



PLUMPTON PARISH COUNCIL

FINANCE COMMITTEE

Minutes of the Finance Committee held at the Village Hall on 9th November 2021 at 18.30.

Present: Cllr P Burford (Cllr PB, Chair), 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: Cllr P Stevens (Cllr PS),

Members of the Public: 0

131. To accept apologies for absence

- Cllr Stevens tendered his apologies and reason for absence accepted.

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

- None

133. To Approve Minutes from the Finance Committee meeting held on 12th October 2021.

- It was unanimously agreed to approve the minutes of the meeting held on 12th October 2021.

134. Clerks Report on any Matters Arising from previous Meetings

- Nothing to report

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

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

- Clerk advised there were some additional expenditure as follows;

VH - £100 deposit return & £180.00 license fee for hall
PF - £210.00 Aquacare & £76.00 mole care

- It was therefore unanimously agreed to approved the expenditure as follows;

PPC £4963.72
VH £3929.01 plus £280.00
PF £2136.12 plus £286.00

Chair signed to that effect.



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136. To approve bank statements and reconciliations.

- Cllr PB advised nothing to note and therefore recommended the approval. This was duly noted and unanimously agreed to approve the bank statements and reconciliations.

137. To note earmarked reserve movements at 1st November 2021

- Clerk advised the following movements as agreed;

VH £3000 transferred out of projects for the replacement gutters

PPC £5916.62 transferred in from Sigma CIL

PPC £540.00 transferred in from Plumpton Village Society for PPEC Jubilee

- These were duly noted and accepted.

138. To approve year to date accounts.

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

- Cllr NS for the VH advised the latest income forecast for the hall via Hallmaster looks to be approximately £24,300 – this is showing genuine bookings and one from the panto approximately in the region of £3.5k. This was duly noted.

139. To discuss 2022/2023 budgets and precept recommendation for Dec PPC meeting

- Final draft budgets had been submitted. The Chair thanks the Clerk, Cllr NS and Cllr RJ for their timely submissions. The aims of the budget setting were to provide a realistic attempt to identify and quantify income and all expenditures for the forthcoming year and for future years so provisions (earmarked reserves) can be made and part included in this forthcoming year. To not raid General Reserves again this year to meet normal expenditure. To recognise the prevailing economic conditions and minimise the increase to the Precept and to bring/maintain Reserves at the accepted level of 50% of income.
- Pavilion – Reserves at the end of this year are anticipated to be c£30k (£24k in General and £6k in EMR). The approach, given a new Chair of the Playing Fields Committee was taken to include all known items in the Budget and then bring in Reserves rather than simply earmark our reserves. Reserves at the end of the Budget year are still anticipated to be slightly in excess of the 50% level on income. The Grant remains the same as the current year.
- Village Hall operates largely within the income it generates. Projects and 3-5 year maintenance therefore need to be juggled. 3-5 year maintenance consist of non annual floor maintenance, new kitchen, flat roof repair and projects new toilets, heaters, car parking relining, LED lighting, LED stage lighting jointly with the Pantomime Society. Cllr NS agreed to provide a comprehensive list of all know requirements. Given the lockdown of 3 months £22k predicted based on known bookings is close to £28k in a full year. £29k was achieved at the last pre Covid



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year. Costs look in line with previous year uplifted for expected increases e.g. electricity. Reserves at the end of the current year expected c£32k. EMR £10k and General Reserves £22k.

- PPC Salary increases in line with NALC and cost of living. PPC Events Committee now set at £1820 and £1200 for commemorative item for Parish Children – this is being taken from General Reserves. Training for Councillors/Clerk budgeted to return to pre Covid levels and new laptop for Clerk included at c£750. Other items in line with previous year/expectations.
- It is therefore based on the above that there will be a small rise in the Precept request of 2.76%. Tax Band D increase £0.21 per month.
- It was unanimously agreed to make the above proposals to Full Council with Precept approval at the full council meeting in December.

140. Community Infrastructure Levy

- Nothing to report – Sigma Homes first tranche has been received.

141. Discuss moving bank accounts from Barclays to Unity Trust

- Clerk had produced a report on various banks and their charges and signature set ups (see appendix). It was unanimously agreed to switch all banks accounts from Barclays to Unity Trust. **Clerk to action.**

142. Update on PPC credit/debit card.

- Unanimously agreed for Unity Trust to issue a debit/credit card in PPC's name once accounts switch has been done. **Clerk to action.**

143. Update on review of fixed asset list

- Cllr NS confirmed the asset list will be completed in January 2022.

144. To discuss update on feasibility of electric car charger at VH car park.

- Cllr NS advised local need to be established and to continue to monitor this. It was unanimously agreed to shelve until Spring. **Clerk to remove from agenda.**

145. To approve Jubilee Celebration budget increase request.

- At the PPCEC meeting the Plumpton Village Society requested an increase in funding of £320 from PPC for Jubilee celebrations to cover costs of stage equipment. It was unanimously agreed to increase the funding request from £1500 to £1820. **Clerk to action.**

146. To discuss VH radiator replacement costs.

- It was unanimously agreed to review next month when the other two revised quotes were received and to also find out which radiator is essential.



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

- Cllr RJ requested the cost of tidying the pocket park be placed on the next agenda. Clerk to action.

Meeting Closed: 19.35

Dates of Next Meetings:

14th December 2021 – Parish Council Finance Committee 19:00 at Village Hall

14th December 2021 – Parish Council Meeting 19:45 at Village Hall

Anita Emery | Parish Clerk | 09/11/2021

DRAFT

Current Bank Accounts

List of Payments made between 13/10/2021 and 01/11/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2021	Viking Direct	212270	38.90		STATIONERY
01/11/2021	PLUMPTON FLOWER CLUB S137	212271	250.00		PLUMPTON FLOWER CLUB S137
01/11/2021	INFORMATION COMMISSIONERS	212272	40.00		DATA PROTECTION ANNUAL SUBS
01/11/2021	PLUMPTON & E CHILT NEWS	212273	350.00		PLUMPTON & E CHILT NEWS SUBS
01/11/2021	BEACON FENCING CIL PATH	212274	1,295.88		BEACON FENCING CIL PATH
01/11/2021	SALARIES NOV	212275	2,069.89		SALARIES NOV
01/11/2021	HMRC	212276	179.91		PAYE & NIC MTH 8
01/11/2021	East Sussex Pension Fund	212277	608.39		PENSION NOV CONTRIBUTIONS
01/11/2021	Anita Emery	212288	94.75		MTH 8 EXPENSES
01/11/2021	CPRE	DD	36.00		ANNUAL SUBS CPRE

Total Payments 4,963.72

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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>
01/11/2021	AFTERCARE GLAZING	212269	272.89		AFTERCARE GLAZING
01/11/2021	BEACON FENCING	212270	54.72		BEACON FENCING GATE AT PF
01/11/2021	Lewes District Council	212271	18.00		PLAYPARK INSPECTION
01/11/2021	GLASDON UK LTD	212272	217.91		GLASDON UK LTD BOLLARD AT PF
01/11/2021	INITIAL WASHROOMS	212273	140.05		HYGIENE SERVICE
01/11/2021	PLUSNET	212274	36.00		BROADBAND
01/11/2021	OPUS ENERGY	212275	379.85		ELECTRIC 16.9-16.10.2021
01/11/2021	Glyn Wells	212276	1,011.70		KGVPF GRASS CUT AUGUST TO OCT
01/11/2021	CASTLE WATER	DD	5.00		STANDING WATER CHARGE

Total Payments 2,136.12

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>
01/11/2021	INITIAL WASHROOM HYGIENE	212257	40.67		HYGIENE UNIT
01/11/2021	L PLATT VH CLEANING COVER	212258	20.00		L PLATT VH CLEANING COVER
01/11/2021	FRANKIE DONOVAN	212259	65.00		VH CLEANING COVER
01/11/2021	BROOK HART GARDEN	212260	560.00		VH GREEN CUTTING
01/11/2021	OJH ROOFING (GUTTERS)	212261	3,000.00		OJH ROOFING (GUTTERS)
01/11/2021	Jane Donovan	212262	42.46		VH MANAGER OCT EXPENSES
01/11/2021	Opus Energy	212263	200.88		VH HEATING 9.9-8.10.2021
Total Payments			<u>3,929.01</u>		
