



CLAYDON & WHITTON PARISH COUNCIL

Clerk: Mrs C Greenan, 129 Poplar Hill, Stowmarket, IP14 2AX

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There will be a meeting of Claydon and Whitton Parish Council Finance and General Purposes Committee on Monday 12th October 2020 commencing at 7.30pm via Zoom Meeting ID: 895 6975 5450, Passcode: 639409

Members of the public are welcome to attend.

AGENDA of PARISH COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

FI-10-20-01	OPENING	CHAIR
FI-10-20-02	PUBLIC FORUM – Maximum of 15 minutes <ul style="list-style-type: none"> Questions / Comments from the public 	CHAIR
FI-10-20-03	APOLOGIES FOR ABSENCE To receive and agree any apologies	CLERK
FI-10-20-04	DECLARATION OF INTEREST AND LOCAL NON-PECUNIARY INTERESTS <ul style="list-style-type: none"> To receive declarations of pecuniary and local non-pecuniary interest(s) in items on the agenda and their nature inc. gifts of hospitality exceeding £25 To receive requests for dispensations 	ALL
FI-10-20-05	MEMBERS DECLARATION OF COUNCIL TAX ARREARS	ALL
FI-10-20-06	MINUTES <ul style="list-style-type: none"> To receive and approve the minutes of the Finance Committee meeting on 20th July 2020 (enclosed and available on the website: http://www.claydonandbarham.onesuffolk.net/assets/Uploads/Claydon/Draft/2020-07-20-Finance-Minutes.pdf 	CHAIR
FI-10-20-07	ACTIONS FROM PREVIOUS MINUTES – Report only <ul style="list-style-type: none"> Check with solicitor that they have received the letter from the Recreation Ground Management Committee and will pay the ringfenced funds to the Parish Council Issue another cheque for the Chair's Allowance Clerk to circulate the street lighting bill to Councillors Clerk to determine with Mid Suffolk District Councils which dog bins were paid for by the Parish Council. Mandate change to be signed by Councillors Whitehead and Studd. Clerk to organise payment to the PCC Purchase a grit bin for Hall Lane. 	CLERK / ALL
FI-10-20-08	BANK RECONCILIATION <ul style="list-style-type: none"> To note the bank reconciliation for 25 September 2020 (PAPER 1) To discuss any issues arising from the reconciliation 	CHAIR / ALL

FI-10-20-09	BUDGET CONTROL REPORT <ul style="list-style-type: none"> To note the Budget Control Report to 28 September 2020 (PAPER 2) To discuss any issues arising from the Budget Control Report 	CHAIR / ALL
FI-10-20-10	BUDGET FOR 2021/22 <ul style="list-style-type: none"> To commence work on planning the budget for 2021/22 	ALL
FI-10-20-11	COMMUNITY INFRASTRUCTURE LEVY (CIL) <ul style="list-style-type: none"> To note and approve the 2019/20 CIL report submitted to Mid Suffolk District Council (attached and on the website: http://www.claydonandbarham.onesuffolk.net/assets/Uploads/Ciaydon/2020/Other/2020-09-25-CIL-Report.pdf) To note the CIL guidance (https://www.babergh.gov.uk/assets/CIL-and-S106-Documents/CIL-guidance-for-Parish-Councils-May-2016.pdf) To discuss possible future uses for CIL and next steps. 	ALL
FI-10-20-12	ITEMS FOR NEXT MEETING	ALL
FI-10-20-13	DATE OF NEXT MEETING <ul style="list-style-type: none"> Finance Committee: 11 January 2021 	

Charmaine Greenan
Parish Clerk

5 October. 2020

Claydon and Whitton Parish Council Reconciliation Statement as at 25.09.20						
Balance as per bank statement 25.09.20:	30201901	£ 98,825.07				
	40285951	£ 917.22				
	50201898	£ 818.54				
	TOTAL	£ 100,560.83				
Summary of Accounts as at 25.09.2020						
01.04.20 Balance B/F	30201901	£ 76,242.55		Expenditure	30201901	£ 23,074.07
	40285951	£ 916.84			40285951	£ -
	50201898	£ 818.21			50201898	£ -
	TOTAL	£ 77,977.60			TOTAL	£ 23,074.07
Income	30201901	£ 44,506.97		25.09.20 Balance	30201901	£ 98,825.07
	40285951	£ 0.38			40285951	£ 917.22
	50201898	£ 0.33			50201898	£ 818.54
	TOTAL	£ 44,507.68			TOTAL	£ 100,560.83
					Cashed cheques from 2019/20	£ 2,927.76
					Uncashed cheques	£ 4,077.38
TOTAL INCOME		£ 122,485.28				£ 122,485.28
This statement represents fairly the financial position of the Authority as at 25th June 2020 and reflects its income and expenditure during the period.						
Signed:						
Chair:				Clerk:		
Date:				Date:		

Budget to Actual

Income	2020/21 Estimate	25/06/2020 Actual	25/09/20 Actual	Difference
	£	£	£	£
Allotments Rents	70	52.50	52.50	- 17.50
MSDC Street Cleaning Grant	4,400		1,133.60	- 3,266.40
Wayleave	20			- 20.00
Contribution for grass cutting from Barham P.C	340			- 340.00
RGMC - 40% Contribution from Barham P.C.	0			-
Emergency Plan Costs	0			-
Advertising - Bus Timetables	0			-
Community Infrastructure Levy	0			-
VAT		1,960.87	1,960.87	1,960.87
Precept	41,360	20,680.00	41,360.00	-
Interest	0	0.47	0.71	0.71
Total Income	46,190	22,693.84	44,507.68	- 1,682.32

Recurring Expenditure	2020/21 Estimate	25/06/2020 Actual	25/09/20 Actual	Difference
	£	£	£	£
Administrative Expenses				
Chairman's Allowance	330	300.00	300.00	30.00
Parish Clerk's Employment Cost	17,100	3,964.68	6,447.96	10,652.04
Parish Clerk's Mileage Costs	500	141.30	234.45	265.55
Parish Clerk's Telephone & Broadband Costs	500	147.88	289.98	210.02
Stationery, Postage, Books and Adverts	600	194.67	194.67	405.33
Room Hire	500	84.00	84.00	416.00
Zoom	0	-	57.56	- 57.56
Audit Fee	200	-	-	200.00
Preparation of Accounts for Audit	130	-	130.00	-
Conferences & Training	750	-	-	750.00
Insurance	950	989.48	989.48	- 39.48

Other Expenses
Public Lighting
Churchyard Maintenance
Subscriptions
Donations
Maintenance Grants - Recreation Ground
Maintenance Grants - Village Hall
Improvement Grants
Street Cleaning Costs
Emptying Dog Litter Bins
Grass Cutting (Recreation Ground)
General Repairs
Maintenance of Trees & Vegetation
Village Policing & Security
Bus Timetables
Emergency Plan Costs
Neighbourhood Plan
Data Protection

			-
1,300	1,667.16	1,667.16	-367.16
500	-	-	500.00
900	764.03	764.03	135.97
2,850		1,550.00	1,300.00
2,170		990.12	1,179.88
0	-	1,450.00	-1,450.00
1,100	-	-	1,100.00
9,000	2,764.04	4,781.17	4,218.83
1,000	956.87	956.87	43.13
1,540	391.68	861.70	678.30
700	-	-	700.00
930	-	-	930.00
2,000	-	-	2,000.00
100	-	-	100.00
0	-	-	-
0	-	-	-
40	-	35.00	5.00
			-
45,690.00	12,365.79	21,784.15	23,905.85

Non-recurring Expenditure
Purchase of Dog Bins & Installation
Purchase of Litter Bins
Provision for General Reserve
Local elections
Total Non-recurring Expenditure

2020/21 Draft Estimate	25/06/2020 Actual	25/09/20 Actual	Difference
£	£	£	£
0			
0			
500			
0			
500			

Total Expenditure

46,190			
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Net Expenditure

41,360			
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DRAFT ESTIMATES OF GRANTS & DONATIONS 2020/21

Organisation/Charity
<u>Grants to Village Organisations</u>
Recreation Ground Maintenance
Village Hall Maintenance
<u>Grants to Charities/Other Organisations</u>
Suffolk Family Carers
Earl Haig Poppy Fund
Suffolk Accident Rescue Service
Mid Suffolk C.A.B.
Age UK
Avenues East
Lighthouse Womens Aid
Home Start
East Anglian Air Ambulance
Headway
CPRE
Claydon First Responders
Cruise Bereavement Care

2020/21 Estimate	25/06/2020 Actual	25/09/20 Actual	Difference
£	£	£	£
3,000	0	0	3,000
0	0	1450	-1,450
150	0	150	0
150		150	0
150		150	0
1,000		0	1,000
150	0	0	150
150		150	0
150		150	0
150		150	0
150		150	0
150		0	150
200		200	0
150		150	0
			0
5,850		3000	2,850