



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 13th December 2021, 8pm 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 and one member of the public

FI-21-12-01 Opening

Councillor Whitehead opened the meeting.

FI-21-12-02 Public Forum

No members of the public wished to speak.

FI-21-12-03 Apologies for absence

None.

FI-21-12-04 Declaration of interest and local non-pecuniary interests.

Cllr Cornish declared a non-pecuniary interest in FI-21-12-11 grant request from Barham Picnic site as she is involved in this.

FI-21-12-05 Members' declaration of council tax arrears

None.

FI-21-12-06 To receive the minutes of the meeting held 4th October 2021

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

FI-21-12-07 Report on Actions From Previous Minutes

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

The clerk has been informed that further information will be provided in January.

- b. Clerk to confirm that the CIL for the development in Whitton can be used across the Claydon and Whitton area

The clerk confirmed that this had been checked with MSDC and they had confirmed that the CIL may be used across the Claydon and Whitton area.

- c. Clerk to continue checking if Recreation Ground bins may be added to the collection round

Clerk to continue progressing this action.

- d. Cllr Whitehead to investigate insurance for the Recreation Ground Car Park

Cllr Whitehead to continue progressing this action.

FI-21-12-08 Approval of Accounts

The balance of accounts on 3 December 2021 was approved:

- Community account: £ 79,871.55
- Parish CIL Reserves: £ 71,271.99
- RG Car Park Reserve Fund: £ 25,000.00

The accounts for payment and that have been paid were noted and approved. The receipts allocated since the last meeting were noted and approved. The account transfers to create a Parish CIL Reserve account was noted and approved.

The accounts for payment, accounts paid and receipts allocated are appended in the minute book.

FI-21-12-09 Budget Control Report

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

Councillors requested a breakdown of the Parish Clerk's Salary column on the Budget Control Report.

FI-21-12-10 Community Infrastructure Levy (CIL)

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

Councillors instructed the clerk to pay the CIL grant of £10,000 allocated to Claydon and Barham Recreation Ground.

FI-21-12-11 Grant Requests

- a. Barham Picnic Site

Cllr Cornish explained that the Picnic Site project will include a play area, café and a room to hire in the future, but at present the project would like to request £3,000 to facilitate the opening of the site simply for the public to be able to walk around. They would like a commitment for this amount for when the lease is signed.

Councillors agreed a commitment to the requested funding for Barham Picnic Site in the 2022/23 budget.

There was some discussion about the suitability of the Grant Request Form, which has historically been used for all village organisations requesting grants. The clerk agreed to look at revising the form in partnership with Cllr Whitehead.

b. Citizens' Advice Bureau, Ipswich

Councillors agreed to consider their donations to Citizens' Advice, Ipswich and Mid Suffolk for the 2022 / 23 budget.

FI-21-12-12 Budget for 2022/23

Councillors considered the budget for 2022/23 and a draft is appended in the minute book for further discussion at the next Finance Committee.

Councillors asked for further information regarding website engagement.

Councillors asked the clerk to provide a reserves report for the next Finance Committee.

Councillors will consider further allocating funds to a Neighbourhood Plan budget and to CCTV / ANPR infrastructure.

FI-21-12-13 Items for next meeting

None

Date of next meeting:

Finance Committee: 10th January 2022

Parish Council: 24th January 2022

Planning Committee: 7th February 2022

Meeting closed at 21:50

Account For Payment	Cheque / SO / DD / BACS	VAT £	Total £
RoSPA Playground Inspection	BACS	24.90	149.40
SALC Training P Avis and S Wells	BACS	10.00	60.00
C Greenan Expenses	BACS	-	77.80
Accounts Paid 12 October 2021 – 3 December 2021	Cheque / SO / DD / BACS	VAT £	Total £
20/10 A Worby	BACS	-	302.94
20/10 Royal British Legion	BACS	-	150.00
20/10 C Greenan Expenses	BACS	-	170.38
20/10 Vertas	BACS	82.25	493.52
20/10 Viking	BACS	7.61	45.68
20/10 VHMC	BACS	-	23.99
20/10 PKF Littlejohn	BACS	60.00	360.00
20/10 Community Action Suffolk	BACS	10.00	50.00
20/10 A Baldry	BACS	-	130.00
20/10 SLCC	BACS	-	178.00
20/10 SLCC	BACS	-	410.00
20/10 C Greenan Expenses	BACS	-	69.25
22/10 M Worby	BACS	-	392.04
26/10 Vodafone	DD	2.70	16.20
29/10 SCC Pensions	BACS	-	301.05
29/10 C Greenan	BACS	-	985.08
15/11 A Worby	BACS	-	302.94
15/11 VHMC	BACS	-	378.00
19/11 M Worby	BACS	-	392.04
24/11 Vodafone	BACS	2.70	16.20
29/11 SARS	BACS	-	150.00
29/11 Mid Suffolk CAB	BACS	-	1,000.00
29/11 Suffolk Family Carers	BACS	-	150.00
29/11 SCC Pensions	BACS	-	301.05
29/11 M Markwell	BACS	-	700.00
29/11 C Greenan	BACS	-	£985.08

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

Receipts 12 October 2021 – 3 December 2021	Amount £
25/10 Mansion House	755.00

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	03/12/21 Actual	Difference
	£	£	£	£	£	£
Precept	41,500	20,750.00	20,750.00	41,500.00	41,500.00	0
LCTRS Grant	729	729.00	729.00	729.00	729.00	0
Allotments Rents	53	-	-	-	-	53
MSDC Street Cleaning Grant	4,510	-	-	1,158.30	1,158.30	3,352
Community Infrastructure Levy	0	3,555.77	3,555.77	3,555.77	59,642.33	-59,642
VAT		-	-	-	-	0
Interest	0		0.04	0.08	0.08	0
Barham Parish Council	0	31.08	31.08	31.08	31.08	-31
Mansion House Grant	0	-	-	600.00	1,355.00	-1,355
Recreation Ground Car Park	0	-	-	25,000.00	25,000.00	-25,000
Total Income	46,792	25,065.85	25,065.89	72,574.23	129,415.1	-82,624
Recurring Expenditure	2021/22 Budget	30/04/21 Actual	30/06/2021 Actual	30/09/21 Actual	03/12/21 Actual	Difference
	£	£	A	£	£	£
Administrative Expenses						
Chairman's Allowance	330	-	-	-	-	330.00
Parish Clerk Employment Cost	17,400	1,286.13	4,083.90	7,942.29	9,228.42	8,171.58
Parish Clerk Mileage Costs	425		112.50	112.50	235.35	189.65
Parish Clerk Telephone	192	13.50	40.50	81.00	94.50	97.50
Parish Clerk Broadband	264		63.75	63.75	151.75	112.25
Stationery, Postage Books and Adverts	300		169.70	174.05	212.12	87.88
Website	0		-	-	60.00	-60.00
Room Hire	350					

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			-	-	-	350.00
AGAR Fee	200		-	-	300.00	- 100.00
Internal Audit	130		-	-	130.00	-
Training	400		425.00	425.00	835.00	- 435.00
Insurance	1,040		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	- 132.09
Churchyard Maintenance	600		-	800.00	800.00	- 200.00
Subscriptions	960	783.19	783.19	783.19	961.19	- 1.19
Donations	2,850	-	-	150.00	1,600.00	1,250.00
Maintenance Grants - Recreation Ground	3,000	1,000.00	1,432.00	1,432.00	2,665.81	334.19
Maintenance Grants - Village Hall	500		500.00	500.00	901.99	- 401.99
Community Projects	1,000	62.15	109.60	109.60	109.60	890.40
Street Cleaning Costs	9,750	997.92	2,779.92	5652.81	7,116.63	2,633.37
Emptying Dog Litter Bins	1,000		948.36	948.36	948.36	51.64
General Repairs	250		-	-	-	250.00
Maintenance of Trees & Vegetation	750		-	-	700.00	50.00
Recreation Ground Improvement	3,500		409.26	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	5.00
						-

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		46,791.00	5,734.98	14,654.03	25,155.16	33,031.33	13,759.67
<u>GRANTS</u>							
<u>DONATIONS</u>							
<u>2021/22</u>							
Organisation/Charity		2021/22 Budget	30/04/21 Actual	30/06/21 Actual	30/09/21 Actual	03/12/21 Actual	Difference
		£	£	£	£	£	£
<u>Grants to Village Organisations</u>							
Recreation Group Maintenance		3,000.00	1,000.00	1,432.00	1,432.00	2,665.81	334.19
Village Maintenance H		500.00		500.00	500.00	901.99	- 401.99
							-
<u>Grants Charities/Other Organisations</u>							-
Suffolk Family Carers		150.00	-	-	-	150.00	-
Earl Haig Poppy Fund		150.00	-	-	-	150.00	-
Suffolk Accident Rescue Service		150.00	-	-	-	150.00	-
Mid Suffolk C.A.B.		1,000.00	-	-	-	1,000.00	-
Avenues East		150.00	-	-	-	-	150.00
Lighthouse Womens Aid		150.00	-	-	-	-	150.00
Home Start		150.00	-	-	-	-	150.00
East Anglian Air Ambulance		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
Good Neighbour Scheme		150.00	-	-	150.00	150.00	-
							-
		6,350.00	1,000.00	1,932.00	2,082.00	5,167.80	1,182.20

So signed by the Chairman _____ Date _____

CLAYDON & WHITTON
PARISH COUNCIL
PARISH PRECEPT
2022/23

Income	2018/19 Actual	2019/20 Actual	2020/21 Actual	2021/22 Predicted	2022/23 Budget	Note
	£	£	£	£	£	
Precept	43,695.00	40,995.00	41,360.00	41,500.00		
LCTRS Grant	-	-	-	729.00		
Allotments Rents	70.00	70.00	76.50	53.00	53.00	leave unchanged
MSDC Street Cleaning Grant	3,850.00	3,850.00	4,534.40	4,633.20	4,725.00	
Wayleave	-	-	-	-		
Emergency Plan Costs	-	-	-	-		
Advertising - Bus Timetables	-	-	-	-		
Community Infrastructure Levy	3,874.84	3,910.97	3,555.77	59,642.33	-	unknown but ring-fenced
Total Income	51,489.84	48,825.97	49,526.67	106,557.53	4,778.00	

Recurring Expenditure	2018/19 Actual	2019/20 Actual	2020/21 Actual	2021/22 Predicted	2022/23 Budget	Note
	£	£	£			
Administrative Expenses						
Chairman's Allowance	300.00	300.00	330.00			

So signed by the Chairman _____ Date _____

2021/35

				330.00	330.00	
Parish Clerk's Employment Cost	11,193.77	19,073.76	16,527.97	16,700.00	17,500.00	
Parish Clerk's Mileage Costs	190.00	597.37	405.30	355.00	400.00	
Parish Clerk's Telephone	262.00	294.84	211.17	148.50	150.00	
Parish Clerk's Broadband	255.00	255.00	276.25	261.75	264.00	
Stationery, Postage, Books and Adverts	317.67	291.88	447.16	320.00	320.00	
Website	50.00	50.00	50.00	50.00		
Room Hire	290.00	344.00	84.00	350.00	350.00	
AGAR Fee	-	500.00	300.00	300.00	300.00	
Internal Audit	110.00	110.00	130.00	130.00	130.00	
Training	266.60	482.00	-	435.00	800.00	
Insurance	877.04	903.35	989.48	1,204.26	1,250.00	
Other Expenses						
Public Lighting	-	1,449.53	1,389.30	1,592.09	1,750.00	
Churchyard Maintenance	500.00	500.00	550.00	800.00	800.00	
Subscriptions	736.82	738.10	922.32	961.19	960.00	Includes Zoom, SALC, SLCC
Donations	2,530.00	2,600.00	3,840.00	2,850.00	2,150.00	

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Maintenance Grants - Recreation Ground	2,949.50	1,715.61	3,734.63	3,000.00	3,000.00	
Maintenance Grants - Village Hall	600.00	-	-	901.99	600.00	
Community Projects	-	-	-	110.00	-	
Street Cleaning Costs	7,531.62	9,461.46	8,932.23	9,500.00	9,750.00	
Emptying Dog Litter Bins	795.00	957.90	956.87	948.36	1,000.00	
General Repairs	577.50	-	148.19	-	250.00	
Maintenance of Trees & Vegetation	327.00	564.00	647.50	750.00	750.00	
Recreation Ground Improvement	-	-	-	3,500.00	4,500.00	Review on 10 January
Bus Timetables	42.00	184.00	-	-		
Emergency Plan Costs	-	-	-	-		
Neighbourhood Plan	-	-	-	-		
Data Protection	35.00	35.00	35.00	35.00	40.00	£5 deduction for DD
	30,736.52	41,407.80	40,907.37	45,533.14	47,344.00	

Non-recurring Expenditure	2018/19 Actual	2019/20 Actual	2020/21 Actual	2021/22 Predicted	2022/23 Budget	Note
	£	£	£	£		
Purchase of Dog Bins & Intsallation	-	-	-	-		

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Purchase of Litter Bins	-	-	-	-		
Provision for General Reserve	800.00	500.00	500.00	-		
Local elections	-	107.78	-	-		
Total Non-recurring Expenditure	800.00	607.78	500.00		-	

Total Expenditure Predicted	45,380	46,180	46,190	46,291.00	47,344.00	
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Net Expenditure Predicted	40,895	40,995	41,360	41,729.00	42,566.00	
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	2018/19 Precept Calculation	2019/20 Precept Calculation	2020/21 Precept Calculation	2021/22 Precept Calculation	2022/23 Precept Calculation	Note
Calculation of Annual Precept	£	£	£	£	£	
Funding Required	40,895	40,995	41,360	41,500.00	42,566.00	
Council Tax Base - Band 'D' Equivalent	777.22	780.05	786.63	777.01	793.90	
Parish Precept	52.62	52.55	52.58	53.41	53.62	
% Increase/decrease(-)			0.05%	1.58%	0.39%	

So signed by the Chairman _____ Date _____