

## Swilland and Witnesham grouped Parish Council

*Clerk to the Parish Council: Steve Barron*

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### MINUTES

#### Finance Committee Meeting

Wednesday 6<sup>th</sup> August 2024 at 7.30pm

The School Room Witnesham Baptist Church

1. Chairman welcomed Mrs Ross (first Finance Committee meeting) and all to the meeting. Present: Dr Nicol (Chair), Mr Sharples and Mrs Ross. Apologies from Mr Barlow.
2. **Declarations of Interest:** None
3. **Minutes of the Finance Committee Meeting of 8<sup>th</sup> November 2023.** These were confirmed as a true record and were signed by the chair.
4. **To Review Parish Council spending for the year so far.**  
Clerk reported that the (01/04/24 to 31/03/25) income budget of £28,758.44p funding from direct income, and draw on reserves, insurance claim reserve, CIL reserves plus grants.  
Budget income received so far is £12,843.89p.

Non-budgeted income includes CIL payment of £21,645.02 and a VAT reclaim from HMRC of £3,259.68 giving a total of overall income so far of £37,748.59p.

The (01/04/24 to 31/03/25) expenditure budget of £28,749.67p.  
Spend so far in budget is £13,533.33 p.

#### RESERVES

Unspent CIL remaining £1,546.94p from previous years, + £21,645.02 April 2024 gives total CIL restricted reserve held of £23,191.96p.

Current bank and building society holdings 6th August 2024 :

UTB £40,150.17p

SBS £8,923.40p (Suffolk Building Society)

Total £49,073.57p

Changes were agreed to expenditure heading amounts, with APM, Audit and Phone boxes reduced by a total of -£950.00p. Increases were agreed for Insurance, church yard and Village Hall Land Registry increase of +£950.00p to balance the existing budget.

**This was all agreed as satisfactory.**

The recommended future of the UTB and SBS accounts was discussed. **It was agreed to recommend to Full Council that the accounts continue as they are with the advantage of moving CIL reserves into SBS to gain interest on the larger amounts.**

**5. To consider any required adjustments to current Parish Council Budget for 2024 – 2025 and reserves.**

**It was agreed that an identified shortfall in “Communications” budget due to potential spend on .gov mailboxes should be resolved by adding £410.00p to the current £190.00p to make £600.00p. An equal amount of £410.00p was added to the “draw on reserves” budget heading to balance this. An additional heading of “Legal Costs for Playing Field Lease” was added by agreement as placeholder for any potential legal costs at £2000.00p, again with £2000.00p added to the draw on reserves.**

**This new budget will be put to Full Council for approval with expenditure of £31,159.67 and income / grants / reserves of £31,168.44.**

**6. To approve expenditure for Village Hall Land Registry.**

**After discussion and acknowledging the new budget amount, it was agreed to approve expenditure of £1500.00p for the Village Hall Land Registry project.** Concern was raised over the use of the same solicitor by the PC as the other parties in the land boundary process. **Clerk would contact James Hall at Birketts to seek clarification.**

**7. To consider any potential major projects referencing the current Council Project Planning Document.**

**After checking the items listed in the projects document, it was agreed that no further budgeting was required and the Project document should be shared.**

Meeting closed at 8:15 p.m.