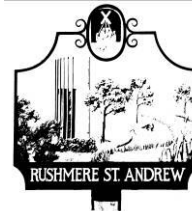




Rushmere St. Andrew Parish Council

www.rushmerestandrew.onesuffolk.net

"Seek The Common Good"



Minutes of the General Purposes & Finance Committee meeting held on 9th June 2022 at 7.30pm at the Tower Hall

CHAIRMAN: Mr Driver

COMMITTEE MEMBERS PRESENT: Mr K Driver, Mr B Ward, Mr J Westrup, Mr J Wright, Mr D Francis, Mr P Richings, Mrs M Brown, Miss A Cracknell, Mr Newton, Mr D Noske, Mr Whiting, Mr Griggs.

APOLOGIES: Ms C Evans (family commitment), Mrs Richardson-Todd (family commitment)

OTHER APOLOGIES: Cllr S Lawson, Cllr D McCallum, Cllr C Hedgley

CLERK: Mrs S Stannard - Clerk.

ALSO PRESENT: 0 members of the public

1. ELECTION OF CHAIRMAN OF THE GENERAL PURPOSE AND FINANCE COMMITTEE

Mr Driver asked for nominations for Chairman of the General Purpose and Finance Committee for the forthcoming year.

Mr Whiting nominated Mr Driver and this was seconded by Mr Wright. There were no other nominations. Resolved: Carried with ALL in favour. Mr Driver was duly elected unopposed as Chairman.

2. 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 Richings proposed acceptance of the apologies. Seconded by Mr Whiting. Resolved with ALL in favour.

3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 14th February 2022

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

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

4. DECLARATIONS OF COUNCILLOR INTEREST

Mr Newton declared a non-pecuniary interest as a member of East Suffolk 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.

No other declarations were made.

5. PUBLIC PARTICIPATION

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

None

b. County Councillor Report

A county councillors report was made available prior to the meeting. Apologies were received from Cllrs Debbie McCallum and Stuart Lawson that were unable to attend the meeting.
Matters Arising – None

c. District Councillor Report

A district councillors report was distributed prior to the meeting. Apologies were received from Cllr Hedgley that are unable to attend the meeting.

Matters Arising – None

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

Mr Whiting expressed his disappointment about the Playford Road Traffic Calming Scheme.

Mr Wright provided Councillors with an update regarding Community Speedwatch and the Bus Strategy Partnership meeting he attended. He reported that bus service route 4 is under review.

Mr Francis reported the overgrown weeds.

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

There was no police attendance at the meeting.

a. PCSO Reports

The PCSO reports for the last month were made available prior to the meeting. Matters arising – Clerk to ask for an explanation of non-notifiable crimes against society.

b. Other Matters

None

7. FINANCE MATTERS

a. To Note Expenditure Authorised under Delegated Powers

No expenditure authorised under delegated powers.

Councillors noted this.

b. To Consider the Bank Reconciliation and Budget Monitoring for the Period Ending 31.05.22

The Clerk shared a bank reconciliation with Councillors and discussed the budget monitoring for the period ending May 2022 with Councillors. She explained the various figures and implications. Detailed figures for the budget monitoring were shared at the meeting.

Mr Wright proposed that the budget reconciliation and monitoring be approved, seconded by Mr Whiting. Resolved with ALL in favour.

8. GENERAL PARISH MATTERS AND CORRESPONDENCE

a. Feedback on Annual Parish Meeting held 24th May 2022

Mr Driver and Mr Whiting reported that it was a positive meeting and that the format seemed to have worked well. Will build on this for the next annual meeting in 2023.

b. To Note Matters Since Publication of Agenda

None

c. Dates to Note

Thursday, 14th July – Parish Council, 19:30pm at Tower Hall

Thursday, 21st July – Woodbridge and District ASB Meeting, 10.30 via Teams

Thursday, 21st July – Parish Amenities and Services Committee, 19.30pm at Tower Hall

11. DETERMINATION OF ITEMS FOR FUTURE AGENDA

Bus services in the Parish and investigate whether an article can be included in the newsletter.

12. CLOSE OF MEETING

The Chairman closed the meeting at 8.12pm.

-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 12th May 2022

GENERAL EXPENDITURE

| Paid Date | Supplier | Item | Cheque No. | Cost inc. VAT | Cost exc. VAT | VAT | Category |
|------------|--|---|--------------------------|---------------|---------------|----------|----------|
| 04/05/2022 | Mrs S Jenkins | Seedballs & Gift Cards Jubilee event Broke Hall Playing Field | Internet payment 622 | | £ 89.10 | | Misc |
| 04/05/2022 | JEP Business Services | Noticeboard Roads - April 2022 | Internet payment 623 | | £ 42.00 | | S142 |
| 04/05/2022 | Mr J Nicholls | Parish caretaker rounds - April 2022 | Internet payment 624 | | £ 90.00 | | PF&POS |
| 04/05/2022 | Mrs S Stannard | Zoom Subscription Apr 2022 - Apr 2023 | Internet payment 625 | | £ 287.76 | | Admin |
| 04/05/2022 | Parish Halls Rushmere St Andrew | Tower and Village Hall Hire of Meeting Rooms Jan - June 2022 | Internet payment 626 | | £ 1,100.00 | | Hire |
| 04/05/2022 | Parish Halls Rushmere St Andrew | Hire of Tower Hall Parish Office Jan - June 2022 | Internet payment 627 | | £ 1,996.50 | | Hire |
| 12/05/2022 | Fullrays Leaflet Distribution | Leaflet Distribution Annual Meeting | Internet payment 630 | | £ 137.50 | | S142 |
| 12/05/2022 | Fullrays Leaflet Distribution | Leaflet Distribution Broke Hall event | Internet payment 631 | | £ 150.00 | | Misc |
| 12/05/2022 | Mrs S Stannard | Stationary Office | Internet payment 632 | | £ 16.50 | | Admin |
| 12/05/2022 | Mrs S Jenkins | Parish Phone Mobile Data May 2022 | Internet payment 633 | | £ 10.00 | | Admin |
| 12/05/2022 | SCL Landscape Management Ltd | Maintenance play areas - April 2022 | Internet payment 634 | £ 421.20 | £ 351.00 | £ 70.20 | PF&POS |
| 12/05/2022 | SCL Landscape Management Ltd | Remove existing fencing at Limes Pond and replacement fencing | Internet payment 635 | £ 690.00 | £ 575.00 | £ 115.00 | Pond |
| 12/05/2022 | SCL Landscape Management Ltd | Maintenance Ponds - April 2022 | Internet payment 636 | £ 72.00 | £ 60.00 | £ 12.00 | Pond |
| 12/05/2022 | Mrs S Jenkins | Crafts Broke Hall Playing Field Jubilee Event | Internet payment 637 | | £ 54.95 | | Misc |
| 12/05/2022 | Signs for You | Signs at Broke Hall Playing Field | Internet payment 638 | £ 142.11 | £ 118.43 | £ 23.68 | PF&POS |
| 12/05/2022 | Heelis & Lodge | Internal Audit 2021/22 | Internet payment 639 | | £ 280.00 | | Admin |
| 12/05/2022 | SLCC | Membership subscription for 2022/23 | Internet payment 641 | | £ 215.00 | | Admin |
| 25/05/2022 | Evolve Business Solutions | Printer contract 12/02/2022-11/05/2022 | Internet payment 644 | £ 72.00 | £ 60.00 | £ 12.00 | Admin |
| 25/05/2022 | Mrs S Stannard | Refreshments for Annual Parish Meeting | Internet payment 645 | | £ 271.94 | | S137 |
| 25/05/2022 | Net salaries paid after NI, Tax & Pension - May 2022 | | Internet payment 646,647 | | £ 3,067.49 | | Salary |
| 25/05/2022 | Mr G Donlon | Story telling Broke Hall event | Internet payment 648 | | £ 50.00 | | Misc |
| 25/05/2022 | Ipswich Wildlife Trust | Provision of bird boxes at Broke Hall event | Internet payment 649 | | £ 300.00 | | Misc |

CEMETERY EXPENDITURE

| Paid Date | Supplier | Item | Cheque No. | Cost inc. VAT | Cost exc. VAT | VAT | Category |
|------------|-----------------------|--|----------------------|---------------|---------------|----------|-------------|
| 04/05/2022 | East of England Co-op | Refund for overpayment of burial fee late Joan Wilkinson | Internet payment 628 | | £ 1,110.00 | | Admin |
| 04/05/2022 | TownsWebArchiving | Backup of digitised cemetery records | Internet payment 629 | £ 134.90 | £ 112.42 | £ 22.48 | Admin |
| 12/05/2022 | SCL Landscape Manager | Maintenance cemetery - April 2022 | Internet payment 642 | £ 759.00 | £ 632.50 | £ 126.50 | Maintenance |
| 12/05/2022 | SCL Landscape Manager | Planting of trees at cemetery | Internet payment 643 | £ 144.00 | £ 120.00 | £ 24.00 | Maintenance |
| 25/05/2022 | Mr K Brazier | Assistant Registrar at lawn cemetery - April 2022 | Internet payment 650 | | £ 150.00 | | Admin |

ALLOTMENT EXPENDITURE

| Paid Date | Supplier | Item | Cheque No. | Cost inc. VAT | Cost exc. VAT | VAT | Category |
|------------|-----------------|--|----------------------|---------------|---------------|---------|-------------|
| 12/05/2022 | SCL L/S MGT Ltd | Maintenance at Allotments - April 2022 | Internet payment 640 | £ 151.20 | £ 126.00 | £ 25.20 | Maintenance |

INCOME RECEIVED during May 2022

| | |
|---|-----------|
| General Account (grant, Allotment deposit/ tenancies/refund police) | £7,576.13 |
| Business Base Rate Tracker | £0 |
| Cemetery Account (interest) | £1.63 |

ACCOUNT BALANCES AS AT 31 May 2022

| | |
|----------------------------|-------------|
| General Account | £253,230.10 |
| Business Base Rate Tracker | £54,507.79 |
| Cemetery Account | £96,609.17 |