



**Restrictions apply on capacity in the building for public seating.**

**To: The Chairman and Members of Whitwick Parish Council**

(Cllrs A Barker, S Colledge, L Gillard, S Gillard, T Gillard, P Moulton, L Spence, J Straw, R Woodward, M Wyatt)

12 January, 2023

Dear Councillor

I hereby summon you to attend the **Meeting of Whitwick Parish Council** to be held at **7.00pm on Thursday, 19 January 2023** at Park Hall, Whitwick Park, North Street, Whitwick, LE67 5HA, for the purpose of transacting the following items of business.

Yours faithfully

A handwritten signature in cursive script that reads "Cathy Tibbles".

Cathy Tibbles, PSLCC  
Parish Manager

### **Definition of Civility and Respect**

Civility means politeness and courtesy in behaviour, speech and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

## **AGENDA**

**3098. APOLOGIES FOR ABSENCE**

**3099. DECLARATIONS OF INTEREST & DISPENSATION REQUESTS**

To receive declarations of interests in respect of items on the agenda. Members are reminded that they must declare whether the interest is a '*disclosable pecuniary interest*' (in which case you must leave the meeting

while that item is under discussion) or a '**registerable interest**' (where you may remain in the meeting, vote and speak on the matter unless to do so would compromise your impartiality or other obligations set out in the Code of Conduct).

**Members' instructions are requested.**

### **3100. CO-OPTION HOLLY HAYES WARD**

Following the earlier advertising of the vacancy in the above ward, an expression of interest has now been received from a candidate (details previously circulated to members only). This is an unpaid position and information about the roles and responsibilities of the council are available from the Community Office or can be requested by email to [clerk@whitwickpc.org](mailto:clerk@whitwickpc.org) . The candidate is invited to attend this council meeting to speak (for a maximum of 3 minutes) in support of their application. Questions may be asked by parish councillors and candidates will also have an opportunity to ask questions to the Parish Council.

A vote will then be taken by show of hands by members present. To be co-opted, candidates must secure an absolute majority of votes, in accordance with Standing Order 13.1. If all 10 existing councillors are present, at least 6 votes will be required. If a candidate does not obtain an absolute majority on the first vote, the person with the least votes gets taken off the list and a fresh vote taken until an overall majority is reached. In the event of a tie, the Chairman shall have the casting vote.

The successfully co-opted councillor will then sign their Declaration of Acceptance of Office form, witnessed by the Proper Officer.

**Members' instructions are requested.**

### **3101. TO RECEIVE THE DECLARATION OF ACCEPTANCE OF OFFICE**

Members to receive the signed Declaration of Acceptance of Office by the new councillor duly elected for the Holly Hayes Ward.

**Members' instructions are requested.**

### **3102. MINUTES**

To approve the minutes of the meeting 8 December, 2022 (see attached).

To note the minutes of the previous meetings held on 21 October, 18 November, 9 December 2021 and 17 February, 17 March and 21 July 2022 are deferred to a future meeting when they are produced.

**Members' instructions are requested.**

### **3103. COMMUNITY POLICING**

This is an opportunity for your local beat PC/PCSOs to have a dialogue with the Parish Council (or to send a report if unable to attend). A local PCSO may attend this meeting subject to operational duties. The next Beat Surgery is scheduled for Wednesday 18 January between 10am and 11 am at the Community Office.

**Members' instructions are requested.**

**3104. PUBLIC QUESTION AND ANSWER SESSION**

**3105. VAS SCHEME –UPDATE**

Members to note the production of data from the last location will be circulated and published at <https://whitwickpc.org.uk/news/>

**Members to note the information.**

**3106. THE FUTURE OF HERMITAGE LEISURE CENTRE**

An on-going update report has been requested each month by the parish council from District Cllr S Gillard.

**Members' instructions are required.**

**3107. THE HERMITAGE PROJECT**

An on-going update report has been requested by the parish council each month from District Cllr S Gillard.

**Members' instructions are required.**

**3108. BUDGET PLANNING 2023/24**

Following guidance at the November meeting and consideration agreed at the December meeting, members to now consider and agree the latest draft budget plan and accompanying explanatory notes (see attached). Minor adjustments have been made to year end forecasts to update the current position.

**Members' instructions are required.**

**3109. PRECEPT 2023/24**

**a) Tax Base**

Members are informed that the Council Tax Base figure for 2023/24 has been provisionally notified as 2741, which is an increase of 22 properties from last year.

**b) Precept/Reserve options**

Taking into account the decisions on the budget, illustrative balance sheets have been prepared to enable members to determine the Council's precept requirement (information attached). The government have confirmed again there will be no introduction of referendum principles for the next two year period. The deadline for notification of Precept to NWLDC is 31 January.

**Members' instructions are requested.**

**3110. COMMUNITY MATTERS**

Members to consider:

- a) **Changes to bus routes in Whitwick – services 16, 29/29A**– following continuing concerns from residents since changes were made, the Parish Council to note the contact details of the office for the Traffic Commissioner is [enquiries@otc.gov.uk](mailto:enquiries@otc.gov.uk) or 0300 123 9000. No further update has been

received at the Parish Office on this matter (information may follow or be tabled);

- b) **Flooding from Grace Dieu Brook** – the joint agency public meeting will provisionally be held on Thursday 26 January 2023 at 7 pm at Park Hall. Representatives have been invited from Severn Trent, the Environment Agency and Leicestershire County Council. The Parish Council is hosting this meeting to help support and enable residents to raise their longstanding concerns about flooding, pollution, sewage and water management issues in the area.

**Members' instructions are requested.**

**3111. EXTERNAL AUDIT**

Members to consider the completion by PKF Littlejohn of the external audit, which is normally completed by 30 September, (see information attached) and to note there were no matters raised. The information was received on 8 December and the Responsible Finance Officer is arranging publication of the closure of the audit via the website and noticeboard.

**Members' to note the information and give instructions if necessary.**

**3112. PARISH ELECTIONS**

Members to consider:

- a) the format and content of the revised information that has been prepared to promote the forthcoming election opportunities (see information attached). An extract will be used in the February newsletter (so any concerns on wording should be emailed to the Parish Manager by 15 January please as the deadline for submission is before the council meeting);
- b) there are published resources available to download from NALC to encourage and promote election opportunities for people to become parish councillors – please see Make A Change for the details. <https://www.nalc.gov.uk/elections> Members are asked to consider how to promote these opportunities within Whitwick to ensure that candidates come forward for election.

**Members' instructions are required.**

**3113. POLICY REVIEW**

Following recent changes, members to review the following:

- a) Terms of Reference of the Staffing Committee to remove delegated authority for agreeing process of new job roles (see attached for suggested changes);
- b) Memorial Policy – following request by member to allow a different style of memorial donation, consider adaption of the existing policy (see attached);
- c) To receive copies of the Code of Conduct, that was adopted in principle earlier in 2022 and was amended at the July council meeting;

- d) To note that adoption of new model Standing Orders and Financial Regulations will be considered at the February meeting;

**Members' instructions are required.**

**3114. COMPLAINT**

Following the special meeting of the Property Maintenance and General Purposes Committee meeting on 22 December, the investigation report by the Parish Manager was presented. Members carefully considered the complaint which was upheld by the Committee. A list of recommendations was agreed and the outcome is being actioned, initially with a further meeting between representatives of the council and Thornborough Road Allotment Society that has been promptly arranged.

**Members to note the information.**

**3115. EVENTS 2023**

Members to note/consider:

- a) **Easter Event – Sunday 2 April** –community event to be held in Whitwick Park in conjunction with Woodstock in Whitwick, as in previous years;
- b) **Whitwick Colliery Disaster Memorial Event – Wednesday 19 April** – members to consider what type of event is planned in Whitwick to commemorate the 125<sup>th</sup> anniversary;
- c) **Coronation Event** – following announcement of a bank holiday on Monday 8 May, members to consider whether a date should be set for a community event in Whitwick Park (possibly in partnership with a community organisation);
- d) **Remembrance Parade Sunday 12 November 2023** – Consideration of feedback received from parties involved in the 2022 event, which included:
  - i. 4x4 group happy with new road closure arrangements in place;
  - ii. Minor problem with poor signal on some 4x4 communications but line of sight was safely achieved;
  - iii. No feedback from Royal British Legion branch (RBL);
  - iv. Church Service and parade start times changed after road closure plans made and approved by County Council but Whitwick Parish Council were not notified promptly;
  - v. Suggestion that RBL provide a Controller at Muster Point as participants were unclear on arrangements (where to muster, what time to form up or for march to start);
  - vi. Pavement Marshal at Muster Point knew timings and plan (from being at site meeting in May and Parish Manager briefing before the Parade) but their own arrangements were not followed by RBL; if RBL can't provide a Controller then extra Marshal may be helpful;
  - vii. Marshal reported that Conny Club car park was not used for the parade to safely form up as agreed - using the road was an unexpected change to the agreed plans;
  - viii. One voluntary Marshal did not turn up but area covered safely by next Marshal; 4 of the 7 Marshals were member of parish council staff;
  - ix. Parade participants reported a very long wait, standing in the road at North Street before going into Church (approximately 100 people at this point);

- x. Some public missed the parade due to changed timing and Marshals explained to those public waiting later that this year there was no return march;
- xi. Church service overran considerably and delayed the short road closure for safe dispersal;
- xii. Wind damage to some of the yellow advance warning signs so 5 sturdier versions will be arranged from a local supplier (referring to Remembrance Sunday, rather than the specific date);
- xiii. 2 Marshals have volunteered to help in November 2023;
- xiv. Marshal suggestions for minor changes to road closure points: should it be at mini-island by George Street? Is Silver Street closure required? Should it be just North Street and Market Place for return closure (people in Silver Street were using the pavement and quite low in number)?

**Members' instructions are requested.**

### **3116. PLANNING AND LICENSING MATTERS**

a) Applications - The Council has been consulted by NWLDC on the following applications:

**REF: 22/1856/FUL – Forest Rock Offices, Leicester Road –** Erection of car port with solar panels above – **Deadline 3 January 2023 (Deadline extension applied for)**

**22/01389/FUL - 36 Brooks Lane, Whitwick -** Change of Use of the land to a Gypsy/Traveller site comprising of 8 touring caravan pitches, retention of one static caravan, retention of six welfare buildings to include two no. WCs, two no. storerooms and two no. day rooms, and retention of associated works to include hardstanding and parking spaces – **Deadline – 2 January – Deadline extension granted until 20<sup>th</sup> January 2023**

**22/01913/PNH – 82 Parsonwood Hill, Whitwick –** Erection of single storey, advice received regarding Lawful Development Certificate – **Information only**

**Members' instructions are requested.**

b) Decisions by **NWLDC who have now approved** the following applications:

REF: 22/01603/TPO – St Catherine Villa, Oaks Road – Removal of one sycamore tree

REF: 22/01410/OUT – 149 Loughborough Rd - Erection of 2 dwellings

REF: 22/00709/PNO – 124 Leicester Road – Prior approval application for conversion of existing office/store to Flat No 1

REF: 22/01855/NMA - Non-material amendment to planning permission 22/01501/FUL to allow for the - change of materials to the front and rear dormers at 40 Mossdale

**Members to note the information.**

### **3117. STAFFING COMMITTEE VACANCY**

Following the notification by Cllr J Straw that she wished to resign from the Staffing Committee, members are asked to appoint a replacement to serve

with Cllrs Moulton and Wyatt. NB - this should be someone who is not serving on the Appeals Committee to avoid any conflict of interest.

**Members' instructions are required.**

**3118. PROPERTY MANAGEMENT & GENERAL PURPOSES COMMITTEE**

Members to receive the minutes of the Committee meeting held on 22 December (see attached). Please note the 1 December meeting was cancelled by the council.

**Members to note the information.**

**3119. WORKING PARTY/LINK COUNCILLOR REPORTS – PARISH PROJECTS**

To consider progress since the last report/meeting and/or any recommendations for approval (if detailed below) and opportunities for discussion/questions from members.

**Members to note the information.**

**3120. DISTRICT COUNCILLORS' REPORTS.**

**3121. COUNTY COUNCILLOR'S REPORT**

**3122. PARISH MANAGER'S REPORT AND MATTERS PENDING**

The Parish Manager to submit report for the latest period (see attached). List of matters which have previously been considered by the Council where action is not yet completed has not been produced since June 2020 so currently unavailable.

**Members' instructions are requested.**

**3123. ACCOUNTS FOR PAYMENT AND FINANCE**

- a) To note the income received for the current period was recorded as £0.00;
- b) to approve the payments made for the current period, *not* including ratification of salaries, of £15,025.10 (payment listing attached);
- c) to note the latest income and expenditure account for 2022/23 (information attached);
- d) to note the latest bank balances at the last month end as Unity current a/c £108,367.34, Unity Deposit a/c £12,291.08 and CCLA Public Sector Deposit Fund £225,000;
- e) members are asked to set a target date to commit to internet banking, which was resolved to undertake in 2016 but only 2 signatories achieved this. As members are aware, there have been different problems with cheque payments since August 2022 with delays in paying contractors and unacceptable delays for staff receiving their salaries (hindered by postal strikes), despite best endeavours of Officers by bringing forward the payroll processing;

f) at the next meeting, members will be asked to approve the issue of a Unity charge card to the Parish Manager to enable purchases to be made (this will be controlled under financial regulations and a threshold will be set).

**Members' instructions are requested.**

### **3124. EXCLUSION OF PRESS AND PUBLIC**

Members to consider, in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, whether the public and press is excluded from parts of the meeting below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

**Members' instructions are required.**

### **3125. SUCCESSION PLANNING**

Members are aware of the forthcoming retirement of the Parish Manager and are asked to agree a way forward to ensure a smooth plan is in place to enable council operations to continue without disruption (see report attached).

**Members' instructions are requested.**

*Date of PUBLIC meeting regarding Grace Dieu Brook:*

**Thursday 26 January 2023 7 pm**

*Date of normal council meeting:*

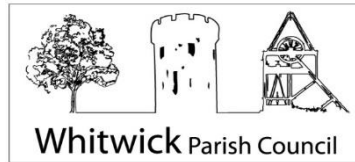
*Thursday 16 February 7 pm*

## PARISH COUNCIL MEETING

**N.B. THIS IS A COUNCIL MEETING HELD IN PUBLIC AND THERE IS A STATUTORY RIGHT FOR ANYONE TO RECORD IT. There is information available to members of the public that explain the regulations that apply to this meeting.** Public participation is limited to the item for Public Questions only.

Standing Order 5.8 states: "Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted." The Council asks to be notified prior to the start of the meeting so that councillors and members of the public are aware. Please note the Chairman has the right to ask the recording be stopped if the Chairman reasonably believed that the meeting is being disrupted because of the recording, if the recording is preventing the public participating or is inhibiting community involvement or if the meeting moves into confidential session. If you object to being recorded, please notify the Chairman or Parish Manager. We will endeavour to ensure that your objections are respected. However, we are not able to guarantee this. This is a council meeting held in public and there is a statutory right for anyone to record it. Anyone at the meeting may use Twitter, Facebook or similar social media provided that the Chairman does not consider their actions are disrupting the proceedings of the meeting.





## **MINUTES of the MEETING OF WHITWICK PARISH COUNCIL held on THURSDAY 8 DECEMBER 2022 AT 7.00 pm at Park Hall, Whitwick Park, North Street, Whitwick**

Present: Councillor S Colledge (Chair)

Cllrs A Barker, P Moulton, R Woodward, M Wyatt [From start to Item 3063 only]

In attendance:

Mrs C Tibbles PSLCC, Parish Manager/Responsible Finance Officer

Guest Speaker:

Mr J Atkinson, Chief Executive, Leicestershire & Rutland Association of Local Councils (LRALC) [From start to Item 3062 only]

6 members of the public [not present for Item 3072]

The Chair thanked the public, the police and the guest speaker for coming to the meeting.

### **3053. APOLOGIES FOR ABSENCE**

Cllrs L Gillard, T Gillard, L Spence, J Straw. Cllr S Gillard was absent.

### **3054. DECLARATIONS OF INTEREST & DISPENSATION REQUESTS**

Cllr Wyatt declared a non-pecuniary interest in all matters relating to North West Leicestershire District Council as a member of that authority.

Cllr Moulton declared a non-pecuniary interest as a member and a Link Councillor of Whitwick Historical Group, as a member of Whitwick Bowls Club, as a Link Councillor for Thornborough Road Allotment Society, as a Link Councillor for Walkers Flats Allotment Group and a Link Councillor for Meadow Barn View.

Cllr Barker declared a registerable interest as a Director of Holly Hayes Woods, a member of Whitwick Historical Group and a registerable interest as a signatory at Walkers Flats Allotment Group.

Cllr Woodward declared a non-pecuniary interest as a Director of Holly Hayes Woods and as a member of Whitwick Historical Group.

Cllr Colledge declared a non-pecuniary interest in matters connected to Whitwick Historical Group as a member, to Whitwick Royal British Legion as a member, to Whitwick Action Group as a member on matters relating to planning and a pecuniary interest as a member of Woodstock in Whitwick

Committee, and a potential pecuniary interest as an immediate neighbour of the old Hermitage Leisure Centre site.

### **3055. MINUTES**

**It was resolved that the minutes of the meeting held on 14 October 2021 and 17 November 2022 be approved as a correct record.**

### **3056. COMMUNITY POLICING**

PCSO Carney introduced her colleague who had recently joined the team and reported that the Chief Constable had recently announced that police attend a minimum of one parish council meeting per year due to staff resources. She would endeavour to attend more if possible but did cover several parishes. In an effort to reduce the annual ASB that occurred at Whitwick Park she had discussed this with the new People Zone initiative to see if there could be a Club provided for younger people to build relationships. Members were invited to ask questions on policing and they raised concerns about parking problems at the City of Three Waters that were exacerbated by parents parking while taking children to/from school. Advice was given to report full details to the police and PCSO Carney undertook to visit the locations of the two schools at Parsonwood Hill and see if initiatives like those at New Swannington might work. The police had powers to ask drivers to move their vehicle, or District Council Officers could issue fines. If vehicles were causing an obstruction the police could arrange for vehicles to be towed away.

[Parish Manager’s Note: The next Beat Surgery had been detailed in the police newsletter and would be held on Wednesday 14 December at the Community Office between 10 am and 12 noon.]

### **3057. PUBLIC QUESTION AND ANSWER SESSION**

None.

### **3058. VAS SCHEME – UPDATE**

The Parish Manager reported there had been an unavoidable delay in moving the signs to Leicester Road and the batteries had run down so data not collected. Cllr Barker offered his help and gave new advice on battery management, which the Parish Manager would share.

### **3059. THE FUTURE OF HERMITAGE LEISURE CENTRE**

A report was read in the absence of District Cllr T Gillard – The Council had prior notice of planning consent. Electricity and Gas had been disconnected from the building. The council had commissioned an R and D Asbestos survey. The council were in the process of appointing Cawarden as demolition contractor. Once appointed Cawarden would serve the S80 and Dem1 notices which were all about providing safe demolition. Assuming contract award was completed before Christmas then he would expect demolition to start about 4 weeks later (approx. end Jan 23). Cawarden estimated 12 weeks to demolish, recycle and remediate the site. They believed recycling rates would be 85 – 95% of materials. Members would be aware that some of the car park had been blocked off to prevent potential traveller incursions.

### **3060. THE HERMITAGE PROJECT**

No information provided to the Parish Council on this matter.

### **3061. GUEST SPEAKER: Jake Atkinson STRATEGIC PLANNING**

Mr. Atkinson presented his recommendations following the two Strategic Planning workshops that he had facilitated earlier in the year and attended by some members. As the process had not been completed in May, it was important to have a plan, although this would be more general than specific due to the proximity of the next election period and prepare the way for the council next year to consult residents on their ideas and priorities. The report had invited opportunities for councillors to submit suggestions for inclusion in the budget to the Parish Manager. As a relatively new council (created in 2011) he felt it was important to focus on what the council should address. The Local Council Award Scheme would help the council structure what it needed to build upon. **Resolved to adopt a plan based on the following themes and consult the community after the May elections in 2023:**

- 1. Community consultation, engagement and representation;**
- 2. Play and recreation;**
- 3. Community facilities;**
- 4. Organisational management and resources;**
- 5. Biodiversity and village environment.**

**It was further resolved to investigate applying for the Local Council Award Scheme; work towards the Pledge on civility and respect; use the outcomes of the consultation to create a prioritised budget for 24-25 and beyond; consider commissioning LRALC to undertake a governance review to provide independent objectives.** Initial ideas were suggested to consult the community by doing a leaflet drop, promotion via the Community Voice, face-to-face meetings at community events with the parish council having a stall (e.g. Woodstock in Whitwick).

The Chairman, on behalf of members, thanked Mr. Atkinson for the excellent sessions that he had organised.

### **3062. BUDGET PLANNING 2023/24**

Following a reminder to members that their suggestions were to be invited on the '0' lines in the budget, this would supplement the preparations on contractual commitments and anticipated charges that had already been made by the Responsible Finance Officer (RFO) to produce the next version of the draft budget. **Resolved that the figures proposed should be incorporated into the next draft budget for the January council meeting. Further resolved that in addition to the usual transfers to reserves, any unspent balance at 31 March 2023 from the current year budget allocations should also be transferred to Earmarked Reserves for: 4542/300 Community Christmas Lighting; 4620/460 Park Entrance improvements; 4640/460 Fencing.**

The Parish Manager was asked to contact the website provided to explore new email provision for all councillors as the current system was not acceptable.

### 3063. COMMUNITY MATTERS

Members noted/**resolved** that:

- a) **Changes to bus routes in Whitwick** – endeavours were continuing to get Arriva to reinstate the previous route for the 16/29/29A bus services;
- b) **Future changes to Arriva bus routes in Whitwick from 03/01/23** – members noted the Traffic Commissioner had been sent information on minor changes to departure times for services and minor timetable changes;
- c) **Flooding from Grace Dieu Brook –the Chair announced that on Thursday 26 January 2023 at 7pm at Park Hall the joint agency public meeting would take place.** Representatives would attend from Severn Trent and the Environment Agency and the meeting chaired by Cllr Colledge, supported by Cllr Woodward as the Parish Flood Champion and County Cllr T Gillard. The Parish Manager explained that due to room capacity, priority would be given to seating and tables not available for all parish councillors.

[Cllr Wyatt left the meeting at 8.57 pm]

### 3064. FINANCIAL MATTERS

Members noted/**resolved**:

- a) **Appointment of External Auditor for 5 year term from 2022-23 until 2026-27** - noted that Moore’s had been appointed by the Smaller Authorities Audit Appointments (SAAA) and should any councillors or close relations be employed by this company this must be advised to SAAA immediately as a potential conflict of interest;
- b) **to continue the payroll services contract by DM Payroll Services at an annual cost £180 (noting the conditions, registration with ICO, ethical guidelines of AAT, privacy policy and retention policy, and to confirm the contract conditions for a further period.**

### 3065. PARISH NEWSLETTER

Members discussed the future content and agreed the value of communicating in this way every month with residents. The Parish Manager outlined her list of topics to be covered and this was supplemented with suggestions from members for publicising events that were scheduled, advertise activities of our community groups and the work of the Parish Warden. The next draft would be prepared the following day due to the submission deadline. After the election, members would like to repeat the ‘Introduce your Councillor’ feature that had run successfully over 11 editions 4 years ago.

### 3066. COMPLAINT PROCESS

Following consideration by members, it was **resolved that the PMGP Committee should hold a special meeting to hear the formal complaint that had been investigated by the Parish Manager. This was scheduled for Thursday 22 December 2022 at 4.30 pm and would be heard under confidential terms. The outcome of the meeting would be reported to council and be on public record.**

### 3067. EVENTS 2022

Members noted/**resolved**:

- a) **Christmas Tree Lights** – completed by staff and switched on at the City of Dan on Monday 28 November;
- b) **Christmas Event - Sunday 4 December at the Black Horse Pub** – the Chair reported that in partnership with Woodstock in Whitwick this had been well attended, with 90 children being able to visit Santa’s Grotto and have a gift with no charge or entrance fees. The Chair thanked Cllr and Mrs. Barker for donating mince pies, to Cllr Moulton for helping with lighting. Cllr Moulton thanked Woodstock in Whitwick for running the event;
- c) **Easter Event – Sunday 2 April**;
- d) **Coronation Event** – the Chair was still exploring the possibility of doing a joint event but dates were still awaited;
- e) **Remembrance Parade Sunday 13 November 2022** – noted the feedback was nearly completed but not yet circulated and the Chair thanked the Parish Manager for the work undertaken;

**Standing Order 5.20 set the deadline for meetings to end at 9.30 pm and it was agreed by resolution to extend the meeting to enable business to be concluded.**

### 3068. PLANNING AND LICENSING MATTERS

a) Applications - The Council has been consulted by NWLDC on the following applications:

**REF 22/01721/FUL – 296 Hall Lane** – Erection of single storey side/rear extension/porch – **resolved that no objections be made;**

**REF 22/01791/FUL – Dogtastic Daycare, Broom Leys Farm, 59 Broom Leys Road** – Erection of dog care building – **resolved that no objections be made;**

**REF: 22/01824/CLP – 17 Torrington Avenue** – Certificate of lawful proposed development – **resolved that no objections be made;**

**REF: 22/01721/FUL – 17 Torrington Avenue** – **Certificate of lawful proposed development for erection of single storey rear extension – resolved that no objections be made;**

**REF: 22/01721/FUL – 296 Hall Lane** – Erection of single storey side/rear extension – **resolved that no objections be made;**

b) Decisions by **NWLDC who had now approved** the following applications:

REF: 22/01521/TPO – To provide a 2 metre clearance of trees within Area G1 from Hall Lane Methodist Church building

REF: 22/01495/FUL – 2 Torrington Avenue – Erection of a two-storey side extension

REF: 22/01514/FUL – 28 Carterdale - Erection of single storey front and rear extension

REF 21/02371/REM – Land Rear Of 21 To 63 Church Lane - Erection of 3 dwellings

**3069. PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE**

Members noted the minutes of the Committee meeting held on 3 November 2022 be received.

**3070. STAFFING COMMITTEE**

Members noted the minutes of the Committee meeting held on 10 November 2022 be received.

**3071. EXCLUSION OF PRESS AND PUBLIC**

**Resolved for Item 3072: That having regard to the confidential nature of the business to be transacted and the need to consider advice, publicity in respect of which would be prejudicial to the public interest, the press and public be now excluded from the meeting in pursuance of Section 1 of the Public Bodies (Admission to Meetings) Act 1960, as amended.**

Item 3072 was deferred to the end of the meeting to enable public to observe the remaining business.

**3073. WORKING PARTY/LINK COUNCILLOR REPORTS – PARISH PROJECTS**

Cllr Moulton reported the Bowls Presentation Evening had been held and was a well attended event.

**3074. DISTRICT COUNCILLORS' REPORTS**

No other matters – Hermitage Leisure Centre update given earlier in the meeting.

**3075. COUNTY COUNCILLOR'S REPORT**

No further information since the report at the last meeting. County Cllr T Gillard had attended Whitwick Quarry for a meeting on Thursday 17<sup>th</sup> November. However, the meeting was cancelled due to lack of attendance but he had passed on their newsletter to the Parish Manager, which included up-dates.

**3076. PARISH MANAGER'S REPORT AND MATTERS PENDING**

Members noted the report.

**3077. ACCOUNTS FOR PAYMENT AND FINANCE**

Members noted/**resolved** that:

- a) the income received for the last period was recorded as £0.00 although notification had since been received of £458 bank interest on the investment account;**
- b) approved the payments made for the month of November, including salaries, of £21,819.54;**

- c) noted the latest income and expenditure account for 2022/23;
- d) noted the latest bank balances at the last month end as Unity current a/c £119,371.52, Unity Deposit a/c £12,251.37 and CCLA Public Sector Deposit Fund £225,000 (latest deposit confirmed);

[Members of the public left the meeting at this point]

### **3078. STAFFING COMMITTEE RECOMMENDATIONS**

**Members resolved to accept the recommendations of the Committee which were planned to address the critical situation with the office workload and be a solution to the crisis. Agreed to purchase an audio recording device for use at all Council and Committee meetings to make minute taking less onerous - the Deputy Parish Manager to prepare draft minutes from the tape and Parish Manager to check them through (NB The Parish Manager had already budgeted to purchase a recorder and Cllr Moulton had details of suggested equipment.); for the time being suspend use of the projector and have paper copies provided for members and public at meetings (NB this has already been implemented by the Parish Manager); whenever possible, aim to have only one officer at each meeting (suggested Parish Manager at Council and Deputy Parish Manager at Property Management and General Purposes Committee meeting) to leave other staff member those hours (estimated 3 hours) to work on outstanding legally required work; for any future recruitment, training costs should be agreed with full council involvement due to the financial implications; contracts should not be agreed by members of Staffing Committee only and in future cost of training should come before the full council; induction of 2 staff had not been completed (delayed due to the illness of the Parish Manager in Spring 2022) and this should be suspended until the council was compliant (NB Full knowledge of Open Spaces is not yet complete.); empower other team members to assist with the day-to-day activities to allow the Parish Manager and Deputy time to focus on outstanding legally required work; priority for the office to be open when it should be open and no-one should take TOIL if the office could not be opened (NB this is normally the way that taking TOIL is planned); consider in future timetabling working weeks to include Officer hours for Council Meetings to reduce TOIL hours; the Saturday Office opening proposal can be a future aspiration once the council is compliant; given the current situation, work should be in the office so that it is clear that people are in there; revert back to most hours being worked in the office rather than homeworking making staff more accessible by phone and making councillors confident that when they signpost parishioners to the office that there will be someone available via phone; when asked what councillors could do to support the work of the Parish Manager, she asked that when a workable email system was in place logging on to their email account twice a week (or more) to read their emails and to reply when asked for guidance or opinions.**

Two additional suggestions raised at the last council meeting had already been actioned.

Full signature of Chair: ..... Date: .....

The meeting closed at 10.14 pm.

The guest speaker left the meeting at 8.50 pm]  
[Cllr Wyatt left the meeting at 8.57 pm]

<i>Date of Special Council Meeting:</i>	<i>Thursday 12 January 2023</i>
<i>Date of next council meeting:</i>	<i>Thursday 19 January 2023</i>
<i>Date of PUBLIC Flood Meeting:</i>	<i>Thursday 26 January 2023</i>



## Note: Draft Budget Plan v3

	<u>Last Year</u>		<u>Current Year</u>				Agreed	<u>23/24</u> EMR	Carried
	Budget	Actual	Total	Actual	Projecte	Committ			
<b>100</b>	<b><u>Income</u></b>								
1076	Precept	271,941	271,941	274,660	274,660	274,660	0	0	0
1090	Grants/Donations Received	0	3,975	0	0	0	0	0	0
1100	Bank Interest	385	161	50	912	2,893	0	1,000	0
1200	Allotment Inc/ Thornborough Rd	1,040	1,077	1,040	0	1,040	0	1,040	0
1205	Allotment Inc/ Walkers Flats	583	544	583	0	544	0	583	0
1250	Bowling Green & Pavilion Hire	1,025	1,000	1,000	0	1,000	0	1,000	0
1300	Whitwick Park Hall Hire	2,500	11,155	6,500	7,460	9,000	0	6,500	0
1350	Other Income	1	55	1	0	0	0	1	0
	<b>Total Income</b>	<b>277,475</b>	<b>289,908</b>	<b>283,834</b>	<b>283,032</b>	<b>289,137</b>	<b>0</b>	<b>10,124</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>277,475</b>	<b>289,908</b>	<b>283,834</b>	<b>283,032</b>	<b>289,137</b>		<b>10,124</b>	
<b>200</b>	<b><u>Salaries</u></b>								
4000	Staff Salaries	62,565	60,004	75,315	56,551	90,353	0	88,126	0
4001	Apprentice - deferred	7,747	0	0	0	0	0	0	0
4040	Employers NI	3,994	4,745	6,994	4,588	7,212	0	8,029	0
4050	Employers Pension	1,550	1,837	3,089	1,662	2,614	0	2,913	0
4055	Employment Contingency	5,550	0	1,550	0	1,550	0	1,550	0
	<b>Overhead Expenditure</b>	<b>81,406</b>	<b>66,585</b>	<b>86,948</b>	<b>62,802</b>	<b>101,729</b>	<b>0</b>	<b>100,618</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(81,406)</b>	<b>(66,585)</b>	<b>(86,948)</b>	<b>(62,802)</b>	<b>(101,729)</b>		<b>(100,618)</b>	
<b>210</b>	<b><u>Administration</u></b>								
4110	Stationery/Postage/Consumables	600	576	500	313	650	0	750	0
4120	Printing	592	435	425	342	575	0	750	0
4130	Bank Charges	100	137	120	68	180	0	140	0

## Annual Budget - By Centre (Actual YTD Month 9)

Note: Draft Budget Plan v3

	<u>Last Year</u>		<u>Current Year</u>				Agreed	<u>23/24</u> EMR	Carried	
	Budget	Actual	Total	Actual	Projecte	Committ				
4150 Parish Website	1,000	240	440	438	438	0	450	0	0	
4160 Mapping Software(ParishOnline)	159	150	170	150	150	0	150	0	0	
4170 Office Equipment	750	1,434	775	170	775	0	400	0	0	
4180 Software Licences/Support	1,545	785	1,614	766	1,200	0	894	0	0	
4250 Internet/Phone	0	0	0	60	0	0	0	0	0	
4310 Subscriptions and Memberships	1,472	1,477	1,766	1,373	1,766	0	1,872	0	0	
4320 Insurance	2,260	1,921	2,425	8,807	8,807	0	11,008	0	0	
4330 Audit	1,285	1,250	1,324	415	1,215	0	1,403	0	0	
4335 GDPR	1,030	1,050	1,400	1,625	1,625	0	1,625	0	0	
4340 Professional Fees	7,000	2,851	0	2,284	2,284	0	2,000	0	0	
4350 Staff Training	850	896	2,000	909	2,000	0	2,000	0	0	
4360 Councillors Training	850	100	950	545	950	0	2,000	0	0	
4370 Staff Recruitment	200	70	200	200	200	0	200	0	0	
4380 Election Contingency	3,670	3,100	3,100	1,154	4,254	0	4,750	0	0	
4390 General Contingency	27,000	9,520	5,000	74	5,000	0	5,000	0	0	
	<b>Overhead Expenditure</b>	<b>50,363</b>	<b>25,990</b>	<b>22,209</b>	<b>19,694</b>	<b>32,069</b>	<b>0</b>	<b>35,392</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	3,923	0	4,784	2,500	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(50,363)</b>	<b>(22,067)</b>	<b>(22,209)</b>	<b>(14,910)</b>	<b>(29,569)</b>	<b>(35,392)</b>			
<b>300</b>	<b>Community Initiatives</b>									
4510 VAS Scheme	1,500	0	5,000	80	3,000	0	1,000	0	0	
4511 VAS Contingency(compliance)	1,065	0	0	0	0	0	546	0	0	
4515 Air Quality Monitoring	0	0	0	0	0	0	6,000	0	0	
4520 Grit Bin Provision	1,050	156	1,200	39	1,200	0	1,272	0	0	
4525 Benches	1,150	2,044	1,800	946	946	0	0	0	0	

Continued on next page

**Whitwick Parish Council Current Year  
Annual Budget - By Centre (Actual YTD Month 9)**

15:24

**Note: Draft Budget Plan v3**

	<u>Last Year</u>		<u>Current Year</u>				Agreed	<u>23/24</u> EMR	Carried
	Budget	Actual	Total	Actual	Projecte	Committ			
4530 Newsletter and Media	1,525	1,265	1,449	1,035	1,600	0	1,782	0	0
4540 Community Events&Partnerships	0	0	1,000	540	540	0	1,000	0	0
4541 Remembrance Event	360	240	3,000	456	1,800	0	1,000	0	0
4542 Community Christmas Lighting	500	556	1,000	0	1,000	0	3,000	0	0
4547 Flood Action Plan/Contingency	0	0	0	0	500	0	500	0	0
4550 Community Grant Scheme	2,250	1,450	2,250	600	2,250	0	2,250	0	0
<b>Overhead Expenditure</b>	9,400	5,710	16,699	3,696	12,836	0	18,350	0	0
6000 plus Transfer from EMR	0	941	0	946	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(9,400)</u>	<u>(4,770)</u>	<u>(16,699)</u>	<u>(2,750)</u>	<u>(12,836)</u>		<u>(18,350)</u>		
<b>350 Community Office Running Costs</b>									
4200 Electricity	845	978	1,000	192	1,200	0	2,000	0	0
4210 Water Charges	180	219	231	204	308	0	275	0	0
4220 Business Rates	0	729	900	871	900	0	1,100	0	0
4250 Internet/Phone	750	689	1,000	294	1,000	0	1,100	0	0
4260 Fire Extinguisher Servicing	237	53	244	0	244	0	268	0	0
4270 Security Servicing	285	59	300	0	300	0	300	0	0
4280 PAT Testing	70	40	45	0	45	0	48	0	0
4460 Repairs and Maintenance	200	801	206	600	1,000	0	600	0	0
<b>Overhead Expenditure</b>	2,567	3,567	3,926	2,161	4,997	0	5,691	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(2,567)</u>	<u>(3,567)</u>	<u>(3,926)</u>	<u>(2,161)</u>	<u>(4,997)</u>		<u>(5,691)</u>		
<b>400 Park Hall Running Costs</b>									
4200 Electricity	1,087	714	1,300	953	1,500	0	1,725	0	0
4210 Water Charges	580	582	625	108	625	0	688	0	0

Continued on next page

**Whitwick Parish Council Current Year  
Annual Budget - By Centre (Actual YTD Month 9)**

15:24

**Note: Draft Budget Plan v3**

		<u>Last Year</u>		<u>Current Year</u>			<u>23/24</u>			
		<u>Budget</u>	<u>Actual</u>	<u>Total</u>	<u>Actual</u>	<u>Projecte</u>	<u>Committ</u>	<u>Agreed</u>	<u>EMR</u>	<u>Carried</u>
4220	Business Rates	1,221	283	750	777	1,350	0	1,100	0	0
4250	Internet/Phone	0	0	100	60	144	0	152	0	0
4260	Fire Extinguisher Servicing	164	53	169	0	169	0	186	0	0
4270	Security Servicing	131	0	135	0	135	0	0	0	0
4280	PAT Testing	45	10	20	0	20	0	22	0	0
4310	Subscriptions and Memberships	300	185	309	186	186	0	328	0	0
4410	Waste Collection	120	36	124	-2,871	144	0	156	0	0
4420	Consumables	281	249	289	251	307	0	338	0	0
4440	Sewer Pump Servicing	100	594	103	0	103	0	650	0	0
4450	Boiler Servicing	212	0	218	0	218	0	231	0	0
4460	Repairs and Maintenance	9,364	15,334	5,000	2,047	5,000	0	3,000	0	0
	<b>Overhead Expenditure</b>	<b>13,605</b>	<b>18,041</b>	<b>9,142</b>	<b>1,511</b>	<b>9,901</b>	<b>0</b>	<b>8,576</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	6,222	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(13,605)</b>	<b>(11,819)</b>	<b>(9,142)</b>	<b>(1,511)</b>	<b>(9,901)</b>		<b>(8,576)</b>		
<b>405</b>	<b><u>Pavilion and Other Building</u></b>									
4200	Electricity	1,583	1,210	1,820	-1,087	0	0	1,820	0	0
4210	Water Charges	1,576	1,747	1,623	325	1,623	0	1,785	0	0
4280	PAT Testing	0	20	25	0	25	0	27	0	0
4460	Repairs and Maintenance	1,250	1,267	2,000	182	2,000	0	2,000	0	0
4480	Running Costs Contingency	0	295	2,500	0	2,500	0	2,500	0	0
	<b>Overhead Expenditure</b>	<b>4,409</b>	<b>4,539</b>	<b>7,968</b>	<b>-580</b>	<b>6,148</b>	<b>0</b>	<b>8,132</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	294	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(4,409)</b>	<b>(4,245)</b>	<b>(7,968)</b>	<b>580</b>	<b>(6,148)</b>		<b>(8,132)</b>		
<b>410</b>	<b><u>Railway Station Building</u></b>									

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**Whitwick Parish Council Current Year  
Annual Budget - By Centre (Actual YTD Month 9)**

15:24

**Note: Draft Budget Plan v3**

	<u>Last Year</u>		<u>Current Year</u>				<u>Agreed</u>	<u>23/24 EMR</u>	<u>Carried</u>
	<u>Budget</u>	<u>Actual</u>	<u>Total</u>	<u>Actual</u>	<u>Projecte</u>	<u>Committ</u>			
4280 PAT Testing	0	33	40	0	40	0	42	0	0
4450 Boiler Servicing	74	74	76	-74	76	0	81	0	0
4460 Repairs and Maintenance	1,545	2,996	3,000	0	3,000	0	3,000	0	0
4480 Running Costs Contingency	1,030	0	0	0	0	0	0	0	0
4490 Repairs and Renewals Fund	515	1,890	0	0	0	0	1,500	0	0
<b>Overhead Expenditure</b>	<b>3,164</b>	<b>4,993</b>	<b>3,116</b>	<b>-74</b>	<b>3,116</b>	<b>0</b>	<b>4,623</b>	<b>0</b>	<b>0</b>
6000 plus Transfer from EMR	0	4,371	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<b>(3,164)</b>	<b>(622)</b>	<b>(3,116)</b>	<b>74</b>	<b>(3,116)</b>		<b>(4,623)</b>		
<b>420 Allotments</b>									
4460 Repairs and Maintenance	250	0	250	0	250	0	250	0	0
4470 Annual Lease	600	600	600	300	600	0	600	0	0
4570 Grants Paid Th Road	950	0	950	950	950	0	950	0	0
4575 Grants Paid W Flats	300	272	300	0	300	0	300	0	0
<b>Overhead Expenditure</b>	<b>2,100</b>	<b>872</b>	<b>2,100</b>	<b>1,250</b>	<b>2,100</b>	<b>0</b>	<b>2,100</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(2,100)</b>	<b>(872)</b>	<b>(2,100)</b>	<b>(1,250)</b>	<b>(2,100)</b>		<b>(2,100)</b>		
<b>430 Grounds Maintenance</b>									
4310 Subscriptions and Memberships	0	0	45	0	45	0	48	0	0
4710 Grounds Maintenance	11,936	18,913	11,936	11,665	11,936	0	11,936	0	0
4715 Grass Cutting/Strimming	21,082	18,542	21,082	20,000	21,082	0	21,082	0	0
4720 Litter Pick/Bin emptying	1,095	1,139	1,750	1,010	1,750	0	1,750	0	0
4725 Shrubs/Flower Displays	10,248	17,367	18,000	13,350	18,000	0	18,000	0	0
4730 Park Ranger Service	55,892	68,441	55,892	52,715	55,892	0	55,892	0	0
4735 Playground Insp/Maintenance/Sw	6,000	1,090	7,000	2,506	7,000	0	7,000	0	0

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**Whitwick Parish Council Current Year  
Annual Budget - By Centre (Actual YTD Month 9)**

15:24

**Note: Draft Budget Plan v3**

		<u>Last Year</u>		<u>Current Year</u>				<u>23/24</u>		
		Budget	Actual	Total	Actual	Projecte	Committ	Agreed	EMR	Carried
4736	Bowling Green	5,560	6,929	5,560	6,194	6,800	0	6,800	0	0
4737	Other GM Works	6,867	26,794	10,000	4,960	10,000	0	10,000	0	0
4740	Tree Inspection/Surveys	5,000	2,750	0	0	0	0	0	0	0
4741	Tree Maintenance	6,000	2,070	0	12,900	12,010	0	5,000	0	0
	<b>Overhead Expenditure</b>	<b>129,680</b>	<b>164,036</b>	<b>131,265</b>	<b>125,300</b>	<b>144,515</b>	<b>0</b>	<b>137,508</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	23,114	0	17,800	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(129,680)</b>	<b>(140,922)</b>	<b>(131,265)</b>	<b>(107,500)</b>	<b>(144,515)</b>		<b>(137,508)</b>		
<b>450</b>	<b><u>Repairs and Renewals Fund Land</u></b>									
4460	Repairs and Maintenance	2,425	0	27,500	0	11,791	0	10,000	0	0
4600	Play Equipment	0	25,000	7,500	0	7,500	0	0	0	0
	<b>Overhead Expenditure</b>	<b>2,425</b>	<b>25,000</b>	<b>35,000</b>	<b>0</b>	<b>19,291</b>	<b>0</b>	<b>10,000</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	25,000	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(2,425)</b>	<b>0</b>	<b>(35,000)</b>	<b>0</b>	<b>(19,291)</b>		<b>(10,000)</b>		
<b>460</b>	<b><u>Parish Projects</u></b>									
4620	Park Entrance Improvements	2,450	0	2,500	0	2,500	0	0	0	0
4630	New Projects	0	169	0	0	0	0	1,000	0	0
4635	Climate Change Action Fund	3,000	0	3,090	0	3,090	0	3,000	0	0
4640	Fencing - New and repairs	5,000	2,233	5,150	1,020	5,150	0	2,500	0	0
4650	Projects with Grants/Donations	0	1,346	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>10,450</b>	<b>3,748</b>	<b>10,740</b>	<b>1,020</b>	<b>10,740</b>	<b>0</b>	<b>6,500</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	0	0	420	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(10,450)</b>	<b>(3,748)</b>	<b>(10,740)</b>	<b>(600)</b>	<b>(10,740)</b>		<b>(6,500)</b>		

Continued on next page

**Whitwick Parish Council Current Year  
Annual Budget - By Centre (Actual YTD Month 9)**

15:24

**Note: Draft Budget Plan v3**

	<u>Last Year</u>		<u>Current Year</u>				<u>Agreed</u>	<u>23/24</u>	
	<u>Budget</u>	<u>Actual</u>	<u>Total</u>	<u>Actual</u>	<u>Projecte</u>	<u>Committ</u>		<u>EMR</u>	<u>Carried</u>
<b>Total Budget Income</b>	277,475	289,908	283,834	283,032	289,137	0	10,124	0	0
<b>Expenditure</b>	309,569	323,080	329,113	216,780	347,442	0	337,490	0	0
<b>Net Income over Expenditure</b>	<u>-32,094</u>	<u>-33,173</u>	<u>-45,279</u>	<u>66,252</u>	<u>-58,305</u>	<u>0</u>	<u>-327,366</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	63,865	0	23,950	2,500	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(32,094)</u>	<u>30,692</u>	<u>(45,279)</u>	<u>90,202</u>	<u>(55,805)</u>		<u>(327,366)</u>		

## Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
1100	Bank Interest	100	Income	Less interest due to reserves being spent
1200	Allotment Inc/ Thornborough Rd	100	Income	Plot charges remain same as 2015
1205	Allotment Inc/ Walkers Flats	100	Income	Plot charges remain same as 2015
1250	Bowling Green & Pavilion Hire	100	Income	Hire charges remain same as 2015
1300	Whitwick Park Hall Hire	100	Income	Post Covid recovery - recession impact unclear
1350	Other Income	100	Income	One licence fee expected
4000	Staff Salaries	200	Salaries	Staffing forecast estimated - tbc
4001	Apprentice - deferred	200	Salaries	NEW apprentice approved by council 01/21 but deferred. N/A currently.
4040	Employers NI	200	Salaries	Staffing forecast estimated - tbc
4050	Employers Pension	200	Salaries	Staffing forecast estimated - tbc
4055	Employment Contingency	200	Salaries	Staffing forecast to be done
4110	Stationery/Postage/Consumables	210	Administration	Next year allocation set by council on 08/12/22
4120	Printing	210	Administration	Next year allocation set by council on 08/12/22 -return to paper agendas/consultation
4130	Bank Charges	210	Administration	Increased transaction charges until internet banking adopted
4150	Parish Website	210	Administration	Next year allocation set by council on 08/12/22
4160	Mapping Software(ParishOnline)	210	Administration	Next year allocation set by council on 08/12/22
4170	Office Equipment	210	Administration	Next year allocation set by council on 08/12/22
4180	Software Licences/Support	210	Administration	Investment in IT support
4310	Subscriptions and Memberships	210	Administration	Membership of LRALC (NALC) & SLCC
4320	Insurance	210	Administration	25% increase allowed for 22/23, extra asset cost increase (inflation)
4335	GDPR	210	Administration	Next year allocation set by council on 08/12/22 - email upgrade for councillors
4340	Professional Fees	210	Administration	EMR provision - Next year allocation set by council on 08/12/22
4360	Councillors Training	210	Administration	New Cllr Training (election)
4370	Staff Recruitment	210	Administration	Recruiting new Parish Mgr - Next year alloc set by council 08/12/22 (supplement with Gen.Reserves)
4380	Election Contingency	210	Administration	Casual Vacancy costs
4390	General Contingency	210	Administration	Next year allocation set by council on 08/12/22
4510	VAS Scheme	300	Community Initiatives	Next year allocation set by council on 08/12/22



## Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4511	VAS Contingency(compliance)	300	Community Initiatives	No volunteers. Parish Warden/Park Ranger managing scheme
4515	Air Quality Monitoring	300	Community Initiatives	Next year allocation set by council on 08/12/22 - New Initiative
4520	Grit Bin Provision	300	Community Initiatives	Salt supplies
4530	Newsletter and Media	300	Community Initiatives	10% increase anticipated for next year (12 editions planned)
4540	Community Events&Partnerships	300	Community Initiatives	Coronation Budget ? Next year allocation set by council on 08/12/22
4541	Remembrance Event	300	Community Initiatives	Event responsibility for PC to arrange road closures
4542	Community Christmas Lighting	300	Community Initiatives	Next year allocation set by council on 08/12/22 - New lighting scheme
4547	Flood Action Plan/Contingency	300	Community Initiatives	Next year allocation set by council on 08/12/22
4550	Community Grant Scheme	300	Community Initiatives	Next year allocation set by council on 08/12/22
4200	Electricity	350	Community Office Running Costs	Increased occupation in 23/24 + 25% RPI increase
4210	Water Charges	350	Community Office Running Costs	10% forecast higher
4220	Business Rates	350	Community Office Running Costs	10% increase forecast
4260	Fire Extinguisher Servicing	350	Community Office Running Costs	Allowance for replacement extinguisher costs
4270	Security Servicing	350	Community Office Running Costs	Next year allocation set by council on 08/12/22
4280	PAT Testing	350	Community Office Running Costs	RPI increase allowed+extra items
4460	Repairs and Maintenance	350	Community Office Running Costs	RPI increase. Damp, drains and decorating. EMR insufficient?Next yr alloc set by council 8/12/22
4200	Electricity	400	Park Hall Running Costs	Forecast for normal use+ 15% inc
4210	Water Charges	400	Park Hall Running Costs	10% forecast higher
4280	PAT Testing	400	Park Hall Running Costs	RPI increase allowed
4310	Subscriptions and Memberships	400	Park Hall Running Costs	PRS Licence and Premises Licence - legally required.
4420	Consumables	400	Park Hall Running Costs	RPI increase allowed
4430	Electrical Certificate	400	Park Hall Running Costs	Pay from R&M in future
4440	Sewer Pump Servicing	400	Park Hall Running Costs	Professional service due. In house 22/23
4460	Repairs and Maintenance	400	Park Hall Running Costs	Next year allocation set by council on 08/12/22
4200	Electricity	405	Pavilion and Other Building	15% increase allowed
4210	Water Charges	405	Pavilion and Other Building	10% forecast higher
4460	Repairs and Maintenance	405	Pavilion and Other Building	Next year allocation set by council on 08/12/22

## Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
<b>4480</b>	Running Costs Contingency	<b>405</b>	Pavilion and Other Building	Next year allocation set by council on 08/12/22
<b>4450</b>	Boiler Servicing	<b>410</b>	Railway Station Building	RPI increase allowed
<b>4460</b>	Repairs and Maintenance	<b>410</b>	Railway Station Building	Next year allocation set by council on 08/12/22
<b>4490</b>	Repairs and Renewals Fund	<b>410</b>	Railway Station Building	Next year allocation set by council on 08/12/22
<b>4460</b>	Repairs and Maintenance	<b>420</b>	Allotments	Next year allocation set by council on 08/12/22
<b>4470</b>	Annual Lease	<b>420</b>	Allotments	No increase forecast
<b>4310</b>	Subscriptions and Memberships	<b>430</b>	Grounds Maintenance	Fields in Trust annual subscription
<b>4735</b>	Playground Insp/Maintenance/Sw	<b>430</b>	Grounds Maintenance	Vandalism repairs & higher inspection costs
<b>4736</b>	Bowling Green	<b>430</b>	Grounds Maintenance	Works required for pre/post season improvements
<b>4737</b>	Other GM Works	<b>430</b>	Grounds Maintenance	Provision for improvements
<b>4741</b>	Tree Maintenance	<b>430</b>	Grounds Maintenance	Next year allocation set by council on 08/12/22 (Planting)
<b>4460</b>	Repairs and Maintenance	<b>450</b>	Repairs and Renewals Fund Land	Next year allocation set by council on 08/12/22
<b>4630</b>	New Projects	<b>460</b>	Parish Projects	Next year allocation set by council on 08/12/22 - Community Consultation/Strategic Plan
<b>4635</b>	Climate Change Action Fund	<b>460</b>	Parish Projects	Next year allocation set by council on 08/12/22 - New Project
<b>4640</b>	Fencing - New and repairs	<b>460</b>	Parish Projects	Next year allocation set by council on 08/12/22

## Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 RR S106 The Elms Public OS	0.00		0.00
321 RR S106 Rock View Close	0.00		0.00
325 RR S106 Robinson Rd Play Area	0.00		0.00
330 EMR Local Elections 2023	9,115.11	-2,500.00	6,615.11
331 EMR Casual Election Contingen.	2,500.00		2,500.00
332 EMR Capital Projects Provision	8,807.01	-4,900.00	3,907.01
333 EMR Community Benches	0.00		0.00
334 EMR Whitwick Park Improvements	3,350.00	-946.00	2,404.00
335 EMR Grit Bins	2,806.00		2,806.00
336 EMR Community Initiatives	9,016.12		9,016.12
337 EMR Park Hall Renewal & Repair	0.00		0.00
338 EMR Railway Station Building	0.00		0.00
339 EMR Fund Land Repair & Renewal	0.00		0.00
340 EMR Fencing	7,294.00	-420.00	6,874.00
341 EMR Poppies & Lampost Project	404.09		404.09
342 EMR Repair & Renewals Pavilion	0.00		0.00
343 EMR Community Office	1,713.00		1,713.00
344 EMR Community Projects	1,889.00		1,889.00
345 EMR GDPR/Website	4,895.24		4,895.24
346 EMR Professional Fees	15,112.67	-2,284.00	12,828.67
347 EMR Trees	31,265.00	-12,900.00	18,365.00
348 EMR Open Spaces Signage	9,064.00		9,064.00
349 EMR Comm. Events Christmas Lig	0.00		0.00
350 EMR Allotments Repairs & Renew	1,030.00		1,030.00
351 EMR Riparian OS Flood Risk	10,000.00		10,000.00
352 EMR Climate Change Action Fund	3,000.00		3,000.00
	<b>121,261.24</b>	<b>-23,950.00</b>	<b>97,311.24</b>

**ILLUSTRATIVE BALANCE SHEETS -**

The target is nearly met for **reduced** General Reserves to be a minimum of 35% of expenditure: **-£ 118,122**

Next Year		Current Year					Current year		Next year						
-10%	-5.0%	-3.0%	-2.0%	-1.0%	0%	0%		0%	0%	1%	3%	5%	10%	20%	22.05%
£139,733	£162,523	£162,523	£162,523	£162,523	£162,523	£318,139	Estimated opening balance, 1st April	£318,139	£162,523	£162,523	£162,523	£162,523	£162,523	£162,523	£162,523
£244,747	£260,927	£266,420	£269,167	£271,913	£274,660	£274,660	Add illustrative Precept	£274,660	£274,660	£277,407	£282,900	£288,393	£302,126	£329,592	£338,575
£9,174	£10,124	£10,124	£10,124	£10,124	£10,124	£14,477	Add estimated income	£14,477	£10,124	£10,124	£10,124	£10,124	£10,124	£10,124	£10,124
-£358,613	-£337,490	-£337,490	-£337,490	-£337,490	-£337,490	-£347,442	Less estimated expenditure	-£347,442	-£337,490	-£337,490	-£337,490	-£337,490	-£337,490	-£337,490	-£337,490
£0	£0	£0	£0	£0	£0	-£97,311	Less Earmarked funds b/f	-£97,311	£0	£0	£0	£0	£0	£0	£0
£35,041	£96,084	£101,577	£104,324	£107,070	£109,817	£162,523	Less Free Reserves/Contingency at year end	£162,523	£109,817	£112,564	£118,057	£123,550	£137,283	£164,749	£173,732
Nil	Nil	Nil	Nil	Nil	Nil	Nil	Balance	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

2,724	2,741	2,741	2,741	2,741	2,741	2,724	Tax Base (current/new)	2,724	2,741	2,741	2,741	2,741	2,741	2,724	2,724
£89.85	£95.19	£97.20	£98.20	£99.20	£100.20	£100.83	Effect Band D Property (annual per household)	£100.83	£100.20	£101.21	£103.21	£105.21	£110.22	£121.00	£124.29
-21.1	-10.8	-7.0	-5.1	-3.1	-1.2		<b>Weekly CHANGE Band D (per household) IN PENCE</b>		-1.2	0.7	4.6	8.4	18.1	38.8	45.1

New Tax Base

Current Tax Base

Current Tax Base

New Tax Base

**NB- increase to NWLDC Tax Base if provisional notice is agreed**

**NOTES:**

In accordance with the Reserves Policy (amended in November 2019), the council now aims to achieve 35% of expenditure in general reserves as detailed above (Yellow)

In 21-22 Earmarked Reserves were used to fulfil essential maintenance of buildings and replacement/extension of play equipment.

The Reserves Policy highlights that it is unsustainable to use reserves to fund ongoing expenditure and if used in the short term, must be replenished the following year.

**The Council is mindful that increased utility/insurance costs have to be met but use of reserves to fund spending and grant opportunities were to be explored in 22/23**



**Parish Manager:** Cathy Tibbles (PSLCC),  
Community Office, 3A Market Place, Whitwick, Leics., LE67 5DT  
**Tel:** 01530 459527  
**Email:** [clerk@whitwickpc.org](mailto:clerk@whitwickpc.org) **Website:** [www.whitwickpc.org.uk](http://www.whitwickpc.org.uk)

# YOUR VILLAGE NEEDS YOU

**ARE YOU PASSIONATE ABOUT YOUR LOCAL AREA AND EXCITED BY THE PROSPECT OF: -**

- Making a positive difference in your neighbourhood?
- Influencing decisions that affect your community?
- A new challenge in Whitwick?

**Elections for Whitwick Parish Councillors will take place in May 2023.**

**If you or someone you know think that you're up for the challenge, why not pop along to our Community Office to find out more about the role of a councillor, what's involved and how to get started.**

**Note: -**

You must be aged 18 or over, an elector and have been a resident or worked within 3 miles of the Civil Parish for the past year.

This is an unpaid role and there is a commitment of time required to effectively carry out the associated duties but for the right candidate, being a parish councillor can be an incredibly rewarding experience.

Our Community Hub Office is open for public enquiries between 1pm and 4pm every Wednesday and between 10am and 1pm every Thursday and Friday.



**WHITWICK PARISH COUNCIL**

**TERMS OF REFERENCE AND DELEGATED POWERS**

**Name of Committee**                      **Staffing Committee**

Chairman and Members of this Committee

Elections are made at the Annual Council meeting in May and terms of reference are held in the front of the Minute Book. Any changes to this are by resolution of Council and updated accordingly in the front of the Minute Book. There are 3 members appointed by council.

Quorum: Three members.

Reserve Members: any parish councillor may be invited to attend as a reserve member if needed to maintain a quorum.

Functions, delegated responsibilities/authority and powers

Committee is responsible for dealing with Parish Manager appraisals, institute disciplinary procedures and hear grievances of members of staff and the Parish Manager.

Dismissal of the Parish Manager can only be undertaken on recommendation to, and with agreement of the full council (with the Appeals Committee not in attendance).

Parish Manager carries out all communications with members of staff. They will be first contact to deal with potential issues.

The Parish Manager is responsible for day-to-day matters involving staff, including authorising their holidays and time off as well as the work to be completed. The salary payments are organised through the Parish Manager and the external Payroll assistant. The Parish Manager will carry out the appraisals of staff.

To delegate the Parish Manager, as Line Manager for staff, the authority to suspend staff if necessary under the disciplinary process while an investigation is carried out.

**The Committee will instruct when new job roles are to be advertised and the terms of that position.** Member(s) will also be invited to accompany the Parish Manager for job interviews.

The Committee must at all times consider its duty to best value, Equal Opportunities (race, religion, gender, sexual orientation, marital status, age and any disability), Crime and Disorder, Health and Safety and Human Rights.

Meeting venue and frequency

Meetings are scheduled according to need/agreed schedule at Park Hall or at the Community Office.

Officers requested to attend

Parish Manager

Reviewed by Councillors annually at first meeting following May

Signed by:

Print Name.....Signature..... Date.....  
Chairman of Committee

Print Name.....Signature..... Date.....  
Member

Print Name.....Signature..... Date.....  
Member

**SIGNED COPY IS KEPT BY THE PARISH MANAGER AND AVAILABLE ON REQUEST OR TO VIEW AT COUNCIL AND COMMITTEE MEETINGS.**

Any alterations to the functions, responsibilities or powers of this Committee to be resolved by Full Council and a copy of the signed form be held in the Minute Book.

## Whitwick Parish Council Policy – Memorial Benches

### Introduction

Memorial benches can be placed on areas of land within Whitwick that the Parish Council own. Please see attached map for details or get in touch with the Parish Council for further details.

We offer one style of bench which is shown below. It is 1.8m in length, comes in black and the plaque will be attached to the back rail.

The plaque measures 10cm x 6cm and can feature up to 5 lines of text with a maximum of 23 characters per line.



**In Loving Memory of  
A Resident of Whitwick**

**DATE**

### Conditions

Whitwick Parish Council will install and maintain the benches for a period of 10 years. During this time the maintenance and reasonable repairs to the benches will be the responsibility of the council. At the end of the 10 year period, you may choose whether or not to replace the bench or extend the period of maintenance, depending on the condition of the bench.

The council will try to accommodate your preferred bench location, however this isn't always possible and the council may decline an application or provide an alternative location if the applicants location is unsuitable.

If the bench is damaged beyond reasonable repair, the council is not held responsible for the replacement. You will be notified if this is the case, provided you have kept your contact details up to date.

Other memorial options may be possible – please contact the Community Office to discuss donation of shrubs or trees to be planted by us on parish land.

## Memorial Bench Application Form

Bench - £.....

Plaque - £....

Bench Location: .....

Preferred Position: .....

Applicants Name: .....

Address: .....

.....

Postcode: .....

Telephone number: ..... Mobile: .....

If you require a plaque please enter the details below as you want them to be inscribed on the plaque. You can include up to 5 lines with a maximum of 23 characters per line.

Line 1: .....

Line 2: .....

Line 3: .....

Line 4: .....

Line 5: .....

I have checked the wording and line placement of the above details and sign to confirm this is correct.

I understand that the bench shall remain the property of Whitwick Parish Council and its right to placement shall expire at the end of the ten year period from installation.

Payment will be made by cheque (please enclose) / bank transfer (delete as required) for a sum of £.....

Cheques are made payable to Whitwick Parish Council.

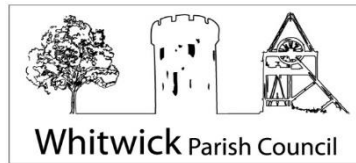
Bank transfer details: Account Number: 20350992, Sort Code: 60-83-01

Signed: .....

Date: .....



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**MINUTES of the MEETING of PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE held on 22 December 2022 at 4.22 pm in Park Hall, Whitwick Park, off North Street, Whitwick.**

Present: Councillor A Barker (Chairman)

Cllrs P Moulton [Items 3079-3081 only], J Straw and R Woodward

Mrs A Barker

In Attendance:

Mrs Cathy Tibbles, Parish Manager

Guest:

Ms J Bilson, Director, Meadow Barn View Ltd [Items 3079-part of 3083 only],

No members of the public in attendance.

**3079. APOLOGIES FOR ABSENCE**

Apologies noted from Cllr S Colledge and Mr T Gee.

**3080. DECLARATIONS OF INTEREST**

Cllr P Moulton declared a non-pecuniary interest as a contact point for Meadow Barn View and as Link Councillor for Thornborough Road Allotment Society. In the interests of impartiality, he felt he could not attend this meeting as he had tried to engage in mediation on this matter. He therefore intended to withdraw from the process.

Cllr Straw declared a registerable interest as a member of Whitwick Action Group and as a member of Whitwick Historical Group.

Mrs A Barker declared a non pecuniary interest as a member of Whitwick Historical Group.

Cllr R Woodward declared a registerable interest as a Director of Holly Hayes Woods and as a member of Whitwick Historical Group.

Cllr A Barker declared a non-pecuniary interest as a member of Whitwick Historical Group, as a signatory at Walkers Flats Allotment Group and as a Director of Holly Hayes Woods.

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Cllr P Moulton additionally declared a non-pecuniary interest in matters affecting Whitwick Historical Group as the Link Councillor and a member; a registerable interest in matters regarding the Bowls Club as a member;

**3081. EXCLUSION OF PRESS AND PUBLIC PARISH WARDEN REPORT**

**As resolved by the Council on 8 December 2022, that having regard to the confidential nature of the business to be transacted during the next item and the need to consider advice, publicity in respect of which would be prejudicial to the public interest, the press and public be now excluded from the meeting in pursuance of Section 1 of the Public Bodies (Admission to Meetings) Act 1960 as amended.**

[Cllr Moulton left the meeting at 4.25 pm]

**3082. INVESTIGATION REPORT**

Members noted the outline of the operations system of allotment provision by the Parish Council, as reported by the Parish Manager:

At the end of 2014 there was an Asset Transfer of multiple pieces of land and buildings in the parish from North West Leicestershire District Council (NWLDC) to the Parish Council. This included two allotment sites with tenants on plots, having been previously managed by NWLDC. One site was on land by George Street now owned by the Parish Council. There were also privately owned allotment sites in the parish.

Thornborough Road Allotment site was not owned by the Parish Council and the land was rented on an annual basis from the landowners. Administration of the rental and payments by the parish council were undertaken through their Land Agent.

At the invitation of the Parish Council, a Management Committee was formed and in 2016 a Management Agreement was duly signed for 5 years to 30 September 2021, when a joint review would be undertaken. Covid prevented physical review meetings during lockdown so the Management agreement had been extended for a further period. An initial review meeting was held in February 2022 and was yet to be concluded with a further joint meeting envisaged. This may allow for changes to be incorporated if the Council (Committee) should decide to make a specific recommendation.

Members noted and received the confidential Investigation Report of the Parish Manager into the complaint made by a former tenant following eviction from their allotment plot earlier in the year.

**3083. THE COMPLAINT**

The Chairman addressed Ms Bilson and thanked her for attending the meeting. It was understood earlier from Cllr Moulton that there would not be any representatives of Thornborough Road Allotment Society attending so the meeting had been able to commence slightly ahead of time. On behalf of the Council, the Chairman said he was sorry for the delay in the investigation being completed and also apologised to everyone at the

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Meadow Barn View group and workmates for no longer being able to have the allotment plot that they had made plans for.

Ms Bilson was thanked for the letter received in response to the investigation report. There had been no further information received from Thornborough Road Allotment Society.

The Chairman asked Ms Bilson if there was anything further to add. Ms Bilson explained that the group supported 40 adults with learning difficulties, including autism, and they had been very enthusiastic in making plans for the allotment plot. They did not understand why it had been taken away from them and they did not feel this was fair. Photographs were shown to members of the substantial work done on the plot since it had initially been provided, with the new fence posts being installed just days before the eviction notice was received. Questions were asked by members to clarify if their service users had been distressed at that time, how they felt now, what expectations had been explained to the group at the outset by the Society, what communications had been like during their tenancy, the re-allocation of the plot after the eviction, the response by the Society when asked to review the eviction decision, the current options to the group for this type of project. Ms Bilson thanked the council for the opportunity to speak and felt that as the Society were acting on behalf of the parish council in providing allotment plots, then the parish council needed to ensure that there was understanding and compliance with Section 148 of Equalities Act 2010 – there was a duty imposed on public authorities to have due regard to the need to eliminate discrimination, harassment, victimisation and any other conduct prohibited by or under this Act.

On behalf of members, the Chairman thanked Ms Bilson for the information she had shared which had been enlightening and helpful to them all. Ms Bilson was asked to withdraw while members considered all of the information available to them. Whilst an indication could not be given of the time taken to reach a decision, she was most welcome to wait and return for the outcome. Alternatively, she could be notified by phone or email by the Parish Manager and this was the stated preference.

[Ms Bilson left the meeting at this point.]

Members gave careful consideration to the complaint which had been made to the parish council in the absence of gaining resolution from the Management Committee of the Allotment Society. The Management Agreement that was currently in operation was limited in the options available to the parish council as it had given authority to the Society to manage the service. The wording of their tenancy agreements appeared to follow those in operation by the District Council prior to the Management Committee being established, so inherited practices may not have been sufficiently comprehensive for the legislation that was now applicable. Other specialist advice was available from the National Allotment Society, which Thornborough Road Allotment Society had joined and could have access to. Other professional advice had been sought by the Parish Council

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and also a sample set of comprehensive allotment rules and regulations had been obtained. Members noted the restrictions faced by the parish council, considered the evidence gathered by the Parish Manager and explored as thoroughly as possible the opportunities and remedies that could help improve the service and protect tenants in future.

**3084. RECOMMENDATION(S)**

(There were no parties remaining to invite to return to the meeting.)

Following careful deliberation, **the Chairman summarised the resolution of this Committee (that would be reported to the council) and that they hoped would demonstrate the genuine commitment to learn from this unfortunate experience:**

- 1. Apology had been made to Meadow Barn View by the Parish Council that investigation report was delayed as the Parish Manager had wanted to ensure that evidence was collected and assessed.**
- 2. Apology had been made to Meadow Barn View by the Parish Council that their experience as an allotment tenant had proved to be a cause of distress for the group and for individual members.**
- 3. The Parish Manager to contact Thornborough Road Allotment Society and inform them that consideration had been made in their absence at this meeting but that care had been taken to ensure a fair process. The Committee request that the Management Committee review the actions that they had taken with the tenant and summarise alternative solutions that could have been used. Three representatives of their Management Committee should meet with the Committee Chairman, Mrs. Barker and the Parish Manager to discuss the TRAS suggestions. This meeting should take place by Friday 13 January 2023 and the Management Committee to suggest a convenient time/date(s) to meet, either daytime or evening, to the Parish Manager by 31 December 2022 so that a venue can be confirmed.**
- 4. This recommendation was removed.**
- 5. The Management Committee and the Parish Council jointly explore the new sample allotment rules and guidance document to support expanding the existing procedures. It was noted that there was a welcome process for new tenants but the parish council could give support to produce a helpful leaflet (and print this) with some agreed Do's and Don'ts for your plot. By providing clarity at the outset of what detailed expectations they had, this should in future help avoid a lack of understanding, conflict and distress.**
- 6. The Parish Council accept that the situation escalated to a sad and final conclusion which could have been prevented if due regard had been paid to equality legislation. The Parish Council**

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**hereby inform the Management Committee that Meadow Barn View have the right to take further legal action but had currently chosen not to take this matter further at this time.**

- 7. The Parish Council recognised its responsibility under the Equality Act 2010 and that legislation had to be enacted. The Management Committee are asked to identify what is needed and how they will implement remedial action and new processes to ensure all current/future tenants with disability or equality issues are reasonably supported in an inclusive way and that their legal rights are respected and delivered.**
- 8. The Parish Council and the Management Committee compare other tenancy agreements to identify improvements that could then consult/involve tenants and invite their ideas on what changes might be aiming to address.**
- 9. In addition, the Committee instruct:**
  - a) that an apology should be made by TRAS to everyone involved at Meadow Barn View for the distress caused by the eviction. The Management Group should have been aware of the general legislative requirement of "reasonable adjustments" for disabilities. Meadow Barn View work to provide opportunities for their members to build their confidence/practical skills and enhance their own self-respect in a safe environment;**
  - b) that TRAS should utilise the professional advice available to them through their membership of the National Allotment Society and act to make appropriate improvements;**
  - c) that the joint work on reviewing the Management Agreement should continue and the parish council ensure that certain topics are clearly specified for future inclusion to protect both parties.**

Full signature of Chairman: ..... Date: .....

The meeting terminated at 6.03 pm

[Cllr Moulton left the meeting at 4.24 pm]

Date of the next PMGP meeting: **Thursday 5 January 2023**

## PARISH MANAGER'S REPORT – 9 January 2023

### 1) EVENTS ATTENDED (plus forthcoming events)

8 Dec	Council Meeting
12 Dec	Parish Manager taking TOIL
14 Dec	Beat Surgery (cancelled and re-scheduled)
14 Dec	Parish Manager taking TOIL
15 Dec	National Grid Customer Panel meeting (apologies sent by Parish Manager)
19 Dec	Staff working on Finance
21 Dec	Beat Surgery
21 Dec	Parish Manager taking TOIL
23 Dec	Parish Manager covering office while staff on leave
26/27 Dec	Bank Holiday
28-30 Dec	Parish Manager taking TOIL – staff covering the office opening
2/3 Jan	Bank Holiday
5 Jan	LCC County Operational Meeting – update at meeting
5 Jan	Property Management & General Purposes Committee meeting
6 Jan	Parish Warden/Caretaker to take down the Christmas lights
6 Jan	Site meeting with NWLDC Planning Officer at Allotment site
6 Jan	Provisional meeting to discuss co-option process
10/11 Jan	Parish Manager taking part TOIL
<hr/>	
12 Jan	Special Council Meeting – Honorary Freeman Award
13 Jan	Parish Manager taking TOIL
13 Jan	Newsletter to be drafted
18 Jan	Beat Surgery 10 am – 11 am
19 Jan	Council Meeting
26 Jan	Public Meeting – Flooding in Whitwick
30/31 Jan	Parish Manager taking Annual Leave
1/2 Feb	SLCC Practitioner's Conference
2 Feb	Property Management & General Purposes Committee meeting
3 Feb	Parish Manager taking Annual Leave
16 Feb	Council Meeting

### 2) COMMUNICATIONS RECEIVED

Emails remain the principal source of information to the parish council with bulletins, publicity and other routine information, including:

- a) NWLDC are making grants available for parishes and constituted groups to help celebrate the Coronation of His Majesty King Charles III;
- b) NWLDC have highlighted Motability grant available including one funding pot specifically for community transport;
- c) NALC events include Local Councils & Community Engagement webinar on 25/01/2023 (12:00 noon – 13:15) and Study Tour 2023 is at Newport Pagnell Town Council – 27 & 28 June 2023
- d) CCLA confirmed that the Public Sector Deposit Fund (PSDF) have never had any exposure to Qatar National Bank (QNB) and there are no other Middle Eastern banks on the approved list (as often offering attractive yields, they do not have sufficient credentials to meet CCLA's definition of high quality;

- e) Letter received from former Tree Warden asking for clarification from council as to why the post is no longer required, believing that the voluntary role should not be affected by council resources;
- f) Invitation from locally based organisation to councils to seek early quotes for provision of first aid cover at community events;
- g) Acknowledgement from the Charity Commission that the annual return by the council as the Trustee for King George's V Field Charity has been received;
- h) Request from BBC Radio Leicester to arrange interviews (with recipient and Chair of the Council) with filming to take place after the Freeman Award is made (next week – to be confirmed).

### **3) COMMUNITY OFFICE**

Members to note that the Christmas and New Year bank holidays this year did not fall on days where the Office is open to the public - therefore no closures occurred. Office staff were given the option to either reduce working hours or take TOIL between 28-30 December. During November the benefits of time now available to your Officers by having temporary admin support enabled a return to more pre-planning rather than just fire-fighting. Overdue minutes were being tackled and the Deputy Parish Manager and I are able to focus on some of the priority tasks that we need to complete. The Admin Assistant is now familiar enough with office procedures and public enquiries to be confidently left to deal with routine matters and finally some independent opening of the office has now been possible for her to work alone. There have been moments of technical breakthroughs but also moments of technical frustrations when trying to do basic tasks like scan or print or put the radiator on!

Maintenance issues at the office remain an on-going problem – the drains seem to be sorted after a camera survey and a jetting out visit but the damp smell continues and DKH is going to visit when next available. The new electrician has not yet been able to visit to remove the heaters but a date has been set and a desk moved to aid better working when 3 people are in the office. A second oil heater has been received, with a timer to enable low-cost frost protection. The new recorder for use at meetings has finally arrived and is to be tested – when we received details for the recommended one it was unfortunately out of stock and came with a lapel microphone, which was less suitable. It will be a challenge to accommodate the extra meetings in January with 2 important meetings taking place. However, having 4 council/committee meetings in 4 weeks whilst at the same time needing to re-calculate the budget and prepare the Precept options means that overdue minutes will once again have to take a slightly lower priority. Changes that were agreed by council in December will also mean adapting our new working patterns again in terms of liaison, action points/tasks, communication and feedback to each other. As the Deputy Parish Manager takes over drafting minutes of council meetings (which in the absence of her attendance will mean there is no prior knowledge of decisions/discussions), there will be less time available for projects and action points that other Committees may require.

Nine bank reconciliations have been completed since the last meeting with five still requiring attention. Two more arrived in the post today. VAT returns have

not yet been submitted during this financial year. The external audit return for 21/22 has now been received and satisfactorily completed. Publication is required and that is not yet scheduled by me. The credit account at Amazon had been suspended due to lack of use. This meant the equipment we've ordered has been paid for personally again and will require reimbursement to me. New credit has been requested and approved, with the account now reactivated. I shall be asking the council next month to establish a purchasing card system with Unity Trust bank.

#### **4) STAFF MATTERS**

Staff worked mostly in rotation during the Christmas break and opening times were all maintained as the bank holidays did not clash this year. The Deputy Parish Manager is taking responsibility for the Freeman of the Parish meeting (12 January) and I shall be asking for her support in attending the public meeting on 26 January when there is anticipated to be many public in attendance. My balance of TOIL owing reduced to 100 hours on 31 December (46 hours TOIL was taken back) and is still forecast to be all taken before the end of March. This will allow new working patterns to be planned and meeting dates incorporated into a 'new' working week for me, if that remains the wish of the council. Whilst flexible working had it's advantages there are problems in accommodating some work in a shared office, sometimes due to space pressures or due to confidentiality of certain matters like payroll, staff information and management or disruption with phone calls.

#### **5) MATTERS PENDING**

Email addresses continue to be an issue, however technical support and advice has been provided and the IT company has endeavoured to help resolve matters, which are often linked to the devices being used. One member had issues but when invited to use the office computer and test their access, log in was successfully done. For your information - some councils provide all members with devices (e.g. tablets) to undertake council work and members may wish to consider this as a future option if new email addresses don't provide a solution. I have been advised that gmail addresses would not meet the requirements of the council, nor GDPR and the 'proper practices' guidance recommends have a GOV.UK domain for websites and email accounts (this is not new guidance) to demonstrate the council's official local government status (and relieve fears held by members of the public over cyber security; a GOV.UK domain can also help to build trust, credibility and visibly demonstrates authenticity. Many people will now reasonably expect a local council to have a GOV.UK domain name. Some grant awarding bodies will not accept applications from domain names that purport to be a council if they are not GOV.UK.

**Members questions are invited and instructions requested.**

*Cathy Tibbles*

Cathy Tibbles, Parish Manager



Time: 14:30

## Current Ac Unity Trust 0992

## List of Payments made between 16/12/2022 and 19/01/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/12/2022	Kalamazoo IT	051DD	62.40	1719	IT Support - Nov 2022
19/12/2022	Kalamazoo IT	052DD	62.40	1926	IT Support - December 2022
19/12/2022	Kalamazoo IT	053DD	62.40	2102	IT Support - January 2023
19/01/2023	Ace Copying Equipment	046CHQ517	55.68	52759	Photocopying
19/01/2023	Commercial & Avon Fire Protect	047CHQ518	67.32	68935	Fire Exting Service
19/01/2023	Community Voice	048CHQ519	165.60	2160	Dec Advert Comm Voice
19/01/2023	Flip Connect	049DD	43.20	2040800	Mobile Phone Charges
19/01/2023	JR Landscaping & Property Main	050CHQ520	11,931.27	1223	Grounds Maintenance
19/01/2023	North West Leics District Coun	054DD	111.00	PH Rates - Oct 22	Park Hall Rates - Oct 2022
19/01/2023	North West Leics District Coun	055DD	111.00	PH Rates - Jan 23	Park Hall Rates - Jan 23
19/01/2023	North West Leics District Coun	056DD	-32.76	OffRates - 22/23	Refund Office Rates 22/23
19/01/2023	Phoenix Plumbing & Heating Ser	057CHQ521	70.00	INV0317	Boiler Service WHG Oct 21
19/01/2023	Phoenix Plumbing & Heating Ser	058CHQ521	80.00	INV-0464	Boiler Service WHG Nov 22
19/01/2023	PKF Littlejohn LLP	059CHQ522	960.00	SB20223825	Annual Gov/Acc Return
19/01/2023	Southern Electric	060DD	165.81	0054-Nov22	Electric - Sports Pavilion
19/01/2023	Southern Electric	061DD	193.62	0024Nov22	Electric - Office Nov 22
19/01/2023	Southern Electric	062DD	176.36	0040Dec22	Electric-Park Hall Dec22
19/01/2023	WH Smith	063CHQ523	8.97	CT523	Calendars 2023
19/01/2023	Timpson	064CHQ523	8.00	CT523	Key Cutting
19/01/2023	Amazon	065CHQ523	323.85	CT523	Various Office Items
19/01/2023	Utility Warehouse	066DD	65.72	Oct22	Phone & Broadband
19/01/2023	County Drains	067CHQ524	234.00	INV-53077	Office-Blocked Toilet
19/01/2023	Unity Trust Bank	068DD	1.20	CHG-DEC22	Bank Charges - 20350992
19/01/2023	Unity Trust Bank	069DD	31.80	CHG-June22	Bank Charge - 20350992 June 22
19/01/2023	Unity Trust Bank	070DD	34.05	CHG-Dec22	Bank Charge - 20350992 - Dec22
19/01/2023	Water Plus	071DD	32.21	Water Chg Jan 2023	Water Charge - Jan 2023
<b>Total Payments</b>			<b>15,025.10</b>		

## Detailed Income &amp; Expenditure by Budget Heading 09/01/2023

Month No: 10

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Income</b>								
1076 Precept	271,941	274,660	274,660	0			100.0%	
1090 Grants/Donations Received	3,975	0	0	0			0.0%	
1100 Bank Interest	161	912	50	(862)			1824.3%	
1200 Allotment Inc/ Thornborough Rd	1,077	0	1,040	1,040			0.0%	
1205 Allotment Inc/ Walkers Flats	544	0	583	583			0.0%	
1250 Bowling Green & Pavilion Hire	1,000	0	1,000	1,000			0.0%	
1300 Whitwick Park Hall Hire	11,155	7,460	6,500	(960)			114.8%	
1350 Other Income	55	0	1	1			0.0%	
<b>Income :- Income</b>	<b>289,908</b>	<b>283,032</b>	<b>283,834</b>	<b>802</b>			<b>99.7%</b>	<b>0</b>
<b>Net Income</b>	<b>289,908</b>	<b>283,032</b>	<b>283,834</b>	<b>802</b>				
<b>200 Salaries</b>								
4000 Staff Salaries	60,004	56,551	75,315	18,764		18,764	75.1%	
4040 Employers NI	4,745	4,588	6,994	2,406		2,406	65.6%	
4050 Employers Pension	1,837	1,662	3,089	1,427		1,427	53.8%	
4055 Employment Contingency	0	0	1,550	1,550		1,550	0.0%	
<b>Salaries :- Indirect Expenditure</b>	<b>66,585</b>	<b>62,802</b>	<b>86,948</b>	<b>24,146</b>	<b>0</b>	<b>24,146</b>	<b>72.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(66,585)</b>	<b>(62,802)</b>	<b>(86,948)</b>	<b>(24,146)</b>				
<b>210 Administration</b>								
4110 Stationery/Postage/Consumables	576	322	500	178		178	64.5%	
4120 Printing	435	388	425	37		37	91.4%	
4130 Bank Charges	137	135	120	(15)		(15)	112.4%	
4150 Parish Website	240	438	440	2		2	99.5%	
4160 Mapping Software(ParishOnline)	150	150	170	20		20	88.2%	
4170 Office Equipment	1,434	400	775	375		375	51.6%	
4180 Software Licences/Support	785	922	1,614	692		692	57.1%	
4250 Internet/Phone	0	72	0	(72)		(72)	0.0%	
4310 Subscriptions and Memberships	1,477	1,373	1,766	393		393	77.8%	
4320 Insurance	1,921	8,807	2,425	(6,382)		(6,382)	363.2%	
4330 Audit	1,250	1,215	1,324	109		109	91.8%	
4335 GDPR	1,050	1,625	1,400	(225)		(225)	116.1%	
4340 Professional Fees	2,851	2,284	0	(2,284)		(2,284)	0.0%	2,284
4350 Staff Training	896	909	2,000	1,091		1,091	45.5%	
4360 Councillors Training	100	545	950	405		405	57.4%	
4370 Staff Recruitment	70	200	200	0		0	100.0%	
4380 Election Contingency	3,100	1,154	3,100	1,946		1,946	37.2%	2,500

## Detailed Income &amp; Expenditure by Budget Heading 09/01/2023

Month No: 10

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4390 General Contingency	9,520	86	5,000	4,914		4,914	1.7%	
Administration :- Indirect Expenditure	<b>25,990</b>	<b>21,026</b>	<b>22,209</b>	<b>1,183</b>	<b>0</b>	<b>1,183</b>	<b>94.7%</b>	<b>4,784</b>
<b>Net Expenditure</b>	<b>(25,990)</b>	<b>(21,026)</b>	<b>(22,209)</b>	<b>(1,183)</b>				
6000 plus Transfer from EMR	3,923	4,784						
<b>Movement to/(from) Gen Reserve</b>	<b>(22,067)</b>	<b>(16,242)</b>						
<u>300 Community Initiatives</u>								
4510 VAS Scheme	0	80	5,000	4,920		4,920	1.6%	
4520 Grit Bin Provision	156	39	1,200	1,161		1,161	3.2%	
4525 Benches	2,044	946	1,800	854		854	52.6%	946
4530 Newsletter and Media	1,265	1,173	1,449	276		276	81.0%	
4540 Community Events&Partnerships	0	551	1,000	449		449	55.1%	
4541 Remembrance Event	240	456	3,000	2,544		2,544	15.2%	
4542 Community Christmas Lighting	556	0	1,000	1,000		1,000	0.0%	
4550 Community Grant Scheme	1,450	600	2,250	1,650		1,650	26.7%	
Community Initiatives :- Indirect Expenditure	<b>5,710</b>	<b>3,845</b>	<b>16,699</b>	<b>12,854</b>	<b>0</b>	<b>12,854</b>	<b>23.0%</b>	<b>946</b>
<b>Net Expenditure</b>	<b>(5,710)</b>	<b>(3,845)</b>	<b>(16,699)</b>	<b>(12,854)</b>				
6000 plus Transfer from EMR	941	946						
<b>Movement to/(from) Gen Reserve</b>	<b>(4,770)</b>	<b>(2,899)</b>						
<u>350 Community Office Running Costs</u>								
4200 Electricity	978	376	1,000	624		624	37.6%	
4210 Water Charges	219	237	231	(6)		(6)	102.4%	
4220 Business Rates	729	838	900	62		62	93.1%	
4250 Internet/Phone	689	349	1,000	651		651	34.9%	
4260 Fire Extinguisher Servicing	53	28	244	216		216	11.5%	
4270 Security Servicing	59	0	300	300		300	0.0%	
4280 PAT Testing	40	0	45	45		45	0.0%	
4460 Repairs and Maintenance	801	816	206	(610)		(610)	396.0%	
Community Office Running Costs :- Indirect Expenditure	<b>3,567</b>	<b>2,644</b>	<b>3,926</b>	<b>1,282</b>	<b>0</b>	<b>1,282</b>	<b>67.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,567)</b>	<b>(2,644)</b>	<b>(3,926)</b>	<b>(1,282)</b>				
<u>400 Park Hall Running Costs</u>								
4200 Electricity	714	1,121	1,300	179		179	86.2%	
4210 Water Charges	582	108	625	517		517	17.4%	

## Detailed Income &amp; Expenditure by Budget Heading 09/01/2023

Month No: 10

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4220 Business Rates	283	999	750	(249)		(249)	133.2%	
4250 Internet/Phone	0	72	100	28		28	72.0%	
4260 Fire Extinguisher Servicing	53	28	169	141		141	16.6%	
4270 Security Servicing	0	0	135	135		135	0.0%	
4280 PAT Testing	10	0	20	20		20	0.0%	
4310 Subscriptions and Memberships	185	186	309	123		123	60.2%	
4410 Waste Collection	36	3,075	124	(2,951)		(2,951)	2479.9%	
4420 Consumables	249	251	289	38		38	86.7%	
4440 Sewer Pump Servicing	594	0	103	103		103	0.0%	
4450 Boiler Servicing	0	0	218	218		218	0.0%	
4460 Repairs and Maintenance	15,334	2,062	5,000	2,938		2,938	41.2%	
<b>Park Hall Running Costs :- Indirect Expenditure</b>	<b>18,041</b>	<b>7,902</b>	<b>9,142</b>	<b>1,240</b>	<b>0</b>	<b>1,240</b>	<b>86.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(18,041)</b>	<b>(7,902)</b>	<b>(9,142)</b>	<b>(1,240)</b>				
6000 plus Transfer from EMR	6,222	0						
<b>Movement to/(from) Gen Reserve</b>	<b>(11,819)</b>	<b>(7,902)</b>						
<u>405 Pavilion and Other Building</u>								
4200 Electricity	1,210	(929)	1,820	2,749		2,749	(51.1%)	
4210 Water Charges	1,747	325	1,623	1,298		1,298	20.0%	
4280 PAT Testing	20	0	25	25		25	0.0%	
4460 Repairs and Maintenance	1,267	182	2,000	1,818		1,818	9.1%	
4480 Running Costs Contingency	295	0	2,500	2,500		2,500	0.0%	
<b>Pavilion and Other Building :- Indirect Expenditure</b>	<b>4,539</b>	<b>(422)</b>	<b>7,968</b>	<b>8,390</b>	<b>0</b>	<b>8,390</b>	<b>(5.3%)</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(4,539)</b>	<b>422</b>	<b>(7,968)</b>	<b>(8,390)</b>				
6000 plus Transfer from EMR	294	0						
<b>Movement to/(from) Gen Reserve</b>	<b>(4,245)</b>	<b>422</b>						
<u>410 Railway Station Building</u>								
4280 PAT Testing	33	0	40	40		40	0.0%	
4450 Boiler Servicing	74	76	76	0		0	100.0%	
4460 Repairs and Maintenance	2,996	0	3,000	3,000		3,000	0.0%	
4490 Repairs and Renewals Fund	1,890	0	0	0		0	0.0%	
<b>Railway Station Building :- Indirect Expenditure</b>	<b>4,993</b>	<b>76</b>	<b>3,116</b>	<b>3,040</b>	<b>0</b>	<b>3,040</b>	<b>2.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(4,993)</b>	<b>(76)</b>	<b>(3,116)</b>	<b>(3,040)</b>				
6000 plus Transfer from EMR	4,371	0						
<b>Movement to/(from) Gen Reserve</b>	<b>(622)</b>	<b>(76)</b>						

## Detailed Income &amp; Expenditure by Budget Heading 09/01/2023

Month No: 10

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>420 Allotments</b>								
4460 Repairs and Maintenance	0	0	250	250		250	0.0%	
4470 Annual Lease	600	300	600	300		300	50.0%	
4570 Grants Paid Th Road	0	950	950	0		0	100.0%	
4575 Grants Paid W Flats	272	0	300	300		300	0.0%	
Allotments :- Indirect Expenditure	<b>872</b>	<b>1,250</b>	<b>2,100</b>	<b>850</b>	<b>0</b>	<b>850</b>	<b>59.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(872)</b>	<b>(1,250)</b>	<b>(2,100)</b>	<b>(850)</b>				
<b>430 Grounds Maintenance</b>								
4310 Subscriptions and Memberships	0	0	45	45		45	0.0%	
4710 Grounds Maintenance	18,913	8,697	11,936	3,239		3,239	72.9%	
4715 Grass Cutting/Strimming	18,542	20,000	21,082	1,082		1,082	94.9%	
4720 Litter Pick/Bin emptying	1,139	1,010	1,750	740		740	57.7%	
4725 Shrubs/Flower Displays	17,367	13,725	18,000	4,275		4,275	76.2%	
4730 Park Ranger Service	68,441	59,305	55,892	(3,413)		(3,413)	106.1%	
4735 Playground Insp/Maintenance/Sw	1,090	2,506	7,000	4,494		4,494	35.8%	
4736 Bowling Green	6,929	6,194	5,560	(634)		(634)	111.4%	
4737 Other GM Works	26,794	4,960	10,000	5,040		5,040	49.6%	4,900
4740 Tree Inspection/Surveys	2,750	0	0	0		0	0.0%	
4741 Tree Maintenance	2,070	12,900	0	(12,900)		(12,900)	0.0%	12,900
Grounds Maintenance :- Indirect Expenditure	<b>164,036</b>	<b>129,296</b>	<b>131,265</b>	<b>1,969</b>	<b>0</b>	<b>1,969</b>	<b>98.5%</b>	<b>17,800</b>
<b>Net Expenditure</b>	<b>(164,036)</b>	<b>(129,296)</b>	<b>(131,265)</b>	<b>(1,969)</b>				
6000 plus Transfer from EMR	23,114	17,800						
<b>Movement to/(from) Gen Reserve</b>	<b>(140,922)</b>	<b>(111,496)</b>						
<b>450 Repairs and Renewals Fund Land</b>								
4460 Repairs and Maintenance	0	0	27,500	27,500		27,500	0.0%	
4600 Play Equipment	25,000	0	7,500	7,500		7,500	0.0%	
Repairs and Renewals Fund Land :- Indirect Expenditure	<b>25,000</b>	<b>0</b>	<b>35,000</b>	<b>35,000</b>	<b>0</b>	<b>35,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(25,000)</b>	<b>0</b>	<b>(35,000)</b>	<b>(35,000)</b>				
6000 plus Transfer from EMR	25,000	0						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>						
<b>460 Parish Projects</b>								
4620 Park Entrance Improvements	0	0	2,500	2,500		2,500	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 09/01/2023

Month No: 10

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4630 New Projects	169	0	0	0		0	0.0%	
4635 Climate Change Action Fund	0	0	3,090	3,090		3,090	0.0%	
4640 Fencing - New and repairs	2,233	1,020	5,150	4,130		4,130	19.8%	420
4650 Projects with Grants/Donations	1,346	0	0	0		0	0.0%	
Parish Projects :- Indirect Expenditure	<b>3,748</b>	<b>1,020</b>	<b>10,740</b>	<b>9,720</b>	<b>0</b>	<b>9,720</b>	<b>9.5%</b>	<b>420</b>
<b>Net Expenditure</b>	<b>(3,748)</b>	<b>(1,020)</b>	<b>(10,740)</b>	<b>(9,720)</b>				
6000 plus Transfer from EMR	0	420						
<b>Movement to/(from) Gen Reserve</b>	<b>(3,748)</b>	<b>(600)</b>						
Grand Totals:- Income	<b>289,908</b>	<b>283,032</b>	<b>283,834</b>	<b>802</b>			<b>99.7%</b>	
Expenditure	<b>323,080</b>	<b>229,439</b>	<b>329,113</b>	<b>99,674</b>	<b>0</b>	<b>99,674</b>	<b>69.7%</b>	
<b>Net Income over Expenditure</b>	<b>(33,173)</b>	<b>53,593</b>	<b>(45,279)</b>	<b>(98,872)</b>				
plus Transfer from EMR	<b>63,865</b>	<b>23,950</b>						
<b>Movement to/(from) Gen Reserve</b>	<b>30,692</b>	<b>77,543</b>						