

STOWUPLAND PARISH COUNCIL

Minutes of the Finance and Policy Meeting held on 29 July 2021

Present: Cllrs Laura Beeson, Philip Deal, John Hayward, Laura Johnson (Chair), Ray Studd and Claire Pizzey (Clerk)

1. Apologies for Absence

Apologies were given by Phil Deal.

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 Studd proposed to accept the minutes of April 22nd 2021 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

The Clerk reported that an Allotment Policy had yet to be written.

6. Public Forum

None.

7. Internal Audit

Councillors reviewed the report prepared by the Internal Auditor and noted the recommendations made:

- a) I would suggest that council members be given uniform guidance on how to complete the online Register of Member's Interests, and that the responsible officer makes an annual inspection of the information on the register. It was agreed that the Clerk contacts MSDC to request guidance on completing the online Register of Members Interests and that members are asked to check the information in January ready for the February meeting.
- b) Inclusion of the cash book voucher number against each item on the schedule of payments presented to the signatory authorised to approve payments (purely to make it easier for me to cross reference the entry). It was agreed that the Clerk trials this for 3 months and it is reviewed at the September meeting.

8. Financial Regulations

Councillors reviewed and approved the amendments to the Financial Regulations for submission to the Full Council:

Note: F02-21 | CHANGES TO PUBLIC PROCUREMENT THRESHOLDS With the departure of the UK from the European Union, the thresholds under Public Procurement Regulations are no longer expressed as the Sterling equivalent of Euros. They are now expressed only in Sterling, and the values have been revised. Footnote 3 to Regulation 11.1.c on page 14 of the Model Financial Regulations requires updating as follows: Thresholds currently applicable are: a) For public supply and public service contracts 209,000 Euros (£189,330) b) For public works contracts 5,225,000 Euros (£4,733,252) These new thresholds are applicable from 1st January 2020. Thresholds previously applicable were: a) For public supply and public service contracts 209,000 Euros (£181,302) b) For public works contracts 5,225,000 Euros (£4,551,413).

Cllr Studd proposed and Cllr Beeson seconded with all in favour.

9. Internal Control

Councillors reviewed and approved the following document for submission to the Full Council:

- a) Amended Internal Control Statement

Cllr Sudd proposed and Cllr Hayward seconded with all in favour.

10. Parish Council Accounts

Councillors reviewed and approved the following documents;

- a) 1st Quarter budget to actual accounts - No comments were made

Budget 2021-22

Receipts	Budget 2020-21	30.06.21	Variance
Allotment income	£ 1,984.00	£ 34.73	(1,949)
Cemetery Reserve		£ 325.00	325
CIL		£80,511.78	80,512
Community Events			0
Footpaths (Rights of way surface cutting)	£ 791.00		(791)
MSDC Grant	£ 870.00	£ 870.00	0
Interest			0
Misc.			0
Precept	£ 39,832.00	£19,916.00	(19,916)
Street Cleaning	£ 3,174		(3,174)
VAT			0

Total income	£ 46,651.00	£101,657.51	55,007
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Payments	Budget 2020-21	30.06.21	Variance
Allotments	£ 1,383.75	£ 673.33	710
Audit costs	£ 512.50		513
Cemetery & Churchyard Maintenance	£ 1,025.00	£ 110.00	915
Cemetery - Expenses	£ 922.50	£ 207.35	715
Cemetery - Reserve expenditure			0
CIL		£ 5,668.00	(5,668)
Clerk - salary	£ 13,837.50	£ 3,204.82	10,633
Clerk - expenses	£ 768.75	£ 219.21	550
Community Events			0
Depreciation & replacement of Assets expenditure		£ 621.02	(621)
Depreciation & replacement of Assets Reserve	£ 512.50		513
Donations	£ 300.00		300
Environment Reserve	£ 1,800.00		
Footpaths (Rights of way surface cutting)	£ 973.75		974
Footpaths ditches and tree surgery	£ 1,025.00		1,025
General Village Maintenance	£ 1,025.00		1,025
General Village Maintenance 2020-21		£ 1,165.00	
Grant	£ 3,000.00	£ 1,500.00	1,500
Grass cutting	£ 5,830.00	£ 945.00	4,885
Hall hire	£ 615.00	£ 27.00	588
Insurance	£ 2,182.09		2,182
Misc	£ 512.50	£ 231.66	281
Play park	£ 512.50	£ 402.73	110
PlayPark Reserve		£ 660.00	
Street Cleaning - emptying & consumables	£ 700.00	£ 564.34	136
Street Cleaning - salary	£ 3,210.30	£ 807.61	2,403
Street Lighting - maintenance & power	£ 3,075.00		3,075
Subscriptions	£ 922.50	£ 899.75	23
Training	£ 205.00	£	205
Trim Trail Reserve		£ 165.00	
Website - Hosting and Domain	£ 500.00		500
VAT		£ 1,195.97	(1,196)
Sub-Total	£ 45,351	£ 19,267.79	26,083

b) 1st Quarter Reserves - No comments were made

	Balance at 31.3.21	Receipts 30.06.21	Payments 30.06.21	30.06.21
Cemetery Reserve	£ 7,477.79	£ 325.00		£ 7,802.79

CIL - separate document	£ 122,345.69	£ 80,511.78	£ 5,668.00	£197,189.47
Community Projects	£ 1,850.00			£ 1,850.00
Community Events	£ 7,276.95			£ 7,276.95
Community Speed Watch	£ 543.20			£ 543.20
Depreciation, replacement and purchase of assets	£ 28,931.87	£ 512.50	£ 621.02	£ 28,823.35
Election	£ 1,661.72			£ 1,661.72
Environment Project (The Green)	£ 552.10	£ 1,800.00		£ 2,352.10
General Reserve	£ 2,363.78	£ 18,508.50	£ 10,988.77	£ 9,883.51
Playpark	£ 3,775.00		£ 660.00	£ 3,115.00
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		£ 1,165.00	£ 300.00
	£ 185,543.10	£ 101,657.78	£ 19,267.79	£267,933.09

- c) 1st Quarter Bank reconciliation - It was agreed that the Clerk looks into a second business account with TSB, Halifax and HSBC for discussion at the September meeting

Stowupland Parish Council Bank Reconciliation at end of March 2022

30.06.21

Barclays Current - 20850365	£ 176,010.15
Barclays Deposit - 00099082	£ 440.12
Barclays Comm Events - 50035440	£ 10,347.28
Nationwide - 90133848	£ 81,135.54
Plus Uncleared Deposits	
Less Unpresented Cheques	
	<u>£ 267,933.09</u>
Balance as per books	
Balance at 01.04.21	£ 185,543.10
Receipts	£ 101,657.78
Payments	<u>£ 19,267.79</u>
	<u>£ 267,933.09</u>

11. PIIP

Councillors reviewed and approved the following documents for submission to the Full Council:

- a) Updated Parish Infrastructure Improvement Plan (PIIP)

Cllr Studd proposed and Cllr Hayward seconded with all in favour.

12. Insurance Renewals

The Clerk reported that she had received two out of the three quotes requested. After reviewing the documents it was agreed that the Parish Council accepts the insurance quote from BHIB with Aviva for £1,161.25 from 1st October 2021.

Cllr Studd Proposed and Cllr Johnson seconded with all in favour.

13. Any other business

The Clerk reported that Keith Welham was still on the Parish Council signatories. It was agreed that Cllr Beeson is added to the account.

- 14. Date of next meeting:** It was agreed that the next meeting would be held on Thursday 23rd September at 7.30pm 2021 at the URC Church Hall.

The meeting was closed at 20.01 hours