



FINANCE COMMITTEE

Minutes of the Finance Committee held at the Village Hall on 8th June 2021 at 19.00.

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

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

Members of the Public: 0

The AGENDA is as follows:

50. To elect a Chair for the year 2021-2022

- Cllr NB proposed Cllr Burford which was seconded by Cllr AG. Unanimously agreed.

51. To accept apologies for absence

- None

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

- None

53. To note face to face meeting risk assessment.

- This was duly noted by all.

54. To Approve Minutes from the Finance Committee meeting held on 4th May 2021.

- Unanimously agreed that the minutes of the Finance Committee meeting held on 4th May were an accurate account of that meeting.

55. Clerks Report on any Matters Arising from previous Meetings

- Nothing to report

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

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

- Clerk advised FC there were some additional expenditure as follows;

VH – J Donovan expenses - £130.72

PPC – Rialtas Accounting Software subscription - £148.80

PF – Locksmiths - £85, Mole extraction - £17, Symes (tree felling) £350



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It was therefore unanimously agreed to release the following payments;

PPC - £14,407.23

VH - £2821.61

PF - £8143.39

57. To approve bank statements and reconciliations.

- It was unanimously agreed that the bank statements corresponded with the reconciliations.

58. To approve year to date accounts.

- a. Report 1 – PPC YTD
 - b. Report 2 – VH YTD
 - c. Report 3 – PF YTD
- Cllr PB advised that the insurance expenditure on PPC was high but balanced out under income as part is reimbursed by VH and PF.
 - VH income down but increasing as gradually opening more.
 - It was unanimously agreed to approve the YTD accounts for PPC, VH & PF.

59. To approve fixed asset register for 2021/2022

- Fixed asset register update was still work in progress as contents of VH were being listed. However, for the purposes of the insurance company it was agreed that the current list was acceptable. Clerk advised the insurance company were happy to receive the updated list during the insurance year.

60. Community Infrastructure Levy

- Standing agenda item.

61. Update on PPC credit/debit card.

- Clerk advised nothing back from Barclays. Clerk advised it would be worth investigating another bank for the current accounts. To be put on September's agenda. **Clerk to action.**

62. To confirm Mulberry & Co as internal auditors for the year 2021-2022.

- Duly confirmed.

63. To ratify BHIB Insurance annual renewal of £2686.43 for PPC (£188.04), VH (£1585.00) & PF (£913.39).

- Unanimously agreed to renew with BHIB for 2021/2022. Clerk to investigate quotes for the next financial year. **Clerk to action.**



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64. Update on review of fixed asset list

- See agenda item 59

65. To discuss any further allocation of funds for Planning Liaison working group.

- It was agreed that nothing further required. Take off agenda.

66. To discuss/approve solicitor fees for substation land at tennis club of £750.00 + VAT.

- Clerk advised that having taken legal advice PPC may be able to claim the unregistered land in which the substation was going to sit under a possessory title, however it could be unsuccessful, and it was down to FC to decide whether to try and obtain the unregistered land. FC unanimously agreed to instruct the solicitor up to the value of £750 + VAT. **Clerk to action.**

67. To ratify approval of felling tree at playing field due to health and safety - £350.00.

- Clerk advised under her powers of the FC regs she instructed the felling of the tree based on health and safety advice from tree surgeon. This was unanimously agreed.

68. To approve stump removal of item 66 above at £200.00

- Unanimously agreed.

69. To approve removal of ivy clad tree to hedge level at £450.00.

- Under instruction from tree surgeon the tree needed to be reduced. Unanimously agreed. FC wished to confirm if tree surgeon could do a health check on remaining trees if not done so already. **Clerk to action.**

70. To approve fence repairs at play park 11 bays at £830.00

- Unanimously agreed. Clerk to obtain life of the new bays and when the remaining may need replacing for budget purposes. **Clerk to action.**

71. To discuss how to fund VH pigeon control quotes and gutter quotes.

- Cllr NS advised he had received 3 quotes for replacing the guttering;

Manville - £4650

OJH - £3000

Sullivans - £10,788

- After some discussion it was agreed to use the EMR projects line to pay for the guttering, but requested that the life of the guttering be obtained in order to start budgeting and earmarking each year for replacement. Unanimously agreed to proceed with OJH at £3000.
- FC discussed the quotes received for pigeon control as follows;

Rokill £3516

Monito £7915

A&H Pest Control £3900



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It was agreed to revisit the control in the Summer once FC have a better idea of the hiring income.

- Clerk advised VH Manager had asked about the painting of the window frames – this had not been put on the agenda and it was agreed to defer till July to discuss. **Clerk to action.**

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

- Cllr NB asked about the college work on the green. Cllr NS advised the college plan to clear behind the houses and keep natural, the old sand soil to remain as wild flower meadow grows better. It was still agreed to perhaps merge the Nicholson ideas and PPC plans together. College to clear land at no expense. It was requested that a integrated plan of the green should be put together. **Cllr NS to arrange.**
- Cllr NS advised that now confirmed the telephone box was PPC property but had been maintained by Mr Holmes for many years a gardening voucher at a value of £100 was requested to be presented to Mr Holmes to show PPC appreciation. Unanimously agreed. **Cllr NS to action.**
- Cllr Morgan had forwarded 2 urgent quotes for the pavilion showers to be repaired as they are currently not working and as the sports clubs were hoping to use them after 21st June Cllr PM had found 2 contractors who could urgently arrange the work. Two quotes received;
 - £1850 – Eastwood
 - £2700 – Upton

It was unanimously agreed in principle to go ahead with £1850 Eastwood and ratify next month FC wanted to see the detailed quote to see the scope of the works. **Clerk to action.**

Meeting closed 20:00

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

10th August 2021 – Parish Council Finance Committee 19:00 at Village Hall

10th August 2021 – Parish Council Meeting 19:45 at Village Hall

Anita Emery | Parish Clerk | 10/06/2021