



Three Saints South Elmham Parish Council

All Saints & St. Nicholas, St. Michael and St. Peter South Elmham

ANNUAL PARISH MEETING

held by Zoom on

Wednesday 5th May 2021 – 7.30pm

Present: Richard Pooley (Vice Chair), Winky Evans, Heather Hughes-Jones, James Montagu,
Paul Watkin

Clerk/Responsible Financial Officer (RFO): Sally Chapman

Also Present:

Public Forum

- A. Reports from County & District Councillor David Ritchie & District Councillor Judy Cloke**
DC Judy Cloke sent a report: <http://threesaintssouthelmham.onesuffolk.net>
- B. Public Forum – for Members of the Public**
None

MINUTES

- 1. Chair's Welcome**
The Vice Chair Richard Pooley was elected to Chair the meeting and welcomed everyone.
- 2. Apologies**
John Flatt (Chair) – apologies accepted and County Councillor David Ritchie & District Councillor Judy Cloke.
- 3. To approve the Minutes of the Meeting held on 15th May 2019** *(no meeting held in 2020)*
The Minutes from the Meeting held on 15th May 2019 were confirmed unanimously as a true and accurate record.
- 4. Matters Arising**
None
- 5. Chair's End of Year Report**
No report
- 6. Responsible Financial Officer's End of Year Reports** *(attached)*
The RFO read out her reports and answered questions.
- 7. County & District Councillors End of Year Reports**
Cllrs noted DC Judy Cloke report.
- 8. To receive Community Reports**
None.

Cllr Watkins suggested for next year's meeting some local charities and community clubs are invited to attend or send a report.

9. Public Questions

None

The Meeting ended at 8.04pm

Responsible Financial Officer's End of Year Reports

THREE SAINTS SOUTH ELMHAM PARISH COUNCIL BUDGET 2020-21					
INCOME					
ACTUAL		Budget	ACTUAL	Projected	Notes
2019/20		2020/21	2020/21	End of Year	
3,000.00	Precept	3,000.00	3,000.00	3,000.00	
20.00	Additional Grants	0.00	58.43	58.43	Litter picking equipment grant
62.02	VAT Reclaimed	78.70	78.70	78.70	
6.00	Business Saver Interest	3.00	2.42	2.42	
3,088.02	Total Income	3,081.70	3,139.55	3,139.55	
EXPENDITURE					
1617.72	Clerk's Salary	1666.08	1,762.92	1,762.92	Salary incorrectly calculated from 1st April
90.00	Clerk's Office Costs	90.00	90.00	90.00	
44.47	Clerk's Expenses	60.00	30.87	30.87	Folders, divider, notepad, stamps, 2 x plastic storage boxes,
77.00	Hall Hire & Zoom	75.00	25.20	25.20	Zoom £3.60pm
35.00	ICO - Data protection registration	35.00	35.00	35.00	Paid from Saver account
234.08	Insurance	250.00	234.08	234.08	CAS Parish Protect Insurance 3-year term at £234.08 PA 2019-2021
82.20	Internal Audit Fee	85.00	85.00	85.00	
50.00	S137 Grants	250.00	230.00	230.00	£20.00 placed in reserves
135.92	SALC Subscription	140.00	138.90	138.90	
0.00	Training	50.00	0.00	0.00	No training other than free Zoom
125.00	Maintenance	150.00	0.00	0.00	
0.00	Miscellaneous	50.00	0.00	0.00	
50.00	Website	50.00	50.00	50.00	
2,541.39	Total Budgeted Expenditure	2,951.08	2,681.97	2,681.97	
546.63	Budget Variance	130.62	457.58	457.58	
Non-budgeted					
0.00	Litter picking equipment	0.00	47.42	47.42	Paid for by ESC Grant
54.40	ESC Election fees	0.00	0.00	0.00	
214.00	CIL Money (spent)	0.00	0.00	0.00	
78.70	VAT to reclaim	78.70	20.54	20.54	
0.00	South Elmham Community News 2019 invoice	0.00	180.00	180.00	Received late South Elmham Community News 2019 invoice
0.00	Tree Maintenance	0.00	300.00	300.00	
-67.20	Written off cheque	0.00	0.00	0.00	
2,821.29	Total Expenditure	3,029.78	3,229.93	3,229.93	
266.73	Total Variance	51.92	90.38	90.38	
Restricted Reserves					
	CIL Money	291.76			Received in 2014/15 and unspent may be taken back.
	Defibrillator Reserve (Saving for)	157.20			
	Transparency Grant (Clerk's equipment)	466.65			
	Common Maintenance	2,700.00			Used £300 tree maintenance
	Election	945.60			
	Strimmer	500.00			
	Grants	40.00			Less £180.00 - last years South Elmham Community News 2019 invoice
	Total Restricted Reserves	5,101.21			
	General Reserves	1,637.55			
	Total	6,738.76			

Three Saints South Elmham Parish Council PC		
Year ended 31st March 2021		
	Receipts	
2019/20		2020/21
£	Receipts	£
3,000.00	Precept	3,000.00
20.00	Additional Grants	58.43
62.02	VAT Reclaim	78.70
6.00	Business Saver Interest	2.42
3,088.02		3,139.55
	Payments	
1,617.72	Clerk's Salary	1,762.92
90.00	Clerk's Office Costs	90.00
44.47	Clerk's Expenses	30.87
77.00	Hall Hire	25.20
35.00	ICO - Data protection registration	35.00
234.08	Insurance	234.08
82.20	Internal Audit Fee	85.00
50.00	S137 Grants	410.00
135.92	SALC Subscription	138.90
-	Training	-
125.00	Maintenance	300.00
-	Litter picking equipment	47.42
50.00	Website	50.00
54.40	ESC Election Fees	-
214.00	CIL Money	-
78.70	VAT on payments	20.54
- 67.20	written off cheque	-
2,821.29		3,229.93
266.73	Surplus income over expenditure	- 90.38
6,562.41	Balance b/f	6,829.14
6,829.14	Balance c/f	6,738.76
	Balance Sheet	
£	Cash at Bank	£
1,571.30	Current Account	1,676.50
5,334.84	Business Saving Account	5,302.26
-	Petty Cash	-
-	Uncleared receipts	-
- 77.00	Uncleared cheques	240.00
6,829.14		6,738.76
1,267.93	General Reserves	1,637.55
5,561.21	Earmarked Reserves	5,101.21
6,829.14		6,738.76
The above statement represents fairly the financial position of the Authority as at 31st March 2021 and reflects its receipts and payments during the year.		
Signed		
	John Flatt - Chair	
Signed		
	Sally Chapman - Responsible Financial Officer	