



PLUMPTON PARISH COUNCIL

FINANCE COMMITTEE

5th January 2022

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 11th January 2022 at 19:00.

Signed *Anita Emery*

Anita Emery (Clerk/RFO to Plumpton Parish Council)

Members of the Public welcome.

The AGENDA is as follows:

- 160. To accept apologies for absence
- 161. Declaration of pecuniary and disclosable interests in respect of matters to be discussed.
- 162. To Approve Minutes from the Finance Committee meeting held on 14th December 2021.
- 163. Clerks Report on any Matters Arising from previous Meetings
- 164. To approve expenditure items as itemised on the schedules.
 - a. Report 1 – PPC Expenditure
 - b. Report 2 – VH Expenditure
 - c. Report 3 – PF Expenditure
- 165. To approve bank statements and reconciliations.
- 166. To approve year to date accounts.
 - a. Report 1 – PPC YTD
 - b. Report 2 – VH YTD
 - c. Report 3 – PF YTD
- 167. Community Infrastructure Levy
- 168. Update on review of fixed asset list
- 169. Pocket Park clearance costings
- 170. Questions from Parish Councillors and items to be added at the next meeting

Dates of Next Meetings:

8th February 2022 – Parish Council Finance Committee 19:00 at Village Hall

8th February 2022 – Parish Council Meeting 19:45 at Village Hall

Anita Emery | Parish Clerk | 04/01/2022



PLUMPTON PARISH COUNCIL

FINANCE COMMITTEE

Minutes of the Finance Committee held at the Village Hall on 14th December 2021 at 19.00.

Present: Cllr P Burford (Cllr PB, Chair), Cllr N Beaumont (Cllr NB), Cllr Alison Gardiner (Cllr AG), Cllr Nick Satchell (Cllr NS), Cllr P Stevens (Cllr PS), and Cllr Ron Jury (Cllr RJ).

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

Absent: None

Members of the Public: 0

Members of the Public welcome.

The AGENDA is as follows:

147.To accept apologies for absence

- None

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

- None

149.To Approve Minutes from the Finance Committee meeting held on 9th November 2021.

- Unanimously agreed that the minutes of the meeting held on 9th November 2021 were an accurate account of that meeting.

150.Clerks Report on any Matters Arising from previous Meetings

- Clerk advised she had contacted Unity but has not heard back due to their staffing levels and will contact again in the new year.

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

- Clerk advised two additional expenditure items;
VH – CJS Portsmouth £41.95
PPC - Viking Direct £89.91

Cllr PB advised the non budgeted item of £599.50 for the band had been paid for the jubilee celebrations.

- 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 payments for PPC - £4164.56, VH - £3718.54 and PF - £652.28. Chair signed to that effect.

152. To approve bank statements and reconciliations.

- Unanimously agreed.

153. To approve year to date accounts.

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

- Cllr PB reported Cllr NS had worked on producing a summary showing the VH projected income between Dec and 31st March 2022. An estimated income of £11,500 is predicted. Cllr NS will report each month on the income up and until March 2022.
- Clerk noted that she would move the fencing costs in maintenance to projects line. This was agreed. **Clerk to action.**

154. To sign off Charity Annual Returns (CAR) and Trustees Annual Return (TAR) for VH and PF in order to file with Charity Commission.

- Cllr PB advised the accounts for VH and PF were approved in April and this is the trustees annual report that needs to be filed along with financial statement to the Charity Commission. It was to be noted that the VH could be audited in April if the income was above £25k. It was unanimously agreed to sign off the TAR and CAR. **Clerk to action.**

155. To consider wedding hire charge change for VH to £950 and to discuss local discount rates.

- Cllr NS distributed prior to the meeting comparison chart of village hall charges in the surrounding areas for weddings. VH is currently £700 non local and £350 for local. Recommendation was £950 non local and £700 local. After much discussion it was agreed to £950 non local and £600 local. Changes to be made from April 2022. It was also noted that the VH charges would increase by 3% from 2023. The website should be utilised more for marketing the hall.

156. Community Infrastructure Levy

- Cllr PS reported on CIL training that himself and the Clerk attended. CIL annual process is; expression of interest (EOI) by January, plans provided by March and the decision in June. It was therefore suggested the target for the pavilion be 2023 which will allow more CIL funds to be collected, PPC cannot bid for more funding until match funding available. It was put forward that the plans needed to be in place by September 2022.

157. Update on review of fixed asset list

- Being updated in January.



PLUMPTON PARISH COUNCIL

158. Pocket Park clearance costings

- Agreed to leave until January meeting.

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

- None

Meeting closed: 19.30

Dates of Next Meetings:

11th January 2022 – Parish Council Finance Committee 19:00 at Village Hall

11th January 2022 – Parish Council Meeting 19:45 at Village Hall

Anita Emery | Parish Clerk | 20/12/2021

DRAFT

Time: 17:54

Current Account

List of Payments made between 08/12/2021 and 05/01/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/01/2022	INITIAL WASHROOMS	212285	96.06		HYGIENE UNIT SERVICE JUNE-FEB
05/01/2022	Lewes District Council	212286	18.00		PLAYPARK INSPECTION
05/01/2022	Lewes District Council	212287	27.14		LITTER BIN
05/01/2022	CASTLE WATER	212288	36.89		1.11-30.11.21 WATER
05/01/2022	Glyn Wells	212289	1,011.70		Q3 GROUND MAINTENANCE
05/01/2022	PLUSNET	212290	36.00		BROADBAND
05/01/2022	OPUS ENERGY	212291	218.09		ELECTRIC 16.11-16.12.2021

Total Payments	<u>1,443.88</u>
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Current Bank Accounts

List of Payments made between 08/12/2021 and 05/01/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/01/2022	LDC	212298	187.20		DOG BIN EMPTYING 4TH Q
05/01/2022	Viking Direct	212299	48.55		STATIONERY VH MANAGER
05/01/2022	Viking Direct	2122100	41.36		STATIONERY TONER
05/01/2022	CIL EXPENDITURE PATH AT PF	2122101	25.49		CIL EXPENDITURE PATH AT PF
05/01/2022	CIL EXPENDITURE PF PATH	2122101A	8.78		CIL EXPENDITURE PF PATH
05/01/2022	CIL EXPENDITURE PF PATH	2122101B	86.95		CIL EXPENDITURE PF PATH
05/01/2022	CIL EXPENDITURE PF PATH	2122101C	61.64		CIL EXPENDITURE PF PATH
05/01/2022	Nick Beaumont	2122102	63.30		CLLR EXPENSES
05/01/2022	Mulberry & Co	2122103	198.00		INTERNAL AUDIT (INTERIM)
05/01/2022	SALARIES MTH 10	2122104	2,072.89		SALARIES MTH 10
05/01/2022	East Sussex Pension Fund	2122105	608.39		JAN '22 PENSION PAYMENTS
05/01/2022	Anita Emery	2122106	63.25		CLERK EXPENSES JAN '22
05/01/2022	HMRC	2122107	176.91		PAYE/NIC MTH 10

Total Payments 3,642.71

Current Account

List of Payments made between 08/12/2021 and 05/01/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/01/2022	LEWES DISTRICT COUNCIL	212272	220.87		WHEELIE BIN EMPTYING Q4
05/01/2022	CJS Portsmouth	212273	41.95		CLEANING SUPPLIES
05/01/2022	LIZ PLATT CLEANING COVER	212274	10.00		LIZ PLATT CLEANING COVER
05/01/2022	ALLEN UPTON	212275	43.00		REPAIR OF LEAK IN DISABLED WC
05/01/2022	Jane Donovan	212276	74.97		RING DOORBELL EXPENSE
05/01/2022	INITIAL WASHROOM HYGIENE	212277	40.67		HYGIENE UNIT SUPPLY
05/01/2022	PLUSNET	212278	54.67		BROADBAND
05/01/2022	Opus Energy	212279	1,077.29		9.11-8.12 ELECTRIC
05/01/2022	LEWES DISTRICT COUNCIL	REFUND DUE	180.00		LICENSE REFUND DUE

Total Payments 1,743.42

Plumpton Playing Field

Bank - Cash and Investment Reconciliation as at 5 January 2022

Confirmed Bank & Investment Balances

Bank Statement Balances

05/01/2022	Current Account	14,407.21
05/01/2022	Deposit Account	13,656.34
05/01/2022	Pavilion Account	1,271.15
31/03/2018	NSI Investment Account	1,705.59

31,040.29

Unpresented Payments

1,225.79

29,814.50

Receipts not on Bank Statement

0.00

Closing Balance

29,814.50

All Cash & Bank Accounts

1	Current Account	13,181.42
2	Deposit Account	13,656.34
3	Pavilion Account	1,271.15
4	NSI Investment Account	1,705.59
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	29,814.50

Plumpton Parish Council

Bank - Cash and Investment Reconciliation as at 5 January 2022

Confirmed Bank & Investment Balances

Bank Statement Balances

05/01/2022	PPC 2	67,724.38
05/01/2022	PPC1	4,266.56
05/01/2022	Reserve Account	25,027.86

97,018.80

Unpresented Payments

3,108.64

93,910.16

Receipts not on Bank Statement

0.00

Closing Balance

93,910.16

All Cash & Bank Accounts

1	Current Bank Accounts	68,882.30
2	Reserve Account	25,027.86
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	93,910.16

Plumpton Village Hall

Bank - Cash and Investment Reconciliation as at 5 January 2022

Confirmed Bank & Investment Balances

Bank Statement Balances

05/01/2022	Current Account	23,609.93
05/01/2022	Deposit Account	14,581.86

38,191.79

Unpresented Payments

1,034.67

37,157.12

Receipts not on Bank Statement

180.00

Closing Balance

37,337.12

All Cash & Bank Accounts

1	Current Account	22,755.26
2	Deposit Account	14,581.86
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	37,337.12

Detailed Receipts & Payments by Budget Heading 05/01/2022

REPORT 3

	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			17.0%	
1110 Grants Received	14,484	14,484	0			100.0%	
1115 Donations Received	72	0	(72)			0.0%	
1130 Hiring Income	6,739	7,933	1,194			84.9%	
1140 Fundraising Income	0	1,000	1,000			0.0%	
Income :- Receipts	21,296	23,423	2,127			90.9%	0
Net Receipts	21,296	23,423	2,127				
<u>101 Payments</u>							
4010 Electricity	2,756	3,713	957		957	74.2%	
4011 Water	498	350	(148)		(148)	142.3%	
4015 Grass & Pitch	6,339	8,000	1,661		1,661	79.2%	
4025 Window Cleaner	43	200	157		157	21.5%	
4050 Telephone/Internet	277	350	73		73	79.2%	
4055 Insurance & Licences	913	950	37		37	96.1%	
4070 Maintenance	2,925	3,000	75		75	97.5%	
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	5,947	3,000	(2,947)		(2,947)	198.2%	
4400 3-5 Year Plan (Pavilion)	0	3,000	3,000		3,000	0.0%	
Payments :- Indirect Payments	21,934	23,213	1,279	0	1,279	94.5%	1,850
Net Payments	(21,934)	(23,213)	(1,279)				
6000 plus Transfer from EMR	1,850						
Movement to/(from) Gen Reserve	(20,084)						
<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	1,803	0	(1,803)		(1,803)	0.0%	
VAT Data :- Indirect Payments	1,803	0	(1,803)	0	(1,803)		0
Net Receipts over Payments	(1)	0	1				

Detailed Receipts & Payments by Budget Heading 05/01/2022

REPORT 3

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	23,098	23,423	325			98.6%	
Payments	23,737	23,213	(524)	0	(524)	102.3%	
Net Receipts over Payments	<u>(639)</u>	<u>210</u>	<u>849</u>				
plus Transfer from EMR	1,850						
Movement to/(from) Gen Reserve	<u>1,211</u>						

Detailed Receipts & Payments by Budget Heading 05/01/2022

REPORT 1

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Receipts</u>							
1076 Precept	62,172	62,172	0			100.0%	
1078 Community Infrastructure Levy	5,917	0	(5,917)			0.0%	5,917
1090 Interest Received	7	100	93			7.0%	
1100 Allotment Rent	188	180	(8)			104.2%	
1114 UKPN LEGAL FEES REIMBURSED	1,075	0	(1,075)			0.0%	
1115 APPLE PRESS INCOME	175	0	(175)			0.0%	
1116 VILLAGE SOCIETY JUBILEE FUNDS	713	0	(713)			0.0%	713
1150 Miscellaneous Income	55	0	(55)			0.0%	
1151 ANNUAL INSURANCE	2,498	0	(2,498)			0.0%	
	72,800	62,452	(10,348)			116.6%	6,630
Receipts :- Receipts							
	72,800	62,452	(10,348)				
6001 less Transfer to EMR	6,630						
Movement to/(from) Gen Reserve	66,170						
<u>101 Payments</u>							
4000 SALARIES	22,952	28,314	5,363		5,363	81.1%	
4005 PAYE & NIC	1,079	1,271	192		192	84.9%	
4006 Pension	4,687	6,324	1,637		1,637	74.1%	
4010 Office Allowance	674	1,100	426		426	61.2%	
4015 Subs & Charges	1,410	1,365	(45)		(45)	103.3%	
4025 Stationery & Postage	463	960	497		497	48.2%	
4030 Printing	95	0	(95)		(95)	0.0%	
4040 Travel	16	0	(16)		(16)	0.0%	
4045 Training and Conference Fees	30	750	720		720	4.0%	
4046 Councillor's Expenses	177	100	(77)		(77)	176.6%	
4050 Telephone	58	0	(58)		(58)	0.0%	
4055 Insurance	2,686	300	(2,386)		(2,386)	895.5%	
4060 S137 Grants	500	1,500	1,000		1,000	33.3%	
4061 Charity Grants	14,484	14,484	0		0	100.0%	
4065 Bank Charges	16	50	34		34	32.4%	
4070 Maintenance	807	2,587	1,780		1,780	31.2%	
4071 Fixed Asset Maintenance	293	870	577		577	33.7%	
4073 Litter Bins	156	850	694		694	18.4%	
4075 Dog Bins	312	0	(312)		(312)	0.0%	
4076 Misc Expenditure	100	0	(100)		(100)	0.0%	
4080 Professional Fees	150	750	600		600	20.0%	
4081 IT	390	1,240	850		850	31.5%	
4082 Website	235	0	(235)		(235)	0.0%	

Detailed Receipts & Payments by Budget Heading 05/01/2022

REPORT 1

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4085 Audit Fees	615	650	35		35	94.6%	
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	100	1,000	900		900	10.0%	
4201 LEGAL FEES	1,075	0	(1,075)		(1,075)	0.0%	
4260 LYCH GATE EXPENDITURE	87	0	(87)		(87)	0.0%	
4262 CIL EXPENDITURE	1,562	0	(1,562)		(1,562)	0.0%	
4263 JUBILEE EVENTS	600	0	(600)		(600)	0.0%	
4264 APPLE PRESS DEPOSIT RETURNS	75	0	(75)		(75)	0.0%	
Payments :- Indirect Payments	55,883	65,965	10,082	0	10,082	84.7%	0
Net Payments	(55,883)	(65,965)	(10,082)				
<u>999 VAT Data</u>							
115 VAT Refunds	6,784	0	(6,784)			0.0%	
VAT Data :- Receipts	6,784	0	(6,784)				0
515 VAT on Payments	1,016	0	(1,016)		(1,016)	0.0%	
516 VAT due to VH & PF accs	2,550	0	(2,550)		(2,550)	0.0%	
VAT Data :- Indirect Payments	3,566	0	(3,566)	0	(3,566)		0
Net Receipts over Payments	3,219	0	(3,219)				
Grand Totals:- Receipts	79,584	62,452	(17,132)			127.4%	
Payments	59,448	65,965	6,517	0	6,517	90.1%	
Net Receipts over Payments	20,136	(3,513)	(23,649)				
less Transfer to EMR	6,630						
Movement to/(from) Gen Reserve	13,506						

Detailed Receipts & Payments by Budget Heading 05/01/2022

REPORT 2

	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	16,057	27,320	11,263			58.8%	
1131 HALL HIRE DEPOSIT	399	0	(399)			0.0%	
1140 Fundraising Income	0	1,500	1,500			0.0%	
1150 Miscellaneous Income	280	0	(280)			0.0%	
1160 FIT Payments	4,259	5,250	991			81.1%	
Income :- Receipts	24,996	34,070	9,074			73.4%	0
Net Receipts	24,996	34,070	9,074				
<u>101 Payments</u>							
4001 Holiday Cover	95	0	(95)		(95)	0.0%	
4002 VH Manager	72	0	(72)		(72)	0.0%	
4003 VH Manager Expenses	623	1,000	377		377	62.3%	
4010 Electricity	3,067	3,500	433		433	87.6%	
4011 Water	137	580	444		444	23.5%	
4015 Village Green Maintenance	1,491	3,800	2,309		2,309	39.2%	
4021 HALL DEPOSIT RETURNS	300	0	(300)		(300)	0.0%	
4050 Telephone/Internet	287	350	63		63	81.9%	
4055 Insurance & Licences	1,945	2,500	555		555	77.8%	
4070 Maintenance	2,338	1,500	(838)		(838)	155.9%	
4071 Bins	883	850	(33)		(33)	103.9%	
4077 Sundries	459	1,200	741		741	38.3%	
4090 Fire Inspection	596	1,155	559		559	51.6%	
4100 Subscriptions	75	0	(75)		(75)	0.0%	
4120 3-5 Year Maintenance	3,000	0	(3,000)		(3,000)	0.0%	
4400 PWLB	4,696	4,900	204		204	95.8%	
4500 Projects	2,012	6,000	3,988		3,988	33.5%	
Payments :- Indirect Payments	22,074	27,335	5,261	0	5,261	80.8%	0
Net Payments	(22,074)	(27,335)	(5,261)				
<u>999 VAT Data</u>							
115 VAT Refunds	748	0	(748)			0.0%	
VAT Data :- Receipts	748	0	(748)				0
515 VAT on Payments	1,237	0	(1,237)		(1,237)	0.0%	
VAT Data :- Indirect Payments	1,237	0	(1,237)	0	(1,237)		0
Net Receipts over Payments	(489)	0	489				

Detailed Receipts & Payments by Budget Heading 05/01/2022

REPORT 2

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	25,743	34,070	8,327			75.6%	
Payments	23,311	27,335	4,024	0	4,024	85.3%	
Net Receipts over Payments	<u>2,432</u>	<u>6,735</u>	<u>4,303</u>				
Movement to/(from) Gen Reserve	<u>2,432</u>						