



## 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 20<sup>th</sup> July 2020, 7pm held Via Zoom

**PRESENT:** Cllrs P Avis, G Cornish, C Studd

**CHAIRPERSON:** Cllr J Whitehead

**IN ATTENDANCE:** C Greenan (clerk)

**FI-07-20 01 Opening**

Councillor Whitehead opened the meeting.

**FI-07-20 02 Election of chairperson for the ensuing year**

Cllr Whitehead was proposed, seconded and unanimously elected as chairperson.

**FI-07-20 03 Public Forum**

No members of the public were present.

**FI-07-20 04 Apologies for absence**

None

**FI-07-20 05 Declaration of interest and local non-pecuniary interests.**

None

**FI-07-20 06 Members declaration of council tax arrears**

None

**FI-07-20 07 To receive the minutes of the meeting held 21<sup>st</sup> October 2019**

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

**FI-07-20 08 Report on Actions From Previous Minutes**

a) Recreation Ground car park posts

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So signed by the Chairman \_\_\_\_\_ Date \_\_\_\_\_

It was agreed to discuss this within the main Parish Council meeting as more people would be present for the discussion.

#### **FI-07-20 09 Bank Reconciliation**

The bank reconciliation was noted and is appended in the minute book.

There was some discussion regarding the two accounts that were originally opened for higher interest, but now do not have any significant amount of interest paid on them.

Councillors felt that the accounts could be used for ring fenced funds, including the Recreation Ground car park bollards initially.

The clerk was asked to check with the solicitor that they had received the letter from the Recreation Ground Management Committee with all members of the committee as signatories so that the money can be transferred into a ringfenced fund by the Parish Council.

#### **FI-07-20 10 Budget Control Report**

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

Councillors questioned the allotment rents. The clerk confirmed that the Parish Council had received the total amount from the allotment users, but the shortfall is due to the reduced rates given to older users.

Councillors questioned the Chair's Allowance, as this had been underpaid. The clerk confirmed that another cheque would be issued to make up the shortfall.

Councillors asked about street lighting, as this was more than councillors expected. The clerk was asked to circulate the bill to councillors.

Councillors asked about which dog bins were collected as part of the fee paid to Mid Suffolk District Council. The clerk agreed to look into this as it was unclear which ones were paid for by the Parish Council and whether any were paid for by the District Council.

Councillors agreed that the grant payment to AGE UK Suffolk should not be paid as unfortunately the charity would cease operating from 24<sup>th</sup> July and there will be no local service. It was agreed to reallocate this money to another charity as appropriate.

Cllr Cornish outlined a meeting that she attended regarding a local Good Neighbour Scheme, which it was hoped that the Coronavirus Support Group could migrate into. They will soon require funding and councillors agreed that this might be something that the Parish Council may wish to fund.

#### **FI-07-20 11 Financial Standing Orders**

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So signed by the Chairman \_\_\_\_\_ Date \_\_\_\_\_

The Financial Standing Orders were approved by all councillors and are appended in the minute book.

Councillors clarified that online banking would still require signature by two Councillor signatories and be kept in the accounts book. All agreed that this was a necessary safeguard, as detailed in the Standing Orders.

**FI-07-20 12 Mandate change**

The mandate change was approved by all councillors and will be signed by Cllrs Studd and Whitehead via post.

**FI-07-20 13 Churchyard maintenance**

The request from the PCC to an increase in the contribution from the Parish Council to £550 from £500 was approved by all councillors. Barham Parish Council have also allocated £550. The clerk agreed to prepare a cheque before the next meeting.

**FI-07-20 14 Grit bin for Hall Lane**

Councillors asked for further clarification as to why the grit bins were not permitted in Church Lane. This was as Church Lane was classed as a P2 gritting route and would be gritted as required by the Highways team.

The size of grit bin required was discussed and councillors agreed to purchase a grit bin. It was agreed to determine the appropriate size and to purchase a grit bin.

Once the bin is in place, the clerk will inform Suffolk County Council. If the Parish Council provides a list of volunteers, Suffolk County Council will insure the volunteers.

**FI-07-20 15 Items for next meeting**

Budget for 2021/22

**Date of next meeting:**

Finance Committee: 12<sup>th</sup> October 2020

Meeting closed at 19:30

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So signed by the Chairman \_\_\_\_\_ Date \_\_\_\_\_