



PLUMPTON PARISH COUNCIL

FINANCE COMMITTEE

5th June 2024

242503

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 June 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 elect a Chair for 2024-2025
3. To elect a Vice Chair for 2024-2025
4. To approve the minutes of the meeting held on 14th May 2024
5. Declaration of pecuniary and disclosable interests in respect of matters to be discussed.
6. Clerks Report on any Matters Arising from previous meetings.
7. 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
8. To approve bank statements and reconciliations.
9. To approve year to date accounts.
 - d. Report 1 – PPC
 - e. Report 2 – VH
 - f. Report 3 – PF
10. CIL spend allocations
11. Questions from Parish Councillors and items to be added at the next meeting

Dates of Next Meetings:

27th June 2024 – Playing Field Committee – 19:30 at the Village Hall

9th July 2024 Finance Committee – 19:00 followed by Full Council at 19:45

No Meetings in August

Anita Emery | Parish Clerk | 04/06/2024



PLUMPTON PARISH COUNCIL

FINANCE COMMITTEE

242509

Minutes of the Finance Committee held at the Village Hall on 14th May 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

The AGENDA is as follows:

1. To accept apologies for absence
 - None
2. To approve the minutes of the meeting held on 16th April 2024
 - 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.
 - Have received statement from Cambridge BS
 - Done EMR for VH
5. To approve expenditure items as itemised on the schedules for May.
 - a. Report 1 – PPC Expenditure - £4604.77
 - b. Report 2 – VH Expenditure - £2482.67
 - c. Report 3 – PF Expenditure - £1972.36

Additional expenditure arrived since publication as follows;

PPC

George Pottinger Architect £1360 (CIL spend)

Jim Brown Parkers PPC - £25.31

PF

Jim Brown PAV £80 replacement glass on pavilion door

Initial Hygiene - £59.82



PLUMPTON PARISH COUNCIL

VH
Initial Hygiene - £49.21
VH Business Stream (waste water) - £160.80

Therefore total expenditure for May as follows;

PPC - £5990.08
VH - £2692.68
PF - £2112.18

This was unanimously approved and chair signed to release the payments.

6. To approve bank statements and reconciliations.
 - Unanimously approved.
7. To approve year to date accounts.
 - d. Report 1 – PPC
 - e. Report 2 – VH
 - f. Report 3 – PF
 - Noted that the PF expenditure for electricity was near to 50% of budget spend already however the usage is similar to previous years and before we get into winter months tender for another company. **Clerk to action**
 - Unanimously approved.
8. To review and approve 2024/2025 community grant applications
9. To note Village Hall PWLB bi-annual repayment and note balance remaining
 - Total outstanding £11k and should be paid within a few years.
10. CIL spend allocations
 - Cllr NB reported of a National initiative – due to the state of England wildlife the government have initiated a regeneration scheme. Survey for all the wildlife in the area. Agreed it wasn't a CIL item – would be best to get a grant.
11. Questions from Parish Councillors and items to be added at the next meeting

Meeting closed at 19.37

Dates of Next Meetings:

21st May Annual Parish Meeting – 19:30
4th June 2024 VH Committee – 19:00
11th June 2024 Finance Committee – 19:00 followed by Full Council at 19:45
27th June 2024 – Playing Field Committee – 19:30 at the Village Hall

Anita Emery | Parish Clerk | 22/05/2024

Time: 13:47

Current Account

List of Payments made between 15/05/2024 and 06/06/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/06/2024	OPUS ENERGY	242514DD	1,083.18		OPUS ENERGY
06/06/2024	HAGS Ship floor playpark	242515	421.20		HAGS Ship floor playpark
06/06/2024	British Telecom	242516DD	38.06		British Telecom
06/06/2024	Countrywide Grounds Maintenanc	242517	337.80		Countrywide Grounds Maintenanc
06/06/2024	Bourne Sport grounds maintenanc	242518	4,560.00		Bourne Sport grounds maintenanc
06/06/2024	Parker Building Supplies playp	242519	312.12		PBS Playpark sand
06/06/2024	Lewes District Council	242508	18.00		Lewes District Council
Total Payments			<u>6,770.36</u>		

PPC T1 Unity Account

List of Payments made between 15/05/2024 and 06/06/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/06/2024	HMRC June	242520	469.68		HMRC June
06/06/2024	Pension June	242521	806.67		Pension June
06/06/2024	Salaries June	242522	2,814.88		Salaries June
06/06/2024	Anita Emery expenses	242523	132.11		Anita Emery expenses
06/06/2024	Elan City Ltd	242524	203.96		Elan City Ltd SID Battery
06/06/2024	Cllr Beaumont frame exp	242525	93.10		Cllr Beaumont frame exp
06/06/2024	Clear Councils annual insuranc	242526	3,669.09		Clear Councils annual insuranc
06/06/2024	Cllr Brown APM expenses	242527	25.31		Cllr Brown APM expenses
06/06/2024	George Pottinger Design (Pav)	242528	1,360.00		George Pottinger Design (Pav)
06/06/2024	A Emery APM expenses	242529	88.20		A Emery APM expenses
06/06/2024	clear councils mispost	REV	-0.06		clear councils mispost
06/06/2024	Honeybees planters	GRANT	50.00		Honeybees planters
06/06/2024	St Peter & St James Hospice	GRANT	450.00		St Peter & St James Hospice
06/06/2024	The Monday Group	GRANT	250.00		The Monday Group
06/06/2024	Air Ambulance	GRANT	250.00		Air Ambulance
06/06/2024	Good Neighbours Group	GRANT	150.00		Good Neighbours Group
06/06/2024	PPC Unity Instant Access Savin	trans	11,974.95		cil money
06/06/2024	Plumpton Activity Scheme	GRANT	360.00		Plumpton Activity Scheme
Total Payments			23,147.89		

Current Account

List of Payments made between 15/05/2024 and 06/06/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/06/2024	Bareroot grass cut 31/5	242516	200.00		Bareroot grass cut 31/5
06/06/2024	Sean Mannion New fire doors	242517	850.00		Sean Mannion New fire doors
06/06/2024	PRS FOR MUSIC	242518	323.75		PPL/PRS Licence
06/06/2024	Jane Donovan expenses	242519	118.71		Jane Donovan expenses
06/06/2024	Public Works Loan Board	DD	2,167.25		Public Works Loan Board
06/06/2024	Opus Energy	DD	547.01		Opus Energy
06/06/2024	BT	DD	38.06		BT
06/06/2024	Castle Water May	DD	27.49		Castle Water May

	Total Payments		<u>4,272.27</u>		
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Detailed Receipts & Payments by Budget Heading 06/06/2024

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>							
1110 Grants Received	7,500	15,000	7,500			50.0%	
1115 Donations Received	16	0	(16)			0.0%	
1130 Hiring Income	3,542	9,168	5,626			38.6%	
1140 Fundraising Income	0	1,000	1,000			0.0%	
Income :- Receipts	11,058	25,168	14,110			43.9%	0
Net Receipts	11,058	25,168	14,110				
<u>101 Payments</u>							
4010 Electricity	3,303	5,000	1,697		1,697	66.1%	
4011 Water	0	1,200	1,200		1,200	0.0%	
4015 Grass & Pitch	3,800	9,000	5,200		5,200	42.2%	
4016 Hedges and Trees	120	1,000	880		880	12.0%	
4025 Window Cleaner	45	250	205		205	18.0%	
4050 Telephone/Internet	95	360	265		265	26.4%	
4055 Insurance & Licences	0	1,200	1,200		1,200	0.0%	
4070 Grass Cutting Maintenance	563	4,000	3,437		3,437	14.1%	
4090 Fire Inspection	0	300	300		300	0.0%	
4200 Pavilion	88	2,500	2,412		2,412	3.5%	
4210 Skatepark	190	900	710		710	21.1%	
4211 Play Park	710	2,645	1,935		1,935	26.8%	
4400 3-5 Year Plan (Pavilion)	0	400	400		400	0.0%	
Payments :- Indirect Payments	8,914	28,755	19,841	0	19,841	31.0%	0
Net Payments	(8,914)	(28,755)	(19,841)				
<u>999 VAT Data</u>							
515 VAT on Payments	1,694	0	(1,694)		(1,694)	0.0%	
VAT Data :- Indirect Payments	1,694	0	(1,694)	0	(1,694)		0
Net Payments	(1,694)	0	1,694				
Grand Totals:- Receipts	11,058	25,168	14,110			43.9%	
Payments	10,609	28,755	18,146	0	18,146	36.9%	
Net Receipts over Payments	449	(3,587)	(4,036)				
Movement to/(from) Gen Reserve	449						

Detailed Receipts & Payments by Budget Heading 06/06/2024

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	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	105	210	105			50.0%	
1151 ANNUAL INSURANCE	0	3,440	3,440			0.0%	
Receipts :- Receipts	54,240	197,096	142,856			27.5%	11,975
Net Receipts	54,240	197,096	142,856				
6001 less Transfer to EMR	11,975						
Movement to/(from) Gen Reserve	42,265						
<u>101 Payments</u>							
4000 SALARIES	10,882	46,294	35,412		35,412	23.5%	
4005 PAYE & NIC	816	3,196	2,380		2,380	25.5%	
4006 Pension	2,212	9,394	7,182		7,182	23.6%	
4010 Office Allowance	404	1,250	846		846	32.3%	
4015 Subs & Charges	985	1,550	565		565	63.5%	
4025 Stationery & Postage	352	800	448		448	44.0%	
4030 Printing	47	150	103		103	31.3%	
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	3,669	3,700	31		31	99.2%	
4060 Community Grants	1,510	3,000	1,490		1,490	50.3%	
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	170	1,000	830		830	17.0%	170
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%	
4268 Pavilion Project exp (CIL)	1,360	0	(1,360)		(1,360)	0.0%	1,360
Payments :- Indirect Payments	30,792	93,459	62,667	0	62,667	32.9%	1,530
Net Payments	(30,792)	(93,459)	(62,667)				
6000 plus Transfer from EMR	1,530						
Movement to/(from) Gen Reserve	(29,262)						

Detailed Receipts & Payments by Budget Heading 06/06/2024

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	289	0	(289)		(289)	0.0%	
VAT Data :- Indirect Payments	<u>289</u>	<u>0</u>	<u>(289)</u>	<u>0</u>	<u>(289)</u>		<u>0</u>
Net Receipts over Payments	<u>8,153</u>	<u>0</u>	<u>(8,153)</u>				
Grand Totals:- Receipts	62,682	197,096	134,414			31.8%	
Payments	31,081	93,459	62,378	0	62,378	33.3%	
Net Receipts over Payments	<u>31,601</u>	<u>103,637</u>	<u>72,036</u>				
plus Transfer from EMR	1,530						
less Transfer to EMR	11,975						
Movement to/(from) Gen Reserve	<u>21,156</u>						

Detailed Receipts & Payments by Budget Heading 06/06/2024

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	0	100	100			0.0%	
1130 Hiring Income	4,697	30,500	25,803			15.4%	
1131 HALL HIRE SECURITY RECEIPT	300	0	(300)			0.0%	
1141 Jumble Sale Proceeds (User Gro	300	0	(300)			0.0%	300
1160 FIT Payments	1,834	6,000	4,166			30.6%	
	7,132	36,600	29,468			19.5%	300
Income :- Receipts							
	7,132	36,600	29,468				
Net Receipts							
	7,132	36,600	29,468				
6001 less Transfer to EMR	300						
	6,832						
Movement to/(from) Gen Reserve							
	6,832						
<u>101 Payments</u>							
4001 Holiday Cover	23	150	127		127	15.3%	
4003 VH Manager Expenses	249	800	551		551	31.1%	
4010 Electricity	1,746	7,600	5,854		5,854	23.0%	
4011 Water	145	650	505		505	22.3%	
4015 Village Green Maintenance	941	4,000	3,059		3,059	23.5%	
4021 HALL HIRE SECURITY RETURNS	100	0	(100)		(100)	0.0%	
4050 Telephone/Internet	63	600	537		537	10.6%	
4055 Insurance & Licences	270	3,000	2,730		2,730	9.0%	
4070 Maintenance	1,330	2,500	1,170		1,170	53.2%	
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	2,167	4,500	2,333		2,333	48.2%	
4500 Projects	0	5,500	5,500		5,500	0.0%	
	7,318	36,600	29,282	0	29,282	20.0%	0
Payments :- Indirect Payments							
	(7,318)	(36,600)	(29,282)				
Net Payments							
	(7,318)	(36,600)	(29,282)				
<u>999 VAT Data</u>							
515 VAT on Payments	480	0	(480)		(480)	0.0%	
	480	0	(480)	0	(480)		0
VAT Data :- Indirect Payments							
	(480)	0	480				
Net Payments							
	(480)	0	480				

Detailed Receipts & Payments by Budget Heading 06/06/2024

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	7,132	36,600	29,468			19.5%	
Payments	7,798	36,600	28,803	0	28,803	21.3%	
Net Receipts over Payments	<u>(666)</u>	<u>0</u>	<u>666</u>				
less Transfer to EMR	300						
Movement to/(from) Gen Reserve	<u>(966)</u>						

Plumpton Playing Field

Bank - Cash and Investment Reconciliation as at 6 June 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

06/06/2024	Current Account	2,676.54
06/06/2024	Deposit Account	19,080.14
31/03/2018	NSI Investment Account	1,705.59

23,462.27

Unpresented Payments

5,375.06

18,087.21

Receipts not on Bank Statement

0.00

Closing Balance

18,087.21

All Cash & Bank Accounts

1	Current Account	-2,698.52
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
	Total Cash & Bank Balances	18,087.21

Plumpton Parish Council

Bank - Cash and Investment Reconciliation as at 6 June 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

06/06/2024	PPC1 Unity	5,815.64
06/06/2024	PPC Unity Instant Access Saver	90,282.92
06/06/2024	Cambridge Building Society	40,000.00

136,098.56

Unpresented Payments

5,857.23

130,241.33

Receipts not on Bank Statement

45.00

Closing Balance

130,286.33

All Cash & Bank Accounts

1	Current Bank Accounts	3.41
4	Unity Bank Instant Access Savi	90,282.92
5	Cambridge Building Society	40,000.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	130,286.33

Plumpton Village Hall

Bank - Cash and Investment Reconciliation as at 6 June 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

06/06/2024	Current Account	4,831.28
06/06/2024	Deposit Account	41,353.06
10/05/2024	Unity Current Account	0.00

46,184.34

Unpresented Payments

2,182.62

44,001.72

Receipts not on Bank Statement

0.00

Closing Balance

44,001.72

All Cash & Bank Accounts

1	Current Account	2,648.66
2	Deposit Account	41,353.06
3	Unity Current Account	0.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	44,001.72