



PLUMPTON PARISH COUNCIL

FINANCE COMMITTEE

7th June 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 14th June 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:

- 207. To accept apologies for absence
- 208. To approve the minutes of the meeting held on Tuesday 10th May 2022.
- 209. Declaration of pecuniary and disclosable interests in respect of matters to be discussed.
- 210. Clerks Report on any Matters Arising from previous Meetings
- 211. To approve expenditure items as itemised on the schedules.
 - a. Report 1 – PPC Expenditure
 - b. Report 2 – VH Expenditure
 - c. Report 3 – PF Expenditure

- 212. To approve bank statements and reconciliations.

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

- 214. Community Infrastructure Levy
- 215. Questions from Parish Councillors and items to be added at the next meeting

Dates of Next Meetings:

12th July 19:00 PPCFC, 19:45 PPC Meeting

Anita Emery | Parish Clerk | 07/06/2022



PLUMPTON PARISH COUNCIL

FINANCE COMMITTEE

Minutes of the Finance Committee held at the Village Hall on 10th May 2022 at 19.00.

Present: Cllr P Burford (Cllr PB, Chair), Cllr N Beaumont (Cllr NB), Cllr Alison Gardiner (Cllr AG) and Cllr Paul Stevens (Cllr PS)

Also in attendance: None

Absent: Cllr Nick Satchell (Cllr NS)

Members of the Public: 0

Members of the Public welcome.

The AGENDA is as follows:

198. To accept apologies for absence
 - Cllr Satchell tendered his apologies and reasons were accepted.
199. To approve the minutes of the meeting held on Tuesday 12th April 2022.
 - Unanimously approved.
200. Declaration of pecuniary and disclosable interests in respect of matters to be discussed.
 - None
201. Clerks Report on any Matters Arising from previous Meetings
 - Clerk advised Unity have now opened their applications for new bank accounts. Clerk has opened one for the time being and will open the remainder on completion of the first account opening. It was noted that the signatories of the Unity accounts would be Cllr Beaumont, Cllr Satchell and Cllr Burford with Clerk having permission to access and raise payments and the Cllr's listed would have authority to approve.
202. To approve expenditure items as itemised on the schedules.
 - a. Report 1 – PPC Expenditure - £5265.58
 - b. Report 2 – VH Expenditure - £551.92
 - c. Report 3 – PF Expenditure - £1409.74
 - Nothing to note and unanimously approved. Chair signed to release the payments.
203. To approve bank statements and reconciliations.



PLUMPTON PARISH COUNCIL

- Cllr Burford and Beaumont had seen the bank statements and reconciliations. It was noted that the 2nd tranche of CIL money had been received for Sigma Homes which in turn had taken the bank balances over £100k. Once Unity accounts opened a discussion can take place on where to place funds to keep within the Financial Services Compensation Scheme of £85k. Unanimously approved.
 - Cllr PB request the CIL spreadsheet which shows expiration of spend. **Clerk to action.**
204. To approve year to date accounts
- a. Report 1 – PPC
 - b. Report 2 – VH
 - c. Report 3 – PF
- Note there will be an overspend on salaries. Nothing else to note. Unanimously approved.
205. Community Infrastructure Levy
- Noted the 2nd tranche above from Sigma Homes, remaining amount due in October.
206. Questions from Parish Councillors and items to be added at the next meeting
- Cllr PB reported feedback from VH Manager was positive following review. Clerk had put in place RA's to be done monthly and paying in cheques at the local post office. It was discussed to adopt a no cash policy. Clerk to discuss terms and conditions with VH Manager.
 - Cllr NB advised the bandstand path needed weeding – Clerk to speak with VH Manager. Clerk also noted the path needed attention and she would speak with Cllr JB to see if he has time to sort before Jubilee weekend. Clearance of rubble on green will be removed once skip has been ordered.
 - Cllr PS discussed the implications of cost on setting up a limited company for the fibre initiative scheme. Clerk advised an advisory committee can be set up consisting of one councillor and remaining members of the fibre scheme to help with set up costs. **Clerk to put on main agenda in June.**
 - Clerk also mentioned the National Lottery Community grant for potential passing place and additional parking projects at KGV field. Clerk to put on main June agenda. **Clerk to action.**

Meeting closed 19.25

Dates of Next Meetings:

17th May 19:30 Annual Parish Meeting
14th June 19:00 PPCFC, 19:45 PPC Meeting

Anita Emery | Parish Clerk | 10/05/2022

List of Payments made between 01/05/2022 and 31/05/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/05/2022	LUCY LOCKSMITH	222306	25.00		2 X NEW PAVILION KEYS
05/05/2022	Countrywide Grounds Maintenanc	222307	295.00		KGV Field cutting 1.4-30.4.202
05/05/2022	OPUS ENERGY	DD	578.70		OPUS ELECTRCITY 1.3-31.3
05/05/2022	OPUS ENERGY	DD	471.92		ELECTRICITY 1.4-30.4
05/05/2022	CASTLE WATER	DD	39.12		CASTLE WATER

Total Payments	<u>1,409.74</u>
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Current Bank Accounts

List of Payments made between 01/05/2022 and 31/05/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/05/2022	LADYBIRDS GROUP S137	222311	100.00		LADYBIRDS GROUP S137
05/05/2022	Treaty Services Ltd	222312	180.00		TREATY WEBSITE SUPPORT
05/05/2022	Surrey Hill Solicitors	222313	219.00		TENNIS CLUB LEASE
05/05/2022	Mulberry & Co	222314	119.88		FINAL AUDIT YEAR END
05/05/2022	Anita Emery	222315	208.98		CLERK EXPENSES/ M'SOFT/MCAFFEE
05/05/2022	MAY SALARIES	222316	2,771.28		MAY SALARIES
05/05/2022	East Sussex Pension Fund	222317	875.68		MAY PENSION CONTRIBUTIONS
05/05/2022	HMRC PAYE/NIC MAY	222318	687.01		HMRC PAYE/NIC MAY
05/05/2022	SUE BROWN JUBILEE	222319	101.95		SUE BROWN JUBILEE EXPENSES
05/05/2022	Barclays	CHGS	1.80		BANK CHARGES

Total Payments 5,265.58

Current Account

List of Payments made between 01/05/2022 and 31/05/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/05/2022	BARE ROOT GARDENING	222308	400.00		VH GREEN 7.4/26.4
05/05/2022	Business Stream	222309	43.04		WASTE WATER 18.11-17.3.2022
05/05/2022	Jane Donovan	222310	108.88		Jane Donovan EXP

		Total Payments	<u>551.92</u>		
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Current Account

List of Payments made between 06/05/2022 and 07/06/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/06/2022	CASTLE WATER	DD	39.35		CASTLE WATER
07/06/2022	Lewes District Council	222308	18.00		Playpark inspection
07/06/2022	Bourne Sport PF works	222309	8,256.00		Bourne Sport PF works
07/06/2022	PLUSNET	222310	39.36		PLUSNET
07/06/2022	Lewes District Council	222311	93.60		Dog Bins LDC
07/06/2022	Countrywide Grounds Maintenanc	222312	295.00		Grounds Maintenanc May
07/06/2022	OPUS ENERGY	DD	449.05		OPUS ENERGY
07/06/2022	CASTLE WATER	DD	5.00		CASTLE WATER

	Total Payments		<u>9,195.36</u>		
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Current Bank Accounts

List of Payments made between 06/05/2022 and 07/06/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/06/2022	PLUMPTON VILLAGE SOCIETY	JUBILEE	80.00		JUBILEE EXPENSES STARFISH
07/06/2022	SLCC	222320	564.80		SLCC CONFERENCE CLERK
07/06/2022	BHIB INSURANCE ANNUAL	222321	2,974.42		BHIB INSURANCE ANNUAL
07/06/2022	LONDON HEARTS DEFIB BOX	222322	432.00		LONDON HEARTS DEFIB BOX
07/06/2022	ANITA EMERY APM EXPENSES	222323	41.77		ANITA EMERY APM EXPENSES
07/06/2022	LDALC ANNUAL SUBS	222324	20.00		LDALC ANNUAL SUBS
07/06/2022	SOUTHERN EVENTS GROUP	JUBILEE1	313.20		SOUTHERN EVENTS GROUP JUBILEE
07/06/2022	A GARDINER SCHOOL TREES	JUBILEE2	316.81		A GARDINER SCHOOL TREES
07/06/2022	PLUMPTON & EC NEWS	222325	350.00		PLUMPTON & EC NEWS ANNUAL SUBS
07/06/2022	East Sussex Pension Fund	222326	700.52		East Sussex Pension Fund June
07/06/2022	SALARIES JUNE	222327	2,368.56		SALARIES JUNE
07/06/2022	HMRC PAYE/NIC JUNE	222328	378.32		HMRC PAYE/NIC JUNE
07/06/2022	ANITA EMERY JUNE	222329	63.25		ANITA EMERY JUNE EXPENSES
07/06/2022	KISMET JUBILEE FIRST AID	JUBILEE3	290.00		KISMET JUBILEE FIRST AID
07/06/2022	Rialtas Business SUBS	222330	154.80		Rialtas Business SUBS
07/06/2022	Viking Direct	222331	38.69		Viking Direct stationery
07/06/2022	Playing Field a/c	VAT	1,033.57		VAT refund
07/06/2022	Village Hall a/c	VAT	2,912.88		vat refund village hall
07/06/2022	Playing Field a/c	GRANT	7,242.00		1st tranche annual grant PF
07/06/2022	Barclays	CHGS	1.80		Bank Charges
Total Payments			<u>20,277.39</u>		

Current Account

List of Payments made between 06/05/2022 and 07/06/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/06/2022	VIKING DIRECT	222311	47.64		STATIONERY VH MANAGER
07/06/2022	Jane Donovan EXPENSES	222312	24.36		VH MANAGER EXPENSES
07/06/2022	CJS Portsmouth	222313	334.39		CLEANING SUNDRIES
07/06/2022	BARE ROOT VH GREEN 12.4	222314	200.00		BARE ROOT VH GREEN 12.4
07/06/2022	INITIAL WASHROOM HYGIENE	222315	40.67		INITIAL WASHROOM HYGIENE
07/06/2022	EASY EQUIPMENT NEW	222316	101.63		EASY EQUIPMENT NEW CROCKERY
07/06/2022	AM Skips	222317	378.00		AM Skips
07/06/2022	CB Winter & Sons Turf	222318	242.00		CB Winter & Sons Turf
07/06/2022	Bare Root VH Green 1.6.22	222319	200.00		Bare Root VH Green 1.6.22
07/06/2022	PLUSNET	222320	59.76		PLUSNET
07/06/2022	turf mispost	222318A	0.40		turf mispost
07/06/2022	Public Works Loan Board	LOAN	2,298.65		Public Works Loan Board
07/06/2022	Opus Energy	DDOPUS	413.02		Opus Energy

Total Payments	<u>4,340.52</u>
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Detailed Receipts & Payments by Budget Heading 07/06/2022

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	7,242	14,484	7,242			50.0%	
1115 Donations Received	16	0	(16)			0.0%	
1130 Hiring Income	0	8,335	8,335			0.0%	
Income :- Receipts	7,259	22,819	15,560			31.8%	0
Net Receipts	7,259	22,819	15,560				
<u>101 Payments</u>							
4010 Electricity	1,250	4,084	2,834		2,834	30.6%	
4011 Water	118	500	382		382	23.7%	
4015 Grass & Pitch	7,372	4,400	(2,972)		(2,972)	167.5%	
4016 Hedges and Trees	0	1,000	1,000		1,000	0.0%	
4025 Window Cleaner	43	200	157		157	21.5%	
4050 Telephone/Internet	66	360	294		294	18.3%	
4055 Insurance & Licences	0	1,000	1,000		1,000	0.0%	
4070 Maintenance	208	8,315	8,107		8,107	2.5%	
4090 Fire Inspection	0	260	260		260	0.0%	
4200 Pavilion	0	1,500	1,500		1,500	0.0%	
4210 Skatepark	0	400	400		400	0.0%	
4211 Play Park	53	3,000	2,947		2,947	1.8%	
4400 3-5 Year Plan (Pavilion)	0	9,500	9,500		9,500	0.0%	
Payments :- Indirect Payments	9,109	34,519	25,410	0	25,410	26.4%	0
Net Payments	(9,109)	(34,519)	(25,410)				
<u>999 VAT Data</u>							
115 VAT Refunds	1,034	0	(1,034)			0.0%	
VAT Data :- Receipts	1,034	0	(1,034)				0
515 VAT on Payments	1,764	0	(1,764)		(1,764)	0.0%	
VAT Data :- Indirect Payments	1,764	0	(1,764)	0	(1,764)		0
Net Receipts over Payments	(730)	0	730				
Grand Totals:- Receipts	8,293	22,819	14,526			36.3%	
Payments	10,873	34,519	23,646	0	23,646	31.5%	
Net Receipts over Payments	(2,580)	(11,700)	(9,120)				
Movement to/(from) Gen Reserve	(2,580)						

Detailed Receipts & Payments by Budget Heading 07/06/2022

Cost Centre Report

	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	31,943	63,885	31,942			50.0%	
1078 Community Infrastructure Levy	29,583	0	(29,583)			0.0%	29,583
1090 Interest Received	7	50	43			14.6%	
1100 Allotment Rent	45	270	225			16.7%	
1115 APPLE PRESS INCOME	0	200	200			0.0%	
1116 VILLAGE SOCIETY JUBILEE FUNDS	210	0	(210)			0.0%	
1151 ANNUAL INSURANCE	2,766	0	(2,766)			0.0%	
Receipts :- Receipts	64,555	64,405	(150)			100.2%	29,583
Net Receipts	64,555	64,405	(150)				
6001 less Transfer to EMR	29,583						
Movement to/(from) Gen Reserve	34,972						
<u>101 Payments</u>							
4000 SALARIES	8,415	29,606	21,191		21,191	28.4%	
4005 PAYE & NIC	523	1,430	907		907	36.6%	
4006 Pension	1,693	6,620	4,927		4,927	25.6%	
4010 Office Allowance	221	900	679		679	24.6%	
4015 Subs & Charges	934	1,455	521		521	64.2%	
4025 Stationery & Postage	191	650	459		459	29.4%	
4030 Printing	0	100	100		100	0.0%	
4045 Training and Conference Fees	471	900	429		429	52.3%	
4046 Councillor's Expenses	0	150	150		150	0.0%	
4055 Insurance	2,974	275	(2,699)		(2,699)	1081.6%	
4060 S137 Grants	100	0	(100)		(100)	0.0%	100
4061 Charity Grants	7,242	14,484	7,242		7,242	50.0%	
4065 Bank Charges	4	35	31		31	10.3%	
4070 Maintenance	395	1,200	805		805	32.9%	
4071 Fixed Asset Maintenance	432	1,070	638		638	40.4%	432
4073 Litter Bins	0	910	910		910	0.0%	
4075 Dog Bins	156	0	(156)		(156)	0.0%	
4080 Professional Fees	0	750	750		750	0.0%	
4081 IT	280	1,170	890		890	23.9%	
4085 Audit Fees	100	700	600		600	14.3%	
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	42	500	458		458	8.4%	
4201 LEGAL FEES	183	0	(183)		(183)	0.0%	
4263 JUBILEE EVENTS	1,649	3,020	1,371		1,371	54.6%	
Payments :- Indirect Payments	26,004	67,425	41,421	0	41,421	38.6%	532
Net Payments	(26,004)	(67,425)	(41,421)				
6000 plus Transfer from EMR	532						

Detailed Receipts & Payments by Budget Heading 07/06/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(25,472)						
<u>999 VAT Data</u>							
115 VAT Refunds	5,209	0	(5,209)			0.0%	
VAT Data :- Receipts	5,209	0	(5,209)				0
515 VAT on Payments	398	0	(398)		(398)	0.0%	
516 VAT due to VH & PF accs	3,946	0	(3,946)		(3,946)	0.0%	
VAT Data :- Indirect Payments	4,344	0	(4,344)	0	(4,344)		0
Net Receipts over Payments	865	0	(865)				
Grand Totals:- Receipts	69,764	64,405	(5,359)			108.3%	
Payments	30,348	67,425	37,077	0	37,077	45.0%	
Net Receipts over Payments	39,416	(3,020)	(42,436)				
plus Transfer from EMR	532						
less Transfer to EMR	29,583						
Movement to/(from) Gen Reserve	10,364						

Detailed Receipts & Payments by Budget Heading 07/06/2022

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%	
1130 Hiring Income	5,781	29,000	23,219			19.9%	
1131 HALL HIRE DEPOSIT	400	0	(400)			0.0%	
1150 Miscellaneous Income	209	0	(209)			0.0%	
1160 FIT Payments	0	5,000	5,000			0.0%	
Income :- Receipts	6,392	34,000	27,608			18.8%	0
Net Receipts	6,392	34,000	27,608				
<u>101 Payments</u>							
4001 Holiday Cover	50	150	100		100	33.3%	
4003 VH Manager Expenses	90	800	710		710	11.2%	
4010 Electricity	1,028	4,500	3,472		3,472	22.9%	
4011 Water	43	600	557		557	7.2%	
4015 Village Green Maintenance	1,002	3,500	2,498		2,498	28.6%	
4021 HALL DEPOSIT RETURNS	11	0	(11)		(11)	0.0%	
4050 Telephone/Internet	100	360	260		260	27.7%	
4055 Insurance & Licences	0	2,000	2,000		2,000	0.0%	
4070 Maintenance	392	2,500	2,108		2,108	15.7%	
4071 Bins	221	800	579		579	27.6%	
4077 Sundries	511	0	(511)		(511)	0.0%	
4090 Fire Inspection	0	1,300	1,300		1,300	0.0%	
4100 Subscriptions	0	250	250		250	0.0%	
4120 3-5 Year Maintenance	0	5,000	5,000		5,000	0.0%	
4400 PWLB	2,299	4,827	2,528		2,528	47.6%	
4500 Projects	0	7,000	7,000		7,000	0.0%	
Payments :- Indirect Payments	5,747	33,587	27,840	0	27,840	17.1%	0
Net Payments	(5,747)	(33,587)	(27,840)				
<u>999 VAT Data</u>							
115 VAT Refunds	2,913	0	(2,913)			0.0%	
VAT Data :- Receipts	2,913	0	(2,913)				0
515 VAT on Payments	399	0	(399)		(399)	0.0%	
VAT Data :- Indirect Payments	399	0	(399)	0	(399)		0
Net Receipts over Payments	2,513	0	(2,513)				

Detailed Receipts & Payments by Budget Heading 07/06/2022

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	9,305	34,000	24,695			27.4%	
Payments	6,146	33,587	27,441	0	27,441	18.3%	
Net Receipts over Payments	<u>3,159</u>	<u>413</u>	<u>(2,746)</u>				
Movement to/(from) Gen Reserve	<u>3,159</u>						

Plumpton Playing Field

Bank - Cash and Investment Reconciliation as at 7 June 2022

Confirmed Bank & Investment Balances

Bank Statement Balances

07/06/2022	Current Account	14,847.59
07/06/2022	Deposit Account	13,657.71
07/06/2022	Pavilion Account	1,311.15
31/03/2018	NSI Investment Account	1,705.59

31,522.04

Unpresented Payments

8,701.95

22,820.09

Receipts not on Bank Statement

0.00

Closing Balance

22,820.09

All Cash & Bank Accounts

1	Current Account	6,145.64
2	Deposit Account	13,657.71
3	Pavilion Account	1,311.15
4	NSI Investment Account	1,705.59

Other Cash & Bank Balances **0.00**

Total Cash & Bank Balances **22,820.09**

Plumpton Parish Council

Bank - Cash and Investment Reconciliation as at 7 June 2022

Confirmed Bank & Investment Balances

Bank Statement Balances

07/06/2022	PPC 2	93,076.75
07/06/2022	PPC1	4,892.13
07/06/2022	Reserve Account	25,028.87

122,997.75

Unpresented Payments

5,008.94

117,988.81

Receipts not on Bank Statement

2,766.21

Closing Balance

120,755.02

All Cash & Bank Accounts

1	Current Bank Accounts	95,726.15
2	Reserve Account	25,028.87
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	120,755.02

Plumpton Village Hall

Bank - Cash and Investment Reconciliation as at 7 June 2022

Confirmed Bank & Investment Balances

Bank Statement Balances

07/06/2022	Current Account	23,663.34
07/06/2022	Deposit Account	14,583.32

38,246.66

Unpresented Payments

1,492.22

36,754.44

Receipts not on Bank Statement

0.00

Closing Balance

36,754.44

All Cash & Bank Accounts

1	Current Account	22,171.12
2	Deposit Account	14,583.32
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	<hr/> 36,754.44 <hr/>