



PLUMPTON PARISH COUNCIL

FINANCE COMMITTEE

Minutes of the Finance Committee held via Zoom on 9th March 2021 at 19.00.

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

Absent: None

Also in attendance: Anita Emery (Clerk & RFO).

Members of the Public: 0

The AGENDA is as follows:

7. To accept apologies for absence
 - None
8. Declaration of pecuniary and disclosable interests in respect of matters to be discussed.
 - None
9. To Approve Minutes from the Finance Committee meeting held on 3rd November 2020.
 - Unanimously agreed that the minutes held on 3rd November 2020 were accurate.
10. Clerks Report on any Matters Arising from previous Meetings
 - Nothing to report
11. To approve expenditure items as itemised on the schedules
 - a. Report 1 – PPC Expenditure
 - b. Report 2 – VH Expenditure
 - c. Report 3 – PF Expenditure
 - Cllr PB had no comment on the above payments, Clerk advised there were some additional payments to add as follows;

PPC - £360.00 Royal Mail for PO Box No.
VH - £26.99 Viking Direct – Stationery
PF - £452.66 Aftercare for locks at the pavilion. VH to reimburse £109.92 as this was worked allocated VH not pavilion.

It was unanimously agreed to release payments as follows;

PPC - £3654.09 plus £360.00 = £4004.09
VH - £933.33 plus £26.99 and £109.92 = £1070.24
PF - £3655.98 plus £452.66 less £109.92 = £3998.72



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12. To approve bank statements and combined reconciliations

- Cllr PB had checked reconciliations against bank statements and there were no errors. Cllr PS and Cllr NB confirmed. It was unanimously agreed to approve bank statements and reconciliations.

13. To approve year to date account

- a. Report 1 – PPC YTD
- b. Report 2 – VH YTD
- c. Report 3 – PF YTD

- Cllr PB reported there would be an overspend on the VH due to income being low, however a grant of £14,852 had been received for loss of income from LDC to the VH and £1334 to the playing field which will boost the income significantly.
- It was unanimously agreed to approved a-c.

14. To confirm hourly rates for VH for 2021/2022

- It was unanimously agreed to not increase the VH hire rates for 2021/2022.

15. Community Infrastructure Levy

- Nothing to report. Clerk advised first tranche of the Oakfield site will be received in October.

16. S137 Grant Applications

- Clerk advised one application had been received from the Monday Group for £200. The Monday Group help maintain the footpaths and styles within the parish. It was unanimously agreed to grant £250 to the Monday Group.

17. To adopt PPC Risk Management Scheme for 2021/2022

- Clerk advised the risk management scheme needed updating as it had not been refreshed for a few years.
- It was unanimously agreed to adopt the PPC Risk Management Scheme for 2021/2022.

18. To discuss grass cutting tenders for 2021-2024 and put recommendations to PPC.

- Clerk advised one tender had been received which was the current contractor. Rates for the next three years were as follows;

Year 1 - £140.00 per cut

Year 2 - £145.00 per cut

Year 3 – 150.00 per cut

Plus 6 weed sprays at £50 each per year

- Cllr PS pointed out that the year 1 figure was less than the current year 3 figure. Clerk to point this out and raise contract accordingly. **Clerk to action.**



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19. To consider holding a PPC credit card.

- Clerk advised she was concerned that certain items were being paid for personally by the VH Manager when certain companies could not raise pro-forma invoices and the only option to pay was by credit/debit card that. FC agreed for Clerk to look into a Community debit/credit card and report back. **Clerk to action.**

20. Questions from Parish Councillors and items to be added at the next meeting.

- Cllr NB advised due to the planning issues currently arising out of LDC, PPC may have to allocate some funds for this. **Clerk to put on next months agenda.**

Meeting closed: 19.26

Dates of Next Meetings:

13th April 2021 – FC meeting 19:00 (remote)

13th April 2021 - Parish Council meeting 19:45. (remote)

Anita Emery | Parish Clerk | 12/03/2020

Current Bank Accounts

List of Payments made between 10/02/2021 and 01/03/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2021	Nick Beaumont	2021125	14.39		ZOOM MONTHLY BILL
01/03/2021	Surrey Hill Solicitors	2021126	150.00		TENNIS COURT EASEMENT FEES
01/03/2021	Surrey Hill Solicitors	2021127	570.00		TENNIS COURT LEASE
01/03/2021	SALARIES	2021128	2,078.29		SALARIES
01/03/2021	East Sussex Pension Fund	2021129	619.22		MARCH CONTRIBUTIONS
01/03/2021	HMRC	2021130	172.89		MTH 12 PAYE/NIC
01/03/2021	Anita Emery	2021131	47.50		CLERK OFFICE EXPENSES
01/03/2021	Barclays	BANK CHGS	1.80		Bank charges
Total Payments			<u>3,654.09</u>		

Time: 14:07

Current Account

List of Payments made between 10/02/2021 and 02/03/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2021	ACE ALARMS	202190	114.00		FRONT DOOR REPAIR
01/03/2021	Jane Donovan	202191	23.67		VH MGR EXPENSES
01/03/2021	VIKING DIRECT	202192	79.13		VH MGR TONER
01/03/2021	MITIE UK	202193	150.00		FIRE ALARM SERVICE
01/03/2021	Business Stream	202194	27.33		WASTE WATER
01/03/2021	Opus Energy	202195	509.20		ELECTRIC 9.1.-8.2.21
02/03/2021	PLUSNET	202196	30.00		BROADBAND

Total Payments	<u>933.33</u>
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Time: 14:47

Current Account

List of Payments made between 10/02/2021 and 02/03/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2021	ACE ALARMS & SECURITY	202166	2,516.32		FIRE ALARM SYSTEM FINAL 50%
01/03/2021	Lewes District Council	202167	18.00		PLAY PARK INSPECTION
01/03/2021	OPUS ENERGY	202168	1,100.50		ELECTRIC - 17.1-13.2.21
02/03/2021	OPUS ENERGY	202168	-13.84		MISPAYMENT
02/03/2021	PLUSNET	202169	30.00		BROADBAND
02/03/2021	CASTLE WATER	202170	5.00		WATER SUPPLY

Total Payments	<u>3,655.98</u>
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