



CLAYDON & WHITTON PARISH COUNCIL

Clerk: Mrs C Greenan, 129 Poplar Hill, Stowmarket, IP14 2AX

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There will be a meeting of Claydon and Whitton Parish Council Finance and General Purposes Committee on Monday 20th July 2020 commencing at 7.00pm via Zoom (please contact the clerk for joining details)

Members of the public are welcome to attend.

AGENDA of PARISH COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

FI-07-20-01	OPENING	CHAIR
FI-07-20-02	APPOINTMENT OF CHAIR	ALL
FI-07-20-03	PUBLIC FORUM – Maximum of 15 minutes <ul style="list-style-type: none"> • Questions / Comments from the public 	CHAIR
FI-07-20-04	APOLOGIES FOR ABSENCE To receive and agree any apologies	CLERK
FI-07-20-05	DECLARATION OF INTEREST AND LOCAL NON-PECUNIARY INTERESTS <ul style="list-style-type: none"> • To receive declarations of pecuniary and local non-pecuniary interest(s) in items on the agenda and their nature inc. gifts of hospitality exceeding £25 • To receive requests for dispensations 	ALL
FI-07-20-06	MEMBERS DECLARATION OF COUNCIL TAX ARREARS	ALL
FI-07-20-07	MINUTES <ul style="list-style-type: none"> • To receive and approve the minutes of the Finance Committee meeting on 21st October 2019 (enclosed and available on the website: http://claydonandbarham.onesuffolk.net/assets/Uploads/Claydon/Draft/2019-10-21-Finance-Committee-Minutes-Draft.pdf) 	CHAIR
FI-07-20-08	ACTIONS FROM PREVIOUS MINUTES – Report only <ul style="list-style-type: none"> • Recreation Ground Bollards 	CLERK / ALL
FI-07-20-09	BANK RECONCILIATION <ul style="list-style-type: none"> • To note the bank reconciliation for 25 June 2020 (PAPER 1) • To discuss any issues arising from the reconciliation 	CHAIR / ALL
FI-07-20-10	BUDGET CONTROL REPORT <ul style="list-style-type: none"> • To note the Budget Control Report to 25 June 2020 (PAPER 2) • To discuss any issues arising from the Budget Control Report 	CHAIR / ALL
FI-07-20-11	FINANCIAL STANDING ORDERS <ul style="list-style-type: none"> • To consider and discuss the new proposed Financial Standing Orders (enclosed) • To resolve on the Financial Standing Orders going forward • To discuss next steps in online banking 	ALL
FI-07-20-12	MANDATE CHANGE <ul style="list-style-type: none"> • To approve mandate change request to alter signatories on the account 	ALL

FI-07-20-13	CHURCHYARD MAINTENANCE <ul style="list-style-type: none"> To consider and resolve on request from PCC for additional funds for Churchyard maintenance (enclosed) 	ALL
FI-07-20-14	GRIT BIN FOR HALL LANE <ul style="list-style-type: none"> To consider and approve the purchase of a grit bin to be placed on Hall Lane (documentation enclosed) 	ALL
FI-07-20-15	ITEMS FOR NEXT MEETING <ul style="list-style-type: none"> Budget for 2021/22 	ALL
FI-07-20-16	DATE OF NEXT MEETING <ul style="list-style-type: none"> Finance Committee: 12 October 2020 	

Charmaine Greenan
Parish Clerk

13 July 2020

Claydon and Whitton Parish Council Reconciliation Statement as at 25.06.20						
Balance as per bank statement:	30201901	£ 88,317.04				
	40285951	£ 917.09				
	50201898	£ 818.43				
	TOTAL	£ 90,052.56				
Summary of Accounts as at 25.06.2020						
01.04.20 Balance B/F	30201901	£ 76,242.55		Expenditure	30201901	£ 14,570.03
	40285951	£ 916.84			40285951	£ -
	50201898	£ 818.21			50201898	£ -
	TOTAL	£ 77,977.60			TOTAL	£ 15,950.85
Income	30201901	£ 22,693.37		25.06.20 Balance	30201901	£ 88,317.04
	40285951	£ 0.25			40285951	£ 917.09
	50201898	£ 0.22			50201898	£ 818.43
	TOTAL	£ 22,693.84			TOTAL	£ 90,052.56
					Cashed cheques from 2019/20	£ 2,927.76
					Uncashed cheques	£ 5,331.97
TOTAL INCOME		£ 100,671.44				£ 100,671.44
This statement represents fairly the financial position of the Authority as at 25th June 2020 and reflects its income and expenditure during the period.						
Signed:						
Chair:				Clerk:		
Date:				Date:		

Budget to Actual

Income	2020/21 Estimate	25/06/2020 Actual	Difference
	£	£	£
Allotments Rents	70	52.50	- 17.50
MSDC Street Cleaning Grant	4,400		- 4,400.00
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		-
VAT		1,960.87	1,960.87
Precept	41,360	20,680.00	- 20,680.00
Total Income	46,190	22,693.37	- 23,496.63

Recurring Expenditure	2020/21 Estimate	25/06/2020 Actual	Difference
	£	£	£
Administrative Expenses			
Chairman's Allowance	330	300.00	30.00
Parish Clerk's Employment Cost	17,100	3,964.68	13,135.32
Parish Clerk's Mileage Costs	500	141.30	358.70
Parish Clerk's Telephone & Broadband Costs	500	147.88	352.12
Stationery, Postage, Books and Adverts	600	194.67	405.33
Room Hire	500	84.00	416.00
Audit Fee	200		200.00
Preparation of Accounts for Audit	130		130.00
Conferences & Training	750		750.00
Insurance	950	989.48	- 39.48
Other Expenses			-
Public Lighting	1,300	1,667.16	- 367.16
Churchyard Maintenance	500		500.00
Subscriptions	900	764.03	135.97
Donations	2,850		2,850.00
Maintenance Grants - Recreation Ground	2,170		2,170.00
Maintenance Grants - Village Hall	0		-
Improvement Grants	1,100		1,100.00
Street Cleaning Costs	9,000	2,764.04	6,235.96
Emptying Dog Litter Bins	1,000	956.87	43.13
Grass Cutting (Recreation Ground)	1,540	391.68	1,148.32
General Repairs	700		700.00
Maintenance of Trees & Vegetation	930		930.00
Village Policing & Security	2,000		2,000.00
Bus Timetables	100		100.00
Emergency Plan Costs	0		-

Neighbourhood Plan
Data Protection

0		-
40		40.00
45,690.00	12,365.79	33,324.21

Non-recurring Expenditure
Purchase of Dog Bins & Intsallation
Purchase of Litter Bins
Provision for General Reserve
Local elections
Total Non-recurring Expenditure

2020/21 Draft Estimate	25/06/2020 Actual	Difference
£	£	£
0		
0		
500		
0		
500		

Total Expenditure

46,190		
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Net Expenditure

41,360		
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DRAFT ESTIMATES OF GRANTS & DONATIONS 2020/21

Organisation/Charity
<u>Grants to Village Organisations</u>
Recreation Ground Maintenance
Village Hall Maintenance
<u>Grants to Charities/Other Organisations</u>
Suffolk Family Carers
Earl Haig Poppy Fund
Suffolk Accident Rescue Service
Mid Suffolk C.A.B.
Age UK
Avenues East
Lighthouse Womens Aid
Home Start
East Anglian Air Ambulance
Headway
CPRE
Claydon First Responders
Cruse Bereavement Care

2020/21 Estimate	25/06/2020 Actual	Difference
£	£	£
3,000		
0		
150		
150		
150		
1,000		
150		
150		
150		
150		
150		
150		
150		
150		
200		
150		
5,850		