



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 19th April 2021, 7.30pm held Via Zoom

PRESENT: Cllrs G Cornish, P Avis

CHAIRPERSON: Cllr J Whitehead

IN ATTENDANCE: C Greenan (clerk), Cllrs S Price, C Cutler, S Price

FI-04-21-01 Opening

Councillor Whitehead opened the meeting.

FI-04-21-02 Public Forum

No members of the public were present.

FI-04-21-03 Apologies for absence

Cllr Studd apologised for ill health. This reason for apology was accepted.

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

None

FI-04-21-05 Members declaration of council tax arrears

None

FI-04-21-06 To receive the minutes of the meeting held 18th January 2021

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

FI-04-21-07 Report on Actions From Previous Minutes

- a. Recreation Ground Car Park release of funds

Cllr Whitehead had sent the required letter, but the funds have still not been released. The clerk will continue to press for a response from the solicitors.

- b. Clerk to check with MSDC whether new Recreation litter bins had been added to collection round

The new bins have not been added to the collection round, as the black bags are still collected from an agreed collection point. The Recreation Ground Management Committee have asked the Parish Council to consider requesting that litter bins on the Recreation Ground are collected by Mid Suffolk District Council. The clerk was asked to find out if this would be possible and what the costs of this would be.

There will now be no official litter picking at the Recreation Ground.

- c. Clerk to write to close residents of new grit bin in Hall Lane

This has been completed.

FI-04-21-08 Bank Reconciliation

The bank reconciliation for the end of year was noted and is appended in the minute book. The clerk was asked to check with the recipients of the unbanked cheques.

FI-04-21-09 Approval of Accounts

The accounts for payment and that have been paid were noted and approved.

The clerk was asked to find out more about the street lighting costs, including the different kinds of lights, the amount of time charged for and whether the parish is using the most efficient lighting. The clerk was also asked to set up a meeting between the county council and Councillor Whitehead.

FI-04-21-10 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-04-21-11 CIL

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

FI-04-21-12 Reserves

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

FI-04-21-13 Grant Requests

- a. Claydon and Barham Village Hall - £500 as a contribution towards standing costs as income has dramatically reduced during the pandemic.

The Village Hall Management Committee have been advised of other grants for which they may be eligible and councillors felt confident about their management. The clerk was asked to arrange payment of the grant.

- b. Bacon Road new Neighbourhood Watch Group - £74.58 shared between Barham and Claydon and Whitton Parish Councils for two signs.

Parish Councillors approved this donation and the clerk was asked to order the signs directly from the print company and share the cost with Barham Parish Council, as they have already approved the grant request for their half.

FI-04-21-14 Allotment Rents

The Parish Council have six allotments, four are priced at £12 for the year (£9.50 for pensioners) and two are priced at £6 for the year (£4.75 for pensioners), due to flooding. There is currently a waiting list of seven for allotments.

Councillors considered the future purchase of land for allotments in the village, should any land become available.

Councillors resolved to continue charging the same amount for allotment rental.

FI-04-21-15 Financial Standing Orders

Councillors considered the standing orders and concluded that digital banking was included in the standing orders.

Councillors approved the standing orders for another year.

FI-04-21-16 Items for next meeting

None

Date of next meeting:

Finance Committee: 12th July 2021

Meeting closed at 20:35

Claydon and Whitton Parish Council Reconciliation Statement as at 31.03.21

| | | | |
|--|--------------|----------|------------------|
| Balance as per bank statement 31.03.21: | 30201901 | £ | 81,291.59 |
| | 40285951 | £ | 917.26 |
| | 50201898 | £ | 818.58 |
| | TOTAL | £ | 83,027.43 |

Summary of Accounts as at 31.03.21

| | | | | | | | |
|-----------------------------|--------------|----------|------------------|-------------------------|--------------|----------|------------------|
| 01.04.20 Balance B/F | 30201901 | £ | 76,242.55 | Expenditure | 30201901 | £ | 44,304.42 |
| | 40285951 | £ | 916.84 | | 40285951 | £ | - |
| | 50201898 | £ | 818.21 | | 50201898 | £ | - |
| | TOTAL | £ | 77,977.60 | | TOTAL | £ | 44,304.42 |
| Income | 30201901 | £ | 51,747.54 | 31.03.21 Balance | 30201901 | £ | 81,291.59 |
| | 40285951 | £ | 0.42 | | 40285951 | £ | 917.26 |
| | 50201898 | £ | 0.37 | | 50201898 | £ | 818.58 |
| | TOTAL | £ | 51,748.33 | | TOTAL | £ | 83,027.43 |

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

| | | |
|---------------------|---------------------|---------------------|
| TOTAL INCOME | £ 129,725.93 | £ 129,725.93 |
|---------------------|---------------------|---------------------|

This statement represents fairly the financial position of the Authority as at 31st March 2021 and reflects its income and expenditure during the period.

Signed:

Chair:

Date:

Clerk:

Date:

| Account For Payment | Cheque / SO / DD / BACS | VAT £ | Total £ |
|---|--------------------------------|------------------|--------------------|
| Suffolk County Council Street Lighting | BACS | 318.42 | 1910.51 |
| SALC 21/22 Membership Subscription | BACS | 0 | 783.19 |
| | | | |
| Accounts Paid 23 February 2021 – 12 April 2021 | Cheque / SO / DD / BACS | VAT £ | Total £ |
| Vodafone | DD | 2.67 | 16.00 |
| C Greenan Expenses | BACS | 0 | 115.83 |
| SCC Pension | BACS | 0 | 311.61 |
| C Greenan Salary | BACS | 0 | 984.48 |
| A Worby | BACS | 0 | 298.34 |
| M Worby | BACS | 0 | 383.68 |
| Vodafone | DD | 2.67 | 16.00 |
| SALC Payroll Services | BACS | 9.60 | 57.60 |
| C Greenan Expenses | BACS | 0 | 66.24 |
| HMRC | BACS | 0 | 229.38 |
| SCC Pension | BACS | 0 | 311.61 |
| Vertas | BACS | 78.34 | 470.02 |
| C Greenan Salary | BACS | 0 | 984.48 |
| A Worby | BACS | 0 | 302.94 |
| M Worby | BACS | 0 | 392.04 |
| CAS – Recreation Ground insurance | BACS | 0 | 462.33 |
| RGMC Grant | BACS | 0 | 537.67 |

| Receipts 23 February 2021 – 12 April 2021 | Amount £ |
|--|-----------------|
| MSDC Street Cleaning | 1,133.60 |
| MSDC Precept | 20,750.00 |
| CIL Payment | 3,555.77 |

So signed by the Chairman _____ Date _____

PAPER 3**Budget to Actual**

| Income | 2020/21 Estimate | 25/06/2020 Actual | 25/09/20 Actual | 25/12/20 Actual | 31/03/21 Actual | Difference |
|--|-----------------------------|------------------------------|----------------------------|----------------------------|----------------------------|-------------------|
| | £ | £ | £ | £ | £ | £ |
| Allotments Rents | 70 | 52.50 | 52.50 | 52.50 | 76.50 | 6.50 |
| MSDC Street Cleaning Grant | 4,400 | 0 | 1,133.60 | 2,267.20 | 4,534.40 | 134.40 |
| 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 | 3,555.77 |
| VAT | | 1,960.87 | 1,960.87 | 1,960.87 | 1,960.87 | 1,960.87 |
| Precept | 41,360 | 20,680.00 | 41,360.00 | 41,360.00 | 41,360.00 | - |
| BPC Contribution Defibrillator | | | | 260.00 | 260.00 | 260.00 |
| Interest | 0 | 0.47 | 0.71 | 0.75 | 0.79 | 0.79 |
| Total Income | 46,190 | 22,693.84 | 44,507.68 | 49,457.09 | 51,748.33 | 5,558.33 |

| Recurring Expenditure | 2020/21 Estimate | 25/06/2020 Actual | 25/09/20 Actual | 25/12/20 Actual | 31/03/21 Actual | Difference |
|------------------------------------|-----------------------------|------------------------------|----------------------------|----------------------------|----------------------------|-------------------|
| | £ | £ | £ | £ | £ | £ |
| Administrative Expenses | | | | | | |
| Chairman's Allowance | 330 | 300.00 | 300.00 | 300.00 | 330.00 | - |
| Parish Clerk's Employment Cost | 17,100 | 3,964.68 | 6,447.96 | 12,362.32 | 16,527.97 | 572.03 |
| Parish Clerk's Mileage Costs | 500 | 141.30 | 234.45 | 286.95 | 405.30 | 94.70 |

So signed by the Chairman _____ Date _____

| | | | | | | |
|--|-------|----------|----------|----------|----------|-------------|
| Parish Clerk's Telephone & Broadband Costs | 500 | 147.88 | 289.98 | 327.85 | 487.42 | 12.58 |
| Stationery, Postage, Books and Adverts | 600 | 194.67 | 194.67 | 265.01 | 447.16 | 152.84 |
| Website | 0 | - | - | 194.00 | 194.00 | - 194.00 |
| Room Hire | 500 | 84.00 | 84.00 | 84.00 | 84.00 | 416.00 |
| Zoom | 0 | - | 57.56 | 86.34 | 158.29 | - 158.29 |
| Audit Fee | 200 | - | - | | 300.00 | - 100.00 |
| Preparation of Accounts for Audit | 130 | - | 130.00 | 130.00 | 130.00 | - |
| Conferences & Training | 750 | - | - | - | - | 750.00 |
| Insurance | 950 | 989.48 | 989.48 | 989.48 | 989.48 | - 39.48 |
| Other Expenses | | | | | | - |
| Public Lighting | 1,300 | 1,389.30 | 1,389.30 | 1,389.30 | 1,389.30 | - 89.30 |
| Churchyard Maintenance | 500 | - | - | 550.00 | 550.00 | - 50.00 |
| Subscriptions | 900 | 764.03 | 764.03 | 764.03 | 764.03 | 135.97 |
| Donations | 2,850 | | 1,550.00 | 2,840.00 | 3,690.00 | - 840.00 |
| Maintenance Grants - Recreation Ground | 2,170 | | 990.12 | 1,114.62 | 2,167.91 | 2.09 |
| Maintenance Grants - Village Hall | 0 | - | - | - | - | - |
| Improvement Grants | 1,100 | - | 1,450.00 | 1,450.00 | 1,450.00 | - 350.00 |
| Street Cleaning Costs | 9,000 | 2,764.04 | 4,781.17 | 6,886.17 | 8,932.23 | 67.77 |
| Emptying Dog Litter Bins | 1,000 | 956.87 | 956.87 | 956.87 | 956.87 | 43.13 |
| Grass Cutting (Recreation Ground) | 1,540 | 391.68 | 861.70 | 1,253.38 | 1,566.72 | - 26.72 |
| General Repairs | 700 | - | - | 148.19 | 148.19 | 551.81 |
| Maintenance of Trees & Vegetation | 930 | - | - | 647.50 | 647.50 | 282.50 |
| Village Policing & | 2,000 | | | | | |

So signed by the Chairman _____ Date _____

2021/10

| | | | | | | |
|----------------------|------------------|-----------|-----------|-----------|-----------|----------|
| Security | | - | - | - | - | 2,000.00 |
| Bus Timetables | 100 | - | - | - | - | 100.00 |
| Emergency Plan Costs | 0 | - | - | - | - | - |
| Neighbourhood Plan | 0 | - | - | - | - | - |
| Data Protection | 40 | - | 35.00 | 35.00 | 35.00 | 5.00 |
| | | | | | | - |
| | 45,690.00 | 12,087.93 | 21,506.29 | 33,061.01 | 42,351.37 | 3,338.63 |

| Non-recurring Expenditure | 2020/21 Draft Estimate | 25/06/2020 Actual | 25/09/20 Actual | 25/12/20 Actual | 31/03/21 Actual | Difference |
|--|------------------------|-------------------|-----------------|-----------------|-----------------|------------|
| | £ | £ | £ | £ | £ | £ |
| Purchase of Dog Bins & Installation | 0 | | | | | 0 |
| Purchase of Litter Bins | 0 | | | | | 0 |
| Provision for General Reserve | 500 | | | | | -500 |
| Local elections | 0 | | | | | 0 |
| Total Non-recurring Expenditure | 500 | | | | | -500 |

Total Expenditure

| | | | | | |
|---------------|--|--|--|-----------|----------|
| 46,190 | | | | 42,351.37 | 3,838.63 |
|---------------|--|--|--|-----------|----------|

Net Expenditure

| | | | | | |
|---------------|--|--|--|--|--|
| 41,360 | | | | | |
|---------------|--|--|--|--|--|

DRAFT ESTIMATES OF GRANTS & DONATIONS 2020/21

| Organisation/Charity | 2020/21 Estimate | 25/06/2020 Actual | 25/09/20 Actual | 25/12/20 Actual | 31/03/21 Actual | Difference |
|---|------------------|-------------------|-----------------|-----------------|-----------------|------------|
| | £ | £ | £ | £ | £ | £ |
| <u>Grants to Village Organisations</u> | | | | | | |

So signed by the Chairman _____ Date _____

| | | | | | | |
|---|--------------|---|------|------|---------|--------|
| Recreation Ground Maintenance | 3,000 | 0 | 0 | 0 | 2167.91 | 832 |
| Village Hall Maintenance | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | | 0 |
| <u>Grants to Charities/Other Organisations</u> | | | | | | 0 |
| Suffolk Family Carers | 150 | 0 | 150 | 150 | 150 | 0 |
| Earl Haig Poppy Fund | 150 | | 150 | 150 | 150 | 0 |
| Suffolk Accident Rescue Service | 150 | | 150 | 150 | 150 | 0 |
| Mid Suffolk C.A.B. | 1,000 | | 0 | 1000 | 1000 | 0 |
| Age UK | 150 | 0 | 0 | 0 | 0 | 150 |
| Avenues East | 150 | | 150 | 150 | 150 | 0 |
| Lighthouse Womens Aid | 150 | | 150 | 150 | 150 | 0 |
| Home Start | 150 | | 150 | 150 | 150 | 0 |
| East Anglian Air Ambulance | 150 | | 150 | 150 | 150 | 0 |
| Headway | 150 | | 150 | 150 | 150 | 0 |
| CPRE | 150 | | 0 | 150 | 150 | 0 |
| Claydon First Responders | 200 | | 200 | 200 | 200 | 0 |
| Cruise Bereavement Care | 150 | | 150 | 150 | 150 | 0 |
| Good Neighbour Scheme | 0 | 0 | 0 | 140 | 140 | -140 |
| Claydon High School ICT | 0 | 0 | 0 | 0 | 1000 | -1,000 |
| | 5,850 | | 1550 | 2840 | 6007.91 | -158 |

So signed by the Chairman _____ Date _____

| CIL Payments | |
|--------------|-------------------|
| | |
| 23-Oct-17 | £ 288.08 |
| 15-Apr-18 | £ 946.25 |
| 18-Oct-18 | £ 2,928.59 |
| 10-Oct-19 | £ 3,910.97 |
| 05-Oct-20 | £ 3,555.77 |
| 08-Apr-21 | £ 3,555.77 |
| | |
| | £15,185.43 |

| | | | | | |
|--------------------------------|-------------------|------------------------------------|--|--|--|
| | 31-Mar-21 | | | | |
| Total amount in accounts | £83,027.43 | | | | |
| | | | | | |
| CIL | £11,629.66 | | | | |
| Improvement Fund | £ 9,000.00 | | | | |
| Recreation Ground Improvements | £25,329.00 | (Previously policing and security) | | | |
| Neighbourhood Plan | £ 4,955.00 | | | | |
| General Reserve | £ 32,113.77 | | | | |
| TOTAL | £83,027.43 | | | | |

So signed by the Chairman _____ Date _____