

Tibberton Parish Council

Contact details: clerk@tibbertonparishcouncil.gov.uk

Website: <https://tibbertonparishcouncil.gov.uk>

NOTICE OF STRATEGY and FINANCE COMMITTEE MEETING

A meeting of Tibberton Parish Council's Strategy and Finance Committee will be held on Thursday 11th January 2024, @ 6.30pm at New Tibberton Village Hall

The meeting is open to members of the public who will be invited to 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: *R Hinton-Jones*

Date: 7th January 2024

Rachel Hinton-Jones,
Clerk to the Council & Responsible Finance Officer (RFO) for Tibberton Parish Council

AGENDA

- 1. Chair'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 –

 - 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 provided 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 approve the minutes** of the committee meeting held 09/11//2023, attached pp 3-10

7. To discuss and recommend where appropriate:

A. The SmartWater project update/progress to date:

To update on the position of SmartWater membership/ roll out to the community.

8. Annual Governance and Accountability Return (AGAR) – Action Plan to be reviewed for outstanding/in progress items:

- **Establishing the council’s position in respect of the ‘old’ Village Hall.**
- 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.**

Arising from the Annual Governance Statement comments, the committee has agreed the appointment of a payroll provider, Three Counties Payroll. HMRC discussions have taken place with Three Counties payroll, who will now work with HMRC to allocate the PAYE funds to the correct HMRC account.

9. To discuss the budget for three years 2024/27.

- a) Budget setting meeting took place on 04/12/23.
- b) To confirm budget position for 2024/25
- c) Precept to be agreed for 2024/25 and submitted to Wychavon by Friday 26/01/24
- d) Building Society account now closed, and the closing balance of £6391.07 has now been transferred to the TCLT to purchase the sound system, in line with the donation requirements from the Tibberton singers.

10. New Village Hall update

- a) Equipment requirements, i.e. sound system.

11. Members to put forward items for future meetings of this committee:

12. Date & Time of next meeting: Thursday 8^h February 2024 @ 7:00pm.

Strategy & Finance Committee members:

**Cllr Robbie Hazlehurst (Chair), Cllr Sarah Harfield
Cllr Liz Morton, Cllr Helen Savage.**

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	Completed
*Priority is obviously an opinion and up for discussion							
Item no.	Area	what3w ords 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.	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/relevant 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 these footpaths and 552 (C) has no waymarking	Low	ROW
8	Church Lane	tripling.i	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.attention.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 whoever undertakes the verge cut I can strim 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