

STOWUPLAND PARISH COUNCIL

Minutes of the Finance and Policy Meeting held on 18 March 2021 via VIDEOCONFERENCING

Present (by video): Cllrs Philip Deal, Laura Johnson (Chair), Ray Studd, Jerry Voden, Claire Pizzey (Clerk)

1. **To receive and consider apologies for absence (in accordance with Schedule 12 of the Local Government Act 1972):** Keith Welham. 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 20 January 2021 as a true record and agree that delegated authority is given to the Chair to sign outside of the meeting:** Cllr Chairman proposed to accept the minutes of the meeting of 20 January 2021 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:**
 - **Allotment Policy:** The Clerk reported that herself and Cllr Voden had not actioned this.
6. **Public Forum:** None.
7. **To agree quarter 3 budget review:** The members confirmed receipt of the budget review and no comments or adjustments were made.

Receipts	Budget 2020-21	31.12.20	Variance
Allotment income	£ 1,936.00	£ 809.58	(126)
Cemetery Reserve		£ 5,445.00	5,445
CIL		£50,279.83	50,280
Community Events		£ -	0
Footpaths (Rights of way surface cutting)	£ 944.00	£ 91.56	(152)
Grant - Noticeboard		£ 396.26	396
Grant - Hunters Moon		£ 800.00	800
Interest		£ 4.65	5
Misc.		£ 160.94	
Precept	£ 38,132.00	£38,132.00	0
Street Cleaning	£ 2,988	£ 1,587.04	(1,401)
VAT		£13,287.99	13,288

Total income	£ 44,000.00	£ 112,694.85	68,695
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Payments	Budget 2020-21	31.12.20	Variance
Allotments	£ 1,350.00	£ 1,322.79	27
Audit costs	£ 500.00	£ 400.00	100
Cemetery & Churchyard Maintenance	£ 1,000.00	£ 525.00	475
Cemetery - Expenses	£ 900.00	£ 783.25	117
Cemetery - Reserve expenditure		£ 3,110.00	(3,110)
Cemetery Reserve 20-21	£ 500.00		500
CIL		£ 63,360.00	(63,360)
Clerk - salary	£ 15,000.00	£ 9,473.28	5,527
Clerk - expenses	£ 750.00	£ 603.07	147
Community Events			0
Depreciation & replacement of Assets expenditure		£ 856.50	(857)
Depreciation & replacement of Assets 20-21	£ 500.00		500
Donations	£ 300.00	£ 75.00	225
Footpaths (Rights of way surface cutting)	£ 950.00	£ 950.00	0
Footpaths ditches and tree surgery	£ 1,000.00	£ 130.00	870
General Village Maintenance	£ 1,000.00	£ 1,192.65	(193)
Grant	£ 3,000.00	£ 3,000.00	0
Grass cutting	£ 5,200.00	£ 5,040.00	160
Hall hire	£ 600.00	£ 70.00	530
Insurance	£ 2,100.00	£ 2,128.43	(28)
Misc	£ 500.00	£ 190.35	310
Play park	£ 800.00	£ 170.68	629
Speed Watch Reserve		£ 70.50	
Street Cleaning - emptying & consumables	£ 700.00	£ 568.80	131
Street Cleaning - salary	£ 2,969.00	£ 2,352.99	616
Street Lighting - maintenance & power	£ 2,500.00		2,500
Subscriptions	£ 900.00	£ 914.99	(15)
Training	£ 350.00	£ 152.50	198
Website - Hosting and Domain	£ 500.00	£ 220.00	280
VAT		£ 13,957.27	(13,957)
Sub-Total	£ 43,869	£ 111,618.05	(67,749)

Stowupland Parish Council Reserves as at 31.12.20

	Balance at 31.3.20	31.12.20
Cemetery Reserve	£ 2,522.79	£ 5,357.79
CIL - separate document	£ 151,095.16	£138,014.99

Community Projects	£ 1,850.00	£ 1,850.00
Community Events	£ 10,276.95	£ 7,276.95
Community Speed Watch	£ 613.70	£ 543.20
Depreciation, replacement and purchase of assets	£ 29,288.37	£ 29,788.37
Election	£ 1,661.72	£ 1,661.72
Environment Project (The Green)	£ 552.10	£ 552.10
General Reserve	(£ 1,922.33)	£ 8,970.14
Playpark	£ 2,865.00	£ 2,865.00
Strategic reserves	£ 4,000.00	£ 4,000.00
Trim Trail Project		£ 3,000.00
	£ 202,803.46	£ 203,880.26

8. **To note the Bank reconciliation for the end of December 2020:** The members confirmed receipt of the Bank reconciliation:

Stowupland Parish Council Bank Reconciliation at end of December 2020

30.12.20

Barclays Current - 20850365	£ 112,298.10
Barclays Deposit - 00099082	£ 440.09
Barclays Comm Events - 50035440	£ 10,346.76
Nationwide - 90133848	£ 80,795.31
Plus Uncleared Deposits	
Less Unpresented Cheques	
	<u>£ 203,880.26</u>
Balance as per books	
Balance at 01.04.20	£ 202,803.46
Income	£ 112,694.85
Expenditure	<u>£ 111,618.05</u>
	<u>£ 203,880.26</u>

9. **To review the policies and procedures of Stowupland Parish Council:** The members noted the review and approved them as unchanged as no updates were required.

	Version	Adopted	Reviewed
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Employment Policies:			
Dignity at Work	1.0	12.06.2014	18.03.21
Disciplinary policy	1.0	08.10.2015	18.03.21
Employee Privacy Notice	1.0	14.08.2018	18.03.21
Grievance Policy	1.0	12.06.2014	18.03.21
Health & Safety Policy	1.0	10.04.2014	18.03.21
Sickness Absence Policy	1.0	10.04.2014	18.03.21
Training and Development	1.1	08.03.2018	18.03.21
Policies:			
Banking Policy	1.1	12.12.2019	18.03.21
Cemetery Policy	1.3	13.12.2018	18.03.21
Equality Statement	1.0	10.04.2014	18.03.21
Grant Policy	1.0	12.04.2018	18.03.21
Media Policy	1.0	13.08.2015	18.03.21
Noticeboard Policy	1.0	14.06.2018	18.03.21
Safeguarding Policy	1.0	13.12.2018	18.03.21
Social Media Policy	1.0	20.08.2020	18.03.21
Volunteer Policy	1.0	08.03.2018	18.03.21
GDPR:			
Accessibility Statement	1.0		18.03.21
Consent Form	1.0	14.08.2018	18.03.21
Data Protection Policy	1.0	14.06.2018	18.03.21
Document and Electronic data policy	1.0	09.08.2018	18.03.21
Lawful basis for processing Data	1.0		
Privacy Notice	1.0	14.08.2018	18.03.21
Security Incident Response Policy	1.0	18.08.2019	18.03.21
Subject Access Request Procedure	1.0	11.10.2018	18.03.21

Subject Access Request Policy	1.0	11.10.2018	18.03.21
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It was agreed that the policies review would be split into categories and carried out over the last quarter of the year.

- 10. To review the Standing Orders V1.6:** The members noted the review and approved them as unchanged as no updates were required.
- 11. To review the Financial Regulations V1.3:** The members noted the review and approved them as unchanged as no updates were required:
- 12. To adopt the Lawful Basis for Processing Data Document:** Cllr Studd recommended that the Lawful Basis for Processing Data Document is adopted. Cllr Deal seconded with all in favour.
- 13. To review The Bank Mandate:** The Bank mandate was reviewed and no changes were to be made.
- 14. To review the effectiveness of the Internal Auditor:** The Councillors reviewed the effectiveness of the Internal Auditor. The members were satisfied that Jon Wray is suitably independent of Stowupland Parish Council, holding no role within the council and having no connection with any current member. The Parish Council also felt that his professional qualification showed that he is competent to carry out the internal audit for a parish council the size of Stowupland. The Clerk reported that she had contacted Jon and he is willing to carry out the 2020-21 internal audit. Cllr Deal made a recommendation that the Clerk purchases a £100 voucher as payment to Jon Wray for undertaking the 2020-21 audit. Cllr Studd seconded and all were in favour.
- 15. To note VAT claim has been submitted for £3,386.95 for period 01.07.20-31.12.20:** The members noted the VAT claim.
- 16. Any other business:** Nothing to report.
- 17. Date of next meeting:** It was agreed that the next meeting would be held on Thursday 22 April 2021 via zoom.

The meeting was closed at 19.45 hours