



# PLUMPTON PARISH COUNCIL

## FINANCE COMMITTEE

**Minutes of the Finance Committee held at Village Hall, Plumpton on 11<sup>th</sup> February 2020 at 19.00.**

**Present: Cllr P Stevens (Cllr PS, Chair), Cllr N Beaumont (Cllr NB) and Cllr Paul Burford (Cllr PB).**

**Absent: Cllr Nick Satchell (Cllr NS).**

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

**Members of the Public: 0**

1. To accept apologies for absence

- **Cllr N Satchell tendered his apologies and reasons for absence were accepted.**

2. Declaration of pecuniary and disclosable interests in respect of matters to be discussed.

- **None**

3. To approve Finance Committee minutes of 14<sup>th</sup> January 2020

**216: It was RESOLVED and AGREED that the minutes of the meeting of 14<sup>th</sup> January 2020 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

- **Clerk reported that she was still awaiting the remaining confirmation of playing field fees from Cllr Satchell.**

5. To approve expenditure items as itemised on the schedules.

5.1 Report 1 – PPC Expenditure

5.2 Report 2 – VH Expenditure

5.3 Report 3 – PF Expenditure

- Clerk reported that the following payments had been added since the publication of the expenditure as follows;  
VH – MPS Electrics - £84.00  
VH – MPS Electrics - £156.00  
PF – Allen Upton - £60.00
- These were duly noted by Council.

- **217: It was RESOLVED and AGREED that the expenditure as per the schedules are as per Appendix 1 (PPC £3,936.44), 2 (VH £1743.21) and 3 (PF £792.45) would be released. Chair signed to that effect.**



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### 6. To approve bank statements and combined reconciliations

- Clerk wished to note to Council that PPC had two current accounts a Business Premium Acc and a Current Account. The business premium account paid all the bills and the current account accepted the precept. To simplify the reconciliations it was proposed to close the current account and move some of the money to the business premium and the remainder to the reserves account. It was recommended to look at what would be transferred to ear marked reserves next month and action then. It was also requested to print off the statement of account each month going forward to show the breakdown of earmarked reserves against general reserves. **Clerk noted and to action.**
- **218: 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 year to date account

- 7.1 Report 1 – PPC YTD
- 7.2 Report 2 – VH YTD
- 7.3 Report 3 – PF YTD

- Cllr PS noted Cllr NS's comments last month on the VH income of hiring income playing catch up, however on inspection of February's YTD for the VH there is still a discrepancy against the report provided by the VH Manager. Clerk to go through back dated income from April and report back next month. Clerk to action.
- Clerk also reported the FIT payments from EON will be received by the end of March due to the readings submitted not being actioned correctly by EON.
- It was also noted to try and bring Honeybees invoicing in line with financial year. Clerk advised they are billed termly in arrears. Cllr PS to talk to Honeybees regarding fees and confirming a final contract. **Cllr PS to action.**
- **219: It was RESOLVED and AGREED that year to date accounts for PPC, VH & PF were accurate, subject to the above comments.**

### 8. Community Infrastructure Levy

- Nothing to report

### 9. Items for reporting by Parish Councillors and/or to be added at the next meeting

- Nothing to report

Meeting Closed 19:25

### Dates of Next Meetings:

10<sup>th</sup> March 2020 – Finance Committee – 19:00 – Parish Council – 19:45

Anita Emery | Parish Clerk | 16/02/2020



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## Appendix 1

### PPC Expenditure

#### List of Payments made between 13/01/2020 and 10/02/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/02/2020	PHIPPS DESIGN	192099	960.00		WALK BOOKS DESIGN WORK
04/02/2020	NEW LEAF SURGERY	1920100	190.00		ALLOTMENT HEDGE WORK
04/02/2020	SALARIES	1920101	1,915.45		FEB SALARIES
04/02/2020	HMRC	1920102	170.14		PAYE/NIC MTH 11
04/02/2020	East Sussex Pension Fund	1920103	558.91		FEB PENSION PAYMENTS
04/02/2020	Anita Emery	1920104	63.34		CLERK EXPENSES
04/02/2020	Barclays	CHGS	3.60		BANK CHARGES
10/02/2020	PLUMPTON SIGNS	1920105	75.00		ALLOTMENT SIGN & POND SIGN
<b>Total Payments</b>			<u>3,936.44</u>		

## Appendix 2

### VH Expenditure

02/2020

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#### Plumpton Village Hall

#### Current Account

#### List of Payments made between 13/01/2020 and 10/02/2020

<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
) F DONOVAN	1920100	25.00		CLEANING COVER
) Jane Donovan	1920101	60.45		EXPENSES
) Opus Energy	1920102	1,028.24		ELECTRIC 9.12-8.1.2020
) BROOKHART	1920103	137.50		GRASS CUT 28.10.19
) ALLEN UPTON	1920104	68.00		VH TOILET FIX
) PLUSNET	1920105	34.87		JAN BROADBAND
) MARLEA GBS	1920106	27.98		IT THERMOMETER LASAR
) Jane Donovan	1920107	81.17		JAN EXPENSES
) G MEHEUX	1920108	40.00		DEPOSIT REFUND
) MPS ELECTRICS	1920109	156.00		GENTS EMERGENCY LIGHT 8
<b>Total Payments</b>			<u>1,659.21</u>	



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## Appendix 3 PF Expenditure

02/2020

### Plumpton Playing Field

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#### Current Account

#### List of Payments made between 14/01/2020 and 10/02/2020

<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
) BT	192081	4.80		CORRECTION PAYMENT
) Lewes District Council	192082	18.00		PLAY INSPECTION MONTHLY
) OPUS ENERGY	192083	457.16		17.12-16.1.2020 ELECTRIC
) CJS Portsmouth	192084	164.83		CLEANING SUNDRIES
) NICK SATCHELL	192085	36.19		PAV DECORATING
) PLUSNET	192086	34.07		BROADBAND
) PLUSNET	192087	17.40		DEC BROADBAND
) Allen Upton	192088	30.00		FIX DISABLED TOILET
) Allen Upton	192089	30.00		REPAIR HOT WATER TEMP
<b>Total Payments</b>		<u>792.45</u>		