

## Swilland and Witnesham grouped Parish Council

*Clerk to the Parish Council: Steve Barron*

Telephone: 07719 176917

Email: swill-witpc@outlook.com

Website: www.swillandandwitnesham.onesuffolk.net

### MINUTES

#### Finance Committee Meeting

Tuesday 2nd November 2021 at 7.30pm  
The School Room Witnesham Baptist Church

1. Chairman welcomed everyone to the meeting. Present: Dr Nicol (Chair), Mr Templeman and Dr Williams. Apologies: Mrs Theunnisen
2. Declarations of Interest: Dr Williams is a member of Swilland PCC (item 6)
3. Minutes of the Finance Committee Meeting of 3<sup>rd</sup> November 2020. These were confirmed as a true record and would be signed by the chair. There was one matter arising which was the Clerk's salary. Currently, Clerk will monitor the number of weekly hours worked and report to Council. National pay award is pending April 2022.
4. To Review Parish Council spending for the year so far.  
Clerk had circulated the October Finance Update prior to the meeting. Clerk reported that spending so far this year actual amounts projected into forecast out turn estimates indicated a likely under spend of between £1.5k and £2k which the Committee agreed was not a concern.
5. To review the rents levied at the Playing Field and Allotment Gardens.  
**The Committee agreed to decrease the WASPs rent to £437.50 for 2021-22 as a one-off, due to COVID-19 impacts on the use of the Playing Field. It was agreed to keep the standard annual rent at £875.00p for 2022-23 season.**  
Allotment rents were discussed in the light of the possible water supply provisioning at the Coopers Close site. Potential increase from £10.00p to £20.00p was mentioned post water provisioning with a first year rent staying at £10.00p.  
However the current rents for 2022-23 will remain unchanged at £10.00p. Clerk would add detail within the tenant's renewal letters which are due soon, about Council's plans for water supply provisioning and possible scope of charges.
6. To review churchyard costs for Swilland and Witnesham churches.  
There were currently no grass cutting costs for Swilland Church. It was agreed that if Swilland Church incurred the appropriate costs in future, then the PC would pay the same amount to Swilland Church as they did to Witnesham Church.
7. CIL reserves update.  
In October a CIL amount of £567.84p had been received. This was now the total Neighbourhood CIL reserve amount held.

8. To decide on a draft reserves policy.

A draft Reserves Policy had been circulated prior to the meeting. **The draft document was approved by the Committee to be recommended for Full Council's adoption at the November meeting.** The example figures at the end of the draft would be removed prior to circulation.

9. To consider any potential major projects.

It was proposed that consideration be given to planning a renovation of the two phone boxes in Witnesham. Estimated costs per box varied between £4k and £6k. Majority funding via a National Lottery grant was seen as an option. After discussion it was agreed to put a placeholder in the 2022-23 budget of £2k for this, pending further funding research and options.

The Platinum Jubilee was discussed. Since no specific itemised sums had been proposed for PC support, it was decided not to itemise any expenditure at this time and deal with any future proposals for support when at full Council. It was anticipated that a draw on reserves would be required and scrutiny of S137 criteria would need to be observed when considering any requests.

10. To consider the Parish Council Draft Budget for 2022 – 2023.

Copies of the 2022-23 draft budget spreadsheet had been circulated prior to the meeting. This was discussed and two agreed additions for projects were added. Firstly a £2k budget expenditure for the potential water supply to the Coopers Close allotment site. Secondly, a placeholder of £2k for the possible renovation of the Witnesham phone boxes. Both would be funded by the equivalent amounts by drawing on reserves which would be earmarked.

**The Committee agreed a budget of £19,514.24p income (including £4k of earmarked reserves) and £19,170.00p expenditure.**

11. To set the Precept for 2022 – 2023

**It was agreed to adjust the precept to the ESC recommended amount of £14,496.24 which would result in zero tax increase for residents.**

12. To consider any required adjustments to current Parish Council Budget for 2021 – 2022 and reserves.

**The Committee agreed to address the shortfall of insurance budget of £385 by corresponding reductions of APM, Audit and IT budgets. It was also agreed to address the shortfall of communications budget of £100 by a corresponding reduction of the hall hire budget.**

13. To review banking and signatories.

It was proposed and agreed to add Dr Nicol and Dr Williams as signatories to the IBS account. Clerk reported that it was likely another signatory for the UTB account would be required due to a potential councillor resignation. It was agreed to have this as an agenda item for full council on 17<sup>th</sup> November.

14. Date of next Finance Committee meeting: TBD

Meeting closed at 9:07 p.m.

9/3/22

