



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 11th April 2022, 7.30pm held at Claydon and Barham Village Hall, Norwich Road, Claydon, IP6 0DF

PRESENT: Cllrs P Avis, C Studd

CHAIRPERSON: Cllr J Whitehead

IN ATTENDANCE: C Greenan (clerk)

FI-22-04-01 Opening

Councillor Whitehead opened the meeting.

FI-22-04-02 Public Forum

No members of the public were present.

FI-22-04-03 Apologies for absence

Cllrs Cornish and Price due to other commitments.

These reasons for absence were accepted.

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

None

FI-22-04-05 Members' declaration of council tax arrears

None.

FI-22-04-06 To receive the minutes of the meeting held 10th January 2022

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

FI-22-04-07 Report on Actions From Previous Minutes

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

So signed by the Chairman _____ Date _____

The clerk will follow this up with Mid Suffolk District Council.

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

Cllr Whitehead has emailed the insurer to ask for advice on this issue.

- c. Clerk to provide information on website engagement

This action is ongoing.

FI-22-04-08 Bank Reconciliation

The transfers between bank accounts were added to the reconciliation, then the bank reconciliation was noted, approved and signed.

FI-22-04-09 Approval of Accounts

The balance of accounts on 31st March 2022 was approved:

- a. Community account: £ 71,317.47
- b. Parish CIL Reserves: £ 52,462.48
- c. RG Car Park Reserve Fund: £ 25,001.17

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-22-04-10 Budget Control Report

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

FI-22-04-11 Community Infrastructure Levy (CIL)

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

FI-22-04-12 Reserves Report

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

FI-22-04-13 Internal Audit

It was agreed to approach Alan Baldry to conduct the internal audit again for 2021-22.

FI-22-04-14 Grant Requests

- a. To consider the new grant request template form

So signed by the Chairman _____ Date _____

The grant request template form was considered, altered and is attached in the minute book. It may also be accessed on the website here:

<http://www.claydonandbarham.onesuffolk.net/assets/Uploads/Claydon/2022/Other/Grant-Application-Form-2022.pdf>.

b. To consider and resolve on grant requests:

- Claydon and Barham Community Centre

The clerk was asked to question whether Barham Parish Council had also been approached for a donation or if the grant was for the full cost. The clerk was also asked to check on whether the Community Centre is VAT registered and to determine whether the requested figure includes VAT.

- Claydon and Barham Churchyards

The clerk was asked to verify funding the churchyard with SALC following advice received from a neighbouring parish clerk.

- Claydon and Barham Good Neighbours Scheme

This was approved and the clerk was asked to organise payment to the Good Neighbours Scheme.

FI-22-04-15 Street Lighting

Councillors considered the street lighting quote from Suffolk County Council to replace the Parish Council owned out of date lighting with new, more energy efficient, LED lighting. This was approved unanimously and the clerk was asked to organise this with Suffolk County Council.

FI-22-04-16 Recreation Ground Improvement

Parish Councillors considered a Public Works Loan Board loan, but felt that there were currently sufficient reserves and CIL allocations to move forward without this at present.

FI-22-04-17 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 five for allotments. Councillors resolved to continue charging the same amount for allotment rental.

FI-22-04-18 Financial Standing Orders

Councillors considered the current Standing Orders and approved them for another year. They may be viewed on the website here:

<http://www.claydonandbarham.onesuffolk.net/assets/Uploads/Claydon/2021/Other/Financial-Standing-Orders-July-2020.pdf>.

So signed by the Chairman _____ Date _____

FI-22-04-19 Items for next meeting

The clerk was asked to investigate who receives the funding for the bottle bank in the village. The clerk was asked to add the date that CIL money must be spent by to the CIL spreadsheet.

Date of next meeting:

Parish Council: 9th May 2022
Planning Committee: 9th May 2022
Finance Committee: 25th July 2022

Meeting closed at 20:30

So signed by the Chairman _____ Date _____

Claydon and Whitton Parish Council Reconciliation Statement as at 31.03.22

Balance as per bank statement 31.03.22:	30201901	£ 71,317.47				
	40285951	£ 52,462.48				
	50201898	£ 25,001.17				
	TOTAL	£ 148,781.12				
Summary of Accounts as at 31.03.22						
01.04.21 Balance B/F	30201901	£ 81,291.59		Expenditure	30201901	£ 62,628.23
	40285951	£ 917.26			40285951	£ 18,000.00
	50201898	£ 818.58			50201898	£ -
	TOTAL	£ 83,027.43			TOTAL	£ 80,628.23
Income	30201901	£ 121,228.18		31.03.22 Balance	30201901	£ 71,317.47
	40285951	£ 2.53			40285951	£ 52,462.48
	50201898	£ 25,001.21			50201898	£ 25,001.17
	TOTAL	£ 146,231.92			TOTAL	£ 148,781.12
Transfers between accounts	30201901	-£ 68,724.07				
	40285951	£ 69,542.69				
	50201898	-£ 818.62				
	TOTAL	-£ 0.00			Failed Payments	£ 150.00
TOTAL INCOME		£ 229,259.35				£ 229,259.35
This statement represents fairly the financial position of the Authority as at 31st March 2022 and reflects its income and expenditure during the period.						
Signed:						
Chair:				Clerk:		
Date:				Date:		

Account For Payment	Cheque / SO / DD / BACS	VAT £	Total £
SALC Councillor training	BACS	31.20	187.20
G Cornish (Mansion House)	BACS	-	48.27
SALC Subscription	BACS	-	786.60
C Greenan expenses	BACS	-	97.43
Viridor	Cheque	-	1,703.00
P Avis (Mansion House)	BACS	-	72.00
Accounts Paid 8 March 2022 – 31 March 2022	Cheque / SO / DD / BACS	VAT £	Total £
11-Mar-22 M Worby	BACS	-	392.04
16-Mar-22 C Greenan	BACS	-	41.35
16-Mar-22 SALC	BACS	9.60	57.60
16-Mar-22 SALC	BACS	9.60	57.60
16-Mar-22 RGMC	BACS	-	8,000.00
24-Mar-22 Vodafone	BACS	2.70	16.20
29-Mar-22 Avenue East	BACS	-	150.00
29-Mar-22 Headway	BACS	-	150.00
29-Mar-22 Village Hall	BACS	-	268.00
29-Mar-22 HMRC	BACS	-	300.78
29-Mar-22 SCC Pensions	BACS	-	372.23
31-Mar-22 C Greenan	BACS	-	1,191.10

Receipts 8 March 2022 – 31 March 2022	Amount £
21-Mar-22 MSDC Street cleaning grant	1,158.30
07-Mar-22 Interest	1.56
07-Mar-22 Interest	0.62

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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	31/03/22 Actual	Difference
	£	£	£	£	£	£	£
Precept	41,500	20,750.00	20,750.00	41,500.00	41,500.00	41,500.00	-
LCTRS Grant	729	729.00	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	4,633.20	- 123.20
VAT		-	-	-	3,337.57	3,337.57	- 3,337.57
Interest	0		0.04	0.08	1.56	3.74	- 3.74
Barham Parish Council	0	31.08	31.08	31.08	31.08	31.08	- 31.08
Mansion House Grant	0	-	-	600.00	1,355.00	1,355.00	- 1,355.00
Recreation Ground Car Park	0	-	-	25,000.00	25,000.00	25,000.00	- 25,000.00
Total Income	46,792	21,510.08	21,510.12	69,018.46	74,270.81	76,589.59	- 29,797.59
Recurring Expenditure							
	£	£	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	17,002.85	397.15
Parish Clerk's Mileage Costs	425		112.50	112.50	291.15	349.20	75.80
Parish Clerk's Telephone	192	13.50	40.50	81.00	121.50	162.00	30.00
Parish Clerk's Broadband	264		63.75	63.75	173.75	239.75	24.25
Stationery, Postage, Books and Adverts	300		169.70	174.05	212.12	248.52	51.48
Website	0		-	-	60.00	60.00	- 60.00
Room Hire	350		-	-	-	268.00	82.00
AGAR Fee	200		-	-	300.00	300.00	- 100.00
Internal Audit	130		-	-	130.00	130.00	-
Training	400		425.00	425.00	885.00	885.00	- 485.00
Insurance	1,040		1,204.26	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	1,592.09	- 132.09
Churchyard Maintenance	600		-	800.00	800.00	800.00	- 200.00
Subscriptions	960	783.19	783.19	783.19	961.19	961.19	- 1.19
Donations	2,850	-	-	150.00	2,050.00	2,550.00	300.00
Maintenance Grants - Recreation Ground	3,000	1,000.00	1,432.00	1,432.00	2,790.31	2,969.58	30.42
Maintenance Grants - Village Hall	500		500.00	500.00	901.99	901.99	- 401.99
Community Projects	1,000	62.15	109.60	109.60	109.60	109.60	890.40
Street Cleaning Costs	9,750	997.92	2,779.92	5,652.81	7,811.61	9,951.54	- 201.54
Emptying Dog Litter Bins	1,000		948.36	948.36	948.36	948.36	51.64
General Repairs	250		-	-	-	-	250.00
Maintenance of Trees & Vegetation	750		-	-	700.00	700.00	50.00
Recreation Ground Improvement	3,500		409.26	3,149.26	3,149.26	3,581.26	- 81.26
Bus Timetables	100		-	-	-	-	100.00
Emergency Plan Costs	0		-	-	-	-	-
Neighbourhood Plan	0		-	-	-	-	-
Data Protection	40		-	35.00	35.00	35.00	5.00
							-
	46,791.00	5,734.98	14,654.03	25,155.16	37,651.09	46,280.19	510.81

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	31/03/22 Actual	Difference	
	£	£	£	£	£		£	
Grants to Village Organisations								
Recreation Ground Maintenance	3,000.00	1,000.00	1,432.00	1,432.00	2,790.31	3,201.58	-	201.58
Village Hall Maintenance	500.00		500.00	500.00	901.99	901.99	-	401.99
								-
Grants to Charities/Other Organisations								
Suffolk Family Carers	150.00	-	-	-	150.00	150.00		-
Earl Haig Poppy Fund	150.00	-	-	-	150.00	150.00		-
Suffolk Accident Rescue Service	150.00	-	-	-	150.00	150.00		-
Mid Suffolk C.A.B.	1,000.00	-	-	-	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	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	150.00		-
Good Neighbour Scheme	150.00	-	-	150.00	150.00	150.00		-
								-
	6,350.00	1,000.00	1,932.00	2,082.00	5,592.30	6,653.57	-	303.57

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COMMUNITY INFRASTRUCTURE LEVY	31/03/21 Actual	30/04/21 Actual	30/06/21 Actual	30/09/21 Actual	31/12/21 Actual	31/03/22 Actual	Total
	£	£	£	£	£	£	£
CIL Receipts		3,555.77	3,555.77	3,555.77	59,642.33	59,642.33	59,642.33
CIL Expenditure			-	-	-	18,812.00	18,812.00
Total		3,555.77	3,555.77	3,555.77	59,642.33	40,830.33	40,830.33
CIL Reserve	11,629.66	15,185.43	15,185.43	15,185.43	71,271.99	52,459.99	52,459.99
CIL Allocated							

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Reserves 31-03-22	
CIL	£ 52,459.99
RG Car Park	£ 25,001.17
RG Improvement	£ 25,000.00
Mansion House	£ 29.00
General	£ 46,290.96
Total:	£ 148,781.12



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Application for Grant

Claydon and Whitton Parish Council is keen to give financial support to local organisations and groups wherever possible. However, resources are limited and it is important that councillors have a selection process that is both transparent and fair to all applicants. To assist them please complete this application form giving as much information as possible about your organisation.

Completed applications should be returned to the Parish Clerk, Charmaine Greenan, via email at claywhit@btinternet.com, or via post to 129 Poplar Hill, Stowmarket, IP14 2AX.

Application Conditions

1. Groups can be either registered charities, or local community groups.
2. Charitable donations given by the parish council will be for charitable organisations in Claydon and Whitton and surrounding villages as well as other organisations who provide services to those living in the parish.
3. Funding must be spent on developing or maintaining activities or sites within Claydon and Whitton parishes or neighbouring parishes.
4. Groups or organisations must be able to monitor their work and/or activities in order to provide feedback to the Parish Council if requested.
5. Groups should have a bank account in the name of the group with adequate financial controls.
6. A copy of the most recent examined accounts should be submitted with the application form.
7. Grants will be made at the discretion of the Parish Council's Finance Committee at one of their quarterly meetings throughout the year.

Details of Group/Organisation Applying for Grant

Name of Group or Organisation
How much grant funding are you requesting?
£
Please give brief details of how the grant will be spent, including details of total project cost.
Who is the person accountable for this grant that will be our main contact?
Position in group/organisation
Contact Details
Postcode: Email: Tel: Mobile:
Are you a registered charity, if so, please state your charity number?
Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your group/organisation have a set of rules? If so, please enclose a copy or a link to your website where these are displayed. This applies to your first application
Yes <input type="checkbox"/> No <input type="checkbox"/>

Signatures (2 required)

We, the undersigned, on behalf of the applicant group/organisation understand and agree that we are authorised to complete this application on behalf of our group/organisation. All information submitted in this application is accurate to the best of our knowledge and the Parish Council will be informed if there are any changes to this application or any change in circumstances affecting this grant

Name	Position in group
Signature	Date

Name	Position in group
Signature	Date

