



PLUMPTON PARISH COUNCIL

FINANCE COMMITTEE

Minutes of the Finance Committee held at the Village Hall on 11th January 2022 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 non finance committee member).

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

Absent: None

Members of the Public: 0

Members of the Public welcome.

The AGENDA is as follows:

160.To accept apologies for absence

- None

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

- None declared

162.To Approve Minutes from the Finance Committee meeting held on 14th December 2021.

- It was noted that the VH hall charges were to commence from 2022 not 2023. Cllr NS to confirm hire charges. Duly noted.
- Unanimously agreed that the minutes of the finance committee held on 14th December 2021 were an accurate account of that meeting. Chair signed to that effect.

163.Clerks Report on any Matters Arising from previous Meetings

- Changing bank is work in progress as Unity are short staffed. Clerk had not followed up due to Christmas break – **Clerk will action.**

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

- Clerk advised additional expenditure item for VH - £39.83 for J Donovan expenses.
 - a. Report 1 – PPC Expenditure
 - b. Report 2 – VH Expenditure
 - c. Report 3 – PF Expenditure
- It was unanimously agreed to approve the expenditure items for PPC £3642.71, VH £1743.42 plus £39.83 and PF £1443.88. Chair signed and released the payments.



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165. To approve bank statements and reconciliations.

- Cllr PB confirmed he had checked the bank statements and reconciliations and all balanced. It was unanimously agreed to approved the 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
- Cllr PB advised nothing significant to report on a & c. Cllr NS advised panto had cancelled due to the omicron variant which was in the region of £2k, however those hirers that had to relocate whilst panto was on came back and therefore the drop in income will only be in the region of £1300, and Cllr NS hopeful to still break even.
 - Clerk to query the electric bill for the VH for Nov/Dec as seem high due to radiators not working and on a fixed rate. **Clerk to action.**

167. Community Infrastructure Levy

- Nothing to report

168. Update on review of fixed asset list

- Cllr NS advised VH has £58,900 in contents value. Clerk advised sum insured was £96k however some of this was the pavilion. It was agreed that Cllr RJ and Cllr NS would take photo's of all PPC owned contents. Clerk to check with all clubs and Honeybees that they have adequate contents insurance cover for their own equipment that is left in the pavilion as not PPC responsibility. **Clerk to action.**

169. Pocket Park clearance costings

- Cllr NB have asked Brighton Permaculture and Wildlife Group to visit the pocket park to see if suitable for an orchard. Once received clearance costings will be obtained.

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

- None.

Meeting closed: 19:22

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 | 12/01/2022

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