

STOWUPLAND PARISH COUNCIL

Minutes of the Finance and Policy Meeting held on 28th April 2022

Present: Cllrs, Laura Beeson, John Hayward, Laura Johnson (Chair), Claire Pizzey (Clerk)

1. Apologies for Absence

Apologies for absence were received from Cllr R Studd.

The Councillors agreed the absence

2. Declarations of Interest

There were no Councillors' Declarations of Local Non-Pecuniary Interests in subsequent agenda items.

3. Dispensations

No requests for dispensations were received.

4. Minutes

All Councillor's confirmed receipt of the minutes. Cllr Hayward proposed to accept the minutes of 20 January 2022 as a true record of the meeting and decisions made. Seconded by Cllr Beeson with all in favour the Chairman signed and dated all pages.

5. Matters of Report

Allotment Policy: No further update

Bank Signatories: Mandate change form has been completed

Additional Bank Account: Cllr Beeson reported that HSBC are not going to allow Parish Councils to open accounts. It was agreed that we would review it 6 months.

6. Public Forum

Nothing to report.

7. Budget Review Quarter 3

Councillors reviewed and approved the 3rd Quarter budget to actual accounts. No comments were made.

Stowupland Parish Council

Budget 2021-22

Receipts	Budget 2020-21	31.12.21
Allotment income	£ 1,984.00	£ 2,003.06
Cemetery Reserve		£ 825.00
CIL		£ 299,610.42
Donation		£ 300.00
Community Events		
Footpaths (Rights of way surface cutting)	£ 791.00	£ 395.78
MSDC Grant	£ 870.00	£ 1,570.00
Interest		£ 0.54
Misc.		£ 452.02
Precept	£ 39,832.00	£ 39,832.00
Street Cleaning	£ 3,174	£ 1,621.62
VAT		£ 6,550.97
Total income	£ 46,651.00	£ 353,161.41

Payments	Budget 2020-21	31.12.21
Allotments	£ 1,383.75	£ 1,448.33
Audit costs	£ 512.50	£ 400.00
Bio-Diversity & Wildlife		£ 444.42
Cemetery & Churchyard Maintenance	£ 1,025.00	£ 1,047.50
Cemetery - Expenses	£ 922.50	£ 682.53
Cemetery - Reserve expenditure		£ 4,160.00
CIL		£ 30,757.58
Clerk - salary	£ 13,837.50	£ 9,644.65
Clerk - expenses	£ 768.75	£ 764.45
Community Events		£ 624.50
Depreciation & replacement of Assets expenditure		£ 1,955.76
Depreciation & replacement of Assets Reserve	£ 512.50	
Donations	£ 300.00	£ 25.00
Environment Reserve	£ 1,800.00	
Footpaths (Rights of way surface cutting)	£ 973.75	£ 375.00
Footpaths ditches and tree surgery	£ 1,025.00	
General Village Maintenance	£ 1,025.00	£ 150.00
General Village Maintenance 2020-21		£ 1,360.00
Grant	£ 3,000.00	£ 3,000.00
Grass cutting	£ 5,830.00	£ 4,725.00
Hall hire	£ 615.00	£ 144.00
Insurance	£ 2,182.09	£ 1,206.27
Misc	£ 512.50	£ 725.50
Play park	£ 512.50	£ 678.27
PlayPark Reserve		£ 935.00
Professional Fees		£ 500.00
Speed Watch Reserve		£ 178.50
Street Cleaning - emptying & consumables	£ 700.00	£ 578.79
Street Cleaning - salary	£ 3,210.30	£ 3,180.28
Street Lighting - maintenance & power	£ 3,075.00	
Subscriptions	£ 922.50	£ 1,038.85
Training	£ 205.00	£ 62.50
Trim Trail Reserve		£ 165.00
Website - Hosting and Domain	£ 500.00	£ 100.00
VAT		£ 6,681.08
Sub-Total	£ 45,351	£ 77,738.76

8. Reserves Quarter 3

Councillors reviewed and approved the 3rd Quarter reserves and no comments were made.

Stowupland Parish Council Reserves 31.12.21				
	Balance at 31.3.21	Receipts 31.12.21	Payments 31.12.21	31.12.21
Allotment Reserve		£ 2,003.06	£ 1,448.33	£ 554.73
Bio-Diversity & Wildlife Reserve		£ 700.00	£ 444.42	£ 255.58
Cemetery Reserve	£ 7,477.79	£ 825.00	£ 4,160.00	£ 4,142.79
CIL - separate document	£ 122,345.69	£ 299,610.42	£ 30,757.58	£ 391,198.53
Community Projects	£ 1,850.00			£ 1,850.00
Community Events	£ 7,276.95	£ 624.50	£ 624.50	£ 7,276.95
Community Speed Watch	£ 543.20		£ 178.50	£ 364.70
Depreciation, replacement and purchase of assets	£ 28,931.87	£ 512.50	£ 1,955.76	£ 27,488.61
Election	£ 1,661.72			£ 1,661.72
Environment Project (The Green)	£ 552.10	£ 1,800.00		£ 2,352.10
General Reserve	£ 2,363.78	£ 46,910.43	£ 35,709.67	£ 13,564.54
Playpark	£ 3,775.00		£ 935.00	£ 2,840.00
Sandbag Removal		£ 800.00		£ 800.00
Strategic reserves	£ 4,000.00			£ 4,000.00
Trim Trail Project	£ 3,300.00		£ 165.00	£ 3,135.00
Village Maintenance reserve 2020-21	£ 1,465.00		£ 1,360.00	£ 105.00
	£ 185,543.10	£ 353,785.91	£ 77,738.76	£ 461,590.25

9. Bank Reconciliation Quarter 3

Councillors noted the Bank reconciliation to 31.12.21 and the Clerk confirmed that Cllr Studd had signed this off prior to the meeting. It was agreed to transfer money from the current account into the deposit account.

Stowupland Parish Council Bank Reconciliation at end of March 2022

31.12.21

Barclays Current - 20850365	£ 369,667.04
Barclays Deposit - 00099082	£ 440.13
Barclays Comm Events - 50035440	£ 10,347.54
Nationwide - 90133848	£ 81,135.54
Plus Uncleared Deposits	
Less Unpresented Cheques	
	£ 461,590.25
Balance as per books	
Balance at 01.04.21	£ 185,543.10
Receipts	£ 353,785.91
Payments	£ 77,738.76
	£ 461,590.25

10. Policies and Procedure Review

Councillors received the policies and procedures review document and agreed members to review ready for the April meeting.

11. 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 2021-22 internal audit but had given notice that this would be his last year. Cllr Johnson made a recommendation that the Clerk purchases a £200 voucher as payment to Jon Wray for undertaking the 2021-22 audit. Cllr Hayward seconded and all were in favour.

12. Any other business

None

13. Date of next meeting

To note the date of the next meeting 28th April 2022

The meeting was closed at 19.47 hours