



**Minutes of the Finance Committee Meeting for Cavendish Parish held on Monday 4<sup>th</sup> November 2024. In the Cavendish Memorial Hall at 3.30pm.**

**Councillors present:** Malcolm Halliday (Chair), Annette Williamott and Nicky Welch.

**Also present:** Kay Garner (RFO/Clerk)

**1. Acceptance of apologies for absence.**

None

**2. Declaration of Interest in items on the agenda and dispensation requests.**

Kay Garner withdrew from any discussion regarding Item 5: Clerk pay increase.

**3. Approval of minutes of the previous meeting held.**

It was resolved that the minutes were correct. The Chair signed them.

**4. Public Session (20 minutes)**

No members of the public were present.

**5. Clerk Pay Increase**

Local Government Pay Increase was approved.

**6. Clerk Training**

Clerk Training for the CiLCA qualification was approved and will be included in the budget.

**7. Financial Regulations 2024**

These were approved and will be submitted to the Full Parish Council for final approval.

**8. Memorial Hall Costs**

**(a)** Microwave approx. £100. This was agreed and will be purchased.

**Action:** Annette Williamott

**(b)** Fridge – From Locality Budget - Councillor Karen Richardson

Awaiting receipt of funds.

**(c)** Kitchen Floor

Two quotes have been obtained. To be added to Parish Council agenda and funds requested from the Trust.

**9. Memorial Hall Charges**

**(a)** Koalas

The request by the group to apply a discount was declined. Details of grant opportunities were sent to the group.

**(b)** Quiz Nights

It was agreed that the £10.00 charge will apply for 2025 bookings.

**(c)** Gainsborough

The request to apply a discount and/or non-commercial rate applied was declined.

**10. Allotments**

**(a)** Skip Hire

It was agreed to obtain a cost from James Munro Landscaping for removal and disposal of rubbish as an alternative to a skip.

**11. Sports Fields Grass Cutting**

It was agreed that this would be funded by the council this year with a donation of £500 from the Sports club towards the cost. The cutting will be carried out by West Suffolk Council. They will be contacted to establish the cost of providing just this service. A request will be made to view the accounts of the club to determine funding in the future.

**Action:** Kay Garner

**12. Village Grounds Maintenance/Grass Cutting**

It is proposed that James Munro Landscaping continue with the Grass Cutting areas of 2024 and current Maintenance agreement. There is no increase in his costs.

**13. Welcome Wednesday**

A grant of £1400 was received from the Winter Response Fund, West Suffolk Council. There will be no requirement for further funding from the Parish Council.

**14. Play Area**

Ongoing maintenance costs and funds for a replacement play area to be included in the budget.

**15. Pond**

Full Council to decide next course of action. Funds will be held in reserve in the budget.

**16. Donation requests**

Two requests for funds have been received: Sudbury Air Cadets and The Citizens Advice Bureau. £50.00 per group was agreed and will be put forward for approval by the full Parish Council.

**17. 2025\_2026 Budget**

There was no time left in the meeting to complete this. Continuation of the meeting was proposed for Monday 11<sup>th</sup> November @ 7pm at The Memorial Hall and agreed.

**18. 2025\_2026 Precept**

There was no time left in the meeting to complete this. Continuation of the meeting was proposed for Monday 11<sup>th</sup> November @ 7pm at The Memorial Hall and agreed.

**19. Any other business for noting or including on the next agenda of the next meeting to be held on Monday 11<sup>th</sup> November 2024.**

See Agenda Items 17 and 18.

**The meeting closed at 17:15.**

Signed 

(Chair)

Dated

24/2/25

## Robert Harman Carpets & Vinyls

3 ST MARY'S CLOSE, CHILTON  
Sudbury, Suffolk, CO10 0PN  
United Kingdom  
Telephone: 01787371486  
Email robh2009@live.co.uk

### Issued To:

PARISH CLERK - CAVENDISH MEMORIAL HALL  
CAVENDISH MEMORIAL HALL  
MELFORD ROAD  
CAVENDISH  
SUFFOLK

### Deliver To:

### SALES QUOTE

PARISH CLERK - CAVENDISH MEMORIAL HALL  
CAVENDISH MEMORIAL HALL  
MELFORD ROAD  
CAVENDISH  
SUFFOLK

**Issue Date**  
08/11/2024

**Expiry Date**  
31/01/2025

**Number**  
SQ-267

Description	Qty/Hrs	Price/Rate	VAT %	Net
F,A,O Kay	1.00	1,885.00	20.00	1,885.00
<p>To supply &amp; fit to Kitchen : ULTRAGRIP XTREME CONTRACT vinyl. 6.45 x 4.00 Stuck down all over with f-48 adhesive. New 6mm plywood screw fixed all over, Feather coat finish. 1 JOIN under work surfaces on outside wall. Trim plinths as required to allow vinyl to fit under. Seal edges with 785 sealant. 1 x metal edging to doorway. Take up remaining vinyl flooring &amp; dispose.</p>				

VAT Rate	Net	VAT
Standard 20.00% (20.00%)	£1,885.00	£377.00

Total Net	1,885.00
Total VAT	377.00
<b>TOTAL</b>	<b>£2,262.00</b>





Commercial Flooring Contracts<info@commercialflooringcontracts.co.uk>

To: You

Cc: Nicky Welch; Annette Williamott; Malcolm Halliday



Sat 26/10/2024 09:37

Good morning Kay,

Thank you for letting me know your selection to quote on.

To supply and install Rustic Oak 3330 to kitchen - inclusive of uplift, disposal of existing vinyl left, part plywood to subfloor, part latex smoothing compound to subfloor, adhesive and welded joints.

Total £1,882.80 plus vat

I hope this is acceptable to you and look forward to hearing from you soon.

Best regards,  
Oliver