

## Swilland and Winesham grouped Parish Council

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### MINUTES

#### Finance Committee Meeting

Monday 29th June 2020 at 7.30pm remotely via Zoom

1. Chairman welcomed everyone to the meeting. Present: Dr Nicol (Chair), Mr Rush, Dr Williams and Mr Stanley.
2. Declarations of Interest: Dr Williams is a member of Swilland PCC (item 4).
3. Minutes of the Finance Committee Meeting of 21st October 2019 were confirmed as a true record and signed by the chair.
4. To consider L01-18 Financial Assistance to the Church.  
Clerk gave an overview of the legal views from the NALC email and notes. The legislation has not so far been tested and some councils agree to continue with grass cutting of churchyards for example, as they are considered burial grounds within the Parishes, while others have not. Currently there was sufficient funds in the Planned Maintenance budget to fund similar donations to 2019 which were £520 each for Swilland and Winesham Churchyards.  
The Committee debated their views which included that it was good custom and practice, it was good for the Villagers to have tidy churchyards, also for visitors/tourists and there was community benefit. **It was agreed to note the NALC advice and that the funding should continue for maintenance of the two churchyards within the Parishes.**
5. To consider Internal Auditor's report 2019/20 for council's approval and acceptance.  
Copies of the report and one Clerk's action on a recommendation from it had been circulated prior to the meeting. **It was agreed that the Committee approved the report and the Clerk's action on an uncleared cheque and to recommend approval to full council.** Chair thanked the Clerk for the good work done on the audit which was echoed by the Committee members.
6. To Review Parish Council spending for the year so far.  
Copies of the 2020-21 cashbook/budget spreadsheet had been circulated prior to the meeting. Clerk updated the meeting on the adoption of online banking BACS payments and the process for internal control associated with this. Clerk would circulate quarterly copies of the updated spreadsheet so that non-signatories could verify the transactions, plus all payments approved in

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meeting minutes would have their references on the invoices. This was agreed to be in order.

Spending so far this year was noted and chair updated the meeting on the Village Hall acoustics project. ESC via Cllr Tony Fryatt had granted £1000 towards the £4513.85 plus VAT costs. Clerk advised that there were potential budget adjustments to cater for the project which would be discussed under item 10. Clerk agreed to chase SCClr Gordon Jones on the resigned Cllr's Robin Vickery's budget.

7. Community Infrastructure Levy (CIL) reserves update.

CIL reserves were discussed from the spreadsheet and five-year expiration was noted. Clerk would monitor this and update the Committee as needed. Total CIL reserves at 31<sup>st</sup> March 2020 were £3038.72 and had now increased as a CIL payment of £484.70 was received in April 2020, making a total current CIL reserve of £3523.42.

Last year, 2019-20, a CIL amount of £2279.90 had been spent on defibrillator provisioning.

8. Car park outside the School, quote for bollards on bay edges.

A soil and seeding of the hardened ruts at the edges of some of the car parking bays had been completed already, due to an increased risk of injury to pedestrians at a cost of £226.00 + VAT. The split quote for bollards was a total of £1,627.12. The Committee agreed to proceed in principle, but more details were required before proceeding to order on height of bollard/barrier, reflective elements etc. **Clerk would seek this detail from the supplier, then share with the Committee, Witnesham School and The Moon and Mushroom pub before proceeding to order if appropriate.**

9. To consider any potential major projects.

Two possible areas for future projects were discussed. Firstly, the Village Hall car park and the possibility of acquiring some land for expansion to the North of Church Lane was discussed. **Mr Rush would approach the landowner and report back.** Secondly, the Recreation Ground car park was discussed and suggestions of it's use as a possible Centre of Information for visitors etc, combined with improved car parking. **Mr Stanley would approach Otley College to see if it is something, they would be interested in assisting with. Design costs could be funded by the Council.** In summary, potentially carry out the work once funding is secured and acknowledge the need pay for the design work.

10. To consider any required adjustments to Parish Council Budget for 2020 – 2021 and reserves.

It was agreed to re-allocate £2.5k redundant INR Support budget into the £1k Village Hall budget, plus £200 spare from Audit budget making £3700 total Village Hall amount. The ESC grant of £1k would make £4700 total and the budget would still balance. Clerk would make adjustments and send to the Committee. **The Committee agreed that due to the high contribution of funding for this Village Hall project, the VHMC would be advised of likely less regular annual budget amounts in future years to balance this out.**

Clerk requested that some of the IT budget could be used to procure a laminator to meet the potential demands of signage for Covid-19.

**Committee agreed expenditure of £100 for an A3 laminator. It was**

**also agreed that the old PC laptop could be donated to charity, once all data had been removed. Clerk would progress.**

11. Date and time of next Finance Committee meeting

TBA

Meeting closed at 8:30 p.m.

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A handwritten signature in blue ink, consisting of a stylized 'P' followed by a horizontal line and a small flourish.