



# Waldringfield Parish Council

Parish Clerk: Jennifer Shone-Tribley  
Low Farm, Ipswich Road, Waldringfield, Woodbridge,  
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## Minutes of the Parish Council Meeting held on Tuesday 10 January 2023

**In attendance:** Councillors Kay, Elliot, Shore, Archer and Couchman; ESC Cllr Richardson

**Members of the public :** 0

**Clerk:** Jennifer Shone-Tribley

Meeting opened 19:31 pm

### 1986

1. To **RECEIVE** apologies for absence –Cllr Quick, Gold, Reid and Beaumont; SCC Cllr Mulcahy
2. To **RECEIVE** declarations of interest  
To **RECEIVE** delegated Declaration of Interest Dispensation decisions or **APPROVE** non-delegated DPI dispensations requested by a councillor.

None declared

### Parish Issues – An opportunity for parishioners to bring matters to the attention of the Parish Council and for parishioners to seek guidance from the Council.

No members of the public present

3. To **RECEIVE** reports from SCC Cllr Patti Mulcahy, ESC Cllrs Richard Kerry and Mick Richardson and Suffolk Police.

ESC Leader’s Monthly Bulletin circulated to Councillors. Cllr Richardson advised nothing new to report. Cllrs had no questions, but Cllr Elliot noted there was some good information about Warm Rooms. Cllr Elliot advised the conversations with individuals recommended by Cllr Richardson was very positive and helpful.

Cllrs noted the Crime data information.

4. To **APPROVE** the minutes of the WPC Meeting held on 13 December 2022.

Motion to **APPROVE** minutes of 13 December 2022: Proposed: Cllr Kay; Seconded Cllr Shore - all in favour of those present at the meeting.

5. **MATTERS for REPORT** from minutes of previous meetings and to **REVIEW ACTION POINTS** from the minutes of the Parish Council meeting held **13 December 2022** - See separate list

### ACTION ITEMS

**Planning applications** – Clerk to send agreed responses by deadlines indicated **DONE**; Clerk to follow up with B. Woolnough regarding WPC letter about unenforceable planning conditions. **DONE 14.12.22**

**Budget:** Clerk to revise as discussed - **DONE**

**Felixstowe Partnership:** Cllrs Couchman, Elliot and Gold to investigate providing a warm room, pantry and food vouchers. **Update provided in Agenda Item 8**

**Red Bricks signage:** Clerk to authorise Highways to change sign for quoted amount-**DONE 14.12.22**. Clerk to contact Cllr Mulcahy regarding additional costs – **Clerk updated that Cllr Mulcahy agreed to make a contribution to defray costs from her locality budget; Clerk to investigate with Highways the dispensation of purchasing a new (but now redundant) sign.- DONE 14.12.22**

**BACs Payments:** Cllrs Reid and Archer to approve payments **DONE 14.12.22**

**Hybrid meetings:** Clerk to respond to resident who enquired **DONE 15.12.22**

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6. To **CONSIDER** Planning Applications for **COMMENTS:**  
DC/22/4771/TPO | T9 of TPO No. 163 / 2003 1no. Oak (T9 on Order) - Re-pollard to previous pruning points | Waldringfield Sailing Club Cliff Road Waldringfield Suffolk IP12 4QL - Planning Officer Falcon Saunders; Comments Deadline 11 January 2023.

Cllr Elliot presented on behalf of the planning group. She noted the submissions were unusual and do not conform to normal submissions for this type of application.

The Tree Warden also reviewed the works suggested and provided a full report and submitted photos which Councillors reviewed. The Tree Warden concluded with a recommendation that the WPC object to the works on the basis that it is unnecessary and it would further damage the tree shape leading to a distorted crown not appropriate to the location. Cllrs reviewed the submitted documents, discussed the Tree Warden's report and agreed with the Tree Warden's assessment.

Motion to **OBJECT** to the application for the above reasons: Proposed – Cllr Elliot, Seconded – Cllr Archer– all in favour.

DC/22/4732/FUL | Proposed Front Extension | The Heronry Cliff Road Waldringfield Woodbridge Suffolk IP12 4QL-Planning Officer- Rebekah Chishaya; Comments Deadline 11 January 2023

An application, DC/18/4475/FUL, to extend the property was approved in 2018 based on the drawings & materials details in the application form submitted at the time. This stated that materials would match existing - ie bricks. Cllrs noted that the photo in the Design and Access statement for the current application shows the works undertaken and completed under this application do not conform to the conditions of that approval. It was further noted that there was no variation to this application or non-material amendment made in respect of this first application. It is noted that the planning group would be unlikely to recommend objecting should a retrospective application be submitted. The Cllrs also note that permission for a garage had not yet been commenced/erected.

Cllr Elliot outlined that this new application is seeking to extend to the front a ground floor room. Reasons stated for this are to provide more light to the room in question.

It was discussed that while a front extension is less than ideal (in the planning guidance terms), as the proposed extension will not extend beyond the elevation of the other ground floor front window is not considered to be objectionable.

Cllr Elliot noted however, the design of the proposed extension is unsympathetic to the "host" dwelling. Cllrs reviewed the submitted plans and proposed materials and design. Cllrs discussed that the fenestration is of a different style and includes large windows going into the gable end as illustrated in the elevation drawing for the 2022 application.

It was also noted that the front elevation is South facing and therefore windows which match those of the host dwelling would provide a very effective source of light without extending the fenestration into the gable end.

The planning group recommends that WPC objects to this application on the grounds of unsympathetic design as above and, also recommends pointing out the apparent discrepancies between what was approved in 2018 and what has been carried out.

Cllrs discussed the position and agreed that **not supporting** this application in its current form, due to the fenestration into the gable would be appropriate, but Cllrs agreed should plans be amended to remedy this design issue, the WPC would reconsider this position. It was also agreed that mention of the finished extension from 2018 does not conform to agreed finishings.

Motion to respond as **NOT SUPPORTING** the application in its current form - Proposed -Cllr Kay, Seconded Cllr Elliot– all in favour;

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To **MAKE ARRANGEMENTS** to deal with applications received after publication of this agenda. DC/21/2391/FUL | Change of use of land for siting of 31 static units and 12 touring pitches and ancillary facilities - re-submission of DC/20/5102/FUL. | Land Off Ipswich Road Brightwell Ipswich Suffolk IP10 0BJ – **Planning Officer Rachel Lambert; Comments Deadline 20 January 2023**

Clerk advised an application for an extension was granted to 25 January 2023, but this still requires an extraordinary meeting. Clerk advised earliest meeting date is 18 January 2023 to meet statutory notification requirements.

Cllr Elliot also noted that grant applications are contingent on approval of some policies and therefore meeting earlier than later would be preferable.

Following discussion, it was agreed to hold the extraordinary meeting on 18<sup>th</sup> January 2023 at 5pm in the Kennedy Room.

To **NOTE** any application decisions received – see separate list  
Cllrs Noted

To **RECEIVE** any other planning information.  
Nothing further

7. To **APPROVE** 2023-24 budget  
Clerk reviewed the amendments and answered questions.

Motion to **APPROVE** the presented budget: Proposed – Cllr Kay, Seconded Cllr Archer – all in favour

To **CONSIDER** and **APPROVE** the Parish Council precept request for 2023-2024 of £16,322.00

Motion to **APPROVE** the Precept request of £16, 322.00 – Proposed Cllr Elliot, Seconded Cllr Archer - all in favour.

8. To **RECEIVE** updates from the Felixstowe Partnership and Ease the Squeeze projects

The working group circulated a briefing paper prior to the meeting to all councillors.

Proposed is to hold a warm room environment on Wednesday afternoons – 1-6pm weekly for initially 16 weeks which will be open to all, and at no cost. Coffee, Tea and soup/rolls will be offered , soup, coffee and tea being donated by the Maybush. Volunteers will support the afternoon on a rota basis. Cllrs thanked Mr. Lomas for his generous support of the endeavour, and his additional community support through the Voucher Scheme through the Felixstowe Partnership.

Proposed also was the establishment of a pantry of ambient goods – again available to all. The Village Hall has agreed to allow this to be in the book share bookshelf, for the warm room opening times. Depending on its success – the working group may seek to expand the availability of the pantry.

Costs of supporting the warm room and the establishment of a pantry will be funded through available grants (to be applied for), public donations and private donations from the Maybush.

The Working Group submitted initial start up costs – which they requested to initiate the establishment of these services. The group noted that as soon as possible they will be making applications for available grants, which would off-set this initial outlay.

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Motion to **APPROVE** the initial start-up costs as outlined in the amount of £360.00. Proposed- Cllr Archer; Seconded Cllr Shore – all in favour.

9. To **RECEIVE** playing field monthly inspection report

Received from Cllr Reid. Cllrs noted – not action required.

Cllr Couchman raise issue of state of tennis court raised by MOP at the coffee morning. Cllr Archer advises that the surfaces are not ideal at present (largely due to the time of year) and that this will be addressed by the Tennis Court Trust.

10. **CLERK AND RFO REPORT**

To **CONSIDER** and **APPROVE** items of expenditure, and arrange for approval of BACS accordingly – see separate list.

Motion to **APPROVE** expenditure list: Proposed Kay ; Seconded Archer – all in favour

BACS payments to be authorised by Cllrs Archer and Kay

Cllrs noted receipt of the VAT refund.

Cllr Elliot raised the issue of a request from the Coronation organising committee – who are requesting the WPC cover the costs of the cake and commemorative raffle prizes.

Motion to **APPROVE** allocation of £100 towards the cost of the cake and agreement to contribute to raffle prizes costs to not exceed the agreed budget – Proposed - Cllr Kay, Seconded Cllr Shore – all in favour.

To **RECEIVE** and **APPROVE** the Financial Reports and **UNDERTAKE** the independent Bank Reconciliation.

Invoices and Bank reconciliation reviewed and signed by Cllr Couchman

To **MAKE ARRANGEMENTS** for the Internal Controls Review and Annual Risk Assessment and Management Review

Clerk requested councillors to assist in the Internal Controls review. Cllrs Kay and Archer agreed to undertake the review. Clerk to arrange this review.

Clerk advised that while edits to responsibilities can be undertaken, a wider review of some of the other area (the Fairway Committee for example) could use a review by Councillors. Cllrs agreed to send the Clerk their thoughts by email and the Clerk will present a Draft for approval at the February meeting.

11. To **RECEIVE** updates/reports on public rights of way, verges and road safety matters.

Clerk updated she has followed up regarding the bollards application sent 05 December. Will continue to follow up on approvals.

12. To **CONSIDER** any correspondence received before the meeting – see separate list  
No comments

13. **PARISH MATTERS** for the next meeting.

Planning  
Policies

# Waldringfield Parish Council

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14. Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, to **RESOLVE** that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during the consideration of Item 15 (personnel matters).  
Proposed Cllr Kay, Seconded Cllr Elliot – all in favour

Clerk left the meeting 21:22pm

15. To **DISCUSS** the Clerk's Annual Performance Review

The Clerk's salary and performance were discussed. Cllr Elliot highlighted the main points in SALC's article "HR and Personnel Matters" which had been circulated before the meeting. It was agreed that a face-to-face meeting between the Clerk and at least two councillors is desirable. Cllrs Kay and Elliot volunteered for this, and it was suggested that Cllr Reid might like to be included.

Dissatisfaction was once again expressed at the long delays in producing the NALC pay scales, sometimes 8 or 9 months into the relevant financial year and on occasion 2 years beyond the relevant financial year. Councils locked into these pay scales, particularly small councils, find it impossible to budget effectively and employees have to wait many months for salary increases to be implemented. WPC is not bound by the NALC scales. Councillors agreed that in compliance with the employment contract the Clerk's salary will be reviewed every 12 months. This review will form part of the annual appraisal to be held each January (the anniversary of the end of the probationary period in January. Any salary changes as a result of this annual review would be applied with immediate effect for the next 12 months.

A performance related increase for the year 2022/2023 was agreed, and this, along with the review of the Clerk's performance and future objectives will be discussed with the Clerk in the face-to-face appraisal meeting, to be arranged as soon as possible.

**Meeting closed 21.55pm**

## **ACTION POINTS**

**Planning applications** – Clerk to send agreed responses by deadlines indicated; Clerk to follow up with B. Woolnough regarding WPC letter about unenforceable planning conditions. Clerk to organise extraordinary meeting for 18<sup>th</sup> January 2023 at 5pm.

**Budget:** Clerk to submit Precept Request by deadline.

**Felixstowe Partnership:** Clerk to set up cost codes for Grant funding and expenditures. Clerk to confirm Warm Room bookings. Cllrs Elliot and Couchman to make arrangements for launch of warm room provision

**Policies:** Clerk to arrange Internal Controls Review; All Councillors – to provide feedback to Clerk on Annual Risk Assessment and Management Review by 08 February 2023.

**BACs Payments:** Cllrs Kay and Archer to approve payments

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## SUPPORTING DOCUMENTS JANUARY

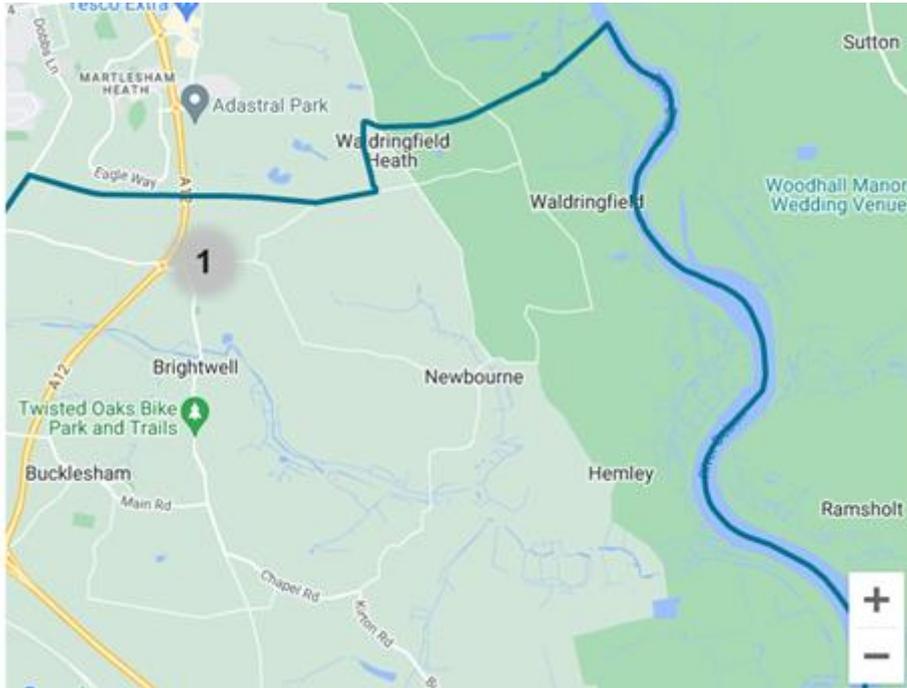
### ITEM 3

**3.** To **RECEIVE** reports from SCC Cllr Patti Mulcahy, ESC Cllrs Richard Kerry and Mick Richardson and Suffolk Police.

No new reports were received in time for publication.

#### **Suffolk Police and Crime Data**

Latest data –November 2022



#### **Waldringfield**

None

#### **Newbourne**

None

#### **Brightwell**

1 x other theft

### ITEM 4

**4.** To **APPROVE** the minutes of the WPC Meeting held on **13 December 2022**. Draft minutes were circulated to Councillors with the Agenda and are available on the website.

### ITEM 5

**5.** **MATTERS for REPORT** from minutes of previous meetings and to **REVIEW ACTION POINTS** from the minutes of the Parish Council meeting held on 13 December 2022

**Planning applications** – Clerk to send agreed responses by deadlines indicated **DONE**; Clerk to follow up with B. Woolnough regarding WPC letter about unenforceable planning conditions. **DONE 14.12.22**

**Budget:** Clerk to revise as discussed - **DONE**

**Felixstowe Partnership:** Cllrs Couchman, Elliot and Gold to investigate providing a warm room, pantry and food vouchers. **Update provided in Agenda Item 8**

**Red Bricks signage:** Clerk to authorise Highways to change sign for quoted amount-**DONE 14.12.22**. Clerk to contact Cllr Mulcahy regarding additional costs – **in process**; Clerk to

# Waldringfield Parish Council

investigate with Highways the dispensation of purchasing a new (but now redundant) sign.-

**DONE 14.12.22**

**BACs Payments:** Cllrs Reid and Archer to approve payments **DONE 14.12.22**

**Hybrid meetings:** Clerk to respond to resident who enquired **DONE 15.12.22**

## ITEM 6

**6.** To **CONSIDER** Planning Applications for **COMMENTS:**

DC/22/4771/TPO | T9 of TPO No. 163 / 2003 1no. Oak (T9 on Order) - Re-pollard to previous pruning points | Waldringfield Sailing Club Cliff Road Waldringfield Suffolk IP12 4QL – **Planning Officer Falcon Saunders; Comments Deadline 11 January 2023.**

DC/22/4732/FUL | Proposed Front Extension | The Heronry Cliff Road Waldringfield Woodbridge Suffolk IP12 4QL-**Planning Officer- Rebekah Chishaya; Comments Deadline 11 January 2023**

To **MAKE ARRANGEMENTS** to deal with applications received after publication of this agenda.  
None at time of publication of these documents

To **NOTE** any application decisions received – see separate list

Ref. No: DC/22/2050/FUL | Received date: Thu 19 May 2022 | Status: **Application Withdrawn** | Case Type: Planning Application

Proposed residential development - Oak Garage School Road Waldringfield Suffolk IP12 4QR

Ref. No: DC/22/4571/AME | Received date: Mon 21 Nov 2022 | Status: **Application Permitted** | Case Type: Planning Application

Non Material Amendment of DC/20/2355/FUL - The proposal is to demolish the existing part two storey and part single storey house and construct a new house which is also part two storey and part single storey but with a larger two storey element. The footprint of the new house is predominantly within the footprint of the existing dwelling. - Replace the only square opening window on the north facing elevation with a narrower full length fixed window. The replacement window is referred to in the drawing 19135-200-C6 as WF03 and is the most north-westerly window on the north elevation - Quayside The Quay Waldringfield Suffolk IP12 4QZ

Ref. No: DC/22/3765/FUL | Received date: Fri 23 Sep 2022 | Status: **Application Permitted** | Case Type: Planning Application

First floor extension over existing ground floor extension. Internal alterations to reconfigure ground floor plan. - 8 Village Way Waldringfield Woodbridge Suffolk IP12 4QW

To **RECEIVE** any other planning information  
None at time of publication.

## ITEM 7

To **APPROVE** 2023-24 budget

Since the last revision, the Clerk has confirmed some supplier rates which have confirmed percentage increases or no increases – allowing for a more accurate forecast. This budget assumes a 5% increase to Precept. Increased expenditures for the in-year budget have also seen an expected reduction in the available reserves for 23/24. Additions of expenditure agreed at the last meeting have also had a negative impact on the budget deficit – which will be funded by reserves.

Reserves: I further note for Councillors that the available contingency reserve is 30.3% of Precept this year, down from the 32.8% last year and overall reserves are at 82% of Precept. Ideally reserves of 12 months (or 100% of Precept) would be held plus earmarked funds for asset management.

# Waldringfield Parish Council

WALDRINGFIELD PARISH COUNCIL				
DRAFT BUDGET FY 2023-24 V5				Proposed FINAL
	Notes	Budget YE 2023	Notes	Budget YE 2024
<b>EXPENDITURE</b>				
<b>Annual General</b>				
<b>1. Administration</b>				
Clerk Salary inc on-costs	A	£6,100.00	1	£6,860.00
Clerks expenses including office	B	£150.00	2	£50.00
Post and telephone	C	£40.00	2	£25.00
Newsletter printing	D	£650.00	3	£875.00
Village Hall Hire (Meetings)	E	£325.00	4	£335.00
Insurance	F	£650.00	5	£415.11
Celebrations/Fetes	G	£1,500.00	6	£500.00
Professional memberships	H	£450.00	7	£530.00
Audit costs	I	£200.00	8	£425.00
Chairman's expenses	J	£50.00	9	£50.00
Training	K	£300.00	10	£960.00
Election costs	L	£0.00	11	£1,000.00
Accounting / Website etc	M	£625.00	12	£575.00
Professional services	N	£200.00	13	£0.00
		<b>£11,240.00</b>		<b>£12,600.11</b>
<b>2. Playing Fields</b>				
Grass cutting (field)	O	£880.00	14	£900.00
Mole Catching	P	£150.00	15	£0.00
Repairs and maintenance	Q	£3,230.00	16	£3,500.00
Footpath maintenance	R	£450.00	17	£375.00
		<b>£4,710.00</b>		<b>£4,775.00</b>
<b>Grants Fund</b>				
General Grants	S	£300.00	18	£0.00
Community Grants	S	£1,875.00	18	£1,875.00
		<b>£2,175.00</b>		<b>£1,875.00</b>
<b>Total Expenditure</b>		<b>£18,125.00</b>		<b>£20,000.11</b>
VAT to be paid on Exps		£750.00		£750.00
<b>INCOME</b>				
Precept		<b>£15,544.75</b>		<b>£16,322.00</b>
PROW SCC Grant		£275.00	19	£275.00
Reserved funds (Jubilee)		£1,500.00	Election	£1,000.00
CIL Funds		£0.00	20	£300.00
Advertising		£45.00	21	£35.00
Interest		£50.00	22	£50.00
VAT Refund		£750.00		£750.00
<b>Total Income</b>		<b>£18,164.75</b>		<b>£18,732.00</b>
<b>Projected budget surplus/defecit</b>		<b>£39.75</b>		<b>-£1,268.11</b>
<b>RESERVES</b>				
Cash Balance at YE			(projected)	£19,715.63
Less projected deficit/plus surplus				-£1,268.11
Less unspent grants (specified)				£0.00
Less earmarked reserves			<b>Res</b>	£13,500.00
Reserves (General) for FYE 31/03/22		£5,101.86		£4,947.52
As % of Precept		32.82%		30.31%
<b>EFFECT ON BAND D EQUIVALENT</b>				
	Band D equiv 2022	£15,544.75	Band D equiv 2022	<b>£16,322.00</b>
£ per Band Equivalent household	256.72	£60.55	<b>255.28</b>	£63.94
Increase (percentage)			<b>% incr</b>	<b>5.59%</b>
Increase (in pounds)			<b>££ Incr</b>	£3.39
<b>PRECEPT Request</b>		<b>£16,322.00</b>		

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Reserves 2023-24		
RESERVES 2023-24		
	Proposed Final	
predicted balance 31/03/2023	£19,715.63	
Less Defecit/plus surplus	-£1,268.11	
	£18,447.52	
LESS EARMARKED (UNCOMMITTED)		
Contingency	£6,000.00	
CIL funds	£95.18	
Depreciation values - reserves for Future Asset Refresh	£6,404.82	
RINGFENCED		
Election	£1,000.00	
<b>Total of EARMARKED and RINGFENCED</b>	<b>£13,500.00</b>	
<b>General Reserve</b>	<b>£4,947.52</b>	
IBS	£8,008.92	
Unity (operating account)	£10,438.60	

## ITEM 8

To **RECEIVE** updates from the Felixstowe Partnership and updates on Ease the Squeeze projects

## ITEM 9

To **RECEIVE** playing field monthly inspection report  
Report to be circulated to Cllrs prior to the meeting.

## ITEM 10

### CLERK AND RFO REPORT

To **CONSIDER** and **APPROVE** items of expenditure, and sign cheques and arrange for approval of BACS accordingly – see separate list.

#### PAYMENTS LIST

### Waldringfield Parish Council PAYMENTS LIST

Voucher	Code	Date	Bank	Description	Supplier	VAT Type	Net	VAT	Total
75	Training	02/01/2023	Unity Trust Bank	Training	SALC	S	30.00	6.00	36.00
76	Accounting, Website	30/12/2022	Unity Trust Bank	Banking service charge	Unity Trust Bank	X	18.00		18.00
77	Post and telephone	02/01/2023	Unity Trust Bank	Stationery	WHSmith (via JShone-T)	S	4.16	0.83	4.99
78	Newsletter re 1972 L	02/01/2023	Unity Trust Bank	Newsletter	Spingold Design & Print	X	199.00		199.00
79	Accounting, Website	02/01/2023	Unity Trust Bank	Google Storage	Google Commerce (via J)	S	1.33	0.26	1.59
80	Accounting, Website	02/01/2023	Unity Trust Bank	MS Office Subscription	Microsoft Office (via J)	S	49.99	10.00	59.99
81	Salaries	02/01/2023	Unity Trust Bank	Salary - back pay	Jennifer Shone-Tribley	X	409.50		409.50
82	Salaries	02/01/2023	Unity Trust Bank	Salary	Jennifer Shone-Tribley	X	568.75		568.75
<b>Total</b>							<b>1,280.73</b>	<b>17.09</b>	<b>1,297.82</b>

**7 payments to approve**

# Waldringfield Parish Council

RECEIPTS LIST

## Waldringfield Parish Council RECEIPTS LIST

Voucher	Code	Date	Bank	Description	Supplier	VAT Type	VAT	Total
12	VAT Refund	13/12/2022	Unity Trust Bank	VAT Refund	HMRC	R	284.67	284.67
<b>Total</b>							<b>284.67</b>	<b>284.67</b>

To **RECEIVE** and **APPROVE** the Financial Reports and **UNDERTAKE** the independent Bank Reconciliation.

BANK RECONCILIATION

## Waldringfield Parish Council

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
Name and Role (Clerk/RFO etc)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Name and Role (RFO/Chair of Finance etc)

	<b>Bank Reconciliation at 31/12/2022</b>		
	Cash in Hand 01/04/2022		29,522.71
	<b>ADD</b> Receipts 01/04/2022 - 31/12/2022		27,690.80
			57,213.51
	<b>SUBTRACT</b> Payments 01/04/2022 - 31/12/2022		31,469.99
<b>A</b>	<b>Cash in Hand 31/12/2022</b> (per Cash Book)		<b>25,743.52</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/12/2022	0.00	
	Unity Trust Bank 31/12/2022	17,734.57	
	Ipswich Building Society 31/12/2022	8,008.95	
			<b>25,743.52</b>
	Less unrepresented payments		25,743.52
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>25,743.52</b>
	<b>A = B Checks out OK</b>		

## Summary of Receipts and Payments

### All Cost Centres and Codes

#### A - Receipts

Code Title	Receipts			Actual		Net Position	
	Budgeted	Actual	Variance	Actual	Variance		
28 Precept	15,544.75	15,544.75					(0%)
30 SCC Locality Grant							(N/A)
31 SCC Footpaths Grant	275.00	276.30	1.30			1.30	(0%)
35 ES Enabling Communities Gra							(N/A)
36 Bank Interest	50.00	47.77	-2.23			-2.23	(-4%)
37 Grants and Donations				1,382.00			(0%)
38 Advertising income	45.00	44.40	-0.60			-0.60	(-1%)
39 VAT Refund							(N/A)
44 CIL Funds		1,785.13	1,785.13			1,785.13	(N/A)
45 New Equipment Grants	6,500.00	6,500.00					(0%)
<b>SUB TOTAL</b>	<b>22,414.75</b>	<b>24,198.35</b>	<b>1,783.60</b>	<b>1,382.00</b>		<b>1,783.60</b>	<b>(7%)</b>

#### B - Administration

Code Title	Receipts			Actual		Net Position	
	Budgeted	Actual	Variance	Actual	Variance		
1 Salaries				5,687.50	412.50	412.50	(6%)
2 PAYE/NI							(N/A)
3 Stationery/Mileage/Etc.				40.53	109.47	109.47	(72%)
4 Post and telephone				4.99	35.01	35.01	(87%)
5 Newsletter re 1972 LGA s14.				765.00	-116.00	-116.00	(-17%)
6 Village Hall hire				265.00	60.00	60.00	(18%)
7 Insurance				415.11	234.89	234.89	(36%)
8 Membership Subs re LGA s1				436.04	13.96	13.96	(3%)
9 Audit				395.00	-195.00	-195.00	(-97%)
10 Chairman's Expenses					50.00	50.00	(100%)
11 Training				226.00	74.00	74.00	(24%)
12 Election Costs							(N/A)
40 Accounting, Website & Comp				195.96	429.04	429.04	(68%)
42 Professional Services					200.00	200.00	(100%)
46 Jubilee Events				1,183.81	316.19	316.19	(21%)
<b>SUB TOTAL</b>				<b>9,614.94</b>	<b>1,624.06</b>	<b>1,624.06</b>	<b>(14%)</b>

#### C - Playing

#### Field/Recreational

Code Title	Receipts			Actual		Net Position	
	Budgeted	Actual	Variance	Actual	Variance		
14 Grass cutting (field)				660.00	220.00	220.00	(25%)
15 Mole catching (field)					150.00	150.00	(100%)
16 Repairs/Maintenance				514.12	2,715.88	2,715.88	(84%)
17 Footpath Maintenance				241.50	208.50	208.50	(46%)
41 AONB Grant Payments							(N/A)
47 New Equipment Budget				15,039.50	3,266.25	3,266.25	(17%)
<b>SUB TOTAL</b>				<b>16,455.12</b>	<b>6,560.63</b>	<b>6,560.63</b>	<b>(28%)</b>

# Waldringfield Parish Council

## D - Grants - s137/72 & s19

Code	Title	Receipts				Net Position	
		Budgeted	Actual	Variance	Actual		Variance
21	General Grants				300.00	300.00	▼(100%)
22	Church Field		450.00				▼(0%)
23	Village Hall LGA		500.00	25.00	25.00	25.00	▼(4%)
24	All Saints Church		775.00				▼(0%)
25	WildlifeGroup		100.00	25.00	25.00	25.00	▼(20%)
<b>SUB TOTAL</b>			<b>1,825.00</b>	<b>350.00</b>	<b>350.00</b>	<b>350.00</b>	<b>▼(16%)</b>

## F - Miscellaneous

Code	Title	Receipts				Net Position		
		Budgeted	Actual	Variance	Actual		Variance	
26	Miscellaneous						(N/A)	
<b>Summary</b>								
	<b>NET TOTAL</b>	<b>22,414.75</b>	<b>24,198.35</b>	<b>1,783.60</b>	<b>29,277.06</b>	<b>8,534.69</b>	<b>10,318.29</b>	<b>▼(17%)</b>
	<b>V.A.T.</b>		<b>3,492.45</b>		<b>3,473.75</b>			
	<b>GROSS TOTAL</b>		<b>27,690.80</b>		<b>32,750.81</b>			

# Waldringfield Parish Council

Waldringfield Parish Council			CASH FLOW STATEMENT			
	30.11.22		31.12.22		31.01.23	
OPERATING ACCOUNT Unity Trust	DECEMBER		JANUARY		FEBRUARY	
	EXPECTED	ACTUAL	EXPECTED	ACTUAL	EXPECTED	ACTUAL
<b>CASH ON HAND (beginning of month)</b>	£18,136.74	£18,136.74	£17,734.57	£17,734.57	£16,454.75	
<b>CASH RECEIPTS</b>						
<b>Grants</b>						
Playspace grant	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Other</b>						
Precept	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
CIL	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Advertising	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
ESC Footpath Grant	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
VAT Refund	£284.67	£284.67	£0.00	£0.00	£0.00	£0.00
<b>TOTAL CASH RECEIPTS</b>	<b>£284.67</b>	<b>£284.67</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>AVAILABLE (before cash out)</b>	<b>£18,421.41</b>	<b>£18,421.41</b>	<b>£17,734.57</b>	<b>£17,734.57</b>	<b>£16,454.75</b>	<b>£0.00</b>
<b>CASH PAID OUT</b>						
<b>Administration</b>						
Salaries	£523.25	£523.25	£978.25	£0.00	£568.75	£0.00
Newsletter	£0.00	£0.00	£199.00	£0.00	£0.00	£0.00
Insurance	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Hall Hire	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Training	£0.00	£0.00	£30.00	£0.00	£0.00	£0.00
Post/Telephone	£0.00	£0.00	£4.16	£0.00	£0.00	£0.00
Memberships	£0.00	£0.00	£0.00	£0.00	£35.00	£0.00
Other	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Website/Accounting	£19.33	£19.33	£51.32	£0.00	£1.33	£0.00
<b>Playing Fields and maintenance</b>						
Grass Cutting	£120.00	£120.00	£0.00	£0.00	£0.00	£0.00
Repairs and maint'ce	£0.00	£0.00	£0.00	£0.00	£1,290.74	£0.00
Footpath cutting	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Grants</b>						
AONB Repayment	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Church Field Trust	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Village Hall	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
General Grants	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
WWG Grant	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
WPCC	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Wildlife Group	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Projects expenses</b>						
PlayQuip	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Jubilee Expenses	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
VAT	£24.26	£24.26	£17.09	£0.00	£193.61	£0.00
<b>SUBTOTAL</b>	<b>£686.84</b>	<b>£686.84</b>	<b>£1,279.82</b>	<b>£0.00</b>	<b>£2,089.43</b>	<b>£0.00</b>
<b>TOTAL CASH PAID OUT</b>	<b>£686.84</b>	<b>£686.84</b>	<b>£1,279.82</b>	<b>£0.00</b>	<b>£2,089.43</b>	<b>£0.00</b>
<b>CASH POSITION (end of month)</b>	<b>£17,734.57</b>	<b>£17,734.57</b>	<b>£16,454.75</b>	<b>£17,734.57</b>	<b>£14,365.32</b>	<b>£0.00</b>
<b>SUMMARY of ALL CASH</b>						
Unity	£17,734.57	£17,734.57	£16,454.75	£17,734.57	£14,365.32	£0.00
IBS	£8,008.95	£8,008.95	£8,008.95	£8,008.95	£8,008.95	
<b>Total cash position</b>	<b>£25,743.52</b>	<b>£25,743.52</b>	<b>£24,463.70</b>	<b>£25,743.52</b>	<b>£22,374.27</b>	<b>£0.00</b>

# Waldringfield Parish Council

## To **MAKE ARRANGEMENTS** for the Internal Controls Review

The internal controls review is part of the audit process. This process involves 2 or more Councillors reviewing the financial controls to ensure they are in place and being followed. This review takes about an hour and half and must be completed to present a report to Council at the March meeting to ensure the Council can review its findings before Year end. There is a checklist available to aid in the review.

## To **MAKE ARRANGEMENTS** for the Annual Risk Assessment and Management Review

This is to ensure that all this document is suitable to guide the Council in 2023-24. There is some older wording that would benefit from a review from Councillors prior to presenting a draft for approval at the March meeting.

Last year's versions of these documents have been sent to Cllrs with the Agenda for their consideration.

## **ITEM 12**

### Correspondence circulated to Councillors

**Suffolk Association of Local Councils** -SALC training bulletin 13th December 2022

**National Association of Local Councils** -NALC OPEN LETTER 13th December 2022

**Rural Services Network** -The Rural Bulletin - 13 December 2022

**Suffolk Association of Local Councils** -NEWS BULLETIN - 12th December 2022

**Suffolk Association of Local Councils** -FREE Mental Health and Wellbeing Training for Community Groups, Voluntary Organisations and Town and Parish Councils

**Coast and Heaths AONB** Greetings from your Area of Outstanding Natural Beauty-15 December 2022

**National Association of Local Councils** -NALC NEWSLETTER 14 December 2022

**National Association of Local Councils** -CHIEF EXECUTIVE'S BULLETIN 15 December 2022

**Community Action Suffolk** - CAS Newsletter 16 12 2022

**Suffolk Association of Local Councils** NEWS BULLETIN - 19th December 2022

**Clerk** – ESC Council Tax Base reports – 20.12.22

**Rural Services Network** The Rural Bulletin - 20 December 2022

**Charlie Lovett** - Brightwell Lakes Updates 21.12.22

**Sizewell C** - Sizewell C Update 22.12.22

**Headway Suffolk** - Headway Suffolk Mobile Shop 22.12.22

**Groom, Sue SARS** - Grants to community organisations 30.12.22

**National Association of Local Councils** -NALC EVENTS 27.12.22

**National Association of Local Councils** -NALC EVENTS 03.01.23

**Suffolk Association of Local Councils** NEWS BULLETIN - 3rd January 2023

**Suffolk Association of Local Councils** SALC training bulletin 3rd January 2023

**Rural Services Network** -The Rural Bulletin - 4 January 2023