



PLUMPTON PARISH COUNCIL

FINANCE COMMITTEE

Minutes of the Finance Committee held at the Village Hall on 12th October 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), Cllr Nick Satchell (Cllr NS) and Cllr Ron Jury (Cllr RJ).

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

Absent: None

Members of the Public: 1

114. To accept apologies for absence
- None
115. Declaration of pecuniary and disclosable interests in respect of matters to be discussed.
- None
116. To Approve Minutes from the Finance Committee meeting held on 14th September 2021.
- Clerk advised item 109 should have stated St Peter and St James's Hospice and not Hospice in the Weald. This was duly noted. It was therefore unanimously agreed that the minutes of 14th September (subject to the above change) was an accurate account of that meeting. Chair signed to that effect.
117. Clerks Report on any Matters Arising from previous Meetings
- Nothing to report
118. To approve expenditure items as itemised on the schedules.
- Clerk advised there were some additional items to be added;
- | | |
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| PPC: | £40.00 Data Protection |
| | £ 350.00 Plumpton and East Chilmington News annual subs |
| VH: | £40.67 Initial Hygiene |
| | £20.00 L Platt – Hall Cleaning |
| | £65.00 F Donovan – Hall Cleaning |
| PF: | £54.72 – Beacon Fencing (Cllr JB expenses) |
| | £272.89 – Aftercare (replacement window pavilion) |
- a. Report 1 – PPC Expenditure
 - b. Report 2 – VH Expenditure
 - c. Report 3 – PF Expenditure



PLUMPTON PARISH COUNCIL

- It was unanimously agreed to approve and release for payment expenditure items totalling: a) PPC - £4080.15, b) VH - £959.25 and c) PF - £925.92.
119. To approve bank statements and reconciliations.
- Cllr PB advised he had seen the bank statements and reconciliations along with Cllr NB. Apart from one £100 discrepancy on the VH current bank statement and reconciliation which the Clerk will amend he requested these be approved.
 - It was unanimously agreed to approve the bank statements and reconciliations. Chair signed to the effect apart from the VH current account.
120. To approve year to date accounts.
- a. Report 1 – PPC YTD
 - b. Report 2 – VH YTD
 - c. Report 3 – PF YTD
- Cllr PB reported the PPC salaries, PAYE and pensions needed to be realigned as PAYE and pensions budget lines included employee payments which needed to come out of the salary budget line. **Clerk to action.**
 - It was unanimously agreed to approved items 120a-c.
121. Community Infrastructure Levy
- Clerk confirmed she had received the first tranche notification from LDC for the Sigma Homes of £5916.62 and was expected to be in the bank account shortly.
122. Discuss moving bank accounts from Barclays to Unity Trust
123. Update on PPC credit/debit card.
- Item 122/123 discussed together. Clerk advised PPC of Unity Trust bank charges and that no interest was payable on the accounts. Clerk to advise on all charges and monthly costs for each account. **Clerk to action.**
124. Update on review of fixed asset list
- Cllr NS confirmed still work in progress and waiting to speak with panto. It was agreed the insurance cover was believed to be sufficient at this stage but may need to be adjusted when the fixed asset register was complete.
125. To discuss feasibility of electric car charger at VH car park.
- Cllr NS had investigated using current disable bays and the cost would be in the region of £2000 for one point and £3287 for two. Clerk advised as Council did not hold GPC it could not be run as a profit making scheme.
126. To discuss and consider S137 grant application from Flower Club.
- Sue Akers presented to FC the finances and explanation of the s137 application. FC satisfied and it was unanimously agreed to grant £250 to the Flower Club. Mrs Akers also thanked the FC for authorising the grant to St Peter and St James's Hospice.



PLUMPTON PARISH COUNCIL

127. To discuss first draft of 2022/2023 budgets.

- Initial discussion took place and it was agreed that a budget working party meet before the next PPC meeting. **Clerk to arrange.**

128. Jubilee Celebration budgeting

- Nothing to report – Clerk had included in the 2022/2023 budget £1500 and it was to be decided whether to use PPC general reserves or PPC precept to fund towards the event. To be discussed at the budget working party meet.

129. To discuss feasibility study report costs and speed activation sign costs.

- Cllr NB advised that from the Feasibility Study for the work on the Southdowns/Station Road junction, 50% of the cost is estimated at £4000 with the remainder coming from match funding. The estimated cost of the Vehicle Activated speed sign was £2000 which would be wholly funded by the PC. It was agreed to defer to discuss at the main meeting.

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

- None

Meeting closed: 19.55

Dates of Next Meetings:

9th November 2021 – Parish Council Finance Committee 19:00 at Village Hall

9th November 2021 – Parish Council Meeting 19:45 at Village Hall

Anita Emery | Parish Clerk | 18/10/2021

Time: 17:20

Current Bank Accounts

List of Payments made between 10/09/2021 and 05/10/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/10/2021	Lewes District	212259	187.20		DOG BINS 1.10-31.12.21
05/10/2021	MARTIN GILBERT APPLE PRESS	212260	7.99		MARTIN GILBERT APPLE PRESS
05/10/2021	LEE STEVENS	212261	58.80		LYCH GATE FINAL EXPENDITURE
05/10/2021	SALARIES MTH 7	212262	2,069.69		SALARIES MTH 7
05/10/2021	HMRC PAYE MTH 7	212263	179.91		HMRC PAYE MTH 7
05/10/2021	East Sussex Pension Fund	212264	608.39		East Sussex Pension Fund MTH 7
05/10/2021	Anita Emery	212265	63.25		CLERK STANDING EXPENSES
05/10/2021	ST PETER AND ST JAMES'S	212266	250.00		S137 GRANT DONATION ST PETER &
05/10/2021	Treaty Services Ltd	212267	85.00		WEBSITE HOST I YEAR
05/10/2021	Treaty Services Ltd	212268	150.00		WEBSITE SUPPORT JUL-SEPT
05/10/2021	PCC LYCH GATE RESIDUAL	212269	28.12		PCC LYCH GATE RESIDUAL CASH
05/10/2021	BARCLAYS BANK CHG	BARC	1.80		BARCLAYS BANK CHG

Total Payments	<u>3,690.15</u>
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Current Account

List of Payments made between 10/09/2021 and 05/10/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/10/2021	Jane Donovan	212248	161.82		JD VH BORDERS EXPENSES
05/10/2021	LEWES DISTRICT COUNCIL	212249	220.87		DOMESTIC AND RECYCLING BINS
05/10/2021	J&B SERVICES	212250	42.00		J&B SERVICES WINDOW CLEANING
05/10/2021	VIKING	212251	59.34		VIKING TONERS
05/10/2021	CJS Portsmouth	212252	62.35		CLEANING SUNDRIES
05/10/2021	JANE DONOVAN EXPENSES	212253	66.21		JANE DONOVAN EXPENSES
05/10/2021	PLUSNET	212254	30.00		AUG BROADBAND
05/10/2021	PLUSNET	212255	54.67		SEPTEMBER BROADBAND
05/10/2021	Opus Energy	212256	136.32		ELECTRIC SEPT

Total Payments	<u>833.58</u>
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Time: 11:40

Current Account

List of Payments made between 10/09/2021 and 05/10/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/10/2021	Lewes District Council	212262	27.14		BINS 1.10.-31.12.2021
05/10/2021	Lewes District Council	212263	18.00		PLAY INSPECTION 1.10-31.10
05/10/2021	J&B WINDOW CLEANING	212264	43.00		J&B WINDOW CLEANING
05/10/2021	PLUMPTON SIGNS	2121265	127.00		PLUMPTON SIGNS
05/10/2021	Lewes District Council	212266	18.00		PLAYPARK INSPECTION AUG
05/10/2021	PLUSNET	212267	17.47		BROADBAND
05/10/2021	CASTLE WATER	DD	5.00		WATER SUPPLY
05/10/2021	OPUS ENERGY	212268	342.70		ELECTRIC 17.8-15.9.2021

	Total Payments		<u>598.31</u>		
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