

TIBBERTON PARISH COUNCIL

MINUTES OF STRATEGY and FINANCE COMMITTEE MEETING

THURSDAY 9TH NOVEMBER 2023, 7.30PM

at NEW VILLAGE HALL, VARDOE WAY, WR9 7TG

Committee Members present: Cllr Robbie Hazlehurst, Chair
Cllr Liz Morton
Cllr Helen Savage
Cllr Sarah Harfield

Committee Members absent: None

In attendance: Rachel Hinton-Jones, Clerk & responsible Finance Officer (RFO)

1. Chair's welcome.

All were welcomed to the meeting.

2. To receive and note apologies for absence. No Apologies

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. No public members present.

6. To agree the minutes of the previous committee meeting held 12/10/2023.

The minutes of the meeting held 12/10/2023 were **AGREED** a true and accurate record and were signed by the Chair.

7. To discuss and recommend where appropriate:

A. The SmartWater project and recommend uptake.

The update on the position of purchase of SmartWater following the presentation to the council meeting on 20/07/2023. The village has registered 60 homes approx. following the New Village Hall open morning on Saturday 28/10/23. Smart water kits have now been delivered to the Rich Minor, Neighbourhood Watch Co-ordinator, and a plan is in place to register as many residents as

possible. House to house visits will take place via the Neighbourhood Watch, Wychavon Community Safety and SmartWater Teams.

8. To review the Asset Register.

A full workbook detailing assets is now in place. This also includes assets known of outside the TPC for record keeping. This is work in progress and AGREED to be reviewed every 6 months. Next review date will be February 2024. (attached p6 Appendix A).

9. Lengthsman update.

Update on works that have been identified as priority and currently being undertaken by Jeremy Moore. Agreed to review the works that have been assigned to local authorities to see if these can be carried out by Jeremy or another contractor. Detail of works (attached p7-8 Appendix B)

10. To review the following policies:

a) **Training Policy**, to be reviewed at the next meeting. (attached pp 9 -10 Appendix C).

11. Annual Governance and Accountability Return (AGAR) Action Plan.

Action Plan to be reviewed. The Internal Audit report provides a number of recommendations, attached on page 18, which will form the basis of an agreed Action Plan to include:

Ongoing review of the council's financial control systems-**Completed**.

Establishing the council's position in respect of the 'old' Village Hall. - **In Progress**

Fully establishing control processes and checking their effectiveness, with compliance being assured, evidenced and reported-**In Progress**.

The introduction of a Reserves Policy that identifies earmarked reserves-**Completed**.

Review of Asset Register- As per agenda item number 8. - **Completed**

Arising from the Annual Governance Statement comments, the Committee has agreed the appointment of a payroll provider, Three Counties Payroll. It was agreed that the new payroll provider be asked to resolve the previous HMRC issue as soon as possible- . **In Progress**

Cllr Liz Morton appointed to review bank reconciliations quarterly to apply and provide further compliance with the Unity trust Bank transactions. – **In Progress**

It was agreed to appoint the existing Internal Auditor for the 2023/24 financial year.

12. To discuss the budget for three years 2024 – 2027.

a) Budget setting meeting date of 4th December 2023 @6pm.

b) Review Building Society position which currently has a balance of £6,310.00. Signatory forms issued from the Cambridge Building Society to close account have been returned and sent to the Cambridge Building Society, by post as per their instructions on 7th November 2023. Minutes from 26/03/2019 identify the donation from Tibberton Singers of £6270.35 for the installation of a good sound system. It was agreed that the whole of the closing balance be sent to the TCLT towards the purchase of a good quality sound system for the new Village Hall.

13. New Village Hall update.

- a) Lease has now been signed.
- b) The purchase of equipment currently awaiting the final version of the Funding Agreement from Wychavon District Council. Once the Funding Agreement has been received and signed by the TCLT it was agreed to release the £8,100 match funding from the Parsh Council.
- c) An update was provided on the Works required post-handover to Tibberton Community Land Trust which were to be funded by the Parish Council.

14. Items for discussion at next meeting. To be advised.

15. Date and time of next meeting.

TBC. Bimonthly meetings under review. Please insert dates to end of March as agreed

This meeting ended at 9.45pm.

Signed as a true record:

Date:

TIBBERTON PARISH COUNCIL ASSET REGISTER 2023/24

| Item | Asset type | Location | Date acquired | Supplier | Inv Number | PO Number | Purchase cost | Current value | Insured value | Additional information |
|---------------------------------|------------------------------------|---------------------------|---------------|-------------------|----------------|-----------|------------------|------------------|---------------|--|
| Tibberton Parish Hall | Owned and held in trust. | Plough Road, WR9 7NQ | | | | | | | | |
| Tibberton Village Hall | Owned. Intend to be held in trust. | Vardroe Way, WR9 7TG | 2019 | | | | £899,397 | £899,397 | | |
| Glasdon white gates *4 | Owned | Plough Road | 14/04/23 | Glasdon | S1861434 | #23/24-01 | £2733.68 exc vat | £2733.68 exc vat | | |
| Telephone box | Owned | Plough Road, WR9 7NL | | | | | | | | |
| Vehicle Activated Sign (VAS) | Owned | Plough Road | | Westcotec | | | | | | |
| VAS Battery no:1 | Owned | Decommissioned | | Westcotec | | | | | | Jeremy Moore decommissioned Oct 23 as no longer holding charge |
| VAS Battery no:2 | Owned | One in use, one on charge | 15/03/23 | Westcotec | 14518 | #23/24-03 | £84.00 exc vat | £84.00 exc vat | | |
| VAS Battery no:3 | Owned | One in use, one on charge | 21/09/23 | Westcotec | 15213 | #23/24-05 | £84.00 exc vat | £84.00 exc vat | | |
| Noticeboard outside Parish Hall | Owned | Plough Road, WR9 7NQ | | | | | | | | |
| Office Equipment | | | | | | | | | | |
| Laptop | Owned | Clerk's home | 28/02/23 | Amazon | GB2132933785 | | £299.99 | £299.99 | | |
| Keyboard and mouse | Owned | Clerk's home | 28/02/23 | Amazon | GB202348697568 | | £18.99 | £18.99 | | |
| Printer | Owned | Clerk's home | 28/02/23 | Amazon | GB3SVYDHA | | £149.86 | £149.86 | | |
| Projector | Owned | Clerk's home | 25/06/23 | Kolay Trading LTD | 1947954915 | | £229.00 | £229.00 | | |
| Kingston Memory Stick | Owned | Clerk's home | 25/06/23 | Amazon | GB33YHEU | | £9.99 | £9.99 | | |

| Lengthsman Worksheet 14/10/23 | | | | | | | |
|--|---|-----------------|--------------------------|---------------|---|-------------|-----------------|
| Report on various issues to be found in Tibberton parish | Worcestershire County Council Highways, ROW = Worcestershire County Council Public Rights of Way, PC = Tibberton Parish Council, L/man = Lengthsman | | | | HIGH Risk | MEDIUM Risk | LOW Risk |
| | *Priority is obviously an opinion and up for discussion | | | | | | Completed |
| Item no. | Area | what3words ref. | Issue | ROW number(s) | Comments | Priority* | Responsibility |
| 1 | Plough Road off pershore la | insist.sta | No kissing gate | 522 (C) | There is a gate here and it is perfectly usable. | Low | ROW |
| 2 | Plough Road off pershore la | lazy.vou | No kissing gate | 553 (C) | The ROW is perfectly usable as is. | Low | ROW |
| 3 | Plough Road/Crowle Road ju | Centred | Signs | | 1. Get temporary A boards with "Weak Bridge, 3 ton limit" as soon as possible.2. Install correct permanent signs of the above on BOTH sides of the road. | High | WCH |
| 4 | Plough Road/Ash Lane junct | mills.rea | ROW signs | 529 (C) 551 | A single post for both footpaths to be installed at the reference given. Ash Lane 529 (C) has no stile or kissing gate but is perfectly usable. | Low | ROW |
| 5 | Plough Road | smaller.f | Narrow footway | | Footway wants edging out and hedge cutting back. It's unlikely that the required 1.2m footway width will be there. | High | L/man completed |
| 6 | Plough Road | Centred | Hedge wants cutting back | | Contractor required to flail along here as it is too difficult on a logistical or safety front for the lengthsman to do. If WCH are slow/reluctant to do this then the PC could consider hiring a contractor? Get the owner of Courtend Farm to do it as the (presumed) adjacent land owner for free? | High | WCH/PC |
| 7 | Back Church Lane | bracing. | ROW signs and waymarking | 547 (C) 552 | No signpost for theses footpaths and 552 (C) has no waymarking | Low | ROW |
| 8 | Church Lane | tripling.f | ROW sign | 544 (C) | No signpost for footpath through Gordans Farm | Low | ROW |
| 9 | Church Lane | sadly.wa | ROW sign | 549 (C) | No signpost for the footpath here and it looks like the ROW doesn't actually exist on the ground | Medium | ROW |
| 10 | Hawthorn Rise | T.B.D. | Gritsalt box | | | Low | WCH/PC |

| | | | | | | | |
|----|------------------|--|---|---------------|---|--------|--------|
| 11 | Evelench Lane | outlined | ROW sign | 519 (C) | Evelench Lane beyond the village hall appears to be unadopted and comprises of 2 rights of way 519 (C) and 520 (C) presumably running over an easement (?) | | |
| 12 | Evelench Lane | curated | Missing ROW | 516 (C) | No sign, kissing gate or waymarking but the footpath is perfectly usable through a gate | Low | ROW |
| 13 | Plough Road | N/A | Kerb sweeper | | Both sides of Plough Road from the entrance to Courtend Farm to Foredraught lane | High | WCH |
| 14 | Plough Road | T.B.D. | HGV signs | | Unsuitable for HGVs signs to be placed somewhere e.g. Foredraught Lane/Plough Road junction so a HGV can reverse into Foredraught Lane? Obviously this is not an ideal scenario but the buses do this and with the (presumed) development of Plough Meadow it affords more protection for the bridge. Is there anything stopping the installation of these signs at the Plough Road/Crowle Road junction? | High | WCH |
| 15 | Plough Road | compos | Gritsalt box for bridge or somewhere near there | | Some additional protection for the bridge. Generally waterways etc. are at the lowest point around and can be "frost pockets". | High | WCH/PC |
| 16 | Foredraught Lane | Centred | Hedge wants cutting back | | See item 6. | Medium | WCH/PC |
| 17 | Plough Lane | snooty.e | Missing ROWs | 503 (C) 504 | Missing signage and kissing gate for these footpaths. In fact, it would be very difficult to do so bearing in mind location. Suggest these rights of way be legally diverted to come out on Plough Lane at option.way.streaking In any case it appears to be informally so with 503 (C) already. 504 (C) which runs beside the canal, doesn't appear to exist at all. This could be diverted down the track to the property Marl Bank. A ROW signpost would be needed near the above location | Low | ROW/PC |
| 18 | Plough Lane | Centred on pounce s.scroll ed.regr owth | Signage | | 1. Restore the temporary A board to the M5 side that currently resides broken in the adjacent hedge. 2. Erect new weak bridge signs with the correct 3 ton limit. | High | WCH |
| 19 | Plough Lane | beaters .angle.r ucksac k to schema tic.atte ntion.k eyboard | Deep grips | | A number of deep grips on the M5 side of Plough Lane that may be of hazard to vehicles entering the verge. The "worst" of these could have bollards around them. They would be an inconvenience to the driver undertaking the verge cut I can trim them. | Low | WCH |

TIBBERTON PARISH COUNCIL POLICY REVIEW CALENDAR

| | Previous review | Date Reviewed | Next Review |
|---|-----------------|-----------------------------|-------------|
| Review at Annual Council Meeting | | | |
| Standing Orders | 10/2022 | 16/05/2023 | 05/2024 |
| Financial Regulations | 10/2022 | 20/06/2023 | 05/2024 |
| Code of Conduct | 11/10/2022 | Should have been 05/2023 | 05/2024 |
| Committee Terms of Reference | 23/03/2023 | 20/06/2023 | 05/2024 |
| Strategy and Finance Committee, includes HR | | | |
| Asset Register | | 02/08/2023 | 01/2024 |
| Complaints Procedure | | 04/04/2023 | 04/2025 |
| Disciplinary Policy | | 02/08/2023 | 09/2024 |
| Equality and Diversity | | 02/08/2023 | 09/2024 |
| Grievance Policy | | 02/08/2023 | 09/2024 |
| Health and Safety Policy | | 02/08/2023 | 09/2024 |
| Internal Audit terms of reference | | 02/02/2023 | 02/2024 |
| Internal Controls Statement | | 02/02/2023 | 02/2024 |
| Insurance Policy | | 04/2023 | 03/2024 |
| Investment Policy | | 02/08/2023 | 09/2024 |
| Operational Risk Assessment | | 02/02/2023 | 02/2024 |
| Record Management | | 12/01/2023 | 01/2025 |
| Reserves and Balances Policy | | 02/08/2023 | 09/2024 |
| Sickness and Absence Policy | | 02/08/2023 | 09/2024 |
| Training Policy | | tba | tba |
| Communications and PR Committee, includes Fol and GDPR | | | |
| Accessibility Statement (website) | 17/10/2022 | Under review | 10/2023 |
| Community Engagement Policy | | 27/07/2023 | 10/2024 |
| Data Breach Policy | | tba | tba |
| Data Protection Policy | undated | 27/07/2023 | 10/2024 |
| General Privacy Notice | undated | 27/07/2023 | 10/2024 |

| | | | |
|------------------------------|---------|------------|---------|
| Media & Social Media Policy | | 27/07/2023 | 10/2024 |
| Privacy Statement (website) | undated | 27/07/2023 | 10/2024 |
| Publication Scheme | undated | 01/2023 | 01/2025 |
| Recording of Meetings Policy | | Tba | tba |
| Subject Access Requests | | Tba | tba |