

Tibberton Parish Council

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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 4th April 2024, @ 7.00pm at Tibberton Village Hall, Vardroe Way, Tibberton WR9 7TG.

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: 31st March 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.
1. **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.
2. **Public Forum.** Members of the public are invited to speak on matters relating to this agenda or for consideration at future meetings.
3. **To approve the minutes** of the committee meeting held 08/02/24, (**Appendix A** pp 4-6)

4. To discuss and recommend where appropriate:

- **The SmartWater project update**

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5. SmartWater signage has been installed throughout the village, a reminder to villagers yet to register was included in the Spring edition of the Tibby Times. A further opportunity for villagers to register for a SmartWater kit will be available as part of the Community Safety event being held on Monday 22 April from 5pm to 8pm in the Village Hall **Annual Governance and Accountability Return (AGAR) – Action Plan to be reviewed for outstanding/in progress items:**

- **It has been established that the Council is the Custodian Trustee only of the Parish Hall.** - Update to be provided following the meeting on 25 March which will be discussing the future options for the Parish Hall.
- Fully establishing control processes and checking their effectiveness, with compliance being assured, evidenced and reported-**Update to be provided by the Clerk.**
- Agreed date of the internal audit for 2023-24 with DKE Audit Services is 19th April 2024. **Clerk to provide an update regarding how the preparations for the audit are progressing.**
- 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. **Clerk to provide an update on progress.**

6. **Budget for 2023/24 and 2024/25.**

- a) 2023/24 Budget update and predicted outturn including balances to be carried forward.
- b) **2023/24 Budget Accruals:**
 - i. Tibberton Map
 - ii. VH Landscaping
 - iii. VH Lighting Upgrade
 - iv. Fencing to Southern Boundary
- c) **2024/25 Budget update to include:**
 - i. Confirmation of funding for Lengthsman from Worcs County Council
 - ii. Purchase of Solar VAS Unit
 - iii. Purchase of Defibrillator to be located at the Village Hall and its ongoing maintenance requirements.
 - iv. Discussion regarding the format of Budget reports to be presented to future meetings of the committee.

7. **Village Hall update**

- a) Business Rates 2020 – 1 November 2023
- b) Update on the request from the Village Hall Management Committee to install external collection storage lockers on site.
- c) Update on the progress of the additional capital expenditure items agreed by the Parish Council
- d) Discussion regarding the criteria to be adopted in determining any request received from the Village Hall Management Committee/Tibberton Community Land Trust for revenue support in the coming year.
- e) Official Opening Saturday 22 June 2024 Parish Council's involvement & Financial contribution

8. **Parish Hall update from meeting held on 25 March 2024.**
9. **Review of the Committee's Terms of Reference - *for review at Annual Council Meeting* (Appendix B pp 7-8)**
10. **Format for the Committee's Report for the Parish Council's Annual meeting and the Annual Parish meeting in May 2024.**
11. **Timetable for the review of the Strategy & Finance Committee Policies in 2024 -25. (Appendix C p9)**
12. **Members to put forward items for future meetings of this committee:**
13. **Date & Time of next meeting: Thursday 6^h June 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 8TH FEBRUARY 2024, 6.30PM

at NEW VILLAGE HALL, VARDROE 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: Cllr Margaret Rowley
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 members absent.

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 11/01/2024.

The minutes of the meeting held 11/01/2024 were **AGREED** a true and accurate record and were signed by the Chair. **(Appendix A p4-5)**

7. To discuss and recommend where appropriate:

A. The SmartWater project and recommend uptake.

The Tibberton registrations are at 72.97%. This means that, the village has achieved the 70% required for additional signage., The village new signage has been installed today, Thursday, 8th February

2024. A photo shoot took place, with Parish Council members, Community Safety, and the Police. This will be shared in the Tibby Times upon release.

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.**
We can confirm that the Parish Council is the Custodian Trustee only. In preparation for Q&A from the Public, Cllr Trevor Knight is reviewing all the archive papers we have obtained in relation to the 'old' Village Hall.
- **Fully establishing control processes and checking their effectiveness, with compliance being assured, evidenced, and reported.**
On going and progress demonstrated within the minutes of the Committee and Parish Council. Internal Auditor has been booked for Friday 19 April.
- **Planning is in place to agree the date of the internal audit for 2023-24 with DKE Audit Services.**
All Council Members agreed the appointment of DKE Audit Services to undertake the Parish Council internal audit for 2023-24. Date has now been set as Friday 19 April 2024.
- **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.**
This work is still in-progress by Three Counties Payroll, who will advise the Clerk as soon as the funds have been allocated to the correct HMRC account. Communication is on-going between Three Counties Payroll and the Clerk.

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 p6)**
- b) Precept agreed for 2024/25 and submitted to Wychavon on 25/01/24. **(Appendix C p7)**

10. New Village Hall update

a) Equipment and Maintenance Requirements

A full list has been identified confirming what is the responsibility of the Parish Council which include; securing the site on the southern boundary with fencing, improving the lighting in the main hall to ensure its suitability for private functions and parties, provision of override switches in the meeting rooms to allow the lighting to be controlled for presentations, the provision of an external sensor for the car park lighting. . These works will be prioritised as required in conjunction with the Village Hall Management Committee. The lighting is a priority to support future events. Helen Savage is currently obtaining a quote. The fencing at the rear of the village hall is a concern around security. Quote has been received from HFN the existing Landscape company who have also provided competitive quotes to the Village Hall Committee as part of their Rural Fund application to Wychavon Council.

b) To consider a request from the Village Hall Management Committee (VHMC) to install external collection storage lockers on site.

Following discussions, concerns were shared about the potential traffic, and impact on neighbouring properties in Hawthorn Rise and Vardoe Way particularly late at night as this is a 24-hour facility where parcels can be collected or dropped off. It was agreed that the VHMC should arrange for the Storage company to carry put a site survey to enable further detailed discussions with the Parish Council to take place. As a minimum there is an expectation from the Parish Council that a survey of residents likely to be impacted in Hawthorn Rise and Vardroe Way would need to be undertaken by the VHMC before any agreement could be agreed by the Council.

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

- All Committee members agreed to proceed with a new VAS sign, upon receipt of the £3k Divisional Fund payment from Marc Bayliss (Worcestershire County Council). The new design VAS signs are in the region of £3.5k, quotes to be obtained.

12. Date and time of next meeting.

4th April 2024 @ 7:00pm.

This meeting ended at 7:30pm.

Signed as a true record:

Date:

TIBBERTON PARISH COUNCIL

TERMS OF REFERENCE FOR COMMITTEES, WORKING PARTIES & SUB-GROUP + COUNCIL REPRESENTATION ON OTHER BODIES

Agreed at council meeting held 20th June 2023

COMMITTEE TERMS OF REFERENCE

Strategy & Finance to include HR	Communications and PR
<p>Terms of reference: 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> <p>i.i. The lease agreement with TCLT for the new village hall.</p> <p>i.ii the appointment of the new clerk (staff) and Lengthsman (contractor).</p> <p>i.iii Review of the current year's budget and develop the budget for next three years.</p> <p>i.iv Review of the scheme of delegation to the clerk and committees.</p> <p>i.v Review the internal audit report for 2022/23 financial year and financial processes.</p> <p>i.vi Review the council's policies.</p> <p>i.vii Review the assets of the council and village.</p>	<p>Terms of reference: To consist of four council members plus (number to be confirmed) noncouncil 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: 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.</p>
<p>Committee members</p> <ul style="list-style-type: none"> • Robbie Hazlehurst • Trevor Knight • Liz Morton • Helen Savage 	<p>Committee members</p> <ul style="list-style-type: none"> • Sarah Harfield • Trevor Knight • Margaret Rowley • June Woodland
<p>Additional non-councillor members Not allowed: Local Government Act 1972, s102 (3).</p>	<p>Additional non-councillor members To be agreed.</p>
<p>Chairman: Cllr Robbie Hazlehurst</p>	<p>Chairman: Cllr Sarah Harfield</p>
<p>Number, time and place of meetings: To be agreed; possibly every other month.</p>	
<p>Notice requirements: S. Order 3c ie 3 clear days' notice unless convened at shorter notice.</p>	
<p>Quorum: No fewer than three members must be present at any meeting.</p>	
<p>Reporting back arrangements: Draft minutes to next meeting of full council with verbal report.</p>	
<p>Will members of the public be allowed to speak: Yes, during open forum.</p>	

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.

<u>Neighbourhood Plan Working Party (initial phase)</u>	Members:
<p>Terms of reference: 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.</p>	<ul style="list-style-type: none"> • Sarah Harfield • Robbie Hazlehurst • Margaret Rowley <p>+ other interested residents to be appointed in due course.</p>
<u>Strategic Planning Working Party</u>	
<p>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.</p>	<ul style="list-style-type: none"> • Liz Morton • Helen Savage • June Woodland <p>+ other interested residents to be appointed in due course.</p>
<u>Events Sub-Group</u>	
<p>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.</p>	<ul style="list-style-type: none"> • Sarah Harfield • Liz Morton

Representation on other bodies.

i. Neighbourhood Watch	Cllr June Woodland
ii. Speed watch	Cllr Margaret Rowley
iii. Community Land Trust	awaiting review.
iv. N Village Hall Management Committee	Cllr Sarah Harfield
v. Tibberton Parish Hall	Cllr Trevor Knight
vi. Parish Footpath Officer	Rob Grimer to continue in role.

TIBBERTON PARISH COUNCIL POLICY REVIEW CALENDAR

	Previous review	Date Reviewed	Next Review
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