

Grundisburgh and Culpho Parish Council
Minutes of a meeting of the Finance sub-committee held on 22nd October 2019
at Ford House, Grundisburgh

Present: Peter Kendall (in the chair), Judith Bignell, Geoff Caryer

1. **Apologies for absence:** David Higgins
2. **Declarations of interest:** no declarations were made.
3. **Matters arising** from the minutes of the committee meeting held on 13 December 2018: there were no matters arising from these minutes.
4. **Financial position:** see the attached bank reconciliation as at 30 September 2019, and a summary of bank accounts attached as at 20 October 2019.
Action required: Sally Grahn needs changing as a signatory for the National Savings Investment account. **Action:** PK to initiate.
5. **Insurance:** Clerk confirms that the Council has entered into a further three-year agreement with CAS for a fixed premium of £260.68. Full details of cover are contained in the minutes of the meeting of 13th December 2018.
6. **Financial analysis:** see attached balance sheet dated 31st of March 2020.
7. **Review of earmarked reserves:** (see attached summary of earmarked reserves held by the PC during 2019/2020). The committee recommends that an additional reserve of £1000 be allocated for the purchase of mowing and hedge cutting equipment to be used for the upkeep of millennium meadow.
8. **Grant applications:** the parish council needs to email village organisations to encourage them to submit applications for grants in time for the next Parish Council meeting in January. **Action required:** PK to ask Clerk to send out email.
9. **Precept 2020/2021:** the committee recommends that the Parish Council should apply for an increase of some 4% for the period 2020/2021. **Action required:** Clerk to check figures with East Suffolk Council. **Update:** ESC will write and inform PC in November.
10. **Further actions required:**
 - a) Village Green stream: **Action:** PK to ask Robert Frost to contact Rodney Pryke again for an estimate, and ask John Dunnett to do the same with his contact.
 - b) Cook's skip on New Village Hall site: **Action:** PK to contact Cook Skip Hire. **Update:** skip and portaloo placed on site at the request of Project Eleven, a building services firm whose clients include Hopkins Homes. Jane at Cook Skip Hire has informed Project Eleven that no permission had been granted by VHMC; awaiting response. 24/10/2019: Discussion with Neil Gleeson of Project Eleven; he has now donated £30 to new village hall fund.

- c) PK to clarify with Clerk (items from Net Position doc.):
- i. **13**: what Elections does this refer to? **Update**: election of councillors in May 2019.
30, 31, 32: why three separate items? **Update**: **30** is a reserve agreed at the budget meeting last year, we have had a reserve for years for potential spends on the playing field.
31 - relates to the maintenance contract with Vertas for playing field maintenance
32 - is a budget for playing field repairs.
 - ii. **32**: PC needs a general handyman. **Action**: PK to investigate
 - iii. **41**: what wheeled bin does this refer to? **Update** from Clerk: we have a service contract with Suffolk Norse to collect waste from this - I am not sure of the location of the bin, although I believe it to be at the playing field. Having looked at the accounts this arrangement seems to have been in place for some years.

Peter Kendall
Chair, Finance sub-committee
26/10/2019