All minutes are draft until agreed at the next or subsequent meeting.

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		Current value	Insured value	Additional information
Tibberton Parish Hall	Owned and held	Plough Road, WR9 7NQ								
Tibberton	Owned. Intend to be held in	Vardroe Way,								
Village Hall Glasdon white	trust. Owned	WR9 7TG Plough Road	2019 14/04/23		S1861434		£2733.68			
gates *4 Telephone box	Owned	Plough Road, WR9 7NL				01	exc vat	exc vat		
Vehicle Activated Sign (VAS)	Owned	Plough Road		Westcotec						
VAS Battery	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	3	£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							
issues to be found in Tibberton	Worcestershire County Council Highways, ROW = Worcestershire County Council Public Rights of Way, PC = Tibberton Parish Council, L/man =						
parish	Lengthsman *Priority is obviously an opin	ion and	un for discussion	HIGH Risk	MEDIUM Risk	LOW Risk	Completed
	Priority is obviously all opin	what3w ords	ip for discussion	ROW			
Item no.	Area	ref.	<u>Issue</u>	number(s)	Comments	Priority*	Responsibilty
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		Get temporary A boards with "Weak Bridge, 3 ton limit" as soon as possible.2. Install correct permenant signs of the above on BOTH sides of the road.	High	wсн
4	Plough Road/Ash Lane junct	i 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.	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	wcн/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.	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

See						Evelench Lane beyond the		
2 2 rights of way \$19 (C) and \$20 (C) presumbly running over an assement (?) 2 (Verlench Lane								
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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 Comi	mittee, 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	1111012022	27/07/2023	10/2023					
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