

STOWUPLAND PARISH COUNCIL

Minutes of the Finance and Policy Meeting held on 30 January 2020 in the Village Hall Meeting Hall

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

In Attendance: Claire Pizzey (Clerk)

1. **To receive and consider apologies for absence (in accordance with Schedule 12 of the Local Government Act 1972):** None received.
2. **To receive declarations of interest in accordance with the Council's Code of Conduct for the items on the agenda:** Cllr Welham declared an interest in Item 10 due to his involvement with the Citizens Advice in his capacity as District Councillor.
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 January 9 2020 as a true record:** Cllr Studd proposed to accept the minutes of the meeting of 9 January 2020 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:** None.
6. **Public Forum:** None.
7. **To agree quarter 3 budget review:** The committee reviewed the quarterly budget review and reserves for quarter 3 ending December 2019 and no changes were made:

Stowupland Parish Council

Budget Review 2019-20

Receipts	Budget 2019-20	to 30.12.19
Allotment income	£ 1,883.70	£ 1,767.91
Cemetery	£ 3,300.00	£ 1,040.00
Cemetery Reserve		£ 384.20
CIL		146,179.40
Community Events		£ 2,423.18
Footpaths (Rights of way surface cutting)	£ 944.00	£ 924.76
Interest		£ 25.52
Precept	£ 34,886.00	£ 34,886.00
Street Cleaning	£ 2,620	£ 1,494.22
VAT		£ 1,917.41
Total income	£ 43,633.70	£ 191,042.60

Payments	Budget 2019-20	to 30.12.19
Allotments	£ 1,350.00	£ 1,322.43
Audit costs	£ 350.00	£ 500.00
Cemetery & Churchyard Maintenance (Inc. Grass Cutting)	£ 2,500.00	£ 2,213.99
Cemetery - Expenses	£ 600.00	£ 621.03
Cemetery - Reserve expenditure		£ 4,262.67
Cemetery Reserve 19-20	£ 3,500.00	
CIL		£ 6,817.80
Clerk - salary	£ 9,500.00	£ 9,057.52
Clerk - expenses	£ 728.00	£ 977.73
Community Events		£ 3,265.70
Depreciation & replacement of Assets expenditure		£ 346.26
Depreciation & replacement of Assets 19-20	£ 500.00	
Donations	£ 850.00	£ 25.00
Election Reserve		£ 110.78
Environment Reserve 19-20	£ 550.00	
Environment Reserve expenditure		£ 2,317.55
Footpaths (Rights of way surface cutting)	£ 950.00	£ 950.00
Footpaths ditches and tree surgery	£ 1,000.00	£ 280.00
General Village Maintenance	£ 1,500.00	£ 689.00
Grant	£ 4,250.00	£ 4,250.00
Grass cutting	£ 3,800.00	£ 3,862.25
Hall hire	£ 650.00	£ 366.00
Insurance	£ 2,025.00	£ 2,089.29
Misc.	£ 450.00	£ 1,028.93
Neighbourhood Plan		£ 878.61
Play park	£ 1,000.00	£ 940.00
Play park Reserve		£ 240.00
Street Cleaning - emptying & consumables	£ 700.00	£ 491.00
Street Cleaning - salary	£ 2,676.00	£ 2,228.36
Street Lighting - maintenance & power	£ 1,879.00	
Subscriptions	£ 900.00	£ 845.82
Training	£ 350.00	
Website - Hosting and Domain	£ 250.00	
VAT		£ 1,099.94
Sub-Total	£ 42,808	£ 52,078

**Stowupland Parish Council
Reserves as at 30.12.19**

Balance at 31.3.19	Receipts to 30.12.19	Transfer of Reserves	Payments to 30.12.19	Transfer of Reserves	At 30.12.19
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Cemetery Reserve	£ 2,901.26	£ 3,884.20		£ 4,262.67		£ 2,522.79
CIL	£ 32,999.06	£146,179.40		£ 6,817.80		£172,360.66
Community Projects	£ 1,850.00					£ 1,850.00
Community Events	£ 11,180.97	£ 2,423.18		£ 3,265.70		£ 10,338.45
Community Speed Watch	£ 613.70					£ 613.70
Depreciation, replacement and purchase of assets	£ 30,715.16	£ 500.00		£ 346.26		£ 30,868.90
Election	£ 1,772.50			£ 110.78		£ 1,661.72
Environment Project (The Green)	£ 2,319.65	£ 550.00		£ 2,317.55		£ 552.10
General Reserve	-£ 758.89	£ 37,505.82	£ 110.08	£33,838.29		£ 3,018.72
Neighbourhood Plan Grant	£ 878.61			£ 878.61		£ -
Playpark	£ 3,105.00			£ 240.00		£ 2,865.00
Regeneration Play Park	£ 110.08				£ 110.08	£
Strategic reserves	£ 5,000.00					£ 5,000.00
	£ 92,687.10	£191,042.60	£ 110.08	£52,077.66	£ 110.08	£231,652.04

8. **To note the Bank reconciliation for the end of December 2019:** The members noted the Bank reconciliation that had been authorised by Cllr Studd.

**Stowupland Parish Council Bank Reconciliation
at end of December 2019**

Unpresented cheques

30.12.19

STOWUPLAND
SPORTS AND
SOCIAL CLUB 104537 £ 150.00

Barclays Current - 20850365 £ 140,335.64

Barclays Deposit - 00099082 £ 439.76

Barclays Comm Events -
50035440 £ 11,026.64

Nationwide - 90133848 £ 80,000.00

Plus Uncleared Deposits

Less Unpresented Cheques	£ 150.00	
	<u>£ 231,652.04</u>	
Balance as per books		
Balance at 01.04.19	£ 92,687.10	
Income	£ 191,042.60	
Expenditure	<u>£ 52,077.66</u>	
	<u>£ 231,652.04</u>	<u>£ 150.00</u>

9. **To agree to transfer £688.19 from the Community Events Bank Account (50035440) to the Parish Council Bank Account (20850365) to agree the reserve figure:** Cllr Welham made a recommendation that £688.19 could be transferred from the Community Events Bank Account into the Parish Council Bank Account to agree the reserve figure. Cllr Voden seconded with all in favour.
10. **To consider the donation request from Citizen Advice:** The Council discussed the donation. Cllr Studd made a recommendation that a donation of £500 is made to Citizen Advice Mid Suffolk. Cllr Deal seconded and all were in favour.
11. **To agree the cost of £95 to Work Place Pensions Direct for the re-enrolment and re-declaration for the Pension Regulator for Stowupland Parish Council:** The Council discussed the pension renewal. Cllr Studd made a recommendation that the cost of £95 is agreed for Work Place Pensions Direct to complete the re-enrolment of the Pension scheme. Cllr Johnson seconded and all were in favour.
12. **Any other business:** None.
13. **Date of next meeting:** The Chairman advised that she would not be able to attend the March meeting. Cllr Deal also noted his absence for this date. It was agreed to defer the next meeting until Thursday 30 April 2020

The meeting was closed at 19.46 hours