

**Minutes of the extraordinary council meeting of Tollerton Parish Council
held in the Parish Rooms, on Wednesday 18th January 2023 at 8.00pm.**

Councillors present: Cllr Matt Garrard (Chairman), Cllr Claire Dul (Vice), Cllr Mark Law,
Cllr George Walker, Cllr Alex Ball, Cllr Peter Foale, Cllr Ross Cox.

Officers: Lesa Gilbert – Executive Officer (EO).

Also present: No members of the public present.

1. **Apologies for absence:** Cllr Tracy Longworth, Cllr Martin Goodman.
2. **Declarations of interest:** None.
3. **Chairman's announcements:** None.
4. **Issues, consultation and matters notified to the Parish Council:**
 - a. **Open session for members of the public to raise matters of council business:** None.
5. **Budget for 2023-24 and medium-term finance strategy:**
 - a. Council Budget for 2023/24 - Council reviewed the draft budget handout and discussed any cost code increases/queries together. Council agreed the budget 2023/24. Council also agreed the Statement of Proposed Financial Activities 2023/24 for public circulation by the EO.
 - b. Precept for 2023/24 - Chairman/EO explained the precept 23-24 requirement of: £73,180.00 to meet expenses payable by the Council; the percentage increase on a band D property is 5.9%. Council agreed the precept and delegated EO to submit to RBC.
 - c. Medium Term Financial Strategy for 2023-2028 – Council reviewed the medium-term financial budget handout and agreed strategy direction.
6. **Standing Orders/Financial Regulations and banking mandate updates:** EO explained the requirement for business continuity to be made the primary user of the online banking – Council agreed and Cllr Law/Cllr Walker signed the mandate change. -- EO flagged from this that the current bank mandate needs updating from just 2 councillors and 1 stepped down Councillor. Council would like to understand how some Councillors have been removed/not on the bank mandate. EO proposed for clarity the Standing Orders/Financial Regulations (SO/FR) should be amended to state: grant rules, banking arrangements and authorisation of payments, instructions for making payments and income, loans/investments procedures, and contract procurement rules. EO circulated handouts of the proposed SO/FR additions which council reviewed. Council agreed additions and for no less than 6 Councillors to be on the bank mandate, plus Officers – agreeing current Councillors to be on the bank mandate: Cllr Matt Garrard, Cllr Claire Dul, Cllr Mark Law, Cllr Tracy Longworth, Cllr George Walker, Cllr Alex Ball, Cllr Peter Foale, Cllr Ross Cox (*NB – Cllr Goodman not on the bank mandate as spouse of the Finance Officer*). EO delegated to update SO/FR documents and make the bank mandate updates.
7. **Your Tollerton Village Centre Project:**
 - a. Council discussed the current status of the Parish Rooms windows. Council agreed:
 - to remove the old bulkhead and install a square bulkhead across the full front width with ply cover and insulation. -- an aluminium cover to the timber post. -- Asbestos testing of the aertex. -
 - New stained timber cladding to the front exterior of the Parish Rooms -- Plastic fascia covers to the roof. -- Council agreed to delegate to the EO to action above works subject to circulating cost quotes. Council also reviewed the tenants proposed interior design plans and agreed initial plans subject to inserting a lease clause upon termination for the floor to be made back to one level.

The chairman to move that the press and public be excluded from the meeting during consideration of the following agenda items on the grounds that it involves confidential information as defined in section 1 (2) of the Public Bodies (Admission to meetings) Act 1960.

8. **Employment matters** - council discussed the latest on an employment matter.

Meeting closed: 9.30pm

Signed: Chairman of the Parish Council

Date:

Statement of Proposed Financial Activities 2023/24

Tollerton Parish Council is committed to financial transparency and ensuring the community are provided with details of its spending from both the Precept and other income streams.

How is the money spent?

Tollerton Parish Council provides and maintains several facilities, including:

- Tollerton Open Space including MUGA, play equipment, football pitches and sports changing facilities.
- Allotments for residents
- Maintenance of the Tollerton War Memorial, Pinfold and Huntsman's Green
- 40/42 Burnside Grove latterly as a community meeting space
- Flats above 40/42 Burnside Grove
- Hire of offices at Tollerton Methodist
- Two garages
- Property interest in the Air Hostess Pub building and land.
- 3 x Defibrillators (village centre, war memorial and Open Space)
- 2 x Telephone boxes used for book exchange / community library and one for a Defibrillator
- Trees, plants, spring bulbs, wild flower beds and flower planters around the village
- Jubilee beacon, litter bins, village gateways and benches
- Noticeboards for residents use
- Development of a Neighbourhood Plan
- PWLB Loan repayments
- Grants given to local organisations
- Village community events and support for the Tollerton Community Trust.

The Council employs four part-time staff including an Executive Officer, Finance Officer, Groundsman and Lengthsman, as well as using contractors for repeat and occasional jobs such as grass cutting, tree care and internal audit.

The Tollerton Community Plan sets out that the Parish Council should hold funds for improvements and priorities set by residents. The Plan sets a target for this development fund to provide £22,500 per year for improvements and to deliver on the actions within the Community Plan. The fund forms part of the Council's annual budget. It has been used to purchase borough leading play equipment at the open space, community events, new planters, tree planting and the purchase of the Air Hostess as a community pub.

Where does the Parish Council's income come from?

- Income from flats, buildings and lettings
- Grants, fundraising and donations
- Allotment rental income
- Precept on council tax set by Parish Council
- Income from Tollerton Flying Club to repay the PWLB loan

Future expenditure and budget pressures: Tollerton Parish Council maintains a 5-year rolling financial plan for maintenance and improvements to the village. Over the next 12 months this is expected to include restoration to the War Memorial (partially funded through a Grant from the War Memorials Trust) and maintenance to the exterior of 40/42 Burnside Grove. Further budget considerations include:

- Increasing costs of contracts, consumables and utilities.
- Implementation of a pay review, organisational restructure and advice from the national association of local council to include a 10% increase in staffing costs.
- Completion of a neighbourhood plan and representation in the Strategic Plan process

- Parish plan priorities to consolidate and improve community meeting space in the village centre
- Replacement of the changing rooms on the open space
- Future support for St Peter's Church Centre, change/additional allotments

Budget summary

Summary of Income / Expenditure	Budget 2022/23	Budget 2023/24
Payroll Costs	25,980	28,650
Other costs including Office, Audit and Training	10,650	11,400
Village Maintenance & facilities	15,700	14,700
Development fund, improvements and projects	10,000	16,500
Allotments	550	550
Flats	3,100	2,300
Grants	5,650	5,700
Reserves/Contingency	7,285	4,500
Loan Repayments	14,500	14,000
Total Expenditure	93,415	98,300
Precept Income	58,674	62,750
Other Income including Flats	15,900	16,620
Tollerton Flying Club	8,500	8,500
Total Income	93,415	98,300
Parish Council Precept (Budget Requirement) (A)	69,115	73,180
Council Tax Base (given by Borough) (B)	818.5	818.5
Parish Council Tax for Band D Property (A/B)	84.44	89.41

Where paid by direct debit over 12 months this is equivalent to an increase of 41p a month (Band D household)

Budget setting principles: The Parish Council seeks best value in all of its contracts and purchases and regularly reviews expenditure to reduce costs. In setting the annual budget:

- Where possible increased operating costs should not be to the detriment of improvements residents have agreed through the Tollerton Parish Plan.
- The Parish Council has had a small increase in its Precept for the last 3 years an average of approximately 4-6% per year or approximately £4-£7 per household. These small increases cover ever increasing costs and improvements to ensure the village continues to thrive for the whole community.
- The Parish Council will reduce the reliance on commercial income to pay for operating costs and services. Commercial income will usually support the development fund.

Reserves: Tollerton Parish Council has a Reserves Policy in which it is committed to maintain reserves of 30% of its operating budget. The Council also have a budget line for contingency fund with any surplus used to build the General Reserve.

The current General Reserves for the Council at January 2022 are £19,000.00.

Ear marked reserves are set in the budget for specific projects. Current EMR are £19,750.00.

Budget 2023-24

Annual Budget			
Budget Income	LY 21/22	TY 22/23	NY 23/24
Precept	62750	69115	73180
grants	39589	1000	0
Meeting rooms (now lease)	580	2500	3000
Allotments Income	700	800	800
40/42 Burnside Income	11580	11500	11820
Lengthsman scheme		1100	1000
PWLB income	8500	8500	8500
	123699	94515	98300
Overhead Exp			
staff salary	17103	24800	27000
paye	660	830	1000
staff milage	234	0	300
staff other exp	294	350	350
training	561	250	400
chairman's allowance	342	300	300
members allowance	0	50	0
audit fees	1769	1650	1500
prof fees	124	500	350
subscriptions	117	700	350
insurance	1599	1200	1500
office	3367	4000	5000
ICT, licence, tele, web	1947	2000	2000
Asset replacement	397	500	0
village newsletter	1300	1650	1700
grants paid	0	2000	2000
section137	17	0	0
elections	0	500	0
balancing reserves / contingency	0	7785	4500
village maintenance	22578	10500	12000
st peters	1067	1200	1200
allotments exp	173	550	550
building repairs/alts	493	1800	1000
flat letting fees	1093	1300	1300
rooms inc utilities	1974	3500	1000
rural characteristics / village life	19037	6500	5000
community facilities	1203	3000	3500
Christmas	300	500	500
big investments/land	0	0	8000
community pub	115044	1000	2000
PWLB Loan repayments	13372	14500	14000
Overhead exp	206165	93415	98300
Less Income	123699	94515	98300
Income over Exp	-82466	1100	0

Medium Term Financial Plan				
NY 23/24	NY 24/25	NY 25/26	NY 26/27	NY 27/28
73180	77330	81565	85175	89163
0	0	0	0	0
3000	7000	7000	7000	7000
800	800	800	800	800
11820	11820	11820	11820	11820
1000	1000	1000	1000	1000
8500	8500	8500	8500	8500
98300	106450	110685	114295	118283
27000	29700	31185	32745	34383
1000	1100	1200	1200	1300
300	350	350	400	400
350	350	350	350	350
400	400	400	400	400
300	300	300	300	300
0	0	0	0	0
1500	1500	1500	1500	1500
350	350	350	350	350
350	350	350	350	350
1500	1700	1700	1900	1900
5000	5000	5500	5500	5500
2000	2100	2100	2100	2200
0	0	0	0	0
1700	1700	1700	1700	1700
2000	2000	2000	2000	2000
0	0	0	0	0
0	0	0	0	0
4500	4500	4500	4500	4500
12000	12000	13000	14000	15000
1200	1300	1300	1400	1400
550	550	600	600	650
1000	1100	1100	1200	1200
1300	1300	1300	1300	1300
1000	1200	1300	1400	1500
5000	5000	5000	5000	5000
3500	4000	4500	4500	5000
500	600	600	600	600
8000	12000	12500	13000	13500
2000	2000	2000	2000	2000
14000	14000	14000	14000	14000
98300	106450	110685	114295	118283
98300	106450	110685	114295	118283
0	0	0	0	0