



CLAYDON & WHITTON PARISH COUNCIL

Clerk: Mrs C Greenan, 129 Poplar Hill, Stowmarket, IP14 2AX
 Phone/Fax: 07887 459989
 E-mail: claywhit@btinternet.com
 Website: www.claydonandbarham.onesuffolk.net

There will be a meeting of Claydon and Whitton Parish Council Finance and General Purposes Committee on Monday 12th July 2021 commencing at 7.30pm at Claydon and Barham Village Hall, Norwich Road, Claydon, IP6 0DF

Members of the public are welcome to attend.

- To view the Covid 19 risk assessment for this meeting, please follow this link: [2021-05-25-Risk-Assessment.pdf \(onesuffolk.net\)](#)
 - Please wear a mask and use the hand sanitiser provided on arrival and departure
 - Please do not attend if you have any symptoms of Covid 19
- Members of the public are welcome to submit written items for the Council to consider in lieu of attendance if preferred. Please contact the clerk on the above details.

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 12th July 2021 (enclosed and available on the website: http://www.claydonandbarham.onesuffolk.net/assets/Uploads/Claydon/Draft/2021-04-19-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 ask MSDC about adding Recreation Ground bins to collection round • Clerk to check with the recipients of the unbanked cheques from 2019/20 • Clerk to investigate street lighting costs 	CLERK / ALL
FI-04-21-08	BANK RECONCILIATION <ul style="list-style-type: none"> • To note the bank reconciliation for 30 June 2021 (PAPER 1) • To discuss any issues arising from the reconciliation 	CHAIR / ALL
FI-04-21-09	APPROVAL OF ACCOUNTS To note and approve: <ul style="list-style-type: none"> • The balance of accounts on 2nd July 2021: 	RFO / ALL

	<ul style="list-style-type: none"> a. - Community account: £90,366.97 b. - Business Premium Account 1: £917.28 c. - Business Premium Account 2: £818.60 <ul style="list-style-type: none"> • the accounts awaiting payment • accounts paid since the last meeting • the receipts allocated since the last meeting <p>(for detail see Paper 2)</p>	
FI-04-21-10	<p>BUDGET CONTROL REPORT</p> <ul style="list-style-type: none"> • To note the Budget Control Report to 30 June 2021 (PAPER 3) • To discuss any issues arising from the Budget Control Report 	CHAIR / ALL
FI-04-21-11	<p>CIL</p> <ul style="list-style-type: none"> • To note the CIL position of the Parish Council (PAPER 4) 	ALL
FI-04-21-12	<p>GRANT REQUESTS</p> <p>To consider and resolve on grant requests:</p> <ul style="list-style-type: none"> • Churchyard maintenance (application form to follow) • Recreation Ground Management Committee - £10,000 from Parish CIL as part of a £75,209 refurbishment of play and leisure equipment on the Recreation Ground (plans attached) 	ALL
FI-04-21-13	<p>ITEMS FOR NEXT MEETING</p>	ALL
FI-04-21-14	<p>DATE OF NEXT MEETING</p> <ul style="list-style-type: none"> • Finance Committee: 4th October 2021 	

Charmaine Greenan
Parish Clerk

2nd July 2021

Claydon and Whitton Parish Council Reconciliation Statement as at 30.06.21

Balance as per bank statement 30.06.21:	30201901	£	90,366.97
	40285951	£	917.28
	50201898	£	818.60
	TOTAL	£	92,102.85

Summary of Accounts as at 30.06.21

01.04.21 Balance B/F	30201901	£	81,291.59	Expenditure	30201901	£	15,990.47
	40285951	£	917.26		40285951	£	-
	50201898	£	818.58		50201898	£	-
	TOTAL	£	83,027.43		TOTAL	£	15,990.47
Income	30201901	£	25,065.85	30.06.21 Balance	30201901	£	90,366.97
	40285951	£	0.02		40285951	£	917.28
	50201898	£	0.02		50201898	£	818.60
	TOTAL	£	25,065.89		TOTAL	£	92,102.85

TOTAL INCOME	£ 108,093.32	£ 108,093.32
---------------------	---------------------	---------------------

This statement represents fairly the financial position of the Authority as at 30th June 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 Quarterly Grounds charge	BACS	82.25	493.52
Accounts Paid 28 June 2021 – 2 July 2021	Cheque / SO / DD / BACS	VAT £	Total £
30.06 Normanton Screen Prints	BACS	9.49	56.94
30.06 Viking	BACS	4.04	173.74
30.06 C Greenan Expenses (April – June)	BACS	-	223.77
30.06 HMRC	BACS	-	225.51
30.06 SCC Pensions	BACS	-	301.05
30.06 M Worby	BACS	-	392.04
C Greenan Salary	BACS	-	985.08
MSDC Litter and Dog bins	BACS	189.67	1138.03

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

Receipts 28 June 2021 – 2 July 2021	Amount £
07.06 Interest	0.04

Budget to Actual

Income	2021/2	30/04/21	30/06/21			Difference
	Budget	Actual	Actual			
	£	£	£	£	£	£
Precept	41,500	20,750.00	20,750.00			20,750
LCTRS Grant	729	729.00	729.00			0
Allotments Rents	53	-	-			53
MSDC Street Cleaning Grant	4,510	-	-			4,510
Community Infrastructure Levy	0	3,555.77	3,555.77			-3,556
VAT			-			0
Interest	0		0.04			0
Barham Parish Council		31.08	31.08			-31
Total Income	46,792	25,065.85	25,065.89	-	-	21,726

Recurring Expenditure	2021/22	30/04/21	30/06/2021			Difference
	Budget	Actual	Actual			
	£	£	A	£	£	£
Administrative Expenses						
Chairman's Allowance	330		-			330.00
Parish Clerk's Employment Cost	17,400	1,286.13	4,083.90			13,316.10
Parish Clerk's Mileage Costs	425		112.50			312.50
Parish Clerk's Telephone	192	13.50	40.50			151.50
Parish Clerk's Broadband	264		63.75			200.25
Stationery, Postage, Books and Adverts	300		169.70			130.30
Website	0		-			-
Room Hire	350		-			350.00
AGAR Fee	200		-			200.00
Internal Audit	130		-			130.00
Training	400		425.00			- 25.00
Insurance	1,040		1,204.26			- 164.26
Other Expenses						-
Public Lighting	1,460	1,592.09	1,592.09			- 132.09
Churchyard Maintenance	600		-			600.00

Subscriptions	960	783.19	783.19			176.81
Donations	2,850		-			2,850.00
Maintenance Grants - Recreation Ground	3,000	1,000.00	1,432.00			1,568.00
Maintenance Grants - Village Hall	500		500.00			-
Community Projects	1,000	62.15	109.60			890.40
Street Cleaning Costs	9,750	997.92	2,779.92			6,970.08
Emptying Dog Litter Bins	1,000		948.36			51.64
General Repairs	250		-			250.00
Maintenance of Trees & Vegetation	750		-			750.00
Recreation Ground Improvement	3,500		409.26			3,090.74
Bus Timetables	100		-			100.00
Emergency Plan Costs	0		-			-
Neighbourhood Plan	0		-			-
Data Protection	40		-			40.00
						-
	46,791.00	5,734.98	14,654.03	-	-	32,136.97

GRANTS & DONATIONS
2021/22

Organisation/Charity	2021/22 Budget	30/04/21 Actual	30/06/21 Actual			Difference
	£	£	£			£
<u>Grants to Village Organisations</u>						
Recreation Ground Maintenance	3,000	1000	1432			1,568
Village Hall Maintenance	500		500			0
						0
<u>Grants to Charities/Other Organisations</u>						0
Suffolk Family Carers	150	0	0			150
Earl Haig Poppy Fund	150	0	0			150
Suffolk Accident Rescue Service	150	0	0			150
Mid Suffolk C.A.B.	1,000	0	0			1,000
Avenues East	150	0	0			150

Lighthouse Womens Aid	150	0	0			150
Home Start	150	0	0			150
East Anglian Air Ambulance	150	0	0			150
Headway	150	0	0			150
CPRE	150	0	0			150
Claydon First Responders	200	0	0			200
Cruise Bereavement Care	150	0	0			150
Good Neighbour Scheme	150	0	0			150
	5,850	1000	1932			4,850

COMMUNITY INFRASTRUCTURE LEVY	31/03/21 Actual	30/04/21 Actual	30/06/21 Actual			Total
	£	£	£	£	£	£
CIL Receipts		3,555.77	3555.77			3,555.77
CIL Expenditure			0			-
Transfers to CIL Reserve		- 3,555.77	-3555.77			- 3,555.77
Transfers from CIL Reserve						-

CIL Reserve	11,629.66	15,185.43	15,185.43			
--------------------	-----------	-----------	-----------	--	--	--

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