



# PLUMPTON PARISH COUNCIL

## FINANCE COMMITTEE

Minutes of the Finance Committee held at the Village Hall on 20<sup>th</sup> July 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

Signed *Anita Emery*

Anita Emery (Clerk/RFO to Plumpton Parish Council)

### The AGENDA is as follows:

73. To accept apologies for absence

- None

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

- None

75. To Approve Minutes from the Finance Committee meeting held on 8<sup>th</sup> June 2021.

- It was resolved and agreed that the minutes of the finance committee meeting of 8<sup>th</sup> June 2021 were an accurate account of that meeting.

76. Clerks Report on any Matters Arising from previous Meetings

- Clerk advised Barclays have not responded to her letters, they have removed secure messaging from the online system and she waited 40 mins on the telephone to speak to someone without luck. She will keep trying. **Clerk to action.**

77. 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 there were two additions to the expenditure items. VH - £30 for replacing the paving slab and PF - £190 for maintenance on one of the pavilion doors. This was duly noted.
- It was therefore agreed to approve the item 77a-c of PPC £4168.33, VH £4693.08 and PF £4357.20 to be released. Chair signed to that effect.

78. To approve bank statements and reconciliations.

- Cllr PB confirmed the bank statements and corresponding bank reconciliations agreed.



## PLUMPTON PARISH COUNCIL

- It was agreed to approve the bank statements and reconciliation to 12<sup>th</sup> July 2021. Cllr PB signed the bank statements and reconciliations.

79. To approve year to date accounts.

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

- Cllr PB advised the VH income was down which Cllr NS confirmed there were 4 weddings over the next 5 weeks and was confident the expected income target would be achieved. There was nothing significant to report.
- It was agreed to approve the year to date accounts.

80. To approve works on painting of VH window frames of £542 for 11 window frames.

- It was agreed to approve the works to the VH window frames of £542. **Clerk to action.**

81. To ratify shower repairs at the pavilion as approved last month of £1850

- It was agreed to ratify the shower repair expenditure of £1850 at the pavilion.

82. Community Infrastructure Levy

- Clerk advised the annual report had been submitted to SDNP and LDC. Nothing further to report.

83. Update on PPC credit/debit card.

- See clerks report

84. Update on review of fixed asset list

- Cllr NS advised review of fixed asset list was work in progress and would have the list available for review at the August meeting.

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

- Cllr NB advised the Zoom bill was still being deducted and was this still required? It was agreed to drop the subscription with immediate effect.

Meeting closed: 19:20

### Dates of Next Meetings:

10<sup>th</sup> August 2021 – Parish Council Finance Committee 19:00 at Village Hall

10<sup>th</sup> August 2021 – Parish Council Meeting 19:45 at Village Hall

Anita Emery | Parish Clerk | 26/07/2021

## Current Bank Accounts

## List of Payments made between 09/06/2021 and 12/07/2021

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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>
09/06/2021	Rialtas Business Solutions Ltd	212229	148.80		ANNUAL SUBSCRIPTION
12/07/2021	LDALC	212230	20.00		ANNUAL SUBS
12/07/2021	Treaty Services Ltd	212231	150.00		WEBSITE SUPPORT APRIL-JUNE
12/07/2021	Nick Beaumont	212232	14.39		ZOOM INVOICE
12/07/2021	Fields in Trust	212233	65.00		ANNUAL SUBS
12/07/2021	P STEVENS	212234	47.50		COUNCILLOR EXPENSES COMM AWARD
12/07/2021	Barclays	212235	1.80		BANK CHARGES
12/07/2021	ROYAL MAIL	212236	216.00		PO BOX REDIRECTION
12/07/2021	Nick Beaumont	212237	65.77		COMMUNITY AWARDS EXPENSES
12/07/2021	SALARIES	212238	2,068.09		MTH 4 SALARIES
12/07/2021	HMRC	212239	306.94		MTH 4 PAYE/NIC
12/07/2021	Anita Emery	212240	111.25		MTH 4 EXPENSES
12/07/2021	East Sussex Pension Fund	212241	608.39		MTH 4 PENSION CONTRIBUTIONS
12/07/2021	THE DEFIB PAD	212242	298.80		DEFIB BATTERY
12/07/2021	THE DEFIB PAD	212243	43.80		DEFIB PADS
12/07/2021	Barclays	BANK	1.80		BANK CHARGES

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**Total Payments**      4,168.33

## Current Account

## List of Payments made between 09/06/2021 and 14/07/2021

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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>
09/06/2021	Jane Donovan	212216	130.72		May expenses
14/07/2021	PLUSNET	212217	30.00		BROADBAND
14/07/2021	MEND ALL CATERING SERVICES	212218	183.72		NEW ELEMENT ON URN
14/07/2021	LEWES DISTRICT COUNCIL	212219	220.87		WHEELIE BIN FEES 1.7-30.9
14/07/2021	BROOK HART	212220	140.00		VH GREEN
14/07/2021	BROOK HART	212221	140.00		VH GREEN CUT
14/07/2021	J&B SERVICES	212222	42.00		WINDOW CLEANING
14/07/2021	PLUSNET	212223	30.00		BROADBAND
14/07/2021	Jane Donovan	212224	102.94		VH MGR EXPENSES
14/07/2021	CJS Portsmouth	212225	229.01		CLEANING SUNDRIES
14/07/2021	Chubb Fire & Security	212226	714.88		ANNUAL EXTINGUISHER SERVICE
14/07/2021	Public Works Loan Board	DD	2,364.35		LOAN REPAYMENT
14/07/2021	Opus Energy	DD	339.59		ELECTRIC
<b>Total Payments</b>			<u>4,668.08</u>		

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## Current Account

## List of Payments made between 09/06/2021 and 14/07/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/06/2021	FRED SYMES	212230	350.00		FELL OF TREE AT PF
09/06/2021	SDF PEST CONTROL	212231	17.00		FINAL MOLE REMOVAL
09/06/2021	LUCY LOCKSMITH	212232	85.00		NEW LOCK AT KITCHEN DOOR
14/07/2021	SDF PEST CONTROL	212233	34.00		MOLE EXTRACTION
14/07/2021	PLUSNET	212234	30.00		BROADBAND
14/07/2021	Lewes District Council	212235	27.14		BIN EMPTYING KGV TO 30.9.21
14/07/2021	Lewes District Council	212236	18.00		PLAY INSPECTION
14/07/2021	Lewes District Council	212237	187.20		DOG BIN EMPTYING TO 30.9.2021
14/07/2021	WYBONE LTD	212238	331.73		NEW DOG BIN AT PF
14/07/2021	J&B SERVICES	212239	43.00		WINDOW CLEANING
14/07/2021	JAMES EASTWOOD	212240	850.00		DEPOSIT FOR SHOWER WORK
14/07/2021	JAMES EASTWOOD	212241	1,000.00		INV FOR REPLACEMENT SHOWERS
14/07/2021	CLLR JURY	212242	24.80		STAKES FOR PF ORCHARD
14/07/2021	PLUSNET	212243	30.00		BROADBAND
14/07/2021	LOCKRITE	212244	135.00		REPLACE FIRE DOOR HANDLE PAV
14/07/2021	CASTLE WATER	212245	152.17		WATER
14/07/2021	CASTLE WATER	DD	5.00		WATER DD
14/07/2021	OPUS ENERGY	DD1.6.21	414.98		ELECTRIC
14/07/2021	CASTLE WATER	DD	5.00		DD WATER
14/07/2021	OPUS ENERGY	DD1.7.21	427.18		ELECTRIC
<b>Total Payments</b>			<b>4,167.20</b>		