



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the General Purposes & Finance Committee meeting held on 8th April 2021 at 7pm via Zoom

CHAIRMAN: Mr P Richings

COMMITTEE MEMBERS PRESENT: Mrs M Brown, Ms C Evans, Mr P Richings, Mr K Driver, Mr B Ward, Mr J Westrup, Mr J Wright, Mr Whiting, Mr D Francis, Mr R Nunn

APOLOGIES: Miss A Cracknell (unable to join virtual meeting), Mr C Griggs (family commitment), Mr Newton (another commitment), Mrs Richardson-Todd (unwell), Mrs A Bridger (unable to join virtual meeting)

OTHER APOLOGIES: Cllr Hedgley

CLERK: Mrs S Stannard - Clerk. Mrs S Jenkins – Assistant Clerk Minutes taken by Mrs Stannard.

ALSO PRESENT: 0 members of the public

Mrs Richardson-Todd was unable to chair the General Purpose and Finance Meeting as she was unwell. Mr Francis proposed that the Chairman of the Council, Mr Richings chair the meeting. Seconded by Mr Wright. Resolved with ALL in favour.

1. APOLOGIES, APPROVAL OF ABSENCE, PROTOCOL & CONDUCT REMINDERS

The Chairman reminded Councillors of the 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 received as above. Mr Wright proposed acceptance of the apologies. Seconded by Mr Francis. Resolved with ALL in favour.

2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 11th February 2021

The Chairman reminded Councillors to note the list of payments made.

Mr Driver proposed acceptance of the minutes without any amendments. This was seconded by Mr Wright with ALL in favour. The minutes were duly signed by the Chairman.

3. DECLARATIONS OF COUNCILLOR INTEREST

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

No other declarations were made.

4. PUBLIC PARTICIPATION

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

None

b. County Councillor Report

A written report from Mr Whiting was made available prior to the meeting.

Matters Arising – It was confirmed that all the councillors and police reports were available on the website. Mr Wright asked that applications for ANPR be considered at a future meeting.

c. District Councillor Report

A report from Cllrs Hedgley and Fryatt was made available prior to the meeting.

Matters arising: None

[Ms Evans joined the meeting].

Mr Richings thanked Mr Whiting for his report.

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

Mr Wright updated councillors on the oak trees at Bent Lane.

[Mr Whiting joined the meeting].

Mr Whiting reported that nappies are still being dumped next to rubbish bins in the parish. Members of the public/ councillors should report this to East Suffolk Council.

Mr Francis reported that the van is still parking outside Nr 834 Foxhall Road and residents have to walk in the road to pass the van. This has been reported to the police. They checked it and it was not obscuring the footpath when they visited the site. The police will visit the site again. Mr Francis asked where the 'happy to chat' bench in the parish was installed. Clerk to contact East Suffolk Council about this.

5. POLICE MATTERS AND REPORT FROM SAFER NEIGHBOURHOOD TEAM (SNT)

There was no police attendance.

a. SNT Monthly Report and Tasking Priorities

A magazine covering the whole of Suffolk has replaced the SNT newsletters. The latest edition is available on the website.

b. PCSO Reports

The PCSO reports for the last two months were made available prior to the meeting. Matters arising – Clerk to make PCSO aware that Rushmere St Andrew Parish Council not Town Council.

c. Other Police Matters

None

6. FINANCE MATTERS

a. To Approve the Unaudited Financial Accounts for the Year Ending 31st March 2021

The summary pages of the unaudited financial accounts for year ending 31 March 2021 were shared with Councillors at the meeting.

The Clerk explained all main variances on the previous year's accounts. The full account document itemising each transaction was not shared as it amounted to 33 pages but was available if required.

RECEIPTS: Of note were:- Total receipts at £231,509.16 was £6,4416.40 more than the previous year (£167,092.76). Burial receipts were up by £6,887.15 at £27,066.75. The Council had gratefully received a total of £66,531.08 in grant money compared to £15,385.00 the previous year. There was also an increase in the precept from £120,000 for 2019/20 to £123,000.00 for 2020/21.

PAYMENTS: 'Total payments' for the year at £143,756.59 were down from £157,602.25 the previous year. This was accounted for by reduced expenditure on Playing Fields and Open Spaces (-£8,646.34 with a tree survey and associated work that was carried out in the parish and an inclusive roundabout that was added at Broke Hall Playing Field, a basketball hoop that was replaced and connector balls on a climbing frame that was replaced the previous year), asset improvement (-£2,525.98 with an information board that was acquired at Chestnut Pond last year) and maintenance at the lawn cemetery (-£6,765.62 with a topple test and remedial work that was carried out last year). Other reductions worth mentioning included reduced expenditure on hiring of halls, crime reduction with a change over in PCSOs for the parish, maintenance at the ponds (with several trees that had to be attended to at the ponds) and reduced expenditure on VAT this year.

Total cash assets at the bank were £322,757.49 at 31st March 2021, an increase of £87,752.57 on the previous year. Of those cash assets £258,193.07 was Earmarked Reserves.

The end of year balance in the general account was £75,033.68 better off than the previous year and the cemetery current account balance ended the year £12,674.00 better off than the previous year, a result from more income from burials. The cemetery account was also boosted by a number of people paying for Exclusive Rights of Burial in advance of passing away. The Business Premium account remained static with £24.89 of interest paid in.

Mr Westrup recommended that the unaudited accounts be approved as presented, seconded by Mr Whiting, with ALL in favour subject to the separation of neighbourhood plan expenditure from Miscellaneous costs. The Clerk, Chairman and Vice-Chairman will sign the unaudited accounts as approved. The Chairman expressed thanks on behalf of the Council for all the work that had gone into preparing the accounts.

b. To Report Internal & External Audit Dates

The Clerk reported that the internal audit to be carried out by Heelis and Lodge would be held on 4th May 2021 and for the external audit by PKF Littlejohn the papers had to be lodged with them by 2nd July 2021. Councillors noted the dates.

c. To Note Renewal of Information Commissioner's Office (ICO) Data Protection Subscription

The Information Commissioners Office Data Protection annual subscription of £35 was renewed on 26th March 2021. Councillors noted the renewal.

d. To Note Renewal of Institute of Cemetery and Cremation Management (ICCM) Subscription

The annual subscription of £95 to the Institute of Cemetery and Crematorium Management is due for renewed in April 2021. Councillors noted this.

e. To Note Renewal of National Allotment Society Subscription

The annual subscription of £55 + VAT to the National Allotment Society is due for renewed in April 2021. Councillors noted this.

f. To Review Renewal of Society of Local Council Clerks (SLCC) Subscription

The annual subscription of £55 + VAT to the society of Local Council Clerks (SLCC) subscription is due for renewed in April 2021. Councillors noted this.

g. To Note Expenditure Authorised under Delegated Powers

The Clerk informed Councillors that expenditure was authorised for PlayQuip Leisure Ltd to supply and installation of 4 bolts to the wobble board at Tower Hall Play Area for £225 plus VAT on safety grounds. Councillors noted this.

h. Other Matters

None

7. CEMETERY MATTERS

a. Queries from Councillors and Any Other Matters

None

8. NEWSLETTER AND WEB EDITORIAL BOARD REPORT

a. Queries from Councillors and Any Other Matters

None

9. GENERAL PARISH MATTERS AND CORRESPONDENCE

a. To Note Matters Since Publication of Agenda

The Clerk read out an email received from Mr Bob Brander.

The Clerk reported that she received a letter from a resident about the bus service in the village. Clerk to forward it to the appropriate person at Suffolk County Council.

Mr Whiting reported on the work to the wall at the closed cemetery.

d. Dates to Note

Wednesday 5th May, Annual PC meeting at 7pm via Zoom

Thursday 20th May, Parish Amenities and Services meeting at 7.30 at Tower Hall

Tuesday 25th May, Annual Parish meeting at 7.30pm at Tower Hall

10. DETERMINATION OF ITEMS FOR FUTURE AGENDA

Applications for ANPR

Charging extra for cheques

Closing of Business Premium Account

11. CLOSE OF MEETING

The Chairman closed the meeting at 20.08pm.

---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 11th March 2021

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
08/03/2021	Barclays Bank	Bank charges			£	6.50	Admin
11/03/2021	Jim Nicholls	Parish Caretaker - Weekly Checks - February 2021		Internet payment 311	£	39.00	PF&POS
11/03/2021	JEP Business Services	Noticeboard and letter rounds - February 2021		Internet payment 312	£	105.00	S142
11/03/2021	MIE	Charity Donation 2020/21		Internet payment 313	£	200.00	S137
11/03/2021	EACH	Charity Donation 2020/21		Internet payment 314	£	200.00	S137
11/03/2021	Suffolk Assn of Local Councils	Councillor Training Module 2: K Driver		Internet payment 315	£ 30.00	£ 25.00	Training
22/03/2021	Suffolk Digital Print & Design	Print of Summary Leaflet - Neighbourhood Plan		Internet payment 319	£	394.00	Misc
22/03/2021	PlayQuip Leisure Ltd	Supply and install 4 bolts to wobble board		Internet payment 320	£ 270.00	£ 225.00	PF&POS
22/03/2021	Business Services at CAS Ltd	Additional payment to increase fidelity cover to £400,000		Internet payment 321	£	19.73	Admin
22/03/2021	Mrs S Jenkins	Postage & insurance of Speedgun for recalibration		Internet payment 322	£	27.75	Admin
22/03/2021	Fullrays Leaflet Distribution	Distribution of letters quiet lanes - Neighbourhood Plan		Internet payment 326	£	30.00	Misc
22/03/2021	Fullrays Leaflet Distribution	Distribution of summary leaflets - Neighbourhood Plan		Internet payment 327	£	215.60	Misc
22/03/2021	Parish Halls - Rushmere St Andrew	Storage Village Hall Parish Room Jan - Dec 2021		Internet payment 328	£	250.00	Hire
22/03/2021	Places4People Ltd	Neighbourhood Plan Leaflet Design		Internet payment 329	£ 240.00	£ 200.00	Misc
22/03/2021	Places4People Ltd	Neighbourhood Plan support phase 1		Internet payment 330	£ 1,461.60	£ 1,218.00	Misc
22/03/2021	Net Salaries after PAYE, NI & Pension - March 2021			Internet payments 331,332	£	2,784.69	Salary
22/03/2021	HMRC	Tax and NI - Jan, Feb, Mar 2021		Internet payment 333	£	2,158.22	PAYE
22/03/2021	Nest	Pension contributions - employer & employee - February 2021		D/D		160.82	Pension
22/03/2021	ICO	Data Protection Fee to 22 March 2022		D/D		35.00	Admin
26/03/2021	Mrs S Stannard	Licence for Litter Bin		Internet payment 334	£	100.00	PF&POS
26/03/2021	Alison Farmer Associates	Second and Final Installment Landscape Character Assessment		Internet payment 335	£ 4,050.00	£ 3,375.00	PF&POS
26/03/2021	Mrs S Jenkins	No Smoking Signs Bus Shelters		Internet payment 336	£	6.60	PF&POS
26/03/2021	Suffolk Digital Print & Design	Printing of 6 outdoor banners for neighbourhood plan		Internet payment 337	£ 285.60	£ 238.00	Misc
26/03/2021	Suffolk Coastal Norse	Installation of Litter Bin with flaps at Broke Hall Playing Field		Internet payment 338	£ 360.00	£ 300.00	PF&POS
29/03/2021	Speedair Limited	Recalibration of speedgun, community speedwatch		Internet payment 340	£ 86.40	£ 72.00	PF&POS
30/03/2021	SCL Landscape Management Ltd	Maintenance at Kelvedon & Yew Tree Play Areas		Internet payment 342	£ 138.00	£ 115.00	PF&POS
30/03/2021	SCL Landscape Management Ltd	Maintenance at Broke Hall Play Area		Internet payment 343	£ 864.00	£ 720.00	PF&POS

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
08/03/2021	Barclays Bank	Bank charges			£	9.80	Admin
11/03/2021	Cooks Waste Kare Ltd	Skip exchange 17/02/2021 (should be for skip exchange 23/03/2021)		Internet payment 316	£ 170.00	£ 141.67	Maintenance
11/03/2021	Cooks Waste Kare Ltd	Skip exchange 24/02/2021		Internet payment 317	£ 170.00	£ 141.67	Maintenance
11/03/2021	Mr A Duncan	Service Order form (P Willis, P Austin, G Blaxell, M Wakefield, J Ireland)		Internet payment 318	£	100.00	Admin
17/03/2021	Anglian Water	Water charges		D/D		£ 17.30	Maintenance
19/03/2021	Cooks Waste Kare Ltd	Skip exchange 12/03/2021		Internet payment 324	£ 170.00	£ 141.67	Maintenance
19/03/2021	SCL Landscape Manager	Cemetery maintenance February 2021		Internet payment 325	£ 90.00	£ 75.00	Maintenance
26/03/2021	Cooks Waste Kare Ltd	Skip exchange 18/03/2021		Internet payment 339	£ 170.00	£ 141.67	Maintenance
29/03/2021	Mr A Duncan	Service Order Forms (Strutt, Graham, Spalding, Grant)		Internet payment 341	£	80.00	Admin
30/03/2021	SCL Landscape Manager	Maintenance at Lawn Cemetery		Internet payment 344	£ 386.40	£ 322.00	Maintenance

ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
18/03/2021	Anglian Water	Water charges		D/D		£ 94.01	Metered Water
19/03/2021	Cooks Waste Kare Ltd	Skip exchange 11/03/2021 at allotments		Internet payment 323	£ 170.00	£ 141.67	Maintenance

INCOME RECEIVED during March 2021

General Account (grant for Broke Hall path, interest, allotment deposit)	£1,036.45
Business Base Rate Tracker	£7,226.76
Cemetery Account	£1.36

ACCOUNT BALANCES AS AT 31 March 2021

General Account	£192,744.60
Business Base Rate Tracker	£54,510.35
Cemetery Account	£75,510.54