



## PLUMPTON PARISH COUNCIL

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**Minutes of the Finance Committee held in Plumpton Village Hall on 9<sup>th</sup> July 2019 at 19.00.**

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

**Absent:** None

**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 11<sup>th</sup> June 2019.
  - **190: It was RESOLVED and AGREED that the minutes of the meeting of 11<sup>th</sup> June 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.
  - Clerk wished to note to FC there had been 3 additional payments to the PPC expenditure as follows;
    - SSALC - £108 Chair Networking Day
    - David Ogilvie - £300 Plaque for Bandstand
    - GLF Coatings - £240 covering for memorial bench
  - **191: It was RESOLVED and AGREED that the expenditure as per the schedules are as per Appendix 1 (PPC £4289.07 plus £648 as above), 2 (VH £2991.11) and 3 (PF £2216.70) would be released. Chair signed to that effect.**



6. To approve bank statements and combined reconciliations

- **192: It was RESOLVED and AGREED that the Account Statements were an accurate account of the closing balance. Chair signed to that effect.**

7. To approve current earmarked reserves.

- **193: It was RESOLVED and AGREED that the current earmarked reserves were accurate as at 9<sup>th</sup> July 2019.**

Clerk wished to note that budget setting needs to start from September as precept submission has been bought forward by LDC and therefore budgets need to be approved at the December meeting. This was noted by FC.

8. To approve year to date account.

- 8.1 Report 1 - PPC
- 8.2 Report 2 - VH
- 8.3 Report 3 - PF

- **194: It was RESOLVED and AGREED that year to date accounts for PPC, VH & PF were accurate.**

It was noted that the budget line for bins on the VH budget would go over as now paying for recycling and commercial bin collection.

PPC budget line for insurance was high as PPC paid for all three entities which will be reimbursed and will show in income.

9. Community Infrastructure Levy

- Nothing to report.
- Cllr NS is working on CIL expenditure list.

10. To approve Mulberry & Co as Internal Auditor for 2019/2020

- **195: It was RESOLVED and AGREED that Mulberry & Co would be PPC's internal auditor for 2019/2020.**

11. To ratify 3 x bench expenditure for playpark

- Cllr PS advised that although it was minuted by the Clerk that one bench was approved it was in fact two benches. Cllr Peter Morgan had obtained a significant discount on a third bench and this was agreed outside of the meeting by Cllr NB and Cllr PS whereby acting outside of governance. Cllr PS has apologised to Cllr PM for putting him in an awkward position. This was noted by FC who approved the purchase of 3 benches at £1138.80 (inc VAT).



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12. To note first quarter of VH Manager hours.

- Clerk wished for FC to note VH Managers hours for the first quarter. This was duly noted.

13. To approve virement from Elections to Lych Gate Renovation.

- **196: It was RESOLVED and AGREED to virement £1067 from elections budget to Lych Gate Renovation budget line.**

14. Questions from Finance Committee Members.

- Cllr NB advised the Clerk to expect an invoice from electrician of £500 for bandstand electrics.
- Clerk noted to Cllr NS to advise in the next Parish Magazine that the second half of the S137 grants would be reviewed by FC in September. Clerk to also put on FB page.

Meeting Closed 19:30

**Dates of Next Meetings:**

10<sup>th</sup> September 2019 – Finance Committee – 19:00 – Parish Council – 19:45 – **To be held at Plumpton College.**

Anita Emery | Parish Clerk | 10<sup>th</sup> July 2019



# PLUMPTON PARISH COUNCIL

## Appendix 1

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Date: 03/07/2019

### Plumpton Parish Council

Time: 11:59

### Current Bank Accounts

#### List of Payments made between 06/06/2019 and 03/07/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/06/2019	MERCIA GARDEN PRODUCTS	192034	549.99		ACTIVITY SCHEME SHED
25/06/2019	JD CLARKE ARCHITECTS	192035	1,067.06		LYCH GATE RENOVATIONS
25/06/2019	Viking Direct	192036	80.22		STATIONERY
03/07/2019	SALARIES	192037	1,853.08		JULY SALARIES
03/07/2019	Anita Emery	192038	85.15		CLERK STANDING EXPENSES
03/07/2019	East Sussex Pension Fund	192039	530.51		JULY PENSION PAYMENTS
03/07/2019	HMRC	192040	123.06		PAYE/NIC JULY 2019
<b>Total Payments</b>			<u>4,289.07</u>		



# PLUMPTON PARISH COUNCIL

## Appendix 2

Date: 03/07/2019

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Time: 12:38

### Plumpton Village Hall

#### List of Payments Current Account made between 06/06/2019 and 03/07/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/06/2019	Opus Energy	192021	200.99		ELECTRIC 9.5-8.6.19
12/06/2019	CANNON HYGIENE	192022	36.18		SANITARY DISPOSAL
03/07/2019	BROOK HART	192023	412.50		VH GREEN CUT 4.6/14.6/28.6/19
03/07/2019	BROOK HART	192024	137.50		VH GREEN CUT 23.5.19
03/07/2019	BROOK HART	192025	137.50		VH GREEN CUT 13.5.19
03/07/2019	BROOK HART	192026	137.50		VH GRASS CUT 16.4.19
03/07/2019	BROOK HART	192027	137.50		GRASS CUT 30.4.19
03/07/2019	LEWES DISTRICT COUNCIL	192028	16.99		WHEELIE BIN EMPTYING 24.6-30.6
03/07/2019	LEWES DISTRICT COUNCIL	192029	220.87		WHEELIE BIN EMPTYING 1.7-30.9.
03/07/2019	Jane Donovan	192030	121.92		VH MGR EXPENSES JUNE 19
03/07/2019	Interserve Fire	192031	150.00		FIRE ALARM SERVICE 8.3.19
03/07/2019	Interserve Fire	192032	150.00		FIRE ALARM SERVICE 26.9.18
03/07/2019	Chubb Fire & Security	192033	683.77		ANNUAL FIRE EXTINGUISHER SERVI
03/07/2019	CJS Portsmouth	192034	222.13		CLEANING SUNDRIES
03/07/2019	J&B SERVICES	192035	84.00		WINDOW CLEANING 21.6.19
03/07/2019	BT	192036	71.76		BROADBAND
03/07/2019	PLAYING FIELD ACC	192037	70.00		REPLACE ROTTEN RAIL ON BRIDGE
<b>Total Payments</b>			<b>2,991.11</b>		



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## APPENDIX 3

Date: 03/07/2019

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Time: 12:55

### Plumpton Playing Field

#### Current Account s made between List of Payment 18/06/2019 and 03/07/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/06/2019	British Telecom	192026	60.60		BROADBAND
12/06/2019	Cannon Hygiene	192027	41.18		SANITARY DISPOSAL
25/06/2019	Lewes District Council	192028	187.20		DOG BIN EMPTYING
25/06/2019	OPUS ENERGY	192029	202.78		ELECTRIC 17.5-15.6.19
25/06/2019	Lewes District Council	192030	27.14		LITTER BINS
25/06/2019	Lewes District Council	192031	18.00		PLAYPARK INSPECTION 1.7-31.7.1
25/06/2019	Glyn Wells	192032	125.00		TRIMMING OAK LIMBS
25/06/2019	MARMAX RECYCLED PRODUCTS	192033	1,138.80		3 X BENCHES FOR PLAYPARK
01/07/2019	Allen Upton	192034	30.00		REPAIR TO LADIES WC
01/07/2019	Allen Upton	192035	122.00		FITTING BLENDING VALVE
03/07/2019	JANE DONOVAN	192036	264.00		PAV EXPENSES (SKIP HIRE)
<b>Total Payments</b>			<b>2,216.70</b>		