



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 19th April 2021 commencing at 7.30pm via Zoom Meeting ID: 822 5487 8682
 Passcode: 627209

Join Zoom Meeting:

<https://us02web.zoom.us/j/82254878682?pwd=M2lwaG1iaDA3M0FEOTRhRDZ0NUNuZz09>

Members of the public are welcome to attend.

AGENDA of PARISH COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

FI-04-21-01	OPENING	CHAIR
FI-04-21-02	PUBLIC FORUM – Maximum of 15 minutes <ul style="list-style-type: none"> Questions / Comments from the public 	CHAIR
FI-04-21-03	APOLOGIES FOR ABSENCE To receive and agree any apologies	CLERK
FI-04-21-04	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-04-21-05	MEMBERS DECLARATION OF COUNCIL TAX ARREARS	ALL
FI-04-21-06	MINUTES <ul style="list-style-type: none"> To receive and approve the minutes of the Finance Committee meeting on 18th January 2021 (enclosed and available on the website: http://www.claydonandbarham.onesuffolk.net/assets/Uploads/Claydon/Draft/2021-01-18-Finance-Minutes-Draft.pdf) 	CHAIR
FI-04-21-07	ACTIONS FROM PREVIOUS MINUTES – Report only <ul style="list-style-type: none"> Recreation Ground Car Park release of funds Clerk to check with MSDC whether new Recreation litter bins had been added to collection round Clerk to write to close residents of new litter bin in Hall Lane 	CLERK / ALL
FI-04-21-08	BANK RECONCILIATION <ul style="list-style-type: none"> To note the bank reconciliation for 31 March 2021 (PAPER 1) To discuss any issues arising from the reconciliation 	CHAIR / ALL
FI-04-21-09	APPROVAL OF ACCOUNTS To note and approve: - the accounts awaiting payment - accounts paid since the last meeting - the receipts allocated since the last meeting (for detail see Paper 2)	RFO / ALL
FI-04-21-10	BUDGET CONTROL REPORT <ul style="list-style-type: none"> To note the Budget Control Report to 31 March 2021 (PAPER 3) 	CHAIR / ALL

	<ul style="list-style-type: none"> To discuss any issues arising from the Budget Control Report 	
FI-04-21-11	<p>CIL</p> <ul style="list-style-type: none"> To note the CIL position of the Parish Council and to consider future uses of CIL money (PAPER 4) 	ALL
FI-04-21-12	<p>RESERVES</p> <ul style="list-style-type: none"> To note and discuss the reserves position of the Parish Council (PAPER 5) 	ALL
FI-04-21-13	<p>GRANT REQUESTS</p> <p>To consider and resolve on grant requests:</p> <ul style="list-style-type: none"> Claydon and Barham Village Hall - £500 as a contribution towards standing costs as income has dramatically reduced during the pandemic.(Enclosed) Bacon Road new Neighbourhood Watch Group - £74.58 shared between Barham and Claydon and Whitton Parish Councils for two signs. (Enclosed) 	ALL
FI-04-21-14	<p>ALLOTMENT RENTS</p> <ul style="list-style-type: none"> To consider and resolve on allotment rents for 2021/22 	ALL
FI-04-21-15	<p>FINANCIAL STANDING ORDERS</p> <ul style="list-style-type: none"> Review and consider if any changes are required (available on the website: Financial-Standing-Orders-July-2020.pdf (onesuffolk.net)) 	ALL
FI-04-21-16	ITEMS FOR NEXT MEETING	ALL
FI-04-21-17	<p>DATE OF NEXT MEETING</p> <ul style="list-style-type: none"> Finance Committee: 12th July 2021 	

Charmaine Greenan
Parish Clerk

12 April 2021

Claydon and Whitton Parish Council Reconciliation Statement as at 31.03.21

Balance as per bank statement 31.03.21:	30201901	£	81,291.59
	40285951	£	917.26
	50201898	£	818.58
	TOTAL	£	83,027.43

Summary of Accounts as at 31.03.21

01.04.20 Balance B/F	30201901	£	76,242.55	Expenditure	30201901	£	44,304.42
	40285951	£	916.84		40285951	£	-
	50201898	£	818.21		50201898	£	-
	TOTAL	£	77,977.60		TOTAL	£	44,304.42

Income	30201901	£	51,747.54	31.03.21 Balance	30201901	£	81,291.59
	40285951	£	0.42		40285951	£	917.26
	50201898	£	0.37		50201898	£	818.58
	TOTAL	£	51,748.33		TOTAL	£	83,027.43

Cashed cheques		
from 2019/20	£	2,927.76
Uncashed cheques	£	533.68

TOTAL INCOME	£ 129,725.93	£ 129,725.93
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This statement represents fairly the financial position of the Authority as at 31st March 2021 and reflects its income and expenditure during the period.

Signed:

Chair:

Date:

Clerk:

Date:

Account For Payment	Cheque / SO / DD / BACS	VAT £	Total £
Suffolk County Council Street Lighting	BACS	318.42	1910.51
SALC 21/22 Membership Subscription	BACS	0	783.19
Accounts Paid 23 February 2021 – 12 April 2021	Cheque / SO / DD / BACS	VAT £	Total £
Vodafone	DD	2.67	16.00
C Greenan Expenses	BACS	0	115.83
SCC Pension	BACS	0	311.61
C Greenan Salary	BACS	0	984.48
A Worby	BACS	0	298.34
M Worby	BACS	0	383.68
Vodafone	DD	2.67	16.00
SALC Payroll Services	BACS	9.60	57.60
C Greenan Expenses	BACS	0	66.24
HMRC	BACS	0	229.38
SCC Pension	BACS	0	311.61
Vertas	BACS	78.34	470.02
C Greenan Salary	BACS	0	984.48
A Worby	BACS	0	302.94
M Worby	BACS	0	392.04
CAS – Recreation Ground insurance	BACS	0	462.33
RGMC Grant	BACS	0	537.67

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

Receipts 23 February 2021 – 12 April 2021	Amount £
MSDC Street Cleaning	1,133.60
MSDC Precept	20,750.00
CIL Payment	3,555.77

Budget to Actual

Income	2020/21	25/06/2020	25/09/20	25/12/20	31/03/21	Difference
	Estimate	Actual	Actual	Actual	Actual	
	£	£	£	£	£	£
Allotments Rents	70	52.50	52.50	52.50	76.50	6.50
MSDC Street Cleaning Grant	4,400	0	1,133.60	2,267.20	4,534.40	134.40
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	-	-	3,555.77	3,555.77	3,555.77
VAT		1,960.87	1,960.87	1,960.87	1,960.87	1,960.87
Precept	41,360	20,680.00	41,360.00	41,360.00	41,360.00	-
BPC Contribution Defibrillator				260.00	260.00	260.00
Interest	0	0.47	0.71	0.75	0.79	0.79
Total Income	46,190	22,693.84	44,507.68	49,457.09	51,748.33	5,558.33

Recurring Expenditure	2020/21	25/06/2020	25/09/20	25/12/20	31/03/21	Difference
	Estimate	Actual	Actual	Actual	Actual	
	£	£	£	£	£	£
Administrative Expenses						
Chairman's Allowance	330	300.00	300.00	300.00	330.00	-
Parish Clerk's Employment Cost	17,100	3,964.68	6,447.96	12,362.32	16,527.97	572.03
Parish Clerk's Mileage Costs	500	141.30	234.45	286.95	405.30	94.70
Parish Clerk's Telephone & Broadband Costs	500	147.88	289.98	327.85	487.42	12.58
Stationery, Postage, Books and Adverts	600	194.67	194.67	265.01	447.16	152.84
Website	0	-	-	194.00	194.00	194.00
Room Hire	500					

		84.00	84.00	84.00	84.00	416.00
Zoom	0	-	57.56	86.34	158.29	158.29
Audit Fee	200	-	-		300.00	100.00
Preparation of Accounts for Audit	130	-	130.00	130.00	130.00	-
Conferences & Training	750	-	-	-	-	750.00
Insurance	950	989.48	989.48	989.48	989.48	39.48
Other Expenses						-
Public Lighting	1,300	1,389.30	1,389.30	1,389.30	1,389.30	89.30
Churchyard Maintenance	500	-	-	550.00	550.00	50.00
Subscriptions	900	764.03	764.03	764.03	764.03	135.97
Donations	2,850		1,550.00	2,840.00	3,690.00	840.00
Maintenance Grants - Recreation Ground	2,170		990.12	1,114.62	2,167.91	2.09
Maintenance Grants - Village Hall	0	-	-	-	-	-
Improvement Grants	1,100	-	1,450.00	1,450.00	1,450.00	350.00
Street Cleaning Costs	9,000	2,764.04	4,781.17	6,886.17	8,932.23	67.77
Emptying Dog Litter Bins	1,000	956.87	956.87	956.87	956.87	43.13
Grass Cutting (Recreation Ground)	1,540	391.68	861.70	1,253.38	1,566.72	26.72
General Repairs	700	-	-	148.19	148.19	551.81
Maintenance of Trees & Vegetation	930	-	-	647.50	647.50	282.50
Village Policing & Security	2,000	-	-	-	-	2,000.00
Bus Timetables	100	-	-	-	-	100.00
Emergency Plan Costs	0	-	-	-	-	-
Neighbourhood Plan	0	-	-	-	-	-
Data Protection	40	-	35.00	35.00	35.00	5.00
						-
	45,690.00	12,087.93	21,506.29	33,061.01	42,351.37	3,338.63

Non-recurring Expenditure	2020/21 Draft Estimate	25/06/2020 Actual	25/09/20 Actual	25/12/20 Actual	31/03/21 Actual	Difference
	£	£	£	£	£	£
Purchase of Dog Bins & Intsallation	0					0
Purchase of Litter Bins	0					0
Provision for General Reserve	500					-500
Local elections	0					0
Total Non-recurring Expenditure	500					-500

Total Expenditure

46,190					42,351.37	3,838.63
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Net Expenditure

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

Organisation/Charity	2020/21 Estimate	25/06/2020 Actual	25/09/20 Actual	25/12/20 Actual	31/03/21 Actual	Difference
	£	£	£	£	£	£
<u>Grants to Village Organisations</u>						
Recreation Ground Maintenance	3,000	0	0	0	2167.91	832
Village Hall Maintenance	0	0	0	0	0	0
						0
<u>Grants to Charities/Other Organisations</u>						0
Suffolk Family Carers	150	0	150	150	150	0
Earl Haig Poppy Fund	150		150	150	150	0
Suffolk Accident Rescue Service	150		150	150	150	0
Mid Suffolk C.A.B.	1,000		0	1000	1000	0
Age UK	150	0	0	0	0	150
Avenues East	150		150	150	150	0
Lighthouse Womens Aid	150		150	150	150	0
Home Start	150		150	150	150	0
East Anglian Air Ambulance	150		150	150	150	0
Headway	150		150	150	150	0
CPRE	150		0	150	150	0
Claydon First Responders	200		200	200	200	0
Cruise Bereavement	150		150	150	150	0

Care						
Good Neighbour Scheme	0	0	0	140	140	-140
Claydon High School ICT	0	0	0	0	1000	-1,000
	5,850		1550	2840	6007.91	-158

PAPER 4

CIL Payments	
23-Oct-17	£ 288.08
15-Apr-18	£ 946.25
18-Oct-18	£ 2,928.59
10-Oct-19	£ 3,910.97
05-Oct-20	£ 3,555.77
08-Apr-21	£ 3,555.77
	£15,185.43

PAPER 5

	31-Mar-21			
Total amount in accounts	£83,027.43			
CIL	£11,629.66			
Improvement Fund	£ 9,000.00			
Recreation Ground Improvements	£25,329.00	(Previously policing and security)		
Neighbourhood Plan	£ 4,955.00			
General Reserve	£ 32,113.77			
TOTAL	£83,027.43			