

STOWUPLAND PARISH COUNCIL

Minutes of the Finance and Policy Meeting held on 22 April 2021 via VIDEOCONFERENCING

Present (by video): Cllrs Philip Deal, Laura Johnson (Chair), Ray Studd, Jerry Voden, Keith Welham, Claire Pizzey (Clerk) and 1 member 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:** 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 18 March 2021 as a true record and agree that delegated authority is given to the Chair to sign outside of the meeting:** Cllr Deal proposed to accept the minutes of the meeting of 18 March 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 receive and approve the budget to actual for the year ending 31st March 2021:** Cllr Studd made a recommendation that the budget to actual is approved. The Chairman seconded with all in favour.

Receipts	Budget 20-21	Actual 20-21	Variance £
Allotment income	£ 1,936.00	£ 1,820.78	(115)
Cemetery			0
Cemetery Reserve		£ 7,440.00	7,440
CIL		£ 50,279.83	50,280
Community Events			0
Footpaths (Rights of way surface cutting)	£ 944.00	£ 791.56	(152)
Grant		£ 1,496.26	1,496
Interest		£ 345.16	345
		£ 223.46	223
Precept	£ 38,132.00	£ 38,132.00	0
Street Cleaning	£ 2,988	£ 3,174.08	186
VAT		£ 16,674.94	16,675
Total income	£ 44,000.00	£120,378.07	76,378

Payments	Budget 20-21	Actual 20-21	Variance £
Allotments	£ 1,350.00	£ 1,322.79	(27)
Audit costs	£ 500.00	£ 400.00	(100)
Cemetery & Churchyard Maintenance (Inc. Grass Cutting)	£ 1,000.00	£ 565.00	(435)
Cemetery - Expenses	£ 900.00	£ 949.40	49
Cemetery - Reserve expenditure		£ 3,110.00	3,110
Cemetery Reserve 19-20	£ 500.00		(500)
CIL		£ 79,030.00	79,030
Clerk - salary	£ 15,000.00	£ 12,305.86	(2,694)
Clerk - expenses	£ 750.00	£ 1,088.76	339
Community Events		£ 20.00	20
Depreciation & replacement of Assets expenditure			0
Depreciation & replacement of Assets 20-21	£ 500.00	£ 1,247.49	747
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	£ 1,542.65	543
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	£ 243.65	(256)
Play park	£ 800.00	£ 290.68	(509)
Speed Watch Reserve		£ 70.50	71
Street Cleaning - emptying & consumables	£ 700.00	£ 568.80	(131)
Street Cleaning - salary	£ 2,969.00	£ 3,137.12	168
Street Lighting - maintenance & power	£ 2,500.00	£ 2,264.57	(235)
Subscriptions	£ 900.00	£ 914.99	15
Training	£ 350.00	£ 152.50	(198)
Website - Hosting and Domain	£ 500.00	£ 220.00	(280)
VAT		£ 16,800.24	16,800
Sub-Total	£ 43,869	137,638.43	93,769
GRAND TOTAL	£ 131.00	-£ 17,260.36	-£ 17,391.36

8. To approve the Statement of Account for Stowupland Parish Council for the year ending

31st March 2021: The accounts for the year ending 31st March 2021 was presented to the Committee. Cllr Studd recommended that the Parish Council accepts the Statement of accounts for the year ending 31 March 2021 and that delegated authority is given to the Chair and RFO to sign outside of the Council meeting. Cllr Welham seconded with all in favour.

STOWUPLAND PARISH COUNCIL
STATEMENT OF ACCOUNTS 31.03.2021

2019-20

2020-21

£1,822.22	Allotments	£1,820.78
£1,825.00	Cemetery	£0.00
£384.20	Cemetery Reserve	£7,565.00
£146,179.40	CIL	£50,279.83
£2,423.18	Community Events	£0.00
£924.76	Footpath	£791.56
£1,348.17	Grants	£1,496.26
£824.82	Interest received	£345.16
£0.00	Misc.	£98.46
£0.00	Playpark Grant	£0.00
£34,886.00	Precept	£38,132.00
£2,988.44	Street Cleaning	£3,174.08
£5,209.53	VAT	£16,674.94
£198,815.72	TOTAL RECEIPTS	£120,378.07
	PAYMENTS	
£1,388.97	Allotments	£1,322.79
£500.00	Audit costs	£400.00
£2,253.99	Cemetery & Churchyard Maintenance	£565.00
£892.27	Cemetery Expenses	£949.40
£4,262.67	Cemetery Reserve	£3,110.00
£28,083.30	CIL	£79,030.00
£12,663.89	Clerk Salary	£12,305.86
£614.24	Clerk Expenses	£1,088.76
£3,327.20	Community Events	£20.00
£27.60	Community Speed Watch	£70.50
£3,274.96	Depreciation and Replacement of Assets	£1,247.49
£525.00	Donations	£75.00
£110.78	Election Reserve	£0.00
£2,317.55	Environment Reserve	£0.00
£950.00	Footpath	£950.00
£280.00	Footpath, Tree and Ditch	£130.00
£1,089.00	General Village Maintenance	£1,542.65
£4,250.00	Grants	£3,000.00
£3,862.25	Grass cutting	£5,040.00
£378.00	Hall Hire	£70.00
£2,089.29	Insurance	£2,128.43
£1,384.58	Miscellaneous	£243.65
£878.61	Neighbourhood Plan	£0.00
£940.00	Play park	£290.68
£240.00	Playpark Reserve	£0.00
£2,975.68	Street Cleaning Salary	£3,137.12
£491.00	Street Cleaning	£568.80
£2,014.76	Street Lighting	£2,264.57
£845.82	Subscription	£914.99
£1,000.00	Strategic Reserve	£0.00
£0.00	Training	£152.50
£0.00	Website - Hosting and Domain	£220.00
£4,787.95	VAT	£16,800.24
£88,699.36	TOTAL PAYMENTS	£137,638.43
£ 92,687.10	Balance b/fwd from 01.04.20	£ 202,803.46

£	198,815.72	Add Total income	£ 120,378.07
£	380,202.18	Sub total	£ 460,819.96
	£88,699.36	Less total expenditure	£ 137,638.43
	£202,803.46	NETT	£ 185,543.10

9. To consider and approve the reserves for the year ending 31st March 2021:

It was agreed that the reserves held by the Parish Council at the year-end were appropriate to its needs and would need to be reviewed at the first budget review of 2020-21. Cllr Deal made a recommendation that the Parish Council approves the reserves for the year ending March 2021. Cllr Studd seconded and all were in favour.

	Balance at 31.3.20	Receipts to 31.03.21	Transfer of Reserves	Payments to 31.03.21	Transfer of Reserves	31.03.21
Cemetery Reserve	£ 2,522.79	£ 8,065.00		£ 3,110.00		£ 7,477.79
CIL - separate document	£ 151,095.16	£ 50,279.83		£ 79,030.00		£122,344.99
Community Projects	£ 1,850.00					£ 1,850.00
Community Events	£ 10,276.95				£ 3,000.00	£ 7,276.95
Community Speed Watch	£ 613.70			£ 70.50		£ 543.20
Depreciation, replacement and purchase of assets	£ 29,288.37	£ 500.00		£ 856.50		£ 28,931.87
Election	£ 1,661.72					£ 1,661.72
Environment Project (The Green)	£ 552.10					£ 552.10
General Reserve	-£ 1,922.33	£ 61,358.24		£ 54,571.43	£ 2,375.00	£ 2,489.48
Playpark	£ 2,865.00		£ 910.00			£ 3,775.00
Strategic reserves	£ 4,000.00					£ 4,000.00
Trim Trail Project		£ 300.00	£ 3,000.00			£ 3,300.00
Village Maintenance reserve 2020-21			£ 1,465.00			£ 1,465.00
	£ 202,803.46	£ 120,503.07	£ 5,375.00	£137,638.43	£ 5,375.00	£185,668.10

10. To consider and approve the asset register for the year ending 31st March 2021: The

Committee noted the asset register for the end of the year. Cllr Deal made a recommendation that the Parish Council approves the asset register for the year ending 31 March 2021. Cllr Studd seconded with all in favour. It was agreed that the posts that had

been erected at Thorney Green need to be shown on the Asset register. The Clerk to amend for the 2021-22 register.

- 11. To consider and approve the Bank Reconciliation for the year ending March 2021:** The Committee noted the Bank reconciliation at the end of the year. Cllr Welham made a recommendation that the Parish Council approves the Bank Reconciliation for the year ending March 2021. Cllr Deal seconded with all in favour.

<p>Stowupland Parish Council Bank Reconciliation at end of March 2021</p>
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31.03.21

Barclays Current - 20850365	£ 93,620.43
Barlcays Deposit - 00099082	£ 440.11
Barclays Comm Events - 50035440	£ 10,347.02
Nationwide - 90133848	£ 81,135.54
Plus Uncleared Deposits	
Less Unpresented Cheques	
	<u>£ 185,543.10</u>
Balance as per books	
Balance at 01.04.20	£ 202,803.46
Income	£ 120,378.07
Expenditure	<u>£ 137,638.43</u>
	<u>£ 185,543.10</u>

- 12. To consider and approve the annual return figures for the year ending 31st March 2021 and explanation of variances:** The annual return was discussed. Cllr Welham made a recommendation that the annual return is approved at the June Parish Council meeting following the completion of the internal audit. Cllr Deal seconded and all were in favour.
- 13. To consider and approve the CIL report for 2020-21:** Cllr Studd made a recommendation that the Parish Council approves the CIL report for 2020-21 and publishes it on the website. Cllr Deal seconded with all in favour.
- 14. Any other business:** Cllr Studd asked members if they were happy to continue on the committee ahead of the May AGM. The Clerk advised that Cllr Voden would be stepping down and Cllr Beeson would be joining the Committee. Cllr Johnson has agreed to continue as Chair. The Committee discussed the return of face-to-face meetings. It was agreed to

book the URC Church hall for Thursday 24th June unless the regulation is amended to allow the continuation of virtual meetings.

15. Date of next meeting: It was agreed that the next meeting would be held on Thursday 24th June 2021 at the URC Church Hall

The meeting was closed at 19.54 hours