

# **CREDENHILL PARISH COUNCIL**



## **MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD AT CREDENHILL RESOURCE CENTRE ON 19<sup>th</sup> OCTOBER 2022**

### **PRESENT:**

Councillor Mr. Martin Leaton Chair (ML), Councillor Miss. Jenni Hurcomb Deputy Chair (JH), Councillor Mr. Andrew Slater (AS), Miss. Deanna Pennington (DE), Councillor Mr. Paul Burrige (PB), Councillor Mrs Sandra Cheasley (SC). Councillor Mr Paul Beechey (PA), Councillor Revd. Rana Davies-James (RD).

Parish Council Clerk/RFO – Mr. Lee Harper-Smith (Clerk)

2 Members of the Press /Public present.

**The Chair opened the meeting at 7.30 pm.**

### **1. Apologies for Absence** - To receive and accept apologies for absence.

Councillor Mr. Dan Fellows (DF), Councillor Ms. Rebecca Norton (RN), Life & Soul Kitchen, Ward Councillor Mr. Bob Matthews (BM).

### **2. Declarations of Interest & Dispensations**

- 2.1. A declaration of interest in agenda item 6.3 was made by PW. Payment for replacement of manhole cover at the resource centre.
- 2.2. No written applications for dispensation received

### **3. Speakers**

Opportunity for visiting speakers to address council and the public in attendance.

- 3.1. Future of the Resource Centre – Life & Soul Kitchen – Not in attendance.
- 3.2. Update from Ward Councillor Bob Matthews – Not in attendance.
- 3.3. Family Fun Day 2023 - Credenhill Social & Sports Club

Terri French (TF), representative from the Social & Sports club, gave an overview of the Family Fun Day over the years since inception. The day has been funded by the members of the club through fund raising events which are supported by club members. The Family Fun Day is run free of charge and is open to all members of the public. The club wishes to continue to organise the event but is asking the Parish Council to support it going forward as the members cannot be expected to continue to pay for a public event in this way. The Family Fun Day is well attended and uses the Community Hall and will hopefully use the Resource Centre in 2023 should the Cafe go ahead. Since the village fete is no longer run this is one of the few events for everyone in the parish.

TF provided Parish Councillors with the 2023 event plan with full costings £2575 (Appendix D); some of the items will need to be booked now to ensure that they are available for the date (e.g. Climbing Wall and Caving Unit).

ML thanked TF for the presentation. Discussion took place and it was decided that the Parish Council would look to include a provision in the budget for 2023-24 for this important event.

### **4. Public Question Time**

Opportunity for members of the public to raise issues or ask the Parish Council questions.

Terry Smissen (TS) asked if the Parish Council was aware of the work been done by BT Openreach in Ecroyd Park. Notices had been delivered to residents affect.

The Parish Council was unaware of any planned work, the Parish Clerk took the details and would follow up.

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## **5. Minutes**

RD proposed to approve and sign the Minutes as a true record of the Ordinary Parish Council Meeting held on 28<sup>th</sup> September 2022, seconded by JH.

## **6. Financial Reports – Appendix A & B**

- 6.1. Confirmation of Bank Balances
- 6.2. Receipts
- 6.3. Invoices for Payment
- 6.4. Budget to Actual Year to Date Comparison

JH proposed to approve the finance reports with the addition of the 2 invoices received since the agenda was published (denoted by \* in appendix A), seconded by PB.

## **7. 2023/24 Draft Budget – Appendix C**

7.1. The RFO Presented the first Draft of the Budget & Precept Calculation for 2023/24 Financial Year. It was agreed that members would discuss it in detail at the November meeting and that the finance working group would meet to go through it in finer detail.

7.2. Councillors agreed that the principal aim is to keep the per household precept the same and its objective is to focus on continuing to improve the parish council owned assets whilst maintaining the same service level. It was noted that a number of cost lines had already been identified as having significant increases in 2023 (e.g. Weed Control +25%, CCN Printing +20%, Handyman/Maintenance Services +9%) however these would be absorbed by the removal of the Culvert repair provisions no longer required. The Culverts Repair reserve would be reinvested in Parish Council owned land and assets.

## **8. Planning (PA, AS)**

Reference	Details	CPC Status	HC Previous Status	HC New Status
P221996/FH	37 Centurion Way - Storage shed and wooden playhouse in front garden areas. (Retrospective)	Comments Submitted - Object	Comments by 21/09/2022	Comments by 21/09/2022
P222979	Resource Centre – Change of Use Certificate of Lawfulness – Day nursery to Café	N/a	Determination by 31/10/2022	Determination by 31/10/2022

No further updates on planning

## **9. To receive reports from working groups**

- 9.1. Finance (AS, JH, ML) - Working Group meeting arranged for 7.30 on 2<sup>nd</sup> November 2022
- 9.2. Community Hall (DE) – The Hall has potential Finance Issues due to lack of users. The Petanque Group may be a helpful addition. JH – Mentioned the warm hubs being advertised, could the Hall do this if there is a need? Clerk to forward details.
- 9.3. Footpaths (PB) – No reports
- 9.4. Shops/Businesses (DP) – No reports
- 9.5. War Memorial (DE/ML) – The Cabinet is currently being refurbished; it will be back in time for Remembrance Sunday. Remembrance is on Sunday 13<sup>th</sup> November at 10:45am at the memorial.
- 9.6. Flood Alleviation Scheme (PB) – No reports
- 9.7. Schools (RD) – No reports
- 9.8. Roman Park (DF, RN, ML, SC) – No update
- 9.9. Social Club (PA) – No update
- 9.10. Asset Management (ML, PW, JH) - Working Group meeting arranged for 7.30 on 2<sup>nd</sup> November 2022
- 9.11. A480 Bus Shelter (PW, PA, DE, AS, ML) - Awaiting invoice from Herefordshire Council, clerk to chase.



## **10. Matters arising since last meeting:**

### 10.1. Update on Resource Centre

- The Draft Lease, EPC and Lease Plan are close to finalisation.
- Proposed Works are being drawn up by the Life & Soul Kitchen's Architect, Andrew Baker.
- Parish Council Files will move to a cupboard in the Community Hall at a cost of £100 per year.
- Parish Council Meetings (During & After Works) will move to the Hall; Clerk has asked Betty to get in touch should a long-term booking wish to take Wednesday evenings.
- Fencing will be required between the Hall and Café; a quote had been received indicating a cost of £2955.00 for a 4ft high fence with a similar specification to the existing green perimeter fence. This includes a vehicle access gate. Works to be scheduled alongside Café renovations.

### 10.2. Update on Hereford Petanque Club proposals

- Hire of facilities from Community Hall (Hall, Garage, Use of Electricity)
- Shared use of Terrain with Café (Parties agreed on the condition it is Accessible)
- Club obtaining quotes for works
- Lighting - A new fuse board and meter may be required for the garage
- Opportunity for the Parish Council/Café to develop a Kitchen Garden/raised bed with top soil.
- Opportunity for Parish Council improve the fire routes from the Hall & Social Club.

A meeting with the Petanque Club, Hall & Café has been arranged to negotiate terms and to see if a mutual agreement can be made, clerk to facilitate.

### 10.3. Update on Ecroyd Park play area. No further progress. SC will follow up the Tree report.

### 10.4. Information from the Footpaths meeting with Herefordshire Council had been received just prior to the meeting. PB would review and report back at the next meeting.

### 10.5. Section 106 Portfolio of Works Delivery Update to Clerks by Herefordshire Council

#### Key Points

- £9.3m of unspent section 106 money from developments already delivered; HC formalising a plan to deliver the projects.
- Example of split: £4.0m relates to Highways/Transport program
  - Planned to be delivered by 2029 in 3 phases – 42 projects
- Only 1 item for Credenhill; £30,647 Credenhill Nursery at St Mary's already delivered.
- No current items for Credenhill; Orchard House to come online shortly.
- The significant backlog will impact on delivery of Orchard House S106 spending.

Clerk to distribute slides.

### 10.6. Next Talk Parish meeting is on 24<sup>th</sup> October 2022 – SC offered to attend on behalf of the PC.

### 10.7. Consultation on Herefordshire Council Revision of Local Plan is ongoing, and it is advisable that members of the public and council input into the consultation.

## **11. Public Question Time**

Further Opportunity for members of the public to raise issues or ask the Parish Council questions.

TF asked if there was a date for the Café taking on the Resource Centre.

ML no date confirmed yet however it is anticipated that it will be open by April should the grant application be successful next month.

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**12. Confirmation of the next Ordinary Parish Council Meeting, Time, Date & Place.**

7.30 pm, 16<sup>th</sup> November 2022, at the Resource Centre; a summons and notice will be provided nearer the time.

***Closed agenda item, the meeting will be closed to members of the press and public***

**13. Feedback from the Annual Appraisal of the Parish Clerk**

PA presented the Council with a summary of the annual appraisal of the Parish Clerk. The report will be filed in the HR records and used as a basis for next year's review.

The clerk thanked the council for formalising this process.

The Chair declared the meeting closed at 21:00.

Councillor Mr Martin Leaton Chair

Signed.....

Date.....

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## Appendix A - Financial Information

Income & Expenditure		Lloyds Current	Lloyds Reserve	Total
<b>31/08/2022</b>	<b>Opening Balance</b>	<b>5,593.01</b>	<b>73,926.21</b>	<b>79,519.22</b>
<b>Receipts</b>				
07/09/2022	Pave Drive Ltd - CCN Advertising	200.00		200.00
08/09/2022	Lloyd Instant Plumbing - CCN Advertising	48.00		48.00
09/09/2022	Lloyds - Interest Received		3.16	3.16
14/09/2022	The Broadleys FC - Pitch Hire	35.00		35.00
16/09/2022	Herefordshire Council - Precept		21,750.00	21,750.00
23/09/2022	Services for Independent Living - CCN Advertising	200.00		200.00
<b>Total Received in Period</b>		<b>483.00</b>	<b>21,753.16</b>	<b>22,236.16</b>
<b>Payments</b>				
02/09/2022	Credenhill Nursery Ltd – Security Deposit	-450.00		-450.00
02/09/2022	Portal Plan Quest Ltd – Planning Application Resource Centre	-147.70		-147.70
02/09/2022	EPC Shropshire – Energy Performance Certificate	-270.00		-270.00
14/09/2022	Mr C Powell – Maintenance Aug 2022	-33.00		-33.00
14/09/2022	Mr L Harper-Smith – Expenses Aug 2022	-42.43		-42.43
14/09/2022	Mr L Harper-Smith – Wages Aug 2022	-701.60		-701.60
14/09/2022	Mrs E Jones – Expenses Aug 2022	-1.99		-1.99
14/09/2022	Mrs E Jones – Wages Aug 2022	-388.08		-388.08
14/09/2022	Mrs E Jones – Credenhill Bloomers Bird Food/Plants	-24.89		-24.89
14/09/2022	HMRC – PAYE Aug 2022	-41.52		-41.52
14/09/2022	Cllr D Pennington – Expenses Plants War Memorial	-56.97		-56.97
14/09/2022	Signworx – Community Newsletter Sept 2022	-399.00		-399.00
14/09/2022	Highground Maintenance – 1/6 Grass Cutting Contract	-742.43		-742.43
14/09/2022	Gedney Bulb Company Ltd – 4000 Bulbs	-474.00		-474.00
14/09/2022	NEST – Pension August 2022	-217.95		-217.95
20/09/2022	British Gas – Electricity Carpark Lights	-20.53		-20.53
22/09/2022	British Gas – Electricity Changing Rooms	-16.72		-16.72
<b>Total Spent in Period</b>		<b>-4,028.81</b>	<b>0.00</b>	<b>-4,028.81</b>
<b>Transfers</b>				
09/09/2022	Transfer from Reserve Account to Current	2,500.00	-2,500.00	0.00
<b>Total Transfers in Period</b>		<b>2,500.00</b>	<b>-2,500.00</b>	<b>0.00</b>
<b>30/09/2022</b>	<b>Closing Balance</b>	<b>4,547.20</b>	<b>93,179.37</b>	<b>97,726.57</b>
<b>Payments to Authorise</b>				
12/10/2022	A Bramham – Land Registry Compliant Plan Resource Centre	-270.00		-270.00
19/10/2022	Mr L Harper-Smith – Expenses Sept 2022	-166.42		-166.42
19/10/2022	Mr L Harper-Smith – Wages Sept 2022	-678.20		-678.20
19/10/2022	Mrs E Jones – Wages Sept 2022	-388.08		-388.08
19/10/2022	HMRC – PAYE Sept 2022	-23.25		-23.25
19/10/2022	Border Contracts Ltd – Roman Park Fence Repair	-72.00		-72.00
19/10/2022	Broxap – Table Tennis Replacement Bolts	-32.34		-32.34
19/10/2022	Dave Massey Gas Services Ltd – Hall Tank Removal	-930.00		-930.00
19/10/2022	Good n Property Maintenance – Replace Manhole	-172.00		-172.00
19/10/2022	Highground Maintenance – 1/6 Grass Cutting Contract	-742.43		-742.43
19/10/2022	Mr C Powell – Maintenance	-197.50		-197.50
19/10/2022	Signworx – Community Newsletter Oct 2022	-399.00		-399.00
*19/10/2022	Highground Maintenance – Hedge Trimming/Weed Control	-1,959.60		-1,959.60
*19/10/2022	Hereford Fire Protection – Fire Extinguisher Service	-102.00		-102.00
<b>Total Payments to Authorise</b>		<b>-4,071.22</b>	<b>0.00</b>	<b>-4,071.22</b>
<b>* Items added during the meeting (invoices received after the agenda was published however both on budget).</b>				
<b>Transfers to Authorise</b>				
19/10/2022	Transfer from Reserve Account to Current (revised figure)	3,500.00	-3,500.00	0.00
<b>Total Transfers to Authorise</b>		<b>3,500.00</b>	<b>-3,500.00</b>	<b>0.00</b>

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<b>ASSETS</b>	<b>Cash &amp; Bank</b>	<b>Balance</b>			
	Lloyds – Current Account (after payments)			1,975.98	
	Lloyds – Reserve Account (after transfers)			91,679.37	
	Uncleared Cheques			0.00	
	(*Excludes items added during the meeting) <b>Total Cash &amp; Bank</b>			<b>93,655.35</b>	
	<b>Debtors</b>	<b>No Due</b>	<b>Overdue</b>	<b>Total</b>	
	Credenhill FC – Pitch Hire		120.00	120.00	
	The Broadleys FC – Pitch Hire/Maintenance	120.00		120.00	
	Coach House Interiors – CCN Advertising	150.00		150.00	
	Credenhill Nursery Ltd - Recharge of Water Bill	543.22		543.22	
	Tillington Produce – CCN Advertising	30.00		30.00	
	<b>Total Debtors</b>	<b>843.22</b>	<b>120.00</b>	<b>963.22</b>	
	<b>Other Debtors</b>				
	HMRC – VAT Reclaim 01/04/2022-30/09/2022	7,241.41		7,241.41	
	<b>Total Other Debtors</b>	<b>7,241.41</b>	<b>0.00</b>	<b>7,241.41</b>	
	<b>TOTAL ASSETS</b>			<b>101,859.98</b>	
<b>LIABILITIES</b>	<b>Creditors</b>	<b>Not Due</b>	<b>Overdue</b>	<b>Total</b>	
	IONOS – Web Hosting/Domain	8.40		8.40	
	Herefordshire Council – Trade Waste 01/10/20022-31/12/2022	119.08		119.08	
	Welsh Water – Water Changing Rooms	17.21		17.21	
	British Gas – Gas Resource Centre	19.72		19.72	
	British Gas – Electricity Resource Centre	78.57		78.57	
	British Gas – Electricity Changing Rooms	18.13		18.13	
	British Gas – Electricity Carpark Lights	23.58		23.58	
	<b>Total Trade Creditors</b>	<b>284.69</b>	<b>0.00</b>	<b>284.69</b>	
	<b>Other Liabilities</b>				
	Defibrillator Fund	423.90		423.90	
	Hereford Clean Up Group – S137 Grant Balance	74.51		74.51	
	NEST Pension Payments Owing	208.98		208.98	
	Youth Club Funds	745.26		745.26	
	VAT at 20% to be reclaimed from HMRC	-161.33		-161.33	
	VAT at 5% to be reclaimed from HMRC	-5.72		-5.72	
	<b>Total Other Liabilities</b>	<b>1,285.60</b>	<b>0.00</b>	<b>1,285.60</b>	
	<b>TOTAL LIABILITIES</b>			<b>1,570.29</b>	
	<b>TOTAL</b>			<b>100,289.69</b>	
		<b>Current Budget</b>	<b>Income/ Reallocation of Funds</b>	<b>Expense's</b>	<b>Budget Remaining</b>
<b>Restricted Reserves</b>					
Road Safety Improvement Fund	37,936.14	3,064.86			41,000.00
<b>Un-Restricted Reserves– per Budget/Agreed Movement</b>					
Credenhill Bloomers Group	173.02	350.00	-672.65		0.00
Culvert Repairs	32,250.00	-3,064.86			29,185.14
Local Grants	3,000.00	1,425.00	-4,405.42		0.00
New Signs for Community Centre	1,309.00		-1,309.00		0.00
Roman Park	38,014.47		-28,408.22		9,606.25
Roman Park Changing Rooms Planning Fee	445.00				445.00
War Memorial Improvement Fund	1,000.00				1,000.00
Repairs & Renewals	8,726.75	1,105.33	-3,473.59		6,358.49
		<b>Total Projects Budget Requirement</b>			<b>87,594.88</b>
					<b>Operating Fund (Cashflow)</b>
					<b>12,694.81</b>
					<b>TOTAL 100,289.69</b>



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## Appendix B – Comparison to Budget

### 2022-2023 Budget/Actual Comparison YTD

@ Oct 31, 2022

	A	B	C	D	E	F	G	H	Notes	
	b/fwd Reserve	Year Budget	Total Budget (inc Reserve)	YTD Comparable Budget Total	YTD Actual Spent/ Receipt	YTD Variance	Agreed Budget Movements	YTD Comparadle Budget Change	Revised YTD Variance	
Wages (inc Employers NI)		10,296	10,296	5,193	6,963	- 1,770	3,707	1,767	- 3	Overspend on litter picking April-June
Employer Pension Contribution		309	309	156	206	- 50	113	53	3	
Memberships/DBS		-	-	-	56	- 56	-	-	56	2 x DBS Checks
Training		-	-	-	-	-	-	-	-	
PPE		-	-	-	31	- 31	-	-	31	Safety Shoes
Travel & Subsistence		60	60	30	76	- 46	-	-	46	
<b>Staffing Costs</b>		<b>10,665</b>	<b>10,665</b>	<b>5,379</b>	<b>7,331</b>	<b>- 1,953</b>	<b>3,820</b>	<b>1,820</b>	<b>- 133</b>	
Software		95	95	47	47	-	-	-	-	
Printing		144	144	108	108	0	-	-	0	
Telephone		60	60	30	30	-	-	-	-	
Postage		24	24	12	-	12	-	-	12	
Stationary		60	60	40	38	2	-	-	2	
Homeworking Allowance		180	180	90	90	-	-	-	-	
Meeting Room Hire/Setup Cost		372	372	204	32	172	-	-	172	Assumed Hall Hire needed
<b>Office &amp; Meeting Costs</b>		<b>935</b>	<b>935</b>	<b>531</b>	<b>346</b>	<b>186</b>	<b>-</b>	<b>-</b>	<b>186</b>	
Website Hosting Fee		82	82	41	42	- 1	-	-	1	
Printing CCN		3,620	3,620	2,180	2,460	- 280	-	-	280	
<b>Advertising &amp; Promotion</b>		<b>3,702</b>	<b>3,702</b>	<b>2,221</b>	<b>2,502</b>	<b>- 281</b>	<b>-</b>	<b>-</b>	<b>281</b>	
Insurance		1,430	1,430	1,430	1,377	53	-	-	53	
Internal Audit		160	160	160	160	-	-	-	-	
External Audit		315	315	315	300	15	-	-	15	
ICO Membership Fee		35	35	-	-	-	-	-	-	
Professional/Planning/Land Registry Fees	380	65	445	21	703	- 682	-	-	682	Resource Centre - Planning/EPC/LC Plan
Fire Extinguisher Inspections		100	100	-	-	-	-	-	-	
Fire Alarm Inspections		180	180	90	90	-	-	-	-	
Playground Inspection		123	123	-	-	-	-	-	-	
<b>Insurance, Legal &amp; Professional Costs</b>		<b>380</b>	<b>2,408</b>	<b>2,788</b>	<b>2,016</b>	<b>- 615</b>	<b>-</b>	<b>-</b>	<b>615</b>	
Changing Rooms - Electric		200	200	100	101	- 1	-	-	1	
Changing Rooms - Water Rates		90	90	45	17	28	-	-	28	
Resource Centre - Utilities		-	-	-	94	- 94	-	-	94	Gas (Actual) & Electric (Estimate)
Community Centre - Waste Disposal		500	500	375	357	18	-	-	18	
Community Centre - Electric		360	360	180	150	30	-	-	30	
<b>Utility &amp; Waste Management Costs</b>		<b>1,150</b>	<b>1,150</b>	<b>700</b>	<b>719</b>	<b>- 19</b>	<b>-</b>	<b>-</b>	<b>19</b>	
<b>Outsourced Maintenance Costs</b>										
Litter Picking		5,319	5,319	2,659	1,054	1,606	- 3,820	1,605	1	Budget and Overspend moved to wages
Cleaning		288	288	15	15	-	-	-	-	
Maintenance		648	648	642	642	0	-	-	0	
Materials		240	240	14	14	0	-	-	0	
Hedge Cutting		1,199	1,199	-	-	-	-	-	-	
Weed Control		550	550	275	335	- 60	-	-	60	
Grass Cutting		4,249	4,249	3,789	3,804	- 15	-	-	15	
Tree Maintenance		442	442	-	-	-	-	-	-	Horseshesnut Maintenance Sept 22 £600
<b>Outsourced Maintenance Costs</b>		<b>12,934</b>	<b>12,934</b>	<b>7,394</b>	<b>5,863</b>	<b>1,531</b>	<b>- 3,820</b>	<b>1,605</b>	<b>- 74</b>	
<b>Total Operating Costs</b>		<b>380</b>	<b>31,794</b>	<b>32,174</b>	<b>18,241</b>	<b>19,391</b>	<b>- 1,150</b>	<b>-</b>	<b>215</b>	<b>935</b>
<b>Exceptional/Planned Costs</b>										
Charitable Grant Provision		3,000	3,000	3,000	4,405	- 1,405	1,405	1,405	- 0	Overspend Funded from additional Rent
A480 Bus Stop Improvements	37,936	-	37,936	-	-	-	3,064	3,064	3,064	
Repair Culverts		6,250	32,250	-	-	-	3,064	3,064	- 3,064	
Roman Park		36,514	1,500	38,014	28,408	28,408	-	-	-	
Asset Repairs & Renewals		6,227	2,500	8,727	2,369	3,473.59	- 1,105	1,105	1,105	Hall Kitchen Recharge (Donations)
New Signs for Community Centre		1,309	-	1,309	1,309	-	-	-	-	
Blooming Credenhill Project		173	-	173	323	323	0	-	0	
War Memorial Improvement Fund		1,000	1,000	-	-	-	-	-	-	
<b>Exceptional/Planned Costs</b>		<b>108,159</b>	<b>14,250</b>	<b>122,409</b>	<b>35,409</b>	<b>37,919</b>	<b>- 2,510</b>	<b>2,510</b>	<b>- 0</b>	
<b>Total Projected/Actual Costs</b>		<b>108,539</b>	<b>46,044</b>	<b>154,583</b>	<b>53,650</b>	<b>57,310</b>	<b>- 3,661</b>	<b>2,510</b>	<b>2,725</b>	<b>936</b>
<b>Income</b>										
Precept		43,500	43,500	43,500	43,500	-	-	-	-	
Rent		962	962	962	2,767	1,805	1,405	1,405	400	Moved to Grants (Phased)
Bank Interest		12	12	6	9	3	-	-	3	
CCN Adverts		1,000	1,000	984	984	0	-	-	0	
Hire of Changing Rooms		570	570	180	105	75	-	-	75	
Donations		-	-	-	1,649	1,649	1,105	1,648	0	Hall Kitchen. Water Recharge (Phased)
Grants Income		-	-	-	-	-	-	-	-	
<b>Total Income</b>		<b>46,044</b>	<b>46,044</b>	<b>45,632</b>	<b>49,013</b>	<b>3,381</b>	<b>2,510</b>	<b>3,053</b>	<b>327</b>	
				<b>YTD Budget/Actual Variance</b>	<b>- 280</b>			<b>- 608</b>		

# CREDENHILL PARISH COUNCIL



## Appendix C – DRAFT 2023/24 Budget

### 2023-2024 Budget - Draft

CPI @ October Prior Year      8.60% Not Available until novemembr 19th

	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Year Total Budget	Notes
<b>Staffing Costs</b>														
Clerk Wages/PAYE	862.90	862.90	862.90	862.90	862.90	862.90	862.90	862.90	862.90	862.90	862.90	862.90	10,355	Based on 15 hour @£13.23 per hour per week (SCP18 -1 year)
Street Cleaner Wages/PAYE	395.10	395.10	395.10	395.10	395.10	395.10	395.10	395.10	395.10	395.10	395.10	395.10	4,741	Based on 8.5 hour @£10.69 per hour per week (SCP7 -1 year)
Employers NI	14.69	14.69	14.69	14.69	14.69	14.69	14.69	14.69	14.69	14.69	14.69	14.69	176	Based on 14% of qualifying earnings (depending on the chancellor!)
Employers Pension Contribution	38	38	38	38	38	38	38	38	38	38	38	38	453	3% on Gross
<b>Staffing Costs</b>	<b>1,310</b>	<b>1,310</b>	<b>1,310</b>	<b>1,310</b>	<b>1,310</b>	<b>1,310</b>	<b>1,310</b>	<b>1,310</b>	<b>1,310</b>	<b>1,310</b>	<b>1,310</b>	<b>1,310</b>	<b>15,725</b>	<b>Parish Clerk &amp; Responsible Finance Officer</b>
Microsoft Office 365	8	8	8	8	8	8	8	8	8	8	8	8	95	
Travel	8	8	8	8	8	8	8	8	8	8	8	8	90	Estimated Travel per month
Printing	12	12	12	12	12	12	12	12	12	12	12	12	144	Paper & Cartridges
Telephone	5	5	5	5	5	5	5	5	5	5	5	5	60	EE Mobile Contract
Postage	2	2	2	2	2	2	2	2	2	2	2	2	24	Stamps
Stationary	5	5	5	5	5	5	5	5	5	5	5	5	60	Envelopes, Paper: Folders, Dividers, stationary.
Homeworking Allowance	15	15	15	15	15	15	15	15	15	15	15	15	180	Statutory amount of £15 per month
File Storage Cost	100												100	Hire of storage for files in Hall
<b>Office &amp; Meeting Costs</b>	<b>154</b>	<b>54</b>	<b>54</b>	<b>54</b>	<b>54</b>	<b>54</b>	<b>54</b>	<b>54</b>	<b>54</b>	<b>54</b>	<b>54</b>	<b>54</b>	<b>753</b>	<b>Postage, Printing, Stationary, Telephone, Broadband &amp; Travel.</b>
Website Hosting Fee	7	7	7	7	7	7	7	7	7	7	7	7	82	Based on actual
Printing CCN	479	518	518	518		479	518	479	518		479	518	5,026	Based on 2022 rates plus 20% as confirmed by supplier.
<b>Advertising &amp; Promotion</b>	<b>486</b>	<b>525</b>	<b>525</b>	<b>525</b>	<b>7</b>	<b>486</b>	<b>525</b>	<b>486</b>	<b>525</b>	<b>7</b>	<b>486</b>	<b>525</b>	<b>5,108</b>	<b>Website &amp; CCN</b>
Insurance	1,721												1,721	Based on 2022 plus increase 25% Based on expected rebuild values increase
Buildings Revaluations	850												850	Quote from Sunderlands
Internal Audit		170											170	2022 plus £10 increase
External Audit					315			35					315	Based on current cost plus 5%
ICO Membership Fee													35	Actual
Annual Boiler Service													-	LSK Responsibility
Fire Extinguisher Inspections													-	LSK Responsibility
Fire Alarm Inspections													-	LSK Responsibility
Playground Inspection												130	130	Based on current cost plus 5%
<b>Insurance, Legal &amp; Professional Costs</b>	<b>2,571</b>	<b>170</b>	<b>-</b>	<b>-</b>	<b>315</b>	<b>-</b>	<b>35</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>130</b>	<b>3,221</b>	<b>Insurance, Audits &amp; Inspections.</b>
<b>Changing Room Costs</b>														
Electric	30	30	30	30	30	30	30	30	30	30	30	30	360	Based on current unit cost
Water Rates							45						90	Based on current cost and increased usage.
<b>Community Centre Costs</b>														
Waste Disposal	125			125									500	Based on current cost plus 5% increase
Electric	17	17	17	17	17	17	17	17	17	17	17	17	200	Based on current cost plus 5% increase
<b>Utility &amp; Waste Management Costs</b>	<b>172</b>	<b>47</b>	<b>47</b>	<b>172</b>	<b>47</b>	<b>92</b>	<b>47</b>	<b>172</b>	<b>47</b>	<b>47</b>	<b>47</b>	<b>217</b>	<b>1,149</b>	<b>Sulo Bin, Carpark Lights, Changing Room Electric &amp; Water.</b>
<b>Village Costs</b>														
Maintenance	72	90	108	251	90	484	36	125	36	36	90	358	1,774	99 hours from Maint Plan @ £16.50 per hour. (Plus CPI @ Oct 2022)
Materials	20	20	20	20	20	20	20	20	20	20	20	20	240	A general provision for materials needed for planned maintenance.
Clearing	33	33				33	33	33	33	33	33	33	293	1 hour linked to pitch hire @ £15 per hour: (Plus CPI @ Oct 2022)
Pitch Lining	25	25				25	25	25	25	25	25	25	225	Lining of Football Pitch every 2 games (paid at cost by team)
Hedge Cutting							1,188						1,188	Once per year plus safety cut at existing price plus 5%
Weed Control				335			335						670	Twice per year at existing price pending confirmation from supplier
Grass Cutting	84	619	619	619	619	619	619	84	84	84	84	84	4,214	Current cost plus 5% Apr-Oct plus provision for 2 extra cuts at the start and end of the season.
Churchyard Maintenance	100	100	100	100	100	100	100					100	800	To be agreed by resolution, based on current costs.
Tree Maintenance							500						500	Contingency
<b>Asset Management Costs</b>	<b>333</b>	<b>886</b>	<b>846</b>	<b>1,325</b>	<b>828</b>	<b>1,280</b>	<b>832</b>	<b>2,310</b>	<b>197</b>	<b>197</b>	<b>251</b>	<b>620</b>	<b>9,904</b>	<b>Grass, Hedge, Tree, Litter &amp; General Maintenance</b>
<b>Total Operating Costs</b>	<b>5,026</b>	<b>2,993</b>	<b>2,783</b>	<b>3,386</b>	<b>2,562</b>	<b>3,222</b>	<b>2,804</b>	<b>4,332</b>	<b>2,134</b>	<b>1,615</b>	<b>2,148</b>	<b>2,856</b>	<b>35,860</b>	
<b>Exceptional/Planned Costs</b>														
Charitable Grant Provision	3,000												3,000	Section 137(4)(a) of the L10 ment Act 1972 for local councils in England for 2022-23 is £8.62 per elector 1469 electors @ 1st sept 2022 = £12,957 limit plus RPI increase.
Family Fun Day	1,000												1,000	To be agreed by resolution, based on estimated need.
Credenhill Canter	500												500	To be agreed by resolution, based on estimated need.
Coronation Mugs	500												500	To be agreed by resolution, based on estimated need.
Credenhill Bloomers	500												500	To be agreed by resolution, based on estimated need.
Roman Park	5,000												5,000	(addition to reserve)
War memorial Improvement Fund	1,000												1,000	Additional to current reserve for Hard Surfacing
Hall/Club Fire Route/Path Improvements	10,000												10,000	to be fully costed
Hall Floor Refurbishment	5,000												5,000	last large item of the internal improvement project
Social Club - Replacement Windows	6,000												6,000	to be fully costed
Social Club - Replacement Fire Doors	10,000												10,000	to be fully costed
Shed Concrete Base - Resource Cntrre	1,000												1,000	to be fully costed
Raised Beds - Resource Centre	1,400												1,400	Cost of Sleepers
Asset Repairs & Renewals	2,500												2,500	To continue with repairs and maint. Schedule.
<b>Exceptional/Planned Costs</b>	<b>47,400</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>47,400</b>	
<b>Total Projected/Actual Costs</b>	<b>52,426</b>	<b>2,993</b>	<b>2,783</b>	<b>3,386</b>	<b>2,562</b>	<b>3,222</b>	<b>2,804</b>	<b>4,332</b>	<b>2,134</b>	<b>1,615</b>	<b>2,148</b>	<b>2,856</b>	<b>83,260</b>	
<b>Income</b>														
Precept	21,750					21,750							43,500	Retain the same precept as last year, so 0% increase; needs to adjusted to take into account the change in the tax base rate.
Rent	611	600	600	617	600	600	600	600	600	600	600	600	7,228	Assuming LSK Lease is agreed, Wayleave, Hall & Social Club.
Bank Interest	5	5	5	5	5	5	5	5	5	5	5	5	60	
CCN Adverts	110	100	150			600		230			130	80	1,400	Based on existing fees
Hire of Changing Rooms	95	95				95	95	95	95	95	95	95	855	Football/Hire of the changing rooms - 2 games per month in season.
<b>Total Income</b>	<b>22,571</b>	<b>800</b>	<b>755</b>	<b>622</b>	<b>605</b>	<b>23,050</b>	<b>700</b>	<b>930</b>	<b>700</b>	<b>700</b>	<b>830</b>	<b>780</b>	<b>53,043</b>	<b>30,217</b>
<b>Projected Reserves Bought Forward from 2022/23</b>														
Roman Park	9,606												9,606	
Road Safety Improvement Fund	41,000												41,000	
Culvert Repairs	29,185												29,185	To be reallocated by resolution - some already allocated to extra Resource
Roman Park Planning Fee	445												445	Centre costs (Legal Fees, Planning, Professional Fees.)
War Memorial Improvement Fund	1,000												1,000	
Repairs & Renewals	6,358												6,358	
Credenhill Bloomers Group	-												-	
<b>Projected Reserves B/F from 2021/22</b>	<b>87,595</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>87,595</b>	

**Notes:**

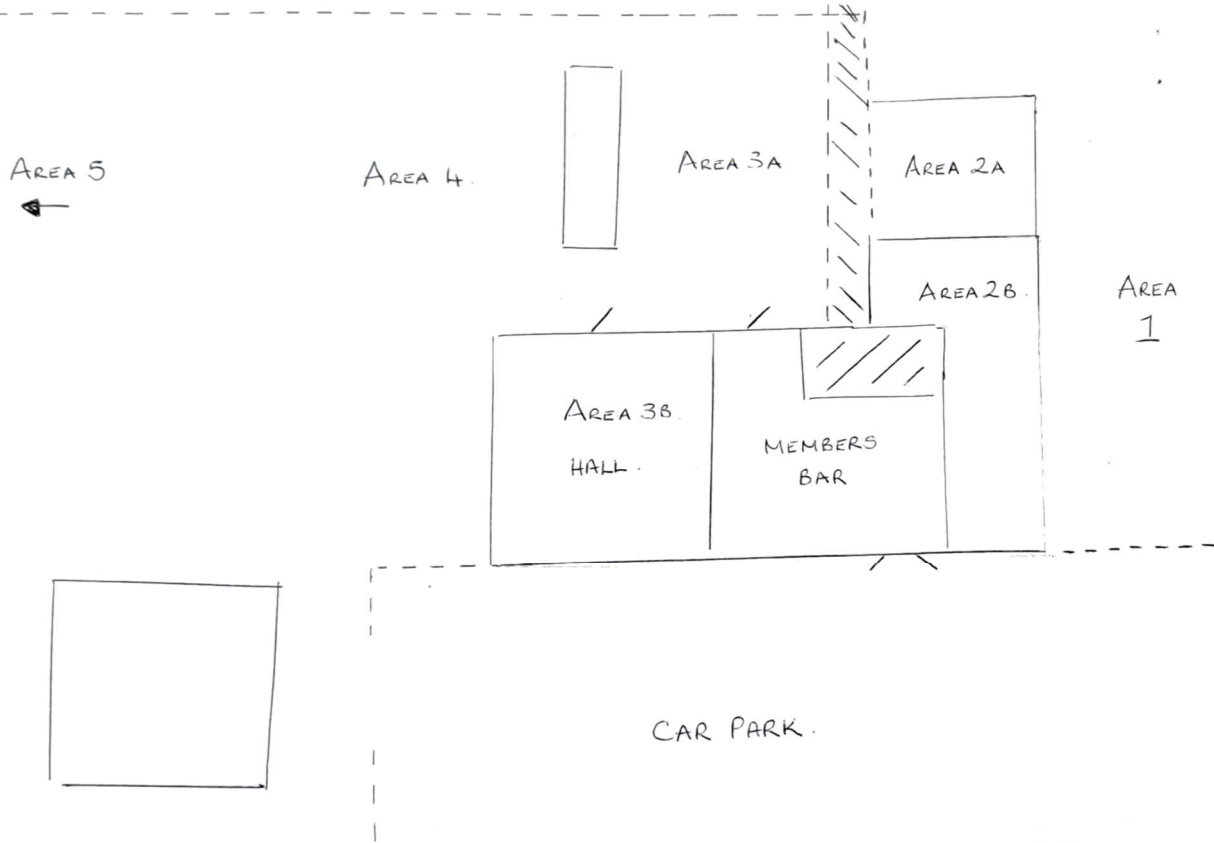
- 1 Items to be debated
- 2 Awaiting estimated cost from supplier
- 3 Pending publication of CPI Oct 22 (19/11/22)
- 4 Pending lease agreement
- 5 Significant Cost Increases
- 6 Principle of keeping the precept the same - to be debated/agreed
- 7 Amount to be moved from reserves to fund spending
- 8 CCN Advertising Fees to be reviewed due to increased printing costs





Appendix D – Family Fun Day 2023

Layout Diagram



# CREDENHILL PARISH COUNCIL



## Area 1 = Bridge Area

### Toddler Area

#### Gazebos

Harris Fencing (Health & Safety) Hire £20.00

Ball Poll

Duplo Play

Play Tent

Soft Play Hire £65.00

Push & Ride Toys Hire £20.00

Sandpit Area Purchase £25.00

## Area 2A Skittle Alley

### Giant Games

Giant Connect 4

Hopscotch

Giant Nought & Crosses

Giant Snakes & Ladders

Giant Ludo

Giant Jenga Hire £15.00

## Area 2B Skittle Alley

### Crafts etc

Glitter Tattoos Purchase £10.00

Hair Braids Purchase £20.00

Crafts Purchase £50.00

## CREDENHILL PARISH COUNCIL



Members Bar

<b>Raffle</b> – Club fund raiser – previous years =	Income £300.00
<b>Treasure Hunt &amp; Quiz</b>	Purchase £20.00

Area 3A Hall

### **Inflatable Kingdom**

Mini Mega Slide	Hire £140.00
Pillow Bash	Hire £100.00
Bouncy Castle	Hire £65.00

Area 3B Hall

### **Inflatable Kingdom**

35ft Adventure Run Through	Hire £150.00
Twist Air	Hire £60.00
Boom Balloon Blaster	Hire £70.00
Staffing 2x5 Hours	Hire £150.00

Area 4 Café

### **Four Man Climbing Wall**

### **Caving Unit**

Quoted Combined Price	Hire £1500.00
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## CREDENHILL PARISH COUNCIL



Area 4/5 Café

### Challenge Area

Beat The Buzzer	Hire £40.00
Test Your Strength	Hire £80.00
Hoopla	Purchase £20.00

Area 5 South of Cafe

Hereford Bowman – Archery Training & Tasters

Total Costs

Megabounce	£910.00 after discount
Higher Events	£1500.00
Miscellaneous	£165.00
£2575	

Funds required approximately £2250