

# STOWUPLAND PARISH COUNCIL

## Minutes of the Finance and Policy Meeting held on 26 November 2020 via VIDEOCONFERENCING

Present (by video): Cllrs Philip Deal, Laura Johnson (Chair), Ray Studd, Jerry Voden, Claire Pizzey (Clerk) and 3 members of the public.

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:** Cllrs Welham and Voden declared an interest in item 15 as members 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 17 September 2020 as a true record and agree that delegated authority is given to the Chair to sign outside of the meeting:** Cllr Studd proposed to accept the minutes of the meeting of 17 September 2020 as a true record of the meeting and decisions made and that delegated authority is given to the Chair to sign outside of the meeting. Seconded by Cllr Welham with all in favour.
5. **Matters of report:** The members confirmed receipt of the Clerks report.
  - **Allotment Policy:** The Clerk reported that herself and Cllr Voden had not actioned this.
6. **Public Forum:** Nothing to report.
7. **To receive and note the completion of the limited assurance review for the year ended 31 March 2020 for Stowupland Parish Council:** The Committee accepted the external audit noting that there were no matters which came to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. Other matters not effecting their opinion which they draw the attention of the authority was the dates for the notice of public rights.
8. **To note confirmation that in accordance with legislation the Clerk has advertised the conclusion of audit for the year ending 31 March 2020:** As the audit had been concluded the Clerk reported that she had advertised the conclusion of audit on the website.
9. **To agree the amended Terms of Reference for the Finance and Policy Committee:** The members confirmed receipt of the amendment to the TOR for the Finance and Policy

Committee. Cllr Welham recommended that the amendment is adopted. Cllr Deal seconded and all were in favour.

10. **To note that the GDPR Audit for 2020 hasn't been completed:** The Clerk reported that she had been unable to meet with a neighbouring Clerk to carry out the audit for 2020 due to the COVID restrictions.

11. **To note the budget review to 30.09.20:** The members confirmed receipt of the budget review and no comments or adjustments were made.

<b>Receipts</b>	<b>Budget 20-21</b>	<b>30.09.20</b>
Allotment income	£ 1,936.00	£ 14.30
Cemetery Reserve		£ 4,895.00
CIL		£ 50,279.83
Community Events		
Footpaths (Rights of way surface cutting)	£ 944.00	£ 791.56
Grant - Noticeboard		£ 396.26
Interest		£ 4.39
Misc.		£ 160.94
Precept	£38,132.00	£ 38,132.00
Street Cleaning	£ 2,988	£ 793.52
VAT		£ 13,287.99
<b>Total income</b>	<b>£ 44,000.00</b>	<b>£ 108,755.79</b>
<b>Payments</b>	<b>Budget 20-21</b>	<b>30.09.20</b>
Allotments	£ 1,350.00	£ 672.79
Audit costs	£ 500.00	£ -
Cemetery & Churchyard Maintenance	£ 1,000.00	£ 200.00
Cemetery - Expenses	£ 900.00	£ 343.70
Cemetery - Reserve expenditure		£ 410.00
Cemetery Reserve 20-21	£ 500.00	
CIL		£ 61,220.00
Clerk - salary	£ 15,000.00	£ 6,182.36
Clerk - expenses	£ 750.00	£ 321.93
Community Events		
Depreciation & replacement of Assets expenditure		£ 856.50
Depreciation & replacement of Assets 20-21	£ 500.00	
Donations	£ 300.00	£ 50.00
Footpaths (Rights of way surface cutting)	£ 950.00	£ 950.00
Footpaths ditches and tree surgery	£ 1,000.00	£ 130.00
General Village Maintenance	£ 1,000.00	£ 1,178.48
Grant	£ 3,000.00	£ 3,000.00
Grass cutting	£ 5,200.00	£ 3,780.00
Hall hire	£ 600.00	
Insurance	£ 2,100.00	

Misc.	£ 500.00	£ 137.40
Play park	£ 800.00	£ 60.00
Street Cleaning - emptying & consumables	£ 700.00	£ 568.80
Street Cleaning - salary	£ 2,969.00	£ 1,568.66
Street Lighting - maintenance & power	£ 2,500.00	
Subscriptions	£ 900.00	£ 803.99
Training	£ 350.00	£ 12.50
Website - Hosting and Domain	£ 500.00	
VAT		£ 13,514.91
<b>Sub-Total</b>	<b>£ 43,869</b>	<b>£ 95,962.02</b>

12. **To note the reserves to 30.09.20 and discuss any transfers of required:** The members confirmed receipt of the reserves and no comments or adjustments were made.

**Stowupland Parish Council Reserves as at 30.09.20**

	<b>Balance at 31.3.20</b>	<b>30.09.20</b>
Cemetery Reserve	£ 2,522.79	£ 7,917.79
CIL - separate document	£ 151,095.16	£ 140,154.99
Community Projects	£ 1,850.00	£ 1,850.00
Community Events	£ 10,276.95	£ 7,276.95
Community Speed Watch	£ 613.70	£ 613.70
Depreciation, replacement and purchase of assets	£ 29,288.37	£ 29,328.13
Election	£ 1,661.72	£ 1,661.72
Environment Project (The Green)	£ 552.10	£ 552.10
General Reserve	-£ 1,922.33	£ 16,376.85
Playpark	£ 2,865.00	£ 2,865.00
Strategic reserves	£ 4,000.00	£ 4,000.00
Trim Trail Project		£ 3,000.00
	<b>£ 202,803.46</b>	<b>£ 215,597.23</b>

13. **To note the Bank reconciliation to 30.09.20:** The members confirmed receipt of the Bank reconciliation:

**Stowupland Parish Council Bank Reconciliation at end of September 2020**

Uncleared deposits

<b>30.09.20</b>	30.09.20 100569	£2,440.00
	30.09.20 100570	£1,770.00

Barclays Current - 20850365	£ 119,733.33
Barclays Deposit - 00099082	£ 440.09
Barclays Comm Events - 50035440	£ 10,346.50
Nationwide - 90133848	£ 80,795.31
Plus Uncleared Deposits	£ 4,210.00
Less Unpresented Cheques	
	<u>£ 215,525.23</u>

Balance as per books

Balance at 01.04.20	£ 202,803.46
Income	£ 108,755.79
Expenditure	£ 95,962.02
D-signs payment made twice awaiting refund	<u>-£ 72.00</u>
	<u>£ 215,525.23</u>

£4,210.00

**14. 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.

**15. To discuss and agree the following grant applications received:** Cllrs Voden and Welham left the meeting. 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 21-22. Cllr Deal seconded and all were in favour. Cllr Welham and Voden were invited back into the meeting.

**16. To discuss the budget for 2021-22:** The Clerk reported that she had received information from MSDC around the calculation of the Taxbase for 2021-22. This year the impact of the Covid-19 pandemic means that calculation of the tax base is subject to a very high degree of uncertainty, both in respect of the factors affecting the tax base and the Government's response to these. As far as the factors affecting the tax base are concerned, the two key areas of concern that will reduce the tax base are rising numbers of Local Council Tax Reduction Scheme (LCTRS) reliefs and reduced collection rates. At this stage in the year, the impacts of these factors on the tax base are very difficult to forecast. Concerns have been raised with the Government and it is monitoring the position. As a result of these uncertainties MSDC intend to recalculate the council tax base in early January 2021 following the Provisional Local Government Finance Settlement. MSDC are advising Parish Councils to hold our precept setting meeting between the 8<sup>th</sup> and the 29<sup>th</sup> January 2021 after

this request has been received. Precept requirements are still to be received by no later than 31<sup>st</sup> January 2021.

17. **Any other business:** Nothing to report.

18. **Date of next meeting:** Wednesday 20<sup>th</sup> January 2021 via Zoom

The meeting was closed at 19.56 hours