



## CLAYDON & WHITTON PARISH COUNCIL

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

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### MINUTES

#### FINANCE COMMITTEE MEETING OF CLAYDON AND WHITTON PARISH COUNCIL

Monday 18<sup>th</sup> January 2021, 6.30pm held Via Zoom

**PRESENT:** Cllrs G Cornish, C Studd, P Avis (from item FI-01-21-09)

**CHAIRPERSON:** Cllr J Whitehead

**IN ATTENDANCE:** C Greenan (clerk), Cllr S Wells, Cllr S Price, Cllr C Cutler (from item FI-01-21-10)

#### **FI-01-21 01 Opening**

Councillor Whitehead opened the meeting.

#### **FI-01-21 02 Public Forum**

No members of the public were present.

#### **FI-01-21 03 Apologies for absence**

None

#### **FI-01-21 04 Declaration of interest and local non-pecuniary interests.**

None

#### **FI-01-21 05 Members declaration of council tax arrears**

None

#### **FI-01-21 06 To receive the minutes of the meeting held 12<sup>th</sup> October 2020**

The minutes of the meetings were approved and will be signed as a correct record.

#### **FI-01-21 07 Report on Actions From Previous Minutes**

- a. Recreation Ground Car Park release of funds

The new letter to the solicitors is still awaiting signatures from further Recreation Ground Management Committee members. This should be completed in the next few weeks.

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So signed by the Chairman \_\_\_\_\_ Date \_\_\_\_\_

- b. Clerk to determine the placements of litter and dog bins within the Parish  
Clerk circulated the locations of litter and dog bins. The clerk was asked to check whether Mid Suffolk District Council had added the new litter bins on the Recreation Ground to their rounds as the litter picker empties these bins and leaves them in a designated spot for the collection team.
- c. Clerk to contact residents of Hall Lane to request grit bin volunteers  
The electoral roll shows all houses in Hall Lane on Church Lane so councillors highlighted the houses that should be written to about the grit bin.
- d. Clerk to remove the payment for the defibrillator into Improvement Grants rather than Village Hall Maintenance on the Budget Control Report.  
Done

**FI-01-21 08 Bank Reconciliation**

The bank reconciliation was noted and is appended in the minute book.

**FI-01-21 09 Budget Control Report**

The budget control report was noted and is appended in the minute book.

The chair was paid the wrong amount for his allowance. This needs to be rectified.

**FI-01-21 10 Budget for 2021/22**

Councillors agreed on the budget for 2021/22 to be proposed to the full Parish Council meeting. The proposed budget is appended in the minute book.

**FI-01-21 11 Items for next meeting**

None

**Date of next meeting:**

Finance Committee: 19<sup>th</sup> April 2021

Meeting closed at 19:30

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So signed by the Chairman \_\_\_\_\_ Date \_\_\_\_\_

## Claydon and Whitton Parish Council Reconciliation Statement as at 25.12.20

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

Summary of Accounts as at 25.09.2020

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

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

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

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<b>TOTAL INCOME</b>	<b>£ 127,434.69</b>	<b>£ 127,434.69</b>
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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
<b>Total Income</b>	<b>46,190</b>	<b>22,693.84</b>	<b>44,507.68</b>	<b>49,457.09</b>	<b>3,267.09</b>

Recurring Expenditure	2020/21 Estimate	25/06/2020 Actual	25/09/20 Actual	25/12/20 Actual	Difference
	£	£	£	£	£
<b>Administrative Expenses</b>					
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	-	57.56	86.34	- 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
<b>Other Expenses</b>					-
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	-	-	-	-
Neighbourhoon Plan	0	-	-	-	-
Data Protection	40	-	35.00	35.00	5.00
					-
	<b>45,690.00</b>	12,087.93	21,506.29	33,061.01	24,183.71

<b>Non-recurring Expenditure</b>	<b>2020/21 Draft Estimate</b>	<b>25/06/2020 Actual</b>	<b>25/09/20 Actual</b>		<b>Difference</b>
	£	£	£		£
Purchase of Dog Bins & Intsallation	0				
Purchase of Litter Bins	0				
Provision for General Reserve	500				
Local elections	0				
<b>Total Non-recurring Expenditure</b>	<b>500</b>				

**Total Expenditure**

<b>46,190</b>				
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**Net Expenditure**

<b>41,360</b>				
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**DRAFT ESTIMATES OF GRANTS & DONATIONS 2020/21**

<b>Organisation/Charity</b>	<b>2020/21 Estimate</b>	<b>25/06/2020 Actual</b>	<b>25/09/20 Actual</b>	<b>25/12/20 Actual</b>	<b>Difference</b>
	£	£	£	£	£
<b><u>Grants to Village Organisations</u></b>					
Recreation Ground Maintenance	3,000	0	0	0	3,000
Village Hall Maintenance	0	0	0	0	0
					0
<b><u>Grants to Charities/Other Organisations</u></b>					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
	<b>5,850</b>		1550	2840	3,010

Budget 2021 / 22

Income	2020/21 Estimate	2019/20 Actual	25/12/20 Actual	2020/21 Likely	% increase / decrease	2021/22	Note
	£	£	£	£	%	£	
Allotments Rents	70	52.50	52.50	52.50	-	53	No change to rent
MSDC Street Cleaning Grant	4,400	4,269.20	2,267.20	4,534.40	6.20	4,510	Based on min wage (currently £8.72). Allow for 2.5% increase.
Community Infrastructure Levy	0	3,910.97	3,555.77	3,555.77		-	Difficult to predict - likely to receive large amount from Whitton soon. Not included in totals. Any amount must be ringfenced for special projects only.
LCTRS Grant (via MSDC)						729	Grant to compensate for reduced council tax base due to LCTRS.
Interest	0	3.22	0.75		- 56.00		
<b>Total Income</b>	<b>4,470.00</b>	<b>4,324.92</b>	<b>2,320.45</b>	<b>4,586.90</b>		<b>5,292</b>	
<b>Precept</b>	41,360	40,995.00	41,360.00	41,360.00	0.80	41,500.00	
<b>Taxbase (number of Band D equivalent houses)</b>	786.63					777.01	
<b>Council Tax per Band D equivalent</b>	£52.58				1.58%	£53.41	
Recurring Expenditure	2020/21 Estimate	2019/20 Actual	25/12/20 Actual	2020/21 Likely	% increase / decrease	2021/22	Note
	£	£	£	£	%	£	
<b>Administrative Expenses</b>							
Chairman's Allowance	330	300.00	300.00	330.00	10.00	330	
Parish Clerk's Employment Cost	17,100	17,483.49	12,362.62	16,539.29	- 5.00	17,400	Covers salary, pension, tax, national insurance, payments to SALC for Payroll. Current costs + 3.5% for increment and LGA payrise.

# Budget 2021 / 22

Parish Clerk's Mileage Costs	500	489.00	286.95	439.93	- 10.00	425	Regular meetings, noticeboards + extra trips
<del>Parish Clerk's Telephone &amp; Broadband Costs</del>	<del>500</del>	<del>511.34</del>	<del>289.98</del>	<del>543.24</del>	-		Break into separate categories below:
Parish Clerk Telephone		294.84	157.85	221.85	- 25.00	192	New contract = £16 / month
Parish Clerk Broadband		255.00	170.00	255.00	-	264	Increase from £21.25 / mth to £22 / mth
Stationery, Postage, Books and Adverts	600	269.77	265.01	300.00	11.00	300	Now have running stock of stationery
Room Hire	500	344.00	84.00	84.00		350	Covid impact, but likely to meet in 2021/2
AGAR Fee	200	300.00	-	200.00		200	Already agreed cost
Internal Audit	130	110.00	130.00	130.00	18.00	130	Alan - £130, SALC - £235, Julie Lawes - £225
Training	750	482.50	-	-		400	Allowed more for CILCA - can allocate reserves to CILCA and have more realistic training budget?
Insurance	950	903.35	989.48	989.48	9.50	1,040	Came off 3 year deal. 5% increase assumed
<b>Other Expenses</b>							
Public Lighting	1,300	1,449.53	1,389.30	1,389.30	- 4.00	1,460	plus 5%
Churchyard Maintenance	500	500.00	550.00	550.00	10.00	600	Requested £600 for 21/2
Subscriptions	900	738.12	850.37	922.32		960	Now includes Zoom (14.39/mth) and SALC (3.5% increase) Jan 21 - SALC have confirmed a £3% increase to £786.
Donations	2,850	2,600.00	2,840.00	2,840.00	9.00	2,850	See detailed breakdown below
Maintenance Grants - Recreation Ground	2,170					3,000	This previously included the maintenance grant and grass cutting, now simplifying to one payment, minus the grass cutting paid for by the PC
Maintenance Grants - Village Hall	0	-	-	-		500	Have requested £500 for running costs (previously circulated application form)



# Budget 2021 / 22

Community Projects	1,100	-	390.00	390.00		1,000	To allow for any community projects that may arise
Street Cleaning Costs	9,000	9,086.80	6,886.17	9,181.56	1.00	9,750	Hourly contractor rate equates to Min wage levels: 21/22 - £8.91/hour (2.17% increase)
Emptying Dog and Litter Bins	1,000	795.00	956.87	956.87	20.00	1,000	Actual Cost = £985.49 (Jan 21)
Grass Cutting (Recreation Ground)	1,540	-	-	-	-		REMOVE IN 2022/23
General Repairs	700	-	-	-		250	Nothing spent in 18 months. Minor repairs can be funded from reserves.
Maintenance of Trees & Vegetation	930	564.00	647.50	647.50	15.00	750	Maintenance of verges and conservation area.
Village Policing & Security	2,000	-	-	-		-	To be finalised at committee meeting. Nothing spent in previous two budgets.
Recreation Ground Improvement						3,500	NEW - To fund improvements along with Barham PC (joint facility) and any grant funding available.
Bus Timetables	100	184.00	-	-		100	
Emergency Plan Costs	0	75.00	-	-			
Neighbourhood Plan	0	-	-	-		-	
Data Protection	40	35.00	35.00	35.00		40	Receive reduction for paying DD
	45,690.00	37,770.74	29,581.10	36,945.34		46,791	

Non-recurring Expenditure	2020/21 Draft Estimate	2019/20 Actual	25/09/20 Actual	2020/21 Likely	% Increase / Decrease	2021/2 Estimate
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## Budget 2021 / 22

	£	£	£	£	%	
Purchase of Dog Bins & Intsallation	0	-	-	-		
Purchase of Litter Bins	0	-	-	-		
Provision for General Reserve	500					
Local elections	0	107.78	-	-		-
<b>Total Non-recurring Expenditure</b>	<b>500</b>	<b>108</b>	<b>0</b>	<b>0</b>		<b>0</b>

### Total Expenditure

<b>46,190</b>	<b>37,879</b>	<b>29,581</b>	<b>36,945</b>		<b>46,791</b>
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### Net Expenditure

<b>41,720</b>	<b>33,554</b>	<b>27,261</b>	<b>32,358</b>		<b>41,499</b>
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## GRANTS & DONATIONS

Organisation/Charity	2020/21 Estimate	2019/20 Actual	25/12/20 Actual	2020/21 Likely	% Increase / Decrease	2021/2 Estimate
	£	£	£	£	%	£
<b><u>Grants to Village Organisations</u></b>						
Recreation Ground Maintenance	3,000			3,000		3,000
Village Hall Maintenance	-	-				500
	3,000	-	-	3,000		3,500
<b><u>Grants to Charities/Other Organisations</u></b>						
Suffolk Family Carers	150	150	150	150		150
Earl Haig Poppy Fund	150	150	150	150		150
Suffolk Accident Rescue Service	150	150	150	150		150
Mid Suffolk C.A.B.	1,000	750	-	1,000		1,000

Budget 2021 / 22

Age UK	150	150	150	150	-	150
Avenues East	150	150	150	150		150
Lighthouse Womens Aid	150	150	150	150		150
Home Start	150	150	150	150		150
East Anglian Air Ambulance	150	150	150	150		150
Headway	150	150	150	150		150
CPRE	150	150	-	150		150
Claydon First Responders	200	200	200	200		200
Cruise Bereavement Care	150	150	150	150		150
Good Neighbour Scheme	-	-	140	140		150
	<b>2,850</b>	<b>2,600</b>	<b>1,690</b>	<b>2,840</b>	<b>-</b>	<b>2,850</b>