



PLUMPTON PARISH COUNCIL

Minutes of the Finance Committee held in Plumpton Village Hall on 9th October 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 11th September 2018.

- Clerk advised the location of the meeting on the minutes were incorrect and should have stated Plumpton Racecourse.
- **154: It was RESOLVED and AGREED that the minutes of the meeting of 11th September 2018 were an accurate account of that meeting and were signed by the Chair.**

4. Clerks Report on any Matters Arising from previous Meetings.

- Clerk reported back on the playpark inspection supplied by LDC. Cllr NS happy to do visual inspection monthly. Clerk to investigate Playpark inspection course. Review next month based on the nature of the training. **Clerk to report back.**
- Clerk advised a discussion had taken place over the last month with PF user about 'users of the car park do so at own risk signage in the PF car park as the user insurance requested it. Cllr PS had reviewed the insurance policy and concluded it was not an issue for the PF user as they were not responsible for the car park. However, PPC should check its insurance and post signage accordingly, noting that such signage did not preclude PPC being liable. It was agreed the Clerk obtain signs for PF and VH car park and also a sign for the playpark and skatepark advising users who to contact in the event that any damage was noticed. Clerk to look at signage for inside the Pavilion re personal belongings. **Clerk to report back.**

5. To approve expenditure as itemised on the schedules from 6th September to 5th October 2018.



PLUMPTON PARISH COUNCIL

- **155: It was RESOLVED and AGREED that the expenditure of 6th September to 5th October 2018 as per Appendix 1 (PPC £15,002.15), 2 (VH £3,157.20) and 3 (PF £337.76) would be released. Chair signed to that effect.**
6. To approve bank statements 6th September to 5th October 2018.
- It was noted that Barclays had cleared a cheque for £100.80 rather than £100.00 under the PPC account. Clerk notified Barclays and awaiting credit.
 - **156: It was RESOLVED and AGREED that the Account Statements were an accurate account of the closing balance of all accounts for 6th September to 5th October 2018. Chair signed to that effect.**
7. To approve year to date account to 5th October 2018.
- i) Report 1 - PPC
 - ii) Report 2 - VH
 - iii) Report 3 - PF
- Cllr NS queried if the maintenance budget on the PF account is earmarked for anything as this can be used to complete some of the further works on the pavilion. Clerk confirmed not earmarked. Cllr PS confirmed subject to final reconciliation of the new pavilion refurb there may be scope to authorise expenditure for remainder of works from the current maintenance fund as long as is within budget.
 - **157: It was RESOLVED and AGREED that year to date accounts for PPC, VH & PF to 5th October were accurate.**
8. To discuss final New Pavilion expenditure.
- Cllr PS requested to carry forward to the next meeting as he had only received the project documentation. **Clerk to put on next months agenda.**
9. To discuss Budget and Precept preparation.
- Clerk advised it would be prudent to have a separate meeting to set the budget for 2019/2020. Cllr PS advised the Chair's of the VH and PF should put together the relevant expenditure based on the financial information provided and have more detailed headers. **Clerk to arrange meetings.**
10. Community Infrastructure Levy
- Cllr PS reported no further forward and to carry item onto next months agenda.



PLUMPTON PARISH COUNCIL

11. Questions from Finance Committee Members.

- Cllr NS asked the Clerk if the sports clubs had been billed yet – Clerk responded she was waiting on the new amounts from Cllr NS. Cllr PS requested that billing was not delayed unnecessarily.
- Cllr NS advised a resident had reported the footpath next to the VH had trees fallen. Cllr NS has asked VH Manager to obtain a quote.

Meeting Closed 19:30

Dates of Next Meetings:

13th November 2018 – Finance Committee – 19:00 – Parish Council – 19:45

Anita Emery | Parish Clerk | 11th October 2018

Appendix 1

Date: 04/10/2018

Plumpton Parish Council

Page 1

Time: 11:33

Current Bank Accounts

List of Payments made between 06/09/2018 and 05/10/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/09/2018	Playing Field a/c	181946	4,500.00		2nd GRANT PAYMENT
10/09/2018	Playing Field a/c	18146	-4,500.00		2ND GRANT PAYMENT REVERSE
10/09/2018	Village Hall a/c	18146	4,500.00		2ND GRANT PAYMENT
10/09/2018	Playing Field a/c	18147	8,022.00		2ND GRANT PAYMENT
17/09/2018	PLUMPTON STOOLBALL	103687	100.00		S137 GRANT PAYMENT
17/09/2018	ST PETER AND ST JAMES	103688	200.00		S137 GRANT PAYMENT
25/09/2018	Viking Direct	181948	32.14		Stationery
25/09/2018	PKF Littlejohn	181849	360.00		External Audit
25/09/2018	Anita Emery	181950	791.66		Clerk Salary
25/09/2018	HMRC	181951	116.26		PAYE/NIC Sept 2018
25/09/2018	Anita Emery	181952	112.03		CLERK EXPENSES
25/09/2018	East Sussex Pension Fund	181953	508.86		PENSION PAYMENTS
25/09/2018	Lewes District	181954	187.20		DOG BIN EMPTYING
25/09/2018	SSALC	181955	72.00		BUDGET AND PRECEPT TRAINING

Total Payments 15,002.15



PLUMPTON PARISH COUNCIL

Appendix 2

Date: 04/10/2018

Plumpton Village Hall

Page 1

Time: 12:02

Current Account

List of Payments made between 06/09/2018 and 05/10/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/09/2018	Jane Donovan	181960	17.50		VH MGR EXPENSES
10/09/2018	F DONOVAN	181961	40.00		VH CLEANING COVER
10/09/2018	CANNON HYGIENE	181962	34.02		HYGIENE BIN DISPOSAL
10/09/2018	BROOK HART	181963	260.00		2 X AUGUST VH GREEN CUTS
24/09/2018	Opus Energy	DD	108.69		ELECTRIC SUPPLY 9.8-8.9
26/09/2018	CASTLE WATER	181954	98.99		SUPPLY WATER
26/09/2018	BROOK HART	181955	260.00		2 X SEPT VILLAGE GREEN CUTS
26/09/2018	Business Stream	181956	66.97		WASTE WATER
26/09/2018	MPS ELECTRICS	181957	1,032.00		FULL EICR ON VH
26/09/2018	Jane Donovan	181958	898.31		VH MANAGER SALARY
26/09/2018	Plumpton Parish Council	181959	272.20		PENSION PAYMENT VH MGR
01/10/2018	BT	DD	68.52		BROADBAND
Total Payments			3,157.20		

Appendix 3

Date: 04/10/2018

Plumpton Playing Field

Page 1

Time: 12:13

Current Account

List of Payments made between 06/09/2018 and 05/10/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/09/2018	JG Boot	181943	80.00		PLAYPARK SWING REPAIR
10/09/2018	Cannon Hygiene	181944	41.18		HYGIENE BIN EMPTYING
17/09/2018	British Telecom	DD	62.64		BROADBAND
26/09/2018	Lewes District Council	181941	27.14		LITTER BIN EMPTYING
26/09/2018	Chris Lambert	181942	126.80		CLEANER SALARY
Total Payments			337.76		