



## PLUMPTON PARISH COUNCIL

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

**Present: Cllr P Stevens (Chair) (Cllr PS), Cllr N Beaumont (Cllr NB), Cllr Chris Thompson (Cllr CT).**

**Absent: 2**

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

**Members of the Public: 0**

1. Apologies for absence
  - **Cllr Nick Satchell (Cllr NS), Cllr Catherine Jackson (Cllr CJ).**
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 9<sup>th</sup> October 2018.
  - **158: It was RESOLVED and AGREED that the minutes of the meeting of 9<sup>th</sup> October 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 cost of playpark inspection training by Rospa at £270 + VAT per person. Rather than put another duty on the VH manager, Cllr PS preferred the responsibility be taken on by LDC at a monthly cost of £15 plus an annual inspection of £70 + VAT, the annual inspection will also include a life expectancy report. This was agreed.
  - **159: It was RESOLVED and AGREED to instruct LDC to provide the monthly inspections at £15 per month and annual at £70 per month plus VAT.**
5. To approve expenditure as itemised on the schedules from 6<sup>th</sup> October to 6<sup>th</sup> November 2018.
  - Cllr CT noted the payment for the work the VH Manager does on behalf of the PF was not listed. **Clerk to calculate and transfer from VH to PF.**



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- **160: It was RESOLVED and AGREED that the expenditure of 6<sup>th</sup> October to 6<sup>th</sup> November 2018 as per Appendix 1 (PPC £3,133.22), 2 (VH £2,405.58) and 3 (PF £2,388.28) would be released. Chair signed to that effect.**
6. To approve bank statements 6<sup>th</sup> October to 6<sup>th</sup> November 2018.
- **161: It was RESOLVED and AGREED that the Account Statements were an accurate account of the closing balance of all accounts for 6<sup>th</sup> October to 6<sup>th</sup> November 2018. Chair signed to that effect.**
7. To approve year to date account to 6<sup>th</sup> November 2018.
- i) Report 1 - PPC
  - ii) Report 2 - VH
  - iii) Report 3 - PF
- **162: It was RESOLVED and AGREED that year to date accounts for PPC, VH & PF to 5<sup>th</sup> October were accurate.**
8. To discuss and approve final New Pavilion expenditure.
- Cllr PS had been through the file provided by previous Cllr Emma Elford and had identified all invoices and documentation. The reconciliation was in a deficit of £186 which was the remainder owing for the new chairs and tables. The users of the PF had agreed previously to settle this deficit. **Clerk to contact users.** Cllr PS asked the Clerk to distribute the reconciliation to FC for approval at next month's meeting and to publish on PC website. **Clerk to action.** Cllr PS reported all paperwork for the refurb has to be kept on file for 5 years to honour the grant received. As the PPC want a pavilion to be proud of, Cllr NS is currently calculating how much it will cost to complete the remaining works at the Pavilion which were not in the scope of the refurbishment. **Cllr NS to report back.**
9. To ratify additional electrical works for the Pavilion
- Clerk advised internal electrical light works for the Pavilion had increased from approved £435 to £1130 plus VAT due to no fire-retardant backs being on the lighting and this is required in order to receive the EICR certificate. Cllr PS asked the FC to approve but wished for clarification on whether the full scope was allowed for in other tenders such that a different supplier would have been recommended. Cllr PS asked the Clerk to investigate and review the specifics and whether this extra charge was avoidable. **Clerk to report back.**
  - **163: It was RESOLVED and AGREED to spend £1130 + VAT for internal electrical light works for the pavilion.**



## 10. Budget and Precept

- Cllr PS reported work in progress. He noted that all salaries will be centralised within PPC which in turn means the VH will not receive a grant from PPC as the grant it currently gets does not cover VH Mgr salary and pension. VH aims to make a profit which in turn will cover the pension payments back to PPC. Cllr CT questioned the grant to the PF, as the VH has always been instructed to be self financing. Cllr PS confirmed that it was too big a step for the PF to self-finance as it would be uneconomic for users. The PF is a village amenity and grant will not be taken away but the budget would clearly show the extent to which the PPC subsidises it.
- Cllr PS reported on precept recommendation – currently do not have a balanced budget for 2019/2020 due to items that haven't previously been budgeted for and now setting a 3 year rolling budget in line with new NALC regulations, as PPC trying to be more pro-active. There will be a modest increase on the precept and remainder will be taken from reserves which is appropriate as there is more transparent budgeting for periodic maintenance. Budget to be finalised in December and approved at the January 2019 meeting.

## 11. Community Infrastructure Levy

- Cllr PS reported CIL money still not allocated and has invited Council for bids. Cllr CT reported she had sent over her wish list in February. Clerk could not recall, will search emails. **Clerk to report back.**

## 12. Questions from Finance Committee Members.

- None

Meeting Closed 19:35

### **Dates of Next Meetings:**

11<sup>th</sup> December 2018 – Finance Committee – 19:00 – Parish Council – 19:45

Anita Emery | Parish Clerk | 14<sup>th</sup> November 2018



# PLUMPTON PARISH COUNCIL

## Appendix 1

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Date: 07/11/2018

### Plumpton Parish Council

Time: 17:09

### Current Bank Accounts

#### List of Payments made between 06/10/2018 and 06/11/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
17/10/2018	EMS Design and Print	181956	51.60		PRINTING AGENDAS 9.10.18
17/10/2018	ROYAL BRITISH LEGION	181957	500.00		2 X SOLDIER SILHOUETTES
29/10/2018	Playing Field a/c	181959	433.07		VAT RETURN 30.9.18
29/10/2018	Playing Field a/c	181959	-433.07		REVERSE IN ERROR
29/10/2018	Village Hall a/c	181959	433.07		VAT RETURN 30.9.18
29/10/2018	Playing Field a/c	181960	648.43		VAT RETURN 30.9.18
29/10/2018	Anita Emery	181961	81.34		OCT STANDING EXPS
29/10/2018	East Sussex Pension Fund	181962	508.86		OCT PENSION PAYMENTS
29/10/2018	Anita Emery	181963	791.66		CLERK SALARY
29/10/2018	HMRC	181964	116.46		PAYE/NIC OCT
05/11/2018	Barclays	CHG	1.80		BANK CHARGES
<b>Total Payments</b>			<u>3,133.22</u>		



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## Appendix 2

Date: 07/11/2018

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Time: 17:29

### Plumpton Village Hall

#### Current Account

#### List of Payments made between 06/10/2018 and 07/11/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
17/10/2018	Oliver Marlow	181964	360.00		Hedge Cutting on VH Green
17/10/2018	Jane Donovan	181965	226.18		VH MGR EXPENSES SEPT
17/10/2018	Opus Energy	181966	242.64		ELECTRCITY 9.9-8.10.18
29/10/2018	JR WOODWARD	181967	240.00		GUTTER CLEARING VH
29/10/2018	Jane Donovan	181968	898.11		VH MGR OCT SALARY
29/10/2018	CJS Portsmouth	181969	166.45		CLEANING SUPPLIES
29/10/2018	Plumpton Parish Council	181970	272.20		PENSION PAYMENT OCT
<b>Total Payments</b>			<u>2,405.58</u>		

## Appendix 3

Date: 07/11/2018

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Time: 18:11

### Plumpton Playing Field

#### Current Account

#### List of Payments made between 06/10/2018 and 06/11/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
17/10/2018	British Telecom	181945	62.64		BROADBAND
29/10/2018	Plumpton Parish Council	181946	9.20		PAYE/NIC
29/10/2018	Allen Upton	181948	63.00		REPAIRS TO PAV TOILETS
29/10/2018	MPS ELECTRICS	181949	468.00		OUTSIDE LIGHTING INSTALLATION
29/10/2018	MPS ELECTRICS	181950	1,356.00		NEW INTERNAL LIGHTS PAV
29/10/2018	Chris Lambert	181951	126.30		PAV CLEANER SALARY
30/10/2018	Plumpton Parish Council	181946A	0.40		CL PAYE/NIC PAYMENTS
01/11/2018	OPUS ENERGY	181947	302.74		ELECTRIC 17.9-16.10
<b>Total Payments</b>			<u>2,388.28</u>		