



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 19th April 2021, 7.30pm held Via Zoom

PRESENT: Cllrs G Cornish, P Avis

CHAIRPERSON: Cllr J Whitehead

IN ATTENDANCE: C Greenan (clerk), Cllrs S Price, C Cutler, S Price

FI-04-21-01 Opening

Councillor Whitehead opened the meeting.

FI-04-21-02 Public Forum

No members of the public were present.

FI-04-21-03 Apologies for absence

Cllr Studd apologised for ill health. This reason for apology was accepted.

FI-04-21-04 Declaration of interest and local non-pecuniary interests.

None

FI-04-21-05 Members declaration of council tax arrears

None

FI-04-21-06 To receive the minutes of the meeting held 18th January 2021

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

FI-04-21-07 Report on Actions From Previous Minutes

- a. Recreation Ground Car Park release of funds

Cllr Whitehead had sent the required letter, but the funds have still not been released. The clerk will continue to press for a response from the solicitors.

- b. Clerk to check with MSDC whether new Recreation litter bins had been added to collection round

The new bins have not been added to the collection round, as the black bags are still collected from an agreed collection point. The Recreation Ground Management Committee have asked the Parish Council to consider requesting that litter bins on the Recreation Ground are collected by Mid Suffolk District Council. The clerk was asked to find out if this would be possible and what the costs of this would be.

There will now be no official litter picking at the Recreation Ground.

- c. Clerk to write to close residents of new grit bin in Hall Lane

This has been completed.

FI-04-21-08 Bank Reconciliation

The bank reconciliation for the end of year was noted and is appended in the minute book. The clerk was asked to check with the recipients of the unbanked cheques.

FI-04-21-09 Approval of Accounts

The accounts for payment and that have been paid were noted and approved.

The clerk was asked to find out more about the street lighting costs, including the different kinds of lights, the amount of time charged for and whether the parish is using the most efficient lighting. The clerk was also asked to set up a meeting between the county council and Councillor Whitehead.

FI-04-21-10 Budget Control Report

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

The chair was paid the wrong amount for his allowance. This needs to be rectified.

FI-04-21-11 CIL

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

FI-04-21-12 Reserves

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

FI-04-21-13 Grant Requests

- a. Claydon and Barham Village Hall - £500 as a contribution towards standing costs as income has dramatically reduced during the pandemic.

The Village Hall Management Committee have been advised of other grants for which they may be eligible and councillors felt confident about their management. The clerk was asked to arrange payment of the grant.

- b. Bacon Road new Neighbourhood Watch Group - £74.58 shared between Barham and Claydon and Whitton Parish Councils for two signs.

Parish Councillors approved this donation and the clerk was asked to order the signs directly from the print company and share the cost with Barham Parish Council, as they have already approved the grant request for their half.

FI-04-21-14 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 seven for allotments.

Councillors considered the future purchase of land for allotments in the village, should any land become available.

Councillors resolved to continue charging the same amount for allotment rental.

FI-04-21-15 Financial Standing Orders

Councillors considered the standing orders and concluded that digital banking was included in the standing orders.

Councillors approved the standing orders for another year.

FI-04-21-16 Items for next meeting

None

Date of next meeting:

Finance Committee: 12th July 2021

Meeting closed at 20:35

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

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

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

So signed by the Chairman _____ Date _____

PAPER 3**Budget to Actual**

Income	2020/21 Estimate	25/06/2020 Actual	25/09/20 Actual	25/12/20 Actual	31/03/21 Actual	Difference
	£	£	£	£	£	£
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 Estimate	25/06/2020 Actual	25/09/20 Actual	25/12/20 Actual	31/03/21 Actual	Difference
	£	£	£	£	£	£
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

So signed by the Chairman _____ Date _____

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 &	2,000					

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Security		-	-	-	-	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>						

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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 Care	150		150	150	150	0
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

So signed by the Chairman _____ Date _____

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

	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			

So signed by the Chairman _____ Date _____