



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 11th January 2021 commencing at 7.30pm via Zoom Meeting ID: 836 9060 2185; Passcode: 118002

[Link to meeting](#)

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 12th October 2020 (enclosed and available on the website: Claydon and Barham Parochial Church Council (onesuffolk.net)) 	CHAIR
FI-10-20-07	ACTIONS FROM PREVIOUS MINUTES – Report only <ul style="list-style-type: none"> Recreation Ground Car Park release of funds Clerk to determine the placements of litter and dog bins within the Parish Clerk to contact residents of Hall Lane to request grit bin volunteers Clerk to remove the payment for the defibrillator into Improvement Grants rather than Village Hall Maintenance on the Budget Control Report. 	CLERK / ALL
FI-10-20-08	BANK RECONCILIATION <ul style="list-style-type: none"> To note the bank reconciliation for 25 December 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 25 December 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 complete work on planning the budget for 2021/22 and prepare a recommendation for the Full Parish Council meeting on 18th January 2021. 	ALL
FI-10-20-11	ITEMS FOR NEXT MEETING	ALL
FI-10-20-12	DATE OF NEXT MEETING <ul style="list-style-type: none"> Finance Committee: April 2021 - TBC 	

Charmaine Greenan
Parish Clerk

4 January 2021

Claydon and Whitton Parish Council Reconciliation Statement as at 25.12.20

Balance as per bank statement 25.12.20:	30201901	£	88,682.36
	40285951	£	917.24
	50201898	£	818.56
	TOTAL	£	90,418.16

Summary of Accounts as at 25.09.2020

01.04.20 Balance B/F	30201901	£	76,242.55	Expenditure	30201901	£	34,622.45
	40285951	£	916.84		40285951	£	-
	50201898	£	818.21		50201898	£	-
	TOTAL	£	77,977.60		TOTAL	£	34,622.45

Income	30201901	£	49,456.34	25.12.20 Balance	30201901	£	88,682.36
	40285951	£	0.40		40285951	£	917.24
	50201898	£	0.35		50201898	£	818.56
	TOTAL	£	49,457.09		TOTAL	£	90,418.16

Cashed cheques		
from 2019/20	£	2,927.76
Uncashed cheques	£	533.68

TOTAL INCOME	£ 127,434.69	£ 127,434.69
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This statement represents fairly the financial position of the Authority as at 25th December 2020 and reflects its income and expenditure during the period.

Signed:

Chair:

Date:

Clerk:

Date:

Budget to Actual

Income	2020/21 Estimate	25/06/2020 Actual	25/09/20 Actual	25/12/20 Actual	Difference
	£	£	£	£	£
Allotments Rents	70	52.50	52.50	52.50	- 17.50
MSDC Street Cleaning Grant	4,400		1,133.60	2,267.20	- 2,132.80
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			3,555.77	3,555.77
VAT		1,960.87	1,960.87	1,960.87	1,960.87
Precept	41,360	20,680.00	41,360.00	41,360.00	-
BPC Contribution Defibrillator				260.00	260.00
Interest	0	0.47	0.71	0.75	0.75
Total Income	46,190	22,693.84	44,507.68	49,457.09	3,267.09

Recurring Expenditure	2020/21 Estimate	25/06/2020 Actual	25/09/20 Actual	25/12/20 Actual	Difference
	£	£	£	£	£
Administrative Expenses					
Chairman's Allowance	330	300.00	300.00	300.00	30.00
Parish Clerk's Employment Cost	17,100	3,964.68	6,447.96	12,362.32	4,737.68
Parish Clerk's Mileage Costs	500	141.30	234.45	286.95	213.05
Parish Clerk's Telephone & Broadband Costs	500	147.88	289.98	327.85	172.15
Stationery, Postage, Books and Adverts	600	194.67	194.67	265.01	334.99
Website	0	-	-	194.00	- 194.00
Room Hire	500	84.00	84.00	84.00	416.00
Zoom	0	-			- 86.34

			57.56	86.34	
Audit Fee	200	-	-		200.00
Preparation of Accounts for Audit	130	-	130.00	130.00	-
Conferences & Training	750	-	-	-	750.00
Insurance	950	989.48	989.48	989.48	- 39.48
Other Expenses					-
Public Lighting	1,300	1,389.30	1,389.30	1,389.30	- 89.30
Churchyard Maintenance	500	-	-	550.00	- 50.00
Subscriptions	900	764.03	764.03	764.03	135.97
Donations	2,850		1,550.00	2,840.00	10.00
Maintenance Grants - Recreation Ground	2,170		990.12	1,114.62	1,055.38
Maintenance Grants - Village Hall	0	-	-	-	-
Improvement Grants	1,100	-	1,450.00	1,450.00	- 350.00
Street Cleaning Costs	9,000	2,764.04	4,781.17	6,886.17	2,113.83
Emptying Dog Litter Bins	1,000	956.87	956.87	956.87	43.13
Grass Cutting (Recreation Ground)	1,540	391.68	861.70	1,253.38	286.62
General Repairs	700	-	-	148.19	551.81
Maintenance of Trees & Vegetation	930	-	-	647.50	282.50
Village Policing & Security	2,000	-	-	-	2,000.00
Bus Timetables	100	-	-	-	100.00
Emergency Plan Costs	0	-	-	-	-
Neighbourhood Plan	0	-	-	-	-
Data Protection	40	-	35.00	35.00	5.00
					-
	45,690.00	12,087.93	21,506.29	33,061.01	24,183.71

Non-recurring Expenditure	2020/21 Draft Estimate	25/06/2020 Actual	25/09/20 Actual		Difference
	£	£	£		£
Purchase of Dog Bins & Intsallation	0				
Purchase of Litter Bins	0				
Provision for General Reserve	500				
Local elections	0				
Total Non-recurring Expenditure	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	2020/21 Estimate	25/06/2020 Actual	25/09/20 Actual	25/12/20 Actual	Difference
	£	£	£	£	£
<u>Grants to Village Organisations</u>					
Recreation Ground Maintenance	3,000	0	0	0	3,000
Village Hall Maintenance	0	0	0	0	0
					0
<u>Grants to Charities/Other Organisations</u>					0
Suffolk Family Carers	150	0	150	150	0
Earl Haig Poppy Fund	150		150	150	0
Suffolk Accident Rescue Service	150		150	150	0
Mid Suffolk C.A.B.	1,000		0	1000	0
Age UK	150	0	0	0	150
Avenues East	150		150	150	0
Lighthouse Womens Aid	150		150	150	0
Home Start	150		150	150	0
East Anglian Air Ambulance	150		150	150	0
Headway	150		150	150	0
CPRE	150		0	150	0
Claydon First Responders	200		200	200	0
Cruise Bereavement Care	150		150	150	0
Good Neighbour Scheme	0	0	0	140	-140
	5,850		1550	2840	3,010