



PLUMPTON PARISH COUNCIL

FINANCE COMMITTEE

2nd December 2021

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 14th December 2021 at 19:00.

Signed *Anita Emery*

Anita Emery (Clerk/RFO to Plumpton Parish Council)

Members of the Public welcome.

The AGENDA is as follows:

- 147. To accept apologies for absence
- 148. Declaration of pecuniary and disclosable interests in respect of matters to be discussed.
- 149. To Approve Minutes from the Finance Committee meeting held on 9th November 2021.
- 150. Clerks Report on any Matters Arising from previous Meetings
- 151. To approve expenditure items as itemised on the schedules.
 - a. Report 1 – PPC Expenditure
 - b. Report 2 – VH Expenditure
 - c. Report 3 – PF Expenditure
- 152. To approve bank statements and reconciliations.
- 153. To approve year to date accounts.
 - a. Report 1 – PPC YTD
 - b. Report 2 – VH YTD
 - c. Report 3 – PF YTD
- 154. To sign off Charity Annual Returns and Trustees Annual Return for VH and PF in order to file with Charity Commission.
- 155. To consider wedding hire charge change for VH to £950 and to discuss local discount rates.
- 156. Community Infrastructure Levy
- 157. Update on review of fixed asset list
- 158. Pocket Park clearance costings
- 159. Questions from Parish Councillors and items to be added at the next meeting

Dates of Next Meetings:

- 11th January 2022 – Parish Council Finance Committee 19:00 at Village Hall
- 11th January 2022 – Parish Council Meeting 19:45 at Village Hall

Anita Emery | Parish Clerk | 02/12/2021



PLUMPTON PARISH COUNCIL

FINANCE COMMITTEE

Minutes of the Finance Committee held at the Village Hall on 9th November 2021 at 18.30.

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

Also in attendance: Anita Emery (Clerk & RFO).

Absent: Cllr P Stevens (Cllr PS),

Members of the Public: 0

131.To accept apologies for absence

- Cllr Stevens tendered his apologies and reason for absence accepted.

132.Declaration of pecuniary and disclosable interests in respect of matters to be discussed.

- None

133.To Approve Minutes from the Finance Committee meeting held on 12th October 2021.

- It was unanimously agreed to approve the minutes of the meeting held on 12th October 2021.

134.Clerks Report on any Matters Arising from previous Meetings

- Nothing to report

135.To approve expenditure items as itemised on the schedules.

- Report 1 – PPC Expenditure
- Report 2 – VH Expenditure
- Report 3 – PF Expenditure

- Clerk advised there were some additional expenditure as follows;

VH - £100 deposit return & £180.00 license fee for hall
PF - £210.00 Aquacare & £76.00 mole care

- It was therefore unanimously agreed to approved the expenditure as follows;

PPC £4963.72
VH £3929.01 plus £280.00
PF £2136.12 plus £286.00

Chair signed to that effect.



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136. To approve bank statements and reconciliations.

- Cllr PB advised nothing to note and therefore recommended the approval. This was duly noted and unanimously agreed to approve the bank statements and reconciliations.

137. To note earmarked reserve movements at 1st November 2021

- Clerk advised the following movements as agreed;

VH £3000 transferred out of projects for the replacement gutters

PPC £5916.62 transferred in from Sigma CIL

PPC £540.00 transferred in from Plumpton Village Society for PPEC Jubilee

- These were duly noted and accepted.

138. To approve year to date accounts.

- a. Report 1 – PPC YTD
- b. Report 2 – VH YTD
- c. Report 3 – PF YTD

- Cllr NS for the VH advised the latest income forecast for the hall via Hallmaster looks to be approximately £24,300 – this is showing genuine bookings and one from the panto approximately in the region of £3.5k. This was duly noted.

139. To discuss 2022/2023 budgets and precept recommendation for Dec PPC meeting

- Final draft budgets had been submitted. The Chair thanks the Clerk, Cllr NS and Cllr RJ for their timely submissions. The aims of the budget setting were to provide a realistic attempt to identify and quantify income and all expenditures for the forthcoming year and for future years so provisions (earmarked reserves) can be made and part included in this forthcoming year. To not raid General Reserves again this year to meet normal expenditure. To recognise the prevailing economic conditions and minimise the increase to the Precept and to bring/maintain Reserves at the accepted level of 50% of income.
- Pavilion – Reserves at the end of this year are anticipated to be c£30k (£24k in General and £6k in EMR). The approach, given a new Chair of the Playing Fields Committee was taken to include all known items in the Budget and then bring in Reserves rather than simply earmark our reserves. Reserves at the end of the Budget year are still anticipated to be slightly in excess of the 50% level on income. The Grant remains the same as the current year.
- Village Hall operates largely within the income it generates. Projects and 3-5 year maintenance therefore need to be juggled. 3-5 year maintenance consist of non annual floor maintenance, new kitchen, flat roof repair and projects new toilets, heaters, car parking relining, LED lighting, LED stage lighting jointly with the Pantomime Society. Cllr NS agreed to provide a comprehensive list of all know requirements. Given the lockdown of 3 months £22k predicted based on known bookings is close to £28k in a full year. £29k was achieved at the last pre Covid



PLUMPTON PARISH COUNCIL

year. Costs look in line with previous year uplifted for expected increases e.g. electricity. Reserves at the end of the current year expected c£32k. EMR £10k and General Reserves £22k.

- PPC Salary increases in line with NALC and cost of living. PPC Events Committee now set at £1820 and £1200 for commemorative item for Parish Children – this is being taken from General Reserves. Training for Councillors/Clerk budgeted to return to pre Covid levels and new laptop for Clerk included at c£750. Other items in line with previous year/expectations.
- It is therefore based on the above that there will be a small rise in the Precept request of 2.76%. Tax Band D increase £0.21 per month.
- It was unanimously agreed to make the above proposals to Full Council with Precept approval at the full council meeting in December.

140. Community Infrastructure Levy

- Nothing to report – Sigma Homes first tranche has been received.

141. Discuss moving bank accounts from Barclays to Unity Trust

- Clerk had produced a report on various banks and their charges and signature set ups (see appendix). It was unanimously agreed to switch all banks accounts from Barclays to Unity Trust. **Clerk to action.**

142. Update on PPC credit/debit card.

- Unanimously agreed for Unity Trust to issue a debit/credit card in PPC's name once accounts switch has been done. **Clerk to action.**

143. Update on review of fixed asset list

- Cllr NS confirmed the asset list will be completed in January 2022.

144. To discuss update on feasibility of electric car charger at VH car park.

- Cllr NS advised local need to be established and to continue to monitor this. It was unanimously agreed to shelve until Spring. **Clerk to remove from agenda.**

145. To approve Jubilee Celebration budget increase request.

- At the PPCEC meeting the Plumpton Village Society requested an increase in funding of £320 from PPC for Jubilee celebrations to cover costs of stage equipment. It was unanimously agreed to increase the funding request from £1500 to £1820. **Clerk to action.**

146. To discuss VH radiator replacement costs.

- It was unanimously agreed to review next month when the other two revised quotes were received and to also find out which radiator is essential.



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

- Cllr RJ requested the cost of tidying the pocket park be placed on the next agenda. Clerk to action.

Meeting Closed: 19.35

Dates of Next Meetings:

14th December 2021 – Parish Council Finance Committee 19:00 at Village Hall

14th December 2021 – Parish Council Meeting 19:45 at Village Hall

Anita Emery | Parish Clerk | 09/11/2021

DRAFT

Current Account

List of Payments made between 02/11/2021 and 07/12/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/12/2021	SDF PEST CONTROL	212277	76.00		MOLE CONTROL
07/12/2021	AQUACARE LTD	212278	210.00		LEGIONELLA RISK ASSESSMENT
07/12/2021	Lewes District Council	212279	18.00		PLAY AREA INSPECTION
07/12/2021	CASTLE WATER	212280	10.71		WATER CHARGES
07/12/2021	J&B WINDOW CLEANING	212281	43.00		J&B WINDOW CLEANING
07/12/2021	JAMES EASTWOOD	212282	120.00		THERMOSTATIC VALVE REPLACEMENT
07/12/2021	PLUSNET	212283	36.00		BROADBAND
07/12/2021	PYROTEC	212284	133.57		PYROTEC EXTINGUISHER SERVICE
07/12/2021	CASTLE WATER	DD1	5.00		WATER

Total Payments	<u>652.28</u>
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Current Bank Accounts

List of Payments made between 10/11/2021 and 07/12/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/12/2021	Anita Emery	212289	925.38		CLERK DEC SALARY
07/12/2021	JANE DONOVAN	212290	1,017.51		VH MANAGER DEC SALARY
07/12/2021	MATTHEW LAMBERT	212291	130.00		PAVILION CLEANER DEC
07/12/2021	HMRC	212292	176.91		PAYE/NIC DEC
07/12/2021	Anita Emery	212293	63.25		CLERK STANDING EXP DEC
07/12/2021	East Sussex Pension Fund	212294	608.39		DEC PENSION CONTRIBUTIONS
07/12/2021	SUSSEX READY MIX PAV PATH	212295	380.11		SUSSEX READY MIX PAV PATH CIL
07/12/2021	JUBILEE EXPENSES BAND	212296	599.50		JUBILEE EXPENSES BAND DEPOSIT
07/12/2021	SIMON MORELY APPLEPRESS	212297	75.00		SIMON MORELY APPLEPRESS DEP RE
07/12/2021	ICO	DD	35.00		ICO ANNUAL SUBS
07/12/2021	Barclays	DD	3.60		CHARGES
07/12/2021	BRITISH LEGION POPPY APPEALCHQ103710		100.00		BRITISH LEGION POPPY APPEAL
07/12/2021	INFORMATION COMMISSIONERS212272REV		-40.00		INFORMATION COMMISSIONERS OFFI

Total Payments	4,074.65
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Current Account

List of Payments made between 02/11/2021 and 07/12/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/12/2021	SIMON GRAY HALL DEPOSIT	212264	100.00		SIMON GRAY HALL DEPOSIT RETURN
07/12/2021	LEWES DISTRICT COUNCIL	212265	180.00		PREMISES LICENSE VH
07/12/2021	J & B SERVICES	212266	42.00		WINDOW CLEANING
07/12/2021	CJS Portsmouth	212267	265.39		CLEANING SUPPLIES
07/12/2021	JANE DONOVAN EXPENSES	212268	53.40		JANE DONOVAN EXPENSES
07/12/2021	Opus Energy	212269	611.29		ELECTRIC 9.10-8.11.2021
07/12/2021	PLUSNET	212270	54.67		BROADBAND
07/12/2021	Public Works Loan Board	DD	2,331.50		PWLB BI ANNUAL LOAN REPAYMENT
07/12/2021	Business Stream	212271	38.34		WASTE WATER
Total Payments			<u>3,676.59</u>		

Detailed Receipts & Payments by Budget Heading 07/12/2021

REPORT 3

	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	1	6	5			17.0%	
1110 Grants Received	14,484	14,484	0			100.0%	
1115 Donations Received	64	0	(64)			0.0%	
1130 Hiring Income	6,719	7,933	1,214			84.7%	
1140 Fundraising Income	0	1,000	1,000			0.0%	
Income :- Receipts	21,268	23,423	2,155			90.8%	0
Net Receipts	21,268	23,423	2,155				
<u>101 Payments</u>							
4010 Electricity	2,575	3,713	1,138		1,138	69.3%	
4011 Water	461	350	(111)		(111)	131.8%	
4015 Grass & Pitch	5,327	8,000	2,673		2,673	66.6%	
4025 Window Cleaner	43	200	157		157	21.5%	
4050 Telephone/Internet	247	350	103		103	70.6%	
4055 Insurance & Licences	913	950	37		37	96.1%	
4070 Maintenance	2,845	3,000	155		155	94.8%	
4076 Miscellaneous Expenditure	166	0	(166)		(166)	0.0%	
4090 Fire Inspection	0	250	250		250	0.0%	
4200 Pavilion	2,070	0	(2,070)		(2,070)	0.0%	1,850
4210 Skatepark	0	400	400		400	0.0%	
4211 Play Park	5,909	3,000	(2,909)		(2,909)	197.0%	
4400 3-5 Year Plan (Pavilion)	0	3,000	3,000		3,000	0.0%	
Payments :- Indirect Payments	20,556	23,213	2,657	0	2,657	88.6%	1,850
Net Payments	(20,556)	(23,213)	(2,657)				
6000 plus Transfer from EMR	1,850						
Movement to/(from) Gen Reserve	(18,706)						
<u>999 VAT Data</u>							
115 VAT Refunds	1,802	0	(1,802)			0.0%	
VAT Data :- Receipts	1,802	0	(1,802)				0
515 VAT on Payments	1,737	0	(1,737)		(1,737)	0.0%	
VAT Data :- Indirect Payments	1,737	0	(1,737)	0	(1,737)		0
Net Receipts over Payments	65	0	(65)				

Detailed Receipts & Payments by Budget Heading 07/12/2021

REPORT 3

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	23,070	23,423	353			98.5%	
Payments	22,293	23,213	920	0	920	96.0%	
Net Receipts over Payments	<u>777</u>	<u>210</u>	<u>(567)</u>				
plus Transfer from EMR	1,850						
Movement to/(from) Gen Reserve	<u>2,627</u>						

Detailed Receipts & Payments by Budget Heading 07/12/2021

REPORT 1

	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	62,172	62,172	0			100.0%	
1078 Community Infrastructure Levy	5,917	0	(5,917)			0.0%	5,917
1090 Interest Received	7	100	93			6.8%	
1100 Allotment Rent	188	180	(8)			104.2%	
1114 UKPN LEGAL FEES REIMBURSED	1,075	0	(1,075)			0.0%	
1115 APPLE PRESS INCOME	175	0	(175)			0.0%	
1116 VILLAGE SOCIETY JUBILEE FUNDS	713	0	(713)			0.0%	713
1150 Miscellaneous Income	55	0	(55)			0.0%	
1151 ANNUAL INSURANCE	2,498	0	(2,498)			0.0%	
	72,800	62,452	(10,348)			116.6%	6,630
Receipts :- Receipts							
	72,800	62,452	(10,348)				
6001 less Transfer to EMR	6,630						
Movement to/(from) Gen Reserve	66,170						
<u>101 Payments</u>							
4000 SALARIES	20,656	28,314	7,658		7,658	73.0%	
4005 PAYE & NIC	983	1,271	288		288	77.4%	
4006 Pension	4,220	6,324	2,104		2,104	66.7%	
4010 Office Allowance	610	1,100	490		490	55.5%	
4015 Subs & Charges	1,410	1,365	(45)		(45)	103.3%	
4025 Stationery & Postage	388	960	572		572	40.4%	
4030 Printing	95	0	(95)		(95)	0.0%	
4040 Travel	16	0	(16)		(16)	0.0%	
4045 Training and Conference Fees	30	750	720		720	4.0%	
4046 Councillor's Expenses	113	100	(13)		(13)	113.3%	
4050 Telephone	58	0	(58)		(58)	0.0%	
4055 Insurance	2,686	300	(2,386)		(2,386)	895.5%	
4060 S137 Grants	500	1,500	1,000		1,000	33.3%	
4061 Charity Grants	14,484	14,484	0		0	100.0%	
4065 Bank Charges	16	50	34		34	32.4%	
4070 Maintenance	807	2,587	1,780		1,780	31.2%	
4071 Fixed Asset Maintenance	293	870	577		577	33.7%	
4073 Litter Bins	156	850	694		694	18.4%	
4075 Dog Bins	156	0	(156)		(156)	0.0%	
4076 Misc Expenditure	100	0	(100)		(100)	0.0%	
4080 Professional Fees	150	750	600		600	20.0%	
4081 IT	390	1,240	850		850	31.5%	
4082 Website	235	0	(235)		(235)	0.0%	

Detailed Receipts & Payments by Budget Heading 07/12/2021

REPORT 1

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4085 Audit Fees	450	650	200		200	69.2%	
4090 Election Fees	0	1,000	1,000		1,000	0.0%	
4150 Speed Limit Community Match	0	500	500		500	0.0%	
4200 Contingency	100	1,000	900		900	10.0%	
4201 LEGAL FEES	1,075	0	(1,075)		(1,075)	0.0%	
4260 LYCH GATE EXPENDITURE	87	0	(87)		(87)	0.0%	
4262 CIL EXPENDITURE	1,397	0	(1,397)		(1,397)	0.0%	
4263 JUBILEE EVENTS	600	0	(600)		(600)	0.0%	
4264 APPLE PRESS DEPOSIT RETURNS	75	0	(75)		(75)	0.0%	
Payments :- Indirect Payments	52,336	65,965	13,629	0	13,629	79.3%	0
Net Payments	(52,336)	(65,965)	(13,629)				
<u>999 VAT Data</u>							
115 VAT Refunds	6,784	0	(6,784)			0.0%	
VAT Data :- Receipts	6,784	0	(6,784)				0
515 VAT on Payments	919	0	(919)		(919)	0.0%	
516 VAT due to VH & PF accs	2,550	0	(2,550)		(2,550)	0.0%	
VAT Data :- Indirect Payments	3,469	0	(3,469)	0	(3,469)		0
Net Receipts over Payments	3,315	0	(3,315)				
Grand Totals:- Receipts	79,584	62,452	(17,132)			127.4%	
Payments	55,806	65,965	10,159	0	10,159	84.6%	
Net Receipts over Payments	23,779	(3,513)	(27,292)				
less Transfer to EMR	6,630						
Movement to/(from) Gen Reserve	17,149						

Detailed Receipts & Payments by Budget Heading 07/12/2021

REPORT 2

	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	1	0	(1)			0.0%	
1110 Grants Received	4,000	0	(4,000)			0.0%	
1130 Hiring Income	12,774	27,320	14,546			46.8%	
1131 HALL HIRE DEPOSIT	300	0	(300)			0.0%	
1140 Fundraising Income	0	1,500	1,500			0.0%	
1150 Miscellaneous Income	100	0	(100)			0.0%	
1160 FIT Payments	4,259	5,250	991			81.1%	
Income :- Receipts	21,434	34,070	12,636			62.9%	0
Net Receipts	21,434	34,070	12,636				
<u>101 Payments</u>							
4001 Holiday Cover	85	0	(85)		(85)	0.0%	
4002 VH Manager	72	0	(72)		(72)	0.0%	
4003 VH Manager Expenses	623	1,000	377		377	62.3%	
4010 Electricity	2,169	3,500	1,331		1,331	62.0%	
4011 Water	137	580	444		444	23.5%	
4015 Village Green Maintenance	1,491	3,800	2,309		2,309	39.2%	
4021 HALL DEPOSIT RETURNS	300	0	(300)		(300)	0.0%	
4050 Telephone/Internet	241	350	109		109	68.9%	
4055 Insurance & Licences	1,765	2,500	735		735	70.6%	
4070 Maintenance	4,238	1,500	(2,738)		(2,738)	282.6%	
4071 Bins	663	850	187		187	78.0%	
4077 Sundries	459	1,200	741		741	38.3%	
4090 Fire Inspection	596	1,155	559		559	51.6%	
4120 3-5 Year Maintenance	3,000	0	(3,000)		(3,000)	0.0%	
4400 PWLB	4,696	4,900	204		204	95.8%	
4500 Projects	0	6,000	6,000		6,000	0.0%	
Payments :- Indirect Payments	20,533	27,335	6,802	0	6,802	75.1%	0
Net Payments	(20,533)	(27,335)	(6,802)				
<u>999 VAT Data</u>							
115 VAT Refunds	748	0	(748)			0.0%	
VAT Data :- Receipts	748	0	(748)				0
515 VAT on Payments	1,035	0	(1,035)		(1,035)	0.0%	
VAT Data :- Indirect Payments	1,035	0	(1,035)	0	(1,035)		0
Net Receipts over Payments	(287)	0	287				

Detailed Receipts & Payments by Budget Heading 07/12/2021

REPORT 2

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	22,182	34,070	11,888			65.1%	
Payments	21,568	27,335	5,767	0	5,767	78.9%	
Net Receipts over Payments	<u>614</u>	<u>6,735</u>	<u>6,121</u>				
Movement to/(from) Gen Reserve	<u>614</u>						

Plumpton Playing Field

Bank - Cash and Investment Reconciliation as at 7 December 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

07/12/2021	Current Account	14,966.18
07/12/2021	Deposit Account	13,656.34
07/12/2021	Pavilion Account	1,263.15
31/03/2018	NSI Investment Account	1,705.59

31,591.26

Unpresented Payments

361.28

31,229.98

Receipts not on Bank Statement

0.00

Closing Balance

31,229.98

All Cash & Bank Accounts

1	Current Account	14,604.90
2	Deposit Account	13,656.34
3	Pavilion Account	1,263.15
4	NSI Investment Account	1,705.59
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	31,229.98

Plumpton Parish Council

Bank - Cash and Investment Reconciliation as at 7 December 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

07/12/2021	PPC 2	73,724.38
07/12/2021	PPC1	1,722.07
07/12/2021	Reserve Account	25,027.63

100,474.08

Unpresented Payments

2,921.44

97,552.64

Receipts not on Bank Statement

0.00

Closing Balance

97,552.64

All Cash & Bank Accounts

1	Current Bank Accounts	72,525.01
2	Reserve Account	25,027.63
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	97,552.64

Plumpton Village Hall

Bank - Cash and Investment Reconciliation as at 7 December 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

07/12/2021	Current Account	21,943.24
07/12/2021	Deposit Account	14,581.86

36,525.10

Unpresented Payments

1,005.95

35,519.15

Receipts not on Bank Statement

0.00

Closing Balance

35,519.15

All Cash & Bank Accounts

1	Current Account	20,937.29
2	Deposit Account	14,581.86
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	35,519.15
