



CLAYDON & WHITTON PARISH COUNCIL

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

Phone/Fax: 07887 459989

E-mail: claywhit@btinternet.com

Website: www.claydonandbarham.onesuffolk.net

There will be a meeting of Claydon and Whitton Parish Council Finance and General Purposes Committee on Monday 11th April 2022 commencing at 7.30pm at Claydon and Barham Village Hall, Norwich Road, Claydon, IP6 0DF

Members of the public are welcome to attend.

AGENDA of PARISH COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

FI-22-04-01	OPENING	CHAIR
FI-22-04-02	PUBLIC FORUM – Maximum of 15 minutes • Questions / Comments from the public	CHAIR
FI-22-04-03	APOLOGIES FOR ABSENCE To receive and agree any apologies	CLERK
FI-22-04-04	DECLARATION OF INTEREST AND LOCAL NON-PECUNIARY INTERESTS • 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-22-04-05	MEMBERS DECLARATION OF COUNCIL TAX ARREARS	ALL
FI-22-04-06	MINUTES • To receive and approve the minutes of the Finance Committee meeting on 10 th January 2022 (available on the website: http://www.claydonandbarham.onesuffolk.net/assets/Uploads/Claydon/Draft/2022-01-10-Finance-Minutes.pdf)	CHAIR
FI-22-04-07	ACTIONS FROM PREVIOUS MINUTES – Report only • 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 information on website engagement	CLERK / ALL
FI-22-04-08	BANK RECONCILIATION • To note the bank reconciliation for 31 March 2022 (PAPER 1) • To discuss any issues arising from the reconciliation	CHAIR / ALL
FI-22-04-09	APPROVAL OF ACCOUNTS To note and approve: • The balance of accounts on 31 March 2022: a. Community account: £ 71,317.47 b. Parish CIL Reserves: £ 52,462.48 c. RG Car Park Reserve Fund: £ 25,001.17 • 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-22-04-10	BUDGET CONTROL REPORT • To note the Budget Control Report to 31 March 2022 (PAPER 3) • To discuss any issues arising from the Budget Control Report	CHAIR / ALL

FI-22-04-11	COMMUNITY INFRASTRUCTURE LEVY (CIL) • To note the CIL balance (Paper 4)	ALL
FI-22-04-12	RESERVES • To note and discuss the reserves position of the Parish Council on 31 March 2022 (PAPER 5)	ALL
FI-22-04-13	INTERNAL AUDIT To approve the internal auditor for 2021 – 22	ALL
FI-22-04-14	GRANT REQUESTS • To consider the new grant request template form (attached) • To consider and resolve on grant requests: - Claydon and Barham Community Centre (to follow) - Claydon and Barham Churchyards (to follow) - Claydon and Barham Good Neighbours Scheme (to follow)	ALL
FI-22-04-15	STREET LIGHTING To consider upgrading Parish Council owned street lighting (costs from Suffolk County Council attached)	ALL
FI-22-04-16	RECREATION GROUND IMPROVEMENT To consider a loan from the Public Works Loan Board for further expenses relating to the Recreation Ground improvement once all grant opportunities have been exhausted.	ALL
FI-22-04-17	ALLOTMENT RENTS To consider and resolve on allotment rents for 2022/23	ALL
FI-22-04-18	FINANCIAL STANDING ORDERS Review and consider if any changes are required (available on the website: http://www.claydonandbarham.onesuffolk.net/assets/Uploads/Claydon/2021/Other/Financial-Standing-Orders-July-2020.pdf)	ALL
FI-22-04-19	ITEMS FOR NEXT MEETING	ALL
FI-22-04-20	DATE OF NEXT MEETING • Planning Committee: 7pm, 9 th May 2022 • Parish Council: 7.30pm, 9 th May 2022 • Finance Committee: 25 th July 2022	

Charmaine Greenan
Parish Clerk

4th April 2022

Claydon and Whitton Parish Council Reconciliation Statement as at 31.03.22

Balance as per bank statement 31.03.22:	30201901	£	71,317.47
	40285951	£	52,462.48
	50201898	£	25,001.17
	TOTAL	£	148,781.12

Summary of Accounts as at 31.03.22

01.04.21 Balance B/F	30201901	£	81,291.59	Expenditure	30201901	£	62,628.23
	40285951	£	917.26		40285951	£	18,000.00
	50201898	£	818.58		50201898	£	-
	TOTAL	£	83,027.43		TOTAL	£	80,628.23
Income	30201901	£	121,228.18	31.03.22 Balance	30201901	£	71,317.47
	40285951	£	2.53		40285951	£	52,462.48
	50201898	£	25,001.21		50201898	£	25,001.17
	TOTAL	£	146,231.92		TOTAL	£	148,781.12

Failed
Payments £ 150.00

TOTAL INCOME	£ 229,259.35	£ 229,259.35
---------------------	---------------------	---------------------

This statement represents fairly the financial position of the Authority as at 31st March 2022 and reflects its income and expenditure during the period.

Signed:

Chair:

Date:

Clerk:

Date:

Account For Payment	Cheque / SO / DD / BACS	VAT £	Total £
SALC Councillor training	BACS	31.20	187.20
G Cornish (Mansion House)	BACS	-	48.27
SALC Subscription	BACS	-	786.60
C Greenan expenses	BACS	-	97.43
Accounts Paid 8 March 2022 – 31 March 2022	Cheque / SO / DD / BACS	VAT £	Total £
11-Mar-22 M Worby	BACS	-	392.04
16-Mar-22 C Greenan	BACS	-	41.35
16-Mar-22 SALC	BACS	9.60	57.60
16-Mar-22 SALC	BACS	9.60	57.60
16-Mar-22 RGMC	BACS	-	8,000.00
24-Mar-22 Vodafone	BACS	2.70	16.20
29-Mar-22 Avenue East	BACS	-	150.00
29-Mar-22 Headway	BACS	-	150.00
29-Mar-22 Village Hall	BACS	-	268.00
29-Mar-22 HMRC	BACS	-	300.78
29-Mar-22 SCC Pensions	BACS	-	372.23
31-Mar-22 C Greenan	BACS	-	1,191.10

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

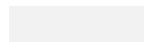
Receipts 8 March 2022 – 31 March 2022	Amount £
21-Mar-22 MSDC Street cleaning grant	1,158.30
07-Mar-22 Interest	1.56
07-Mar-22 Interest	0.62

Budget to Actual

Income	2021/22 Budget	30/04/21 Actual	30/06/21 Actual	30/09/21 Actual	31/12/21 Actual	31/03/22 Actual	Difference
	£	£	£	£	£	£	£
Precept	41,500	20,750.00	20,750.00	41,500.00	41,500.00	41,500.00	-
LCTRS Grant	729	729.00	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	4,633.20	123.20
Community Infrastructure Levy	0	3,555.77	3,555.77	3,555.77	59,642.33	59,642.33	59,642.33
VAT		-	-	-	3,337.57	3,337.57	3,337.57
Interest	0		0.04	0.08	1.56	3.74	3.74
Barham Parish Council	0	31.08	31.08	31.08	31.08	31.08	31.08
Mansion House Grant	0	-	-	600.00	1,355.00	1,355.00	1,355.00
Recreation Ground Car Park	0	-	-	25,000.00	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	136,231.92	89,439.92

Recurring Expenditure	2021/22 Budget	30/04/21 Actual	30/06/2021 Actual	30/09/21 Actual	31/12/21 Actual	31/03/22 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	17,002.85	397.15
Parish Clerk's Mileage Costs	425		112.50	112.50	291.15	349.20	75.80
Parish Clerk's Telephone	192	13.50	40.50	81.00	121.50	162.00	30.00
Parish Clerk's Broadband	264		63.75	63.75	173.75	239.75	24.25
Stationery, Postage, Books and Adverts	300		169.70	174.05	212.12	248.52	51.48
Website	0		-	-	60.00	60.00	60.00
Room Hire	350		-	-	-	268.00	82.00
AGAR Fee	200		-	-	300.00	300.00	100.00
Internal Audit	130		-	-	130.00	130.00	-
Training	400		425.00	425.00	885.00	885.00	485.00
Insurance	1,040						-

			1,204.26	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	1,592.09	132.09
Churchyard Maintenance	600		-	800.00	800.00	800.00	200.00
Subscriptions	960	783.19	783.19	783.19	961.19	961.19	1.19
Donations	2,850	-	-	150.00	2,050.00	2,700.00	150.00
Maintenance Grants - Recreation Ground	3,000	1,000.00	1,432.00	1,432.00	2,790.31	3,201.58	201.58
Maintenance Grants - Village Hall	500		500.00	500.00	901.99	901.99	401.99
Community Projects	1,000	62.15	109.60	109.60	109.60	109.60	890.40
Street Cleaning Costs	9,750	997.92	2,779.92	5652.81	7,811.61	9,951.54	201.54
Emptying Dog Litter Bins	1,000		948.36	948.36	948.36	948.36	51.64
General Repairs	250		-	-	-	-	250.00
Maintenance of Trees & Vegetation	750		-	-	700.00	700.00	50.00
Recreation Ground Improvement	3,500		409.26	3,149.26	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	35.00	5.00
							-
	46,791.00	5,734.98	14,654.03	25,155.16	37,651.09	46,230.19	560.81



**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	31/03/22 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	3,201.58	- 201.58
Village Hall Maintenance	500.00		500.00	500.00	901.99	901.99	- 401.99
							-
<u>Grants to Charities/Other Organisations</u>							-
Suffolk Family Carers	150.00	-	-	-	150.00	150.00	-
Earl Haig Poppy Fund	150.00	-	-	-	150.00	150.00	-
Suffolk Accident Rescue Service	150.00	-	-	-	150.00	150.00	-
Mid Suffolk C.A.B.	1,000.00	-	-	-	1,000.00	1,000.00	-
Avenues East	150.00	-	-	-	-	150.00	-
Lighthouse Womens Aid	150.00	-	-	-	150.00	150.00	-
Home Start	150.00	-	-	-	-		150.00
East Anglian Air Ambulance	150.00	-	-	-	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	150.00	-
Good Neighbour Scheme	150.00	-	-	150.00	150.00	150.00	-
							-
	6,350.00	1,000.00	1,932.00	2,082.00	5,742.30	6,803.57	- 453.57

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	31/03/22 Actual	Total
		£	£	£	£	£	£	£
CIL Receipts			3,555.77	3,555.77	3,555.77	59,642.33	59,642.33	59,642.33
CIL Expenditure				-	-	-	18,812.00	18,812.00
Total			3,555.77	3,555.77	3,555.77	59,642.33	40,830.33	40,830.33
CIL Reserve		11,629.66	15,185.43	15,185.43	15,185.43	71,271.99	52,459.99	52,459.99
CIL Allocated								

PAPER 5

Reserves 31-03-22	
CIL	£ 52,459.99
RG Car Park	£ 25,001.17
RG Improvement	£ 25,000.00
Mansion House	£ 29.00
General	£ 46,290.96
Total:	£ 148,781.12