PLUMPTON OF THE PROPERTY OF TH

PLUMPTON PARISH COUNCIL

FINANCE COMMITTEE

1st December 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 13th December 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:

- 250. To accept apologies for absence
- 251. To approve the minutes of the meeting held on 28th September 2022 (not quorate).
- 252. Declaration of pecuniary and disclosable interests in respect of matters to be discussed.
- 253. Clerks Report on any Matters Arising from previous Meetings
- 254. To approve and ratify expenditure items as itemised on the schedules.
 - a. Report 1 PPC Expenditure
 - b. Report 2 VH Expenditure
 - c. Report 3 PF Expenditure
- 255. To approve bank statements and reconciliations.
- 256. To approve year to date accounts
 - d. Report 1 PPC
 - e. Report 2 VH
 - f. Report 3 PF
- 257.To discuss costings for playpark and skate park repairs.
- 258.To sign off Charity Annual Returns and Trustees Annual Return for VH and PF in order to file with Charity Commission.
- 259.To discuss/confirm Countrywide Management as playing field grass cutting contractor for 2023/2024 at £3178 + VAT plus £600 + VAT for additional 2 cuts in high season.
- 260. To agree to increase the Fidelity Guarantee to £500,000 with BHIB at a cost of £95.00
- 261. To note overspend on VH Maintenance budget line and consider a virement.
- 262.CIL spend allocations
- 263. Questions from Parish Councillors and items to be added at the next meeting

Dates of Next Meetings:

10th January 2023 19:00 PPCFC, 19:45 PPC Meeting

Anita Emery
Plumpton Parish Clerk
e: anita.emery@plumptonpc.co.uk

1 Westagte Plumpton



Anita Emery | Parish Clerk | 01/12/2022

Anita Emery
Plumpton Parish Clerk
e: anita.emery@plumptonpc.co.uk

FINANCE COMMITTEE

Minutes of the Finance Committee held at the Village Hall on 8th November at 19.00.

Present: Cllr P Burford (Cllr PB, Chair), Cllr N Beaumont (Cllr NB) and Cllr Paul Stevens (Cllr PS) Also in attendance: Anita Emery Clerk and RFO to Plumpton Parish Council and Cllr Ron Jury (Cllr RJ) Absent: Cllr Nick Satchell (Cllr NS) and Cllr Alison Gardiner (Cllr AG)

Signed Anita Emery

Anita Emery (Clerk/RFO to Plumpton Parish Council)

Members of the Public welcome.

The AGENDA is as follows:

- 239. To accept apologies for absence
 - Cllr AG and Cllr NS tendered their apologies and reason for absence accepted.
- 240. To approve the minutes of the meeting held on 28th September 2022 (not quorate).
 - Notes from the non quorate meeting were noted.
- 241. Declaration of pecuniary and disclosable interests in respect of matters to be discussed.
 - None
- 242. Clerks Report on any Matters Arising from previous Meetings
 - Clerk advised nothing to report
- 243. 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 advised there were some additional payments;
 - PPC £100 British Legion for Poppy Appeal
 - VH VH Manager expenses £24.98
 - PF SDF Pest Control £44.00
 - Unanimously approved to release payments for PPC £55,426.54 (£50,000 a internal transfer to new bank account), VH - £1917.15 and £2003.42 - Cllr PB signed to release.

Anita Emery Plumpton Parish Clerk e: anita.emery@plumptonpc.co.uk t: 07570 445501



- 244. To approve bank statements and reconciliations.
 - Bank statements and reconciliations had been sent out Cllr PB confirmed no amendments required. Unanimously approved.
- 245. To approve year to date accounts
 - d. Report 1 PPC
 - e. Report 2 VH
 - f. Report 3 PF
 - Cllr PB wished it noted the final CIL payment had been received in PPC account for Sigma Homes and the VH hire income was tracking well against budget.
 - Unanimously approved
- 246.To discuss costings for playpark and skate park repairs.
 - Clerk advised to be a standing agenda item waiting on the Rospa detailed report on the state park and then a working committee can be formed for a plan of action on the works at the playpark and skatepark and how best to fund. It was noted that reports stated low to medium risk so nothing urgent that need immediate attention. Duly noted.
- 247. To reconsider S137 application from Plumpton Village Society (PVS)
 - Report received from the Chair of the PVS advising that the village booklet has a
 different purpose to the monthly magazine which is providing new residents with local
 and further afield information i.e. dentists, doctors etc it isn't there to tread on the toes
 of the parish magazine and the adverts in there would be more corporate to help pay
 for the print run. Print run now smaller at around 150 based on the number of new
 residents potentially moving into the parish. FC could see the attraction for new
 residents and supported the idea of placing on the parish website too. Unanimously
 agreed to offer £250 grant. Clerk to action.
- 248. To discuss and agree to propose PPC, VH and PF budgets to full council for 2023/2024
 - FC and Cllr RJ discussed all budget proposals. The PF budget there were concerns the sports clubs fees were disproportionate to charges against KGV usage.
 - After several discussions it was agreed to propose PF, VH and PPC budgets to full council in December.

249.CIL spend allocations

• It was agreed to formulate a list of potential CIL spend allocations. It was also noted that anything in the neighbourhood plan has already been consulted. Cllrs PB and PS to meet and formulate.

Anita Emery
Plumpton Parish Clerk
e: anita.emery@plumptonpc.co.uk

1 Westgate Plumpton



250. Fixed Asset future spend budget provision

• Cllr PB had gone through the 3 asset lists to highlight where the assets sat against replacement. There is nothing to action at the moment.

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

• None.

Meeting closed: 19.45

Dates of Next Meetings:

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

Anita Emery | Parish Clerk | 09/11/2022

Anita Emery
Plumpton Parish Clerk
e: anita.emery@plumptonpc.co.uk

1 Westgate Plumpton BN7

Page 1

Plumpton Playing Field

Time: 13:14 Current Account

List of Payments made between 09/11/2022 and 06/12/2022

Date Paid	Payee Name	<u>Reference</u>	Amount Paid Authorized Ref	Transaction Detail
06/12/2022	Rospa Play Safety Skatepark	222355	302.40	Rospa Play Safety Skatepark
06/12/2022	Initial washrooms	222356	54.37	Initial washrooms
06/12/2022	Lewes District Council	222357	18.00	Lewes District Council playpar
06/12/2022	Fred Symes storm damage willow	222358	200.00	Fred Symes storm damage willow
06/12/2022	OPUS ENERGY	222359	158.59	OPUS ENERGY
06/12/2022	Pyrotec Extinguisher service	222360	143.77	Pyrotec Extinguisher service
06/12/2022	ACE ALARMS	222361	156.00	ACE ALARMS replace sounder bas
06/12/2022	G&S Clearance waste disposal	222362	264.00	G&S Clearance waste disposal
06/12/2022	Countrywide Grounds Maintenanc	222363	295.00	Countrywide Grounds Maintenanc
06/12/2022	J&B Window Cleaning	222364	43.00	J&B Window Cleaning
06/12/2022	PLUSNET	222365	39.36	PLUSNET
06/12/2022	SDF Pest Control	222366	44.00	SDF Pest Control
06/12/2022	CASTLE WATER	DD	5.00	CASTLE WATER

Total Payments

1,723.49

Plumpton Parish Council

Time: 12:09

Current Bank Accounts

List of Payments made between 09/11/2022 and 06/12/2022

Date Paid	Payee Name	<u>Reference</u>	Amount Paid Authorized Ref	Transaction Detail
06/12/2022	Mulberry & Co interim audit	222378	155.88	Mulberry & Co interim audit
06/12/2022	East Sussex ALC Limited	222379	48.00	East Sussex ALC Limited
06/12/2022	Nick Beaumont SID fees	222380	60.81	Nick Beaumont SID fees
06/12/2022	JS Greenwood Xmas Tree	222381	288.00	JS Greenwood Xmas Tree
06/12/2022	East Sussex Pension Fund	222382	720.13	East Sussex Pension Fund
06/12/2022	Salaries Dec	222383	2,473.42	Salaries Dec
06/12/2022	HMRC PAYE NIC	222384	353.14	HMRC PAYE NIC
06/12/2022	Anita Emery expenses	222385	83.71	Anita Emery expenses
06/12/2022	Nick Beaumont esalc expenses	222386	12.78	Nick Beaumont esalc expenses
06/12/2022	Plumpton Village Soc S137	222387	250.00	Plumpton Village Soc S137
06/12/2022	ICO Annual subs	222388	35.00	ICO Annual subs
06/12/2022	British Legion wreath donation	222389	100.00	British Legion wreath donation
06/12/2022	Barclays	BANK	1.80	Barclays

Total Payments

4,582.67

Time: 12:44 Current Account

List of Payments made between 09/11/2022 and 06/12/2022

Date Paid	Payee Name	Reference	Amount Paid Authorized Ref	Transaction Detail
06/12/2022	INITIAL WASHROOM HYGIENE	222372	44.74	INITIAL WASHROOM HYGIENE
06/12/2022	E Platt hall clean cover	222373	40.00	E Platt hall clean cover
06/12/2022	Opus Energy	222374	480.24	Opus Energy
06/12/2022	Viking cleaning supplies	222375	63.58	Viking cleaning supplies
06/12/2022	Viking Toner etc	222376	57.56	Viking Toner etc
06/12/2022	T Lambert hall cleaning cover	222377	10.00	T Lambert hall cleaning cover
06/12/2022	MPS ELECTRICS	222378	180.00	MPS ELECTRICS LED light sensor
06/12/2022	R A Ellis dep return/ overpaym	222379	100.60	R A Ellis dep return/ overpaym
06/12/2022	M Parker hall dep return/o/pay	222380	161.00	M Parker hall dep return/o/pay
06/12/2022	J&B Services Window cleaning	222381	43.00	J&B Services Window cleaning
06/12/2022	PLUSNET	222382	59.76	PLUSNET
06/12/2022	Jane Donovan expenses	222383	24.98	Jane Donovan expenses
06/12/2022	Public Works Loan Board	222384	2,265.80	Public Works Loan Board

Total Payments

3,531.26

Plumpton Playing Field

Detailed Receipts & Payments by Budget Heading 06/12/2022

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100</u>	Income							
1090	Interest Received	13	0	(13)			0.0%	
1110	Grants Received	14,484	14,484	0			100.0%	
1115	Donations Received	64	0	(64)			0.0%	
1130	Hiring Income	7,335	8,335	1,000			88.0%	
1140	Fundraising Income	1,090	0	(1,090)			0.0%	1,090
	Income :- Receipts	22,986	22,819	(167)			100.7%	1,090
	Net Receipts	22,986	22,819	(167)				
6001	less Transfer to EMR	1,090						
	Movement to/(from) Gen Reserve	21,896						
<u>101</u>	<u>Payments</u>							
4010	Electricity	2,124	4,084	1,960		1,960	52.0%	
4011	Water	562	500	(62)		(62)	112.4%	
4015	Grass & Pitch	2,860	4,400	1,540		1,540	65.0%	
4016	Hedges and Trees	750	1,000	250		250	75.0%	
4025	Window Cleaner	172	200	28		28	86.0%	
4050	Telephone/Internet	276	360	84		84	76.6%	
4055	Insurance & Licences	1,011	1,000	(11)		(11)	101.1%	
4070	Maintenance	8,877	8,315	(562)		(562)	106.8%	
4076	Miscellaneous Expenditure	220	0	(220)		(220)	0.0%	
4090	Fire Inspection	120	260	140		140	46.1%	
4200	Pavilion	1,613	1,500	(113)		(113)	107.6%	
4210	Skatepark	567	400	(167)		(167)	141.8%	
4211	Play Park	193	3,000	2,807		2,807	6.4%	
4400	3-5 Year Plan (Pavilion)	1,100	9,500	8,400		8,400	11.6%	
	Payments :- Indirect Payments	20,444	34,519	14,075	0	14,075	59.2%	0
	Net Payments	(20,444)	(34,519)	(14,075)				
999	<u>VAT Data</u>							
115	VAT Refunds	1,034	0	(1,034)			0.0%	
	VAT Data :- Receipts	1,034		(1,034)				
515	VAT on Payments	3,009	0	(3,009)		(3,009)	0.0%	
	VAT Data :- Indirect Payments	3,009	0	(3,009)	0	(3,009)		0
	Net Receipts over Payments			1,976				

06/12/2022

13:15

Plumpton Playing Field

Page 2

Detailed Receipts & Payments by Budget Heading 06/12/2022

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	24,019	22,819	(1,200)			105.3%	
Payments	23,453	34,519	11,066	0	11,066	67.9%	
Net Receipts over Payments	566	(11,700)	(12,266)				
less Transfer to EMR	1,090						
Movement to/(from) Gen Reserve	(524)						

12:14

Plumpton Parish Council

Detailed Receipts & Payments by Budget Heading 06/12/2022

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100</u>	Receipts							
1076	Precept	63,885	63,885	0			100.0%	
1078	Community Infrastructure Levy	53,250	0	(53,250)			0.0%	53,250
1090	Interest Received	70	50	(20)			140.8%	
1100	Allotment Rent	160	270	110			59.3%	
1115	APPLE PRESS INCOME	325	200	(125)			162.5%	
1116	VILLAGE SOCIETY JUBILEE FUNDS	210	0	(210)			0.0%	210
1151	ANNUAL INSURANCE	2,766	0	(2,766)			0.0%	
	Receipts :- Receipts	120,666	64,405	(56,261)			187.4%	53,460
	Net Receipts	120,666	64,405	(56,261)				
6001	less Transfer to EMR	53,460						
	Movement to/(from) Gen Reserve	67,207						
101	<u>Payments</u>							
4000	SALARIES	25,476	29,606	4,130		4,130	86.0%	
4005	PAYE & NIC	1,605	1,430	(175)		(175)		
4006	Pension	5,129	6,620	1,491		1,491	77.5%	
4010	Office Allowance	806	900	94		94	89.5%	
4015	Subs & Charges	1,304	1,455	151		151	89.6%	
4025	Stationery & Postage	276	650	374		374	42.4%	
4030	Printing	145	100	(45)		(45)	144.8%	
4045	Training and Conference Fees	1,046	900	(146)		(146)	116.2%	
4046	Councillor's Expenses	13	150	137		137	8.5%	
4050	Telephone	90	0	(90)		(90)	0.0%	
4055	Insurance	2,974	275	(2,699)			1081.6%	
4060	S137 Grants	573	0	(573)		(573)	0.0%	573
4061	Charity Grants	14,484	14,484	0		0	100.0%	
4065	Bank Charges	35	35	(0)		(0)	101.3%	
4070	Maintenance	1,281	1,200	(81)		(81)	106.8%	283
4071	Fixed Asset Maintenance	950	1,070	120		120	88.8%	667
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	430	1,170	740		740	36.8%	
4082	Website	180	0	(180)		(180)	0.0%	
4085	Audit Fees	530	700	170		170	75.7%	
4090		0	1,000	1,000		1,000	0.0%	
	Speed Limit Community Match	61	500	439		439	12.2%	
4200	Contingency	282	500	218		218	56.4%	

Plumpton Parish Council

12:14

Detailed Receipts & Payments by Budget Heading 06/12/2022

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4201	LEGAL FEES	213	0	(213)		(213)	0.0%	
4263	JUBILEE EVENTS	1,820	1,820	0		0	100.0%	
4264	APPLE PRESS DEPOSIT RETURNS	225	0	(225)		(225)	0.0%	
4266	PPC Events Committee	459	1,200	741		741	38.2%	
	Payments :- Indirect Payments	60,540	67,425	6,885	0	6,885	89.8%	1,523
	Net Payments	(60,540)	(67,425)	(6,885)				
6000	plus Transfer from EMR	1,523						
	Movement to/(from) Gen Reserve	(59,017)						
999	VAT Data							
115	VAT Refunds	6,898	0	(6,898)			0.0%	
	VAT Data :- Receipts	6,898		(6,898)				0
515	VAT on Payments	616	0	(616)		(616)	0.0%	
516	VAT due to VH & PF accs	3,946	0	(3,946)		(3,946)	0.0%	
	VAT Data :- Indirect Payments	4,563	0	(4,563)	0	(4,563)		0
	Net Receipts over Payments	2,335	0	(2,335)				
	Grand Totals:- Receipts	127,564	64,405	(63,159)			198.1%	
	Payments	65,103	67,425	2,322	0	2,322	96.6%	
	Net Receipts over Payments	62,461	(3,020)	(65,481)				
	plus Transfer from EMR	1,523						
	less Transfer to EMR	53,460						
ı	Movement to/(from) Gen Reserve	10,524						

12:45

Plumpton Village Hall

Detailed Receipts & Payments by Budget Heading 06/12/2022

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100</u>	Income							
1090	Interest Received	14	0	(14)			0.0%	
1130	Hiring Income	21,412	29,000	7,588			73.8%	
1131	HALL HIRE DEPOSIT	700	0	(700)			0.0%	
1150	Miscellaneous Income	209	0	(209)			0.0%	
1160	FIT Payments	5,464	5,000	(464)			109.3%	
	Income :- Receipts	27,800	34,000	6,200			81.8%	0
	Net Receipts	27,800	34,000	6,200				
<u>101</u>	<u>Payments</u>							
4001	Holiday Cover	130	150	20		20	86.7%	
4003	VH Manager Expenses	349	800	451		451	43.6%	
4010	Electricity	2,173	4,500	2,327		2,327	48.3%	
4011	Water	146	600	454		454	24.4%	
4015	Village Green Maintenance	2,002	3,500	1,498		1,498	57.2%	
4021	HALL DEPOSIT RETURNS	1,472	0	(1,472)		(1,472)	0.0%	
4050	Telephone/Internet	399	360	(39)		(39)	110.7%	
4055	Insurance & Licences	1,935	2,000	65		65	96.7%	
4070	Maintenance	3,985	2,500	(1,485)		(1,485)	159.4%	
4071	Bins	728	800	72		72	91.0%	
4077	Sundries	53	0	(53)		(53)	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	102	5,000	4,898		4,898	2.0%	
4400	PWLB	4,564	4,827	263		263	94.6%	
4500	Projects	3,116	7,000	3,884		3,884	44.5%	
	Payments :- Indirect Payments	21,602	33,587	11,985	0	11,985	64.3%	0
	Net Payments	(21,602)	(33,587)	(11,985)				
999	VAT Data							
115	VAT Refunds	2,913	0	(2,913)			0.0%	
	VAT Data :- Receipts	2,913	0	(2,913)				
515	VAT on Payments	1,606	0	(1,606)		(1,606)	0.0%	
				(4 606)		(4 606)		
	VAT Data :- Indirect Payments	1,606	0	(1,606)	0	(1,606)		0

Detailed Receipts & Payments by Budget Heading 06/12/2022

12:45

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	30,712	34,000	3,288			90.3%	
Payments	23,208	33,587	10,379	0	10,379	69.1%	
Net Receipts over Payments	7,505	413	(7,092)				
Movement to/(from) Gen Reserve	7,505						

Plumpton Playing Field

Bank - Cash and Investment Reconciliation as at 6 December 2022

Confirmed Ba	ank & Investment Balances		
Bank Statement Balances			
06/12/2022	Current Account	11,188.51	
06/12/2022	Deposit Account	13,669.54	
06/12/2022		1,359.15	
31/03/2018	NSI Investment Account	1,705.59	27 022 70
			27,922.79
Unpresented Payments			
			1,956.54
			25,966.25
Receipts not on Bank Statemer	<u>nt</u>		
			0.00
Closing Balance		-	<u> 25,966.25</u>
All Cash & Bank Accounts 1	Current Account		9,231.97
2	Deposit Account		13,669.54
3	Pavilion Account		1,359.15
4	NSI Investment Account		1,705.59
	Other Cash & Bank Balances	-	0.00
	Total Cash & Bank Balances		25,966.25

Plumpton Parish Council

Bank - Cash and Investment Reconciliation as at 6 December 2022

Confirmed Ba	ank & Investment Balances		
Bank Statement Balances			
06/12/2022	PPC 2	32,615.57	
06/12/2022	PPC1	40,067.95	
06/12/2022	Reserve Account	25,034.60	
06/12/2022	Unity Trust Bank	49,983.76	
			147,701.88
Unpresented Payments			
			4,195.87
			143,506.01
Receipts not on Bank Statemer	<u>nt</u>		·
			0.00
Closing Balance			143,506.01
All Cash & Bank Accounts			
1	Current Bank Accounts		68,487.65
2	Reserve Account		25,034.60
3	Unity Trust Bank		49,983.76
	Other Cash & Bank Balances		0.00

Total Cash & Bank Balances

143,506.01

Plumpton Village Hall

Bank - Cash and Investment Reconciliation as at 6 December 2022

Bank Statement Balances

 06/12/2022
 Current Account
 28,330.41

 06/12/2022
 Deposit Account
 14,595.94

42,926.35

Unpresented Payments

1,825.88

41,100.47

26,504.53

14,595.94

Receipts not on Bank Statement

0.00

Closing Balance
All Cash & Bank Accounts

1 Current Account
2 Deposit Account

Other Cash & Bank Balances 0.00

Total Cash & Bank Balances 41,100.47