

MINUTES OF SAMPFORD COURTENAY PARISH COUNCIL MEETING
END OF YEAR FINANCE MEETING

TUES 22ND MARCH 7.30PM

Present: Cllrs M. Wilson, J. Palmer, P. Collins, M. Carpenter, B. Tucker, M. Morrissey & J. Friend & Clerk M. Pratt

- Chairman's welcome** – Cllr M Wilson explained that this meeting was scheduled at the May 2021 AGM in order that all payments for March expenditures could be processed and included in the end of year accounts. (Last year these payments were approved at SCPC meeting on April 5th, and as such were not allowed to be included in the Accounts for year ending 31st March 2021)
The Clerk – also confirmed that this meeting was a Full Council Meeting, the legal notification had been publicised to both Councillors and the public and complied with our standing orders.
- Apologies** – Cllr C. Coleman
- Public Participation** - None
- Declarations of Interest** – None
- Storm Eunice** – Devon Communities Grant of £1,119.17 received. Equipment to help SCPC and parishioners cope with future emergencies have been purchased. (LPG/Diesel Generator; Mobile Radios, Waterproof Storage Chest and Hi-Viz Jackets) SCPC will arrange a session to familiarise councillors and volunteers with the operation of this new equipment.
- Condolences to the family of Les Beer**- a staunch volunteer and supporter of both the Parish Council and Village Hall over his many years in the parish. His funeral is to be held on Thurs March 31st – 2pm St Andrew's Church.
- Ukraine Coffee Morning** – thank you to everyone who supported. **£1,600** has been paid into the British Red Cross Disasters Emergency Fund at Lloyds Bank.
- Finance** – the following payments were approved unanimously.

Clerk salary & Expenses	265.00	Mar hours = 22 hrs to 25.3.22
Toilet Cleaner	80.91	
EDF	11.00 DD	Toilets – Electricity

Julie Carpenter	231.66	Website Administration
Colin Lethbridge – Footpath Work	3657.52	EMR – P3 – revised invoice
Community Heartbeat	34.80	Defibrillator signs.
M.Wilson – Generator, Radios, Hi-viz vests, & storage chest	1114.01	EMR – Devon Communities Grant
Total Payments this month	£5,394.90	
Reserve Account = EMR	£36,486.99	After these transactions & transfers
Current Account	-£58.98	This will be rectified on next VAT claim.
Excess VAT already claimed	£1,196.61	
Income	£34.00	Seamoor Lotto
	£1,119.17	Devon Communities for Resilience fund.
	£2,114.70	VAT Refund
	£1,250.00	Chase Milton
Transfers between accounts	£4,592.83 £5,983.07	From Current to Reserve Returned to P3

9. End of year financial considerations:-

- a) National Salary Awards 2021/22 – NCP scale 24 rises to £15.16 per hour (new Clerk's contract based on £14.50 ph) this will have implications on the Budget set.

As this is a National Salary Award – increased hourly payment was unanimously approved.

- b) Parishioner Donations - £1,100 –

Proposal to put £100 to Resilience EMR and £1,000 to Toilets EMR.

Proposed Cllr Wilson, Seconded Cllr Collins – Approved unanimously.

- c) Chase Milton 2022 – £1,250 –

Proposal to put £500 to SCEnSus EMR and £750 to Toilets EMR fund LED lighting etc

Proposed Cllr Palmer, Seconded Cllr Wilson – Approved unanimously.

- d) Parish Enhancement EMR –

Proposal to put £4,000 to Toilets EMR

Proposed Cllr Wilson, Seconded Cllr Palmer – Approved unanimously.

- e) **Financial Risk Assessment 22-23** - updated Financial Risk Assessment had been read and agreed unanimously.
- f) **EDF Contract received 15.3.22 – Fixed for business 2 yr** Daily Standing charge 25p Unit price 52.80 p KWH – Review date 14.3.24. New monthly DD of £12 per month. Change before this date will be subject to an “Early Termination Fee”.

10. Current Ear marked Reserve Totals at end of Financial Year – the current EMR’s were reviewed and amended to include Transfers as agreed above. Full explanation of current totals including committed expenditure will be available at the Open Meeting on 19th April.

11. General Expenditure from the Precept Review – current totals were reviewed and variances discussed. A full variance explanation will be published on the Website with the end of year account documents.

12. Gmail Accounts for councillors – as part of the Financial Risk Assessment the Clerk and all councillors now have a specific gmail email address for council business. These are the only emails that will be used from 1st April 22.

13. Jubilee Mug orders so far = 31 – last date for orders will be at the Open Meeting on 19th April.

14. Date of next meeting. To confirm the date of the next meeting which is scheduled for Tues 5th April and then 19th April, Open Meeting at 7.30 pm at the Village Hall and via Zoom. Plus AGM Tues 3rd May 7pm followed by normal monthly meeting.

Signed M. S Pratt Marion Pratt, Clerk to Sampford Courtenay Parish Council Mar 2022

Members of the Public are cordially invited to attend all Parish Council Meetings and suggest items for the Agenda. (Please contact the Clerk at least 7 days prior to scheduled meeting re Agenda items)

2022						
		Feb 1st	Mar 1 st + Finance Meeting 22 nd Mar			
. April 5 th April 19 th Open Meeting.	May 3rd AGM & Normal Monthly meeting	June 7th	July 5th	Aug 2nd	Sept 6th	Oct 4th
Oct 18 th Open Meeting	Nov 8th	Dec 6th	2023	Jan 3rd	Feb 7th	Mar 7th