC and VAT. It was agreed that from 1st April 2019 PPC pays all 3 employees (VH Manager, Pav cleaner and Clerk) and reduce grant payments to VH and PF to cover this expenditure. For the current year Clerk is to show total income and total expenditure and not net these figures off against relevant nominal code. **Clerk to action next financial year.**
 - VAT income that is due to VH and PF is to be treated as expenditure.
 - Clerk advised Council that it currently holds in the region of £40k in general reserves. Internal Auditor confirmed this is too high and some earmarking of reserves is now required. FC Committee agreed a list needs to be drawn up of current and future repairs and projects within the Parish. Clerk requested authorisation to seek repair of the two finger posts and obtain match funding for one post. **This was agreed by the FC Committee. Clerk to action.**

9. Community Infrastructure Levy
 - Cllr NB advised that himself and the Clerk are attending a CIL briefing next week and will have more information on what the money can be spent on. **Clerk and Cllr NB to report back.**

10. To review Finance Regs.
 - Cllr PS confirmed he had read through the Finance Regs with no current amendments needed and asked the Committee to approve.
 - **145: It was RESOLVED and AGREED that the Finance Regulations were approved for 2018-2019. Clerk to make addendum to ASM Minutes of 8th May 2018.**

11. Questions from Finance Committee Members.
 - None.

Meeting Closed 19:45



PLUMPTON PARISH COUNCIL

Dates of Next Meetings:

10th July 2018 – FC 19:00 – PPC 19:45

Anita Emery | Parish Clerk | 13th June 2018

Appendix 1

Date: 07/06/2018

Plumpton Parish Council

Page 1

Time: 13:36

Current Bank Accounts

List of Payments made between 01/05/2018 and 11/06/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/05/2018	EMS Design and Print	181913	17.40		APM Agenda Printing
08/05/2018	Information Commissioners Offi	DD	35.00		Data Protection annual subscri
08/05/2018	Barclays	BANK CHARG	1.80		bank charges
16/05/2018	Nick Beaumont	103680	28.00		Reg Stone leaving present
21/05/2018	HMRC	103681	226.08		PAYE/NIC
21/05/2018	Playing Field a/c	181914	75.98		VAT due to PF
21/05/2018	Village Hall a/c	181915	82.33		VAT rebate due to VH 31.3.18
21/05/2018	New Pavilion a/c	181916	1,758.60		VAT rebate due to New Pav acc
21/05/2018	Anita Emery	181917	777.69		Clerks May Salary
21/05/2018	Anita Emery	181918	79.18		Clerk Standing expenses
21/05/2018	East Sussex Pension Fund	181919	518.25		Clerk & VH Mgr pension payment
21/05/2018	Surrey Hill Solicitors	181920	414.00		NR Easement fees
05/06/2018	Barclays	BANK CHG	1.80		bank charges
06/06/2018	Community Action Suffolk Insur	181921	260.96		Annual Insurance
06/06/2018	Fields in Trust	181922	50.00		Annual Subscription
11/06/2018	Rialtas Business Solutions Ltd	181923	142.80		Accounting software annual fee
11/06/2018	Mulberry & Co	181924	202.14		Internal Audit Fee
11/06/2018	Viking Direct	181925	56.47		Stationery & Stamps

Total Payments 4,728.48



PLUMPTON PARISH COUNCIL

Appendix 2

Date: 11/06/2018

Time: 10:36

Plumpton Village Hall

Page 1

List of Payment Current Account s made between 01/05/2018 and 11/06/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2018	Brook Hart	181907	260.00		2 x grass cut/collect VH Green
08/05/2018	Jane Donovan	181909	45.90		APRIL EXPENSES
08/05/2018	CJS Portsmouth	181910	204.66		CLEANING SUNDRIES
08/05/2018	ACE ALARMS	181911	247.73		SECURITY SYSTEM FIRST PAYMENT
08/05/2018	MPS ELECTRICS	181912	102.00		PER PAYMENT ON DOOR FOBS
21/05/2018	Interserve Fire	181913	150.00		ANNUAL FIRE ALARM SERVICE
21/05/2018	MPS ELECTRICS	181914	102.00		FINAL PAYMENT ON KEY FOBS
21/05/2018	ACE ALARMS	181916	247.73		FINAL PAYMENT ON SECURITY SYST
21/05/2018	ALEX HART	181917	160.00		VILLAGE GREEN CUT AND SPRAY
21/05/2018	Stewart Burnham	181918	19.50		WINDOW CLEANING
21/05/2018	CJS Portsmouth	181919	161.92		CLEANING SUNDRIES
21/05/2018	Jane Donovan	181920	784.11		VH MGR MAY SALARY
21/05/2018	Plumpton Parish Council	181921	277.13		PENSION VH MGR
21/05/2018	Plumpton Parish Council	181922	168.43		VJ MGR PAYE/NIC
24/05/2018	Opus Energy	181927	488.64		electric 9.4.18-8.5.18
31/05/2018	Interserve Fire	181913	-150.00		P'YT R'TURNED BANK DET CHGD
01/06/2018	Public Works Loan Board	181908	2,561.45		Loan Payment
01/06/2018	BT	181925	68.52		BROADBAND
11/06/2018	CAS INSURANCE	181923	1,968.85		ANNUAL HALL INSURANCE
11/06/2018	BROOK HART	181924	130.00		VILLAGE GREEN CUT
11/06/2018	BROOK HART	181926	130.00		MAY GREEN CUT
11/06/2018	Interserve Fire	181913A	150.00		ANNUAL FIRE INSPECTION
Total Payments			8,278.57		



PLUMPTON PARISH COUNCIL

Appendix 3

06/2018

14

Plumpton Playing Field

Current Account

List of Payments made between 01/05/2018 and 11/06/2018

<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
3 OPUS ENERGY	181914	342.85		Electric 17.3.18-15.4.18
3 JANE DONOVAN	181906	80.00		JG BOOT PLAYPARK FENCE R
3 British Telecom	181913	62.64		BROADBND
3 Chris Lambert	181907	126.30		MAY SALARY CLEANER
3 Plumpton Parish Council	181908	21.91		JD/CL PAYE NIC
3 Allen Upton	181910	54.00		REPAIR TO OUTSIDE WC
3 OPUS ENERGY	181909	342.46		ELECTRIC 16.4.18 - 16.5.18
3 ZR LANDSCAPES	181911	925.00		WOODLAND WALK WORKS
3 CAS INSURANCE	181912	1,152.69		ANNUAL BUILDINGS & CONTEI
3 Business Stream	CREDIT	-30.00		CREDIT TO ACCOUNT
Total Payments		3,077.85		

Appendix 4

06/2018

14

Plumpton Playing Field

Pavilion Account

List of Payments made between 01/05/2018 and 11/06/2018

<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
3 JD BODSWORTH	100071	6,200.00		Pav refurb
3 JD BODSWORTH	100071	6,200.00		REVERSE PAYMENT
3 JD BODSWORTH	100071	-6,200.00		REVERSE PAYMENT
3 JD BODSWORTH	100071	-6,200.00		REVERSE PAYMENT
3 JD BODSWORTH	100072	5,478.00		INV 1272 FINAL INVOICE
3 JD BODSWORTH	100073	7,440.00		PAV REFURB
3 GOPACK LTD	581137	2,168.93		TABLES AND CHAIRS FOR NEI
Total Payments		15,086.93		