

## TIBBERTON PARISH COUNCIL

### MINUTES OF STRATEGY and FINANCE COMMITTEE MEETING

THURSDAY 8<sup>TH</sup> 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.**

4<sup>th</sup> April 2024 @ 7:00pm.

This meeting ended at 7:30pm.

Signed as a true record: .....

Date: .....

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

## TIBBERTON PARISH COUNCIL

### MINUTES OF STRATEGY and FINANCE COMMITTEE MEETING

THURSDAY 11<sup>TH</sup> 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 h 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.

The meeting ended at 7:30pm.

Signed as a true record: .....

Date: .....

## Appendix B

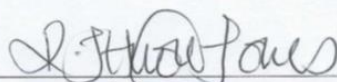
		Tibberton Parish Council Budget for Financial Year 2024/25		Agreed Date : 11/01/24
<b>BUDGET for 2024/25 FINANCIAL YEAR agreed</b>				
	Budget 2023/24	Forecast position at year end 31/03/2024	AGREED Budget 2024/25	
<b>RECEIPTS</b>				
Precept	35,993.00	35,993.00	<b>37,432.72</b>	
Council tax support 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	
<b>Total</b>	<b>38,554.00</b>	<b>105,275.85</b>	<b>42,188.76</b>	
<b>PAYMENTS</b>				
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		
<b>Totals</b>	<b>40,584.00</b>	<b>42,129.26</b>	<b>35,888.76</b>	
<b>Check</b>				
<b>Other commitments</b>				
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				
			<b>42,188.76</b>	

**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

