

# Tibberton Parish Council

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## NOTICE OF STRATEGY and FINANCE COMMITTEE MEETING A meeting of Tibberton Parish Council's Strategy and Finance Committee will be held on Wednesday 5<sup>th</sup> July 2023, 7.30pm at Tibberton Parish Hall

The meeting is open to members of the public who may speak and ask questions during the public forum at agenda item 5.

### Summons

Members of Tibberton Parish Council's Strategy and Finance Committee are hereby summoned to attend this meeting at Tibberton Parish Hall for the purpose of transacting the business detailed on the following pages.

Signed: *G Lungley*

Date: 30<sup>th</sup> June 2023

Gill Lungley, Support Officer / Acting Clerk

### AGENDA

- 1. Chairman's welcome.**
- 2. Apologies.** To receive apologies from absent members and record the reason for absence.
- 3. Declarations of Interest**

Members are reminded that to ensure transparency and retain public confidence in the council's decisions they are required to –

  - Keep their Register of Interests form up to date
  - Declare any Disclosable Pecuniary Interests (DPI), any Other Registerable Interests (ORI) and any Non-Registerable Interest (NRI) relating to items on the agenda and the nature of those interests.
- 4. To consider written requests from councillors seeking a dispensation.** Having declared an interest in any agenda item councillors may only stay in the meeting when that item is discussed if the council permits dispensation to a) stay, or b) stay and speak, or c) stay, speak and vote. Written requests for the granting of a dispensation must be made to the Clerk in advance of the meeting.
- 5. Public Forum.** Members of the public are invited to speak on matters relating to this agenda or for consideration at future meetings.
- 6. To agree this committee's Terms of Reference.**

The Terms of Reference previously agreed in February 2023 are appended. Highlighted words will need review along with the committee's remit as agreed at the council meeting held 20th June 2023, also attached.
- 7. Appointment of new Clerk.**

The interview panel is to report to this committee meeting which has delegated authority to appoint. As it is likely to cover personal information, the meeting may be closed to the public at this point, or this item may be held over to the end of the meeting at which point it will be closed to the public. **Public Bodies (Admission to Meetings) Act 1960** refers.
- 8. Appointment of Lengthsman and approval of annual partnership agreement.**

Worcestershire County Council run this scheme in partnership with the parish councils and state that as "long as your Lengthsman has completed the necessary training which (the) County Council provide then they will be able to work in the highway and be your Lengthsman."

As WCC's next training opportunity is 5<sup>th</sup> July they have been asked to provide the dates of their next training opportunities or alternative sources for Lengthsman training and qualification (NHSS LANTRA).

The committee is to approve the annual partnership agreement; copy provided separately.

- 9. To consider and agree the new Village Hall lease.**  
Members have met with the county's village hall's advisor who believes the inclusion of a rent review clause is not necessary. NALC advice note LTN21 is provided separately.
- 10. Review current year's budget and the monitoring and control mechanisms in place.**  
Copy of budget analysis to date is attached.
- 11. To consider preparation of a budget beyond 2023/24.**
- 12. To consider opening a deposit account or investment.**  
As discussed at the council meeting held 20/06/2023.
- 13. To review the scheme of delegation** including -
  - a. Income, expenditure and payment authorisation.
  - b. Arrangements for taking action to pursue matters affecting the village involving other organisations particularly where there are no financial implications for the Council.The SoD must consider the council's Standing Orders, Financial Regulations, Committee Terms of Reference, Clerk's job description. WorcsCALC model provided separately.
- 14. Review of Risk Management.**  
Two risk management documents were approved in February 2023: Operational Risk Assessment and Internal Controls Policy and Statement, provided separately. The Internal Auditor's report (provided separately) includes the recommendation that:  
**The Council undertake a comprehensive review of its financial control systems, introducing arrangements that ensure there are:**
  - effective controls to manage the Councils financial risks.
  - compliance with the Councils Financial Regulations.The Council develops policies and associated process appropriate to the Council's size and its activities in support of its governance and administration arrangements.
- 15. Review of 2022/23 Annual Governance and Accountability Return (AGAR)**  
The audit period has been called for 5<sup>th</sup> June to 14<sup>th</sup> July 2023 inc. The relevant paperwork has been sent to the External Auditor and includes the Internal Auditor's report; posted to the [parish council's website](#) and relevant hard copy on the noticeboard.
- 16. To consider the position relating to employers' HMRC responsibilities.**  
As it is likely to cover personal information, the meeting may be closed to the public at this point, or this item may be held over to the end of the meeting at which point it will be closed to the public. **Public Bodies (Admission to Meetings) Act 1960** refers.
- 17. To approve the dates of future meetings.**
- 18. To consider items for future meetings of this committee:**
  - a. Handover arrangements for the Village Hall to TCLT:
    - i. Inventory
    - ii. Documentation
    - iii. Additional capital expenditure, if required, to ensure the facility is equipped to provide the core activities expected of a Village Hall.
  - b. Review of Parish Council and Village Assets.
  - c. Prepare a policy review calendar to include review of GDPR Policy.
- 19. To agree date and time of next meeting.**

**Finance Committee members:**

**Cllr Robbie Hazlehurst (Chairman), Cllr Trevor Knight,  
Cllr Liz Morton, Cllr Helen Savage.**

**Committee Terms of Reference previously agreed, February 2023:**

**Tibberton Parish Council  
Finance Committee  
Terms of Reference**

**1. Authority**

The Finance Committee is appointed by and is solely responsible to Tibberton Parish Council. The committee duties are defined and agreed by the main council who may vote, at any time, to modify the committee's powers.

**2. Membership**

All members of the committee will be elected councillors. The committee will consist of **no fewer than three** elected councillors. A quorum at the committee's meetings will consist of no fewer than three elected members. The committee **will meet monthly** with the responsible financial officer in attendance but can also be convened to deal with special events as they occur.

**3. Record of Proceedings**

Written minutes will be taken to record the committee's decisions and actions which will be circulated to all councillors with recommendations for the next full council meeting.

**4. Responsibilities**

- a. The committee's primary purpose is to oversee the council's financial resources and to recommend strategy and action on policy and operational matters concerned with council's finances.
- b. The finance committee will have the following specific duties:
  - i. To liaise with the responsible financial officer in the preparation of budgets and recommendations for precept.
  - ii. To monitor income and expenditure against budget on a monthly basis
  - iii. To ensure adequate financial controls are in place to utilise and protect the council's finances and assets
  - iv. To ensure that the council is observing financial regulations
  - v. To monitor and effect compliance with internal and external audit and other financial procedures, regulations and statutes.
  - vi. To monitor the council's financial risk assessments and recommend changes where necessary.

Agreed at TPC meeting held 02/02/2023.

To be reviewed May 2023.

# **Tibberton Parish Council Human Resources Committee Terms of Reference**

## **1. Authority**

The Human Resources Committee is appointed to make decisions on all staffing matters subject to budget and expenditure limits decided by Tibberton Parish Council.

## **2. Membership**

All members of the committee will be elected councillors. The committee will consist of no fewer than three elected councillors. A quorum at the committee's meetings will consist of no fewer than three elected councillors.

## **3. Frequency of meetings**

The committee will meet as required, and at least twice during each year.

## **4. Confidentiality**

Parts of the meetings of this Committee will be confidential to the HR Committee members with the press and the public excluded where appropriate.

## **5. Record of proceedings**

Written minutes will be taken to record the committee's decisions and actions which will be circulated to all councillors and published. If the Clerk is not present to take the minutes, the committee will take steps to ensure an accurate written record is prepared for public circulation and maintained for the council's records.

## **6. Responsibilities**

- a. The committee's primary purpose is to oversee the council's staffing resources and to prepare and maintain its strategy and action as an employer on policy and operational matters concerned with the council's staff members. This includes the requirement to draft, implement, review, monitor and revise appropriate policies for managing staff members.
- b. To establish and keep under review the council's staffing structure.
- c. To establish and review staff salary pay scales for all categories of staff and be responsible for their administration and review.
- d. To oversee the recruitment and appointment of staff.
- e. To arrange the execution of new employment contracts and changes to contracts.
- f. To review and revise employment contracts in consultation with staff and in compliance with legislation and, as appropriate, to recommend any changes to the Parish Council.
- g. To review the Clerk's job description to ensure it reflects the requirements of the role.
- h. To establish and review performance management (including annual appraisals) and staff training programmes.
- i. To keep under review staff working conditions and Health and Safety matters.
- j. To monitor and address regular or sustained staff absence.
- k. To make recommendations on staffing-related expenditure to the Parish Council.
- l. To consider any grievance or disciplinary matter in line with the NALC model policies.

- m. In the event of a grievance relating to the conduct of a council member, the committee will follow the informal procedure outlined in the NALC model Grievance Policy\*.
- n. To recommend the setting-up of an Appeals Committee in the event of any disagreement relating to (i) salary, (ii) grievance, (iii) disciplinary or (iv) any other staffing-related matter.
- o. To oversee any process leading to dismissal of staff, including redundancy.
- p. To establish sub-committees and working groups as and when necessary.

**\*NB** The committee cannot deal with matters relating to the standards and behaviour of council members but instead must refer such matters to the district council's Monitoring Officer. The Localism Act 2011, s28(6) refers.

Document to be reviewed May 2023.

**From TPC meeting held 20<sup>th</sup> June 2023:**

**Terms of reference for Strategy and Finance committee, including HR:**

To consist of four council members.

To review council objectives, committee remit and any budget requirements at first meeting before ratification by full council, to include delegation to decide on the council's behalf:

- i.i. The lease agreement with TCLT for the new village hall.
- i.ii The appointment of the new clerk (staff) and Lengthsman (contractor).
- i.iii Review of the current year's budget and develop the budget for next three years.
- i.iv Review of the scheme of delegation to the clerk and committees.
- i.v Review the internal audit report for 2022/23 financial year and financial processes.
- i.vi Review the council's policies.
- i.vii Review the assets of the council and village.

**Number, time and place of meetings:** To be agreed; possibly every other month.

**Notice requirements:** S. Order 3c ie 3 clear days' notice unless convened at shorter notice.

**Quorum:** No fewer than three members must be present at any meeting.

**Reporting back arrangements:** Draft minutes to next meeting of full council with verbal report.

**Will members of the public be allowed to speak:** Yes, during open forum.

## Agenda item 10

TIBBERTON PARISH COUNCIL Bank Reconciliation to 30/06/2023			
<b>Cash in hand at 01/04/2023</b>			
Unity Trust Bank	56,592.98		
Cambridge Building Society	6,310.00		
less u/ps	-		
<b>Opening bank balances</b>		<b>£62,902.98</b>	+
<b>Add receipts for year from 01/04/2023</b>			
All accounts	85,164.85		
<b>Total receipts for year to date</b>		<b>£85,164.85</b>	+
<b>Less payments for year from 01/04/2023</b>			
All accounts	22,761.83		
<b>Total payments for year</b>		<b>£22,761.83</b>	-
<b>Cashbook balance as at 30/06/2023</b>		<b>A</b>	<b>£125,306.00</b>
<b>Bank balances as at 30/06/2023</b>			
Unity Trust Bank	119,014.00		
Cambridge Building Society	6,310.00		
<b>Bank balance as at 30/06/2023</b>	<b>£125,324.00</b>		
Less payments due but not yet paid (list below)	18.00	<b>B</b>	<b>£125,306.00</b>
		A-B=	£0.00
Bank charges		£18.00	
Signed as a true record:		18.00	
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Bank statements evidenced.

**TIBBERTON PARISH COUNCIL BUDGET COMPARISON AT 30/06/2023**

	<b>Actual 2022/23 to 31/03/2023</b>	<b>Budget 2023/24</b>	<b>Actual 2023/24 to date</b>	<b>% difference</b>
<b>RECEIPTS</b>				
Precept	36,509.00	35,993.00	17,997.00	50%
Council tax support grant	711.00	711.00	356.00	50%
Community Infrastructure Levy (CIL)			694.97	
Lengthsman Scheme grant	2,478.75	1,850.00	90.00	5%
Interest received	175.24	30.00		
Miscellaneous	350.00			
WCC Division member's grant			3,280.42	
From reserves				
VAT126 Refund			62,746.46	
<b>Total</b>	<b>40,223.99</b>	<b>38,584.00</b>	<b>85,164.85</b>	<b>221%</b>
<b>PAYMENTS</b>				
Chairman's allowance	-	-	-	
Public Works Loan Board repay	13,654.50	14,000.00	6,766.50	48%
Audit	75.00	800.00	2,079.90	260%
Bank Charges	323.08	80.00	18.00	23%
Staffing, salary costs	9,404.44	7,800.00	-	
Admin expenses	3,025.65	700.00	5,433.66	776%
Lengthsman	1,365.00	1,850.00	150.00	8%
Training, staff and councillors	-	500.00	-	
Elections	50.00	2,000.00	-	
Equipment	766.83	300.00	-	
Insurance	2,466.79	2,600.00	1,889.20	73%
Subscriptions	377.84	600.00	395.18	66%
Hire of meeting room	-	150.00	-	
Village Hall energy	2,840.99	1,000.00	657.87	66%
Village Hall landlord obligations	697.00	500.00	89.00	18%
Village Hall equipment	-	-	-	
Village Hall contingencies	-	1,000.00	-	
Professional services	2,650.00	2,000.00	-	
VAS equipment and road safety	-	500.00	2,825.18	565%
Grants and donations	600.00	600.00	1,350.00	225%
Contingencies	-	1,554.00	-	
s137	-	50.00	-	
<b>subtotal</b>	<b>38,297.12</b>	<b>38,584.00</b>	<b>21,654.49</b>	<b>56%</b>
VAT	878.37		1,107.34	
Capital Expenditure from reserve			-	
<b>Total</b>	<b>39,175.49</b>	<b>38,584.00</b>	<b>22,761.83</b>	
<b>Earmarked Reserves</b>		2023/24 s.137 allowance £5,322.48		
New village hall landscaping	£20,000.00	<b>Funds available as at 30/06/2023</b>		
Total CIL received 2019/20	£1,536.00	UTB current account £119,014.00		
Total CIL received 2021/22	£2,018.44	Building Society account £6,310.00		
CIL received 2023/24	£694.97			