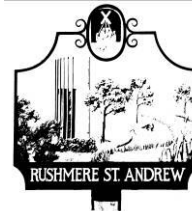




# Rushmere St. Andrew Parish Council

[www.rushmerestandrew.onesuffolk.net](http://www.rushmerestandrew.onesuffolk.net)

*"Seek The Common Good"*



Minutes of the General Purposes & Finance Committee meeting held on 8<sup>th</sup> December 2022 at 7.30pm at the Village Hall

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CHAIRMAN: Mr K Driver

COMMITTEE MEMBERS PRESENT: Mr K Driver, Mr J Wright, Mr D Francis, Mr R Whiting, Mrs B Richardson-Todd, Mr D Noske, Mrs M Brown, Mr M Newton, Mr B Ward

APOLOGIES: Mr J Westrup (family commitment), Mrs M Odam (another commitment), Ms C Evans (family commitment), Mr C Griggs (another commitment), Miss A Cracknell (another commitment)

OTHER APOLOGIES: Cllr D McCallum, Cllr C Hedgley

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

ALSO PRESENT: 3 members of the public, Cllr Stuart Lawson

## 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 Newton. Resolved with ALL in favour.

The Vice-Chair, Mrs Richardson queried whether Councillors are required to vote on proposals or not. She indicated that this does not happen at other Parish/ Town Council meetings. Mr Driver responded indicating that when he did his SALC training about a year ago it was a requirement. Assistant Clerk to check with SALC.

## 2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 13<sup>th</sup> October 2022

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

Mr Noske 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.

## 3. 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.

## 4. PUBLIC PARTICIPATION

- a. Members of the Public/ Parish Councillors may Raise Items Relating to this Agenda or any Matter Concerning the Parish

None

**b. County Councillor Report**

Cllr Stuart Lawson gave a verbal county councillor's report at the meeting. Apologies were received from Cllr Debbie McCallum, she was unable to attend the meeting. Councillors noted the report. Matters Arising – None.

**c. District Councillor Report**

A district councillor's report was made available prior to the meeting. Cllr Hedgley was unable to attend the meeting.

Matters Arising – None

**5. 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 – None.

**b. Other Matters**

None.

**6. FINANCE MATTERS**

**a. To Note Expenditure Authorised under Delegated Powers**

The Assistant Clerk reported that the following expenditure under Delegated Powers has been authorised:

(1) To remove the debris left from the hedgerow removal at the Lawn Cemetery. The expenditure was authorised for safety reasons as this was a trip hazard for members of the public that use the public footpath adjacent to the cemetery. SCL Landscaping Management Ltd was authorised to remove the debris at a cost of £495 plus VAT. Councillors noted this.

(2) To remove overhanging branches that the skip lorry caught at the Lawn Cemetery. The expenditure was authorised for safety reasons and SCL Landscaping Management Ltd was appointed to remove the branches at a cost of £30.00 + VAT. Councillors noted this.

(3) To relay 5 paving slabs at the Lawn Cemetery that is a trip hazard. The expenditure was authorised for safety reasons and SCL Landscape Management Ltd was appointed to relay the paving slabs at a cost of £70 + VAT. Councillors noted this.

**b. To Consider the Bank Reconciliation and Budget Monitoring for the Period Ending 30.11.22**

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

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

**c. To Consider a GP&F budget for 2023/24 and Recommend to the PC a Council Budget & Precept for 2023/2024**

The Assistant Clerk made a draft copy of a proposed GP&F budget available that laid out a suggested expenditure (after allowance for income) of £112,317 for 2023/24, an increase of £1,535 on the current year. Mr Whiting asked that the training budget be increased by £400.

Mr Whiting proposed acceptance of a GP&F Budget for 2023/24 of £112,717 (includes the additional £400 for training) this was seconded by Mrs Richardson-Todd. Resolved: With ALL in favour.

The Assistant Clerk reported that the parish specific precept letter had been received from ESC detailing the final date for precept applications 27th January 2023 and detailing the calculation for equivalent band D properties as 2,607.03, an increase of 27.49 properties.

The 2023/24 budget for the PA&S and Allotments had been provisionally agreed at the PA&S meeting of 17<sup>th</sup> November 2022. A budget of £18,700 was recommended for forwarding to this GP&F Committee.

A provisional 2023/24 P&D budget of £250 is recommended to the GP&F.

Mr Whiting proposed a Precept request of £123,300 for 2023/2024 be recommended for acceptance to the next full Parish Council meeting on 12<sup>th</sup> January 2023. Proposal seconded by Mrs Richardson-Todd.

Resolved: with ALL In favour.

Provision will be made for a transfer from reserves to the general fund of £8,198 to enable the precept to be £123,300 which represents a 0.02% increase.

#### **d. Other Matters**

None

### **7. LAWN CEMETERY**

#### **a. To Consider and Approve Revised Design and Printing Costs for Cemetery Booklet**

The Assistant Clerk informed Councillors that it was considered necessary to make late changes to the cemetery booklet after quotes were sourced and approved for the design and printing of the cemetery booklet. Subsequently the costs for the design and printing of the cemetery booklet have increased by another £101. Suffolk Digital Print was originally appointed to design and print 500 A5 colour, bound copies of the cemetery booklet at a cost of £497 + VAT.

Mr Wright proposed that Suffolk Digital Printing and Design be authorised an additional £101 + VAT for the design and printing of the cemetery booklet. Seconded by Mrs Brown. Resolved with ALL in favour.

#### **b. To Consider and Approve Extra Grass Cuts at the Closed Churchyard, St Andrews Church**

The Assistant Clerk advised Councillors that the current three year contract for the four extra cuts at the closed churchyard ends on 31<sup>st</sup> December 2022. A quote from ESC for a subsequent one year contract has been received. The quote is for £511.00 + VAT, half will be paid by the Parish Council (£255.50) and half of the amount will be paid by St Andrews Church (£255.50). The previous year the cost of the 4 extra cuts for the 2022 year was £482 + VAT (half is £241.00).

Mr Noske proposed that East Suffolk Council/ Norse be appointed for a one contract for four extra cuts at the closed churchyard at a cost of £511 per annum. Half of the cost will be paid by the St Andrews Church, hence the cost to the Parish Council will be £255.50. Seconded by Mr Wright. Resolved with ALL in favour.

#### **c. Other Matters**

Mr Wright mentioned that the boundary issues with a resident will be considered at the parish council meeting in January.

### **8. GENERAL PARISH MATTERS AND CORRESPONDENCE**

#### **a. To Note Matters Since Publication of Agenda**

The Clerk reported that Eastern Play Services would no longer be able to complete any play inspections at the play areas and that a new contractor would have to be sourced to complete playground inspections. Two inspections have already been carried out for the financial year and only one per annum is needed to comply with legal requirements. Sourcing a new contractor will be considered at the parish council meeting in January.

#### **b. To Consider and Approve Maintenance Contract at Ponds 1<sup>st</sup> January 2023 – 1<sup>st</sup> January 2026**

The Assistant Clerk advised that the maintenance contract at the ponds is coming to an end at the end of 2022. A quote has been sourced from the usual maintenance company SCL Landscape Management Ltd as they have provided the Council with excellent service in the past. They are offering the same maintenance contract at the current rates for the next three years.

Mr Wright proposed to accept the quote from SCL Landscape Management Ltd from 1<sup>st</sup> January 2023 to 1<sup>st</sup> January 2026 at the current maintenance rates, seconded by Mr Newton and agreed by ALL.

#### d. Dates for 2023

A list of new proposed dates was circulated to Councillors. Mr Wright informed Councillors of the new dates to be considered and agreed by Parish Council at the January meeting. It was agreed to switch the communications and planning meetings round on the draft list.

#### 9. CLOSE OF MEETING

The Chairman closed the meeting at 20.05pm.

-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 10<sup>th</sup> November 2022

#### GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
01/11/2022	Community Action Suffolk	Website hosting 2022	D/D	£ 60.00	£ 50.00	£ 10.00	Admin
03/11/2022	Mr J Nicholls	Parish handyman - weekly rounds - October 2022	Internet payment 763		£ 100.00		Litter
04/11/2022	Mrs S Stannard	Remembrance Wreaths	Internet payment 767		£ 40.00		S137
04/11/2022	JEP Business Services	Noticeboard Rounds - November 2022	Internet payment 768		£ 69.00		S142
04/11/2022	Barclays	Bank charges			£ 13.00		Admin
09/11/2022	Amazon	Paper for office	Internet payment 769	£ 34.99	£ 29.16	£ 5.83	Admin
09/11/2022	SCL Landscape Management	Maintenance play areas - October 2022	Internet payment 770	£ 433.20	£ 361.00	£ 72.20	PF&POS
10/11/2022	PWLB	Six monthly loan repayment Tower Hall	D/D		£ 10,665.41		S19
14/11/2022	BT Group Plc	Office phone hire charges	D/D	£ 241.20	£ 201.00	£ 40.20	Admin
15/11/2022	Amazon	Ring binders Office	Internet payment 776	£ 14.48	£ 12.07	£ 2.41	Admin
17/11/2022	Mrs S Jenkins	Parish mobile phone data	Internet payment 777		£ 10.00		Admin
17/11/2022	Amazon	Prize for summer newsletter	Internet payment 778	£ 61.92	£ 51.60	£ 10.32	Admin
18/11/2022	Amazon	Laminating sheets for office	Internet payment 781	£ 15.49	£ 12.91	£ 2.58	Admin
18/11/2022	Evolve Business Solutions	Printer contract 12/08/2022-11/11/2022	Internet payment 783	£ 82.41	£ 68.67	£ 13.74	Admin
21/11/2022	Suffolk Digital Print and Design	Printing of winter newsletter	Internet payment 784		£ 778.00		S142
21/11/2022	Ipswich Plastics	Clear acrylic cut for noticeboards	Internet payment 787	£ 284.88	£ 237.40	£ 47.48	PF&POS
21/11/2022	Net salaries paid after PAYE	NI & Pension - November 2022	Internet payment 788, 789		£ 4,970.48		Salary
23/11/2022	Nest	Pension contributions - employer & employee	D/D		£ 405.93		Pension
28/11/2022	K Isaacs	Wheelie bin stickers 30mph	Internet payment 790		£ 1,150.00		PF&POS
28/11/2022	Amazon	Eco Friendly Compostable Bags	Internet payment 791	£ 65.00	£ 54.17	£ 10.83	PF&POS
28/11/2022	Amazon	Eco Friendly Compostable Bags	Internet payment 792	£ 39.00	£ 32.50	£ 6.50	PF&POS
28/11/2022	Mr J Nicholls	Parish handyman - weekly rounds - November	Internet payment 793		£ 123.00		PF&POS
28/11/2022	SALC	Councillor Training - M Odam	Internet payment 794	£ 187.20	£ 156.00	£ 31.20	Training

#### CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
03/11/2022	Mr K Brazier	Registrar Lawn Cemetery - October 2022	Internet payment 764		£ 222.75		
03/11/2022	Mr K Brazier	Stationary cemetery admin	Internet payment 765		£ 7.03		
04/11/2022	Barclays Bank	Bank Charges			£ 13.85		
04/11/2022	Mrs S Stannard	Parking charges to visit bank for cheques	Internet payment 766		£ 1.45		
09/11/2022	SCL Landscape Management	Maintenance cemetery - October 2022	Internet payment 773	£ 480.60	£ 400.50	£ 80.10	
09/11/2022	SCL Landscape Management	Removal of conifers, clear Laurel and non-native shrubbe	Internet payment 774	£ 2,844.00	£ 2,370.00	£ 474.00	
15/11/2022	Cooks Waste Kare Ltd	Skip exchange lawn cemetery 08/11/2022	Internet payment 775	£ 192.41	£ 160.34	£ 32.07	
17/11/2022	Mrs S Stannard	Parking charges to visit bank for cheques	Internet payment 779		£ 1.45		
17/11/2022	Mrs S Stannard	Signed postage - A Maxwell	Internet payment 780		£ 2.35		
18/11/2022	Mr J Wright	Plants and other materials for war memorial at Lawn Cem	Internet payment 782		£ 155.34		
21/11/2022	Suffolk Digital Print	Design and printing of 500 copies of cemetery booklet	Internet payment 785		£ 598.00		
21/11/2022	Amazon Payments UK L	Combination lock at cemetery	Internet payment 786	£ 8.99	£ 7.49	£ 1.50	

#### ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
09/11/2022	SCL Landscape Mar	Maintenance allotments - October 2022	Internet payment 771	£ 103.20	£ 86.00	£ 17.20	Maintenance
09/11/2022	SCL Landscape Mar	Fencing new plot allotments - October 2022	Internet payment 772	£ 858.00	£ 715.00	£ 143.00	Maintenance

#### INCOME RECEIVED during November 2022

General Account (grant, Allotment deposit/ tenancies, newsletter adverts)	£806.87
Business Base Rate Tracker	£0
Cemetery Account (interest)	£3,586.17

#### ACCOUNT BALANCES AS AT 30 November 2022

General Account	£256,645.33
Business Base Rate Tracker	£54,528.70
Cemetery Account	£104,811.75