

TIBBERTON PARISH COUNCIL

MINUTES OF STRATEGY and FINANCE COMMITTEE MEETING

THURSDAY 4TH APRIL 2024 @ 7PM

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 on 8th February 2024 The minutes of the meeting held 08/02/24 were **AGREED** as a true and accurate record and were signed by the Chair. **(Appendix A p5-7)**

7. To discuss and recommend where appropriate:

A. The SmartWater Project

- I. 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

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

- **It has been established that the Council is only the Custodian Trustee of the Parish Hall.** – as way of an update it was reported that following the meeting of interested parties held on 25 March 2024 to discuss the future options for the Parish Hall it was agreed that the trustees of the Parish Hall would meet to discuss either merging the Charity with the Tibberton Community Land Trust (TCLT) or transferring the charities assets to the TCLT.
- Fully establishing control processes and checking their effectiveness, with compliance being assured, evidenced, and reported – **The Clerk confirmed that full compliance is in place with further work being undertaken on the yearend budget and accruals.**
- **Agreed date of the internal audit for 2023-24 with DKE Audit Services is 19th April 2024.** Preparations are on-going to support this date. Room has been booked at the Village Hall for this meeting.
- HMRC Legacy Matter; 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. **The Clerk reported that a further reminder had been sent to Liz at Three Counties Payroll for an update regarding the allocation of funds.**

9. Budget for 2023/24 and 2024/25.

- a) 2023/24 Budget predicted outturn including balances to be presented to the next meeting of the Committee. **(Should this be presented to the Annual Meeting of the Council on 9 May??)**
- b) **2023/24 Budget Accruals: It was agreed that the following accruals should be included in the final accounts for 2023/24:**
 - i. VH Landscaping
 - ii. VH Lighting Upgrade
 - iii. Fencing to Southern Boundary
- c) **2024/25 Budget update:**
 - i. Confirmation of funding for Lengthsman from Worcs County Council has not yet been received.
 - ii. Purchase of Solar VAS Unit- This has been completed.
 - iii. Purchase of Defibrillator to be located at the Village Hall and its ongoing maintenance requirements. - Match funding agreed of £750. Mike Leci to be contacted regarding maintenance of the new unit. Post Meeting Note: Mike Leci has kindly agreed to service the new Defibrillator.
 - iv. The new format of Budget reports as proposed by the Chair to be presented to future meetings of the committee and Parish Council was agreed. See **(Appendix B p8)**

10. Village Hall update

- a) Business Rates 2020 – 1 November 2023
 - Business Rates bills to the value of £12.2k has been received from Wychavon DC covering the period 2020 to 31 March 2025. Contact has been made with Wychavon District Council to understand the workings behind these bills, and to request that a revised Business Rates bill be

- issued. As a result an amended set of bills have been issued to the Parish Council in the sum of £7.5k for the period up to 31 October 2023. The Chair to contact Wychavon DC regarding what further discounts are available for Village Halls in an attempt to reduce this amount further.
- b) Update on the request from the Village Hall Management Committee to install external collection storage lockers on site.
- Survey shows that based on usage elsewhere the anticipated use of the lockers will be between 7am & 8pm
 - Collection and delivery of parcels from the logistics company will take place once a day.
 - Following a discussion, it was agreed to recommend to the Parish Council that a Straw poll of the Village be undertaken. **Note:** The PC decided to carry out a full poll of the village via a leaflet drop to all houses
- c) Update on the progress of the additional capital expenditure items agreed by the Parish Council in relation to the Village Hall
- Security Fencing: It was reported that this work had been completed.
 - Additional lighting works not yet been completed hence the invoice had not been issued.
 - Fire cabinet for Parish Council correspondence and key documents, to be investigated with a recommendation to be made to the next meeting of the Committee prior to any shelving being installed in the secure store.
 - New Village Noticeboard. Chair and Clerk to put forward recommendations to the next meeting of the Committee.
- d) Village Hall Revenue Support: A discussion took place 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. It was agreed that the Chair in consultation with the Clerk should bring forward a set of criteria to be discussed and agreed at the next meeting of the Committee. Criteria to include:
- Full and proper acknowledgement of the Financial support given Tibberton Community Land Trust to consider what funds they have available to support the VH prior to requesting funding from the PC. Note: the current budget includes provision of up to a £5k contribution towards the revenue costs of the VH.
- e) Official Opening Saturday 22 June 2024 Parish Council's involvement & Financial contribution
- Still awaiting a response from Stowford a funding donation.
 - Rooftop Housing is also an important partner who are to be approached via Wychavon DC.
 - The level of the Parish Council's contribution to be considered and confirmed at the next meeting of the Committee.
 - It was noted that the next events group meeting will take place on 16th April 2024.
 - The Clerk to confirm what CIL funds can be used for.

11. Parish Hall update from meeting held on 25 March 2024.

- See note above.

12. Review of the Committee's Terms of Reference - for review at Annual Council Meeting (Appendix C pp 9-10)

- Proposed changes to the Committees and Working Groups to be presented to the Annual meeting of the Council for agreement.

13. Format for the Committee's Report for the Parish Council's Annual meeting and the Annual Parish meeting in May 2024.

- To discuss at the Annual review meeting on 23rd April 2024

14. Timetable for the review of the Strategy & Finance Committee Policies in 2024 -25.

(Appendix D p11) To ratify at the Parish Council meeting being held on 11th April 2024, and to formerly agree adoption of:

- Asset Register
- Internal Audit terms of reference
- Internal Controls Statement
- Insurance Policy
- Operational Risk Assessment
- Recording of Meetings Policy 2024

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

Nothing proposed at this time.

16. Date and time of next meeting. 6th June 2024 @ 7:00pm.

This meeting ended at 8:55pm.

Signed as a true record:

Date:

**Strategy & Finance Committee members:
Cllr Robbie Hazlehurst (Chair), Cllr Sarah Harfield
Cllr Liz Morton, Cllr Helen Savage.**

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

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)

10. Chair's welcome.

All were welcomed to the meeting.

11. To receive and note apologies for absence. No members absent.

12. Declarations of interest.

None

13. Written requests for dispensation.

No requests for dispensation had been received.

14. To hear from members of the public. No public members present.

15. 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)**

16. 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.

17. 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.

18. 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)**

19. 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.

20. 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.

21. Date and time of next meeting.

4th April 2024 @ 7:00pm.

This meeting ended at 7:30pm.

Signed as a true record:

Date:

**Strategy & Finance Committee members:
Cllr Robbie Hazlehurst (Chair), Cllr Sarah Harfield
Cllr Liz Morton, Cllr Helen Savage.**

Appendix B

Tibberton Parish Council Budget Update Report for Financial Year 2024/25						
Revenue Budget 2024/25						
	Budget 2024/25	Income & Expenditure to Previous Month End	Income & Expenditure for (Month End) & Forward Commitments	Total Income & Expenditure todate	Balance Remaining	Comments
RECEIPTS						
Precept	37,432.72			-	37,432.72	
Council Tax support grant	711.00			-	711.00	
Lengthsman Scheme grant	1,850.00			-	1,850.00	
Interest received	-			-	-	
Miscellaneous				-	-	
From reserves				-	-	
VAT Reclaimed				-	-	
From unallocated Revenue Reserves	2,195.04			-	2,195.04	
Total	42,188.76			-	42,188.76	
PAYMENTS						
Chairman's allowance						
Public Works Loan Board repayment	13,492.50			-	13,492.50	
Audit	2,409.00			-	2,409.00	
Bank Charges	80.00			-	80.00	
Staffing, salary costs	8,214.00			-	8,214.00	
Admin expenses & advertising	700.00			-	700.00	
Lengthsman	3,000.00			-	3,000.00	
Training, staff and councillors	500.00			-	500.00	
Elections				-	-	
Insurance	2,229.26			-	2,229.26	
Subscriptions	1,014.00			-	1,014.00	
Service Contract				-	-	
Hire of meeting rooms	150.00			-	150.00	
Village Hall landlord obligations	-			-	-	
Comms & PR C'ttee	1,500.00			-	1,500.00	
Professional services	500.00			-	500.00	
VAS equipment and road safety	500.00			-	500.00	
Grants and donations	600.00			-	600.00	
Contingencies	1,000.00			-	1,000.00	
s137				-	-	
Other Commitments						
Xmas/Events	300.00			-	300.00	
Neighbourhood Plan WG	1,000.00			-	1,000.00	
Possible Grant to Village Hall	5,000.00			-	5,000.00	
Parish Elections that may be held in 2024-2025				-	-	
	42,188.76			-	42,188.76	
Capital Account 2024/25						
	Estimated Income/Expenditure	Income & Expenditure for (Month End) & Forward Commitments	Total Income & Expenditure todate	Balance Remaining	Vat Reclaimable	Comments
RECEIPTS						
Capital balance b/f from 2023 -24				1,000.00		
WCC Members Division Grants	750.00	750.00	750.00	1,750.00		Defibrillator for Village Hall
Vat Reclaimed			1,750.00	1,750.00		
			1,750.00	1,750.00		
				1,750.00		
PAYMENTS & COMMITMENTS						
Defibrillator for Village Hall	750.00	750.00	750.00	1,000.00	-	
Business Rates for Village Hall	7,955.18	-	750.00	1,000.00	-	Business Rates queried with Wychavon
HFN Landscaping Maintenance	5,000.00		750.00	1,000.00	833.33	Payments from original landscaping contract
Village Hall Lighting	744.00		750.00	1,000.00	124.00	
			750.00	1,000.00		
					957.33	
CIL Income & Expenditure						
	Estimated Income/Expenditure	Income & Expenditure for (Month End) & Forward Commitments	Total Income & Expenditure todate	Balance Remaining	Vat Reclaimable	Comments
RECEIPTS						
Balance b/f from 2023 -24	2,464.53			2,464.53	18.60	
Vat Reclaimed						
PAYMENTS & COMMITMENTS						
Agreed Payment Schedule included in above figures						
Voucher no.	Invoice ref	Payee	Reason for payment	Gross amount	VAT reclaimable	UTB Transaction

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>
Committee members	Committee members
<ul style="list-style-type: none"> • Robbie Hazlehurst • Trevor Knight • Liz Morton • Helen Savage 	<ul style="list-style-type: none"> • Sarah Harfield • Trevor Knight • Margaret Rowley • June Woodland
Additional non-councillor members	Additional non-councillor members
Not allowed: Local Government Act 1972, s102 (3).	To be agreed.
Chairman: Cllr Robbie Hazlehurst	Chairman: Cllr Sarah Harfield
Number, time and place of meetings: To be agreed; possibly every other month.	
Notice requirements: S. Order 3c ie 3 clear days' notice unless convened at shorter notice.	
Quorum: No fewer than three members must be present at any meeting.	
Reporting back arrangements: Draft minutes to next meeting of full council with verbal report.	
Will members of the public be allowed to speak: Yes, during open forum.	

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