



PLUMPTON PARISH COUNCIL

FINANCE COMMITTEE

5th February 2024

2232406

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 February 2024 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 12th December 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 March 2023 – Finance Committee 19:00 – PPC 19:45

Anita Emery | Parish Clerk | 05/02/2024



PLUMPTON PARISH COUNCIL

FINANCE COMMITTEE

2232405

Minutes of the Finance Committee held at the Village Hall on 12th December 2023 at 19.00.

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

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

Absent: Cllr Ron Jury (Cllr RJ)

Members of Public: None

1. To accept apologies for absence
 - Cllr Jury tendered his apologies and reason for absence accepted.
2. To approve the minutes of the meeting held on 14th November 2023
 - Unanimously approved.
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
 - Cambridge Building Society are providing a savings account at a rate of 3%. Clerk to arranging opening the account. **Clerk to action.**
5. To approve expenditure items as itemised on the schedules.
 - a. Report 1 – PPC Expenditure - £4625.92 + £130.12 = £4756.04
 - b. Report 2 – VH Expenditure - £1744.15 + £139.70 = £1883.85
 - c. Report 3 – PF Expenditure - £1197.20
 - Clerk advised of some additions as follows;
VH – J Donovan expenses - £25.70
MPS Electrics - £114.00
PPC – Viking £86.14
J Brown – expenses xmas lights - £43.98
 - Unanimously approved to release the payments – Chair signed to that effect.



PLUMPTON PARISH COUNCIL

6. To approve bank statements and reconciliations.
 - Cllr PB agreed all bank statements and reconciliations. One missing which was the playing field as Barclays had closed the account. Clerk advised that the cheque had been received and is being paid into the Unity account.
 - Unanimously approved.
7. To approve year to date accounts
 - d. Report 1 – PPC
 - e. Report 2 – VH
 - f. Report 3 – PF
 - NS reported Hallmaster System shows projected income will be ahead of Budget by Year End.
 - Unanimously approved.
8. CIL spend allocations
 - Standing items on the agenda.
9. To approve playing field direction sign cost of £491.12 + VAT
 - Unanimously approved. **Clerk to action.**
10. To consider storage heater installation cost options for VH stage area.
 - Agreed to approve electric rads but ask if the radiators can have a timer on them. **Clerk to action.** And obtain a 4 yard skip to dispose. **Clerk to action.**
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.
 - Cllr PB reported that under the PF budget the skirting is removed from the budget as new pavilion project going forward. Any repairs and maintenance on the Pav to use CIL money as reserved for a larger undertaking of the pavilion, bearing in mind we will have to do a complete new budget for the pavilion next year to incorporate the new build. Having received a larger tax base figure and Clerks salary re-calculated – FC recommendation to PPC precept request £84,319 a 13.16% increase as opposed to the original calculation of £89,709 a 22.43% increase . **Unanimously approved.**
 - Allotments leave as a nominal rent of £15 for half and £30 for full plot.
12. Questions from Parish Councillors and items to be added at the next meeting.
 - None.

Meeting Closed: 19.30



PLUMPTON PARISH COUNCIL

Dates of Next Meetings:

16th January 2023 – Finance Committee 19:00 – PPC 19:45 at The Pavilion

Anita Emery | Parish Clerk | 12/12/2023

Time: 19:06

Current Account

List of Payments made between 17/01/2024 and 11/02/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
11/02/2024	Countrywide Grounds Maintenanc	232473	312.79		Countrywide Grounds Maintenanc
11/02/2024	British Telecom	232474	34.74		BT
11/02/2024	SDF Pest Control	232475	42.00		SDF Pest Control
11/02/2024	Lucy Locksmith	232476	14.00		Lucy Locksmith
11/02/2024	MPS ELECTRICS	232477	96.00		MPS ELECTRICS downlights
11/02/2024	OPUS ENERGY	DD	710.69		OPUS ENERGY
11/02/2024	Hall hire due to VH	TRANS	82.60		Hall hire due to VH
11/02/2024	Deposit Account	trans	1,455.15		Trans

	Total Payments	<u>2,747.97</u>
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PPC T1 Unity Account

List of Payments made between 17/01/2024 and 11/02/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
11/02/2024	Anita Emery expenses	232498	83.10		Anita Emery expenses
11/02/2024	Salaries Feb	232499	2,698.99		Salaries Feb
11/02/2024	HMRC PAYE/NIC	2324100	427.66		HMRC PAYE/NIC
11/02/2024	East Sussex Pension Fund	2324101	768.79		East Sussex Pension Fund
11/02/2024	Plumpton Village Soc Noticeboa	2324102	188.99		PVS Noticeboard Shop
11/02/2024	Foster Landscapes (Planters)	2324103	3,397.80		Foster Landscapes (Planters)
11/02/2024	Lewes District	2324104	187.97		LDC Election expenses
11/02/2024	Lewes District	2324105	280.80		LDC Bins
11/02/2024	Fred Symes Pocket park work	2324106	500.00		Fred Symes Pocket park work
11/02/2024	Action in Rural Sussex	2324107	3,536.45		Housing need survey NPG13777

Total Payments 12,070.55

Current Account

List of Payments made between 17/01/2024 and 11/02/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/01/2024	LEWES DISTRICT COUNCIL	232475	18.00		LEWES DISTRICT COUNCIL
23/01/2024	MPS ELECTRICS	232476	192.00		MPS ELECTRICS Bandstand
11/02/2024	Viking Direct	232471	78.35		Viking Direct supplies
11/02/2024	MPS ELECTRICS	232472	84.00		MPS ELECTRICS dimmer switch
11/02/2024	BT	232473DD	34.74		BT
11/02/2024	Jane Donovan expenses	232474	51.58		Jane Donovan expenses
11/02/2024	CASTLE WATER	DD	48.27		CASTLE WATER
11/02/2024	Opus Energy	DD	1,592.17		Opus Energy

Total Payments 2,099.11

Detailed Receipts & Payments by Budget Heading 11/02/2024

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	89	0	(89)			0.0%	
1110 Grants Received	14,484	14,484	0			100.0%	
1115 Donations Received	132	0	(132)			0.0%	
1130 Hiring Income	8,004	9,168	1,164			87.3%	
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%	
Income :- Receipts	25,933	24,652	(1,281)			105.2%	1,099
Net Receipts	25,933	24,652	(1,281)				
6001 less Transfer to EMR	1,099						
Movement to/(from) Gen Reserve	24,834						
101 Payments							
4010 Electricity	3,341	5,000	1,659		1,659	66.8%	
4011 Water	1,211	940	(271)		(271)	128.8%	
4015 Grass & Pitch	3,135	4,000	865		865	78.4%	
4016 Hedges and Trees	700	1,000	300		300	70.0%	
4025 Window Cleaner	129	200	71		71	64.5%	
4050 Telephone/Internet	413	360	(53)		(53)	114.8%	
4055 Insurance & Licences	1,151	1,100	(51)		(51)	104.6%	
4065 Bank Charges	9	0	(9)		(9)	0.0%	
4070 Maintenance	7,538	8,750	1,212		1,212	86.1%	
4076 Miscellaneous Expenditure	83	0	(83)		(83)	0.0%	
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	2,219	3,000	781		781	74.0%	
4400 3-5 Year Plan (Pavilion)	2,597	3,000	403		403	86.6%	
Payments :- Indirect Payments	25,381	29,550	4,169	0	4,169	85.9%	0
Net Payments	(25,381)	(29,550)	(4,169)				
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	3,802	0	(3,802)		(3,802)	0.0%	
VAT Data :- Indirect Payments	3,802	0	(3,802)	0	(3,802)		0
Net Receipts over Payments	(770)	0	770				

Detailed Receipts & Payments by Budget Heading 11/02/2024

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	28,965	24,652	(4,313)			117.5%	
Payments	29,183	29,550	367	0	367	98.8%	
Net Receipts over Payments	<u>(218)</u>	<u>(4,898)</u>	<u>(4,680)</u>				
less Transfer to EMR	1,099						
Movement to/(from) Gen Reserve	<u>(1,318)</u>						

Detailed Receipts & Payments by Budget Heading 11/02/2024

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	73,273	73,273	0			100.0%	
1090 Interest Received	480	50	(430)			959.7%	
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%	
1126 Groundwork NPG-13777 Grant	3,944	0	(3,944)			0.0%	3,944
1150 Miscellaneous Income	111	0	(111)			0.0%	
1151 ANNUAL INSURANCE	3,147	0	(3,147)			0.0%	
1175 Barclays acc closure due 2 oth	3,225	0	(3,225)			0.0%	
	84,883	73,733	(11,150)			115.1%	3,944
Receipts :- Receipts							
	84,883	73,733	(11,150)				
Net Receipts							
6001 less Transfer to EMR	3,944						
Movement to/(from) Gen Reserve	80,939						
<u>101 Payments</u>							
4000 SALARIES	34,083	35,318	1,235		1,235	96.5%	
4005 PAYE & NIC	2,205	2,175	(30)		(30)	101.4%	
4006 Pension	6,563	6,923	360		360	94.8%	
4010 Office Allowance	1,161	1,100	(61)		(61)	105.5%	
4015 Subs & Charges	1,241	1,425	184		184	87.1%	
4025 Stationery & Postage	578	700	122		122	82.6%	
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	56	35	(21)		(21)	159.4%	
4070 Maintenance	8,949	1,803	(7,146)		(7,146)	496.4%	6,981
4071 Fixed Asset Maintenance	329	1,000	671		671	32.9%	329
4073 Bins	936	920	(16)		(16)	101.7%	
4080 Professional Fees	0	750	750		750	0.0%	
4081 IT	738	1,325	587		587	55.7%	
4082 Website	225	0	(225)		(225)	0.0%	
4085 Audit Fees	724	750	26		26	96.6%	
4090 Election Fees	188	1,350	1,162		1,162	13.9%	
4100 Neighbourhood Plan	2,947	0	(2,947)		(2,947)	0.0%	2,947

Detailed Receipts & Payments by Budget Heading 11/02/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4150 Speed Limit Community Match	39	500	461		461	7.8%	
4262 CIL EXPENDITURE	18,512	0	(18,512)		(18,512)	0.0%	18,512
4264 APPLE PRESS DEPOSIT RETURNS	75	0	(75)		(75)	0.0%	
4266 PPC Events Committee	752	350	(402)		(402)	214.9%	700
4267 Due to PF PAV acc barclays acc	1,455	0	(1,455)		(1,455)	0.0%	
Payments :- Indirect Payments	101,936	73,733	(28,203)	0	(28,203)	138.3%	29,468
Net Payments	(101,936)	(73,733)	28,203				
6000 plus Transfer from EMR	29,468						
Movement to/(from) Gen Reserve	(72,468)						
<u>999 VAT Data</u>							
115 VAT Refunds	11,759	0	(11,759)			0.0%	
VAT Data :- Receipts	11,759	0	(11,759)				0
515 VAT on Payments	4,735	0	(4,735)		(4,735)	0.0%	
516 VAT due to VH & PF accs	4,961	0	(4,961)		(4,961)	0.0%	
VAT Data :- Indirect Payments	9,696	0	(9,696)	0	(9,696)		0
Net Receipts over Payments	2,063	0	(2,063)				
Grand Totals:- Receipts	96,642	73,733	(22,909)			131.1%	
Payments	111,633	73,733	(37,900)	0	(37,900)	151.4%	
Net Receipts over Payments	(14,990)	0	14,990				
plus Transfer from EMR	29,468						
less Transfer to EMR	3,944						
Movement to/(from) Gen Reserve	10,533						

Detailed Receipts & Payments by Budget Heading 11/02/2024

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	136	0	(136)			0.0%	
1130 Hiring Income	25,093	29,000	3,907			86.5%	
1131 HALL HIRE SECURITY RECEIPT	900	0	(900)			0.0%	
1150 Miscellaneous Income	73	0	(73)			0.0%	
1160 FIT Payments	3,908	5,000	1,092			78.2%	
Income :- Receipts	30,111	34,000	3,889			88.6%	0
Net Receipts	30,111	34,000	3,889				
<u>101 Payments</u>							
4001 Holiday Cover	38	150	112		112	25.5%	
4003 VH Manager Expenses	508	790	282		282	64.2%	
4010 Electricity	7,276	6,700	(576)		(576)	108.6%	
4011 Water	344	650	306		306	52.9%	
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	490	360	(130)		(130)	136.1%	
4055 Insurance & Licences	2,176	2,200	24		24	98.9%	
4065 Bank Charges	9	0	(9)		(9)	0.0%	
4070 Maintenance	3,744	2,500	(1,244)		(1,244)	149.8%	
4071 Bins	1,320	850	(470)		(470)	155.3%	
4076 Miscellaneous Expenditure	118	0	(118)		(118)	0.0%	
4090 Fire Inspection	849	450	(399)		(399)	188.6%	
4100 Subscriptions	221	250	29		29	88.3%	
4120 3-5 Year Maintenance	3,795	4,500	705		705	84.3%	
4400 PWLB	4,433	4,600	167		167	96.4%	
4500 Projects	0	6,000	6,000		6,000	0.0%	
Payments :- Indirect Payments	27,721	34,000	6,279	0	6,279	81.5%	0
Net Payments	(27,721)	(34,000)	(6,279)				
<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	2,825	0	(2,825)		(2,825)	0.0%	
VAT Data :- Indirect Payments	2,825	0	(2,825)	0	(2,825)		0
Net Receipts over Payments	(896)	0	896				

Detailed Receipts & Payments by Budget Heading 11/02/2024

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	32,040	34,000	1,960			94.2%	
Payments	30,546	34,000	3,454	0	3,454	89.8%	
Net Receipts over Payments	<u>1,494</u>	<u>0</u>	<u>(1,494)</u>				
Movement to/(from) Gen Reserve	<u>1,494</u>						

Plumpton Playing Field

Bank - Cash and Investment Reconciliation as at 11 February 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

11/02/2024	Current Account	3,062.37
11/02/2024	Deposit Account	16,478.88
11/01/2024	Pavilion Account	0.00
31/03/2018	NSI Investment Account	1,705.59
11/01/2023	Unity Current Account	0.00

21,246.84

Unpresented Payments

389.53

20,857.31

Receipts not on Bank Statement

0.00

Closing Balance

20,857.31

All Cash & Bank Accounts

1	Current Account	2,672.84
2	Deposit Account	16,478.88
3	Pavilion Account	0.00
4	NSI Investment Account	1,705.59
5	Unity Current Account	0.00
	Other Cash & Bank Balances	0.00

Total Cash & Bank Balances

20,857.31

Plumpton Parish Council

Bank - Cash and Investment Reconciliation as at 11 February 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

11/02/2024	PPC1 Unity	7,325.61
06/12/2023	Reserve Account	73.97
06/12/2023	PP1 Barclays	61.63
11/02/2024	PPC Unity Instant Access Saver	110,186.70

117,647.91

Unpresented Payments

8,483.76

109,164.15

Receipts not on Bank Statement

45.00

Closing Balance

109,209.15

All Cash & Bank Accounts

1	Current Bank Accounts	-1,113.15
2	Reserve Account	73.97
3	Unity Trust Bank	61.63
4	Unity Bank Instant Access Savi	110,186.70
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	<u>109,209.15</u>

Plumpton Village Hall

Bank - Cash and Investment Reconciliation as at 11 February 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

11/02/2024	Current Account	5,188.70
11/02/2024	Deposit Account	41,066.75
10/01/2024	Unity Current Account	0.00

46,255.45

Unpresented Payments

904.09

45,351.36

Receipts not on Bank Statement

0.00

45,351.36

Closing Balance

All Cash & Bank Accounts

1	Current Account	4,284.61
2	Deposit Account	41,066.75
3	Unity Current Account	0.00
	Other Cash & Bank Balances	0.00

Total Cash & Bank Balances

45,351.36