

**Kedington Parish Council**  
**FINANCE COMMITTEE – 09 March 2021**

**Present:** Councillor Ann Naylor (Chair of Kedington Parish Council)  
 Councillor Stella Wilsher (Vice-Chair of Kedington Parish Council)  
 Councillor James Stranger  
 Councillor Terry Wheeler  
 One vacancy for Finance Committee

**In attendance:** Ms Marion Farrant (Clerk)

Meeting held under Regulation 6 of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings (England and Wales) Regulations 2020.

**1 Election of Chair**

Councillor Naylor proposed Councillor Wheeler. Councillor Wheeler said as he was resigning from the Parish Council on 30 April 2021 it would not be beneficial to take the Chair. Councillor Wheeler stated in the past it was normally the Vice-Chair of the Parish Council for sat as Finance Committee Chair and proposed Councillor Wilsher; proposal seconded by Councillor Naylor and unanimously agreed. Councillor Wilsher requested as she had neither chaired a meeting before nor been on the Finance Committee, that Councillor Wheeler chaired this meeting; all in agreement with this.

**2 Welcome and Apologies**

The Chairman welcomed everyone present. There were no apologies for absence. Councillor Stranger pointed out to those present that 1.16 of the Financial Regulations states a minimum of three other Councillors should be on the Finance Committee as well as the Chair and Vice-Chair of the Parish Council. It was agreed this matter should be placed on the agenda for next week's Parish Council meeting.

**3 To receive members' Declarations of Interest on agenda items in accordance with the revised Suffolk Code of Conduct (and section 106 of the LGFA 1992) and to receive any member's requests for Dispensations**  
 None.

**4 To agree as a true record the minutes of the Finance Committee meeting held on Tuesday 11 February 2020 and give the Chair delegated authority to sign the minutes outside the meeting**

As Councillor Wheeler was the only person remaining on the Parish Council since this meeting over a year ago, it was agreed that if Councillor Wheeler put the minutes forward as a true record, they would be agreed by all present. Councillor Wheeler stated they were a true record and proposed the minutes as such; this was seconded by Councillor Naylor and unanimously agreed by all present; further agreement to give the Chair of Finance Committee delegated authority to sign the minutes outside the meeting was also resolved.

ACTION

<b>5</b>	<b>Financial Statements: Receive budget statements and any other financial reports; consider action:</b>	
<b>5.1</b>	<b>Receive budget statement effective 28 February 2021:</b> The financial position at 28 February 2021 is satisfactory with £65,640.89 of the budget spent (82.06%), leaving a balance of £18,429.11. Additionally, £67,510.79 is held in Reserves.	Annexes 1 – 4
<b>5.2</b>	<b>Receive statement for expenditure of Grants and Donations 2020/2021:</b> Statement for expenditure of Grants and Donations 2020/2021 is attached to these minutes as Annex 5.	Annex 5
<b>5.3</b>	<b>Approve routine payments for financial year 2021/2022:</b> Routine payments for the financial year commencing on 01 April 2021 were agreed under a resolution put forward by Councillor Wheeler and seconded by Councillor Wilsher. There were no other resolutions; unanimously agreed. Routine payments list is attached to these minutes as Annex 6.	Annex 6
<b>5.4</b>	<b>Receive statement of outstanding payments (possible accruals / commitments for 2021 / 2022:</b> Statement of outstanding payments (possible accruals / commitments was received and is attached to these minutes as Annex 7.-	Annex 7
<b>5.5</b>	<b>Receive Non-Domestic Rate Demand for 2021/2022:</b> Not yet received from West Suffolk Council	
<b>5.6</b>	<b>Review level of fidelity guarantee insurance cover for financial year 2021/2022:</b> Level of fidelity guarantee insurance cover reviewed. Taking into account precept for 2021/2022 and reserves carried forward, a resolution was put forward by Councillor Wilsher and seconded by Councillor Wheeler that the fidelity guarantee for 2021/2022 should remain at £150,000.00. There were no other resolutions; unanimously agreed.	
<b>5.7</b>	<b>Agree bank transfer of £5,000.00 from deposit account to current account:</b> A resolution was put forward by Councillor Naylor and seconded by Councillor Stranger to sanction a transfer of £5,000.00 from Bank of Ireland UK deposit account to Nat West Bank plc current be agreed. There were no other resolutions; unanimously agreed.	
<b>6</b>	<b>Agree appointment of Internal Auditor</b> The Clerk updated members following this matter being discussed at the Parish Council meeting held on 16 February 2021. The Clerk contacted Thurston Parish Council (as requested) and the Clerk to the Council informed that she only carries out Internal Audits on a personal basis outside of Suffolk as she is contracted to carry out Internal Audits for those in Suffolk on behalf of SALC. The Clerk reported she had looked at the cost of SALC carrying out the Internal Audit and this was £286.00 plus vat and carried out electronically. The Clerk recommended that as this would be her last Internal Audit, it would be beneficial to use Mr Trevor Brown CPFA for this year and then perhaps look at other avenues next year. A resolution was put forward by Councillor Stranger and seconded by Councillor Wheeler that Mr Trevor Brown CPFA should be appointed again to carry out the Internal Audit for Kedington Parish Council for the financial year 2020/2021. There were no other resolutions; unanimously agreed.	

**7 Review and agree effectiveness of Internal Control / Management of Risk and Internal Audit in accordance with The Accounts and Audit (England) Regulations 2015/234**

Councillors had received this document together with a separate Statement of Internal Control and Financial Management of Risk. Councillor Naylor asked for a couple of additions to the Financial Management of Risk. A resolution was put forward by Councillor Wheeler and seconded by Councillor Naylor that recommendation should be put to full Parish Council to ratify these documents. There were no other resolutions; unanimously agreed.

**8 Clerk's Report**

Clerk read out a letter received from the Parish Council Accountant. The letter informed the Parish Council that the Accountant no longer wished to continue with her role in the new financial year. However, the Accountant offered to stay until the end of May 2021 to assist with both the Internal and External Audits.

**8.1 Discuss and agree action on Clerk's Report and correspondence received:**

It was agreed that the resignation of the Accountant should be discussed at full Parish Council and Councillor Stranger requested perhaps this role could be advertised at the same time as the vacancy for a new Parish Clerk. A resolution was put forward by Councillor Naylor and seconded by Councillor Stranger that the Accountant be asked to continue until the end of May 2021 and the Parish Council would pay her accordingly. There were no other resolutions; unanimously agreed.

**Street Furniture**

**9**

**Street Furniture Condition Report:**

**9.1** Deferred to full KPC meeting next week.

**Any other Street Furniture matters:**

**9.2** Warning sign regarding "look both ways" when exiting Old School Field (via The Cut) onto Mill Road should be delivered by the end of the week.

**Grounds Maintenance**

**10**

**Any other grounds maintenance matters:**

**10.1** A resolution was put forward by Councillor Naylor and seconded by Councillor Stranger that Pest Control Services should have their contract renewed for 2021/2022 to control the spread of moles within the Parish. There were no other resolutions' unanimously agreed. **Open Spaces Act 1906, ss 9 and 10**

Clerk reported that the bridge across the River Stour in Silver Street Park was very muddy and in need of jet washing. A resolution was put forward by Councillor Wilsher and seconded by Councillor Stranger that Mortimer Contracts Ltd should be asked to carry out this work when they deep clean the Youth Shelter. There were no other nominations; unanimously agreed. **Open Spaces Act 1906, ss 9 and 10**

Clerk read out a letter from Thurlow Estate giving permission for a memorial tree to be planted along The Cut in memory of a village resident. The letter stated that the Parish Council would need to take on responsibility for maintenance of the tree. A resolution was put forward by Councillor Naylor and seconded by Councillor Wheeler that the Parish Council agree to this. There were no other resolutions; unanimously agreed

**Play Equipment**

- 11 **Receive Monthly Play Equipment Inspection Report; agree action:**  
 11.1 Play Inspection Report received for February 2021; all defects reported are in hand for repair.

A resolution was put forward by Councillor Stranger and seconded by Councillor Wheeler that Mortimer Contracts Ltd should be asked to jet wash the surface in the junior play area to get rid of the moss. There were no other resolutions; unanimously agreed. **Public Health Act 1875, s164 / Local Government (Miscellaneous Provisions) Act 1976, s19**

- 12 **Outstanding estimates awaited or work ordered (updates, if any)**  
 None.

**Grants**

- 13 **Uptake:**

13.1 None.

- 13.2 **Applications:**

None.

- 14 **New business (receive any items of new business for discussion only)**  
 Councillor Naylor requested the Clerk find out how much money is available to Kedington Parish Council from s106 monies held by West Suffolk Council (this would not include the s106 agreement for land at Hall Road/Mill Road).

MF

**Payments**

- 15 **Ratify payments made since last meeting:**  
 15.1 None.

- 15.2 **New payments: Sign cheques for supplier payments as at 28 February 2021:**

Twelve payments totalling £4,338.04 for Supplier Payments as at 28 February 2021 approved on 09 March 2021. A resolution was put forward by Councillor Wheeler and seconded by Councillor Wilsher that delegated authority should be given for cheques to be signed outside the meeting. There were no other resolutions; unanimously agreed.

The next meeting of the Finance Committee will be on **Tuesday, 13 April 2021** at 7.30 p.m. held by Zoom platform.

The meeting closed at 9.00 p.m.

**Signed..... Date .....**