

Rumburgh Parish Council
Finance Meeting
Minutes
Wednesday 15 November 2023
Start 7.30pm

- Councillors present – Paul Spill (Chair), Winky Evans, Paul Fenner (Vice Chair), Stephen Stannard, Julie Williams
The Clerk, Teresa Goldson was in attendance

Apologies – Julie Flatt

Acceptance proposed by Councillor Evans, seconded by Councillor Stannard
Council accepted

- Declarations of interest: None
 - Members of the public in attendance: None
 - Minutes of the previous meetings of 05 10 2023 and 09 11 2023 (Planning) were approved
 - Co-option of new Councillor: Councillor's had previously received Mr Oliver Hitchcock's application to become a Parish Councillor. Acceptance of the co-option Proposed by Cllr Williams, Seconded by Cllr Fenn. Council agreed unanimously and the Chairman duly welcomed Cllr Hitchcock to the Council
 - Clerks report and matters arising:
 - Council meeting dates for 2024 confirmed and circulated
 - Confirmation from Heelis & Lodge as Auditors for 2023-24 accounts
 - The Clerk brought the matter of dedicated email address to the attention of the Council for discussion in January
 - The clerk brought the matter of secure storage of documents and data to the attention of the Council. In time it would be preferably to move to Cloud storage which in turn will negate the need for papers to be circulated by email. Council to discuss in January
 - Cllr Williams asked about the current storage system and it was agreed that the Clerk should look to arrange a backup system.
7. Finances:
- Balances -Cllr Fenner provided the balance for the Savings Account £5350.75 to include £50 interest
 - JNC Salary scale agreement 2023-24 to be backdated to 01 04 2023. Clerk to review back payment due to the former clerk

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- Cllr Fenner spoke about changes to Bank Account access and signatories now that the new clerk is in post. Council agreed that Cllrs Spill and Fenner should make arrangements for the Clerk to have online access to both accounts, to be able to set up payments (first signatory) to then be authorised by one of the other signatories. Council to be notified of regular payments e.g. payroll, at each meeting, whilst ad-hoc payments e.g. invoices, would be brought to the Council for approval in the usual way. In exceptional circumstance such as the risk of incurring additional charges for late payments due to the timing of Council meetings, the Chairman and one other signatory will approve the payment and the Council informed at the next meeting. Proposed by Cllr Fenner, seconded by Cllr Stannard – Council agreed Unanimously.
 - Financial Standing Orders – these are due for review before the end of the financial year and will need to reflect these and other changes. It was also agreed that the Council should make clear the division of financial reserves, their intended use and any plans to grow the funds. Agenda item for February 2024 Council Meeting
 - Budget setting 2024-25 – the draft budget and 2024-25 Precept were discussed at length. It was agreed that in light of increased costs the precept should be increased to £4100. This would still result in a negative budget for 2024-25. Proposed by Cllr Fenner, seconded by Cllr Williams
 - Payments were approved for CAS Website (£60 chq no: 100580), SALC Planning Course (£20.40 Chq no: 100581)
 - Other financial business: Council has received an invoice for £700.80 for grass cutting and hedge trimming on behalf of Ian Harris. Mr Will Gibson (grandson) has asked to discuss taking on this work in future. Cllr Fenner to make contact and report back. Chq no 100582 duly signed and posted.
8. Cllr Specca, East Suffolk Council joined the meeting, highlighting the Top Ten Report from Cllr Caroline Topping leader of the Council. Parish Councillors asked Cllr Specca how much he felt should be set aside in the budget for future elections; Cllr Specca advised contacting Democratic Services in this regard. Cllr Specca then left the meeting
9. Planning – none
10. Annual Litter Pick – Cllr Evans reported that this year's event had been great and that there appeared to be fewer take away cartons than in the past, which is a good thing. The Chairman thanked by Cllrs Evans and Willaims for their work in this regard.
11. Matters to be brought to the attention of the council at the next meeting – RoSPA report.
12. Next meeting 3 January 2024

Meeting closed at 8.45pm

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P. J. R.