



## 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 25<sup>th</sup> July 2022, 7.30pm held at Claydon and Barham Village Hall, Norwich Road, Claydon, IP6 0DF

**PRESENT:** Cllrs G Cornish, S Price

**CHAIRPERSON:** Cllr J Whitehead

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

#### **FI-22-07-01 Opening**

Councillor Whitehead opened the meeting.

#### **FI-22-07-02 Election of Chair and Vice Chair for the ensuing year**

Cllr Whitehead was unanimously voted in as Chair for the ensuing year.

Cllr Price was unanimously voted in as Vice Chair for the ensuing year.

#### **FI-22-07-03 Public Forum**

No members of the public were present.

#### **FI-22-07-04 Apologies for absence**

Cllrs Avis and Studd due to other commitments.

These reasons for absence were accepted.

#### **FI-22-07-05 Declaration of interest and local non-pecuniary interests.**

None

#### **FI-22-07-06 Members' declaration of council tax arrears**

None.

#### **FI-22-07-07 To receive the minutes of the meeting held 11<sup>th</sup> April 2022**

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

The minutes of the meetings were approved and were signed as a correct record. They may be viewed here:

<http://www.claydonandbarham.onesuffolk.net/assets/Uploads/Claydon/2022/Minutes-2022/2022-04-11-Finance-Minutes.pdf>

#### **FI-22-07-08 Report on Actions From Previous Minutes**

- a. Clerk to continue checking if Recreation Ground bins may be added to the collection round

Continue checking and also check if the new bin in Exeter Road may be added.

- b. Cllr Whitehead to investigate insurance for the Recreation Ground Car Park

This action is ongoing.

- c. Clerk to provide information on website engagement

This action is ongoing.

- d. Clerk to seek advice regarding funding of Churchyard maintenance

The clerk sought advice from SALC and they have provided advice that funding Churchyard maintenance is not lawful and is precluded by the 1894 Local Government Act (although this has not been tested in court). The clerk was asked to put this on the agenda for full council to consider.

- e. Clerk to arrange payment to Good Neighbours Scheme

This action is ongoing

- f. Clerk to organise street lighting improvements with Suffolk County Council

This work has been confirmed by Mal Garwood, LED Project Manager and should start within the next couple of months.

- g. Clerk to investigate bottle bank funding

The clerk was asked to remove this action from the list.

#### **FI-22-07-09 Bank Reconciliation**

The bank reconciliation was noted, approved and signed. It is appended in the minute book. Councillors approved the transfer of CIL funding to the CIL account. Councillors resolved that the clerk should automatically transfer CIL funding from the community account to the CIL account when received.

#### **FI-22-07-10 Approval of Accounts**

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

The balance of accounts on 30<sup>th</sup> June 2022 was approved:

- |                              |              |
|------------------------------|--------------|
| a. Community account:        | £ 135,606.47 |
| b. Parish CIL Reserves:      | £ 52,466.45  |
| c. RG Car Park Reserve Fund: | £ 25,003.05  |

The accounts for payment and that have been paid were noted and approved. The receipts allocated since the last meeting were noted and approved.

The accounts for payment, accounts paid and receipts allocated are appended in the minute book.

#### **FI-22-07-11 Budget Control Report**

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

#### **FI-22-07-12 Community Infrastructure Levy (CIL)**

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

The transfer of the April payment of £56,086.56 from the Community Account to the CIL Account was approved. The clerk was asked to transfer CIL payments automatically.

The Neighbourhood CIL Expenditure Report 2021-22 for MSDC was approved and signed and may be viewed on the website:

<http://www.claydonandbarham.onesuffolk.net/assets/Uploads/Claydon/2022/Other/2022-06-20Annual-CIL-Template-Report-amended-version-May-2020.pdf>)

#### **FI-22-07-13 Internal Audit**

The Clerk updated the meeting on the progress of the Internal Audit from SALC.

#### **FI-22-07-14 Assets Register**

The clerk shared a first draft of an Assets Register, which did not represent the full assets of the Parish Council but would provide a basis from which to work.

The clerk shared examples of Assets Registers from other Parish Councils and a template.

Cllr Whitehead and the clerk agreed to undertake further work on the Asset Register after completion of the Internal Audit with another draft to be presented to the Finance Committee on 10<sup>th</sup> October, with a view to completing the exercise by the end of March 2023.

#### **FI-22-07-15 Items for next meeting**

Cllr Cornish apologised in advance for the next meeting, when she will be away.

#### **FI-22-07-16 Date of next meeting:**

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

2022/11

- Planning Committee: 8<sup>th</sup> August 2022
- Parish Council: 12<sup>th</sup> September 2022
- Finance Committee: 10<sup>th</sup> October 2022

Meeting closed at 20:15

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



# PAPER 1

Claydon and Whitton Parish Council Reconciliation Statement as at 30.06.22						
<b>Balance as per bank statement 30.06.22:</b>	30201901	£ 135,606.47				
	40285951	£ 52,466.45				
	50201898	£ 25,003.05				
	<b>TOTAL</b>	<b>£ 213,075.97</b>				
Summary of Accounts as at 30.06.22						
<b>01.04.22 Balance B/F</b>	30201901	£ 71,317.47	<b>Expenditure</b>	30201901	£ 13,778.07	
	40285951	£ 52,462.48		40285951	£ -	
	50201898	£ 25,001.17		50201898	£ -	
	<b>TOTAL</b>	<b>£ 148,781.12</b>		<b>TOTAL</b>	<b>£ 13,778.07</b>	
<b>Income</b>	30201901	£ 78,067.07	<b>30.06.22 Balance</b>	30201901	£ 135,606.47	
	40285951	£ 3.97		40285951	£ 52,466.45	
	50201898	£ 1.88		50201898	£ 25,003.05	
	<b>TOTAL</b>	<b>£ 78,072.92</b>		<b>TOTAL</b>	<b>£ 213,075.97</b>	
<b>TOTAL INCOME</b>		<b>£ 226,854.04</b>			<b>£ 226,854.04</b>	
This statement represents fairly the financial position of the Authority as at 30th June 2022 and reflects its income and expenditure during the period.						
<b>Signed:</b>						
Chair:				Clerk:		
Date:				Date:		

Account For Payment	Cheque / SO / DD / BACS	VAT £	Total £
SALC Training RPII (P Avis)	BACS	42	252.00
C Greenan Expenses	BACS	-	67.00
M Reach Advert Cards	BACS	-	3.00
<b>Accounts Paid 14 June 2022 – 30 June 2022</b>	<b>Cheque / SO / DD / BACS</b>	<b>VAT £</b>	<b>Total £</b>
14-06 Vodafone	BACS	2.91	17.44
24-06 Viking	BACS	10.45	62.72
24-06 C Greenan Expenses	BACS	-	93.35
24-06 A Baldry	BACS	-	130.00
24-06 HMRC	BACS	-	261.42
24-06 SCC Pensions	BACS	-	312.46
24-06 A Worby	BACS	-	323.00
24-06 MSDC	BACS	205.80	1234.78
30-06 C Greenan	BACS	-	1017.81

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

Receipts 14 June 2022 – 30 June 2022	Amount £

## PAPER 3

Budget to Actual						
Income	2022/3 Budget	30/06/22 Actual	30/09/22 Actual	31/12/22 Actual	31/03/23 Actual	Difference
	£	£	£	£	£	£
Precept	42,401	21,200.51				21,200.49
Allotments Rents	53	-				53.00
MSDC Street Cleaning Grant	4,700	-				4,700.00
VAT						-
Interest		5.85			-	5.85
Mansion House Grant		780.00			-	780.00
Recreation Ground Car Park						-
Total Income	47,154	21,986.36	-	-	-	47,154.00
Recurring Expenditure	2022/23 Budget	30/06/2022 Actual	30/09/22 Actual	31/12/22 Actual	31/03/23 Actual	Difference
	£	A	£	£	£	£
Administrative Expenses						
Chair's Allowance	330	-				330.00
Parish Clerk's Employment Cost	17,650	4,252.23				13,397.77
Parish Clerk's Mileage Costs	400	139.50				260.50
Parish Clerk's Telephone	160	43.59				116.41
Parish Clerk's Broadband	264	88.00				176.00
Stationery, Postage, Books and Adverts	320	61.86				258.14
Website	50	287.50			-	237.50
Room Hire	350	-				350.00
AGAR Fee	300	-				300.00
Internal Audit	130	130.00				-
Training	800	156.00				644.00
Insurance	1,250	-				1,250.00
Other Expenses						-
Public Lighting	1,750	1,570.21				179.79
Churchyard Maintenance	800	-				800.00
Subscriptions	960	800.99				159.01
Donations	2,150	-				2,150.00
Maintenance Grants - Recreation Ground	3,000	953.28				2,046.72
Maintenance Grants - Village Hall	600	-				600.00
Community Projects						-
Street Cleaning Costs	9,750	2,508.77				7,241.23
Emptying Dog Litter Bins	1,000	1,028.98			-	28.98
General Repairs	250	-				250.00
Maintenance of Trees & Vegetation	750	-				750.00
Recreation Ground Improvement						-
Bus Timetables						-
Emergency Plan Costs						-
Neighbourhood Plan						-
Data Protection	40					40.00
Contingency / in year discretionary projects	3,900	979				2,921.00
						-
Total Recurring Expenditure	46,954.00	12,999.91	-	-	-	33,954.09
Non-recurring Expenditure	2022/23 Budget	30/06/2022 Actual	30/09/22 Actual	31/12/22 Actual	31/03/23 Actual	Difference
	£	A	£	£	£	£
Purchase of Dog Bins & Intsallation	100.00					100.00
Purchase of Litter Bins	100.00					100.00
Provision for General Reserve						-
Local elections						-
Total Non-recurring Expenditure	200					200.00



