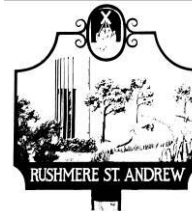




Rushmere St. Andrew Parish Council

www.rushmerestandrew.onesuffolk.net

"Seek The Common Good"



Minutes of the General Purposes & Finance Committee meeting held on 13th October 2022 at 7.30pm at the Village Hall

CHAIRMAN: Mr K Driver

COMMITTEE MEMBERS PRESENT: Mr K Driver, Mr J Westrup, Mr J Wright, Mr D Francis, Miss A Cracknell, Mr R Whiting, Mrs B Richardson-Todd, Mr D Noske.

APOLOGIES: Ms C Evans (family commitment), Mr M Newton (family commitment), Mr C Griggs (unwell), Mr B Ward (unwell), Mrs M Brown (family commitment)

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

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

ALSO PRESENT: 0 members of the public

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

2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 11th August 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 Westrup with ALL in favour. The minutes were duly signed by the Chairman.

3. DECLARATIONS OF COUNCILLOR INTEREST

Mr Wright declared a non-pecuniary interest in item 7b.

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

Mr Wright reported that it is road safety week and queried whether Councillors would like a road safety banner in the parish. Councillors agreed that two banners can be located in the parish provided that the Council is not responsible for the banners. Mr Wright informed Councillors that the data for the SID in Arundel Way has been downloaded and presented a graph showing Councillors the type of information that can be generated from the SID. Mr Wright reported that the gate at Limes Pond has been fixed, the debris has been removed from the pipes and a silk trap been put in place. Councillors noted this.

Problems were reported regarding the last Speedway event with cars parked along Foxhall Road and impacting on visibility near junctions. Clerk to report to East Suffolk Council.

b. County Councillor Report

A county councillor's report was made available at the meeting. Apologies were received from Cllrs Debbie McCallum and Stuart Lawson that were unable to attend the meeting. Councillors noted the report. Matters Arising – None. Mr Wright reported that there is an Eaze the Squeeze scheme that East Suffolk District Council is implementing. Information to be included on Parish Council website and newsletter.

c. District Councillor Report

A district councillor's report was made available prior to 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. Councillors stated that they thought anti-social behaviour is increasing in the parish contrary to police reports. Concerns were raised about crime statistics for Salehurst Road. Assistant Clerk to ask more information regarding crime statistics.

b. Other Matters

None.

6. FINANCE MATTERS

a. To Note Expenditure Authorised under Delegated Powers

None.

b. To Consider the Bank Reconciliation and Budget Monitoring for the Period Ending 30.09.22

The Assistant Clerk shared a bank reconciliation with Councillors and discussed the budget monitoring for the period ending September 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 Mrs Richardson-Todd. Resolved with ALL in favour.

c. To Approve the External Audit Report for the year ending 31st March 2022

The Assistant Clerk reported that the external audit report for 2021/22 had been received from PKF Littlejohn LLP. The report indicated that the information in Sections 1 and 2 of the AGAR is in accordance with proper practices and no other matters have come to their attention giving cause for concern in that relevant legislation and regulatory requirements have not been met. No other matters were drawn to the attention of the Parish Council and no action to take. The Notice of Conclusion of the External Audit for the 2021/22 has been published on the website and noticeboards.

Mr Noske proposed that the External Audit Report for 2021/22 be approved, seconded by Mr Westrup. Resolved with ALL in favour.

d. To Note the Receipt of the second precept payment

The Assistant Clerk reported that the second precept payment of £61,000 was received on 30th September 2022 from East Suffolk Council. The money was paid into the Parish Council general account. Councillors noted this.

e. To Approve a Debit Card for the Parish Council

The Assistant Clerk advised that officers have recently looked into acquiring a debit card for the Parish Council to pay for items like the yearly zoom subscription and on occasion these payments can be £250 upwards. Advice was asked from the internal auditor and SALC regarding this and the advice were as follows. Internal Auditor: Yes, as long as safeguards and spending limits are in place. SALC: This would need to be approved by council at a meeting (or Finance committee if within their scope). Extract from model Financial Regulations:- 6.18. Any Debit Card issued for use will be specifically restricted to the Clerk [and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by council or finance committee in writing before any order is placed.

Neither the Parish Clerk nor the Responsible Financial Officer is willing to have a Debit Card of the Parish Council in their names. Therefore, it would not be possible to acquire a debit card for the Parish Council. Instead, alternatives like Direct Debits, etc for Zoom subscriptions and other payments will have to be investigated. Councillors noted this.

f. Other Matters

Councillors asked that the Zoom Subscription be considered by the forward planning group.

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 the following:

Design of booklet – additional £60 + VAT

Printing of booklet – £40 + VAT

Total - £100 + VAT

Suffolk Digital Print was originally appointed to design and print 500 A5 colour, binded copies of the cemetery booklet at a cost of £397 + VAT.

Mr Wright proposed that Suffolk Digital Printing and Design by authorised an additional £100 + VAT for the design and printing of the cemetery booklet. Seconded by Mr Whiting. Resolved with ALL in favour.

b. To Consider and Approve Works to Sycamore Stumps, Clear Shrubbery around Bin Area and Prune Hawthorn and Holly Hedgerows

Mr Wright advised Councillors that there is a need to clear and improve the area around the bins at the Lawn Cemetery where the Sycamore Trees have recently been felled.

Greenways and SCL Landscape Management Ltd were asked to quote for the above-mentioned work. Greenways are not able to provide a quote for this. SCL Landscape Management Ltd provided the following quote: £220 + VAT

No other suitable companies were available to quote for the work particularly as SCL Landscape Management Ltd is doing other related work at the cemetery.

Mr Wright proposed that SCL Landscape Management Ltd be appointed as per their quote of £220 + VAT Seconded by Mr Francis. Resolved with ALL in favour.

c. To Ratify the Cemetery Fees for 2023

Mr Whiting advised that the Cemetery Management Advisory Panel considered the cemetery fees for 2023 at a recent meeting in August 2022. The panel considered the need for increasing the fees based on the current expenditure and income received in the last year (cemetery account) and contracts for the maintenance of the cemetery for the forthcoming year and recommended to the GP & F committee that the cemetery fees for 2023 remain the same as 2022.

Mrs Richardson-Todd proposed that the 2023 cemetery fees remain the same as the 2022 fees. Seconded by Miss Cracknell. Resolved with ALL in favour.

d. Other Matters

Mr Wright reported that the wall at the closed churchyard was damaged but that SCL Landscape Management Ltd, the contractors responsible for the damage, when the Sycamore trees were felled has insurance and are in touch with East Suffolk Council (owner of the wall) to repair the damage to the wall. Councillors noted this.

8. GENERAL PARISH MATTERS AND CORRESPONDENCE

a. To Note Matters Since Publication of Agenda

The Assistant Clerk advised that East Suffolk Council sent a letter to the Parish Council regarding the new company that will be set up and owned by East Suffolk Council and will be taking over the contracts and services of East Suffolk Norse and offered an opportunity to discuss current levels of services and changes about service. Councillors noted this and agreed not to send any correspondence to East Suffolk Council about the letter.

b. To Consider Details for Remembrance Service

Councillors discussed details for the annual Remembrance Service. It was agreed to join the civil service at St Andrews Church.

c. To Approve Purchase of Replacement Perspex for Noticeboards

The Clerk advised that the noticeboard on Foxhall Road at the top of the walkway from Claverton Way and the noticeboard on Bixley Drive by Water Tower Lane are now very clouded and it is difficult to read the notices.

Previous Perspex replacements have been sourced from Ipswich Plastics Ltd as they need to be cut to size. No other quotes have been sourced as this is a specialised job and previous Perspex has been cut exactly to specifications.

1 x Perspex sheet 2440mm x 1220mm x 4mm clear acrylic £264.92 -12.5% =£231.80 + vat

Cut to 966mm x 695mm

Cutting charge £5.60 + vat

Total £231.80 + £237.40 plus VAT

A discussion followed about the replacement of the Perspex and Mr Wright proposed that this item be deferred to the PA&S Committee Meeting in November 2022. This was seconded by Mrs Richardson-Todd. Agreed with ALL in favour.

e. To Approve Printing Costs for Winter Newsletter 2022

The Clerk advised that the quote from the usual printing company Suffolk Digital Print and Design is £778. Two other quotes were sourced from Kall Kwik Bury St Edmunds at £ 913.32 and Leiston Press at £844 to check the print costs from Suffolk Digital Print and Design are still competitive and they are.

Mr Wright proposed to appoint Suffolk Digital Print and Design to print the Winter Newsletter 2022 at £778, seconded by Mr Noske and agreed by ALL.

The delivery of the newsletters is done by Fullrays Leaflets and the service has been outstanding over the last 5 years. This is why no other quotes have been sourced. Due to general increases in costs such as petrol the new rates for the distribution of the Parish Newsletter is £120 per 1000, up from £60 per 1000. This is the first time an increase has been implemented. The total cost of delivering 2750 newsletters will be $2.75 \times £120 = £330$.

Mr Wright proposed to accept the quote from Fullrays Leaflets of £120 per 1000 newsletters to distribute the Parish Newsletters, seconded by Mr Noske and agreed by ALL.

c. Dates to Note

Tuesday, 19th October – Allotment Annual Meeting. 19.30 at Tower Hall

Thursday, 20th October – Forward Planning Meeting, 19:00pm at Tower Hall

Thursday, 10th November – Parish Council Meeting, 19.30 pm at Tower Hall

Thursday, 17th November - Parish Amenities and Services Committee, 19.30pm at Tower Hall

9. DETERMINATION OF ITEMS FOR FUTURE AGENDA

None

10. CLOSE OF MEETING

The Chairman closed the meeting at 20.30pm.

-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 8th September 2022

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
06/09/2022	Mrs S Stannard	Mobile phone for office	Internet payment 705	£ 399.00	£ 332.50	£ 66.50	Asset
06/09/2022	Mrs S Stannard	Sim card for mobile phone	Internet payment 706		£ 17.99		Admin
06/09/2022	Mrs S Stannard	Case for mobile phone	Internet payment 707		£ 0.99		Admin
06/09/2022	JEP Business Services	Noticeboard Rounds August 2022	Internet payment 708		£ 21.00		S142
06/09/2022	Mr J Nicholls	Parish caretaker rounds August 2022	Internet payment 709		£ 129.00		Litter
06/09/2022	Evolve Business Solutions	Printer contract 12/05/2022-11/08/2022	Internet payment 710	£ 89.23	£ 74.36	£ 14.87	Admin
06/09/2022	Parish Halls Rushmere St Ar	PAT Testing	Internet payment 711		£ 42.50		Admin
06/09/2022	SCL Landscape Management	Maintenance Play Areas	Internet payment 712	£ 84.00	£ 70.00	£ 14.00	PF&POS
06/09/2022	Eastern Play Services Ltd	Quarterly play inspections	Internet payment 713	£ 300.00	£ 250.00	£ 50.00	PF&POS
07/09/2022	Mr J Nicholls	Paint for play equipment	Internet payment 717		£ 25.95		PF&POS
20/09/2022	Suffolk Coastal Norse	Installation of new glasdon bin - Tower Hall I	Internet payment 718	£ 302.51	£ 252.09	£ 50.42	PF&POS
22/09/2022	Mr J Nicholls	Paint for play equipment - 2nd tin	Internet payment 719		£ 25.95		PF&POS
22/09/2022	Cloudflex Systems	Bitdefender and internet failure on system	Internet payment 720	£ 158.40	£ 132.00	£ 26.40	Admin
22/09/2022	Net salary payments excluding NI, Tax and Pension		Internet payments 722, 723		£ 3,623.09		Salary
22/09/2022	HMRC	Tax and NI - Jul, Aug, Sept 2022	Internet payment 724		£ 4,096.42		PAYE
27/09/2022	Nest	Pension payments - August 2022			£ 254.45		Pension
27/09/2022	Mrs S Jenkins	Mobile phone top up	Internet payment 721		£ 20.00		Admin

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
06/09/2022	Cooks Waste Kare Ltd	Skip exchange at Lawn Cemetery 25/08/2022	Internet payment 714	£ 192.41	£ 160.34	£ 32.07	Maintenance
07/09/2022	SCL Landscape Manager	Maintenance Lawn Cemetery - August 2022	Internet payment 715	£ 2,440.80	£ 2,034.00	£ 406.80	Maintenance
07/09/2022	Mr K Brazier	Registrar at Lawn Cemetery - August 2022	Internet payment 716		£ 198.75		Admin

ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
07/09/2022	SCL Landscape Mar	Removal and relation of compost bins at allotments	Internet payment 717	£ 1,830.00	£ 1,525.00	£ 305.00	Maintenance
07/09/2022	Anglian Water	Water charges	D/D		£ 114.94		Metered Water

INCOME RECEIVED during September 2022

General Account (grant, Allotment deposit/ tenancies/refund police)	£61,434.26
Business Base Rate Tracker	£16.80
Cemetery Account (interest)	£7,740.49

ACCOUNT BALANCES AS AT 30 September 2022

General Account	£283,923.27
Business Base Rate Tracker	£54,528.70
Cemetery Account	£102,052.10