

FC Minutes 267

**Kedington Parish Council
FINANCE COMMITTEE – 12th October 2021**

Present: Councillor Stella Wilsher (Chair of Finance Committee)
Councillor Ann Naylor
Councillor Terence Wheeler
One vacancy for Finance Committee

In attendance: Mr John Boxall (Clerk)

1 Welcome and Apologies

The Chairman welcomed everyone present.

2 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.

3 To agree as a true record the minutes of the Finance Committee meeting held on Tuesday 14th September 2021

A resolution was put forward by Cllr Naylor and seconded by Cllr Wheeler to agree the minutes of the meeting as a true record. There were no other resolutions; unanimously agreed. Cllr Wilsher duly signed the minutes.

4 Financial Statements: Receive budget statements and any other financial reports; consider action:

4.1 Receive budget statements effective 30th September 2021

Cllr Wheeler queried items 14, 15, 16 and 17 on the Net Position by Cost Centre and Code list dated 4th October 2021.

It was agreed that items 14, 16 and 17 (New Office Equipment, Website and Zoom) are showing as overspent but that's because they weren't accounted for in the Precept. It was agreed that new budget headings be put onto Scribe for them.

Item 15 (Office Costs) showing as £10.38 overspent, to be investigated.

All Cllrs in agreement with the budget statements.

Discussion around having a meeting to discuss the Precept application in November after the Parish Council meeting on the 16th. To be made up of the Finance Committee and any other Councillors, on a date to be decided.

4.2 VAT quarterly refund claim submitted 7th October 2021

Clerk advised the claim was for £1,011.04 for the period 1st July to 30th September 2021.

4.3 PAYE quarterly payment to be paid on or after 12th October 2021.

Clerk advised this will be done when he's next at work.

4.4 Confirm payment of £50 to Royal British Legion for Hall hire on 9th October 2021 regarding Women's Tour of Britain is to come from the Locality Budget funding.

Confirmed by Cllr Naylor.

4.5 Asset Register

Cllr Naylor stated that, according to SALC, our Asset Register should be published on our website. However, when she was adding the values to Scribe, our accounting system, there were discrepancies in the total valuations. As a result, Cllr Naylor discovered that our current Asset Register incorrectly includes VAT and/or delivery and/or installation costs in valuations. Hence the Asset Register is overvalued. Cllr Naylor has been in contact with SALC and we now need to go through our invoices and correctly record the valuations on the Asset Register. Cllr Naylor proposed that the Clerk be paid extra hours at his normal hourly rate to spend time doing this as it is likely to be a lengthy job that

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can't be done within his normal working hours. Seconded by Cllr Wheeler. No other resolutions, unanimously agreed.

It was agreed this could also have an impact on our insurance premium.

Cllr Naylor advised that the Parish Council Office building has been given a rebuild valuation by a local Estate Agency of £50,000. However, the building itself may be valueless as the Parish Council don't own the land on which it was built. Clerk advised that he has found a letter that was created on the 7th October 2008 from the Kedington Community Association to the then Clerk. This letter states that the Kedington Community Association will lease the space for a new office extension for a peppercorn rent of £1 per year for 50 years. It is not known if any payments have been made. Cllr Wilsher said we should therefore value the Office at £50,000 as it is a leasehold property.

It was agreed that the Clerk should make enquiries with Steve Brown of the Kedington Community Association, the author of the letter, to establish if any peppercorn rent payments have been made.

Clerk

It was also unanimously agreed that the Parish Council should pay the annual peppercorn rent, backdated to October 2008.

Clerk

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

5.1 Brackets for Speed Indicator Device

Clerk advised the brackets were ordered on the 7th October 2021 for £129.00.

5.2 Defibrillator

Clerk has advised Keith Jesson that Council has agreed that it would like a defibrillator installed at the butcher's shop on Westward Deals. Paul at the butchers is more than happy for this to happen and is aware it will need a separate fused power supply and will pay the pennies per year electricity charge. The Council also agreed to a donation of £2,500 for the defibrillator.

Clerk

Mr Jesson has replied saying he will make contact with Paul and get the process started. He also thanked the Parish Council for agreeing to make a donation of £2,500 in support of the CPAD project.

5.3 Goal for Meadow installation date and ratify £260 for same to be paid from earmarked recreation reserves.

Ross Van de Zande has confirmed he will install the goal in the first week of November. He suggested not yet attaching the net until the spring so that we avoid getting lots of leaves falling on the net. All Cllrs present disagreed with this and want the net attached at the same time. Cllr Naylor proposed paying £260 as above. Seconded by Cllr Wilsher. No other resolutions, unanimously agreed.

Clerk

5.4 Closure of Bank Of Ireland account

Clerk advised that the balance of £85,227.59 held in the Bank Of Ireland has now been paid by cheque into the NatWest account. The NatWest account balance now stands at £114,678.82. Viewed by all Councillors on the App on the Clerk's mobile phone. Clerk will make contact with the Bank Of Ireland to formally close the account. Clerk will also make relevant transfers and payments to ensure the reserves balance remains in the NatWest account and the precept balance is held in the new Barclays account. Agreed by all Cllrs present.

Clerk

Clerk

5.5 Picnic benches, yellow gate and cross-scales on Old School Field

Clerk advised that this work was completed during the week commencing 20th September 2021.

5.6 Resignation of School Crossing Supervisor

Cllr Wheeler stated that past School Crossing Supervisors have not been given any gratuity upon leaving by the Parish Council. Cllr Naylor will make enquiries with SALC with regards to this.

5.7 Dropbox upgrade

Clerk advised that our free 2GB Dropbox document storage facility is full and no more new or amended documents can be stored on it. The next step in the process is to upgrade to the next step that is 2000GB of storage at £95.88 for a year or £9.99 per month. However, this can only be paid for by card or PayPal and the Parish Council has neither of these facilities. Clerk is happy to make the payment from his personal account and claim the money back. Cllr Naylor proposed the Clerk purchase this upgrade at £95.88 for a year and claim the money back. Seconded by Cllr Wheeler. No other resolutions, unanimously agreed.

Clerk

5.8 Cable ties for Old School Field goal nets

Clerk has purchased cable ties at a cost of £6.27 from his personal account. Cllr Naylor proposed reimbursing Clerk from Council funds. Seconded by Cllr Wheeler. No other resolutions, unanimously agreed.

Clerk

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Street Furniture: Any other street furniture matters

- 6.1 Damage to Calford Green and 30mph sign
Clerk confirmed the sign has been repaired.

Grounds Maintenance: Any other grounds maintenance matters

- 7.1 Weeding in Silver Street Park
Cllr Naylor raised the issue of weeding needing to be done and suggested asking the Village Cleaner if he wanted to do an extra hour each week to do weeding. Cllr Wilsher mentioned her gardener Ken might be interested and it was agreed she will ask him first.

Play Equipment

- 8.1 Receive Monthly Play Equipment Inspection Report; agree action
Clerk advised that as item 5.5 above, Mortimer Contracts have completed the work on Old School Field and have been paid the previously agreed £948.00. No other action required.

Outstanding estimates awaited or work ordered

- 9.1 Cutting Old School Field hedge
Clerk advised this work will be done this month by MD Landscapes.
- 9.2 Cutting/trimming the river area along the Cut, in Waterfield Meadow and Silver Street Park
Clerk advised this work will also be done this month by MD Landscapes.
- 9.3 Cutting hedge (Dogwood) on Mill Road between the junction of Risbridge Drive and the wooden pedestrian bridge.
Clerk advised that MD Landscapes have quoted around £50 to cut this hedge. Cllr Wilsher proposed accepting this quote. Seconded by Cllr Wheeler. No other resolutions, unanimously agreed.
- 9.4 Grit bin, West End Lane
Clerk advised that Wayne Blackman has this repair in hand.

Grants

- 10.1 Uptake: None
- 10.2 Applications
- a. Suffolk Accident Rescue Service
Clerk read out an application for help with the running costs. Clerk advised that at the Finance Committee meeting on 6th October 2020 a grant of £250 was agreed. Cllr Wheeler proposed accepting this application. Seconded by Cllr Wilsher. No other resolutions, unanimously agreed.

Donations

- 11.1 Wreath for Remembrance Day
- 11.2 Poppy Appeal
Cllr Wheeler advised that the Poppy Appeal organisers are independent of the Royal British Legion branch. The Poppy Appeal organisers apply to Royal British Legion head office for a number of wreaths because they know how many organisations within the Parish want one, normally about 20. They get the wreaths for free on the assumption that a donation of £20 will be made for the wreath to the Poppy Appeal. As a Parish Council we have always supported it and always donated the £20 to get a wreath so that the Chair or a representative of the Council can lay it on Remembrance Sunday. Over and above that the Council decided to donate £50 to the Poppy Appeal.
Clerk advised that in 2018 the Council donated £100 total, in 2019 £75 total and in 2020 £250 total.
Cllr Naylor proposed donating £95 in total, £20 for the wreath and £75 for the donation. Seconded by Cllr Wilsher. No other resolutions, unanimously agreed

Payments

- 12.1 Ratify payments made since last meeting
- a. As item 4.1 above
- b. West Suffolk Council £1,300.14 on 4th October 2021 for dog bin emptying

Cllr
Wilsher

Clerk

ANNEX 1

Clerk

Clerk

c. MD Landscapes £1,126.08 on 7th October for grass cutting contract
All Cllrs in agreement to ratify payments.

12.2 New payments – ratify supplier payments as at 30th September 2021

a. As item 4.1 above

All Cllrs in agreement to ratify payments.

Cllr Wheeler suggested there be a summary of the accounts included in the meeting that the Finance Committee Chair can advise the Parish Council meeting of, along the lines of:-

- Total of last calendar month's payments
- Balance of precept remaining
- Percentage of budget spent

These details can be obtained from the Payments List and the Summary of Receipts and Payments (all Cost Centres and Codes)

This was agreed by all Cllrs present.

The meeting closed at 8.35 p.m.

Clerk

Signed.....Date.....9th November 2021.....

ANNEX 1



Suffolk Accident Rescue Service

Registered Charity 1168764

Unit 1B, Woolpit Business park, Windmill Avenue, Woolpit, Bury St Edmunds, IP30 9UP

Main Office: 01359 244186 - Email: admin@sars999.org.uk

28 September 2021

Via email

Ms M Farrant
Clerk to Kedington Parish Council
c/o NISA Village Stores
17 Silver Street
Kedington
HAVERHILL
CB9 7QG

Dear Ms Farrant

Further to your Council's kind donation last October, I should like to take this opportunity to bring your Parish Council up to date on the work of SARS and, to this end, I am attaching the latest report for the perusal of yourself and your Councillors.

As the accompanying report will illustrate, our charity continues to attend medical emergencies on a voluntary basis all around Suffolk and its boundaries. We rely entirely on voluntary donations to support our work, and we would like to make an appeal to the Council for a donation to help with our running costs over the next 12 months.

Our latest independently verified accounts have now been posted on the Charity Commission website where they can be downloaded, but we can send a hard copy on request.

You can also visit our website www.sars999.org.uk to gain a greater insight into Suffolk Accident Rescue Service and why we need your support.

As you can imagine, it remains a challenging environment here at SARS given the ongoing pandemic. We hope that your Parish Council can continue to help us maintain our life-saving service around Suffolk.

Yours sincerely

Sue Groom