



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 13th December 2021 commencing at 8pm at Claydon and Barham Village Hall, Norwich Road, Claydon, IP6 0DF

Members of the public are welcome to attend.

- To view the Covid 19 risk assessment for this meeting, please follow this link: [2021-05-25-Risk-Assessment.pdf \(onesuffolk.net\)](#)
 - Please wear a mask and use the hand sanitiser provided on arrival and departure
 - Please do not attend if you have any symptoms of Covid 19
- Members of the public are welcome to submit written items for the Council to consider in lieu of attendance if preferred. Please contact the clerk on the above details.

AGENDA of PARISH COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

FI-21-12-01	OPENING	CHAIR
FI-21-12-02	PUBLIC FORUM – Maximum of 15 minutes <ul style="list-style-type: none">• Questions / Comments from the public	CHAIR
FI-21-12-03	APOLOGIES FOR ABSENCE To receive and agree any apologies	CLERK
FI-21-12-04	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-21-12-05	MEMBERS DECLARATION OF COUNCIL TAX ARREARS	ALL
FI-21-12-06	MINUTES <ul style="list-style-type: none">• To receive and approve the minutes of the Finance Committee meeting on 4th October 2021 (enclosed and available on the website: http://www.claydonandbarham.onesuffolk.net/assets/Uploads/Claydon/Draft/2021-10-04-Finance-Minutes.pdf)	CHAIR
FI-21-12-07	ACTIONS FROM PREVIOUS MINUTES – Report only <ul style="list-style-type: none">• Clerk to investigate street lighting costs and changes required• Clerk to confirm that the CIL for the development in Whitton can be used across the Claydon and Whitton area• Clerk to continue checking if Recreation Ground bins may be added to the collection round• Cllr Whitehead to investigate insurance for the Recreation Ground Car Park	CLERK / ALL
FI-21-12-08	APPROVAL OF ACCOUNTS To note and approve: <ul style="list-style-type: none">• The balance of accounts on 3 December 2021:<ul style="list-style-type: none">a. Community account: £ 79,871.55b. Parish CIL Reserves: £ 71,271.99c. RG Car Park Reserve Fund: £ 25,000.00	RFO / ALL

	<p>(note the creation of Parish CIL Reserves and transfer of CIL funds following Parish Council meeting on 18th October 2021)</p> <ul style="list-style-type: none"> the accounts awaiting payment accounts paid since the last meeting the receipts allocated since the last meeting Account transfers since the last meeting <p>(for detail see Paper 2)</p>	
FI-21-12-09	<p>BUDGET CONTROL REPORT</p> <ul style="list-style-type: none"> To note the Budget Control Report to 3 December 2021 (PAPER 3) To discuss any issues arising from the Budget Control Report 	CHAIR / ALL
FI-21-12-10	<p>COMMUNITY INFRASTRUCTURE LEVY (CIL)</p> <ul style="list-style-type: none"> To note the CIL balance (Paper 4) 	ALL
FI-21-12-11	<p>GRANT REQUESTS</p> <p>To consider and resolve on grant requests:</p> <ul style="list-style-type: none"> Barham Picnic Site (previously circulated letter and grant form to be circulated) Citizens Advice Ipswich (previously circulated and attached) 	ALL
FI-21-12-12	<p>BUDGET FOR 2022/23</p> <ul style="list-style-type: none"> To consider the budget for 2022/23 in preparation for 10th January 2022 Finance Committee and recommendation to Parish Council for 24th January 2022 (Paper 5) 	CHAIR / ALL
FI-21-12-13	ITEMS FOR NEXT MEETING	ALL
FI-21-12-14	<p>DATE OF NEXT MEETING</p> <ul style="list-style-type: none"> Finance Committee: 10th January 2022 	

Charmaine Greenan
Parish Clerk

3rd December 2021

Account For Payment	Cheque / SO / DD / BACS	VAT £	Total £
RoSPA Playground Inspection	BACS	24.90	149.40
SALC Training P Avis and S Wells	BACS	10.00	60.00
C Greenan Expenses	BACS	-	77.80
Accounts Paid 12 October 2021 – 3 December 2021	Cheque / SO / DD / BACS	VAT £	Total £
20/10 A Worby	BACS	-	302.94
20/10 Royal British Legion	BACS	-	150.00
20/10 C Greenan Expenses	BACS	-	170.38
20/10 Vertas	BACS	82.25	493.52
20/10 Viking	BACS	7.61	45.68
20/10 VHMC	BACS	-	23.99
20/10 PKF Littlejohn	BACS	60.00	360.00
20/10 Community Action Suffolk	BACS	10.00	50.00
20/10 A Baldry	BACS	-	130.00
20/10 SLCC	BACS	-	178.00
20/10 SLCC	BACS	-	410.00
20/10 C Greenan Expenses	BACS	-	69.25
22/10 M Worby	BACS	-	392.04
26/10 Vodafone	DD	2.70	16.20
29/10 SCC Pensions	BACS	-	301.05
29/10 C Greenan	BACS	-	985.08
15/11 A Worby	BACS	-	302.94
15/11 VHMC	BACS	-	378.00
19/11 M Worby	BACS	-	392.04
24/11 Vodafone	BACS	2.70	16.20
29/11 SARS	BACS	-	150.00
29/11 Mid Suffolk CAB	BACS	-	1,000.00
29/11 Suffolk Family Carers	BACS	-	150.00
29/11 SCC Pensions	BACS	-	301.05
29/11 M Markwell	BACS	-	700.00
29/11 C Greenan	BACS	-	£985.08

Further accounts may be paid that reach the clerk before the date of the meeting

Receipts 12 October 2021 – 3 December 2021	Amount £
25/10 Mansion House	755.00

Budget to Actual						
Income	2021/2 Budget	30/04/21 Actual	30/06/21 Actual	30/09/21 Actual	03/12/21 Actual	Difference
	£	£	£	£	£	£
Precept	41,500	20,750.00	20,750.00	41,500.00	41,500.00	0
LCTRS Grant	729	729.00	729.00	729.00	729.00	0
Allotments Rents	53	-	-	-	-	53
MSDC Street Cleaning Grant	4,510	-	-	1,158.30	1,158.30	3,352
Community Infrastructure Levy	0	3,555.77	3,555.77	3,555.77	59,642.33	-59,642
VAT		-	-	-	-	0
Interest	0		0.04	0.08	0.08	0
Barham Parish Council	0	31.08	31.08	31.08	31.08	-31
Mansion House Grant	0	-	-	600.00	1,355.00	-1,355
Recreation Ground Car Park	0	-	-	25,000.00	25,000.00	-25,000
Total Income	46,792	25,065.85	25,065.89	72,574.23	129,415.1	-82,624
Recurring Expenditure	2021/22 Budget	30/04/21 Actual	30/06/2021 Actual	30/09/21 Actual	03/12/21 Actual	Difference
	£	£	A	£	£	£
Administrative Expenses						
Chairman's Allowance	330	-	-	-	-	330.00
Parish Clerk Employment Cost	17,400	1,286.13	4,083.90	7,942.29	9,228.42	8,171.58
Parish Clerk Mileage Costs	425		112.50	112.50	235.35	189.65
Parish Clerk Telephone	192	13.50	40.50	81.00	94.50	97.50
Parish Clerk Broadband	264		63.75	63.75	151.75	112.25
Stationery, Postage Books and Adverts	300		169.70	174.05	212.12	87.88
Website	0		-	-	60.00	-60.00
Room Hire	350		-	-	-	350.00
AGAR Fee	200		-	-	300.00	-100.00

Internal Audit	130		-	-	130.00	-
Training	400		425.00	425.00	835.00	- 435.00
Insurance	1,040		1,204.26	1,204.26	1,204.26	- 164.26
Other Expenses						-
Public Lighting	1,460	1,592.09	1,592.09	1,592.09	1,592.09	- 132.09
Churchyard Maintenance	600		-	800.00	800.00	- 200.00
Subscriptions	960	783.19	783.19	783.19	961.19	- 1.19
Donations	2,850	-	-	150.00	1,600.00	1,250.00
Maintenance Grants - Recreation Ground	3,000	1,000.00	1,432.00	1,432.00	2,665.81	334.19
Maintenance Grants - Village Hall	500		500.00	500.00	901.99	- 401.99
Community Projects	1,000	62.15	109.60	109.60	109.60	890.40
Street Cleaning Costs	9,750	997.92	2,779.92	5652.81	7,116.63	2,633.37
Emptying Dog Litter Bins	1,000		948.36	948.36	948.36	51.64
General Repairs	250		-	-	-	250.00
Maintenance of Trees & Vegetation	750		-	-	700.00	50.00
Recreation Ground Improvement	3,500		409.26	3,149.26	3,149.26	350.74
Bus Timetables	100		-	-	-	100.00
Emergency Plan Costs	0		-	-	-	-
Neighbourhood Plan	0		-	-	-	-
Data Protection	40		-	35.00	35.00	5.00
						-
	46,791.00	5,734.98	14,654.03	25,155.16	33,031.33	13,759.67

GRANTS							
DONATIONS							
2021/22							
Organisation/Charity	2021/22 Budget	30/04/21 Actual	30/06/21 Actual	30/09/21 Actual	03/12/21 Actual	Difference	
	£	£	£	£	£	£	£
Grants to Village Organisations							
Recreation Group Maintenance	3,000.00	1,000.00	1,432.00	1,432.00	2,665.81	334.19	
Village Hall Maintenance	500.00		500.00	500.00	901.99	- 401.99	
						-	
Grants Charities/Other Organisations						-	
Suffolk Family Carers	150.00	-	-	-	150.00	-	
Earl Haig Poppy Fund	150.00	-	-	-	150.00	-	
Suffolk Accident Rescue Service	150.00	-	-	-	150.00	-	
Mid Suffolk C.A.B.	1,000.00	-	-	-	1,000.00	-	
Avenues East	150.00	-	-	-	-	150.00	
Lighthouse Womens Aid	150.00	-	-	-	-	150.00	
Home Start	150.00	-	-	-	-	150.00	
East Anglian Air Ambulance	150.00	-	-	-	-	150.00	
Headway	150.00	-	-	-	-	150.00	
CPRE	150.00	-	-	-	-	150.00	
Claydon First Responders	200.00	-	-	-	-	200.00	
Cruise Bereavement Care	150.00	-	-	-	-	150.00	
Good Neighbour Scheme	150.00	-	-	150.00	150.00	-	
						-	
	6,350.00	1,000.00	1,932.00	2,082.00	5,167.80	1,182.20	

COMMUNITY INFRASTRUCTURE LEVY		31/03/21 Actual	30/04/21 Actual	30/06/21 Actual	30/09/21 Actual	03/12/21 Actual	Total
		£	£	£	£	£	£
CIL Receipts			3,555.77	3,555.77	3,555.77	59,642.33	59,642.33
CIL Expenditure				-	-	-	-
Transfers to CIL Reserve			- 3,555.77	- 3,555.77	- 3,555.77	- 59,642.33	-59,642.33
Transfers from CIL Reserve							-
							-
CIL Reserve		11,629.66	15,185.43	15,185.43	15,185.43	71,271.99	71,271.99
CIL Allocated					10000	10000	61,271.99