



PLUMPTON PARISH COUNCIL

FINANCE COMMITTEE

Minutes of the Finance Committee held via Zoom on 13th April 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) and Cllr Alison Gardiner (Cllr AG).

Absent: None

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

Members of the Public: 0

The AGENDA is as follows:

21. To accept apologies for absence

- None

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

- None

23. To Approve Minutes from the Finance Committee meeting held on 9th March 2021.

- Unanimously agreed to approve the finance committee minutes held on 9th March 2021.

24. Clerks Report on any Matters Arising from previous Meetings

- Nothing to report

25. To approve expenditure items as itemised on the schedules to 31st March 2021

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

- Cllr PB advised the water bill for PF although seemed a lot it covered the period October 2019 through to Feb 2021.
- It was unanimously agreed to approved items a-c (PPC £1152.19, VH £967.60, PF £2275.90) See Appendix 1.

26. To approve bank statements and combined reconciliations to 31st March 2021 (to be visual by all members).

- As year end final bank recs all finance committee members had sight of bank statements and reconciliations. It unanimously approved that the year end bank statements and reconciliations were correct.



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27. To approve year end accounts on 31st March 2021

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

- Cllr PB reported that the year to date accounts had not been supplied showing final expenditure on each budget line, but the final totals are shown on the Annual Return. Cllr PB advised the YTD is seen at every meeting and the only adjustments were a final few expenditure items. Clerk to provide YTD figures to FC members.
- It was unanimously agreed to approve year end accounts for PPC, VH & PF. AGAR for PPC will be provided with full council minutes. See Appendix 2

28. To approve expenditure items as itemised on the schedules from 1st April to date.

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

- Cllr PB advised not many expenditure items as only from 1st April to 6th April. It was unanimously agreed to approve 28 a-c (PPC £3163.71, VH £1167.19, PF £641.46). See Appendix 3.

29. To approve year to date accounts and bank reconciliations (from 1st April)

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

- It was unanimously agreed to approve YTD and bank reconciliations from 1st April.

30. To confirm fixed asset register for 2021/2022

- Cllr NB requested the memorial bench be put onto the fixed asset list – this was duly accepted.
- Cllr PB asked Cllr NS and VH Manager to revalue the contents of the hall. Cllr PS recommended taking photos of the assets for insurance purposes. Clerk advised insurance was up for renewal on 1st June so would need the new figure before then. This was noted.
- FC members confirmed they had seen the fixed asset register subject to VH contents revalued.
- Cllr AG wished it confirmed if the phone box was an actual asset for PPC? **Cllr NB to investigate.**

31. To ratify the decision to spend £4820 + VAT on the playpark sleepers due to health and safety issue.

- Unanimously agreed to ratify £4820 + VAT to urgently repair playpark sleepers.



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32. Confirm earmarked reserves at 6.4.2021 for PPC/VH & PF

- EMR at 6.4.2021 was unanimously agreed. Clerk to send FC copy of EMR transfers at 31.3.2021. **Clerk to action.**

33. Community Infrastructure Levy

- Nothing to report

34. Update on PPC credit/debit card.

- Clerk advised nothing to report.

35. To discuss allocation of funds for Planning Liaison working group.

- Cllr NB advised that at a SSALC meeting it was discussed that there may be a need for funds if required to instruct Counsel regarding LPP1 and they would call upon parish councils to contribute. It was agreed that if funds were required the neighbourhood plan earmarked reserves of £8k could be used. Full council may need to approve dependent on the amount requested.

36. To discuss Village Society request to waiver VH hire fees.

- The Village Society had sent a request to Council asking for VH fees to be waived for their next four events. After much discussion, it was unanimously agreed to not blanket waiver fees and to treat on a case by case basis. Clerk advised if the Village Society wished to make a S137 application for March 2021 they could do so and FC could action point 9 of the S137 policy.

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

- Nothing to report.

Meeting closed 19:34

Dates of Next Meetings:

4TH May 2021 – Parish Council Finance Committee meeting 19.00 (REMOTE MEETING)

4th May 2021 – Parish Council Annual Meeting 19:30 followed by Parish Council Meeting (REMOTE MEETING)

13th July 2021 – Parish Council Finance Committee meeting 19:00 at Village Hall

13th July 2021 – Parish Council meeting 19:45 at Village Hall

Anita Emery | Parish Clerk | 14/04/2021