

STOWUPLAND PARISH COUNCIL

Minutes of the Finance and Policy Meeting held on 30 July 2020 via VIDEOCONFERENCING

Present (by video): Philip Deal, Laura Johnson (Chair), Sally Reeves, Ray Studd, Keith Welham
Claire Pizzey (Clerk)

1. **To receive and consider apologies for absence (in accordance with Schedule 12 of the Local Government Act 1972:** Cllr Jerry Voden. 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:** None received.
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 June 18 2020 as a true record and agree that delegated authority is given to the Chair to sign outside of the meeting:** Cllr Welham proposed to accept the minutes of the meeting of 18 June 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 Studd with all in favour.
5. **Matters of Report:** The Clerk reported that she had not actioned the Media and Noticeboard Policy.
6. **Public Forum:** None.
7. **To agree to adopt the changes to the model Standing Orders V1.6 as per instruction from NALC:** The members confirmed receipt of the changes to the model Standing Orders. Cllr Deal recommended that V1.6 of the Standing orders of adopted. Cllr Welham seconded with all in favour.
8. **To agree to adopt the changes to the model Financial Regulations V1.3 following advice from SALC:** The members confirmed receipt of the changes to the model Financial Regulations. Cllr Studd recommended that V1.3 of the Financial Regulations are adopted. Cllr Deal seconded with all in favour.
9. **To agree to adopt the draft Social Media Policy V1.0:** The members confirmed receipt of the draft policy. Cllr Welham recommended that the v1.0 of the Social Media Policy is adopted. Cllr Studd seconded with all in favour.
10. **To note change of grass cutting line in budget:** The Clerk reported that she had made a change to the budget and all the grass cutting had been amalgamated into the one heading.

The grass cutting contract includes all areas of The Green, Play Park, Cemetery and Churchyard.

- 11. To review the budget review to 30.06.20:** The members confirmed receipt of the budget review and no comments or adjustments were made.

Receipts	Budget 2020-21	30.06.20	Variance
Allotment income	£1,936.00	£ 14.30	(1,922)
Cemetery Reserve		£ 810.00	810
CIL		£ 50,279.83	50,280
Footpaths (Rights of way surface cutting)	£ 944.00	£ 395.78	(548)
Interest		£ 2.90	3
Precept	£38,132.00	£ 19,066.00	(19,066)
Street Cleaning	£ 2,988		(2,988)
VAT			0
Total income	£44,000.00	£ 70,568.81	26,569

Payments	Budget 2020-21	30.06.20	Variance
Allotments	£ 1,350.00	£ 672.79	677
Audit costs	£ 500.00		500
Cemetery & Churchyard Maintenance	£ 1,000.00	£ 5.50	995
Cemetery - Expenses	£ 900.00		900
Cemetery Reserve 20-21	£ 500.00		500
CIL		£ 14,225.00	(14,225)
Clerk - salary	£ 15,000.00	£ 2,796.85	12,203
Clerk - expenses	£ 750.00	£ 97.89	652
Depreciation & replacement of Assets 20-21	£ 500.00		500
Donations	£ 300.00		300
Footpaths (Rights of way surface cutting)	£ 950.00	£ 475.00	475
Footpaths ditches and tree surgery	£ 1,000.00	£ 130.00	870
General Village Maintenance	£ 1,000.00		1,000
Grant	£ 3,000.00	£ 3,000.00	0
Grass cutting	£ 5,200.00	£ 1,890.00	3,310
Hall hire	£ 600.00		600
Insurance	£ 2,100.00		2,100
Misc	£ 500.00	£ 52.95	447
Play park	£ 800.00		800
Street Cleaning - emptying & consumables	£ 700.00	£ 505.73	194
Street Cleaning - salary	£ 2,969.00	£ 747.12	2,222
Street Lighting - maintenance & power	£ 2,500.00		2,500

Subscriptions	£ 900.00	£ 763.99	136
Training	£ 350.00		350
Website - Hosting and Domain	£ 500.00		500
VAT		£ 3,339.54	(3,340)
Sub-Total	£ 43,869	£ 28,702.36	15,167

12. To review the reserves to 30.06.20 and discuss any transfers of reserves: The members confirmed receipt of the reserves and no comments or adjustments were made.

	Balance at 31.3.20	Receipts to 30.06.20	Payments to 30.06.20	30.06.20
Cemetery Reserve	£ 2,522.79	£ 1,310.00		£ 3,832.79
CIL - separate document	£ 151,095.16	£ 50,279.83	£ 14,225.00	£187,149.99
Community Projects	£ 1,850.00			£ 1,850.00
Community Events	£ 10,276.95			£ 10,276.95
Community Speed Watch	£ 613.70			£ 613.70
Depreciation, replacement and purchase of assets	£ 29,288.37	£ 500.00		£ 29,788.37
Election	£ 1,661.72			£ 1,661.72
Environment Project (The Green)	£ 552.10			£ 552.10
General Reserve	(£ 1,922.33)	£ 18,478.98	£ 14,477.36	£ 2,079.29
Playpark	£ 2,865.00			£ 2,865.00
Strategic reserves	£ 4,000.00			£ 4,000.00
	£ 202,803.46	£ 70,568.81	£ 28,702.36	£244,669.91

13. To agree the Bank reconciliation to 30.06.20: A The members confirmed receipt of the Bank reconciliation:

30.06.20

Barclays Current - 20850365	£ 152,274.50	<u>Uncleared deposits</u>	
Barclays Deposit - 00099082	£ 440.03		
Barclays Comm Events - 50035440	£ 10,345.07	30.06.20 100569	£ 815.00
Nationwide - 90133848	£ 80,795.31		
Plus Uncleared Deposits	£ 815.00		
Less Unpresented Cheques			
	<u>£ 244,669.91</u>		
Balance as per books			
Balance at 01.04.20	£ 202,803.46		
Income	£ 70,568.81		
Expenditure	£ 28,702.36		
	<u>£ 244,669.91</u>		<u>£ 815.00</u>

Cllr Johnson recommended that a transfer of £100,000 is made from the Barclays Current account into the Barclays Deposit account. Cllr Studd seconded with all in favour. It was agreed that The Clerk takes advice from SALC to enquire if Bank transfers within the same bank can be actioned by the Clerk without authorisation from the Parish Council.

14. To discuss and consider if a Version Control System is needed: The members confirmed receipt of the report. Following on from SALCs advice that a version control is a recognised system for large organisation and whether it is necessary for a parish council is debatable. SALC are trying to develop something for councils to use. It was agreed that the Parish Council would wait until this guidance from SALC is available.

15. Any other business: The Clerk reported that she was in contact with Came and Company to enquire about a fee for early termination of the Long Term Agreement that was due to finish in September 2021.

16. Date of next meeting: It was agreed that the next F&P meeting would be held via videoconferencing on Thursday 17 September 2020.

The meeting was closed at 19.57 hours