



PLUMPTON PARISH COUNCIL

FINANCE COMMITTEE

7th July 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 12th July 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:

- 215. To accept apologies for absence
- 216. To approve the minutes of the meeting held on Tuesday 14th June 2022.
- 217. Declaration of pecuniary and disclosable interests in respect of matters to be discussed.
- 218. Clerks Report on any Matters Arising from previous Meetings
- 219. To approve expenditure items as itemised on the schedules.
 - a. Report 1 – PPC Expenditure
 - b. Report 2 – VH Expenditure
 - c. Report 3 – PF Expenditure

- 220. To approve bank statements and reconciliations.

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

- 222. Community Infrastructure Levy
- 223. To consider adjustment request on stoolball invoice
- 224. To consider funds transfer from Barclays to Unity.
- 225. To consider budget meeting date for October.
- 226. Questions from Parish Councillors and items to be added at the next meeting

Dates of Next Meetings:

13th September 19:00 PPCFC, 19:45 PPC Meeting

Anita Emery | Parish Clerk | 07/07/2022



PLUMPTON PARISH COUNCIL

FINANCE COMMITTEE

Minutes of the Finance Committee held at the Village Hall on 14th June 2022 at 19.00.

Present: 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) and Cllr P Burford (Cllr PB, Chair),

Members of the Public: 0

Members of the Public welcome.

The AGENDA is as follows:

207. To accept apologies for absence
 - Cllr Burford and Cllr Satchell tendered their apologies and reasons accepted. It was agreed that Cllr Stevens would chair the meeting.
208. To approve the minutes of the meeting held on Tuesday 10th May 2022.
 - Unanimously approved that the minutes of the meeting held on 10th May 2022 were an accurate account of that meeting.
209. Declaration of pecuniary and disclosable interests in respect of matters to be discussed.
 - None
210. Clerks Report on any Matters Arising from previous Meetings
 - Clerk advised Unity Trust bank account had been opened. Signatures should have received their internet banking information. Cllr NB asked for the security word required to set up. **Clerk to action.**
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
 - Clerk reported further invoices had been received since publication of the expenditure items as follows;
 - PPC – New Leaf Surgery – allotment ditch strim - £130.00
 - PPC Events - £200 for jubilee filming and £141.78 for flowers and refreshments
 - PF – New Leaf surgery – prune of mixed hedge at playpark - £50
 - VH – 2 x £100 deposit returns
 - VH – Allan Upton - £68 tap replacement
 - VH – Chubb - £538.20 annual fire extinguisher contract



PLUMPTON PARISH COUNCIL

- Total expenditure for June
 - PPC - £20,749.17
 - PF - £9245.36
 - VH - £5561.72
- Unanimously approved to release the payments – Chair signed to that effect.

212. To approve bank statements and reconciliations.

- Unanimously approved – Chair signed to that effect.

213. To approve year to date accounts

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

- It was noted that under PF the grass and pitch had been allocated the Bourne Sport invoice of £6880 – Clerk advised she had moved to the correct budget line of maintenance.
- The corresponding charge for the insurance to PF and VH by PPC had been actioned but after the YTD had been published. Duly noted.

214. Community Infrastructure Levy

- Cllr PS asked the Clerk to obtain clarification on whether the CIL money received should be adhered to what was stated in the neighbourhood plan. Clerk advised this has never been mentioned at the CIL training meetings but will report back. **Clerk to action.**

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

- None

Meeting closed: 19.15

Dates of Next Meetings:

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

Anita Emery | Parish Clerk | 14/06/2022

Time: 12:56

Current Account

List of Payments made between 08/06/2022 and 05/07/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/07/2022	Aftercare Repairs	222313	85.58		Aftercare Repairs Fire Door re
05/07/2022	New Leaf Surgery	222314	50.00		New Leaf Surgery Playpark prun
05/07/2022	Lewes District Council	222315	27.14		Lewes District Council (Bin)
05/07/2022	Lewes District Council	222316	280.80		LDC Dog bin 1.7-30.9
05/07/2022	Lewes District Council	222317	18.00		LDC Playpark Inspection
05/07/2022	J&B Window cleaning	222318	43.00		J&B Window cleaning
05/07/2022	SDF Pest Control moles	222319	144.00		SDF Pest Control moles
05/07/2022	Countrywide Grounds Maintenanc	222320	295.00		Countrywide Grounds June
05/07/2022	PLUSNET	222321	39.36		PLUSNET
05/07/2022	OPUS ENERGY	222322	447.92		OPUS ENERGY
05/07/2022	Plumpton Parish Council	222323	1,011.30		Annual Insurance
05/07/2022	CASTLE WATER	DD	5.00		CASTLE WATER

Total Payments	<u>2,447.10</u>
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Time: 11:52

Current Bank Accounts

List of Payments made between 08/06/2022 and 05/07/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/06/2022	Barclays	BANK CHARG	1.80		Barclays bank charge
04/07/2022	New Leaf Tree Surgery	222332	130.00		Allotment ditch strim New Leaf
04/07/2022	JK Wright Jubilee filming	JUBILEE	200.00		JK Wright Jubilee filming
04/07/2022	Action in Rural Sussex	222333	96.00		Action in Rural Sussex Trainin
04/07/2022	A Gardiner Jubilee expenses	222334	141.78		A Gardiner Jubilee expenses
04/07/2022	Fields in Trust	222335	65.00		Fields in Trust M'Ship
04/07/2022	HMRC PAYE/NIC Mth 4	222336	378.32		HMRC PAYE/NIC Mth 4
04/07/2022	East Sussex Pension Fund	222337	700.52		East Sussex Pension Fund
04/07/2022	Anita Emery expenses	222338	105.24		Anita Emery expenses
04/07/2022	Salaries Mth 4	222339	2,368.56		Salaries Mth 4
05/07/2022	Viking Direct	222340	101.30		Viking Direct Toners
05/07/2022	Barclays	BANK CHARG	1.80		Barclays Bank chg

Total Payments	<u>4,290.32</u>
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Time: 12:33

Current Account

List of Payments made between 08/06/2022 and 05/07/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/07/2022	New Leaf Surgery	222321	415.00		New Leaf Surgery hedge and tre
05/07/2022	Chubb Fire & Security	222322	538.20		Chubb Fire Annual fire extingui
05/07/2022	Thompson Deposit return	222323	100.00		Thompson Deposit return
05/07/2022	L Oliver deposit return	222324	100.00		L Oliver deposit return
05/07/2022	Opus Energy May-June	222325	143.08		Opus Energy May-June
05/07/2022	Kennington Depsoit return	222326	100.00		Kennington Depsoit return
05/07/2022	LEWES DISTRICT COUNCIL	222327	220.87		LEWES DISTRICT COUNCIL Bins
05/07/2022	Allen Upton cistern linkage	222328	68.00		Allen Upton cistern linkage
05/07/2022	J&B Services window cleaning	222329	43.00		J&B Services window cleaning
05/07/2022	CJS Portsmouth	222330	222.19		CJS Portsmouth Cleaning sundri
05/07/2022	PLUSNET	222331	59.76		PLUSNET
05/07/2022	Jane Donovan	222332	28.75		VH Manager expenses
05/07/2022	Plumpton Parish Council	222333	1,754.91		Plumpton Parish Council Insura

Total Payments	<u>3,793.76</u>
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Detailed Receipts & Payments by Budget Heading 05/07/2022

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	24	0	(24)			0.0%	
1130 Hiring Income	3,052	8,335	5,283			36.6%	
Income :- Receipts	10,319	22,819	12,500			45.2%	0
Net Receipts	10,319	22,819	12,500				
<u>101 Payments</u>							
4010 Electricity	1,623	4,084	2,461		2,461	39.7%	
4011 Water	123	500	377		377	24.7%	
4015 Grass & Pitch	737	4,400	3,663		3,663	16.8%	
4016 Hedges and Trees	0	1,000	1,000		1,000	0.0%	
4025 Window Cleaner	86	200	114		114	43.0%	
4050 Telephone/Internet	99	360	262		262	27.4%	
4055 Insurance & Licences	1,011	1,000	(11)		(11)	101.1%	
4070 Maintenance	7,560	8,315	755		755	90.9%	
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	118	3,000	2,882		2,882	3.9%	
4400 3-5 Year Plan (Pavilion)	0	9,500	9,500		9,500	0.0%	
Payments :- Indirect Payments	11,357	34,519	23,162	0	23,162	32.9%	0
Net Payments	(11,357)	(34,519)	(23,162)				
<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	1,963	0	(1,963)		(1,963)	0.0%	
VAT Data :- Indirect Payments	1,963	0	(1,963)	0	(1,963)		0
Net Receipts over Payments	(929)	0	929				
Grand Totals:- Receipts	11,353	22,819	11,466			49.8%	
Payments	13,320	34,519	21,199	0	21,199	38.6%	
Net Receipts over Payments	(1,967)	(11,700)	(9,733)				
Movement to/(from) Gen Reserve	(1,967)						

Detailed Receipts & Payments by Budget Heading 05/07/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Receipts							
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						
101 Payments							
4000 SALARIES	13,883	29,606	15,723		15,723	46.9%	
4005 PAYE & NIC	851	1,430	579		579	59.5%	
4006 Pension	2,792	6,620	3,828		3,828	42.2%	
4010 Office Allowance	374	900	526		526	41.6%	
4015 Subs & Charges	999	1,455	456		456	68.6%	
4025 Stationery & Postage	276	650	374		374	42.4%	
4030 Printing	0	100	100		100	0.0%	
4045 Training and Conference Fees	551	900	349		349	61.2%	
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	7	35	28		28	20.6%	
4070 Maintenance	525	1,200	675		675	43.8%	
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	1,991	3,020	1,029		1,029	65.9%	
Payments :- Indirect Payments	33,757	67,425	33,668	0	33,668	50.1%	532
Net Payments	(33,757)	(67,425)	(33,668)				
6000 plus Transfer from EMR	532						

Detailed Receipts & Payments by Budget Heading 05/07/2022

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	(33,225)						
<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	430	0	(430)		(430)	0.0%	
516 VAT due to VH & PF accs	3,946	0	(3,946)		(3,946)	0.0%	
VAT Data :- Indirect Payments	4,377	0	(4,377)	0	(4,377)		0
Net Receipts over Payments	832	0	(832)				
Grand Totals:- Receipts	69,764	64,405	(5,359)			108.3%	
Payments	38,133	67,425	29,292	0	29,292	56.6%	
Net Receipts over Payments	31,630	(3,020)	(34,650)				
plus Transfer from EMR	532						
less Transfer to EMR	29,583						
Movement to/(from) Gen Reserve	2,579						

Detailed Receipts & Payments by Budget Heading 05/07/2022

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	8,772	29,000	20,228			30.2%	
1131 HALL HIRE DEPOSIT	500	0	(500)			0.0%	
1150 Miscellaneous Income	209	0	(209)			0.0%	
1160 FIT Payments	2,326	5,000	2,674			46.5%	
Income :- Receipts	11,808	34,000	22,192			34.7%	0
Net Receipts	11,808	34,000	22,192				
<u>101 Payments</u>							
4001 Holiday Cover	50	150	100		100	33.3%	
4003 VH Manager Expenses	118	800	682		682	14.8%	
4010 Electricity	1,165	4,500	3,335		3,335	25.9%	
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	311	0	(311)		(311)	0.0%	
4050 Telephone/Internet	150	360	210		210	41.6%	
4055 Insurance & Licences	1,755	2,000	245		245	87.7%	
4070 Maintenance	1,103	2,500	1,397		1,397	44.1%	
4071 Bins	442	800	358		358	55.2%	
4077 Sundries	511	0	(511)		(511)	0.0%	
4090 Fire Inspection	449	1,300	852		852	34.5%	
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	9,397	33,587	24,190	0	24,190	28.0%	0
Net Payments	(9,397)	(33,587)	(24,190)				
<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	543	0	(543)		(543)	0.0%	
VAT Data :- Indirect Payments	543	0	(543)	0	(543)		0
Net Receipts over Payments	2,370	0	(2,370)				

Detailed Receipts & Payments by Budget Heading 05/07/2022

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	14,721	34,000	19,279			43.3%	
Payments	9,940	33,587	23,647	0	23,647	29.6%	
Net Receipts over Payments	<u>4,781</u>	<u>413</u>	<u>(4,368)</u>				
Movement to/(from) Gen Reserve	<u>4,781</u>						

Plumpton Playing Field

Bank - Cash and Investment Reconciliation as at 5 July 2022

Confirmed Bank & Investment Balances

Bank Statement Balances

05/07/2022	Current Account	7,644.06
05/07/2022	Deposit Account	13,657.71
05/07/2022	Pavilion Account	1,319.15
31/03/2018	NSI Investment Account	1,705.59

24,326.51

Unpresented Payments

893.52

23,432.99

Receipts not on Bank Statement

0.00

Closing Balance

23,432.99

All Cash & Bank Accounts

1	Current Account	6,750.54
2	Deposit Account	13,657.71
3	Pavilion Account	1,319.15
4	NSI Investment Account	1,705.59
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	23,432.99

Plumpton Parish Council

Bank - Cash and Investment Reconciliation as at 5 July 2022

Confirmed Bank & Investment Balances

Bank Statement Balances

05/07/2022	PPC 2	83,076.75
05/07/2022	PPC1	12,174.02
07/06/2022	Reserve Account	25,028.87

120,279.64

Unpresented Payments

7,309.84

112,969.80

Receipts not on Bank Statement

0.00

Closing Balance

112,969.80

All Cash & Bank Accounts

1	Current Bank Accounts	87,940.93
2	Reserve Account	25,028.87
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	112,969.80

Plumpton Village Hall

Bank - Cash and Investment Reconciliation as at 5 July 2022

Confirmed Bank & Investment Balances

Bank Statement Balances

05/07/2022	Current Account	25,053.50
05/07/2022	Deposit Account	14,583.32

39,636.82

Unpresented Payments

1,259.97

38,376.85

Receipts not on Bank Statement

0.00

Closing Balance

38,376.85

All Cash & Bank Accounts

1	Current Account	23,793.53
2	Deposit Account	14,583.32
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	38,376.85
