



# PLUMPTON PARISH COUNCIL

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## FINANCE COMMITTEE

3<sup>rd</sup> August 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 at the Village Hall, Plumpton on Tuesday 10<sup>th</sup> August 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:**

86. To accept apologies for absence
87. Declaration of pecuniary and disclosable interests in respect of matters to be discussed.
88. To Approve Minutes from the Finance Committee meeting held on 20<sup>th</sup> July 2021.
89. Clerks Report on any Matters Arising from previous Meetings
90. To approve expenditure items as itemised on the schedules.
  - a. Report 1 – PPC Expenditure
  - b. Report 2 – VH Expenditure
  - c. Report 3 – PF Expenditure
  
91. To approve bank statements and reconciliations.
92. To approve year to date accounts.
  - a. Report 1 – PPC YTD
  - b. Report 2 – VH YTD
  - c. Report 3 – PF YTD
  
93. Community Infrastructure Levy
94. Update on PPC credit/debit card.
95. Update on review of fixed asset list
96. Questions from Parish Councillors and items to be added at the next meeting

### **Dates of Next Meetings:**

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

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

Anita Emery | Parish Clerk | 03/08/2021



# 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 21/07/2021 and 04/08/2021

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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>
04/08/2021	Nick Beaumont	212244	14.39		ZOOM EXPENSES
04/08/2021	Viking Direct	212245	125.92		STATIONERY
04/08/2021	NICK SATCHELL	212246	100.00		D HOLMES GIFT CARD EXPENSES
04/08/2021	PKF LITTLEJOHN	212247	360.00		EXTERNAL AUDIT FEE
04/08/2021	CHURCHILL & CHURCHILL LTD	212248	150.00		PLANNING ADVICE
04/08/2021	Anita Emery	212249	69.25		CLERK EXPENSES
04/08/2021	SALARIES	212250	2,076.49		SALARIES
04/08/2021	HMRC	212251	173.31		PAYE NIC MTH 5
04/08/2021	East Sussex Pension Fund	212252	608.39		MTH 5 PENSION CONTRIBUTIONS
04/08/2021	Barclays	BANK CHARG	1.80		BANK CHARGES

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**Total Payments**      3,679.55

Current Account

List of Payments made between 21/07/2021 and 04/08/2021

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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>
04/08/2021	ADLITIL LTD	212228	93.00		ANNUAL PAT TESTING
04/08/2021	FAUST	212229	100.00		DEPOSIT RETURN
04/08/2021	Jane Donovan	212230	115.26		VH MGR EXPENSES
04/08/2021	Opus Energy	212231	135.11		ELECTRIC TO 8.7.2021

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**Total Payments**      443.37

## Current Account

## List of Payments made between 21/07/2021 and 04/08/2021

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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>
04/08/2021	ADLITIL LTD	212248	41.00		ANNUAL PAT TESTING
04/08/2021	ACE ALARMS	212249	72.00		REPAIR FIRE ALARM CALL POINT
04/08/2021	Lewes District Council	212250	18.00		PLAYPARK INSPECTION
04/08/2021	Glyn Wells	212251	1,011.70		KGV GRASS CUT
04/08/2021	JIM BROWN EXPENSES	212252	229.20		BEACON FENCING
04/08/2021	CASTLE WATER	212253	96.91		JUNE WATER
04/08/2021	CASTLE WATER	DD	5.00		WATER CHARGES
04/08/2021	CLLR JURY	212242	4.96		MISPOSTED

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<b>Total Payments</b>	<u>1,478.77</u>
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## Detailed Receipts &amp; Payments by Budget Heading 04/08/2021

## REPORT 1

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>100 Receipts</u></b>							
1076 Precept	31,086	62,172	31,086			50.0%	
1090 Interest Received	3	100	97			2.6%	
1100 Allotment Rent	188	180	(8)			104.2%	
1150 Miscellaneous Income	55	0	(55)			0.0%	
1151 ANNUAL INSURANCE	2,498	0	(2,498)			0.0%	
Receipts :- Receipts	<b>33,830</b>	<b>62,452</b>	<b>28,622</b>			<b>54.2%</b>	<b>0</b>
<b>Net Receipts</b>	<b>33,830</b>	<b>62,452</b>	<b>28,622</b>				
<b><u>101 Payments</u></b>							
4000 SALARIES	10,349	28,314	17,965		17,965	36.6%	
4005 PAYE & NIC	1,025	1,271	246		246	80.7%	
4006 Pension	3,053	6,324	3,271		3,271	48.3%	
4010 Office Allowance	342	1,100	758		758	31.1%	
4015 Subs & Charges	804	1,365	561		561	58.9%	
4025 Stationery & Postage	355	960	605		605	37.0%	
4030 Printing	95	0	(95)		(95)	0.0%	
4045 Training and Conference Fees	30	750	720		720	4.0%	
4046 Councillor's Expenses	113	100	(13)		(13)	113.3%	
4050 Telephone	58	0	(58)		(58)	0.0%	
4055 Insurance	2,686	300	(2,386)		(2,386)	895.5%	
4060 S137 Grants	0	1,500	1,500		1,500	0.0%	
4061 Charity Grants	7,242	14,484	7,242		7,242	50.0%	
4065 Bank Charges	9	50	41		41	18.0%	
4070 Maintenance	807	2,587	1,780		1,780	31.2%	
4071 Fixed Asset Maintenance	286	870	585		585	32.8%	
4073 Litter Bins	156	850	694		694	18.4%	
4076 Misc Expenditure	100	0	(100)		(100)	0.0%	
4080 Professional Fees	(500)	750	1,250		1,250	(66.7%)	
4081 IT	390	1,240	850		850	31.5%	
4085 Audit Fees	450	650	200		200	69.2%	
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%	
4201 LEGAL FEES	600	0	(600)		(600)	0.0%	
Payments :- Indirect Payments	<b>28,450</b>	<b>65,965</b>	<b>37,516</b>	<b>0</b>	<b>37,516</b>	<b>43.1%</b>	<b>0</b>
<b>Net Payments</b>	<b>(28,450)</b>	<b>(65,965)</b>	<b>(37,516)</b>				

## Detailed Receipts &amp; Payments by Budget Heading 04/08/2021

## REPORT 1

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>999 VAT Data</u>							
115 VAT Refunds	3,948	0	(3,948)			0.0%	
VAT Data :- Receipts	<u>3,948</u>	<u>0</u>	<u>(3,948)</u>				<u>0</u>
515 VAT on Payments	477	0	(477)		(477)	0.0%	
516 VAT due to VH & PF accs	2,550	0	(2,550)		(2,550)	0.0%	
VAT Data :- Indirect Payments	<u>3,027</u>	<u>0</u>	<u>(3,027)</u>	<u>0</u>	<u>(3,027)</u>		<u>0</u>
<b>Net Receipts over Payments</b>	<u>921</u>	<u>0</u>	<u>(921)</u>				
Grand Totals:- Receipts	<b>37,778</b>	<b>62,452</b>	<b>24,674</b>			<b>60.5%</b>	
Payments	<b>31,477</b>	<b>65,965</b>	<b>34,488</b>	<b>0</b>	<b>34,488</b>	<b>47.7%</b>	
<b>Net Receipts over Payments</b>	<u><b>6,301</b></u>	<u><b>(3,513)</b></u>	<u><b>(9,814)</b></u>				
<b>Movement to/(from) Gen Reserve</b>	<u><b>6,301</b></u>						



## Detailed Receipts &amp; Payments by Budget Heading 04/08/2021

## REPORT 2

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>100 Income</u></b>							
1090 Interest Received	0	0	(0)			0.0%	
1110 Grants Received	4,000	0	(4,000)			0.0%	
1130 Hiring Income	4,327	27,320	22,993			15.8%	
1131 HALL HIRE DEPOSIT	100	0	(100)			0.0%	
1140 Fundraising Income	0	1,500	1,500			0.0%	
1160 FIT Payments	2,727	5,250	2,523			52.0%	
	<u>11,155</u>	<u>34,070</u>	<u>22,915</u>			<u>32.7%</u>	<u>0</u>
Income :- Receipts							
<b>Net Receipts</b>	<b><u>11,155</u></b>	<b><u>34,070</u></b>	<b><u>22,915</u></b>				
<b><u>101 Payments</u></b>							
4003 VH Manager Expenses	384	1,000	616		616	38.4%	
4010 Electricity	1,217	3,500	2,283		2,283	34.8%	
4011 Water	35	580	545		545	6.1%	
4015 Village Green Maintenance	931	3,800	2,869		2,869	24.5%	
4021 HALL DEPOSIT RETURNS	100	0	(100)		(100)	0.0%	
4050 Telephone/Internet	100	350	250		250	28.6%	
4055 Insurance & Licences	1,585	2,500	915		915	63.4%	
4070 Maintenance	1,064	1,500	436		436	70.9%	
4071 Bins	442	850	408		408	52.0%	
4077 Sundries	191	1,200	1,009		1,009	15.9%	
4090 Fire Inspection	596	1,155	559		559	51.6%	
4400 PWLB	2,364	4,900	2,536		2,536	48.3%	
4500 Projects	0	6,000	6,000		6,000	0.0%	
	<u>9,009</u>	<u>27,335</u>	<u>18,326</u>	<u>0</u>	<u>18,326</u>	<u>33.0%</u>	<u>0</u>
Payments :- Indirect Payments							
<b>Net Payments</b>	<b><u>(9,009)</u></b>	<b><u>(27,335)</u></b>	<b><u>(18,326)</u></b>				
<b><u>999 VAT Data</u></b>							
115 VAT Refunds	748	0	(748)			0.0%	
	<u>748</u>	<u>0</u>	<u>(748)</u>				<u>0</u>
VAT Data :- Receipts							
515 VAT on Payments	435	0	(435)		(435)	0.0%	
	<u>435</u>	<u>0</u>	<u>(435)</u>	<u>0</u>	<u>(435)</u>		<u>0</u>
VAT Data :- Indirect Payments							
<b>Net Receipts over Payments</b>	<b><u>313</u></b>	<b><u>0</u></b>	<b><u>(313)</u></b>				

## Detailed Receipts &amp; Payments by Budget Heading 04/08/2021

## REPORT 2

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	11,903	34,070	22,167			34.9%	
Payments	9,444	27,335	17,891	0	17,891	34.5%	
<b>Net Receipts over Payments</b>	<u>2,459</u>	<u>6,735</u>	<u>4,276</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>2,459</u>						

## Detailed Receipts &amp; Payments by Budget Heading 04/08/2021

## REPORT 3

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>100 Income</u></b>							
1090 Interest Received	0	6	6			5.7%	
1110 Grants Received	7,242	14,484	7,242			50.0%	
1115 Donations Received	32	0	(32)			0.0%	
1130 Hiring Income	2,303	7,933	5,630			29.0%	
1140 Fundraising Income	0	1,000	1,000			0.0%	
Income :- Receipts	<b>9,577</b>	<b>23,423</b>	<b>13,846</b>			<b>40.9%</b>	<b>0</b>
<b>Net Receipts</b>	<b>9,577</b>	<b>23,423</b>	<b>13,846</b>				
<b><u>101 Payments</u></b>							
4010 Electricity	1,916	3,713	1,797		1,797	51.6%	
4011 Water	430	350	(80)		(80)	122.7%	
4015 Grass & Pitch	3,519	8,000	4,481		4,481	44.0%	
4025 Window Cleaner	43	200	157		157	21.5%	
4050 Telephone/Internet	100	350	250		250	28.6%	
4055 Insurance & Licences	913	950	37		37	96.1%	
4070 Maintenance	1,327	3,000	1,673		1,673	44.2%	
4076 Miscellaneous Expenditure	166	0	(166)		(166)	0.0%	
4090 Fire Inspection	0	250	250		250	0.0%	
4200 Pavilion	2,070	0	(2,070)		(2,070)	0.0%	1,850
4210 Skatepark	0	400	400		400	0.0%	
4211 Play Park	4,959	3,000	(1,959)		(1,959)	165.3%	
4400 3-5 Year Plan (Pavilion)	0	3,000	3,000		3,000	0.0%	
Payments :- Indirect Payments	<b>15,443</b>	<b>23,213</b>	<b>7,770</b>	<b>0</b>	<b>7,770</b>	<b>66.5%</b>	<b>1,850</b>
<b>Net Payments</b>	<b>(15,443)</b>	<b>(23,213)</b>	<b>(7,770)</b>				
6000 plus Transfer from EMR	1,850						
<b>Movement to/(from) Gen Reserve</b>	<b>(13,593)</b>						
<b><u>999 VAT Data</u></b>							
115 VAT Refunds	1,802	0	(1,802)			0.0%	
VAT Data :- Receipts	<b>1,802</b>	<b>0</b>	<b>(1,802)</b>				<b>0</b>
515 VAT on Payments	1,393	0	(1,393)		(1,393)	0.0%	
VAT Data :- Indirect Payments	<b>1,393</b>	<b>0</b>	<b>(1,393)</b>	<b>0</b>	<b>(1,393)</b>		<b>0</b>
<b>Net Receipts over Payments</b>	<b>409</b>	<b>0</b>	<b>(409)</b>				

## Detailed Receipts &amp; Payments by Budget Heading 04/08/2021

## REPORT 3

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	11,380	23,423	12,043			48.6%	
Payments	16,837	23,213	6,376	0	6,376	72.5%	
<b>Net Receipts over Payments</b>	<u>(5,457)</u>	<u>210</u>	<u>5,667</u>				
plus Transfer from EMR	1,850						
<b>Movement to/(from) Gen Reserve</b>	<u>(3,607)</u>						

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## Plumpton Parish Council

### Bank - Cash and Investment Reconciliation as at 4 August 2021

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#### Confirmed Bank & Investment Balances

##### Bank Statement Balances

04/08/2021	PPC 2	54,460.45
04/08/2021	PPC1	3,765.57
04/08/2021	Reserve Account	25,026.79

**83,252.81**

##### Unpresented Payments

**3,677.75**

**79,575.06**

##### Receipts not on Bank Statement

**0.00**

##### **Closing Balance**

**79,575.06**

##### All Cash & Bank Accounts

1	Current Bank Accounts	54,548.27
2	Reserve Account	25,026.79
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>79,575.06</b>

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**Plumpton Village Hall**

**Bank - Cash and Investment Reconciliation as at 4 August 2021**

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**Confirmed Bank & Investment Balances**

Bank Statement Balances

04/08/2021	Current Account	23,736.34
04/08/2021	Deposit Account	14,581.14

**38,317.48**

Unpresented Payments

**953.42**

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**37,364.06**

Receipts not on Bank Statement

**0.00**

**Closing Balance**

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**37,364.06**

All Cash & Bank Accounts

1	Current Account	22,782.92
2	Deposit Account	14,581.14
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<hr/> <b>37,364.06</b> <hr/>

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## Plumpton Playing Field

### Bank - Cash and Investment Reconciliation as at 4 August 2021

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#### Confirmed Bank & Investment Balances

##### Bank Statement Balances

04/08/2021	Current Account	9,872.66	
04/08/2021	Deposit Account	13,655.66	
04/08/2021	Pavilion Account	1,231.15	
31/03/2018	NSI Investment Account	1,705.59	
			<b>26,465.06</b>

##### Unpresented Payments

**1,468.81**

**24,996.25**

##### Receipts not on Bank Statement

**0.00**

##### **Closing Balance**

**24,996.25**

##### All Cash & Bank Accounts

1	Current Account	8,403.85
2	Deposit Account	13,655.66
3	Pavilion Account	1,231.15
4	NSI Investment Account	1,705.59
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>24,996.25</b>