



# Rushmere St. Andrew Parish Council

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*"Seek The Common Good"*



**Minutes of the General Purposes & Finance Committee meeting held on 10th August 2017 at TOWER HALL at 7.30pm**

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CHAIRMAN: Mrs B Richardson-Todd

COMMITTEE MEMBERS PRESENT: Mrs M Brown, Miss A Cracknell, Mr D Francis, Ms C Evans, Mr M Newton, Mr R Nunn, Mrs B Richardson-Todd, Mrs S Todd, Mr B Ward, Mr J Westrup,

APOLOGIES: Mrs C Gower (Family emergency), Mr P Richings (Working), Mr J Wright (holiday).

PCSO M Sarbutts

District & County Cllr R Whiting (family commitment)

ABSENT (no apologies) None

CLERK: Mr M R Bentley; Mrs S Stannard (Assistant Clerk)

ALSO PRESENT: 0 member of the public,

## 1. ELECTION OF CHAIRMAN OF THE GP&F COMMITTEE

Election of Chairman of the GP&F Committee for the forthcoming year at the June meeting had been deferred until this meeting.

As neither the previous Chairman of this committee nor the Council Chairman/Vice Chairman were available for this meeting, Mrs Brown temporarily took the Chair and asked for nominations for Chairman of the GP&F for the forthcoming year.

Miss Cracknell nominated Mrs Richardson-Todd for Chairman of the GP&F, seconded by Mrs S Todd. There were no other nominations. Mrs Richardson-Todd was duly elected with ALL in favour.

## 2. APOLOGIES, APPROVAL OF ABSENCE, PROTOCOL & CONDUCT REMINDERS

The Chairman read out a statement on the Code of Conduct, protocol for debate and statutory rights to film, record, photograph or otherwise report on the proceedings of the meeting.

Apologies were noted as detailed above. Miss Cracknell proposed acceptance of reasons for councillor absence, seconded by Mr Nunn with all in favour.

## 3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 15th June 2017

The Chairman reminded Councillors to note the list of cheques issued. Mr Nunn proposed acceptance of the minutes, seconded by Mr Ward, with ALL in favour. The minutes were duly signed as a correct record with no alterations.

## 4. DECLARATIONS OF COUNCILLOR INTEREST

Mr Newton declared a local non-pecuniary interest as a member of Suffolk Coastal District Council and also stated that he may be asked to reconsider any matter from this meeting at District Council and at any relevant Committee/Sub Committee and in so doing, shall take into account all relevant evidence and representations made at the District level before coming to a decision.

## 5. PUBLIC PARTICIPATION

### a. To Identify Public Participation with Respect to Items on this Agenda

None identified

**b. County Councillor Report**

The written report from County Cllr R Whiting was distributed at the meeting. The contents were noted and there were no matters arising.

**c. District Councillor Report**

The written report from District Cllr M Newton was distributed at the meeting. Mr Newton had nothing else to add, the contents of the report were noted with no matters arising.

**d. Public Forum – Members of Public/Parish Councillors May Speak on Any Matter.**

Mr Nunn reported that sadly Michael Raby passed away yesterday aged 72. Mr Raby until his retirement several years ago had been a long term grounds maintenance contractor for the Parish Council.

**6. POLICE MATTERS AND REPORT FROM SAFER NEIGHBOURHOOD TEAM**

There was no police attendance.

**a. SNT Monthly Report and Tasking Priorities**

The monthly SNT reports from Ipswich East and Woodbridge had been distributed with the agenda. Priorities were as listed in each of the SNT Area reports distributed with the agenda.

**b. Partnership Funded PCSO Report**

The Partnership Funded PCSO (Mike Sarbutts) monthly report had been distributed with the agenda. An additional report from PCSO Sarbutts was also distributed at the meeting.

**Matters arising from the reports:**

The Clerk reported that the seat in Church Meadow had again been damaged by persons unknown. It and its concrete anchors had been pulled from the ground. PCSO Sarbutts had been informed and had distributed a letter to local residents requesting information regarding the incident.

Ms Evans stated that calling 101 still seemed to be a waste of time as she recently hung on the phone for an hour waiting for a response.

**7. FINANCE MATTERS**

**a. Audit Query from BDO (External Auditor)**

The Clerk had received an email from BDO on 24<sup>th</sup> July raising two queries on the Annual Return. One was for the fact that 'other payments' had decreased by £53,322 (35%), an explanation had been provided with the initial submission, but there was apparently 'insufficient information' for them to 'draw a conclusion'.

The other query related to staff costs which had increased by £6,207, (19%) again an explanation was provided with the initial submission, but they considered there was 'insufficient information for them to draw a conclusion'

A three page response was sent on 2<sup>nd</sup> August to be followed by a further query from BDO on 4<sup>th</sup> August requesting a copy of the minutes which approved the employment of the Assistant Clerk. A response from the Clerk was sent on 5<sup>th</sup> August attaching four sets of minutes reporting from the selection of the interview panel through reporting of selection by the panel and signing of employment contract to confirmation that the new Asst Clerk had actually commenced working for the PC. Now awaiting further response from BDO.

**b. Playquip – Yewtree Invoice**

The Invoice had finally been received for the new play equipment in Yewtree Grove. Total billed was £6750 + VAT. The grant received from the SCDC Enabling Communities Budget was £6,750.

**8. CEMETERY MATTERS**

**a. General Update**

The Assistant Clerk stated that our solicitors had sent a letter to Mr Lambert regarding the intrusion onto cemetery land. A response was still awaited.

**9. NEWSLETTER AND WEB EDITORIAL BOARD REPORT**

The NWEB had met on Tuesday 8<sup>th</sup> August and Mrs Brown reported that:- the board were looking at introducing an element of colour printing into the Spring 2018 Newsletter. It was also suggested at the

NWEB meeting that Mr Matt Woor of SCC be invited to the September Council Meeting to give a talk on the way SCC dealt with Social Media. Mr Westrup commented that something in the style of 'Punchline' the village news blog seemed a good idea.

Cut-off date for copy to go into the autumn newsletter had been set at 31<sup>st</sup> August.

## 10. REFORM OF DATA PROTECTION LEGISLATION

A NALC Legal briefing had been received from SALC regarding forthcoming reform of data protection legislation. The GDPR (General Data Protection Legislation) will come into force on 25<sup>th</sup> May 2018.

SALC would be holding briefing sessions on 5<sup>th</sup>, 10<sup>th</sup> & 12<sup>th</sup> of October at £22+VAT per person.

## 11. PARISH REVIEW REPORT

The report from the Parish Review Meeting of 20<sup>th</sup> June had now been published by Gillian Benjamin of the SCDC Active Communities Team. The Clerk was now trying to arrange a follow up meeting with Gillian to discuss the results and the next moves.

## 12. GENERAL PARISH MATTERS AND CORRESPONDENCE

### a. To Note Matters Arising Since Publication of Agenda

The strider adult exercise equipment at Tower Hall Play area had been damaged again and temporarily signed as out of service. Clerk had arranged a site-meeting with the Playquip manager to discuss options.

### b. Dates to Note

24<sup>th</sup> August – Allotment Panel meeting, 6.30pm at Allotments followed by Village Hall Committee Room

29<sup>th</sup> August – Cemetery Panel meeting, 6.30pm at Cemetery followed by Village Hall Committee Room

7<sup>th</sup> September – Interviews for Clerk Job

12<sup>th</sup> September - RoSPA training event – Tower Hall

14<sup>th</sup> September - PC Meeting, 7.30pm Village Hall

14<sup>th</sup> September - Woodbridge ASB meeting, 10.30am Woodbridge Police/Fire station

18<sup>th</sup> September - SALC Area Meeting – Stratford St Andrew

## 13. DETERMINATION OF ITEMS FOR FUTURE AGENDA

2018-19 Budget build

## 14. CLOSE OF MEETING

The Chairman closed the meeting at 8.36pm.

---COUNCILLORS to note items BELOW ---

The following expenditure had been incurred and income received since the items listed in the Minutes of the Parish Council meeting of 13<sup>th</sup> July 2017.

## GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
06-07-17	Suffolk Police & Cr	Funded PCSO 01/04/17 to 30/09/17	793	£ -	£ 5,113.29	£ -	Crime
06-07-17	KJ Fencing Service	Repairs to Limes Pond fence	794	£ -	£ 250.00	£ -	Pond
06-07-17	Mrs S Stannard	Land Registry search fee	795	£ -	£ 6.00	£ -	Admin/clerk
06-07-17	M Bentley	Post Office stamps - 100x1st & 100x2nd	796	£ -	£ 121.00	£ -	Admin/clerk
06-07-17	Zygology Ltd	New locks for noticeboards	797	£ 140.50	£ 117.08	£ 23.42	Maint
13-07-17	SCL L/S Mgt Ltd	Pond Mtce - June	798	£ 132.00	£ 110.00	£ 22.00	Pond
13-07-17	SCL L/S Mgt Ltd	Secure vandalised bench (Church Meadow	800	£ 168.00	£ 140.00	£ 28.00	PF&POS
13-07-17	SCL L/S Mgt Ltd	Play Area Mtce - June 17	801	£ 909.60	£ 758.00	£ 151.60	PF&POS
13-07-17	Robert Potter	Litter Clearance - June 17	802	£ -	£ 50.00	£ -	Litter
13-07-17	Robert Potter	Noticeboards & Letters - June	803	£ -	£ 42.00	£ -	S142
20-07-17	Birketts LLP	Fees re acquisition of land at The Street	804	£ 563.00	£ 473.00	£ 90.00	Legal
26-07-17	Net Salaries paid after PAYE & NI - July 2017		806/S.O/807	£ -	£ 2,060.53	£ -	Salary

## CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
03-07-17	Anglian Water	Cemetery Water charhe 8/3 f	DD	£ -	£ 30.31	£ -	Metered Water
06-07-17	Mr G Pryde	Repairs to Cemetery water s	1167	£ -	£ 60.00	£ -	Maintenance
06-07-17	Mr A Duncan	Cemetery Admin	1168	£ -	£ 20.00	£ -	Admin
06-07-17	SALC	Cemetery Management traini	1169	£ 96.00	£ 80.00	£ 16.00	Admin
13-07-17	Cooks Waste Kare Ltd	Cemetery Mtce 27/06/17	1170	£ 144.00	£ 120.00	£ 24.00	Maintenance
13-07-17	SCL L/S Mgt Ltd	Cemetery Mtce - June 17	1171	£ 921.14	£ 767.62	£ 153.52	Maintenance
13-07-17	Mr A Duncan	Cemetery Admin	1172	£ -	£ 40.00	£ -	Admin

## ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
13-07-16	SCL L/S Mgt Ltd	Allotment Grass Cut - June 17	799	£ 212.40	£ 177.00	£ 35.40	Maintenance
17-07-17	Anglian Water	Anglian Water - Est bill 7/3 - 7/6/17	D/D	£ -	£ 111.66	£ -	Metered Water
20-07-17	East Suffolk Pest Cc	Removal of 2 x wasp nests	805	£ -	£ 70.00	£ -	Maintenance

## INCOME RECEIVED During July 2017

Cemetery £2,510

Newsletter Advertising £63

## ACCOUNT BALANCES AS AT 31<sup>st</sup> July 2017

General Account £91,668

Business Base Rate Tracker £54,232

Cemetery Account £31,187