



# PLUMPTON PARISH COUNCIL

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## FINANCE COMMITTEE

13<sup>th</sup> October 2020

To: The Councillors of Plumpton Parish Council Finance Committee

You are required to attend a Finance Committee Meeting of Plumpton Parish Council to be held remotely on Tuesday 20<sup>th</sup> October 2020 at 19:30.

Signed *Anita Emery*

Anita Emery (Clerk to Plumpton Parish Council)

Members of the Public welcome.

### The AGENDA is as follows:

1. To accept apologies for absence
2. Declaration of pecuniary and disclosable interests in respect of matters to be discussed.
3. To Approve Minutes from the Finance Committee meeting held on 10<sup>th</sup> March 2020.
4. To discuss impact of CV-19 against current years budget.
5. To discuss draft budgets of PPC/VH/PF 2021/2022
6. Community Infrastructure Levy
7. Questions from Parish Councillors and items to be added at the next meeting

### Dates of Next Meetings:

10<sup>th</sup> November 2020 - Parish Council meeting 19:30. (remote)

Anita Emery | Parish Clerk | 13/10/2020



# PLUMPTON PARISH COUNCIL

## FINANCE COMMITTEE

**Minutes of the Finance Committee held at Village Hall, Plumpton on 10<sup>th</sup> March 2020 at 19.00.**

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

**Absent:** Cllr Paul Burford (Cllr PB).

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

**Members of the Public: 0**

1. To accept apologies for absence
  - **Cllr P Burford 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 11<sup>th</sup> February 2020

**220: It was RESOLVED and AGREED that the minutes of the meeting of 11<sup>th</sup> February 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 had received the final confirmation of fees for the sports clubs from Cllr Satchell and will submit to the relevant clubs.
  - Cllr PS wished to note he will speak with Honeybees re rent and contract. This was duly noted.
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 – £42 – J&B Services (Window Cleaning)
    - PPC - £112.90 – Viking Direct (Stationery)
  - These were duly noted by Council.
  - **221: It was RESOLVED and AGREED that the expenditure as per the schedules are as per Appendix 1 (PPC £4310.72 plus £112.90 above), 2 (VH £1361.18 plus £42 above) and 3 (PF £2829.04) would be released. Chair signed to that effect.**



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6. To approve bank statements and combined reconciliations
  - FC asked the Clerk at the next audit to discuss the feasibility of changing the accounting system to pre-payments and accruals to give a more accurate financial position. **Clerk to report back.**
  - Cllr NS to speak with PRS regarding music license as they have still failed to update the contact details to the Clerk. **Cllr NS to report back.**
  - **222: 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
  - **223: It was RESOLVED and AGREED that year to date accounts for PPC, VH & PF were accurate, subject to the above comments.**
  
8. To confirm hourly rates for VH for 2020/2021
  - **224: It was RESOLVED and AGREED to increase the VH hall hire fees by 2% for the financial year 2020-2021.**
  
9. Community Infrastructure Levy
  - Standing agenda item. Nothing to report.
  
10. S137 Grant Applications
  - 3 applications had been received and distributed to FC prior to the meeting. **225: It was RESOLVED and AGREED to grant the following;**
    - i) St Peter and St James's Hospice - £250 direct donation
    - ii) Happy Circle - £250
    - iii) Strawberry Fair - £200 (payment of this grant will be paid once the banking arrangements and constitution has been received.)
  
11. To confirm earmarked reserves
  - Clerk to ear mark the reserves from YTD at year end and to agree in April at close of financial year. **Clerk to action**



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

- Cllr NS advised the bar fridges in the VH that were donated many years ago now need replacing. Cllr NS wishes to received approval to spend £800 on 2 x treble fridges. Clerk requested this be ordered and paid for before 31<sup>st</sup> March. **Cllr NS to action.**
- **226: It was RESOLVED and AGREED for Cllr NS to spend up to £800 on 2x treble fridges and to spend from budget line 4120.**
- Cllr PS reported there had been some confusion of the spend of the Plum Tree. He wished to get FC's approval of a max spend of £60 for the pre-approved tree of £25, £35 on a plaque and installation of the tree. It was noted that the FC wished for the VH Manager to advise what had happened to the old plaque. It was noted this was a PPC expenditure not a VH expenditure. **Clerk to action.**

### Dates of Next Meetings:

14<sup>th</sup> April 2020 – Finance Committee – 19:00 – Parish Council – 19:45

12<sup>th</sup> May 2020 – Finance Committee – 19:00 – Annual Statutory Meeting 19:45 – Parish Council meeting 20:00.

19<sup>th</sup> May 2020 – Annual Parish Meeting 19:30 – Large Hall

Anita Emery | Parish Clerk | 11/03/2020

### Appendix 1.

03/2020

#### Plumpton Parish Council

:32

#### Current Bank Accounts

#### List of Payments made between 12/02/2020 and 05/03/2020

<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
) East Sussex Pension Fund	1920106	558.91		MARCH PENSION PAYMENT
) Anita Emery	1920107	183.32		CLERK EXPENSES
) SALARIES	1920108	1,915.65		SALARIES MARCH
) HMRC	1920109	169.94		PAYE/NIC MTH 12
) ROYAL MAIL	1920110	352.50		PO BOX ANNUAL RENEWAL
) Surrey Hill Solicitors	1920111	882.00		UKPN EASEMENT TO BE RE
) T E TILLEY (LYCH GATE)	1920112	248.40		LYCH GATE REPAIRS

**Total Payments** 4,310.72  
**Plus Viking Direct - £112.90**  
**£4423.62**



# PLUMPTON PARISH COUNCIL

## Appendix 2

03/2020

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### Plumpton Village Hall

#### Current Account

#### List of Payments made between 12/02/2020 and 05/03/2020

<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
) Opus Energy	1920111	906.17		ELECTRIC 8.2.2020
) Business Stream	1920112	110.88		WASTE WATER
) J T NORTON	1920113	30.00		FIRE DOOR REPAIR
) BT	1920114	4.80		PAPER BILL CHG
) Jane Donovan	1920115	128.92		VH MANAGER EXPENSES
) CJS Portsmouth	1920116	144.12		CLEANING SUNDRIES
) PLUSNET	1920117	30.00		BROADBAND
) Business Stream	DD	6.29		WASTE WATER BALANCE
<b>Total Payments</b>		<u>1,361.18</u>		
<b>Plus £42.00 J&amp;B Services</b>				
<b>Total</b>		<b>£1403.80</b>		

## Appendix 3

03/2020

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### Plumpton Playing Field

#### Current Account s made between

#### List of Payment 2/02/2020 and 05/03/2020

<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
) OPUS ENERGY	192090	401.54		ELECTRIC TO 14.2.2020
) British Telecom	192091	4.80		PAPER BILL CHARGE
) Glyn Wells	192092	1,011.70		GRASS CUT NOV TO JAN 2020
) Lewes District Council	192093	18.00		PLAYPARK INSPECTION
) COSMO CONSTRUCTION	192094	1,320.00		REAPIRS TO PLAYGROUND TU
) J&B SERVICES	192095	43.00		WINDOW CLEANING
) PLUSNET	192096	30.00		BROADBAND
<b>Total Payments</b>		<u>2,829.04</u>		