

2021/20



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 4th October 2021, 7.30pm held at Claydon and Barham Village Hall, Norwich Road, Claydon, IP6 0DF

PRESENT: Cllrs P Avis, G Cornish, S Price, C Studd

CHAIRPERSON: Cllr J Whitehead

IN ATTENDANCE: C Greenan (clerk), Cllr S Wells

FI-10-21-01 Opening

Councillor Whitehead opened the meeting.

FI-10-21-02 Public Forum

No members of the public were present.

FI-10-21-03 Apologies for absence

None.

FI-10-21-04 Declaration of interest and local non-pecuniary interests.

Cllr Cornish declared a non-pecuniary interest in FI-21-10-13 grant request from Barham Picnic site as she is involved in this.

FI-10-21-05 Members' declaration of council tax arrears

None.

FI-10-21-06 To receive the minutes of the meeting held 12th July 2021

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

FI-10-21-07 Report on Actions From Previous Minutes

- a. Recreation Ground Car Park release of funds

The Parish Council received the £25,000 from Suffolk County Council and this has been transferred into account number 50201898 and the £818.60 in that account was transferred into the community account to ensure a physical separation of the reserves.

- b. Clerk to check on progress of Recreation Ground bollard replacement

The bollards have now been replaced.

- c. Clerk to ask MSDC about adding Recreation Ground bins to collection round

Clerk to continue progressing this action.

- d. Clerk to investigate street lighting costs and changes required

Clerk to continue progressing this action.

- e. Clerk to find out whether CIL for the development in Whitton can be used across the Claydon and Whitton area

The CIL guidance implies that the fund can be used across the whole Claydon and Whitton area but the clerk has checked that understanding with the Infrastructure team at Mid Suffolk District Council.

FI-10-21-08 Bank Reconciliation

The bank reconciliation to the end of September 2021 was noted, signed and is appended in the minute book.

FI-10-21-09 Approval of Accounts

The accounts for payment and that have been paid were noted, approved and are appended in the minute book.

FI-10-21-10 Budget Control Report

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

Councillors questioned whether there was insurance on the Recreation Ground car park to repair damage in future. Cllr Whitehead will investigate possible insurance.

Cllr Studd confirmed that the village entrance will be mown and that the trees in the conservation area would also be checked for safety.

Councillors confirmed that the clerk should not continue chasing organisations to pay them.

Councillors asked the clerk to attempt to pay donations via BACS and to contact organisations for their details.

FI-10-21-11 Budget for 2022/23

The clerk and chair will meet in December to prepare a proposed budget. Councillors are invited to submit ideas and amendments, but will have chance to fully discuss this at the Finance Committee in January in preparation for submitting a recommendation to full council.

FI-10-21-12 Approval of CIL report to Mid Suffolk District Council

The CIL report was approved and signed. A copy is appended in the minute book.

FI-10-21-13 Grant Requests

a. Barham Picnic Site

As the Picnic Site does not yet have a bank account and is not fully approved by Barham Parish Council, councillors resolved to delay a decision on this request until the next Parish Council meeting.

FI-10-21-14 Items for next meeting

None

Date of next meeting:

Finance Committee: 13th December 2021 (after Planning Committee)

Meeting closed at 20:30

2021/23

Claydon and Whitton Parish Council Reconciliation Statement as at 30.09.21

Balance as per bank statement 30.09.21:	30201901	£	101,848.12
	40285951	£	917.30
	50201898	£	25,000.00
	TOTAL	£	127,765.42

Summary of Accounts as at 30.06.21

01.04.21 Balance B/F	30201901	£	81,291.59
	40285951	£	917.26
	50201898	£	818.58
	TOTAL	£	83,027.43

Expenditure	30201901	£	27,836.24
	40285951	£	-
	50201898	£	-
	TOTAL	£	27,836.24

Income	30201901	£	47,574.15
	40285951	£	0.04
	50201898	£	25,000.04
	TOTAL	£	72,574.23

30.06.21 Balance	30201901	£	101,848.12
	40285951	£	917.30
	50201898	£	25,000.00
	TOTAL	£	127,765.42

TOTAL INCOME	£ 155,601.66	£ 155,601.66
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This statement represents fairly the financial position of the Authority as at 30th September 2021 and reflects its income and expenditure during the period.

Signed:

Chair:

Date:

Clerk:

Date:

Account For Payment	Cheque / SO / DD / BACS	VAT £	Total £
Community Action Suffolk	BACS	10.00	60.00
SLCC Membership	BACS	-	178.00
SLCC CiLCA fee	BACS	-	410.00
Internal audit fee	BACS	-	130.00
External audit fee	BACS	60.00	360.00
Accounts Paid 10 September 2021 – 30 September 2021	Cheque / SO / DD / BACS	VAT £	Total £
17.09 A Worby	BACS	-	302.94
24.09 Vodafone	BACS	2.70	16.20
30.09 GNS	BACS	-	150.00
30.09 HMRC	BACS	-	225.51
30.09 SCC Pensions	BACS	-	301.05
30.09 M Worby	BACS	-	775.72
30.09 Church Council	BACS	-	800.00
30.09 C Greenan	BACS	-	985.08

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

Receipts 10 September 2021 – 30 September 2021	Amount £
13.09 MSDC Precept	20,750.00

So signed by the Chairman _____ Date _____

Budget to Actual

Income	2021/2 Budget	30/04/21 Actual	30/06/21 Actual	30/09/21 Actual		Difference
	£	£	£	£	£	£
Precept	41,500	20,750.00	20,750.00	41,500.00		0
LCTRS Grant	729	729.00	729.00	729.00		0
Allotments Rents	53	-	-	-		53
MSDC Street Cleaning Grant	4,510	-	-	1,158.30		3,352
Community Infrastructure Levy	0	3,555.77	3,555.77			0
VAT		-	-	-		0
Interest	0		0.04	0.08		0
Barham Parish Council	0	31.08	31.08	31.08		-31
Mansion House Grant	0	-	-	600.00		-600
Recreation Ground Car Park	0	-	-	25,000.00		-25,000
Total Income	46,792	25,065.85	25,065.89	69,018.46	-	-22,226

Recurring Expenditure	2021/22 Budget	30/04/21 Actual	30/06/2021 Actual	30/09/21 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		9,457.71
Parish Clerk's Mileage Costs	425		112.50	112.50		312.50
Parish Clerk's Telephone	192	13.50	40.50	81.00		111.00
Parish Clerk's Broadband	264		63.75	63.75		200.25
Stationery, Postage, Books and Adverts	300		169.70	174.05		125.95
Website	0		-	-		-
Room Hire	350		-	-		350.00

So signed by the Chairman _____ Date _____

AGAR Fee	200		-	-		200.00
Internal Audit	130		-	-		130.00
Training	400		425.00	425.00	-	25.00
Insurance	1,040		1,204.26	1,204.26	-	164.26
Other Expenses						-
Public Lighting	1,460	1,592.09	1,592.09	1,592.09	-	132.09
Churchyard Maintenance	600		-	800.00	-	200.00
Subscriptions	960	783.19	783.19	783.19		176.81
Donations	2,850	-	-	150.00		2,700.00
Maintenance Grants - Recreation Ground	3,000	1,000.00	1,432.00	1,432.00		1,568.00
Maintenance Grants - Village Hall	500		500.00	500.00		-
Community Projects	1,000	62.15	109.60	109.60		890.40
Street Cleaning Costs	9,750	997.92	2,779.92	5726.67		4,023.33
Emptying Dog Litter Bins	1,000		948.36	948.36		51.64
General Repairs	250		-	-		250.00
Maintenance of Trees & Vegetation	750		-	-		750.00
Recreation Ground Improvement	3,500		409.26	3,149.26		350.74
Bus Timetables	100		-	-		100.00
Emergency Plan Costs	0		-	-		-
Neighbourhood Plan	0		-	-		-
Data Protection	40		-	35.00		5.00
						-
	46,791.00	5,734.98	14,654.03	25,229.02	-	21,561.98

GRANTS & DONATIONS
2021/22

So signed by the Chairman _____ Date _____

2021/20

Organisation/Charity	2021/22 Budget	30/04/21 Actual	30/06/21 Actual	30/09/21 Actual		Difference
	£	£	£	£		£
<u>Grants to Village Organisations</u>						
Recreation Ground Maintenance	3,000	1000	1432	1432		1,568
Village Hall Maintenance	500		500	500		0
						0
<u>Grants to Charities/Other Organisations</u>						0
Suffolk Family Carers	150	0	0	0		150
Earl Haig Poppy Fund	150	0	0	0		150
Suffolk Accident Rescue Service	150	0	0	0		150
Mid Suffolk C.A.B.	1,000	0	0	0		1,000
Avenues East	150	0	0	0		150
Lighthouse Womens Aid	150	0	0	0		150
Home Start	150	0	0	0		150
East Anglian Air Ambulance	150	0	0	0		150
Headway	150	0	0	0		150
CPRE	150	0	0	0		150
Claydon First Responders	200	0	0	0		200
Cruise Bereavement Care	150	0	0	0		150
Good Neighbour Scheme	150	0	0	150		0
	6,350	1000	1932	2082		4,268
COMMUNITY INFRASTRUCTURE LEVY	31/03/21 Actual	30/04/21 Actual	30/06/21 Actual	30/09/21 Actual		Total
	£	£	£	£	£	£
CIL Receipts		3,555.77	3555.77	3555.77		3,555.77
CIL Expenditure			0	0		-
Transfers to CIL Reserve		- 3,555.77	-3555.77	-3555.77		- 3,555.77
Transfers from CIL Reserve						-
CIL Reserve	11,629.66	15,185.43	15,185.43	15,185.43		

So signed by the Chairman _____ Date _____