



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 25th July 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-22-07-01	OPENING	CHAIR
FI-22-07-02	ELECTION OF CHAIR AND VICE CHAIR FOR THE ENSUING YEAR	ALL
FI-22-07-03	PUBLIC FORUM – Maximum of 15 minutes • Questions / Comments from the public	CHAIR
FI-22-07-04	APOLOGIES FOR ABSENCE To receive and agree any apologies	CLERK
FI-22-07-05	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-22-07-06	MEMBERS DECLARATION OF COUNCIL TAX ARREARS	ALL
FI-22-07-07	MINUTES • To receive and approve the minutes of the Finance Committee meeting on 11 th April 2022 (available on the website: http://www.claydonandbarham.onesuffolk.net/assets/Uploads/Claydon/Draft/2022-04-11-Finance-Minutes.pdf)	CHAIR
FI-22-07-08	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 to seek advice regarding funding of Churchyard maintenance • Clerk to arrange payment to Good Neighbours Scheme • Clerk to organise street lighting improvements with Suffolk County Council • Clerk to investigate bottle bank funding	CLERK / ALL
FI-22-07-09	BANK RECONCILIATION • To note the bank reconciliation for 30 June 2022 (PAPER 1) • To discuss any issues arising from the reconciliation	CHAIR / ALL
FI-22-07-10	APPROVAL OF ACCOUNTS To note and approve: • The balance of accounts on 30 June 2022: a. Community account: £ 135,606.47 b. Parish CIL Reserves: £ 52,466.45 c. RG Car Park Reserve Fund: £ 25,003.05 • the accounts awaiting payment	RFO / ALL

	<ul style="list-style-type: none"> accounts paid since the last meeting the receipts allocated since the last meeting (for detail see PAPER 2)	
FI-22-07-11	BUDGET CONTROL REPORT <ul style="list-style-type: none"> To note the Budget Control Report to 30 June 2022 (PAPER 3) To discuss any issues arising from the Budget Control Report 	CHAIR / ALL
FI-22-07-12	COMMUNITY INFRASTRUCTURE LEVY (CIL) <ul style="list-style-type: none"> To note the CIL balance (Paper 4) To approve the transfer of the April payment of £56,086.56 into the CIL account. To approve the Neighbourhood CIL Expenditure Report 2021-22 for MSDC (available on the website: http://www.claydonandbarham.onesuffolk.net/assets/Uploads/Claydon/2022/Other/2022-06-20Annual-CIL-Template-Report-amended-version-May-2020.pdf) 	ALL
FI-22-07-13	INTERNAL AUDIT <ul style="list-style-type: none"> Update on the Internal Audit from SALC 	RFO
FI-22-07-14	ASSETS REGISTER <ul style="list-style-type: none"> To consider and decide on work required to develop asset register Asset register examples: Asset-Register-31-March-2022.pdf (coddenhampc.org.uk); Asset Register 2022 year end.xls [Compatibility Model] (onesuffolk.net); Asset-Register-as-at-March-2023.pdf (thurstonparishcouncil.uk); V1-BPC-Asset-Register-April-2021-March-2022-31.03.22.pdf (onesuffolk.net) 	ALL
FI-22-07-15	ITEMS FOR NEXT MEETING	ALL
FI-22-07-16	DATE OF NEXT MEETING <ul style="list-style-type: none"> Planning Committee: 8th August 2022 Parish Council: 12th September 2022 Finance Committee: 10th October 2022 	

Charmaine Greenan
Parish Clerk

18th July 2022

Claydon and Whitton Parish Council Reconciliation Statement as at 30.06.22

Balance as per bank statement 30.06.22:	30201901	£	135,606.47
	40285951	£	52,466.45
	50201898	£	25,003.05
	TOTAL	£	213,075.97

Summary of Accounts as at 30.06.22

01.04.22 Balance B/F	30201901	£	71,317.47	Expenditure	30201901	£	13,778.07
	40285951	£	52,462.48		40285951	£	-
	50201898	£	25,001.17		50201898	£	-
	TOTAL	£	148,781.12		TOTAL	£	13,778.07
Income	30201901	£	78,067.07	30.06.22 Balance	30201901	£	135,606.47
	40285951	£	3.97		40285951	£	52,466.45
	50201898	£	1.88		50201898	£	25,003.05
	TOTAL	£	78,072.92		TOTAL	£	213,075.97

TOTAL INCOME	£ 226,854.04	£ 226,854.04
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This statement represents fairly the financial position of the Authority as at 30th June 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 Training RPII (P Avis)	BACS	42	252.00
C Greenan Expenses	BACS	-	67.00
M Reach Advert Cards	BACS	-	3.00
Accounts Paid 14 June 2022 – 30 June 2022	Cheque / SO / DD / BACS	VAT £	Total £
14-06 Vodafone	BACS	2.91	17.44
24-06 Viking	BACS	10.45	62.72
24-06 C Greenan Expenses	BACS	-	93.35
24-06 A Baldry	BACS	-	130.00
24-06 HMRC	BACS	-	261.42
24-06 SCC Pensions	BACS	-	312.46
24-06 A Worby	BACS	-	323.00
24-06 MSDC	BACS	205.80	1234.78
30-06 C Greenan	BACS	-	1017.81

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

Receipts 14 June 2022 – 30 June 2022	Amount £

Budget to Actual						
Income	2022/3 Budget	30/06/22 Actual	30/09/22 Actual	31/12/22 Actual	31/03/23 Actual	Difference
	£	£	£	£	£	£
Precept	42,401	21,200.51				21,200.49
Allotments Rents	53	-				53.00
MSDC Street Cleaning Grant	4,700	-				4,700.00
VAT						-
Interest		5.85				- 5.85
Mansion House Grant		780.00				- 780.00
Recreation Ground Car Park						-
Total Income	47,154	21,986.36	-	-	-	47,154.00
Recurring Expenditure	2022/3 Budget	30/06/2022 Actual	30/09/22 Actual	31/12/22 Actual	31/03/23 Actual	Difference
	£	A	£	£	£	£
Administrative Expenses						
Chair's Allowance	330	-				330.00
Parish Clerk's Employment Cost	17,650	4,252.23				13,397.77
Parish Clerk's Mileage Costs	400	139.50				260.50
Parish Clerk's Telephone	160	43.59				116.41
Parish Clerk's Broadband	264	88.00				176.00
Stationery, Postage, Books and Adverts	320	61.86				258.14
Website	50	287.50				- 237.50
Room Hire	350	-				350.00
AGAR Fee	300	-				300.00
Internal Audit	130	130.00				-
Training	800	156.00				644.00
Insurance	1,250	-				1,250.00
Other Expenses						-
Public Lighting	1,750	1,570.21				179.79
Churchyard Maintenance	800	-				800.00
Subscriptions	960	800.99				159.01
Donations	2,150	-				2,150.00
Maintenance Grants - Recreation Ground	3,000	953.28				2,046.72
Maintenance Grants - Village Hall	600	-				600.00
Community Projects						-
Street Cleaning Costs	9,750	2,508.77				7,241.23
Emptying Dog Litter Bins	1,000	1,028.98				- 28.98
General Repairs	250	-				250.00
Maintenance of Trees & Vegetation	750	-				750.00
Recreation Ground Improvement						-
Bus Timetables						-
Emergency Plan Costs						-
Neighbourhood Plan						-
Data Protection	40					40.00
Contingency / in year discretionary projects	3,900	979				2,921.00
						-
Total Recurring Expenditure	46,954.00	12,999.91	-	-	-	33,954.09
Non-recurring Expenditure	2022/3 Budget	30/06/2022 Actual	30/09/22 Actual	31/12/22 Actual	31/03/23 Actual	Difference
	£	A	£	£	£	£
Purchase of Dog Bins & Intsallation	100.00					100.00
Purchase of Litter Bins	100.00					100.00
Provision for General Reserve						-
Local elections						-
Total Non-recurring Expenditure	200					200.00

PAPER 4

COMMUNITY INFRASTRUCTURE LEVY		31/03/22 Actual	30/06/22 Actual	30/09/22 Actual	31/12/22 Actual	31/03/23 Actual	Total
		£	£	£	£	£	£
CIL Receipts			56,086.56				56,086.56
CIL Expenditure							-
Total			56,086.56	-	-	-	56,086.56
CIL Reserve		52,459.99	108,546.55				
CIL Allocated							

Latest date to spend by: £52,459.99 by 31 December 2026
 £56,086.56 by 11 April 2027

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