



PLUMPTON PARISH COUNCIL

Minutes of the Finance Committee held in Plumpton Village Hall on 9th April 2019 at 19.00.

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

Absent:

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 12th March 2019.
 - **184: It was RESOLVED and AGREED that the minutes of the meeting of 12th March 2019 were an accurate account of that meeting and were signed by the Chair to that effect.**
4. Clerks Report on any Matters Arising from previous Meetings.
 - Nothing to report
5. To approve expenditure as itemised on the schedules to 31st March 2019
 - Clerk wished to note to FC for the purposes of year end there had been a few additions since the last meeting. Clerk asked FC to reapprove expenditure.
 - **185: It was RESOLVED and AGREED that the expenditure of 6th February 2019 to 31st March 2019 as per Appendix 1 (PPC £4081.36), 2 (VH £5249.11) and 3 (PF £3868.49) would be released. Chair signed to that effect.**
6. To approve expenditure as itemised on the schedules from 1st April 2019.
 - **186: It was RESOLVED and AGREED that the expenditure from 1st April as per Appendix 1a (PPC £3587.83), 2a (VH £890.42) and 3a (PF £42.14) would be released. Chair signed to that effect.**



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7. To approve bank statements and combined reconciliations to 31st March 2019 (to be approved by two councillors).
 - **187: It was RESOLVED and AGREED that the Account Statements were an accurate account of the closing balance of all accounts to 31st March 2019. Cllr NS and Cllr NB signed to that effect.**

8. To review and approve Year End Accounts for PPC, VH & PF to 31.3.2019
 - **188: It was RESOLVED and AGREED that the year end account for PPC, VH & PF were an accurate account of the closing carried forward balance.**

9. To note internal auditor report
 - FC noted internal auditor report and its recommendations with any actions required to be completed with 3 months. It was noted and approved to add to the finance regs that any work required between £0-£500 need not go out to tender and use the regular pool of trusted local suppliers. **Clerk to forward current FC regs to Cllr PS.**

10. To approve year to date account.
 - 10.1 Report 1 - PPC
 - 10.2 Report 2 - VH
 - 10.3 Report 3 - PF
 - **189: It was RESOLVED and AGREED that year to date accounts for PPC, VH & PF were accurate.**

11. Community Infrastructure Levy
 - Nothing to report.
 - It was noted that expenditure on completing the pavilion refurb was approved in principle, which could be funded by CIL money.
 - VH Manager requested approval to obtain 3 quotes for new stage curtains at the VH. FC agreed to obtain and report back.

12. Questions from Finance Committee Members.
 - It was recommended that the Activity Scheme storage shed needed to be in keeping with the existing sheds at the PF. PC to purchase shed as their asset and activity scheme to contribute towards expenditure. Cllr NS to obtain 3 quotes, however FC agreed in principle to spend up to £850 with the PC contributing £200. FC approved. **Cllr NS to report back.**
 - Cllr NB wished to raise a confidential item.
 - Clerk raised a confidential item. **Clerk to report back**



PLUMPTON PARISH COUNCIL

Meeting Closed 19:40

Dates of Next Meetings:

7th May 2019 – Planning Committee – 19.00 Main Hall

14th May 2019 – Finance Committee – 19:00 – Parish Council – 19:45

21st May 2019 Annual Parish Meeting – 19.30 Village Hall

Anita Emery | Parish Clerk | 25th April 2019

Appendix 1

Page 1

Date: 02/04/2019

Plumpton Parish Council

Time: 13:44

Current Bank Accounts

List of Payments made between 12/02/2019 and 31/03/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/02/2019	SSALC	181987	48.00		ELECTION TRAINING DAY
27/02/2019	Anita Emery	181988	63.34		FEB EXPENSES
27/02/2019	Anita Emery	181989	791.66		CLERK SALARY
27/02/2019	East Sussex Pension Fund	181990	508.86		FEB PENSION PAYMENTS
04/03/2019	Treaty Services Ltd	181993	180.00		Website support Jan-March
04/03/2019	Anita Emery	181994	63.34		CLERK MAR EXPENSES
04/03/2019	East Sussex Pension Fund	181995	508.86		MARCH PENSION CONTRIBUTIONS
04/03/2019	HMRC	181996	101.84		PAYE/NIC MARCH 19
11/03/2019	Barclays	CHGS	1.80		BANK CHARGES
12/03/2019	Anita Emery	181991	791.66		CLERK MARCH SALARY
12/03/2019	ROYAL MAIL	181992	342.00		PO BOX RENEWAL
18/03/2019	The Monday Group	181997	200.00		S137 Grant
18/03/2019	Plumpton Stoolball Club	181998	30.00		S137 Grant
18/03/2019	Plumpton Support Group St Pete	181999	150.00		S137 Grant
18/03/2019	Ladybirds	1819100	250.00		S137 Grant
18/03/2019	St Peter and St James' Hospice	181999	50.00		S137 Grant Payment (Hospice)

Total Payments 4,081.36



PLUMPTON PARISH COUNCIL

Appendix 2

Date: 02/04/2019

Plumpton Village Hall

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Time: 13:45

Current Account

List of Payments made between 12/02/2019 and 31/03/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/03/2019	Plumpton Parish Council	181995	272.20		FEB PENSION PAYMENT
04/03/2019	Jane Donovan	181996	898.31		VH MANAGER MARCH SALARY
04/03/2019	CANNON HYGIENE	181997	36.18		HYGIENE DISPOSAL
04/03/2019	BT	181998	71.76		BROADBAND TO 28.2.19
04/03/2019	Jane Donovan	181999	78.69		VH MANAGER EXPENSES JAN
04/03/2019	Jane Donovan	1819100	898.11		VH MANAGER FEB SALARY
04/03/2019	MONDAY GROUP	1819101	256.00		FOOTPATH SURFACING
04/03/2019	Jane Donovan	181999R	-78.69		REV P'MENT APPROVED IN FEB
06/03/2019	Jane Donovan	1819102	47.98		FEB EXPENSES VH MGR
06/03/2019	Plumpton Parish Council	1819103	272.20		PENSION REIMBURSEMENT MARCH
11/03/2019	Business Stream	1819104	103.97		WASTE WATER 31.8.18-1.2.19
11/03/2019	Opus Energy	1819105	1,311.25		ELECTRIC 6.1.19-8.2.19
11/03/2019	Jane Donovan	REV	-0.20		MISPOST ON SALARY
18/03/2019	CASTLE WATER	1819106	86.60		Water supply 1.1.19-30.6.19
18/03/2019	S Maingehama	1819107	100.00		VH deposit refund
18/03/2019	BROOK HART	1819108	175.00		VH GREEN CUT & GRASS TAKEAWA
31/03/2019	CASTLE WATER	ADJ	0.04		WATER BILL INPUT ERROR
31/03/2019	Jane Donovan	ADJ	0.20		SALARY INPUT ERROR
31/03/2019	Opus Energy	1819110	719.51		ELECTRIC 9.2-8.3.19
Total Payments			5,249.11		



PLUMPTON PARISH COUNCIL

Appendix 3

Date: 02/04/2019

Time: 13:43

Plumpton Playing Field

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Current Account

List of Payments made between 12/02/2019 and 31/03/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
17/02/2019	British Telecom	181989	65.40		BROADBAND TO 31.1.19
25/02/2019	ZR LANDSCAPES	181983	604.00		POST AND RAIL FENCING WOODLAND
25/02/2019	Lewes District Council	181984	36.00		JAN AND FEB PLAYPARK INSPECTIO
25/02/2019	Chris Lambert	181985	126.80		CLEANER FEB SALARY
25/02/2019	Allen Upton	181986	30.00		UNBLOCK DRAIN
25/02/2019	TINA LAMBERT	181987	10.00		CLEANING COVER
01/03/2019	OPUS ENERGY	181988	630.71		ELECTRIC 17.1-13.2.19
04/03/2019	Chris Lambert	181990	126.80		MARCH SALARY
04/03/2019	Cannon Hygiene	181991	83.18		SANITORY DISPOSAL
04/03/2019	JOCK BOOT	181992	120.00		CLEARING OF SKATE PARK
11/03/2019	British Telecom	181993	60.60		BROADBAND
12/03/2019	Glyn Wells	181981	987.50		3rd Q NOV-JAN GRASS CUTTING
29/03/2019	Chris Lambert	181982	126.80		CLEANER MARCH SALARY
31/03/2019	Chris Lambert	181990	-126.80		rev mar salary double entered
31/03/2019	Glyn Wells	181994	987.50		4th quarter grass cutting
Total Payments			3,868.49		



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Appendix 1a

Date: 05/04/2019

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Time: 10:26

Plumpton Parish Council

Current Bank Accounts List of Payments made between 01/04/2019 and 09/04/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/04/2019	Lewes District	192001	187.20		DOG BIN EMPTYING
09/04/2019	ESALC	192002	497.03		ESALC & NALC ANNUAL SUBS
09/04/2019	Mulberry & Co	192003	163.98		INTERNAL AUDIT
09/04/2019	Barclays	192004	1.80		BANK CHGS
09/04/2019	Viking Direct	192005	98.68		STATIONERY
09/04/2019	HMRC	192006	123.66		PAYE/NIC APRIL 2019
09/04/2019	East Sussex Pension Fund	192007	530.51		PENSION PAYMENT APRIL
09/04/2019	SALARIES	192008	1,852.48		SALARIES
09/04/2019	Anita Emery	192009	132.49		CLERK EXPENSES APRIL
Total Payments			3,587.83		

Appendix 2a

Date: 05/04/2019

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Time: 10:49

Plumpton Village Hall

Current Account

List of Payments made between 01/04/2019 and 09/04/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/04/2019	Jane Donovan	192001	73.56		EXPENSES
09/04/2019	F DONOVAN	192002	15.00		CLEANING COVER
09/04/2019	Opus Energy	192003	429.73		ELECTRIC
09/04/2019	CJS Portsmouth	192004	165.37		CLEANING SUNDRIES
09/04/2019	BROOK HART	192005	135.00		VH GREEN CUT APRIL
09/04/2019	BT	192006	71.76		BROADBAND
Total Payments			890.42		



PLUMPTON PARISH COUNCIL

Appendix 3a

Date: 05/04/2019

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Time: 10:55

Plumpton Playing Field

Current Account

List of Payments made between 01/04/2019 and 09/04/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/04/2019	Lewes District Council	192001	27.14		LITTER BIN EMPTYING
09/04/2019	Lewes District Council	192002	15.00		PLAYPARK INSPECTION APRIL
Total			<u>42.14</u>		

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