



PLUMPTON PARISH COUNCIL

FINANCE COMMITTEE

2nd November 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 9th November 2021 at 18:30.

Signed *Anita Emery*

Anita Emery (Clerk/RFO to Plumpton Parish Council)

Members of the Public welcome.

The AGENDA is as follows:

131. To accept apologies for absence
132. Declaration of pecuniary and disclosable interests in respect of matters to be discussed.
133. To Approve Minutes from the Finance Committee meeting held on 12th October 2021.
134. Clerks Report on any Matters Arising from previous Meetings
135. To approve expenditure items as itemised on the schedules.
 - a. Report 1 – PPC Expenditure
 - b. Report 2 – VH Expenditure
 - c. Report 3 – PF Expenditure

136. To approve bank statements and reconciliations.
137. To note earmarked reserve movements at 1st November 2021

138. To approve year to date accounts.
 - a. Report 1 – PPC YTD
 - b. Report 2 – VH YTD
 - c. Report 3 – PF YTD

139. To discuss 2022/2023 budgets and precept recommendation for Dec PPC meeting
140. Community Infrastructure Levy
141. Discuss moving bank accounts from Barclays to Unity Trust
142. Update on PPC credit/debit card.
143. Update on review of fixed asset list
144. To discuss update on feasibility of electric car charger at VH car park.
145. To approve Jubilee Celebration budget increase request.
146. To discuss VH radiator replacement costs.
147. Questions from Parish Councillors and items to be added at the next meeting

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



PLUMPTON PARISH COUNCIL

Anita Emery | Parish Clerk | 02/11/2021



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;
- | | |
|------|---|
| 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: 12:49

Current Account

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	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	<u>2,136.12</u>
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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

Time: 12:24

Current Account

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	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>
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Detailed Receipts & Payments by Budget Heading 01/11/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1090 Interest Received	1	6	5			11.3%	
1110 Grants Received	14,484	14,484	0			100.0%	
1115 Donations Received	56	0	(56)			0.0%	
1130 Hiring Income	4,578	7,933	3,355			57.7%	
1140 Fundraising Income	0	1,000	1,000			0.0%	
Income :- Receipts	19,118	23,423	4,305			81.6%	0
Net Receipts	19,118	23,423	4,305				
<u>101 Payments</u>							
4010 Electricity	2,575	3,713	1,138		1,138	69.3%	
4011 Water	445	350	(95)		(95)	127.3%	
4015 Grass & Pitch	5,251	8,000	2,749		2,749	65.6%	
4025 Window Cleaner	43	200	157		157	21.5%	
4050 Telephone/Internet	217	350	133		133	62.0%	
4055 Insurance & Licences	913	950	37		37	96.1%	
4070 Maintenance	2,396	3,000	604		604	79.9%	
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	5,894	3,000	(2,894)		(2,894)	196.5%	
4400 3-5 Year Plan (Pavilion)	0	3,000	3,000		3,000	0.0%	
Payments :- Indirect Payments	19,970	23,213	3,243	0	3,243	86.0%	1,850
Net Payments	(19,970)	(23,213)	(3,243)				
6000 plus Transfer from EMR	1,850						
Movement to/(from) Gen Reserve	(18,120)						
<u>999 VAT Data</u>							
115 VAT Refunds	1,802	0	(1,802)			0.0%	
VAT Data :- Receipts	1,802	0	(1,802)				0
515 VAT on Payments	1,671	0	(1,671)		(1,671)	0.0%	
VAT Data :- Indirect Payments	1,671	0	(1,671)	0	(1,671)		0
Net Receipts over Payments	132	0	(132)				

Detailed Receipts & Payments by Budget Heading 01/11/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	20,921	23,423	2,502			89.3%	
Payments	21,641	23,213	1,572	0	1,572	93.2%	
Net Receipts over Payments	<u>(720)</u>	<u>210</u>	<u>930</u>				
plus Transfer from EMR	1,850						
Movement to/(from) Gen Reserve	<u>1,130</u>						

Detailed Receipts & Payments by Budget Heading 01/11/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1090 Interest Received	1	6	5			11.3%	
1110 Grants Received	14,484	14,484	0			100.0%	
1115 Donations Received	56	0	(56)			0.0%	
1130 Hiring Income	4,578	7,933	3,355			57.7%	
1140 Fundraising Income	0	1,000	1,000			0.0%	
Income :- Receipts	19,118	23,423	4,305			81.6%	0
Net Receipts	19,118	23,423	4,305				
<u>101 Payments</u>							
4010 Electricity	2,575	3,713	1,138		1,138	69.3%	
4011 Water	445	350	(95)		(95)	127.3%	
4015 Grass & Pitch	5,251	8,000	2,749		2,749	65.6%	
4025 Window Cleaner	43	200	157		157	21.5%	
4050 Telephone/Internet	217	350	133		133	62.0%	
4055 Insurance & Licences	913	950	37		37	96.1%	
4070 Maintenance	2,396	3,000	604		604	79.9%	
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	5,894	3,000	(2,894)		(2,894)	196.5%	
4400 3-5 Year Plan (Pavilion)	0	3,000	3,000		3,000	0.0%	
Payments :- Indirect Payments	19,970	23,213	3,243	0	3,243	86.0%	1,850
Net Payments	(19,970)	(23,213)	(3,243)				
6000 plus Transfer from EMR	1,850						
Movement to/(from) Gen Reserve	(18,120)						
<u>999 VAT Data</u>							
115 VAT Refunds	1,802	0	(1,802)			0.0%	
VAT Data :- Receipts	1,802	0	(1,802)				0
515 VAT on Payments	1,671	0	(1,671)		(1,671)	0.0%	
VAT Data :- Indirect Payments	1,671	0	(1,671)	0	(1,671)		0
Net Receipts over Payments	132	0	(132)				

Detailed Receipts & Payments by Budget Heading 01/11/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	20,921	23,423	2,502			89.3%	
Payments	21,641	23,213	1,572	0	1,572	93.2%	
Net Receipts over Payments	<u>(720)</u>	<u>210</u>	<u>930</u>				
plus Transfer from EMR	1,850						
Movement to/(from) Gen Reserve	<u>1,130</u>						

Detailed Receipts & Payments by Budget Heading 02/11/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1090 Interest Received	1	0	(1)			0.0%	
1110 Grants Received	4,000	0	(4,000)			0.0%	
1130 Hiring Income	9,866	27,320	17,454			36.1%	
1131 HALL HIRE DEPOSIT	300	0	(300)			0.0%	
1140 Fundraising Income	0	1,500	1,500			0.0%	
1150 Miscellaneous Income	100	0	(100)			0.0%	
1160 FIT Payments	4,259	5,250	991			81.1%	
Income :- Receipts	18,526	34,070	15,544			54.4%	0
Net Receipts	18,526	34,070	15,544				
<u>101 Payments</u>							
4001 Holiday Cover	85	0	(85)		(85)	0.0%	
4002 VH Manager	72	0	(72)		(72)	0.0%	
4003 VH Manager Expenses	569	1,000	431		431	56.9%	
4010 Electricity	1,659	3,500	1,841		1,841	47.4%	
4011 Water	98	580	482		482	16.9%	
4015 Village Green Maintenance	1,491	3,800	2,309		2,309	39.2%	
4021 HALL DEPOSIT RETURNS	200	0	(200)		(200)	0.0%	
4050 Telephone/Internet	196	350	154		154	55.9%	
4055 Insurance & Licences	1,585	2,500	915		915	63.4%	
4070 Maintenance	3,975	1,500	(2,475)		(2,475)	265.0%	
4071 Bins	663	850	187		187	78.0%	
4077 Sundries	459	1,200	741		741	38.3%	
4090 Fire Inspection	596	1,155	559		559	51.6%	
4120 3-5 Year Maintenance	3,000	0	(3,000)		(3,000)	0.0%	
4400 PWLB	2,364	4,900	2,536		2,536	48.3%	
4500 Projects	0	6,000	6,000		6,000	0.0%	
Payments :- Indirect Payments	17,012	27,335	10,323	0	10,323	62.2%	0
Net Payments	(17,012)	(27,335)	(10,323)				
<u>999 VAT Data</u>							
115 VAT Refunds	748	0	(748)			0.0%	
VAT Data :- Receipts	748	0	(748)				0
515 VAT on Payments	879	0	(879)		(879)	0.0%	
VAT Data :- Indirect Payments	879	0	(879)	0	(879)		0
Net Receipts over Payments	(132)	0	132				

Detailed Receipts & Payments by Budget Heading 02/11/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	19,274	34,070	14,796			56.6%	
Payments	17,891	27,335	9,444	0	9,444	65.5%	
Net Receipts over Payments	<u>1,382</u>	<u>6,735</u>	<u>5,353</u>				
Movement to/(from) Gen Reserve	<u>1,382</u>						

Plumpton Playing Field

Bank - Cash and Investment Reconciliation as at 1 November 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

01/11/2021	Current Account	14,182.08
01/11/2021	Deposit Account	13,656.00
01/11/2021	Pavilion Account	1,255.15
31/03/2018	NSI Investment Account	1,705.59

30,798.82

Unpresented Payments

1,065.70

29,733.12

Receipts not on Bank Statement

0.00

Closing Balance

29,733.12

All Cash & Bank Accounts

1	Current Account	13,116.38
2	Deposit Account	13,656.00
3	Pavilion Account	1,255.15
4	NSI Investment Account	1,705.59
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	29,733.12

Plumpton Parish Council

Bank - Cash and Investment Reconciliation as at 1 November 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

18/10/2021	PPC 2	73,722.56
01/11/2021	PPC1	5,734.12
01/11/2021	Reserve Account	25,027.42

104,484.10

Unpresented Payments

3,031.84

101,452.26

Receipts not on Bank Statement

0.00

Closing Balance

101,452.26

All Cash & Bank Accounts

1	Current Bank Accounts	76,424.84
2	Reserve Account	25,027.42
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	101,452.26

Plumpton Village Hall

Bank - Cash and Investment Reconciliation as at 1 November 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

01/11/2021	Current Account	25,953.55	
01/11/2021	Deposit Account	14,581.50	
			40,535.05

Unpresented Payments

4,247.62

36,287.43

Receipts not on Bank Statement

0.00

Closing Balance

36,287.43

All Cash & Bank Accounts

1	Current Account	21,705.93	
2	Deposit Account	14,581.50	
	Other Cash & Bank Balances	0.00	
	Total Cash & Bank Balances		36,287.43

Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR - The Band Stand Fund	5,693.00		5,693.00
321 EMR - CIL Money 18/19	0.00		0.00
322 EMR - VAP Money	3,000.00		3,000.00
324 EMR - Contingency	4,000.00		4,000.00
325 EMR - Speed Limit Community Ma	4,600.00		4,600.00
326 EMR - Neighbourhood Plan	8,000.00	-500.00	7,500.00
327 EMR - Elections	2,000.00		2,000.00
328 EMR - CIL MONEY 19/20	4,894.13		4,894.13
329 LYCH GATE DONATIONS EMR	0.00		0.00
330 EMR - WALK BOOK DONATIONS	0.00		0.00
331 EMR - S137 GRANTS 19/20	1,000.00		1,000.00
332 EMR - GENERAL MAINTENANCE	2,800.00		2,800.00
333 EMR - FIXED ASSET MAINTENANCE	1,720.00		1,720.00
334 LITTER BINS EMR	100.00		100.00
335 EMR - IT	490.00		490.00
336 CIL MONEY 20/21	1,751.54		1,751.54
337 EMR - CIL MONEY SIGMA HOMES 21	0.00	5,916.62	5,916.62
338 JUBILEE FUNDS	0.00	540.00	540.00
	<u>40,048.67</u>	<u>5,956.62</u>	<u>46,005.29</u>

Plumpton Village Hall
Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR - CONTINGENCY	1,500.00		1,500.00
321 EMR - 3-5 YEAR MAINTENANCE	0.00		0.00
322 EMR - JUMBLE SALE PROCEEDS	2,287.86		2,287.86
323 EMR - VH GREEN	1,700.00		1,700.00
324 EMR - PROJECTS	6,000.00	-3,000.00	3,000.00
	<u>11,487.86</u>	<u>-3,000.00</u>	<u>8,487.86</u>