

Clerk's Report for

Monday 11th September to Wednesday 11th October 2023

(Points numbered according to the minutes of the last meeting, 6th September 2023.)

4. **Minutes.** Clerk posted the previous minutes to the website and the noticeboards, and circulated to distribution list.
5. **Chairman's announcement.** Clerk sent details of overhanging branches in Farmcote to Councillor MacKenzie-Charrington.
8. **Training.** Clerk arranged Planning in Plain English for Cllrs Morrissey and Mather 31st Oct; Finance for Councillors 5th October for Cllr Mather and Budgeting for Clerks 10th October.
10. **Highways.** Clerk contacted the police re: Speedwatch training and equipment provision. No response as yet.
11. **Minor works.** Clerk provided contact details to Cllr Mather. Clerk also arranged for minor works provider to review the RoSPA report and cost for works specified.
12. **Planning.** Clerk posted comments objecting to the felling of ash trees at Wells Head.
14. **Payments** Clerk set up bank payments, excluding Hydrock invoice as per minutes.

Other – not included in the minutes of the previous meeting:

Highways -

Clerk registered a complaint at GCC regarding lack of response from Highways Officer re:

- * removal of cones in Barton, removal of dumped cones in Kineton and signs on Barton Bridge announcing roadworks in February
- * removal of car body parts at Trafalgar Cross and at Kineton Duck Hollow splash.

Cones have been removed from Kineton. Barton cones have been retained at resident's prior request. Car body parts on the verges are the responsibility of CDC street cleansing. Clerk has contacted CDC.

GCC Highways also provided address of depot in Moreton in Marsh where redundant street signs can be taken.

Salt/Grit –

Following request from GCC, clerk has provided contact details for snow warden and updated order to 2 pallets.

Planning –

Clerk arranged meeting with new planners for New Barn Farm on 18th October.

New Councillor -

Clerk forwarded Register of Interests document for Cllr Eayrs to CDC Electoral Officer.

Village hall –

Clerk attended meeting with Village Hall trustees and school head. Clerk also prepared cost and revenue analysis of the village hall for trustees.

Contacted the supplier of the noticeboard at the village hall re: getting further copies of the noticeboard key. No reply.

Reviewed village hall lease and trust deed. Also analysed the village hall finances to help trustees consider the current and future financial position of the hall.

Updated GRCC village hall contact listing to clerk's details and added that the hall is not currently taking bookings.

Invoiced school for 50% of the cost of replacing the broken lock at the back of the village hall.

Quarries –

Circulated quarry coverage in the local press to councillors.

River Windrush –

Contacted Windrush Against Sewage Pollution (WASP) to ask for water testing kits. WASP has agreed to provide kits for 2 locations at two dates.

Agenda item 8 – Budgeting and Precept setting

Councillors should consider the below 'Budget v Actual' and 'Projected' figures. These are needed to project final reserves at the end of FY 2023/24. Contingency provisions, inflation and future projects can then be added to the categories of provision for the next year. Note: The Quarry Monitoring Project is excluded because it is not funded directly by TGPC except for a donation of £500. In any event it is a one-off expenditure.

Councillors should agree the final amount required to carry out its agreed business (including all the above provisions) from April 2024 to March 2025. See below for example.

It is normal for a PC to have a reserve of a minimum of 3 months, preferably 6 months, operating costs in the bank.

Calculating the precept

Each parish is allocated a multiplier based on the number of taxable properties in the parish, expressed as the number of Band D equivalents. Different band properties are ranked against Band D properties: A = 6/9, B = 7/9, C = 8/9, D = 9/9, E = 11/9, F = 13/9, G = 15/9, H = 18/9 i.e. equivalent to 2 x Band D properties. E.g. If the precept is £100,000 and the council tax base is £1000, the Band D rate is £100 –

$$\frac{100,000}{1,000} = £100$$

TGPC has not yet received the council tax base for the next year. Last year the council tax base was 231.9. The Band D council tax was £21.59 per taxable property in the parish.

Temple Guiting Parish Council Budget planning 2024/25					
	Approved for 23/24	Actual to 10 Oct 23	Projected to EOY	Reason for change YTD/EOY	Proposals for 2024/25 budget
Council expenses	350	351	400	Paper /PATA increase	
Parish Maintenance	500	286	500	Defibrillators	
Allotment Mgt	500	0	0	Poss tree work	
TG Rec Soc Grant - VH mtce	1000	1000	1000		
TG School donation	650	650	650		
St Mary's Burial grds dtn	650	650	650		
TG Rec Soc rent	70	70	70		
GAPTC Subs	110	0	0	Paid FY 22/23	
Clerk's salary (inc Tax)	2700	1236	2500		
Audit (inc Xs)	175	180	180		
Insurance	280	283	283	Inc due to 2nd VAS	
Praedium Property	100	50	100	Jan 24 payment	
Training	500	0	400	Booked but not invoiced yet	
Other Local Donations e.g. QWP, food bank and Cots Wardens	1000	550	550	No donation to food bank to date	
Legal Fees	1000	1000	1000	Reserves	
Road safety	0	2700	2700	Solar VAS - inc in 22/23 budget	

Total expenditure	9585	9006	10983		
B/forward from prev year £16,458					
Precept	5108	5108	5108		
Other income (interest, alltmts)	125	127	148	Interest rate rise	
CIL	u/k	287	1577	For use on infrastructure only	
VAT (exc Measurement project)	u/k	572	580		
Grants and donations	0	0	0		
Total income	5305	6094	7413		
Current balances (12 Oct 2023)		13880.00			
NOTE Re Measurement project:					
Measurement project is neutral as it is paid for by donations (inc in 2022) and VAT refunds. Figures for this year (excluded from above):					
Measurement project invoices				5675	9037

VAT refunded	946	1536			
Grants and donations	u/k	3000	4192		

Agenda item 12 b. - Reconciliation

**Temple Guiting Parish Council
Bank Reconciliation**

Period 1 April 2023 to 12 October 2023

Current account 02503759

Balance at 12 October
2023 8576.71

Deposit account 07859616

Balance at 12 October
2023 5302.95

Less outstanding cheques 0

Reconciled balance 13879.66

Cashbook summary

Opening balance 1 April 2023 16475.92
 Add receipts to date 10666.08
 Less payments to date 13262.34

Cashbook balance 13879.66

Signed

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1st November 2023

Chairman

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Clerk & RFO

1st November 2023