

STOWUPLAND PARISH COUNCIL

Minutes of the Finance and Policy Meeting held on 28 November 2019 in the Village Hall

Councillor's Present: Philip Deal, Laura Johnson (Chair), Ray Studd and Jerry Voden

In Attendance: Claire Pizzey (Clerk)

1. **To receive and consider apologies for absence (in accordance with Schedule 12 of the Local Government Act 1972:** Cllr Keith Welham and Sally Reeves. The members noted the apologies.
2. **To receive declarations of interest in accordance with the Council's Code of Conduct for the items on the agenda:** Cllr Voden declared an interest in item 14 as a member of the Telstar committee.
3. **To consider any written requests for dispensations:** No requests for dispensations were received.
4. **To consider and approve the minutes of the previous Finance and Policy meeting of September 26 2019 as a true record:** Cllr Studd proposed to accept the minutes of the meeting of September 26 2019 as a true record of the meeting and decisions made. Seconded by Cllr Voden with all in favour the Chairman signed and dated all pages.
5. **Matters of report:** The clerk reported that she had yet to find a suitable saving account.
6. **Public Forum:** None.
7. **To agree the addition to the Cemetery Table of Burial and Other Fees:** Cllr Studd proposed that a recommendation is made that the following is added to the table of burial and other fees:

Monuments, Gravestones, Tablets and Monumental Inscriptions

For the right to erect and place

	Resident	Non Resident
A Headstone for a still-born child or person under 18yrs old at time of death not exceeding 3ft (90cm) in height, or other fixed monument at head of grave, not exceeding 2 ft (60cm)	Nil	£50

Cllr Deal seconded and all were in favour.

8. **To agree the changes to the Financial Regulations following notification from NALC (11.1.a.ii):** Cllr Voden proposed that a recommendation is made that the following changes are made to 11.1.a.ii; *for specialist services such as are provided by legal professionals acting in disputes.* Cllr Studd seconded with all in favour

Signed Chairman:

Date:

- 9. To agree to adopt the Accessibility Statement to be uploaded on the website when required:** Cllr Deal proposed that a recommendation is made that the Accessibility Statement is adopted and uploaded to the website when the Clerk and Chairman have completed the work required. Cllr Voden seconded with all in favour.
- 10. To agree to adopt the revised Banking Policy:** Cllr Studd proposed that the Banking Policy is adopted. Cllr Deal seconded with all in favour.
- 11. To agree Quarter 2 budget review:** The members reviewed the Quarter 2 budget.
1. Cllr Studd proposed that a recommendation is made that the £110.08 from the Play Park Regeneration reserve is transferred into the General reserve. Cllr Voden seconded and all were in favour.
 2. Cllr Deal proposed that a recommendation is made that the budget for 2019-20 Environment reserve is changed to £550. Cllr Voden seconded with all in favour.
 3. Cllr Studd proposed that a recommendation is made that the £1,000 contribution to the feasibility survey is taken from the Strategic Reserves. Cllr Johnson seconded with all in favour.
- 12. To confirm the continuation of the direct debit payment to Anglian Water (various values) and the Standing Order to Stowmarket Church £630.00:** The committee recommended the continuation of the direct debit and standing order.
- 13. To discuss the Grass Cutting Tender for 2020-2024 and make a recommendation:** The members confirmed receipt of the tenders. Cllr Johnson proposed that a recommendation is made that the Parish Council accepts the tender from TOP Garden Services, for £5,040 who offered a discount 29.85% for all areas to be cut the same amount of times during the year. Cllr Studd seconded and all were in favour.
- 14. To discuss and agree the grant applications received from Telstar for £4,000:** The members confirmed receipt of the application prior to the meeting. Cllr Studd proposed that a recommendation is made that a grant of £3,000 is given to Telstar for 20-21 and should more money be required following changes to the running of the publication, they should approach the Parish Council. Cllr Johnson seconded and all were in favour. Cllr Voden abstained.
- 15. To discuss the budget for 2020-21:** The members confirmed receipt of the draft budget, precept workings and notes. It was agreed that following the recommendations for the grass cutting tender and grants at the December Parish Council meeting, an extra meeting of

the F&P committee will be held on Thursday 9 January 2020 to agree the draft budget and precept for 20-21 prior to the January Parish Council meeting.

16. Any other business: The Clerk suggested the following dates for meetings for 2020:

January 30, March 26, May 28, July 30, September 24 and November 26. All members agreed that the dates could be published for 2020. Cllr Voden advised that the speed gun needs calibrating in January 2019.

17. Date of next meeting: Members were asked to note that the next meeting will be Thursday 9 January 2020.

The meeting was closed at 20.12 hours

Signed Chairman:

Date: