

STOWUPLAND PARISH COUNCIL

Minutes of the Finance and Policy Meeting held on 9 December 2021

Present: Cllrs, Laura Beeson, John Hayward, Laura Johnson (Chair), Sally Reeves, Claire Pizzey (Clerk) and 5 member of the public.

1. Apologies for Absence

Apologies were received from Ray Studd.

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 September 23rd 2021 as a true record of the meeting and decisions made.

Seconded by The Chairman with all in favour the Chairman signed and dated all pages.

5. Matters of report

- Allotment Policy: No update.
- Barclays signatories: Mandate change form has been requested and in process of being completed.
- TSB: The Clerk reported that upon starting the application for the additional Bank Account TSB advised that they no longer offered this service to Parish Councils. Cllr Beeson offered to investigate with HSBC.

6. Public Forum

It was agreed that the members of public could speak at item 16.

7. Financial Risk Assessment 2021-22

Councillors reviewed and approved the following document for submission to the Full Council. Risk Assessment and Management (Financial) risk assessment for the period 1 April 2021 – 31 March 2022. Cllr Beeson recommended and Cllr Hayward seconded and all were in favour.

8. Budget Review Quarter 2

Councillors reviewed and approved the 2nd Quarter budget to actual accounts - No comments were made.

9. Reserves Quarter 2

Councillors reviewed and approved the 2nd Quarter Reserves. The Clerk advised that she had added a reserve line for Allotments to enable this to be run in the same way as the Cemetery. No other comments were made.

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	Balance at 31.3.21	Receipts 30.09.21	Payments 30.09.21	30.09.21
Allotment Reserve		£ 34.73	£ 798.33	-£ 763.60
Cemetery Reserve	£ 7,477.79	£ 700.00		£ 8,177.79
CIL - separate document	£ 122,345.69	£ 80,811.78	£ 25,584.49	£ 77,572.98
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	£ 1,717.01	£ 27,727.36
Election	£ 1,661.72			£ 1,661.72
Environment Project (The Green)	£ 552.10	£ 1,800.00		£ 2,352.10
General Reserve	£ 2,363.78	£ 40,159.13	£ 25,820.65	£ 16,702.26
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	£ 124,818.14	£ 56,380.48	£ 253,980.76

10. Bank Reconciliation Quarter 2

Councillors noted the Bank reconciliation to 30.09.21 and the Clerk confirmed that Cllr Studd had signed this off prior to the meeting.

30.09.21

Barclays Current - 20850365	£ 162,057.56
Barclays Deposit - 00099082	£ 440.13
Barclays Comm Events - 50035440	£ 10,347.54
Nationwide - 90133848	£ 81,135.54
Plus Uncleared Deposits	
Less Unpresented Cheques	
	<u>£ 253,980.77</u>

Balance as per books

Balance at 01.04.21	£ 185,543.10
Receipts	£ 124,818.15
Payments	£ 56,380.48
	<u>£ 253,980.77</u>

11. Direct Debit Mandate

Councillors confirmed the continuation of the direct debit payment to Anglian Water (various values) and the Standing Order to Stowmarket Church £1,300.

12. Donation

Cllr Hayward recommended that the Parish Council makes a donation of £300.00 to the Stowmarket Citizens Advice. Cllr Beeson seconded and all were in favour.

13. Village Hall Committee request for funding

Councillors agreed that the Village Hall Committee should complete CIL application for the funding of £1,200.

14. PIIP

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

New Project for approval

Project	Timescale	Addition Information
URC Meeting Room Air-Conditioning	2022	Recommend up to max £2,000 from CIL (Request was for £2990.42)

Outstanding agreed Projects with no agreed Budget

Project	Timescale	Addition Information
Land for cemetery extension or a new cemetery	Unknown	There is sufficient land for burials for about 10 years
Works to Mill Cottages Access on Thorney Green	2022	To protect The Green from damage caused by vehicles
Trim Trail	2022/2024	Final route still to be agreed
Footpath improvements	Unknown	Removal of styles replace with gates. Subject to details and feasibility
Wildflower and wildlife areas	2022 onwards	Areas to be identified.

Village Hall/Community and Sports Facilities – Extension and upgrading or replacement	Unknown	Feasibility study to be carried out to consider options
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Cllr Beeston recommended that the Parish Council accepts the amendments to the PIIP. Cllr Hayward seconded with all in favour.

15. Budget requests 2022-23

Councillors considered the budget requests from:

- a) Allotment Officer - £500: Cllr Reeves recommended that the Parish Council accept the budget of £500 for the allotments. Cllr Hayward seconded with all in favour.
- b) Biodiversity & Wildlife Working Group - £900: Cllr Reeves recommended that the Parish Council amends the budget to £600 as a scarifier has been donated to the working group by Taylor Wimpey and the clearance of the Retreat pond is included in the Environment reserve. Cllr Hayward seconded with all in favour.
Cllr Hayward
- c) Churchyard & Cemetery Officer: Not required
- d) Environment and The Green Sub-Committee: Cllr Beeson recommended that the Parish Council accepts the budget of £1,800. Cllr Reeves seconded with all in favour.
- e) Play Park Officer - £500: – Cllr Reeves – Cllr Hayward.

16. Grant applications:

A representative from Telstar spoke to the members of the committee and the Councillors discussed the grant request of £4,365.00. Cllr Reeves recommended that the Parish Council offers a grant of £3,750 to Telstar for 2022-23. Cllr Hayward seconded with all in favour.

17. Budget for 2022-23

The Clerk reported that **Indicative** Tax Base figures had been received from MSDC. They have confirmed that although they do not anticipate any significant changes they will confirm the **Final** Tax Base early January 2022. It was agreed in light of all the recommendations made at the meeting the committee would defer looking at the draft budget for 2022-23 until the final tax base figures are released and the recommendations agreed at full council.

18. Any other business

Nothing to report.

19. Date of next meeting:

A meeting in January to be confirmed.

The meeting was closed at 20.10 hours