



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 10th October 2024, @
6:30pm 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 Village Hall for the purpose of transacting the business detailed on the following pages.

Signed: *R Hinton-Jones*

Date: 30th September 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.
Cllr Liz Morton

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 draft minutes** of the Committee meeting held on 12th September 2024 to then be signed as a true record by the Chair (**Appendix A** pp3-5)
7. **To discuss and recommend where appropriate:**
 - **Parish Hall Update.**
 - **HMRC Legacy Matter**
The Clerk to provide an update on the current position.
 - **Audit Update**
Following the queries from PKF raised on 26th September 2024, the responses were submitted by the deadline of 1pm on 27th September 2024, to complete our file and to issue report.

Please see amended Section 2 for completeness and publication.
To be signed by the Chair at The council meeting on 10th October 2024 (**Appendix B** p6)
8. **Budget for 2024/25.**
 - a) **2024/25 Budget update to include:**
 - i. Budget Report up to 30th September 2024 (**Appendix C** p7)
 - ii. Investment Fund update.
 - iii. 6-month Budget review, April 2024 to September 2024 (**Appendix D** p8)
 - iv. Purchase of Royal British Legion Remembrance Items for the Village
Pack of 25 Remembrance Tommy Lamp Post Signs - £112.28
Either Unknown Tommy and Women In War Statue (Pair) - £345.00 or 2 Unknown Tommy Statues - £370.00
9. **Approval of the following Policies:**
 - a) Training Policy
 - b) Civility and Respect Pledge
 - c) Grant Criteria for Awards to Third Parties
10. **Village Hall update**
 - a) In Post Lockers update,
11. **Timetable for the review of the Strategy & Finance Committee Policies in 2024 -25.** (**Appendix E** p9 & 10)
12. **Members to put forward items for future meetings of this committee:**
13. **Date & Time of next meeting:** Thursday 7th November 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 12TH SEPTEMBER 2024 @ 6:30PM

NEW VILLAGE HALL, VARDROE WAY, WR9 7TG

Committee Members present: Cllr Robbie Hazlehurst, Chair

Cllr Liz Morton

Cllr Sarah Harfield

Committee Members absent: Cllr Helen Savage

In attendance: Cllr Trevor Knight

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 Helen Savage

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 23rd July 2024 The minutes of the meeting held 23/07/2024 were **AGREED** as a true and accurate record and were signed by the Chair (**Appendix A pp3-5**)

7. To discuss and recommend where appropriate:

- **Annual Governance and Accountability Return (AGAR):**

Position to date regarding follow up email received from PKF on 16/07/24 is:

Thank you for your email and additional documents as requested. We have updated the file, and should any queries arise during the course of the review we will contact you.

No further action received to date.

- **Parish Hall Update.**

As way of an update following legal advice received following the response received from the Charity Commission it has been **agreed** by the all the parties concerned to apply to the Charity Commission to merge the Parish Hall and the TCLT Charities.

A draft consultation survey has been produced and distributed to the village to confirm whether there is still an appetite to convert the Parish Hall into a Community Hub/Shop and whether or not there are sufficient volunteers that would support the work required in both the development and operational phases of the project. Further update to be provided by the Parish Hall Management Committee once the responses have been evaluated.

- **HMRC Legacy Matter**

The Clerk has continued to chase this, and there has now been a response from Three Counties Payroll. Access codes received from HMRC by post have been sent to Three Counties Payroll, to allow access to records as well as to change the address that HMRC hold for Tibberton Parish Council, from the previous Clerk to the Village Hall, Vardoe Way. Confirmation of receipt has been received from Three Counties Payroll. The Clerk will continue to chase progress. to ensure the allocation of funds paid to HMRC are allocated to the correct account.

8. Budget for 2024/25.

a) **2024/25 Budget update to include:**

- i. Budget Report for July and August 2024 shared and approved. It was agreed to conduct a six-month review of the budget position at the next meeting of the Committee (**Appendix B p6**)
- ii. Investment Fund update. The Clerk has commenced registration with CCLA-The Public-sector Deposit Fund. **Agreed** for all four Strategy & Finance Committee members to be signatories, with two of the four signatories required for withdrawals. Chair to obtain the required signatories and return the completed forms to the Clerk.
- iii. The Lengthsman has agreed to reduce hours from 16 to 12 from 1st October 2024. Contract of employment has been issued to reflect these changes by the Clerk.

9. Timetable for the review of the Strategy & Finance Committee Policies in 2024 -25. (All Policies sent separately as attachments)

a) The following Policies were reviewed and agreed by the Committee. Note: These policies have been reviewed and updated in line with the recommended updates from CALC/NALC.:

- Disciplinary Policy
- Equality & Diversity Policy
- Grievance Policy
- Health & safety Policy
- Investment Policy
- Reserves & balance Policy
- Sickness & Absence Policy
- Protocol and guidance on meetings with developers (planning)

Further review by the Clerk and Chair to ratify the **Training Policy** which will be presented at the next Strategy & Finance meeting on 10th October 2024. This will also be measured in line with updates from CALC/NALC.

10. Village Hall update

Business Rates 2020 – 1 November 2023

- a) The bills to the value of £7,955.18 have been credited to zero. Amended bills have been received from WDC Business rates to confirm this.

In Post Lockers Update

- b) The lockers have now gone live and to date one complaint has been received, regarding the height and the lights on the lockers. The Clerk has responded to the recipient and to Gina Simpson, Neighbourhood Housing Officer at Rooftop Housing Group. Rooftop Housing have agreed to allow the TCLT to adjust the height of the residents fencing effected by the lights and height of the lockers. TCLT to action and report back.
The Council will as previously agreed review the operation of the lockers in March 2025.

Church Lane Hazard Mirror Update

- c) Cllr Helen Savage has purchased a replacement mirror which has installed on the existing pole. Reimbursement will be made by the Council for the purchase of the mirror upon receipts presented.

11. Timetable for the review of the Strategy & Finance Committee Policies in 2024 -25. (Appendix C p7)

- Training Policy due for review

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

- Investment account to be set up.

13. Date & Time of next meeting: Thursday 10TH October 2024 @ 6:30pm.

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.**

Section 2 – Accounting Statements 2023/24 for

TIBBERTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	67,148 61,854	62,903 62,902	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	36,509	35,993	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	3,715 3,715	72,396	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	14,698 9,404	4,330	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	13,655	13,492	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	16,108 16,117	67,016	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	62,911	86,453	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).

8. Total value of cash and short term investments	62,911 62,902	86,453	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	899,397	902,855	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	279,000	273,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

27/09/2024

I confirm that these Accounting Statements were approved by this authority on this date:

10/10/2024

as recorded in minute reference:

S&F for review on 10/10/2024

Full Council Meeting for approval on 10/10/2024

Signed by Chairman of the meeting where the Accounting Statements were approved

Appendix C

Tibberton Parish Council												
Revenue Budget 2024/25												
	Budget 2024/25	Income & Expenditure to Previous Month End	Income & Expenditure to 30 April	Income & Expenditure to 31 May	Income & Expenditure to 30 June	Income & Expenditure to 31 July	Income & Expenditure to 31 August	Income & Expenditure to 30 September	Total Income & Expenditure to date	Balance Remaining	Comments	
RECEIPTS												
Precept	#####		#####					18,716.00	37,433.00	-		
Council Tax	711.00		356.00					355.00	711.00	-		
Lengthsman	#####	256.00		288.00	288.00	288.00	288.00	288.00	1,696.00	648.56		
Interest received	-								-	-		
Miscellaneous									-	-		
From reserves									-	-		
VAT Reclaimed									-	-		
From unallocated Revenue Reserves									-	-		
Total	#####	256.00	#####	288.00	288.00	288.00	288.00	19,359.00	39,840.00	648.56		
PAYMENTS												
Chairman's allowance												
Public Works	#####			#####					6,685.50	6,807.00		
Audit	#####			286.60					286.60	2,122.40		
Bank Charges	80.00				18.00			18.00	36.00	44.00		
Staffing, salaries	#####		699.66	737.69	464.06	486.57	467.86	629.39	3,485.23	4,528.77		
TCP Payroll	200.00	16.68		58.68	16.68		16.68	21.36	130.08	69.92		
Admin expenses	700.00								-	700.00		
Lengthsman	#####	256.00	288.00	288.00	288.00	288.00	288.00	288.00	1,984.00	1,016.00		
Training, staff	500.00				462.00				462.00	38.00		
Elections	-								-	-		
Insurance	#####			#####					1,697.84	531.42		
Subscriptions	#####			561.99			600.00		1,161.99	147.99		
Service Contract									-	-		
Defibrillator		827.94							827.94	827.94		
Hire of meeting room	150.00		14.00	42.00			39.00	7.00	102.00	48.00		
Village Hall	-			829.00					829.00	829.00		
Comms & IT	#####	126.00	66.99	60.00	304.00			214.50	771.49	728.51		
Professional fees	500.00								-	500.00		
VAS equipment	500.00	#####		34.28					2,734.28	2,234.28		
Grants and subsidies	600.00								-	600.00		
Contingencies	#####								-	1,000.00		
s137									-	-		
Total	#####	#####	#####	#####	#####	774.57	1,411.54	1,178.25	14,508.45	14,694.81		
Commitments												
Xmas/Events	300.00				34.03				34.03	265.97		
Neighbourhood	#####								-	1,000.00		
Possible	#####								-	5,000.00		
Parish Elections that may be held in 2024-2025									-	-		
Total	#####		-	-	34.03	-	-		34.03	6,265.97		

Appendix D

Revenue Budget 2024/25					
	Budget 2024/25	Total Income & Expenditure to date	Balance Remaining	Year End Forecast 31/03/2025	Variance
RECEIPTS					
Precept	37,433.00	37,433.00	-		
Council Tax support grant	711.00	711.00	-		
Lengthsman Scheme grant	2,344.56	1,408.00	936.56		
Interest received	-	-	-		
Miscellaneous		-	-		
From reserves	1,700.20	-	1,700.20		
VAT Reclaimed		-	-		
From unallocated Revenue Reserves		-	-		
Total	42,188.76	39,552.00	2,636.76	42,188.76	-
PAYMENTS					
Chairman's allowance					
Public Works Loan Board repayment	13,492.50	6,685.50	6,807.00	13,492.50	-
Audit	2,409.00	-	2,409.00	1,200.00	1,209.00
Bank Charges	80.00	18.00	62.00	54.00	26.00
Staffing, salary costs	8,014.00	2,747.54	5,266.46	6,594.10	1,419.90
TCP Payroll charges	200.00	130.08	69.92	260.16	- 60.16
Admin expenses & advertising	700.00	-	700.00	3,200.00	- 2,500.00
Lengthsman	3,000.00	1,696.00	1,304.00	3,180.00	- 180.00
Training, staff and councillors	500.00	462.00	38.00	462.00	38.00
Elections	-	-	-	-	-
Insurance	2,229.26	1,697.84	531.42	1,697.84	531.42
Subscriptions	1,014.00	1,161.99	147.99	1,301.99	- 287.99
Service Contract		-	-	-	-
Defibrillator		77.94	77.94	77.94	77.94
Hire of meeting rooms	150.00	60.00	90.00	150.00	-
Village Hall landlord obligations	-	-	-	-	-
Comms & PR	1,500.00	711.49	788.51	1,111.49	388.51
Professional services	500.00	-	500.00		500.00
VAS equipment and road safety	500.00	2,734.28	2,234.28	2,234.28	2,734.28
Grants and donations	600.00	-	600.00	-	600.00
Contingencies	1,000.00	-	1,000.00	500.00	500.00
s137		-	-		-
Total	35,888.76	18,182.66	17,706.10	30,891.86	4,996.90
EMR Earmarked Reserves up to 31/03/2025					
Xmas/Events	300.00	34.03	265.97		
Neighbourhood Plan WG	1,000.00	-	1,000.00	1,000.00	
Possible Grant to Village Hall	5,000.00	-	5,000.00		
Defibrillator	750.00	750.00	-		
Village Hall Lighting	744.00	-	744.00		
Total	7,794.00	784.03	7,009.97		



TIBBERTON PARISH COUNCIL POLICY REVIEW CALENDAR 2024/25

	Previous review	Date Reviewed	Next Review
Review at Annual Council Meeting			
Standing Orders	16/05/2023	09/05/2024	05/2025
Financial Regulations	20/06/2023	09/05/2024	05/2025
Code of Conduct	11/10/2022	09/05/2024	05/2025
Committee Terms of Reference	20/06/2023	09/05/2024	05/2025
Strategy and Finance Committee, includes HR			
Asset Register	02/08/2023	04/04/2024	04/2025
Complaints Procedure		04/04/2023	04/2025
Civility & Respect Pledge		19/10/2023	10/2024
Disciplinary Policy	02/08/2023	12/09/2024	09/2025
Equality and Diversity	02/08/2023	12/09/2024	09/2025
Grievance Policy	02/08/2023	12/09/2024	09/2025
Health and Safety Policy	02/08/2023	12/09/2024	09/2025
Internal Audit terms of reference	02/02/2023	04/04/2024	04/2025
Internal Controls Statement	02/02/2023	04/04/2024	04/2025
Insurance Policy	01/04/2023	04/04/2024	04/2025
Investment Policy	02/08/2023	12/09/2024	09/2025
Operational Risk Assessment	02/02/2023	04/04/2024	04/2025
Protocol and Guidance on Meetings with Developers	New 2024	12/09/2024	09/2025
Record Management		12/01/2023	01/2025
Reserves and Balances Policy	02/08/2023	12/09/2024	10/11/2024
Sickness and Absence Policy	02/08/2023	12/09/2024	09/2025
Training Policy		12/09/2024	10/10/2024
Communications and PR Committee, includes Fol and GDPR			
Accessibility Statement (website)	17/10/2022	27/07/2023	07/2025

Communications and Use of Email		27/07/2023	07/2025
Community Engagement Policy		27/07/2023	07/2024
Data Breach Policy		13/03/2024	03/2025
Data Protection Policy	undated	27/07/2023	07/2025
General Privacy Notice	undated	13/03/2024	03/2025
Privacy Statement (website)	undated	27/07/2023	07/2025
Publication Scheme	undated	01/2023	01/2025
Recording of Meetings Policy		13/03/2024	03/2025
Subject Access Requests		13/03/2024	03/2025