



PLUMPTON PARISH COUNCIL

FINANCE COMMITTEE

27th April 2021

To: The Councillors of Plumpton Parish Council Finance Committee

You are summoned to attend a Finance Committee Meeting of Plumpton Parish Council to be held remotely on Tuesday 4th May 2021 at 19:00.

Signed *Anita Emery*

Anita Emery (Clerk/RFO to Plumpton Parish Council)

Members of the Public welcome.

The AGENDA is as follows:

38. To accept apologies for absence
39. Declaration of pecuniary and disclosable interests in respect of matters to be discussed.
40. To Approve Minutes from the Finance Committee meeting held on 13th April 2021.
41. Clerks Report on any Matters Arising from previous Meetings
42. To approve expenditure items as itemised on the schedules.
 - a. Report 1 – PPC Expenditure
 - b. Report 2 – VH Expenditure
 - c. Report 3 – PF Expenditure

43. To approve bank statements and reconciliations.

44. To approve year to date accounts.
 - a. Report 1 – PPC YTD
 - b. Report 2 – VH YTD
 - c. Report 3 – PF YTD

45. To discuss progress on fixed asset register amendments for 2021/2022
46. Community Infrastructure Levy
47. Update on PPC credit/debit card.
48. To discuss allocation of funds for Planning Liaison working group.
49. Questions from Parish Councillors and items to be added at the next meeting

Dates of Next Meetings:

- 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 | 27/04/2021



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.



PLUMPTON PARISH COUNCIL

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

Current Account

List of Payments made between 13/04/2021 and 28/04/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/04/2021	LUCY LOCKSMITHS	212208	237.00		LOCK REPLACEMENT MAIN DOOR
28/04/2021	PLUMPTON SIGNS	212209	60.00		PLAYPARK SIGNS
28/04/2021	Glyn Wells	212210	1,011.70		KGV FIELD CUTTING
28/04/2021	Allen Upton	212211	60.00		MAIN DRAIN CLEARANCE
28/04/2021	Lewes District Council	212212	18.00		PLAYPARK INSPECTION
28/04/2021	OPUS ENERGY	212216	946.75		ELECTRICITY 17.3-15.4.2021
28/04/2021	CASTLE WATER	212217	59.98		SUPPLY AND WASTE 1.3-31.3.21
28/04/2021	CLLR J BROWN EXPENSES	212218	161.50		PLAYPARK GATE REPLACEMENT
28/04/2021	CASTLE WATER	DD	5.00		MONTHLY WATER DD

Total Payments	<u>2,559.93</u>
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Current Bank Accounts

List of Payments made between 07/04/2021 and 28/04/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/04/2021	East Sussex Pension Fund	212206	608.39		JUNE PENSION CONTRIBUTIONS
28/04/2021	East Sussex Pension Fund	212207	608.39		MAY CONTRIBUTIONS
28/04/2021	Anita Emery	212208	47.50		JUNE STANDING EXPENSES
28/04/2021	HMRC	212209	181.71		PAYE/NIC JUNE
28/04/2021	HMRC	212210	194.31		PAYE/NIC MAY
28/04/2021	SALARIES	212211	2,055.49		MAY SALARIES
28/04/2021	SALARIES	212212	2,068.09		JUNE SALARIES
28/04/2021	Anita Emery	212213	66.13		MAY STANDING EXPENSES
28/04/2021	East Sussex County Council	212214	464.40		ADDITIONAL URBAN CUTS
28/04/2021	Viking Direct	212215	30.16		STATIONERY
28/04/2021	Treaty Services Ltd	212216	150.00		WEBSITE ADMIN
28/04/2021	SSALC	212217	36.00		COUNCILLOR TRAINING FEB 2021
28/04/2021	Mulberry & Co	212218	180.00		FINAL INTERNAL AUDIT 2021
28/04/2021	Nick Beaumont	212219	14.39		ZOOM MONTHLY BILL
28/04/2021	Barclays	CHARGES	1.80		BANK CHARGES

Total Payments 6,706.76

Current Account

List of Payments made between 07/04/2021 and 28/04/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/04/2021	Opus Energy	212207	408.73		ELECTRICTY BILL 9.3-8.4.2021
28/04/2021	Business Stream	212208	35.40		WASTE WATER

	Total Payments		<u>444.13</u>		
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Detailed Receipts & Payments by Budget Heading 28/04/2021

REPORT 3

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1090 Interest Received	0	6	6			0.0%	
1110 Grants Received	0	14,484	14,484			0.0%	
1115 Donations Received	8	0	(8)			0.0%	
1130 Hiring Income	0	7,933	7,933			0.0%	
1140 Fundraising Income	0	1,000	1,000			0.0%	
Income :- Receipts	8	23,423	23,415			0.0%	0
Net Receipts	8	23,423	23,415				
<u>101 Payments</u>							
4010 Electricity	1,143	3,713	2,570		2,570	30.8%	
4011 Water	60	350	290		290	17.0%	
4015 Grass & Pitch	1,012	8,000	6,988		6,988	12.6%	
4025 Window Cleaner	43	200	157		157	21.5%	
4050 Telephone/Internet	25	350	325		325	7.1%	
4055 Insurance & Licences	0	950	950		950	0.0%	
4070 Maintenance	385	3,000	2,615		2,615	12.8%	
4090 Fire Inspection	0	250	250		250	0.0%	
4210 Skatepark	0	400	400		400	0.0%	
4211 Play Park	257	3,000	2,744		2,744	8.6%	
4400 3-5 Year Plan (Pavilion)	0	3,000	3,000		3,000	0.0%	
Payments :- Indirect Payments	2,924	23,213	20,289	0	20,289	12.6%	0
Net Payments	(2,924)	(23,213)	(20,289)				
<u>999 VAT Data</u>							
515 VAT on Payments	260	0	(260)		(260)	0.0%	
VAT Data :- Indirect Payments	260	0	(260)	0	(260)		0
Net Payments	(260)	0	260				
Grand Totals:- Receipts	8	23,423	23,415			0.0%	
Payments	3,183	23,213	20,030	0	20,030	13.7%	
Net Receipts over Payments	(3,175)	210	3,385				
Movement to/(from) Gen Reserve	(3,175)						

Detailed Receipts & Payments by Budget Heading 28/04/2021

REPORT 1

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Receipts</u>							
1076 Precept	31,086	62,172	31,086			50.0%	
1090 Interest Received	0	100	100			0.2%	
1100 Allotment Rent	105	180	75			58.3%	
Receipts :- Receipts	31,191	62,452	31,261			49.9%	0
Net Receipts	31,191	62,452	31,261				
<u>101 Payments</u>							
4000 SALARIES	6,204	28,314	22,110		22,110	21.9%	
4005 PAYE & NIC	545	1,271	726		726	42.9%	
4006 Pension	1,836	6,324	4,488		4,488	29.0%	
4010 Office Allowance	161	1,100	939		939	14.6%	
4015 Subs & Charges	60	1,365	1,305		1,305	4.4%	
4025 Stationery & Postage	25	960	935		935	2.6%	
4045 Training and Conference Fees	30	750	720		720	4.0%	
4046 Councillor's Expenses	0	100	100		100	0.0%	
4050 Telephone	14	0	(14)		(14)	0.0%	
4055 Insurance	0	300	300		300	0.0%	
4060 S137 Grants	0	1,500	1,500		1,500	0.0%	
4061 Charity Grants	0	14,484	14,484		14,484	0.0%	
4065 Bank Charges	2	50	48		48	3.6%	
4070 Maintenance	387	2,587	2,200		2,200	15.0%	
4071 Fixed Asset Maintenance	0	870	870		870	0.0%	
4073 Litter Bins	156	850	694		694	18.4%	
4080 Professional Fees	0	750	750		750	0.0%	
4081 IT	150	1,240	1,090		1,090	12.1%	
4085 Audit Fees	150	650	500		500	23.1%	
4090 Election Fees	0	1,000	1,000		1,000	0.0%	
4150 Speed Limit Community Match	0	500	500		500	0.0%	
4200 Contingency	0	1,000	1,000		1,000	0.0%	
Payments :- Indirect Payments	9,721	65,965	56,244	0	56,244	14.7%	0
Net Payments	(9,721)	(65,965)	(56,244)				
<u>999 VAT Data</u>							
115 VAT Refunds	3,948	0	(3,948)			0.0%	
VAT Data :- Receipts	3,948	0	(3,948)				0
515 VAT on Payments	150	0	(150)		(150)	0.0%	
VAT Data :- Indirect Payments	150	0	(150)	0	(150)		0
Net Receipts over Payments	3,798	0	(3,798)				

Detailed Receipts & Payments by Budget Heading 28/04/2021

REPORT 1

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	35,139	62,452	27,313			56.3%	
Payments	9,870	65,965	56,095	0	56,095	15.0%	
Net Receipts over Payments	<u>25,269</u>	<u>(3,513)</u>	<u>(28,782)</u>				
Movement to/(from) Gen Reserve	<u>25,269</u>						

Detailed Receipts & Payments by Budget Heading 28/04/2021

REPORT 2

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1110 Grants Received	4,000	0	(4,000)			0.0%	
1130 Hiring Income	0	27,320	27,320			0.0%	
1131 HALL HIRE DEPOSIT	100	0	(100)			0.0%	
1140 Fundraising Income	0	1,500	1,500			0.0%	
1160 FIT Payments	965	5,250	4,285			18.4%	
Income :- Receipts	5,065	34,070	29,005			14.9%	0
Net Receipts	5,065	34,070	29,005				
<u>101 Payments</u>							
4003 VH Manager Expenses	18	1,000	983		983	1.8%	
4010 Electricity	341	3,500	3,159		3,159	9.7%	
4011 Water	35	580	545		545	6.1%	
4015 Village Green Maintenance	371	3,800	3,429		3,429	9.8%	
4050 Telephone/Internet	25	350	325		325	7.1%	
4055 Insurance & Licences	0	2,500	2,500		2,500	0.0%	
4070 Maintenance	457	1,500	1,043		1,043	30.5%	
4071 Bins	221	850	629		629	26.0%	
4077 Sundries	0	1,200	1,200		1,200	0.0%	
4090 Fire Inspection	0	1,155	1,155		1,155	0.0%	
4400 PWLB	0	4,900	4,900		4,900	0.0%	
4500 Projects	0	6,000	6,000		6,000	0.0%	
Payments :- Indirect Payments	1,467	27,335	25,868	0	25,868	5.4%	0
Net Payments	(1,467)	(27,335)	(25,868)				
<u>999 VAT Data</u>							
515 VAT on Payments	144	0	(144)		(144)	0.0%	
VAT Data :- Indirect Payments	144	0	(144)	0	(144)		0
Net Payments	(144)	0	144				
Grand Totals:- Receipts	5,065	34,070	29,005			14.9%	
Payments	1,611	27,335	25,724	0	25,724	5.9%	
Net Receipts over Payments	3,454	6,735	3,281				
Movement to/(from) Gen Reserve	3,454						

14:50

Current Bank Accounts

Cash Received between 07/04/2021 and 28/04/2021

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
28/04/2021	AKERS ALLOTMENT		AKERS ALLOTMENT	15.00
28/04/2021	CROUCH ALLOTMENT		CROUCH ALLOTMENT	30.00
28/04/2021	HICKEY ALLOTMENT		HICKEY ALLOTMENT	15.00
28/04/2021	HMRC VAT		HMRC VAT	3,947.80
28/04/2021	PETTY ALLOTMENT		PETTY ALLOTMENT	30.00
			Total Receipts	<u>4,037.80</u>