

# Tibberton Parish Council

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## NOTICE OF ORDINARY MEETING

### The next meeting of Tibberton Parish Council will be held on Thursday 20<sup>th</sup> July 2023 starting at 7.30pm at Tibberton Parish Hall

Members of the public are welcome to address the council at agenda item 5 'Public Forum', when comments and questions may be put to the Parish Council regarding this agenda or for future consideration. Individual speaking time may be restricted at the Chairman's discretion. Unless invited, no further representations may be made at any other time during the meeting.

#### Summons

Tibberton Parish Councillors are hereby summoned to attend this meeting for the purpose of transacting the business detailed below and on the following pages.

Signed: *G Lungley*      Date: 14<sup>th</sup> July 2023  
Gill Lungley, Support Officer / Acting Clerk

#### AGENDA

1. **Chairman's welcome.**
2. **Apologies.** To receive apologies from absent members.
3. **Declarations of Interest**

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

  - a) Keep their Register of Interests form up to date, and
  - b) Declare any Disclosable Pecuniary Interests (DPI), any Other Registerable Interests (ORI) and any Non-Registerable Interest (NRI) relating to items on the agenda and their nature.
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. When granting a dispensation members should bear in mind the possibility of adverse public perception and likely harm that may accrue from the particular interest that has been declared. Having been granted a dispensation it is up to the individual councillor to decide whether to remain or leave the meeting. Written requests for the granting of a dispensation must be made to the Clerk before the meeting starts.
5. **Public Forum**
  - a) To receive a presentation on the Smart Water property marking programme from Nick Hall, the We Don't Buy Crime Co-ordinator, West Mercia Police.
  - b) An opportunity for parish residents to raise matters of interest or concern.
  - c) To receive the report of the County Councillor – for information
  - d) To receive the report of the District Councillor – for information
  - e) To receive the report from the Police / Community Support Officer – for information
  - f) To receive a report or update from any community representative.
6. **To approve the draft minutes** of the annual council meeting held 20<sup>th</sup> June 2023, to then be signed as a true record by the Chairman. (Attached pp3 - 8, and online [here](#)).

**7. Planning**

- a) To comment on any planning application consultations notified by the Planning Authority and note any updates to the appeal and the appeal process for the proposed development of land off Evelench Lane. WDC application ref [W/22/01565/OUT](#), appeal ref [APP/H1840/W/23/3320041](#)
- b) To comment on new consultations, as follows:

Application Number	Location	Proposal
<a href="#">W/23/01183/RM</a>	Land At (Os 8900 5567) Coneybury Road Worcester Six Business Park Worcester	Reserved Matters Application for internal road access with associated lighting and drainage infrastructure and associated earthworks and all ancillary enabling works within the Worcester Six Southern Extension.

- c) To note WDC decision to approve application ref W/23/00575/HP at The Garden House, 1A Hillside, Plough Road, WR9 7NL which sought permission for Sideward extrusion of existing front projection, addition of canopy porch, and erection of detached garage.

**8. Updates to previous parish council business.**

- a) Bridge and canal-side vegetation cut back.
- b) Ownership and maintenance responsibilities for footpath Plough Road / Hawthorn Rise.
- c) Replacement Lengthsman and arrangements for changing speed-sign battery.
- d) Training arrangements for whole council.
- e) Purchase of council-owned projector.
- f) Receipt of Parish Online mapping software.

**9. Finance:** details on Appendix A, pp 9 - 17.

- a) To note the latest bank reconciliation to 30/06/2023 on page 9.
- b) To note the budget comparison to 30/06/2023 p10.
- c) To approve the revised budget proposed by the Strategy and Finance Committee pp11,13.
- d) To approve the payments schedule (to follow).
- e) To approve investment of £35,000 in CCLA Public Sector Deposit Fund and agree signatories.

**10. Committees**

- a) To receive the draft minutes of the Strategy and Finance Committee meeting held 5/7/2023 (pages 17 - 20) and note above finance recommendations 9c and 9e, and agree as follows:
  - i. To adopt the proposed Strategy & Finance Committee Terms of Reference; pp 19-20.
  - ii. To start preparation of the 2024/25 budget, and beyond.
  - iii. To ratify the appointment of Rachel Hinton-Jones as the new Clerk and RFO.
- b) To note the Communications and PR committee is to meet on 27/07/2023; agenda to include the appointment of a volunteer co-ordinator and issue of village newsletter.

**11. Tibberton Village Hall (New)** To receive any update on:

- a) progress with the Lease and
- b) maintenance arrangements including landscaping and window/gutter cleaning.

**12. Items for decision or further consideration**

- a) To review litter bin provision in Tibberton village.
- b) To consider purchase and siting(s) of a solar-powered vehicle-activated speed indicator.
- c) To consider the purchase and siting of a fixed-speed camera.
- d) To seek maintenance of the Plough Road hedgerow between Hawthorn Rise and school.
- e) To consider a bid for a share of the Wychavon Rural Fund (Appendix B on page 21).

**13. Review of correspondence** including emails received not mentioned elsewhere:

- WorcsCALC updates.
- Introduction from WDC Communities Officer.
- Wychavon DC newsletter to town and parish councils.
- WDC Weekly planning news.

**14. Members to put forward items for discussion at future meetings.**

**15. Date and time of next meeting** – to be agreed.

**Tibberton Parish Council Members**  
Cllr Robbie Hazlehurst, Chairman. Cllr Sarah Harfield, vice-Chairman.  
Cllr Trevor Knight, Cllr Liz Morton, Cllr Margaret Rowley, Cllr Helen Savage, Cllr June Woodland.

## TIBBERTON PARISH COUNCIL

### MINUTES OF MEETING HELD TUESDAY 20<sup>th</sup> JUNE 2023, 7.30PM at TIBBERTON PARISH HALL, PLOUGH ROAD, TIBBERTON

**Council Members present:** Cllr Robbie Hazlehurst, Chairman  
Cllr Sarah Harfield, vice-Chairman  
Cllr Trevor Knight  
Cllr Liz Morton  
Cllr Margaret Rowley\*

**Council Members absent:** Cllr Helen Savage and Cllr June Woodland were not physically present but heard and observed the meeting virtually from distant locations.

**In attendance:** \*Wychavon District Coun. Margaret Rowley (member of both DC & PC).  
Ten members of the public.  
Gill Lungley, Acting Clerk/Support Officer.

#### 1. Chairman's Welcome

The Chairman opened the meeting.

#### 2. Apologies.

To receive apologies for absence.

Apologies had been received from Cllr Helen Savage and Cllr June Woodland.

#### 3. Declarations of interest.

Cllr M Rowley declared an Other Registerable Interest in agenda item 10a new village hall progress with lease, as a member of the Tibberton Community Land Trust. Due to the summary nature of the discussion at that point, Cllr Rowley remained in the meeting.

#### 4. Written requests for dispensation.

No requests for dispensation had been received.

#### 5. Public forum.

a) Members of the public commented as follows:

1. Had there been any progress with getting the reeds and bushes cut alongside the canal? *The Chairman undertook to chase this up.*
2. The improved installation of the White Gates to the southern entrance of the village so that the village name sign is now visible, and today's mowing of the 'layby' grass verge were both noted.
3. Does the council have assurances that the Tibberton Community Land Trust (TCLT) has a sound business plan when it takes over the new hall management? *The TCLT is 'limited by guarantee'; there is to be a meeting with TCLT soon.*
4. Has there been any progress on the adoption / ownership of the footpath between Plough Road and Hawthorn Rise? *It is believed to still be under the ownership of the developer; County Councillor Marc Bayliss is to look into this.*
5. Has there been any progress with the proposed weight limit to the canal bridge? *An 18-month weight limit has been imposed, beyond that is unknown but this is the first step, hopeful of a permanent weight restriction.*

#### b) Division and ward representatives:

b.1 Worcestershire County Councillor for Bowbrook division, Marc Bayliss, had sent his apologies for non-attendance.

b.2 Wychavon District Councillor for Bowbrook ward, Margaret Rowley –

- o problems within the district council's planning department due to staff turnover were being addressed; the lack of a 5-year land supply leading to speculative applications is an additional problem.

c) **To receive the report from the Police / Community Support Officer**  
Apologies were received as no representative was available to attend this meeting.

d) **To receive a report or update from any community representative.**  
None present.

6. **To confirm the accuracy of the minutes** of the annual council meeting held 16<sup>th</sup> May 2023, and the extraordinary council meeting held 13<sup>th</sup> June 2023.

**AGREED** The minutes of the meetings held 16/05/2023 and 13/06/2023 were confirmed accurate and were signed by the Chairman.

7. **PLANNING**

a. **To comment** on any planning application consultations notified by the Planning Authority and note the current position relating to the appeal and the appeal process for the proposed development of land off Evelench Lane. WDC application reference [W/22/01565/OUT](#), appeal reference [APP/H1840/W/23/3320041](#)

- No new consultations had been received.
- The council's updated comments on the proposal reference W/22/01565/OUT to develop land off Evelench Lane, that is to be decided by the Planning Inspector on 08/08/2023, APP/H1840/W/23/3320041, are included in the minutes to the Extraordinary Meeting held 13/06/2023. It was hoped to share this on Facebook.

b. **To note the planning log.**  
A log of all planning consultations is to be maintained and published online.

8. **To complete unfinished business from the Annual Parish Council meeting.**

a) **Committees:** In keeping with Standing Order 4, appoint the committee members and chairman, and the number, time and place of meetings, notice requirements, quorum and reporting back arrangements, and whether the public will be allowed to speak during committee meetings. It was **AGREED** to appoint the following committees and working parties –

Strategy & Finance to include HR	Communications and PR
<p><b>Terms of reference:</b> 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:</p> <ul style="list-style-type: none"> <li>i.i. The lease agreement with TCLT for the new village hall.</li> <li>i.ii the appointment of the new clerk (staff) and Lengthsman (contractor).</li> <li>i.iii Review of the current year's budget and develop the budget for next three years.</li> <li>i.iv Review of the scheme of delegation to the clerk and committees.</li> <li>i.v Review the internal audit report for 2022/23 financial year and financial processes.</li> <li>i.vi Review the council's policies.</li> <li>i.vii Review the assets of the council and village.</li> </ul>	<p><b>Terms of reference:</b> To consist of four council members plus (number to be confirmed) non-council members who will be subject to the council's Code of Conduct and interests register, and unable to vote; to review 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:</p> <ul style="list-style-type: none"> <li>ii.i the development of a Communications Strategy for the PC and, working with the Clerk to the Council, to oversee responsibility for the content and upkeep of the website and other communication channels designed to develop, maintain and support good working relationships with all organisations and groups working for the benefit of the village.</li> </ul>
<p><b>Committee members</b></p>	<p><b>Committee members</b></p>
<ul style="list-style-type: none"> <li>• Robbie Hazlehurst</li> <li>• Trevor Knight</li> <li>• Liz Morton</li> <li>• Helen Savage</li> </ul>	<ul style="list-style-type: none"> <li>• Sarah Harfield</li> <li>• Trevor Knight</li> <li>• Margaret Rowley</li> <li>• June Woodland</li> </ul>
<p><b>Additional non-councillor members</b> Not allowed: Local Government Act 1972, s102 (3).</p>	<p><b>Additional non-councillor members</b> To be agreed.</p>

<b>Chairman:</b> Cllr Robbie Hazlehurst	<b>Chairman:</b> Cllr Sarah Harfield
<b>Number, time and place of meetings:</b> To be agreed; possibly every other month.	
<b>Notice requirements:</b> S. Order 3c ie 3 clear days' notice unless convened at shorter notice.	
<b>Quorum:</b> No fewer than three members must be present at any meeting.	
<b>Reporting back arrangements:</b> Draft minutes to next meeting of full council with verbal report.	
<b>Will public be allowed to speak:</b> Yes, during open forum.	

Working parties / sub-groups may meet at anytime, anywhere. Notice of the meetings does not have to be published and the meetings will not be clerked or minuted.

Reporting back procedures are for the Chairman of the working party or sub-group to either provide a written report, or provide a verbal report, or both to the next meeting of the full parish council. No working party or sub-group has a budget or makes decisions that would impact on the council's finances. All meetings' members must abide by the council's Code of Conduct.

<b><u>Neighbourhood Plan Working Party (initial phase)</u></b>	<b>Members:</b>
<b>Terms of reference:</b> To consist of a minimum of three council members plus (number to be confirmed) non-council members to work towards the completion of a Neighbourhood Plan for the parish. To initially consider whether to enter into partnership working with neighbouring parishes in order to identify the Designated Neighbourhood Area. This working party will evolve into a separate body responsible for the Neighbourhood Plan answerable to the parish council and subject to local council procedures to include clear decision-making procedures and transparency.	<ul style="list-style-type: none"> <li>• Sarah Harfield</li> <li>• Robbie Hazlehurst</li> <li>• Margaret Rowley</li> </ul> + other interested residents to be appointed in due course.
<b><u>Strategic Planning Working Party</u></b>	
Terms of reference: To consist of a minimum of three council members plus (number to be confirmed) non-council members who will be subject to the council's Code of Conduct and interests register. The working party is to review key planning applications in respect of the village and to prepare comments and objections as necessary. No voting rights to any working party member as no decisions are to be made. Separate delegation is to be given to the Clerk to respond, if necessary, to planning consultations following working party recommendations.	<ul style="list-style-type: none"> <li>• Liz Morton</li> <li>• Helen Savage</li> <li>• June Woodland</li> </ul> + other interested residents to be appointed in due course.
<b><u>Events Sub-Group</u></b>	
Two council members to work in partnership with the Tibberton Events Group and report back as and when appropriate. No decision-making authority or voting requirements.	<ul style="list-style-type: none"> <li>• Sarah Harfield</li> <li>• Liz Morton</li> </ul>

b) **Representation on other bodies**

It was **AGREED** to appoint the following representatives to other bodies:

i. <b>Neighbourhood Watch</b>	Cllr June Woodland
ii. <b>Speed watch</b>	Cllr Margaret Rowley
iii. <b>Community Land Trust</b>	awaiting review.
iv. <b>N Village Hall Management Committee</b>	Cllr Sarah Harfield
v. <b>Tibberton Parish Hall</b>	Cllr Trevor Knight
vi. <b>Parish Footpath Officer</b>	Rob Grimer to continue in role.
vii. <b>County Association of Local Councils</b>	Cllrs Margaret Rowley & Robbie Hazlehurst

c) **Approval of updated Financial Regulations.**

It was **AGREED** to adopt the updated Financial Regulations.

9. **FINANCE:**

a. **To note the bank reconciliation to 31<sup>st</sup> May 2023.**

<b>TPC Bank Reconciliation to 31/05/2023</b>		
<b>Opening bank balances 01/04/2023</b>	<b>£62,903</b>	<b>+</b>
<b>Add receipts for year to date</b>	<b>£22,418</b>	<b>+</b>
<b>Less payments for year to date</b>	<b>£20,746</b>	<b>-</b>

<b>Cashbook balance as at 31/05/2023</b>	<b>(A)</b>	<b>£64,575</b>
<b>Bank balances as at 31/05/2023</b>		
Unity Trust Bank	+£58,265	
Cambridge Building Society	+£6,310	+£64,575
<b>Less unpaid allocations (none)</b>		-£0
<b>Total held in bank, as at 31/03/2023</b>	<b>(B)</b>	<b>£64,575</b>
Reconciliation balance should be nil. A-B = £0.00 = balance.		

The bank reconciliation to 31/05/2023 was noted.

It was additionally noted that since 31/05/2023 the council had received £62,746.46 relating to the VAT refund for the last three years.

**b. To agree to open a deposit account.**

Due to the VAT return the council now had unallocated funds in the current account. There was currently no plan in place for spending the refund that was mainly due to the new-build village hall capital project and the council would seek suggestions.

It was **AGREED** to refer the investment process to the Strategy and Finance Committee to consider a low-risk investment with easy access and high return.

**c. To note the budget comparison to 31<sup>st</sup> May 2023 – see Appendix A. The Strategy and Finance Committee would review in more detail at their first meeting.**

**d. To approve the payments schedule.**

The receipts for the month were noted and the following payments were approved.

<b>Monies received since 16<sup>th</sup> May 2023</b>					
19/05/2023	Worcs CC	Divisional fund grant for white gates		£3,280.42	
02/06/2023	HMRC	VAT refund for non-business activities, 3yrs		£62,746.46	
<b>Invoices for payment approval</b>					
<b>V no.</b>	<b>Invoice ref</b>	<b>Payee</b>	<b>Reason for payment</b>	<b>Gross amount £.p</b>	<b>VAT re-claimable</b>
V17	May 2023	PWLB (paid by d/d)	Bi-annual loan repayment	6,766.50	0.00
V18	KI-166E66C0-0027	E-ON Next	New hall energy, May 23	179.31	8.54
V19	Statement006	Unity Trust Bank	Quarterly bank charges	18.00	0.00
V20	0092	D K Edwards	Annual internal audit	282.40	0.00
V21	23/24-GML6	G Lungley	Admin support, part April 2023	462.50	0.00
V22	23/24-GML7	G Lungley	Admin support, May 2023	1,073.50	0.00

**1. To revoke previous delegation arrangements to the Clerk, revise as appropriate.**

Having agreed the updated Financial Regulations, the previous delegation arrangements had been revoked. The Strategy and Finance Committee would update the staff delegations.

**2. To approve the purchase of a projector for meetings.**

It was **AGREED** to purchase a portable projector to cost no more than £300.

**3. To agree a training programme and dates for members.**

The Acting clerk had support from WorcsCALC to provide training to the parish council and a training programme was discussed to consist of the basic 'Flying Start' introduction during the second week of July followed in the autumn by more detailed presentations (5Ps and 3Ms); possible dates would be circulated.

It was **AGREED** to hold these three sessions face-to-face and invite up to three councillors from neighbouring councils to ensure attendance of no more than ten councillors.

**4. To note receipt of quote for cyber insurance via BHIB.**

The quote for cyber insurance was noted.

**5. To consider application to the Community Ownership Fund.**

It was noted that this application may not be currently relevant and but that it may be suitable for consideration in the future in relation to the proposed village hub.

**10. Tibberton Village Hall (New)**

To receive any update on:



- c) progress with the Lease  
No progress to report; further discussions are to be held.
- d) maintenance arrangements including landscaping and window/gutter cleaning.  
It was **AGREED** to appoint a local contractor for window/gutter cleaning.

**11. Updates to previous parish council business.**

- g) **Installation of white gates**  
Now completed (as commented in minute 5a(2) above).
- h) **Police priorities.**  
The SNT contract had been updated to show Chairman’s contact details.  
It was **AGREED** to notify the Safer Neighbourhood Team of the updated priorities (1) speeding traffic (2) theft from out-buildings and (3) theft from property and ask for feedback on how these priorities are managed.
- i) **Request to take over management of the parish hall defibrillator.**  
It was **AGREED** to take on the responsibility for the maintenance and replacements as needed; Mike Leci is to continue to manage the item which is to remain in situ.
- j) **Police & Crime Commissioner request to include items in the parish newsletter.**  
The newsletter team would welcome items for the newsletter.
- k) **To note comment** received relating to the [Safer Neighbourhood Team](#) newsletter on TPC website. The comment was noted.
- l) Review of correspondence including emails received not mentioned elsewhere, including:
  - WorcsCALC updates: circulated to all members.
  - Reminder to submit elections expenses: actions now completed.
  - Coronation bench marketing: for information and consideration by the Events Group.
  - Trees call to action project via WorcsCALC and direct from Craig at Heart of England Forest (HoEF). This was noted but the lack of space for planting is a drawback.
  - AJG Insurance newsletter: circulated to all.
  - Worcestershire CC planning database “[Have your say on Planning](#)”. This has been posted to the website and would be included in the council’s newsletter.
  - Temporary weight limit to Tibberton canal bridge. The notice states the weight limit is in place for up to 18 months; clarification as to actual time frame would be sought.

**12. Proposals of items for discussion at future meetings.**

- a. To consider support for community uptake of the Smart Water property marking programme. A representative of the scheme would be invited to the next meeting.
- b. To appoint a volunteers’ co-ordinator.
- c. To review provision of litter bins within the parish.
- d. Newsletter items to include responsibilities for cutting grass verges, weedkilling and over-hanging hedges.

**13. Date of Next Meeting**

The next meeting of Tibberton Parish Council will be held on Thursday 20<sup>th</sup> July 2023 at 7.30pm in Tibberton Parish Hall.

This meeting ended at 9.22pm.

.....  
Signed as a true record of the meeting by the Chairman.

Date.....

<b>BUDGET COMPARISON AT 31/05/2023</b>			
	<b>Actual 2022/23 to 31/03/2023</b>	<b>Budget 2023/24</b>	<b>Actual 2023/24 to date</b>
<b>RECEIPTS</b>			
Precept	36,509.00	35,993.00	17,997.00
Council tax support grant	711.00	711.00	356.00
Community Infrastructure Levy (CIL)			694.97
Lengthsman Scheme grant	2,478.75	1,850.00	90.00
Interest received	175.24	30.00	
Miscellaneous	350.00		
WCC divison member's grant			3,280.42
From reserves			
<b>Total</b>	<b>40,223.99</b>	<b>38,584.00</b>	<b>22,418.39</b>
<b>PAYMENTS</b>			
Chairman's allowance	-	-	-
Public Works Loan Board repay	13,654.50	14,000.00	6,766.50
Audit	75.00	800.00	1,797.50
Bank Charges	323.08	80.00	-
Staffing, salary costs	9,404.44	7,800.00	-
Admin expenses	3,025.65	700.00	3,897.66
Lengthsman	1,365.00	1,850.00	150.00
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
Subscriptions	377.84	600.00	395.18
Hire of meeting room	-	150.00	-
Village Hall energy	2,840.99	1,000.00	487.10
Village Hall landlord obligations	697.00	500.00	89.00
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
Grants and donations	600.00	600.00	1,350.00
Contingencies	-	1,554.00	-
s137	-	50.00	-
<b>subtotal</b>	<b>38,297.12</b>	<b>38,584.00</b>	<b>19,647.32</b>
VAT	878.37		1,098.80
Capital Expenditure from reserve			
<b>Total</b>	<b>39,175.49</b>	<b>38,584.00</b>	<b>20,746.12</b>
Earmarked Reserves		s.137 allowance £5,322.48	
New village hall landscaping	£20,000.00		
Total CIL received 2019/20	£1,536.00		
Total CIL received 2021/22	£2,018.44		
CIL received 2023/24	£694.97		



Appendix A to agenda for Tibberton Parish Council meeting on 20/07/2023

<b>TPC Bank Reconciliation to 30/06/2023</b>			
<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>+</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>+</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>-</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 (statement #7)	118,996.00		
Cambridge Building Society	6,310.00		
<b>Bank balance as at 30/06/2023</b>		<b>£125,306.00</b>	
Less payments due but not yet paid (list below)	-	<b>B</b>	<b>£125,306.00</b>

A = B = balance

# BUDGET COMPARISON AT 30/06/2023

Agenda  
item 9b

	Actual 2022/23 to 31/03/2023	Budget 2023/24	Actual 2023/24 to date	% difference
<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 divison 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	Funds available as at 30/06/2023		
Total CIL received 2019/20	£1,536.00	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			

# BUDGET REVIEW JULY 2023

Agenda item 9c

	Actual 2022/23 to 31/03/2023	Budget 2023/24	Actual 2023/24 to date	% difference	REVISION TO Y/R END LIKELY OUTCOME	Notes
<b>RECEIPTS</b>						
Precept	36,509.00	35,993.00	17,997.00	50%	35,993.00	1
Council tax support grant	711.00	711.00	356.00	50%	711.00	2
Community Infrastructure Levy (CIL)			694.97		694.97	3
Lengthsman Scheme grant	2,478.75	1,850.00	90.00	5%	2,232.91	4
Interest received	175.24	30.00		0%	180.00	5
Miscellaneous	350.00					6
WCC divison member's grant			3,280.42		3,280.42	7
From reserves						8
VAT126 Refund			62,746.46		62,746.46	9
VAT to be reclaimed					1,107.34	10
<b>Total</b>	<b>40,223.99</b>	<b>38,584.00</b>	<b>85,164.85</b>	<b>221%</b>	<b>106,946.10</b>	
<b>PAYMENTS</b>						
Chairman's allowance	-	-	-			11
Public Works Loan Board repay	13,654.50	14,000.00	6,766.50	48%	13,533.00	12
Audit	75.00	800.00	2,079.90	260%	2,290.00	13
Bank Charges	323.08	80.00	18.00	23%	80.00	14
Staffing, salary costs	9,404.44	7,800.00	-	0%	5,000.00	15
Admin expenses	3,025.65	700.00	5,433.66	776%	7,000.00	16
Lengthsman	1,365.00	1,850.00	150.00	8%	2,233.00	17
Training, staff and councillors	-	500.00	-	0%	1,500.00	18
Elections	50.00	2,000.00	-	0%	2,000.00	19
Equipment	766.83	300.00	-	0%	1,000.00	20
Insurance	2,466.79	2,600.00	1,889.20	73%	1,889.20	21
Subscriptions	377.84	600.00	395.18	66%	550.00	22
Hire of meeting room	-	150.00	-	0%	150.00	23
Village Hall energy	2,840.99	1,000.00	657.87	66%	1,000.00	24
Village Hall landlord obligations	697.00	500.00	89.00	18%	500.00	25
Comms & PR C'ttee NEW budget line	-	-	-	0%	2,000.00	26
Village Hall contingencies	-	1,000.00	-	0%	1,000.00	27
Professional services	2,650.00	2,000.00	-	0%	2,000.00	28
VAS equipment and road safety	-	500.00	2,825.18	565%	500.00	29
Grants and donations	600.00	600.00	1,350.00	225%	2,904.00	30
Contingencies	-	1,554.00	-	0%	-	31
s137	-	50.00	-	0%	50.00	32
<b>subtotal</b>	<b>38,297.12</b>	<b>38,584.00</b>	<b>21,654.49</b>	<b>56%</b>	<b>47,179.20</b>	
VAT	878.37		1,107.34		1,107.34	33
Capital Expenditure from reserve					3,280.42	34
<b>Total</b>	<b>39,175.49</b>	<b>38,584.00</b>	<b>22,761.83</b>		<b>51,566.96</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 CILreceived 2019/20	£1,536.00	<b>Current account</b>		<b>£118,996.00</b>		
Total CIL received 2021/22	£2,018.44	<b>Building Society account</b>		<b>£6,310.00</b>		
CIL received 2023/24	£694.97					

NB Spending of CIL Receipts is subject to rules on what it can be spent on, but must be spent within 5 years of receipt. <https://www.gov.uk/guidance/community-infrastructure-levy#spending-the-levy>

**TIBBERTON PARISH COUNCIL MID-TERM BUDGET REVISION, JULY 2023**  
as discussed in the meeting of the Strategy and Finance Committee held 5<sup>th</sup> July 2023.

<b>INCOME</b>		
#	1, 2, 3, 5	No change. CIL receipts are dependent on land development during the year.
4	Lengthsman	The allocated amount has increased for 2023/24; despite no Lengthsman at the moment, the fund can be spent later in the year. The corresponding exp. amount is shown on line 16.
6	Miscellaneous	Deleted
7	WCC member	Unexpected receipts now added in to year's total income.
9	VAT refund	
8	Reserves	Not included.
10	VAT due	Unknown quantity that relies on the items purchased, but usually same as line 33 except shown here as a receipt.
<b>PAYMENTS</b>		
11	Chairman's allowance	The chairman is allowed to receive funds to enable them to meet the expenses of office. No allowance was taken in previous year and was not included in this year's budget. Often in the region of £400 - £600 pa. which may be subject to PAYE.
12	PWLB	TPC has borrowed £300,000 towards building the new village hall. This is being paid back over 50 years at £3,000 per half-year + interest.
13	Audit	The 2021/22 audit challenge meant a higher External Audit (EA) fee than usual of £1,797.50 paid during 2023/24 year. The 2022/23 internal audit cost £250 + travel expenses and the EA fee is expected to be £210 ( <a href="#">set rate</a> ). If challenged the fee will increase.
14	Bank charges	With the move to Unity Trust Bank the monthly bank charges have reduced to £6pcm.
15	Salary	Currently no salaried member of staff on payroll. This will change after July and is shown at c£15 per hour for at least 30hrs pcm + employer's on-costs (NI and pension). The council is strongly advised to contract-out the payroll function and needs to appoint a contractor.
16	Admin exps	The self-employed Acting Clerk has been paid under this budget heading thus the cost will reduce after July, however other admin charges such as payroll contractor, will be incurred.
17	Lengthsman	As an independent contractor, the hours to be worked & pay per hour will be agreed with TPC. WCC provides a set repayment figure; if TPC spends more it will not be refunded. The amount shown may include the training fee for registration as NHSS LANTRA qualified.
18	Training	New members and staff will incur additional training costs during first year.
19	Elections	Ball-park figure from Wychavon DC is to expect £1,000 to £2,000.
20	Equipment	The new clerk may need a TPC mobile phone and possibly other office equipment.
21	Insurance	Using new insurance provider this year. <b>Insurance schedule</b> available in councillors folder.
22	Subscriptions	TPC pays annual sub to WorcsCALC and may pay clerk's subscription to SLCC.
23	Room hire	Possibility of needing to find alternative accommodation from time to time.
24	Vhall energy	When the lease is signed, the responsibility for paying the hall's energy costs will cease.
25	Landlord obs	Keeping the new hall in suitable condition for handover, alarm check / window cleaning.
26	Comms & PR	The new committee will require a budget to achieve its aims, eg newsletter / social media.
27	VH contingcs	Just in case an additional expense arises relating to the handover of the new village hall.
28	Prof services	Such as legal fees to produce the agreed lease.
29	VAS / equipt.	The capital cost of the new white gates has now been included as capital expenditure.
30	Grants	The contingencies budget (line 31) has been removed and the amount added into Grants.
31	Contingencies	See line 30 'Grants' above.
32	S137	TPC capped allowance on providing a service or doing something for the community's benefit that is not otherwise allowed: Local Government Act 1972, s137.
33	VAT	What is spent in VAT may be reclaimed and therefore the VAT element shown as both receipts and payments would be the same. VAT paid out should be reclaimed annually.
34	Capital exp.	The amount shown is equal to the white gates grant received from WCC.

## The Public Sector Deposit Fund

This document provides you with key investor information about this fund. It is not marketing material. The information is required by law to help you understand the nature and the risks of investing in this fund. You are advised to read it so you can make an informed decision about whether to invest.

**The Public Sector Deposit Fund (the "Fund") Accumulation Share Class 4 ISIN: GB00BNGJ9597**

**A sub-fund of CCLA Public Sector Investment Fund (the "Company").**

**An Open-Ended Investment Company (OEIC) that is managed by CCLA Investment Management Limited, the Authorised Corporate Director (the "ACD" or "CCLA").**

### Objectives and Investment Policy

The investment objective of the Fund is to maximise the current income consistent with the preservation of principal and liquidity by investing in a diversified portfolio of high quality sterling denominated deposits and instruments. The primary objective is to maintain the net asset value ("NAV") per share of the Fund at par (net of earnings).

The investment policy of the Fund is to only invest in sterling denominated investments and deposits. The principal investments will comprise certificates of deposit, call accounts, and term deposits with banks and building societies. The Fund may also invest in other securities such as commercial paper, floating rate notes and bonds which may be issued or guaranteed as to principal or interest by sovereign governments and their agencies, supranational entities, corporations and financial institutions. All investments at the time of purchase will be considered by the ACD to be of high quality, meaning that the ACD has performed its own documented assessment of the credit quality of money market instruments taking into account ratings awarded by a credit rating agency registered and supervised by the Financial Conduct Authority (FCA) or European Securities and Markets Authority.

The Fund is a "low volatility net asset value" short-term money market fund under the UK Money Market Funds Regulation (MMFR).

The weighted average maturity of the Fund's investments will not exceed 60 days and the initial or remaining maturity of each investment will not exceed 397 days at the time of purchase. The weighted average life of the Fund's investments will not exceed 120 days.

**Investment style:** The Fund is actively managed which means the ACD, as investment manager, uses their discretion to pick investments to seek to achieve the Fund's investment objective.

**Comparator benchmark:** For comparison purposes only, the Fund measures its performance against the Sterling Overnight Index Average ("SONIA").

**Target market:** The Fund is marketable to professional and retail investors but is principally targeted at public sector investors. The Fund is suitable for investors who are looking for security, liquidity and yield in that order.

The shares that you will hold in the Fund are accumulation shares. This means income arising from the Fund's investments (whether positive or negative) will be added to the value of your investment.

You can buy or sell shares daily (on each business day of the Fund). Instructions (and for purchases, cleared funds) must be received by the administrator before 11.30 am London time on the relevant dealing day.

### Risk and Reward Profile



The risk and reward rating is based on historical data and may not be a reliable indicator of future risks or rewards. The risk category shown is not guaranteed and may shift over time. The lowest category does not mean 'risk-free'.

A low risk fund is not a risk-free investment. Low risk funds target investments with low volatility and aim to maintain a constant net asset value at par. This means the risk of losing your money is small, but the chance of making gains is also limited. **Shareholders and potential shareholders should note that in a negative yield environment, "Negative Yield" (as defined in the prospectus) will accrue to the NAV per share. Accordingly, the NAV per share will fluctuate and capital may be eroded.**

The ACD applies a liquidity management process for ensuring compliance with weekly liquidity thresholds applicable to the Fund under the MMFR. Measures and various tools are at the ACD's disposal for maintaining compliance with the prescribed limits and include the imposition of liquidity fees on redemptions, redemption gates and temporary suspension of redemptions.

The risk and reward rating does not cover the following additional risks:

- **The value of the Fund's shares is not guaranteed, and buying shares is not the same as making a deposit with**

#### a bank or other deposit taking body.

- Investment is at your own risk. The Fund has no capital guarantees and the value of your investment may go up or down. Any loss of principal is to be borne by the investor.
- The Fund does not rely on external support for guaranteeing the liquidity of the Fund or stabilising the NAV per share.
- The value of the Fund may be affected by movements in interest rates (which may include interest rates turning negative) and the creditworthiness of the issuers of the debt instruments the Fund invests in.
- If market conditions are such that the Fund invests in positive yielding assets and a sustainable positive yield arises to the Fund as a consequence, the ACD may convert holders of accumulation shares to income shares. This means income arising from the Fund's investments will be paid out to you as a dividend on a monthly basis.
- **Counterparty Risk** – The Fund could lose money if an entity with which it does business becomes unwilling or is unable to meet its obligations to the Fund.
- **Operational Risk** – Operational risks arising from errors in processing transactions, preparing valuations, accounting and financial reporting, among other things, may also affect the value of your investments.
- **Credit Risk** – The Fund is exposed to the issuers of the securities it invests in. If these financial institutions experience financial difficulty, they may be unable to pay back some or all of the interest, original investment or other payments that they owe. If this happens, the value of the Fund may fall.
- Please refer to the prospectus for full details about the risks associated with this Fund.

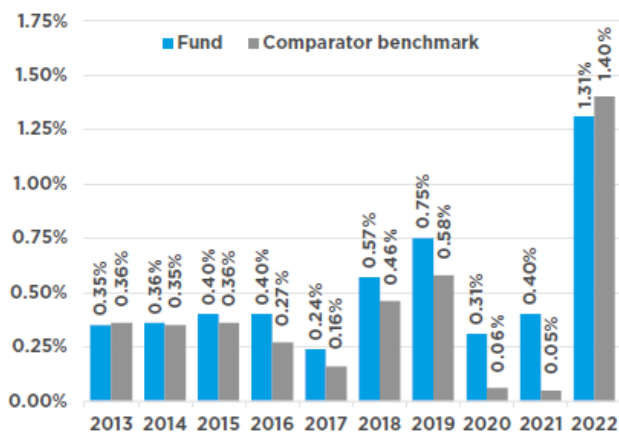
## Charges for this Fund

The charges you pay are used to pay the costs of running the Fund, including the costs of marketing and distributing it. These charges reduce the potential growth of your investment. The **ongoing charges** figure is based on the annual management charge. The annual management charge is currently 0.08% per annum (having been temporarily reduced from 0.10% per annum) and is inclusive of all other ongoing charges. This figure may vary from year to year. It excludes portfolio transaction costs. Although unlikely (reflecting the liquid nature of qualifying investments to be held), a dilution levy, which will change the prices for buying or selling shares in the Fund with the aim of mitigating the effects of dealing and other charges the Fund incurs, may be made on a purchase or sale of shares in the Fund.

For more information about charges, please see the section entitled "Charges and Expenses" of the Company's prospectus, which is available at [www.ccla.co.uk](http://www.ccla.co.uk).

One-off charges taken before or after you invest	
Entry charge	0.00%
Exit charge	0.00%
The one-off charges are indicative charges that might be taken out of your money before it is invested and before the proceeds of your investment are paid out.	
Charges taken from the Fund over a year charge	
Ongoing charges (currently)	0.08%
Charges taken from the Fund under specific conditions	
Performance fee	None

## Past Performance



The Fund launched on 25 May 2011. Past performance is not a reliable indicator of future results. The performance shown is net of charges and has been calculated in pounds sterling.

**The past performance is simulated based on the actual past performance of the Fund's Income Share Class 4.**

Comparator benchmark: SONIA. Prior to 1 January 2021, the comparator benchmark was 7 Day Sterling London Interbank Bid Rate (LIBID).

## Practical Information

### Depository

HSBC Bank plc, 8 Canada Square, London E14 5HQ.

### Documents, Share Prices

Copies of the prospectus and the latest annual and half yearly report and accounts (which are available in English only), along with the latest published share prices can be obtained free of charge at [www.ccla.co.uk](http://www.ccla.co.uk) or alternatively call our client services team on **0800 022 3505**. The accumulation shares will be priced on a historic pricing basis. The shares are not listed on any stock exchange.

### Share Classes

The Accumulation Share Class 4 has been selected as a representative share class of the Fund. More share classes may be available to you. Please refer to the prospectus for the Company for further details.

### Segregated Liability

The Company is an umbrella fund with segregated liability between sub-funds. It does not currently offer any other sub-funds in addition to the Fund.

### Switching

Shares in one sub-fund or share class may be exchanged for shares in another sub-fund or share class (currently, however,

as the Fund is the only sub-fund available for investment there is no facility to switch between sub-funds).

### Tax

UK tax legislation may have an impact on your tax position. For further details you should consult your professional tax adviser.

### Remuneration

The up-to-date remuneration policy including a description of how remuneration and benefits are calculated, the identity of persons responsible for awarding the remuneration and benefits, and the composition of CCLA's remuneration committee, may be obtained free of charge by contacting the client services team or visiting [www.ccla.co.uk](http://www.ccla.co.uk).

### Additional Information

The Fund is a sub-fund of CCLA Public Sector Investment Fund, an umbrella OEIC. The prospectus and annual or half yearly report and accounts contain information about the sub-fund in CCLA Public Sector Investment Fund.

CCLA Investment Management Limited may be held liable solely on the basis of any statement contained in this document that is misleading, inaccurate or inconsistent with the relevant parts of the prospectus for the Company.



# Key Investor Information

## The Public Sector Deposit Fund

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**The Public Sector Deposit Fund (the "Fund") Income Share Class 4 ISIN: GB00B3LDFH01**  
**A sub-fund of CCLA Public Sector Investment Fund (the "Company").**  
**An Open-Ended Investment Company (OEIC) that is managed by CCLA Investment Management Limited, the Authorised Corporate Director (the "ACD" or "CCLA").**

### Objectives and Investment Policy

The investment objective of the Fund is to maximise the current income consistent with the preservation of principal and liquidity by investing in a diversified portfolio of high quality sterling denominated deposits and instruments. The primary objective is to maintain the net asset value ("NAV") per share of the Fund at par (net of earnings).

The investment policy of the Fund is to only invest in sterling denominated investments and deposits. The principal investments will comprise certificates of deposit, call accounts, and term deposits with banks and building societies. The Fund may also invest in other securities such as commercial paper, floating rate notes and bonds which may be issued or guaranteed as to principal or interest by sovereign governments and their agencies, supranational entities, corporations and financial institutions. All investments at the time of purchase will be considered by the ACD to be of high quality, meaning that the ACD has performed its own documented assessment of the credit quality of money market instruments taking into account ratings awarded by a credit rating agency registered and supervised by the Financial Conduct Authority (FCA) or European Securities and Markets Authority.

The Fund is a "low volatility net asset value" short-term money market fund under the UK Money Market Funds Regulation

(MMFR). The weighted average maturity of the Fund's investments will not exceed 60 days and the initial or remaining maturity of each investment will not exceed 397 days at the time of purchase.

The weighted average life of the Fund's investments will not exceed 120 days.

**Investment style:** The Fund is actively managed which means the ACD, as investment manager, uses their discretion to pick investments to seek to achieve the Fund's investment objective.

**Comparator benchmark:** For comparison purposes only, the Fund measures its performance against the Sterling Overnight Index Average ("SONIA").

**Target market:** The Fund is marketable to professional and retail investors but is principally targeted at public sector investors. The Fund is suitable for investors who are looking for security, liquidity and yield in that order.

The shares that you will hold in the Fund are income shares. This means income arising from the Fund's investments will be paid out to you as a dividend on a monthly basis.

You can buy or sell shares daily (on each business day of the Fund). Instructions (and for purchases, cleared funds) must be received by the administrator before 11.30 am London time on the relevant dealing day.

### Risk and Reward Profile



The risk and reward rating is based on historical data and may not be a reliable indicator of future risks or rewards. The risk category shown is not guaranteed and may shift over time. The lowest category does not mean 'risk-free'.

A low risk fund is not a risk-free investment. Low risk funds target investments with low volatility and aim to maintain a constant net asset value at par. This means the risk of losing your money is small, but the chance of making gains is also limited. **Shareholders and potential shareholders should note that, in certain circumstances, the Fund will not accept redemptions or subscriptions at a constant NAV per share.**

The ACD applies a liquidity management process for ensuring compliance with weekly liquidity thresholds applicable to the Fund under the MMFR. Measures and various tools are at the ACD's disposal for maintaining compliance with the prescribed limits and include the imposition of liquidity fees on redemptions, redemption gates and temporary suspension of redemptions.

The risk and reward rating does not cover the following additional risks:

- **The value of the Fund's shares is not guaranteed, and buying shares is not the same as making a deposit with a bank or other deposit taking body.**
- Investment is at your own risk. The Fund has no capital guarantees and the value of your investment may go up or down. Any loss of principal is to be borne by the investor.

- The Fund aims to maintain a stable NAV per share, however there is no guarantee that a stable NAV per share will be maintained.
- The Fund does not rely on external support for guaranteeing the liquidity of the Fund or stabilising the NAV per share.
- The value of the Fund may be affected by movements in interest rates (which may include interest rates turning negative) and the creditworthiness of the issuers of the debt instruments the Fund invests in.
- In a negative yield environment, the ACD may implement a "Negative Yield Response Measure" whereby holders of income shares are converted to accumulation shares. Negative interest will accrue to the NAV per share. Accordingly, the NAV per share will fluctuate and capital may be eroded.
- **Counterparty Risk** - The Fund could lose money if an entity with which it does business becomes unwilling or is unable to meet its obligations to the Fund.
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## Charges for this Fund

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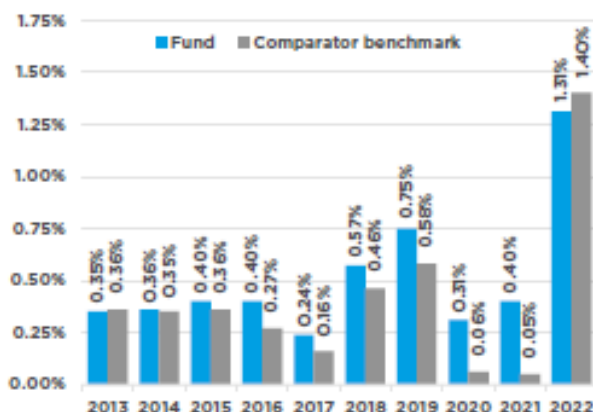
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Performance fee	None

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Comparator benchmark: SONIA. Prior to 1 January 2021, the comparator benchmark was 7 Day Sterling London Interbank Bid Rate (LIBID).

## Practical Information

### Depositary

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## TIBBERTON PARISH COUNCIL

### MINUTES OF STRATEGY and FINANCE COMMITTEE MEETING

WEDNESDAY 5<sup>th</sup> JULY 2023, 7.30PM

at TIBBERTON PARISH HALL, PLOUGH ROAD.

**Committee Members present:** Cllr Robbie Hazlehurst, Chairman  
Cllr Trevor Knight  
Cllr Liz Morton  
Cllr Helen Savage

**Committee Members absent:** All present.

**In attendance:** Cllr Margaret Rowley,  
Gill Lungley, Acting Clerk/Support Officer

**1. Chairman's welcome.**

All were welcomed to the first meeting of this committee.

**2. To receive and note apologies for absence.**

No apologies required.

**3. Declarations of interest.**

None

**4. Written requests for dispensation.**

No requests for dispensation had been received.

**5. To hear from members of the public.**

There was no request to speak.

**6. To agree this committee's Terms of Reference.**

The proposed Terms of Reference (attached to pp3,4) were reviewed and agreed subject to ratification by the full council.

**7. Appointment of new Clerk.**

This item was discussed at the end of the meeting.

**8. Appointment of Lengthsman and approval of annual partnership agreement.**

It was noted the WCC 2023/24 budget allocation is £2,232,91 and WCC will provide training.

It was **AGREED** to sign the annual agreement with Worcestershire CC for 2023/24.

It was **AGREED** to advertise the position locally and via social media.

**9. To consider and agree the new Village Hall lease.**

Members discussed various clauses of the proposed lease as well as the objections raised by the Tibberton Community Land Trust (TCLT) to the inclusion of a rent review clause; further discussion would take place with TCLT regarding a general review process which the council would insist on as the owner of this public asset.

**10. Review of current year's budget and the monitoring and control mechanisms in place.**

The budget to date was reviewed and adjustments were proposed for presentation to and adoption by the next meeting of the full council. The revised budget would add in a line for the newly established Communications and PR committee for the amount of £2,000.

**11. To consider preparation of a budget beyond 2023/24.**

The Communications and PR committee is to be asked to prepare an outline of expected expenditure for the current financial year, to be sourced by reserves, and to prepare figures to feed into the 2024/25 budgeting process later this year.

**12. To consider opening a deposit account or investment.**

**It was agreed** to seek to deposit £35,000 with CCLA's Public Sector Deposit Fund.

**13. To review the Scheme of Delegation.**

The example produced was insufficient; the scheme is to identify –

- Income, expenditure and payment authorisations.
- Arrangements for pursuit of matters affecting the parish particularly when there are no financial implications to the council in keeping with Standing Orders, Financial Regulations, committees' Terms of Reference, and staff job description.

**14. Review of Risk Management.**

Current arrangements include the Operational Risk Assessment and Internal Controls Policy and Statement.

**It was AGREED** the current documents are adequate and are to be reviewed in February 2024.

**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. This committee would address the issues arising from both the report and the Annual Governance Statement, and develop an Action Plan to include monitoring progress.

**16. The meeting was closed to the public to allow for discussion of confidential matters relating to staffing issues.**

**a) HMRC responsibilities: actions agreed.**

**b) Appointment of new Clerk to the Council and Responsible Financial Officer: appointment agreed following recommendation of the Recruitment and Interview Panel.**

**17. Items for discussion at next meeting.**

- 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.

**18. Date and time of next meeting.**

The date of the next meeting is to be agreed for week commencing 31<sup>st</sup> July 2023, starting 7.30pm.

This meeting ended at 9.34pm.

Signed as a true record:

.....

Chairman, Strategy and Finance Committee

Date.....

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

**1. Authority**

The Strategy and 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 four 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. 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.

**4. Confidentiality**

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

**5. Responsibilities**

- a. The committee's primary purpose is to oversee the council's strategy and financial resources and to recommend strategy and action on policy and operational matters concerned with council's operation and finances.
- b. The strategy and finance committee will have the following specific duties:

**Finance**

- i. To liaise with the responsible financial officer in the preparation of budgets and recommendations for precept.
- ii. To liaise with the responsible financial officer in the preparation of a three-year budget.
- iii. To make recommendations on staffing-related expenditure.
- iv. To monitor income and expenditure against budget monthly
- v. To ensure adequate financial controls are in place to utilise and protect the council's finances and assets.
- vi. To ensure the council is observing financial regulations.
- vii. To monitor and effect compliance with internal and external audit and other financial procedures, regulations and statutes.
- viii. To monitor the council's financial risk assessments and recommend changes where necessary.

**Strategic Management**

- ix. To agree the lease agreement with TCLT for the new Village Hall.
- x. To put in place procedures to monitor the operation and financial performance of the Village Hall.
- xi. To make recommendations to the Parish Council in respect of grants or loans to village-based

- groups or organisations working to improve or enhance the life of the village.
- xii. To review on an annual basis and make recommendations to the Council as appropriate the:
    - Council's policies.
    - Scheme of delegation to the Chair, Vice Chair, Clerk and committees.
    - Assets of the Council and the village.
  - xiii. To establish sub-committees and working groups as required.

#### **Human Resources**

- xiv. To make decisions on all staffing matters including appointments, subject to agreed budget and expenditure limits.
- xv. 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.
- xvi. To establish and keep under review the council's staffing structure.
- xvii. To establish and review staff salary pay scales for all categories of staff and be responsible for their administration and review.
- xviii. To arrange the execution of new employment contracts and changes to contracts.
- xix. 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.
- xx. To review the Clerk's job description on at least an annual basis to ensure it reflects the requirements of the role.
- xxi. To establish and review performance management (including annual appraisals) and staff training programmes.
- xxii. To keep under review staff working conditions and Health and Safety matters.
- xxiii. To monitor and address regular or sustained staff absence.
- xxiv. To consider any grievance or disciplinary matter in line with the NALC model policies
- xxv. 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\*.
- xxvi. 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.
- xxvii. To oversee any process leading to dismissal of staff, including redundancy.

**\*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.



## Businesses and communities urged to grab share of Wychavon Rural Fund



A new fund worth £1 million is being launched by Wychavon to help support the district's rural businesses and communities.

Companies, charities, community groups, town and parish councils and other organisations can bid for a share of the Wychavon Rural Fund.

In total £420,000 is being made available to support new small or micro businesses in rural areas, including helping farmers to diversify into other sectors, and growing tourism.

Another £670,000 is available to support rural communities with projects such as community energy schemes, improving local green spaces, upgrading walking and cycling routes and cultural or heritage projects.

The money can only be used to fund physical projects such as new buildings or renovations and not for staff or day-to-day running costs.

It will be released in stages over the next two years, with the first round of funding available to bid for now. Individual grants of between £2,500 and £25,000 are on offer, but businesses will be expected to match 50 per cent of the total cost of a project and other organisations 30 per cent.

Expressions of interest must be submitted through Wychavon's website using the online form by 14 August, 2023. Shortlisted bids will then be invited to work up a full application.

The funding is part of Wychavon's share of the Government's Rural England Prosperity Fund and UK Shared Prosperity Fund.

**Cllr Bradley Thomas, Leader of Wychavon District Council and Executive Board Member for Economic Growth and Tourism, said:** "If you can see an opportunity to start a new business or have a great idea to improve the life of your community then please bid for this money. It's part of our commitment to supporting the growth of all parts of our local economy, not just in the towns, and further enhancing our rural communities so they can continue to thrive."

[For more information about the qualifying criteria and to apply click here](#)