



# PLUMPTON PARISH COUNCIL

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## FINANCE COMMITTEE

5<sup>th</sup> December 2023

2232405

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 12<sup>th</sup> December 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 14<sup>th</sup> November 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. To approve playing field direction sign cost of £491.12 + VAT
10. To consider storage heater installation cost options for VH stage area.
11. Final 2024-2025 budget/precept calculations to put forward to full council and to note no increase in allotment fees for 2024-2025 plus consider any increase in allotment fees for 2025-2026.
12. Questions from Parish Councillors and items to be added at the next meeting

### **Dates of Next Meetings:**

16<sup>th</sup> January 2023 – Finance Committee 19:00 – PPC 19:45 at The Pavilion

Anita Emery | Parish Clerk | 05/12/2023



# PLUMPTON PARISH COUNCIL

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## FINANCE COMMITTEE Minutes

2232404

**Minutes of the Finance Committee held at the Village Hall on 14<sup>th</sup> November 2023 at 19.00.**

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

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

**Absent: None**

**Members of Public: None**

1. To accept apologies for absence
  - None
2. To approve the minutes of the meeting held on 9<sup>th</sup> October 2023
  - Unanimously approved – Chair signed to that effect
3. Declaration of pecuniary and disclosable interests in respect of matters to be discussed.
  - None
4. Clerks Report on any Matters Arising from previous Meetings
  - Clerks report distributed prior to the meeting which has been published and duly noted.  
**Clerk to action Bond application as Cambridge & Counties removed one year bond application.**
5. To approve expenditure items as itemised on the schedules.
  - a. Report 1 – PPC Expenditure Manhole cover recoverable by SW- £17239.16
  - b. Report 2 – VH Expenditure paid EICR costs £5483.33
  - c. Report 3 – PF Expenditure Lewry bill removed and settled by PPC Paid EICR £11595.87

Additional expenditure: VH Initial £49.21  
J Donovan £33.91

PF - £59.82 initial  
SDF Pest Control £127  
J Brown - £3.48

PPC ESALC £48.00



## PLUMPTON PARISH COUNCIL

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- Unanimously approved to release the payments. Chair signed to that effect.

### 6. To approve bank statements and reconciliations.

Cllr PB went through bank statements and reconciliations and all agreed and also agreed with cash at bank and investments. Unanimously approved.

### 7. To approve year to date accounts

Cllr PB it was noted 4200 was overspent on playing field – Clerk advised what had been spent – duly noted

PPC nothing to note

VH – Income slightly down 7/12 through the year should be around £17k currently – £28250 current forecast – currently £750 short.

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

- Unanimously agreed.

### 8. CIL spend allocations

- The FC urged the Parish Council to establish a plan to utilise the incoming CIL as soon as possible.

### 9. 2024-2025 draft budgets

- VH – EMR £30k of the reserves for the roof, kitchen and toilets.
- PF – EMR Bourne line of £1000 when year end – happy with budget
- PPC – agree in principle will look to use our reserves to mitigate the increase. Number to be calculated. **Clerk and Cllr PB to discuss.**

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

- None

Closed: 19.43

### Dates of Next Meetings:

12<sup>th</sup> December 2023 – Finance Committee 19:00 – PPC 19:45

Anita Emery | Parish Clerk | 20/11/2023

Time: 17:23

## Current Account

## List of Payments made between 15/11/2023 and 06/12/2023

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/11/2023	castle WATER vh owes	DDVH	119.50		castle WATER vh owes
06/12/2023	Unity Current Account	Trans	21,171.65		Account trans to Unity
06/12/2023	British Telecom	DD	36.98		BT

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		<b>Total Payments</b>	<u>21,328.13</u>		
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**Unity Current Account**

**List of Payments made between 15/11/2023 and 06/12/2023**

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/12/2023	Pyrotec Fire Extinguisher serv	232466	464.78		Pyrotec Fire Extinguisher serv
06/12/2023	Lewes District Council	232467	18.00		Lewes District Council playpar
06/12/2023	Countrywide Grounds Maintenanc	232468	312.79		Countrywide Grounds Maintenanc
06/12/2023	OPUS ENERGY	232469	401.63		OPUS ENERGY

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**Total Payments**      1,197.20

## PPC T1 Unity Account

## List of Payments made between 14/11/2023 and 06/12/2023

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/12/2023	Estate of John Greenwood Xmas	232481	288.00		Estate of JGreenwood Xmas tree
06/12/2023	Mulberry & Co	232482	203.10		mulberry & Co internal audit
06/12/2023	Salaries Dec	232483	2,681.54		Salaries Dec
06/12/2023	Anita Emery expenses	232484	94.75		Anita Emery expenses
06/12/2023	East Sussex Pension Fund	232485	768.79		East Sussex Pension Fund
06/12/2023	HMRC PAYE NIC Dec	232486	445.11		HMRC PAYE NIC Dec
06/12/2023	Information Commissioners Offi	DD	35.00		Information Commissioners Offi
06/12/2023	East Sussex ALC Limited	BACS	48.00		East Sussex ALC Limited traini
06/12/2023	PPC2 Barclays DNU	trans	61.63		to balance

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**Total Payments**      4,625.92

Time: 17:00

## Current Account

## List of Payments made between 15/11/2023 and 06/12/2023

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/12/2023	New Leaf Surgery	232459	665.00		New Leaf Surgery hedges
06/12/2023	S Wallis dep return	232460	100.00		S Wallis dep return
06/12/2023	BT	DD	40.34		BT
06/12/2023	PWLB Loan repayment	DD	2,200.10		PWLB Loan repayment
06/12/2023	Opus Energy	DD	904.86		Opus Energy
06/12/2023	J Donovan Expenses	BACS	33.95		J Donovan Expenses
06/12/2023	PWLB Rev	DDREV	-2,200.10		PWLB Rev

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<b>Total Payments</b>	<u>1,744.15</u>
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## Detailed Receipts &amp; Payments by Budget Heading 06/12/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Income</b>							
1090 Interest Received	106	0	(106)			0.0%	
1110 Grants Received	14,484	14,484	0			100.0%	
1115 Donations Received	116	0	(116)			0.0%	
1130 Hiring Income	7,763	9,168	1,406			84.7%	
1140 Fundraising Income	1,099	1,000	(99)			109.9%	1,099
1150 Miscellaneous Income	133	0	(133)			0.0%	
1151 Income due to PPC	1,992	0	(1,992)			0.0%	
	<b>25,692</b>	<b>24,652</b>	<b>(1,040)</b>			<b>104.2%</b>	<b>1,099</b>
Income :- Receipts							
	<b>25,692</b>	<b>24,652</b>	<b>(1,040)</b>				
<b>Net Receipts</b>							
6001 less Transfer to EMR	1,099						
<b>Movement to/(from) Gen Reserve</b>	<b>24,593</b>						
<b>101 Payments</b>							
4010 Electricity	2,124	5,000	2,876		2,876	42.5%	
4011 Water	1,211	940	(271)		(271)	128.8%	
4015 Grass & Pitch	2,614	4,000	1,386		1,386	65.4%	
4016 Hedges and Trees	700	1,000	300		300	70.0%	
4025 Window Cleaner	129	200	71		71	64.5%	
4050 Telephone/Internet	293	360	67		67	81.5%	
4055 Insurance & Licences	1,151	1,100	(51)		(51)	104.6%	
4070 Maintenance	7,320	8,750	1,430		1,430	83.7%	
4090 Fire Inspection	250	300	50		50	83.3%	
4200 Pavilion	2,415	1,000	(1,415)		(1,415)	241.5%	
4210 Skatepark	190	900	710		710	21.1%	
4211 Play Park	2,204	3,000	796		796	73.5%	
4400 3-5 Year Plan (Pavilion)	2,597	3,000	403		403	86.6%	
	<b>23,197</b>	<b>29,550</b>	<b>6,353</b>	<b>0</b>	<b>6,353</b>	<b>78.5%</b>	<b>0</b>
Payments :- Indirect Payments							
	<b>(23,197)</b>	<b>(29,550)</b>	<b>(6,353)</b>				
<b>Net Payments</b>							
<b>999 VAT Data</b>							
115 VAT Refunds	3,032	0	(3,032)			0.0%	
	<b>3,032</b>	<b>0</b>	<b>(3,032)</b>				<b>0</b>
VAT Data :- Receipts							
515 VAT on Payments	3,403	0	(3,403)		(3,403)	0.0%	
	<b>3,403</b>	<b>0</b>	<b>(3,403)</b>	<b>0</b>	<b>(3,403)</b>		<b>0</b>
VAT Data :- Indirect Payments							
<b>Net Receipts over Payments</b>	<b>(371)</b>	<b>0</b>	<b>371</b>				



## Detailed Receipts &amp; Payments by Budget Heading 06/12/2023

## 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	28,724	24,652	(4,072)			116.5%	
Payments	26,601	29,550	2,949	0	2,949	90.0%	
<b>Net Receipts over Payments</b>	<u>2,123</u>	<u>(4,898)</u>	<u>(7,021)</u>				
less Transfer to EMR	1,099						
<b>Movement to/(from) Gen Reserve</b>	<u>1,024</u>						

## Detailed Receipts &amp; Payments by Budget Heading 06/12/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Receipts</b>							
1076 Precept	73,273	73,273	0			100.0%	
1090 Interest Received	293	50	(243)			586.3%	
1100 Allotment Rent	210	230	20			91.3%	
1113 WALK BOOKS DONATIONS	198	0	(198)			0.0%	
1115 APPLE PRESS INCOME	243	180	(63)			135.0%	
1116 VILLAGE SOCIETY JUBILEE FUNDS	53	0	(53)			0.0%	
1150 Miscellaneous Income	111	0	(111)			0.0%	
1151 ANNUAL INSURANCE	3,147	0	(3,147)			0.0%	
Receipts :- Receipts	<b>77,528</b>	<b>73,733</b>	<b>(3,795)</b>			<b>105.1%</b>	<b>0</b>
<b>Net Receipts</b>	<b>77,528</b>	<b>73,733</b>	<b>(3,795)</b>				
<b>101 Payments</b>							
4000 SALARIES	27,886	35,318	7,432	7,432		79.0%	
4005 PAYE & NIC	1,804	2,175	371	371		82.9%	
4006 Pension	5,370	6,923	1,553	1,553		77.6%	
4010 Office Allowance	966	1,100	134	134		87.8%	
4015 Subs & Charges	1,241	1,425	184	184		87.1%	
4025 Stationery & Postage	506	700	194	194		72.3%	
4030 Printing	115	100	(15)	(15)		115.0%	
4045 Training and Conference Fees	851	1,050	199	199		81.0%	
4046 Councillor's Expenses	0	150	150	150		0.0%	
4055 Insurance	3,384	275	(3,109)	(3,109)		1230.5%	
4060 Community Grants	1,349	1,250	(99)	(99)		107.9%	
4061 Charity Grants	14,484	14,484	0	0		100.0%	
4065 Bank Charges	38	35	(3)	(3)		108.0%	
4070 Maintenance	8,305	1,803	(6,502)	(6,502)		460.6%	6,981
4071 Fixed Asset Maintenance	140	1,000	860	860		14.0%	140
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%	
4082 Website	150	0	(150)	(150)		0.0%	
4085 Audit Fees	724	750	26	26		96.6%	
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	15,680	0	(15,680)	(15,680)		0.0%	15,680
4264 APPLE PRESS DEPOSIT RETURNS	75	0	(75)	(75)		0.0%	
4266 PPC Events Committee	752	350	(402)	(402)		214.9%	700
Payments :- Indirect Payments	<b>84,898</b>	<b>73,733</b>	<b>(11,165)</b>	<b>0</b>	<b>(11,165)</b>	<b>115.1%</b>	<b>23,500</b>
<b>Net Payments</b>	<b>(84,898)</b>	<b>(73,733)</b>	<b>11,165</b>				
6000 plus Transfer from EMR	23,500						
<b>Movement to/(from) Gen Reserve</b>	<b>(61,397)</b>						

## Detailed Receipts &amp; Payments by Budget Heading 06/12/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>999 VAT Data</b>							
115 VAT Refunds	11,759	0	(11,759)			0.0%	
VAT Data :- Receipts	<b>11,759</b>	<b>0</b>	<b>(11,759)</b>				<b>0</b>
515 VAT on Payments	3,424	0	(3,424)		(3,424)	0.0%	
516 VAT due to VH & PF accs	4,961	0	(4,961)		(4,961)	0.0%	
VAT Data :- Indirect Payments	<b>8,385</b>	<b>0</b>	<b>(8,385)</b>	<b>0</b>	<b>(8,385)</b>		<b>0</b>
<b>Net Receipts over Payments</b>	<b>3,375</b>	<b>0</b>	<b>(3,375)</b>				
Grand Totals:- Receipts	<b>89,287</b>	<b>73,733</b>	<b>(15,554)</b>			<b>121.1%</b>	
Payments	<b>93,282</b>	<b>73,733</b>	<b>(19,549)</b>	<b>0</b>	<b>(19,549)</b>	<b>126.5%</b>	
<b>Net Receipts over Payments</b>	<b>(3,995)</b>	<b>0</b>	<b>3,995</b>				
plus Transfer from EMR	<b>23,500</b>						
<b>Movement to/(from) Gen Reserve</b>	<b>19,505</b>						

## Detailed Receipts &amp; Payments by Budget Heading 06/12/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Income</b>							
1090 Interest Received	113	0	(113)			0.0%	
1130 Hiring Income	18,514	29,000	10,486			63.8%	
1131 HALL HIRE SECURITY RECEIPT	400	0	(400)			0.0%	
1150 Miscellaneous Income	73	0	(73)			0.0%	
1160 FIT Payments	3,908	5,000	1,092			78.2%	
<b>Income :- Receipts</b>	<b>23,007</b>	<b>34,000</b>	<b>10,993</b>			<b>67.7%</b>	<b>0</b>
<b>Net Receipts</b>	<b>23,007</b>	<b>34,000</b>	<b>10,993</b>				
<b>101 Payments</b>							
4001 Holiday Cover	38	150	112		112	25.5%	
4003 VH Manager Expenses	378	790	412		412	47.8%	
4010 Electricity	3,650	6,700	3,050		3,050	54.5%	
4011 Water	296	650	354		354	45.5%	
4015 Village Green Maintenance	2,000	4,000	2,000		2,000	50.0%	
4021 HALL HIRE SECURITY RETURNS	400	0	(400)		(400)	0.0%	
4050 Telephone/Internet	432	360	(72)		(72)	120.0%	
4055 Insurance & Licences	2,176	2,200	24		24	98.9%	
4070 Maintenance	3,204	2,500	(704)		(704)	128.2%	
4071 Bins	1,030	850	(180)		(180)	121.1%	
4076 Miscellaneous Expenditure	118	0	(118)		(118)	0.0%	
4090 Fire Inspection	849	450	(399)		(399)	188.6%	
4100 Subscriptions	0	250	250		250	0.0%	
4120 3-5 Year Maintenance	2,935	4,500	1,565		1,565	65.2%	
4400 PWLB	4,433	4,600	167		167	96.4%	
4500 Projects	0	6,000	6,000		6,000	0.0%	
<b>Payments :- Indirect Payments</b>	<b>21,938</b>	<b>34,000</b>	<b>12,062</b>	<b>0</b>	<b>12,062</b>	<b>64.5%</b>	<b>0</b>
<b>Net Payments</b>	<b>(21,938)</b>	<b>(34,000)</b>	<b>(12,062)</b>				
<b>999 VAT Data</b>							
115 VAT Refunds	1,929	0	(1,929)			0.0%	
<b>VAT Data :- Receipts</b>	<b>1,929</b>	<b>0</b>	<b>(1,929)</b>				<b>0</b>
515 VAT on Payments	1,724	0	(1,724)		(1,724)	0.0%	
<b>VAT Data :- Indirect Payments</b>	<b>1,724</b>	<b>0</b>	<b>(1,724)</b>	<b>0</b>	<b>(1,724)</b>		<b>0</b>
<b>Net Receipts over Payments</b>	<b>205</b>	<b>0</b>	<b>(205)</b>				

## Detailed Receipts &amp; Payments by Budget Heading 06/12/2023

## 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	24,936	34,000	9,064			73.3%	
Payments	23,663	34,000	10,337	0	10,337	69.6%	
<b>Net Receipts over Payments</b>	<u>1,274</u>	<u>0</u>	<u>(1,274)</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>1,274</u>						

REF: Plumpton Village Hall

Plumpton Green  
Lewes

MPS Electrics Ltd  
Platts Cottage  
Brickyard Lane  
South Chailey  
BN8 4AD  
Tel: 01273 525545  
Mob: 07546505447  
Email: mpselectrics@gmail.com

23/11/2023

Hi Jane

Please find the following quote for the potential works at the Plumpton Village Hall.

If you find the quote satisfactory, please do not hesitate to contact me at the above contact details to confirm an appropriate date for works to commence. If you have any questions, again, please contact me.

Schedule of works:

1. Supply and install 2 x 1.5kw lot 20 storage heaters for the stage area area to replace the existing Night storage heaters & Supply and install 2 x 24hr electric timer spurs for control like the other heaters in the building £ 2095.00 + Vat.      OR
2. Supply and install two simple electric radiators to replace the two existing night storage heaters on the stage £680.00 + Vat
3. Remove the existing 2 Night storage heaters £180.00 + Vat (SEE BELOW).

This price includes the removal of the existing night storage heaters from their current position in the building to a skip outside or a van for removal SUPPLIED BY YOU.

The Night storage heaters come with standard manufacturers 2 year warranty. After that there is an option to pay for a longer warranty.

Thank you for allowing me to quote for the works. I look forward to hopefully hear from you.

Kind Regards  
Marcus Smith  
MPS Electrics Ltd

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**Enquiry Reference: 13960385 - Station Road, Plumpton (ref: 13960385)**

1 message

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**Road Safety** <trafficsafetyfeedback-icw@eastsussex.gov.uk>  
To: anita.emery@plumptonpc.co.uk

4 December 2023 at 14:33

Dear Mrs Emery

I have been asked to contact you with respect to the 'Playing field' signs that the Parish Council would like to install at the recreation ground in Station Road, Plumpton.

The cost estimate for supplying and installing two number back-to-back flag type 'Playing field' signs on the existing post (including the necessary traffic management) is £409.27

Administration and design fee £81.85

VAT (20% of total including administration and design fee).

**Total = £491.12**

Please note that this quotation is valid for a period of three-months. After this time, our Contractor reserves the right to revise the quotation, and the cost could change.

If the Parish Council confirm that they wish to proceed, I will instruct our Contractor to carry out the work, and our finance team will be in touch with an invoice, and to arrange payment.

I look forward to hearing from you soon.

Yours sincerely

**Michael Higgs**

Senior Road Safety Officer

Road Safety Team

Road Safety Team  
Communities, Economy & Transport



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