

Tibberton Parish Council

Contact details: clerk@tibbertonparishcouncil.gov.uk

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NOTICE OF STRATEGY and FINANCE COMMITTEE MEETING A meeting of Tibberton Parish Council's Strategy and Finance Committee will be held on Thursday 8th February 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: 4th February 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 –
 - a) Keep their Register of Interests form up to date.
 - 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 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 11/01/2024, (**Appendix A** pp 3-4)

7. To discuss and recommend where appropriate:

- The SmartWater project update/progress to date:

The Tibberton registrations are at 72.97%. This means that, the village has achieved the 70% required for additional signage., The village new signage is anticipated to be installed on Thursday, 8th February 2024., It is anticipated there will a photocall opportunity for available Parish Council members on the day, time to be confirmed.

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.**
- Planning is in place to agree the date of the internal audit for 2023-24 with DKE Audit Services.
- Three Counties Payroll are currently working with HMRC concerning the legacy matter to allocate the PAYE funds previously paid by the Parish Council to the correct HMRC account.

9. To discuss the budget for 2024-25.

- a) Budget for 2024/25 was agreed and confirmed by the Parish Council on 11th January 2024. (**Appendix B** p5)
- b) Precept agreed for 2024/25 and submitted to Wychavon on 25/01/24. (**Appendix C** p6)

10. New Village Hall update

- a) Equipment and maintenance requirements.
- b) To consider a request from the Village Hall Management Committee to install external collection storage lockers on site.

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

12. Date & Time of next meeting: Thursday 7^h March 2024 @ 6:30pm.

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 11TH JANUARY 2024, 6.30PM

at NEW VILLAGE HALL, VARDOE WAY, WR9 7TG

Committee Members present: Cllr Robbie Hazlehurst, Chair
Cllr Liz Morton
Cllr Helen Savage
Cllr Trevor Knight
Cllr Margaret Rowley

Committee Members absent: Cllr Sarah Harfield

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. Cllr Sarah Harfield

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 09/11/2023.

The minutes of the meeting held 09/11/2023 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.

It was reported that the village of has now reached 72.07% SmartWater registrations. Well done everybody involved with the rollout!

As a result the A1 signs have been ordered by the Police and Crime Commissioner with discussions taking place with Worcestershire Highways, on where the signs can be located.

Post meeting note: The signage is due to be installed on Thursday 8 February.

8. Budget for 2024/25.

a) Following the Budget setting meeting in December 2023 the committee was presented with detailed information regarding the anticipated capital and revenue reserves for the start of the new financial year. Following a detail discussion it was agreed that the Parish Councils be recommended to set its budget for 2024-25 at £42,188 including the confirmed Council tax support grant of £711.00, an assumed contribution from Worcestershire County Council of £1,850 towards the cost of the Lengthsman, and a contribution from unallocated reserves of £2195.04. The net impact is a precept requirement of £37,432.72 which represents a 4% increase in the previous year’s precept. However due to the change in Council Tax base figure which has reduced from £322.72 to £319.80 this will result in an increase of 4.9% based on Council Tax Band D.

b) The agreed Precept budget will result in a Band D charge of £117.05 on the 2024-25 Council Tax Demand, this is an increase of £5.52 (4.9%) compared with the current year’s precept charge.

c) Return to be sent to Wychavon District Council no later than 26/01/2024.

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

10. Date and time of next meeting.

8th February 2024 @ 6:30pm.

This meeting ended at 7:30pm.

Signed as a true record:

Date:

Appendix B

Tibberton Parish Council
Budget for Financial Year 2024/25

Agreed Date :
11/01/24

BUDGET for 2024/25 FINANCIAL YEAR agreed

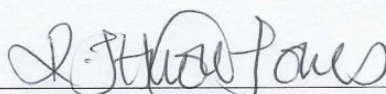
	Budget 2023/24	Forecast position at year end 31/03/2024	AGREED Budget 2024/25
RECEIPTS			
Precept	35,993.00	35,993.00	37,432.72
Council tax support grant	711.00	711.00	711.00
Community Infrastructure Levy (CIL)		694.97	
Lengthsman Scheme grant	1,850.00	1,850.00	1,850.00
Interest received			-
Miscellaneous			
WCC members division grants (white gates)		3,280.42	
From reserves			
VAT126 Refund		62,746.46	
VAT to be reclaimed			
From unallocated Revenue Reserves			2,195.04
Total	38,554.00	105,275.85	42,188.76
PAYMENTS			
Chairman's allowance	-	-	
Public Works Loan Board repay	14,000.00	13,492.50	13,492.50
Audit	800.00	2,691.40	2,409.00
Bank Charges	80.00	72.00	80.00
Staffing, salary costs	7,800.00	12,075.00	8,214.00
Admin expenses advertising	700.00	589.00	700.00
Lengthsman	1,850.00	2,198.00	3,000.00
Training, staff and councillors	500.00	427.50	500.00
Elections	2,000.00	1,099.30	-
Equipment white gates	300.00	-	-
Insurance	2,600.00	1,889.20	2,229.26
Subscriptions	600.00	1,086.00	1,014.00
Service Contract		106.80	
Hire of meeting room	150.00	20.00	150.00
Village Hall energy	1,000.00	2,018.00	-
Village Hall landlord obligations	500.00		-
Comms & PR C'ttee NEW budget line	2,000.00	960.08	1,500.00
Village Hall contingencies	1,000.00		
Professional services	2,000.00		500.00
VAS equipment and road safety	500.00	219.60	500.00
Grants and donations smart water Coron grant	600.00	3,134.88	600.00
Contingencies	1,554.00		1,000.00
s137	50.00	50.00	
Totals	40,584.00	42,129.26	35,888.76
Check			
Other commitments			
XMAS/Events			300.00
Neighbourhood Plan WG			1,000.00
Possible Grant to Village Hall			5,000.00
Town/parish Elections that may be held in 2024-2025			
			42,188.76

**Tibberton Parish Council
BUDGET REQUIREMENT**

Please specify total budget requirement (grant + precept) for
the financial year **2024-2025**

Grant £711.00
+Precept £37,433.00 (whole pounds only)
=Budget Requirement £38,144.00

Signature



Print name in capitals

Rachel Hinton-Jones

Office

Clerk to the Council &
Responsible Finance Officer
(RFO)

Date

25/01/2024

ARE THESE DETAILS CORRECT? **Yes**

If not, please amend.

Name of bank/building society Unity Trust Bank

Sort code 60-83-01

Account number 20471949

Account name Tibberton Parish Council