



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 10th January 2022, 7.30pm held at Claydon and Barham Village Hall, Norwich Road, Claydon, IP6 0DF

PRESENT: Cllrs G Cornish, S Price

CHAIRPERSON: Cllr J Whitehead

IN ATTENDANCE: C Greenan (clerk)

FI-22-01-01 Opening

Councillor Whitehead opened the meeting.

FI-22-01-02 Public Forum

No members of the public were present.

FI-22-01-03 Apologies for absence

Cllr Avis due to isolation and Cllr Studd due to ill health.

These reasons for absence were accepted.

FI-22-01-04 Declaration of interest and local non-pecuniary interests.

Cllrs G Cornish, S Price and J Whitehead declared a non-pecuniary interest in items relating to the Recreation Ground as they are members of the Recreation Ground Management Committee.

FI-22-01-05 Members' declaration of council tax arrears

None.

FI-22-01-06 To receive the minutes of the meeting held 13th December 2021

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

FI-22-01-07 Report on Actions From Previous Minutes

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

So signed by the Chairman _____ Date _____

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

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

Clerk to continue progressing this action.

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

Cllr Whitehead will discuss this with the insurance company when renewal is due in March 2022.

- d. Clerk to provide Councillors with a breakdown of the Clerk's Salary budget line

This was provided and councillors were satisfied that this breakdown represented the costs to the Parish Council.

- e. Clerk to make CIL payment to RGMC

This was paid.

- f. Clerk and Cllr Whitehead to review grant request form

The clerk has obtained sample grant request forms from other councils and will propose a new request form for the next Finance Committee.

- g. Clerk to provide information on website engagement

This action is ongoing.

FI-22-01-08 Bank Reconciliation

The bank reconciliation was noted, approved and signed.

The failed payment was noted and the clerk will investigate the payment of this.

FI-22-01-09 Approval of Accounts

The balance of accounts on 4 January 2022 was approved:

- a. Community account: £ 79,985.20
- b. Parish CIL Reserves: £ 61,272.92
- c. RG Car Park Reserve Fund: £ 25,000.55

The accounts for payment were discussed as Cllr Cornish had investigated with HMRC whether the Parish Council may make payments on behalf of the Recreation Ground rather than paying them a donation. HMRC confirmed that the Parish Council may make payments on behalf of the Recreation Ground. Therefore, Cllr Whitehead provided the clerk with a cheque for £10,000 to be paid back to the Parish Council and the clerk will put through the payment to Playquip for the refurbishment and new equipment for the Recreation Ground.

So signed by the Chairman _____ Date _____

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

FI-22-01-10 Budget Control Report

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

FI-22-01-11 Community Infrastructure Levy (CIL)

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

FI-22-01-12 Reserves Report

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

FI-22-01-13 Grant Requests

- a. St Elizabeth Hospice.

Councillors considered and decided on making a donation to St Elizabeth Hospice for the next financial year.

FI-22-01-14 Budget for 2022/23

Councillors considered the budget for 2022/23 and a final draft is appended in the minute book for approval by the Parish Council meeting on 24th January.

FI-22-01-15 Items for next meeting

Consideration of a Public Works Loan Board loan for the Parish Council to undertake the remainder of the work on the Recreation Ground once all grant opportunities have been exhausted.

Date of next meeting:

Parish Council: 24th January 2022
Planning Committee: 7th February 2022
Finance Committee: 11th April 2022 (tbc)

Meeting closed at 20:30

So signed by the Chairman _____ Date _____

Claydon and Whitton Parish Council Reconciliation Statement as at 31.12.21

Balance as per bank statement 31.12.21:	30201901	£	79,985.20
	40285951	£	61,272.92
	50201898	£	25,000.55
	TOTAL	£	166,258.67

Summary of Accounts as at 31.12.21

01.04.21 Balance B/F	30201901	£	81,291.59	Expenditure	30201901	£	40,831.90
	40285951	£	917.26		40285951	£	10,000.00
	50201898	£	818.58		50201898	£	-
	TOTAL	£	83,027.43		TOTAL	£	50,831.90
Income	30201901	£	108,911.58	31.12.21 Balance	30201901	£	79,985.20
	40285951	£	0.97		40285951	£	61,272.92
	50201898	£	25,000.59		50201898	£	25,000.55
	TOTAL	£	133,913.14		TOTAL	£	166,258.67
					Failed Payments	£	150.00
TOTAL INCOME		£	216,940.57			£	216,940.57

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

Signed:

Chair:

Date:

Clerk:

Date:

Account For Payment	Cheque / SO / DD / BACS	VAT £	Total £
Vertas	BACS	82.25	493.52
Playquip (RGMC)	BACS	2162.40	12,974.40
C Greenan Expenses	BACS	-	41.35
Accounts Paid 3 December 2021 – 4 January 2022	Cheque / SO / DD / BACS	VAT £	Total £
3-12 Good Neighbour Scheme (Mansion House)	BACS	-	100
3-12 Mother's Union (Mansion House)	BACS	-	150
3-12 Claydon and Barham PCC (Mansion House)	BACS	-	250
3-12 RGMC (Mansion House)	BACS	-	350
3-12 Barham Picnic Site (Mansion House)	BACS	-	350
8-12 RGMC (Mansion House – Error to be rectified)	BACS	-	200
10-12 A Worby	BACS	-	302.94
17-12 M Worby	BACS	-	392.04
22-12 HMRC	BACS	-	257.99
22-12 SALC Training P Avis and S Wells	BACS	10.00	60.00
22-12 RoSPA Playground Inspector	BACS	24.90	149.40
22-12 Cruse	BACS	-	150
22-12 C Greenan Expenses	BACS	-	77.80
22-12 EAAA	BACS	-	150
22-12 SCC Pension	BACS	-	336.92
22-12 C Greenan	BACS	-	1088.93
22-12 Lighthouse	BACS	-	150
22-12 RGMC	BACS	-	10,000

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

Receipts 3 December 2021 – 4 January 2022	Amount £
4-12 MSDC Cleansing Grant	1,158.30
6-12 HMRC VAT	3,337.57

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Budget to Actual

Income	2021/2 Budget	30/04/21 Actual	30/06/21 Actual	30/09/21 Actual	31/12/21 Actual	Difference
	£	£	£	£	£	£
Precept	41,500	20,750.00	20,750.00	41,500.00	41,500.00	-
LCTRS Grant	729	729.00	729.00	729.00	729.00	-
Allotments Rents	53	-	-	-	-	53.00
MSDC Street Cleaning Grant	4,510	-	-	1,158.30	2,316.60	2,193.40
Community Infrastructure Levy	0	3,555.77	3,555.77	3,555.77	59,642.33	59,642.33
VAT		-	-	-	3,337.57	3,337.57
Interest	0		0.04	0.08	1.56	1.56
Barham Parish Council	0	31.08	31.08	31.08	31.08	- 31.08
Mansion House Grant	0	-	-	600.00	1,355.00	1,355.00
Recreation Ground Car Park	0	-	-	25,000.00	25,000.00	25,000.00
Total Income	46,792	25,065.85	25,065.89	72,574.23	133,913.14	-87,121

Recurring Expenditure	2021/22 Budget	30/04/21 Actual	30/06/2021 Actual	30/09/21 Actual	31/12/21 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	12,423.90	4,976.10
Parish Clerk's Mileage Costs	425		112.50	112.50	291.15	133.85
Parish Clerk's Telephone	192	13.50	40.50	81.00	121.50	70.50
Parish Clerk's Broadband	264		63.75	63.75	173.75	90.25
Stationery, Postage, Books and Adverts	300		169.70	174.05	212.12	87.88
Website	0		-	-	60.00	- 60.00
Room Hire	350		-	-	-	350.00
AGAR Fee	200		-	-	300.00	100.00
Internal Audit	130		-	-	130.00	-
Training	400		425.00	425.00	885.00	- 485.00
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	2,050.00	800.00
Maintenance Grants - Recreation Ground	3,000	1,000.00	1,432.00	1,432.00	2,790.31	209.69
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	7,811.61	1,938.39
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
						-
	46,791.00	5,734.98	14,654.03	25,155.16	37,651.09	9,139.91

GRANTS & DONATIONS 2021/22

Organisation/Charity	2021/22 Budget	30/04/21 Actual	30/06/21 Actual	30/09/21 Actual	31/12/21 Actual	Difference
	£	£	£	£	£	£
<u>Grants to Village Organisations</u>						
Recreation Ground Maintenance	3,000.00	1,000.00	1,432.00	1,432.00	2,790.31	209.69
Village Hall Maintenance	500.00		500.00	500.00	901.99	- 401.99
						-
<u>Grants to 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	5,742.30	607.70

COMMUNITY INFRASTRUCTURE LEVY	31/03/21 Actual	30/04/21 Actual	30/06/21 Actual	30/09/21 Actual	31/12/21 Actual	Total
	£	£	£	£	£	£
CIL Receipts		3,555.77	3,555.77	3,555.77	59,642.33	59,642.33
CIL Expenditure			-	-	-	-
Transfers to CIL Reserve		- 3,555.77	- 3,555.77	- 3,555.77	- 59,642.33	-59,642.33
Transfers from CIL Reserve						-
CIL Reserve	11,629.66	15,185.43	15,185.43	15,185.43	71,271.99	71,271.99
CIL Allocated				10,000.00	10,000.00	61,271.99
CIL Spent					10,000.00	61,271.99

Reserves 04-01-22	
CIL	£ 61,271.99
RG Car Park	£ 25,000.55
RG Improvement	£ 25,000.00
General	£ 44,955.00
Total:	£ 156,227.54

CLAYDON & WHITTON PARISH
COUNCIL
PARISH PRECEPT 2022/23

Income	2018/19 Actual	2019/20 Actual	2020/21 Actual	2021/22 Predicted	2022/23 Budget
	£	£	£	£	£
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
MSDC Street Cleaning Grant	3,850.00	3,850.00	4,534.40	4,633.20	4,700.00
Wayleave	-	-	-	-	-
Emergency Plan Costs	-	-	-	-	-
Advertising - Bus Timetables	-	-	-	-	-
Community Infrastructure Levy	3,874.84	3,910.97	3,555.77	59,642.33	-
Total Income	51,489.84	48,825.97	49,526.67	106,557.53	4,753.00

Recurring Expenditure	2018/19 Actual	2019/20 Actual	2020/21 Actual	2021/22 Predicted	2022/23 Budget
	£	£	£		
Administrative Expenses					
Chairman's Allowance	300.00	300.00	330.00	330.00	330.00
Parish Clerk's Employment Cost	11,193.77	19,073.76	16,527.97	16,700.00	17,650.00
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	160.00
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	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
Donations	2,530.00	2,600.00	3,840.00	2,850.00	2,150.00
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	-
Bus Timetables	42.00	184.00	-	-	-
Contingency/In-Year Discretionary Projects	-	-	-	-	3,900.00
Neighbourhood Plan	-	-	-	-	-
Data Protection	35.00	35.00	35.00	35.00	40.00
	30,736.52	41,407.80	40,907.37	45,533.14	46,954.00

Non-recurring Expenditure	2018/19 Actual	2019/20 Actual	2020/21 Actual	2021/22 Predicted	2022/23 Budget
	£	£	£	£	
Purchase of Dog Bins & Intsallation	-	-	-	-	100.00
Purchase of Litter Bins	-	-	-	-	100.00
Provision for General Reserve	800.00	500.00	500.00	-	
Local elections	-	107.78	-	-	
Total Non-recurring Expenditure	800.00	607.78	500.00		200.00

Total Expenditure Predicted	45,380	46,180	46,190	46,291.00	47,154.00
Net Expenditure Predicted	40,895	40,995	41,360	41,729.00	42,401.00

Calculation of Annual Precept	2018/19 Precept Calculation	2019/20 Precept Calculation	2020/21 Precept Calculation	2021/22 Precept Calculation	2022/23 Precept Calculation
	£	£	£	£	£
Funding Required	40,895	40,995	41,360	41,500.00	42,401.00
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	53.41
% Increase/decrease(-)			0.05%	1.58%	0.00%