



PLUMPTON PARISH COUNCIL

FINANCE COMMITTEE

3rd July 2023

2232402

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 July 2023 at 19:00.

Signed *Anita Emery*

Anita Emery (Clerk/RFO to Plumpton Parish Council)

Members of the Public welcome.

The AGENDA is as follows:

1. To accept apologies for absence
2. To approve the minutes of the meeting held on 13th June 2023
3. Declaration of pecuniary and disclosable interests in respect of matters to be discussed.
4. Clerks Report on any Matters Arising from previous Meetings
5. To approve expenditure items as itemised on the schedules.
 - a. Report 1 – PPC Expenditure
 - b. Report 2 – VH Expenditure
 - c. Report 3 – PF Expenditure
6. To approve bank statements and reconciliations.
7. To approve year to date accounts
 - d. Report 1 – PPC
 - e. Report 2 – VH
 - f. Report 3 – PF
8. CIL spend allocations
9. Questions from Parish Councillors and items to be added at the next meeting

Dates of Next Meetings:

12th September 2023 – Finance Committee 19:00 – Full Council 19:45

Anita Emery | Parish Clerk | 03/07/2023



FINANCE COMMITTEE

2232401

Minutes of the Finance Committee held at the Village Hall on 13th June 2023 at 19.00.

Present: Cllr N Beaumont (Cllr NB), Cllr Nick Satchell (Cllr NS Chair) and Cllr Ron Jury (Cllr RJ)

Also in attendance: Anita Emery Clerk and RFO to Plumpton Parish Council

Absent: Cllr P Burford (Cllr PB, Chair)

1. To accept apologies for absence
 - Cllr PB tendered his apologies and reasons for absence accepted. Cllr NS therefore chaired the meeting.
2. To approve the minutes of the meeting held on 14th March 2023
 - Unanimously agreed
3. Declaration of pecuniary and disclosable interests in respect of matters to be discussed.
 - Nothing
4. Clerks Report on any Matters Arising from previous Meetings
 - Nothing to report
5. To approve expenditure items as itemised on the schedules.
 - Clerk advised that there was an additional expenditure item for PF of £342.97 for playpark sand.
 - a. Report 1 – PPC Expenditure
 - b. Report 2 – VH Expenditure
 - c. Report 3 – PF Expenditure
 - It was unanimously agreed to approve the expenditure as itemised on the schedule;
 - PPC £8657.67
 - VH £4747.12
 - PF £3313.90
 - Chair signed to that effect and payments released.
6. To approve bank statements and reconciliations.
 - Cllr NS and NB had received statements and reconciliations and all agreed. Cllr NS signed to that effect.



PLUMPTON PARISH COUNCIL

7. To approve year to date accounts

- d. Report 1 – PPC
- e. Report 2 – VH
- f. Report 3 – PF

- Unanimously agreed to approve the year to date account. It was noted the insurance figure was showing over budget but this was because VH and PF policies are included and there will be a receipt in the income from VH and PF which will balance out. Duly noted.

8. Update on Castle Water bill received for January.

- Clerk advised that SE Water are claiming that as the leak was inside the old tennis pavilion the leak allowance will be declined. Clerk to try one last attempt advising the building was disused. FC asked if there was another avenue to reclaim – Clerk to look at insurance/tennis club insurance.

9. To consider grant funding budget and virement from general reserves

- Clerk advised as PPC now hold GPC the grant process is more flexible and process slightly different with one application per year rather than the two. It was agreed to increase the donation/grant budget line for 2023-2024 to £2000 with a virement from general reserves. Clerk to advertise in parish mag and contact as many societies/clubs/charities that benefit the community as possible to advise of new process.

10. Update on quotes for passing places along playing field track

- Cllr RJ reported two quotes now received £6100 and £4850. It was agreed that the FC would recommend at the full council July meeting to proceed with £4850 and to use part CIL. Consultation with the tennis club required according to lease and also approach the Bowmen for a contribution. **Clerk to action**

11. To confirm new shed installation cost for use of the Activity Scheme

- Cllr NS reported that he has had trouble sourcing a size to match the slab. Found a company who can build a shed 10ft x 12ft with the doors at the front of 10ft length – cost £2725 + VAT. It was agreed to fund via CIL as PPC owned shed and can be available to other groups. Installation in 3-4 weeks time. Cllr JB & NS to dismantle and dispose of metal shed.

12. To consider costs for Honeybees air conditioning unit

- Due to the nature of the urgency. Chair and Clerk proceeded prior to the meeting at a cost of £767.

13. To consider/discuss pavilion cladding repairs

- Cllr RJ has approached contactor – still waiting for a response.



PLUMPTON PARISH COUNCIL

14. CIL spend allocations

- Standing agenda item.

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

- None

Meeting closed: 19.40

Dates of Next Meetings:

11th July 2023 – Finance Committee 19:00 – Full Council 19:45

Anita Emery | Parish Clerk | 14/06/2023

Time: 13:46

Current Account

List of Payments made between 08/06/2023 and 06/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/07/2023	Lewes District Council	232421	46.80		LDC Bin and dog bin 1.7-30.9
06/07/2023	Lewes District Council	232422	18.00		LDC Play inspection July
06/07/2023	MPS ELECTRICS	232423	714.00		MPS ELECTRICS mains board
06/07/2023	Cllr J Brown playpark sand	232424	324.67		Cllr J Brown playpark sand
06/07/2023	Countrywide Grounds Maintenanc	232425	312.79		Countrywide Grounds Maintenanc
06/07/2023	PLUSNET	232426	39.36		PLUSNET
06/07/2023	Lewes District Council	232427	18.00		LDC playpark inspection May22
06/07/2023	Cllr J Brown playpark sand adj	232424A	18.30		Cllr J Brown playpark sand adj
06/07/2023	OPUS ENERGY	232428	338.94		OPUS ENERGY
06/07/2023	CASTLE WATER	232429	84.60		CASTLE WATER

Total Payments 1,915.46

Current Bank Accounts

List of Payments made between 08/06/2023 and 05/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/07/2023	Salaries July	232432	2,634.79		Salaries July
05/07/2023	July Pension	232433	749.72		July Pension
05/07/2023	HMRC PAYE	232434	412.30		HMRC PAYE
05/07/2023	Lewes District	232435	280.80		Lewes District Bins
05/07/2023	Beacon Fencing	232436	3,270.00		Beacon Fencing Shed PF
05/07/2023	The First Aid Company	232437	240.00		The First Aid Company
05/07/2023	Treaty Services Ltd	232438	180.00		Treaty Services Ltd website ho
05/07/2023	HSS Pro Service (Clerk expense	232439	692.16		Air conditioning for HB
05/07/2023	HSS deposit	232439A	105.00		HSS deposit air con unit
05/07/2023	Anita Emery	232440	127.06		Anita Emery Clerk expenses

Total Payments 8,691.83

Current Account

List of Payments made between 08/06/2023 and 06/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/07/2023	Ruth Erasmus Deposit refund	232423	100.00		Ruth Erasmus Deposit refund
06/07/2023	Opus Energy	232424DD	413.43		Opus Energy
06/07/2023	LEWES DISTRICT COUNCIL	232425	344.50		LDC Bin and recycling
06/07/2023	BareRoot Grass cutting 16/6	232426	200.00		BareRoot Grass cutting 16/6
06/07/2023	Office Furniture Direct	232427	299.77		Office Furniture Table Trolle
06/07/2023	Viking Direct	232428	142.39		Viking Direct Cleaning supplie
06/07/2023	PLUSNET	232429	59.76		PLUSNET
06/07/2023	Jane Donovan expenses	232430	103.56		Jane Donovan expenses

Total Payments	<u>1,663.41</u>
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Detailed Receipts & Payments by Budget Heading 06/07/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income							
1090 Interest Received	29	0	(29)			0.0%	
1110 Grants Received	7,242	14,484	7,242			50.0%	
1115 Donations Received	24	0	(24)			0.0%	
1130 Hiring Income	208	9,168	8,961			2.3%	
1140 Fundraising Income	0	1,000	1,000			0.0%	
Income :- Receipts	7,502	24,652	17,150			30.4%	0
Net Receipts	7,502	24,652	17,150				
101 Payments							
4010 Electricity	1,439	5,000	3,561		3,561	28.8%	
4011 Water	190	940	750		750	20.2%	
4015 Grass & Pitch	1,028	4,000	2,972		2,972	25.7%	
4016 Hedges and Trees	450	1,000	550		550	45.0%	
4025 Window Cleaner	43	200	157		157	21.5%	
4050 Telephone/Internet	98	360	262		262	27.3%	
4055 Insurance & Licences	0	1,100	1,100		1,100	0.0%	
4070 Maintenance	2,367	8,750	6,383		6,383	27.1%	
4090 Fire Inspection	0	300	300		300	0.0%	
4200 Pavilion	50	1,000	950		950	5.0%	
4210 Skatepark	0	900	900		900	0.0%	
4211 Play Park	403	3,000	2,597		2,597	13.4%	
4400 3-5 Year Plan (Pavilion)	0	3,000	3,000		3,000	0.0%	
Payments :- Indirect Payments	6,068	29,550	23,482	0	23,482	20.5%	0
Net Payments	(6,068)	(29,550)	(23,482)				
999 VAT Data							
115 VAT Refunds	3,032	0	(3,032)			0.0%	
VAT Data :- Receipts	3,032	0	(3,032)				0
515 VAT on Payments	676	0	(676)		(676)	0.0%	
VAT Data :- Indirect Payments	676	0	(676)	0	(676)		0
Net Receipts over Payments	2,356	0	(2,356)				
Grand Totals:- Receipts	10,534	24,652	14,118			42.7%	
Payments	6,744	29,550	22,806	0	22,806	22.8%	
Net Receipts over Payments	3,790	(4,898)	(8,688)				
Movement to/(from) Gen Reserve	3,790						

Detailed Receipts & Payments by Budget Heading 05/07/2023

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	36,637	73,273	36,636			50.0%	
1090 Interest Received	85	50	(35)			171.0%	
1100 Allotment Rent	150	230	80			65.2%	
1115 APPLE PRESS INCOME	0	180	180			0.0%	
1116 VILLAGE SOCIETY JUBILEE FUNDS	53	0	(53)			0.0%	
1150 Miscellaneous Income	55	0	(55)			0.0%	
Receipts :- Receipts	36,980	73,733	36,753			50.2%	0
Net Receipts	36,980	73,733	36,753				
<u>101 Payments</u>							
4000 SALARIES	12,099	35,318	23,219		23,219	34.3%	
4005 PAYE & NIC	761	2,175	1,414		1,414	35.0%	
4006 Pension	2,327	6,923	4,596		4,596	33.6%	
4010 Office Allowance	457	1,100	643		643	41.6%	
4015 Subs & Charges	934	1,425	491		491	65.5%	
4025 Stationery & Postage	253	700	447		447	36.2%	
4030 Printing	115	100	(15)		(15)	115.0%	
4045 Training and Conference Fees	240	1,050	810		810	22.9%	
4046 Councillor's Expenses	0	150	150		150	0.0%	
4055 Insurance	3,384	275	(3,109)		(3,109)	1230.5%	
4060 S137 Grants	0	1,250	1,250		1,250	0.0%	
4061 Charity Grants	7,242	14,484	7,242		7,242	50.0%	
4065 Bank Charges	20	35	15		15	56.6%	
4070 Maintenance	1,085	1,803	718		718	60.2%	
4071 Fixed Asset Maintenance	0	1,000	1,000		1,000	0.0%	
4073 Bins	468	920	452		452	50.9%	
4080 Professional Fees	0	750	750		750	0.0%	
4081 IT	572	1,325	753		753	43.2%	
4085 Audit Fees	135	750	615		615	18.0%	
4090 Election Fees	0	1,350	1,350		1,350	0.0%	
4150 Speed Limit Community Match	39	500	461		461	7.8%	
4262 CIL EXPENDITURE	9,705	0	(9,705)		(9,705)	0.0%	9,705
4266 PPC Events Committee	752	350	(402)		(402)	214.9%	700
Payments :- Indirect Payments	40,589	73,733	33,144	0	33,144	55.0%	10,405
Net Payments	(40,589)	(73,733)	(33,144)				
6000 plus Transfer from EMR	10,405						
Movement to/(from) Gen Reserve	(30,184)						

Detailed Receipts & Payments by Budget Heading 05/07/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>999 VAT Data</u>							
115 VAT Refunds	6,158	0	(6,158)			0.0%	
VAT Data :- Receipts	6,158	0	(6,158)				0
515 VAT on Payments	2,393	0	(2,393)		(2,393)	0.0%	
516 VAT due to VH & PF accs	4,961	0	(4,961)		(4,961)	0.0%	
VAT Data :- Indirect Payments	7,354	0	(7,354)	0	(7,354)		0
Net Receipts over Payments	(1,196)	0	1,196				
Grand Totals:- Receipts	43,138	73,733	30,595			58.5%	
Payments	47,942	73,733	25,791	0	25,791	65.0%	
Net Receipts over Payments	(4,804)	0	4,804				
plus Transfer from EMR	10,405						
Movement to/(from) Gen Reserve	5,601						

Detailed Receipts & Payments by Budget Heading 06/07/2023

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	30	0	(30)			0.0%	
1130 Hiring Income	6,673	29,000	22,327			23.0%	
1131 HALL HIRE SECURITY RECEIPT	200	0	(200)			0.0%	
1160 FIT Payments	1,690	5,000	3,310			33.8%	
Income :- Receipts	8,594	34,000	25,406			25.3%	0
Net Receipts	8,594	34,000	25,406				
<u>101 Payments</u>							
4001 Holiday Cover	20	150	130		130	13.3%	
4003 VH Manager Expenses	207	790	583		583	26.2%	
4010 Electricity	1,597	6,700	5,103		5,103	23.8%	
4011 Water	74	650	576		576	11.4%	
4015 Village Green Maintenance	1,000	4,000	3,000		3,000	25.0%	
4021 HALL HIRE SECURITY RETURNS	300	0	(300)		(300)	0.0%	
4050 Telephone/Internet	149	360	211		211	41.5%	
4055 Insurance & Licences	0	2,200	2,200		2,200	0.0%	
4070 Maintenance	1,005	2,500	1,495		1,495	40.2%	
4071 Bins	689	850	161		161	81.1%	
4090 Fire Inspection	489	450	(39)		(39)	108.6%	
4100 Subscriptions	0	250	250		250	0.0%	
4120 3-5 Year Maintenance	900	4,500	3,600		3,600	20.0%	
4400 PWLB	2,233	4,600	2,367		2,367	48.5%	
4500 Projects	0	6,000	6,000		6,000	0.0%	
Payments :- Indirect Payments	8,663	34,000	25,337	0	25,337	25.5%	0
Net Payments	(8,663)	(34,000)	(25,337)				
<u>999 VAT Data</u>							
115 VAT Refunds	1,929	0	(1,929)			0.0%	
VAT Data :- Receipts	1,929	0	(1,929)				0
515 VAT on Payments	714	0	(714)		(714)	0.0%	
VAT Data :- Indirect Payments	714	0	(714)	0	(714)		0
Net Receipts over Payments	1,215	0	(1,215)				

Detailed Receipts & Payments by Budget Heading 06/07/2023

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	10,523	34,000	23,477			31.0%	
Payments	9,377	34,000	24,623	0	24,623	27.6%	
Net Receipts over Payments	<u>1,146</u>	<u>0</u>	<u>(1,146)</u>				
Movement to/(from) Gen Reserve	<u>1,146</u>						

Plumpton Playing Field

Bank - Cash and Investment Reconciliation as at 6 July 2023

Confirmed Bank & Investment Balances

Bank Statement Balances

06/07/2023	Current Account	8,425.88
06/07/2023	Deposit Account	13,715.05
06/07/2023	Pavilion Account	1,415.15
31/03/2018	NSI Investment Account	1,705.59

25,261.67

Unpresented Payments

395.59

24,866.08

Receipts not on Bank Statement

0.00

Closing Balance

24,866.08

All Cash & Bank Accounts

1	Current Account	8,030.29
2	Deposit Account	13,715.05
3	Pavilion Account	1,415.15
4	NSI Investment Account	1,705.59

Other Cash & Bank Balances

0.00

Total Cash & Bank Balances

24,866.08

Plumpton Parish Council

Bank - Cash and Investment Reconciliation as at 6 July 2023

Confirmed Bank & Investment Balances

Bank Statement Balances

05/07/2023	PPC 2	439.45
05/07/2023	PPC1	18,293.43
05/07/2023	Reserve Account	25,117.93
05/07/2023	Unity Trust Bank	79,929.47

123,780.28

Unpresented Payments

4,384.67

119,395.61

Receipts not on Bank Statement

0.00

Closing Balance

119,395.61

All Cash & Bank Accounts

1	Current Bank Accounts	14,348.21
2	Reserve Account	25,117.93
3	Unity Trust Bank	79,929.47
	Other Cash & Bank Balances	0.00

Total Cash & Bank Balances

119,395.61

Plumpton Village Hall

Bank - Cash and Investment Reconciliation as at 6 July 2023

Confirmed Bank & Investment Balances

Bank Statement Balances

06/07/2023	Current Account	31,752.59	
06/07/2023	Deposit Account	14,644.53	

46,397.12

Unpresented Payments

1,393.22

45,003.90

Receipts not on Bank Statement

0.00

Closing Balance

45,003.90

All Cash & Bank Accounts

1	Current Account	30,359.37
2	Deposit Account	14,644.53

Other Cash & Bank Balances 0.00

Total Cash & Bank Balances 45,003.90