



FINANCE COMMITTEE

Minutes of the Finance Committee held via Zoom on 4th May 2021 at 19.00.

Present: Cllr P Burford (Cllr PB, Chair), Cllr P Stevens (Cllr PS), Cllr N Beaumont (Cllr NB) and Cllr Alison Gardiner (Cllr AG).

Absent: Cllr Nick Satchell (Cllr NS)

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

Members of the Public: 0

The AGENDA is as follows:

38. To accept apologies for absence

- Cllr NS tendered is apologies and reasons accepted.

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

- None

40. To Approve Minutes from the Finance Committee meeting held on 13th April 2021.

- It was noted that the request by the Village Society to blanket waiver fees for their events were misinterpreted. Therefore minute 36 should read 'The Village Society requested confirmation that the events agreed were to be honoured and any subsequent events will be evaluated by the finance committee accordingly'.
- It was unanimously agreed that the minutes of 13th April 2021 were an accurate account of that meeting subject to the above amendment.

41. Clerks Report on any Matters Arising from previous Meetings

- Clerk advised that the phone box that was listed on the asset list but maintained by a resident was indeed an asset of the Parish Council.

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

- Cllr PB made the committee aware that the June salaries were listed due to there being no June meeting.
 - Clerk advised there were two more expenditure items for the playing field, £127 extraction of moles and £5136 for playpark tunnel rebuild.
- a. Report 1 – PPC Expenditure
 - b. Report 2 – VH Expenditure
 - c. Report 3 – PF Expenditure



PLUMPTON PARISH COUNCIL

- It was unanimously approved to release expenditure items a-c PPC £6706.76, VH £444.13 and £7822.93.

43. To approve bank statements and reconciliations.

- Unanimously agreed.

44. To approve year to date accounts.

- Report 1 – PPC YTD
- Report 2 – VH YTD
- Report 3 – PF YTD

- Unanimously agreed to approve items 44a-c.

45. To discuss progress on fixed asset register amendments for 2021/2022

- Cllr AG & NS are planning to create a proper inventory to get realistic costings the majority of the work of identifying the VH Fixed Assets would be done in May. There is equipment stored at the hall which belong to societies and clubs not the VH. Clarity needed on who should insure them. Cllrs AG & NS to report back.

46. Community Infrastructure Levy

- Standing agenda item.

47. Update on PPC credit/debit card.

- Clerk advised she had emailed Barclays and is waiting for a response.

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

- Cllr NB advised the planning liaison working group wish to allocate a maximum of £500 from the Neighbourhood Plan earmarked reserves in order to obtain professional guidance on the response for the Fairfax planning application.
- It was unanimously agreed for the Clerk to virement £500 from PPC EMR Neighbourhood Plan to professional fees. **Clerk to action.**

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

- None

Meeting Closed: 19.20

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 | 05/05/2021

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

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<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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Current Account

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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 2,559.93