



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 10th January 2022 commencing at 7.30pm 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-22-01-01	OPENING	CHAIR
FI-22-01-02	PUBLIC FORUM – Maximum of 15 minutes <ul style="list-style-type: none"> • Questions / Comments from the public 	CHAIR
FI-22-01-03	APOLOGIES FOR ABSENCE To receive and agree any apologies	CLERK
FI-22-01-04	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-22-01-05	MEMBERS DECLARATION OF COUNCIL TAX ARREARS	ALL
FI-22-01-06	MINUTES <ul style="list-style-type: none"> • To receive and approve the minutes of the Finance Committee meeting on 13th October 2021 (enclosed and available on the website: http://www.claydonandbarham.onesuffolk.net/assets/Uploads/Claydon/Draft/2021-12-13-Finance-Minutes.pdf) 	CHAIR
FI-22-01-07	ACTIONS FROM PREVIOUS MINUTES – Report only <ul style="list-style-type: none"> • Clerk to investigate street lighting costs and changes required • 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 to provide Councillors with a breakdown of the Clerk's Salary budget line • Clerk to make CIL payment to RGM • Clerk and Cllr Whitehead to review grant request form • Clerk to provide information on website engagement 	CLERK / ALL
FI-22-01-08	BANK RECONCILIATION <ul style="list-style-type: none"> • To note the bank reconciliation for 31 December 2021 (PAPER 1) • To discuss any issues arising from the reconciliation 	CHAIR / ALL

FI-22-01-09	APPROVAL OF ACCOUNTS To note and approve: <ul style="list-style-type: none"> The balance of accounts on 4 January 2022: <ul style="list-style-type: none"> a. Community account: £ £79,985.20 b. Parish CIL Reserves: £ 61,272.92 c. RG Car Park Reserve Fund: £ 25,000.55 the accounts awaiting payment accounts paid since the last meeting the receipts allocated since the last meeting (for detail see PAPER 2)	RFO / ALL
FI-22-01-10	BUDGET CONTROL REPORT <ul style="list-style-type: none"> To note the Budget Control Report to 31 December 2021 (PAPER 3) To discuss any issues arising from the Budget Control Report 	CHAIR / ALL
FI-22-01-11	COMMUNITY INFRASTRUCTURE LEVY (CIL) <ul style="list-style-type: none"> To note the CIL balance (Paper 4) 	ALL
FI-22-01-12	RESERVES <ul style="list-style-type: none"> To note and discuss the reserves position of the Parish Council (PAPER 5) 	ALL
FI-22-01-13	GRANT REQUESTS To consider and resolve on grant requests: <ul style="list-style-type: none"> St Elizabeth Hospice 	ALL
FI-22-01-14	BUDGET FOR 2022/23 <ul style="list-style-type: none"> To finalise the budget for 2022/23 in preparation for recommendation to Parish Council for 24th January 2022 	CHAIR / ALL
FI-22-01-15	ITEMS FOR NEXT MEETING	ALL
FI-22-01-16	DATE OF NEXT MEETING <ul style="list-style-type: none"> Finance Committee: TBC Parish Council: 24th January 2022 Planning Committee: 7th February 2022 	

Charmaine Greenan
Parish Clerk

4th January 2022

PAPER 1

Claydon and Whitton Parish Council Reconciliation Statement as at 31.12.21

Balance as per bank statement 31.12.21:	30201901	£	79,985.20
	40285951	£	61,272.92
	50201898	£	25,000.55
	TOTAL	£	166,258.67

Summary of Accounts as at 31.12.21

01.04.21 Balance B/F	30201901	£	81,291.59	Expenditure	30201901	£	40,831.90
	40285951	£	917.26		40285951	£	10,000.00
	50201898	£	818.58		50201898	£	-
	TOTAL	£	83,027.43		TOTAL	£	50,831.90

Income	30201901	£	108,911.58	31.12.21 Balance	30201901	£	79,985.20
	40285951	£	0.97		40285951	£	61,272.92
	50201898	£	25,000.59		50201898	£	25,000.55
	TOTAL	£	133,913.14		TOTAL	£	166,258.67

Failed
Payments £ 150.00

TOTAL INCOME	£	216,940.57	£	216,940.57
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This statement represents fairly the financial position of the Authority as at 31st December 2021 and reflects its income and expenditure during the period.

Signed:

Chair:

Date:

Clerk:

Date:

Account For Payment	Cheque / SO / DD / BACS	VAT £	Total £
Vertas	BACS	82.25	493.52
Playquip (RGMC)	BACS	2162.40	12,974.40
C Greenan Expenses	BACS	-	41.35
Accounts Paid 3 December 2021 – 4 January 2022	Cheque / SO / DD / BACS	VAT £	Total £
3-12 Good Neighbour Scheme (Mansion House)	BACS	-	100
3-12 Mother's Union (Mansion House)	BACS	-	150
3-12 Claydon and Barham PCC (Mansion House)	BACS	-	250
3-12 RGMC (Mansion House)	BACS	-	350
3-12 Barham Picnic Site (Mansion House)	BACS	-	350
8-12 RGMC (Mansion House – Error to be rectified)	BACS	-	200
10-12 A Worby	BACS	-	302.94
17-12 M Worby	BACS	-	392.04
22-12 HMRC	BACS	-	257.99
22-12 SALC Training P Avis and S Wells	BACS	10.00	60.00
22-12 RoSPA Playground Inspection	BACS	24.90	149.40
22-12 Cruse	BACS	-	150
22-12 C Greenan Expenses	BACS	-	77.80
22-12 EAAA	BACS	-	150
22-12 SCC Pension	BACS	-	336.92
22-12 C Greenan	BACS	-	1088.93
22-12 Lighthouse	BACS	-	150
22-12 RGMC	BACS	-	10,000

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

Receipts 3 December 2021 – 4 January 2022	Amount £
4-12 MSDC Cleansing Grant	1,158.30
6-12 HMRC VAT	3,337.57

Budget to Actual

Income	2021/2 Budget	30/04/21 Actual	30/06/21 Actual	30/09/21 Actual	31/12/21 Actual	Difference
	£	£	£	£	£	£
Precept	41,500	20,750.00	20,750.00	41,500.00	41,500.00	-
LCTRS Grant	729	729.00	729.00	729.00	729.00	-
Allotments Rents	53	-	-	-	-	53.00
MSDC Street Cleaning Grant	4,510	-	-	1,158.30	2,316.60	2,193.40
Community Infrastructure Levy	0	3,555.77	3,555.77	3,555.77	59,642.33	- 59,642.33
VAT		-	-	-	3,337.57	- 3,337.57
Interest	0		0.04	0.08	1.56	- 1.56
Barham Parish Council	0	31.08	31.08	31.08	31.08	- 31.08
Mansion House Grant	0	-	-	600.00	1,355.00	- 1,355.00
Recreation Ground Car Park	0	-	-	25,000.00	25,000.00	- 25,000.00
Total Income	46,792	25,065.85	25,065.89	72,574.23	133,913.14	-87,121

Recurring Expenditure	2021/22 Budget	30/04/21 Actual	30/06/2021 Actual	30/09/21 Actual	31/12/21 Actual	Difference
	£	£	A	£	£	£
Administrative Expenses						
Chairman's Allowance	330	-	-	-	-	330.00
Parish Clerk's Employment Cost	17,400	1,286.13	4,083.90	7,942.29	12,423.90	4,976.10
Parish Clerk's Mileage Costs	425		112.50	112.50	291.15	133.85
Parish Clerk's Telephone	192	13.50	40.50	81.00	121.50	70.50
Parish Clerk's Broadband	264		63.75	63.75	173.75	90.25
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	885.00	- 485.00
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	2,050.00	800.00
Maintenance Grants - Recreation Ground	3,000	1,000.00	1,432.00	1,432.00	2,790.31	209.69
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	7,811.61	1,938.39
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	37,651.09	9,139.91

GRANTS & DONATIONS 2021/22

Organisation/Charity	2021/22 Budget	30/04/21 Actual	30/06/21 Actual	30/09/21 Actual	31/12/21 Actual	Difference
	£	£	£	£	£	£
<u>Grants to Village Organisations</u>						
Recreation Ground Maintenance	3,000.00	1,000.00	1,432.00	1,432.00	2,790.31	209.69
Village Hall Maintenance	500.00		500.00	500.00	901.99	- 401.99
						-
<u>Grants to Charities/Other Organisations</u>						-
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	5,742.30	607.70

PAPER 4

COMMUNITY INFRASTRUCTURE LEVY		31/03/21 Actual	30/04/21 Actual	30/06/21 Actual	30/09/21 Actual	31/12/21 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					10,000.00	10,000.00	61,271.99
CIL Spent						10,000.00	61,271.99

PAPER 5

Reserves 04-01-22	
CIL	£ 61,271.99
RG Car Park	£ 25,000.55
RG Improvement	£ 25,000.00
General	£ 44,955.00
Total:	£ 156,227.54