



# PLUMPTON PARISH COUNCIL

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## FINANCE COMMITTEE

1<sup>st</sup> May 2024

242509

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 14<sup>th</sup> May 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 16<sup>th</sup> April 2024
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 for May.
  - 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. To review and approve 2024/2025 community grant applications
9. To note Village Hall PWLB bi-annual repayment and note balance remaining
10. CIL spend allocations
11. Questions from Parish Councillors and items to be added at the next meeting

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

21<sup>st</sup> May Annual Parish Meeting – 19:30

4<sup>th</sup> June 2024 VH Committee – 19:00

11<sup>th</sup> June 2024 Finance Committee – 19:00 followed by Full Council at 19:45

27<sup>th</sup> June 2024 – Playing Field Committee – 19:30 at the Village Hall

Anita Emery | Parish Clerk | 01/05/2024



# PLUMPTON PARISH COUNCIL

## FINANCE COMMITTEE

2232408

**Minutes of the Finance Committee held at the Village Hall on 16<sup>th</sup> April 2024 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: None**

**Members of Public: None**

1. To accept apologies for absence
  - None
2. To approve the minutes of the meeting held on 12<sup>th</sup> March 2024
  - 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
  - Nothing to report
5. To approve expenditure items as itemised on the schedules.
  - a. Report 1 – PPC Expenditure to 31<sup>st</sup> March and April
  - b. Report 2 – VH Expenditure to 31<sup>st</sup> March and April
  - c. Report 3 – PF Expenditure to 31<sup>st</sup> March and April

Plus additional payments for April of;

**PF**

LDC - playpark inspection £18  
J&B Window cleaning £45  
Cllr Jim Brown - £7.92

**VH**

J&B Window cleaning £43.00  
ECM Platt VH cleaning cover - £22.88  
S Milton - hall deposit return - £100  
Cllr Jim Brown - £9.00

- Unanimously approved March and April (March – PPC £3144.42, VH - £3376.92 & PF - £393.53) (April – PPC £7741.98, VH - £734.06 & PF - £1696.99 plus the above additional payments) . Chair signed to that effect.



## PLUMPTON PARISH COUNCIL

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6. To approve bank statements and reconciliations as at 31<sup>st</sup> March 2024.
  - Cllr PB checked all and all agreed. Cambridge BS bank statement to chase again – clerk waiting on internet access from them. **Clerk to chase.**
7. To approve year to date accounts as at 31<sup>st</sup> March 2024
  - d. Report 1 – PPC
  - e. Report 2 – VH
  - f. Report 3 – PF
  - Cllr PB no observations - £2006 VH hire income over expected budget.
  - Ring Opus re smart meter. Clerk to action
  - Unanimously approved YTD.
8. To note earmarked reserves as at 31<sup>st</sup> March 2024 and agree any movements.
  - NS to send AE the earmarked reserves – to move some of the general reserves to earmarked.
  - PPC – Emr £1000 from elections
  - PF – no movements
9. CIL spend allocations
  - No other candidates for CIL
10. Questions from Parish Councillors and items to be added at the next meeting
  - None

Meeting Closed: 19:39

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

22<sup>nd</sup> April – Pavilion Working Group meeting 5pm - POSTPONED

7<sup>th</sup> May VH Committee – 19:00

14<sup>th</sup> May PPC Annual Meeting 19:45 followed by full council (inc finance) meeting

21<sup>st</sup> May Annual Parish Meeting – 19:30

Anita Emery | Parish Clerk | 20/04/2024

Time: 14:03

## Current Account

## List of Payments made between 17/04/2024 and 10/05/2024

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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>
10/05/2024	New Leaf Tree Track hedge	242509	120.00		New Leaf Tree Track hedge
10/05/2024	British Telecom	242510DD	38.06		British Telecom
10/05/2024	J Boot skatepark sweep	242511	190.00		J Boot skatepark sweep
10/05/2024	Countrywide Grounds Maintenanc	242512	337.80		Countrywide Grounds Maintenanc
10/05/2024	OPUS ENERGY	242513DD	1,286.50		OPUS ENERGY
<b>Total Payments</b>			<u>1,972.36</u>		

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## PPC T1 Unity Account

## List of Payments made between 18/04/2024 and 10/05/2024

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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>
09/05/2024	Salaries May	242512	2,815.08		Salaries May
09/05/2024	East Sussex Pension Fund	242513	806.67		East Sussex Pension Fund
09/05/2024	HMRC May	232414	469.48		HMRC May
09/05/2024	A Emery expenses	242515	110.50		A Emery expenses
09/05/2024	Clerks and Councils Direct	242516	126.60		Clerks and Councils Scroll
09/05/2024	Mulberry & Co Internal audit	242517	117.00		Mulberry & Co internal audit
09/05/2024	Viking Direct	242518	110.92		Viking Direct Stationery
09/05/2024	Viking Direct	242519	48.52		Viking Direct keyboard & mouse
<b>Total Payments</b>			<u>4,604.77</u>		

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## Current Account

## List of Payments made between 18/04/2024 and 10/05/2024

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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>
10/05/2024	Jane Donovan expenses	242508	79.99		Jane Donovan MS Office subs
10/05/2024	BT	242509	38.06		BT
10/05/2024	Bare Root VH Green	242510	200.00		Bare Root VH Green
10/05/2024	jane Donovan expenses	242511	50.39		jane Donovan expenses
10/05/2024	Buddson Ltd Lifebuoy	242512	340.79		Buddson Ltd Lifebuoy
10/05/2024	Viking Direct	242513	103.98		Viking Direct cleaning supplie
10/05/2024	Bareroot VH Green cut	242514	200.00		Bareroot VH Green cut
10/05/2024	Opus Energy	242515	1,469.46		Opus Energy
<b>Total Payments</b>			<u>2,482.67</u>		

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## Detailed Receipts &amp; Payments by Budget Heading 10/05/2024

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>100 Income</u></b>							
1110 Grants Received	7,500	15,000	7,500			50.0%	
1115 Donations Received	8	0	(8)			0.0%	
1130 Hiring Income	3,347	9,168	5,821			36.5%	
1140 Fundraising Income	0	1,000	1,000			0.0%	
Income :- Receipts	<b>10,855</b>	<b>25,168</b>	<b>14,313</b>			<b>43.1%</b>	<b>0</b>
<b>Net Receipts</b>	<b>10,855</b>	<b>25,168</b>	<b>14,313</b>				
<b><u>101 Payments</u></b>							
4010 Electricity	2,401	5,000	2,599		2,599	48.0%	
4011 Water	0	1,200	1,200		1,200	0.0%	
4015 Grass & Pitch	0	9,000	9,000		9,000	0.0%	
4016 Hedges and Trees	120	1,000	880		880	12.0%	
4025 Window Cleaner	45	250	205		205	18.0%	
4050 Telephone/Internet	63	360	297		297	17.6%	
4055 Insurance & Licences	0	1,200	1,200		1,200	0.0%	
4070 Grass Cutting Maintenance	282	4,000	3,719		3,719	7.0%	
4090 Fire Inspection	0	300	300		300	0.0%	
4200 Pavilion	8	2,500	2,492		2,492	0.3%	
4210 Skatepark	190	900	710		710	21.1%	
4211 Play Park	99	2,645	2,546		2,546	3.7%	
4400 3-5 Year Plan (Pavilion)	0	400	400		400	0.0%	
Payments :- Indirect Payments	<b>3,207</b>	<b>28,755</b>	<b>25,548</b>	<b>0</b>	<b>25,548</b>	<b>11.2%</b>	<b>0</b>
<b>Net Payments</b>	<b>(3,207)</b>	<b>(28,755)</b>	<b>(25,548)</b>				
<b><u>999 VAT Data</u></b>							
515 VAT on Payments	569	0	(569)		(569)	0.0%	
VAT Data :- Indirect Payments	<b>569</b>	<b>0</b>	<b>(569)</b>	<b>0</b>	<b>(569)</b>		<b>0</b>
<b>Net Payments</b>	<b>(569)</b>	<b>0</b>	<b>569</b>				
Grand Totals:- Receipts	<b>10,855</b>	<b>25,168</b>	<b>14,313</b>			<b>43.1%</b>	
Payments	<b>3,776</b>	<b>28,755</b>	<b>24,979</b>	<b>0</b>	<b>24,979</b>	<b>13.1%</b>	
<b>Net Receipts over Payments</b>	<b>7,079</b>	<b>(3,587)</b>	<b>(10,666)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>7,079</b>						

## Detailed Receipts &amp; Payments by Budget Heading 10/05/2024

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>100 Receipts</u></b>							
1076 Precept	42,160	89,709	47,549			47.0%	
1078 Community Infrastructure Levy	11,975	103,637	91,662			11.6%	11,975
1090 Interest Received	0	100	100			0.0%	
1100 Allotment Rent	0	210	210			0.0%	
1151 ANNUAL INSURANCE	0	3,440	3,440			0.0%	
Receipts :- Receipts	<b>54,135</b>	<b>197,096</b>	<b>142,961</b>			<b>27.5%</b>	<b>11,975</b>
<b>Net Receipts</b>	<b>54,135</b>	<b>197,096</b>	<b>142,961</b>				
6001 less Transfer to EMR	11,975						
<b>Movement to/(from) Gen Reserve</b>	<b>42,160</b>						
<b><u>101 Payments</u></b>							
4000 SALARIES	7,637	46,294	38,657		38,657	16.5%	
4005 PAYE & NIC	595	3,196	2,601		2,601	18.6%	
4006 Pension	1,586	9,394	7,808		7,808	16.9%	
4010 Office Allowance	205	1,250	1,045		1,045	16.4%	
4015 Subs & Charges	985	1,550	565		565	63.5%	
4025 Stationery & Postage	259	800	541		541	32.4%	
4030 Printing	0	150	150		150	0.0%	
4045 Training and Conference Fees	0	1,250	1,250		1,250	0.0%	
4046 Councillor's Expenses	0	150	150		150	0.0%	
4055 Insurance	0	3,700	3,700		3,700	0.0%	
4060 Community Grants	0	3,000	3,000		3,000	0.0%	
4061 Charity Grants	7,500	15,000	7,500		7,500	50.0%	
4065 Bank Charges	0	50	50		50	0.0%	
4070 Maintenance	513	1,800	1,287		1,287	28.5%	
4071 Fixed Asset Maintenance	0	1,000	1,000		1,000	0.0%	
4073 Bins	234	1,000	766		766	23.4%	
4080 Professional Fees	0	750	750		750	0.0%	
4081 IT	40	1,325	1,285		1,285	3.1%	
4085 Audit Fees	98	750	653		653	13.0%	
4090 Election Fees	0	300	300		300	0.0%	
4150 Speed Limit Community Match	0	500	500		500	0.0%	
4266 PPC Events Committee	0	250	250		250	0.0%	
Payments :- Indirect Payments	<b>19,653</b>	<b>93,459</b>	<b>73,806</b>	<b>0</b>	<b>73,806</b>	<b>21.0%</b>	<b>0</b>
<b>Net Payments</b>	<b>(19,653)</b>	<b>(93,459)</b>	<b>(73,806)</b>				



## Detailed Receipts &amp; Payments by Budget Heading 10/05/2024

## 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	8,442	0	(8,442)			0.0%	
VAT Data :- Receipts	<u>8,442</u>	<u>0</u>	<u>(8,442)</u>				<u>0</u>
515 VAT on Payments	255	0	(255)		(255)	0.0%	
VAT Data :- Indirect Payments	<u>255</u>	<u>0</u>	<u>(255)</u>	<u>0</u>	<u>(255)</u>		<u>0</u>
<b>Net Receipts over Payments</b>	<u>8,187</u>	<u>0</u>	<u>(8,187)</u>				
Grand Totals:- Receipts	62,577	197,096	134,519			31.7%	
Payments	19,908	93,459	73,551	0	73,551	21.3%	
<b>Net Receipts over Payments</b>	<u>42,669</u>	<u>103,637</u>	<u>60,968</u>				
less Transfer to EMR	11,975						
<b>Movement to/(from) Gen Reserve</b>	<u>30,694</u>						

## Detailed Receipts &amp; Payments by Budget Heading 10/05/2024

## 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	0	100	100			0.0%	
1130 Hiring Income	2,225	30,500	28,275			7.3%	
1131 HALL HIRE SECURITY RECEIPT	300	0	(300)			0.0%	
1160 FIT Payments	0	6,000	6,000			0.0%	
<b>Income :- Receipts</b>	<b>2,525</b>	<b>36,600</b>	<b>34,075</b>			<b>6.9%</b>	<b>0</b>
<b>Net Receipts</b>	<b>2,525</b>	<b>36,600</b>	<b>34,075</b>				
<b>101 Payments</b>							
4001 Holiday Cover	23	150	127		127	15.3%	
4003 VH Manager Expenses	130	800	670		670	16.3%	
4010 Electricity	1,225	7,600	6,375		6,375	16.1%	
4011 Water	33	650	617		617	5.1%	
4015 Village Green Maintenance	741	4,000	3,259		3,259	18.5%	
4021 HALL HIRE SECURITY RETURNS	100	0	(100)		(100)	0.0%	
4050 Telephone/Internet	32	600	568		568	5.3%	
4055 Insurance & Licences	0	3,000	3,000		3,000	0.0%	
4070 Maintenance	439	2,500	2,061		2,061	17.5%	
4071 Bins	284	1,100	816		816	25.8%	
4090 Fire Inspection	0	900	900		900	0.0%	
4100 Subscriptions	0	300	300		300	0.0%	
4120 3-5 Year Maintenance	0	5,000	5,000		5,000	0.0%	
4400 PWLB	0	4,500	4,500		4,500	0.0%	
4500 Projects	0	5,500	5,500		5,500	0.0%	
<b>Payments :- Indirect Payments</b>	<b>3,006</b>	<b>36,600</b>	<b>33,594</b>	<b>0</b>	<b>33,594</b>	<b>8.2%</b>	<b>0</b>
<b>Net Payments</b>	<b>(3,006)</b>	<b>(36,600)</b>	<b>(33,594)</b>				
<b>999 VAT Data</b>							
515 VAT on Payments	385	0	(385)		(385)	0.0%	
<b>VAT Data :- Indirect Payments</b>	<b>385</b>	<b>0</b>	<b>(385)</b>	<b>0</b>	<b>(385)</b>		<b>0</b>
<b>Net Payments</b>	<b>(385)</b>	<b>0</b>	<b>385</b>				
<b>Grand Totals:- Receipts</b>	<b>2,525</b>	<b>36,600</b>	<b>34,075</b>			<b>6.9%</b>	
<b>Payments</b>	<b>3,392</b>	<b>36,600</b>	<b>33,208</b>	<b>0</b>	<b>33,208</b>	<b>9.3%</b>	
<b>Net Receipts over Payments</b>	<b>(867)</b>	<b>0</b>	<b>867</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(867)</b>						



**PWLB lending facility**

Loan Reference Number	Outstanding Principal Balance (£)	Principal Due (£)	Interest Due (and Late Interest Charges) (£)	Total Due (£)	Interest Rate (%)
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**PLUMPTON PARISH COUNCIL (E SUSSEX)**

06/05/2024

**LOAN REPAYMENT DUE - REPAYMENT DATE 03/06/2024**

PW498415	4,000.00	1,000.00	83.60	1,083.60	4.180
PW501318	7,000.00	1,000.00	83.65	1,083.65	2.390
<b>TOTAL:</b>	<b>11,000.00</b>	<b>2,000.00</b>	<b>167.25</b>	<b>2,167.25</b>	

Your authority has elected to pay loan repayments by direct debit and therefore the sum of £2,167.25 will be debited from your nominated account on 03/06/2024 quoting reference PLUMPTON.

You need take no further action.

If you have any queries, please do not hesitate to contact the UK Debt Management Office.

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## Plumpton Playing Field

### Bank - Cash and Investment Reconciliation as at 10 May 2024

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#### Confirmed Bank & Investment Balances

##### Bank Statement Balances

10/05/2024	Current Account	4,652.94
10/05/2024	Deposit Account	19,080.14
31/03/2018	NSI Investment Account	1,705.59

**25,438.67**

##### Unpresented Payments

**721.86**

**24,716.81**

##### Receipts not on Bank Statement

**0.00**

##### **Closing Balance**

**24,716.81**

##### All Cash & Bank Accounts

1	Current Account	3,931.08
2	Deposit Account	19,080.14
3	Pavilion Account	0.00
4	NSI Investment Account	1,705.59
5	Unity Current Account	0.00
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>24,716.81</b>

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## Plumpton Parish Council

### Bank - Cash and Investment Reconciliation as at 10 May 2024

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#### Confirmed Bank & Investment Balances

##### Bank Statement Balances

10/05/2024	PPC1 Unity	24,239.96
10/05/2024	PPC Unity Instant Access Saver	83,307.97
10/05/2024	Cambridge Building Society	40,000.00

**147,547.93**

##### Unpresented Payments

**6,238.66**

**141,309.27**

##### Receipts not on Bank Statement

**45.00**

##### **Closing Balance**

**141,354.27**

##### All Cash & Bank Accounts

1	Current Bank Accounts	18,046.30
4	Unity Bank Instant Access Savi	83,307.97
5	Cambridge Building Society	40,000.00
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>141,354.27</b>

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## Plumpton Village Hall

### Bank - Cash and Investment Reconciliation as at 10 May 2024

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#### Confirmed Bank & Investment Balances

##### Bank Statement Balances

10/05/2024	Current Account	3,848.83
31/03/2024	Deposit Account	41,353.06
10/05/2024	Unity Current Account	0.00

**45,201.89**

##### Unpresented Payments

**1,400.91**

**43,800.98**

##### Receipts not on Bank Statement

**0.00**

##### **Closing Balance**

**43,800.98**

##### All Cash & Bank Accounts

1	Current Account	2,447.92
2	Deposit Account	41,353.06
3	Unity Current Account	0.00
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>43,800.98</b>