

## FC Minutes 268

### Kedington Parish Council FINANCE COMMITTEE – 9<sup>th</sup> November 2021

**Present:** Councillor Stella Wilsher (Chair of Finance Committee)  
Councillor Ann Naylor  
Councillor Terence Wheeler  
Councillor Lynda Woodward

**In attendance:** Mr John Boxall (Clerk)

ACTION

#### 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

Cllrs Naylor and Woodward declared a non-pecuniary interest in item 10.2.b.

#### 3 To agree as a true record the minutes of the Finance Committee meeting held on Tuesday 12<sup>th</sup> October 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 31<sup>st</sup> October 2021

Cllr Wheeler highlighted that the word "variance" was used on the Summary of Receipts and Payments and might it not be better to use "balance". It was explained by the Clerk that this is automatically generated by Scribe and can't be changed.

Cllr Wheeler highlighted that the same document did not record a starting budget for the earmarked reserves and the general reserves. This should appear on the documents presented at this meeting.

All Cllrs in agreement with the budget statements.

Clerk

##### 4.2 PAYE quarterly payment of £1,384.52 paid on 15<sup>th</sup> October 2021

##### 4.3 Add Dazzle "n" Shine to regular payments list

Cllr Naylor proposed this addition, seconded by Cllr Wilsher. No other resolutions, unanimously agreed.

Clerk

##### 4.4 Scribe yearly payment

Cllr Naylor advised this is due to be paid in March 2022. It needs to be paid from this year's budget and it currently has no budget allocation.

Clerk advised that Scribe has its own cost code (number 11) but has no budget and will cost £468.00 + VAT that equals £561.60. Clerk advised that the allocation for it in this year's budget will need to be transferred from another cost code and suggested number 12 Accountancy and Audit that currently has a balance of £488.60. Clerk asked that Cllrs agree to transfer £468.00 from cost code 12 to cost code 11 to provide a budget to pay for Scribe in March 2022. Cllr Naylor proposed this action, seconded by Cllr Wilsher. No

Clerk

other resolutions, unanimously agreed. Clerk to ensure this is recorded in the notes field on the transfer of funds.

4.5 Dropbox upgrade

Clerk advised that on 28<sup>th</sup> October 2021 he paid £95.88 to upgrade Dropbox from the 2GB free package to the 2TB package as the 2GB was full and was not saving any more documents to Dropbox. Clerk created a new cost code number 50 for Dropbox and transferred £100 into it from cost code 15 Office Costs. Clerk to ensure this is recorded in the notes field on the transfer of funds.

Clerk

4.6 Add Dropbox yearly renewal to regular payments list  
All in favour of this.

Clerk

4.7 MD Landscapes payments and standing order

Clerk advised that over the course of the year we pay MD Landscapes roughly £1,100 per month for their three-year contract on receipt of their monthly invoice. Clerk asked for it to be agreed that this payment can be set up as a Standing Order from the account so that it's paid automatically each month as are Onecom and TalkTalk by Direct Debit. All in favour of this.

Clerk

Clerk advised that he has discovered after consulting with MD Landscapes that we have had no formal signed contract with them since April 2018. MD Landscapes have indicated they have the 2015 to 2018 contract, a copy of which they will post to the Clerk. Once received Clerk will review and produce a current contract for agreeing and signing by all.

Clerk

4.8 Barclays signatory

Cllr Woodward agreed to be a signatory to the Barclays account.

Clerk

4.9 Scribe read only access

Cllr Woodward agreed to be given read only access to Scribe. Cllr Wilsher proposed this action, seconded by Cllr Wheeler. No other resolutions, unanimously agreed.

Cllr Naylor

4.10 6-month review of Clerk

[REDACTED]

Clerk

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

5

5.1 Application for grant for Queen's Platinum Jubilee beacon and gas submitted to Cllr Roach on 29<sup>th</sup> October 2021

Clerk advised that on 29<sup>th</sup> October 2021 he emailed an application to Councillor Roach for a grant of £627.37 for the beacon and the gas. This is the net cost as the associated VAT will be claimed back at the end of the relevant financial quarter.

5.2 Defibrillator installation and training

Clerk advised that Mr Jesson has made enquiries and the footpath in front of the butchers is owned by Suffolk County Council. He has been in touch with them and they have issued a licence, free of charge, for the installation of the post that will hold the CPAD. This licence

can only be formally issued to the council of the area in which the installation is to be carried out, namely Kedington Parish Council. This requires the Clerk to complete an application form and return it to the street furniture department. Mr Jesson has part completed this form and sent it to the Clerk. Mr Jesson stated streetworks-qualified workers and supervisors are allowed to do the installation and the works be registered with Network Assurance to ensure there will be no damage to nearby underground services. He believes there may be a cost for this. As we have no such qualified workers he suggested the Clerk contacts Mr Colin Poole, the Haverhill Town Clerk, for further help and advice.

Clerk

Clerk has emailed Mr Poole asking if he knows of any such qualified workers that could install the post and if he has idea how much it might cost.

Mr Poole has replied that cost won't be known until it is known whether or not there are any utilities in the immediate proximity of the location and whether any carriageway closures are required. He further states they can carry out the works as they hold the qualifications, if needed. He states that the first step will be to obtain a map of utilities outside the butcher's shop and that County Councillor Roach may be able to help with this.

Councillor Roach has been asked about this and has replied that he has had a look on WS GIS map for utilities and there does not appear to be anything major outside the site. He will double check with Suffolk County Council to see if they agree. He doesn't think the pole for the defibrillator will need to be deep enough to hit anything underneath and that any contractor would have to be sure that they did their own due diligence.

Cllr Roach

With regards to training in the use of a defibrillator, Cllr Naylor stated there is a Youtube video that can help with how to use one. Cllr Wheeler stated the use of one was part of a general health issues session they had at the British Legion. He could find out who presented this and see if they could do some defibrillator training.

Cllr  
Wheeler

- 5.3 Closure of Bank Of Ireland account and transfer of funds from Nat West account to Barclays account  
Clerk advised that as per the attached document (ANNEX 1) all of the transfers have been made in the presence of Cllr Naylor.

ANNEX 1

- 5.4 Appointment of new Pedestrian Assistant  
Clerk advised that he and Cllr Naylor were due to meet with a lady who had expressed an interest in the position yesterday, Monday 8<sup>th</sup> November 2021. On Friday 5<sup>th</sup> November 2021 the Clerk had sent the lady a job description that he had put together in conjunction with the School Crossing Supervisor at Suffolk County Council. On Monday 8<sup>th</sup> morning the Clerk had an email from the lady withdrawing her interest in the position. He has asked the lady by email why she had changed her mind and awaits a reply. Clerk stated that the issue remains as to whether the Council continues to advertise the position and for how long bearing in mind the precept application has to be submitted by 25<sup>th</sup> January 2022. To be decided at next week's Parish Council meeting.

## Street Furniture: Any other street furniture matter

6

- 6.1 None

## Grounds Maintenance: Any other grounds maintenance matters

7

- 7.1 Weeding in Silver Street Park  
Cllr Wilsher has asked her gardener but he has declined. She suggested potentially trying to set up a volunteer group and will make enquiries into this. Cllr Naylor suggested paying someone to do it at the rate of about £10 per hour and will make enquiries regarding this.

## Play Equipment

8

- 8.1 Receive Monthly Play Equipment Inspection Report; agree action  
Clerk advised that all findings are in hand or dealt with. There is mention of some tape around the swing chains in Old School Field that needs removing. Clerk will do this.

Clerk

## Outstanding estimates awaited or work ordered

9

- 9.1 Cutting Old School Field hedge

- 9.2 Cutting/trimming the river area along the Cut, in Waterfield Meadow and Silver Street Park
- 9.3 Cutting hedge (Dogwood) on Mill Road between the junction of Risbridge Drive and the wooden pedestrian bridge  
Clerk advised that items 9.1, 9.2 and 9.3 are due to be completed next week.

- 9.4 Grit bin, West End Lane  
Clerk advised that Wayne Blackman will have hopefully completed this on Saturday just gone. Clerk will check this. Wayne has suggested a price of £50 on completion that all Cllrs were in agreement with.

Clerk

## Grants

10

- 10.1 Uptake  
a. Suffolk Accident Rescue Service, £250.00 paid on 1<sup>st</sup> November 2021

- 10.2 Applications  
a. Ketton Players  
Application for £452.64 inc VAT to replace the black curtains for the stage extension. Cllr Naylor proposed granting £450, seconded by Cllr Wheeler. No other resolutions, unanimously agreed.

Clerk

- b. Kedington Mothers and Toddlers  
Application for £150 to cover basic costs towards a Christmas Party for the children. Cllr Wheeler proposed granting £150, seconded by Cllr Wilsher. No other resolutions, unanimously agreed.

Clerk

- c. Headway Suffolk  
Clerk advised that Headway Suffolk is a local charity that offers rehabilitation, support and care to people with an acquired neurological condition including traumatic brain injury, stroke, dementia, MS or other neurological condition. They provide specialist rehabilitation, therapy and support services throughout Suffolk to help people rebuild their lives. They aim to improve daily living skills, cognitive ability, physical, emotional and behavioural well-being. Their goal is that people increase social engagement, live independently, gain employment and become active members of the local community. They have two rehab hubs in Ipswich and Bury St Edmunds and run 'satellite' hubs and dementia social support groups in community buildings and hospitals throughout Suffolk.  
Cllr Wheeler reminded that any grants should benefit the Parishioners. It was also noted that this application would have been sent out to many other organisations and that they are sponsored by many other organisations.  
Application rejected unanimously

Clerk

## Donations

11

- 11.1 Wreath for Remembrance Day and Poppy Appeal donation  
Clerk advised that this donation has been paid to the Poppy Appeal

## Payments

12

- 12.1 Ratify payments made since last meeting  
a. As item 4.1 above  
b. Suffolk Accident Rescue Service grant, £250.00 paid on 1<sup>st</sup> November 2021  
c. Poppy Appeal donation, £95.00 paid 4<sup>th</sup> November 2021  
d. Dazzle n Shine office cleaning, £15.00 paid 4<sup>th</sup> November 2021

Clerk advised that since the agenda was published on Thursday 4<sup>th</sup> November 2021 he has also paid £1,126.08 on Friday 5<sup>th</sup> November 2021 to MD Landscapes for the grass cutting contract.

- 12.2 New payments – ratify supplier payments as at 31<sup>st</sup> October 2021  
a. As item 4.1 above

- 12.3 Discuss the need for this agenda item


Clerk asked if the budget statements as above at item 4.1 could change from being effective as of the end of the preceding month, to being effective as of the date of the actual Finance Committee meeting, or as close as possible. This means that the Finance Committee would have the most up to date information as possible. Clerk suggested that it had previously been done by the end of the month because of the predominant use of cheques but could now be done the way he suggests because of the use of online banking and immediate payments and receipts.

Clerk also suggested that any payments made after the Finance Committee meeting and before the next Parish Council meeting could be included in the Budget update from the Chair of Finance Committee given at the Parish Council meeting. This would also negate the need for this agenda item 12 in the future.

All Councillors in agreement with this course of action.

Clerk

The meeting closed at 9.15 p.m.

Signed..........Date.....14<sup>th</sup> December 2021.....

## **ANNEX 1**

Prior to 8<sup>th</sup> October 2021 the Bank Of Ireland (BOI) account held the balance of the reserves totalling £85,227.59 and the NatWest (NW) account held the balance of the precept totalling £29,451.23.

On 8<sup>th</sup> October 2021 the reserves balance £85,227.59 was paid into the NW account, the balance of which then totalled £114,678.82.

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On 25<sup>th</sup> October 2021 following payments from the precept balance of:-

- £129.00 to Westcotec for SID brackets on 15<sup>th</sup> October 2021 and
- £1,384.52 to HMRC for PAYE on 15<sup>th</sup> October 2021 and
- £5.00 to TalkTalk for email service on 19<sup>th</sup> October 2021

the balance of the precept totalled £27,932.71, the reserves balance remaining at £85,227.59. The NW account balance then being £113,160.30

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On 25<sup>th</sup> October 2021 the precept balance £27,932.71 was paid from the NW account to the newly opened Barclays account. The reserve balance £85,227.59 remaining in the NW account.

That same day the following amounts totalling £18,384.96, were also paid from the reserves held in the NW account to the precept held in the Barclays account

- £4,412.93 – this was a VAT reclaim that on 7<sup>th</sup> May 2021 was credited to the reserves held in the BOI account but should have been credited to the precept held in the NW account.
- £11,634.50 – this was a gratuity payment on 4<sup>th</sup> June 2021 to former Clerk Marion Farrant on her retirement that was paid from the precept held in the NW account but should have been paid from the general reserves held in BOI account.
- £1,194.66 – this was a VAT reclaim that on 23<sup>rd</sup> May 2021 was credited to the reserves held in the BOI account but should have been credited to the precept held in the NW account.
- £1,142.87 – this was payment for the Meadow goal on 29<sup>th</sup> July 2021 that was paid from the precept held in the NW account but should come from recreation ear marked reserves of £3,000 held in the BOI account.

Once these payments were made:-

- the reserves balance held in the NW account totalled £66,842.63 and
- the precept balance held in the Barclays account totalled £46,317.67

Total monies then held by the Parish Council equals £113,160.30.

Signed..... *A E Naylor* ..... Date..... 25<sup>th</sup> October 2021.....

Chair of Kedington Parish Council

Signed.....  ..... Date..... 25<sup>th</sup> October 2021.....

Clerk of Kedington Parish Council