



Minutes of the meeting of Messing Cum Inworth Parish Council held on Tuesday 19 December 2023 at Messing Village Hall commencing 7.30pm

**PRESENT**

<b>Chairman</b>	Councillor R Suckling	Yes
<b>Councillors</b>	Councillor A Harding	No
	Councillor Mrs J Hughes	Yes
	Councillor J Longman	Yes
	Councillor R Strudwick	No
	2 VACANT SEATS	

**IN ATTENDANCE** Clerk to the Council and one member of the public

- 1 220/23 **APOLOGIES** were received from Councillor A Harding and Councillor R Strudwick. It was agreed to approve these absences.
- 2 221/23 **DECLARATIONS OF INTEREST:** Nil
- 3 222/23 **MINUTES** - Nil
- 4 223/23 **PUBLIC PARTICIPATION**
  - a) **RECEIVE** reports from City and County Councillors - Nil
  - b) **RECEIVED** - Summary of Orchard finances, request for consideration of grant funding towards purchase of new lawn mower for Friends of Messing Church.
- 5 224/23 **PLANNING**
  - a) The following application was **CONSIDERED** - 232752 Brook Farm, Kelvedon Rd, Messing, CO5 9TA - Demolish existing bungalow, construct new 4 bed chalet bungalow with double garage (resubmission of approved Application 202074). It was proposed by Councillor R Suckling, seconded by Councillor Mrs J Hughes and agreed to **RECOMMEND APPROVAL**.
- 6 225/23 **PARISH MATTERS**
  - a) Parish Plan - final draft **RECEIVED**. Communications - newsletter, website links to community groups, activities/events, signposting services. Enquire about submission of Parish Plan to City Council.
  - b) Highways - A12/A120 widening, 20's Plenty - Nil
  - c) Outdoor spaces - (1) Maintenance - damaged sign at T junction School Road from Tiptree, report to CCC Highways; (2) Spring Clean & Litter Pick - to be arranged in the new year; (3) Spring walk - contact CCC zone warden, request plastic bags with hoops & collection; (4) Play area RoSPA training, weekly reports; follow up broken frame to play equipment.
  - d) Assets - Orchard grant funding - *Cllr Strudwick*. Allotments - to enquire about water tap protection in freezing weather. Clerk to liaise with Allotment Association and follow up vacant plot. Cllr Mrs Hughes is undertaking monthly inspections and will forward information to the Clerk.
- 7 226/23 **CLERK'S REPORT** - update on .gov.uk emails, website, cloud based storage - to enquire about costs.
- 8 227/23 **FINANCE**
  - a) **RECEIVED** RFO report (previously circulated)
  - b) Outstanding invoice CEPC0123 clerk secondment - **DEFERRED** - to check timesheets against payslips.
  - c) It was **RESOLVED** to switch to Unity Trust Bank proposed by Cllr Suckling, seconded by Cllr Mrs Hughes and agreed. *Authorised bank signatories - Cllr Suckling, Cllr Harding, Cllr Mrs Hughes, Cllr Strudwick.*
  - d) **CONFIRMED** Bank Reconciliation 01 Apr-30 Nov 23 - signed by Cllr Mrs Hughes, all agreed.
  - e) Accounts for Payment were **RECEIVED** and **APPROVED** signed by Cllr Mrs Hughes, all agreed. Cheques counter-signed by Cllr Suckling and Cllr Longman.
  - f) **CONSIDER** updates to 2023/24 budget, draft 2024/25 budget, precept *deadline 25.01.24* - **DEFERRED**
  - g) **CONSIDER** grant funding - Friends of Messing Church new lawn mower, Orchard - *Cllr Strudwick*
- 9 228/23 **GOVERNANCE - CONSIDER**
  - a) Updates to policies and procedures, LGA Code of Conduct and Register of Interests - **DEFERRED**
  - b) Risk Assessment - review effectiveness of internal control systems and processes, record Statement of Internal Control in preparation for interim Internal Audit by February 2024 - **DEFERRED**



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c) Committee appointments - to formalise Orchard Committee within Council structure.

10 229/23 **BRIEF REPORTS OF MEMBERS**

Matters for forthcoming Agenda - Cllr Longman noted damaged pavements outside Cobb cottage.

11 230/23 **NEXT MEETING**

Tuesday 16 January 2024 Messing Village Hall 7.30pm

*Member of the public left the meeting*

12 231/23 **PERSONNEL MATTERS** It was **RESOLVED** pursuant to s1(2) Public Bodied (Admission to Meetings) Act 1960 for the public and press to leave the meeting due to the confidential nature of business to be transacted, proposed by Cllr Mrs Hughes, seconded by Cllr Longman and agreed.

- a) It was **RESOLVED** to appoint the new clerk and engage Payroll Services, proposed by Cllr Mrs Hughes, seconded by Cllr Longman and agreed. Contracts were duly signed by the Chairman.
- b) It was **RESOLVED** that the Parish Council will participate in the Local Government Pension Scheme operated by Essex County Council on behalf of all employees effective from 01 December 2023; notice of this intention has been published on notice boards and the website, proposed by Cllr Suckling, seconded by Cllr Mrs Hughes and agreed.
- c) Personnel issues relating to previous employee - recent correspondence was **RECEIVED** and **NOTED**. The laptop and mobile phone have been returned. There was insufficient time to consider timesheets presented at the meeting. It was **RESOLVED** to (1) approve Council correspondence dated 10.11.23 termination notification and subsequent communications; (2) write further seeking recovery of Parish records; (3) consider advisement on final pay settlement, proposed by Cllr Suckling, seconded by Cllr Mrs Hughes and agreed.

There being no further business, the meeting closed at 21.50

**Reconciliation of Accounts April-November 2023**

INCOME - APRIL 2023					
Date	Payor	Description	Net £	VAT £	Gross £
03.04.23	MCI PC	Clerk secondment (CEPC)	1674.58	0.00	1674.58
04.04.23	MCI PC	Unpaid CHQ (200051)	-1674.58	0.00	-1674.58
05.04.23	CBC	Precept & Revenue Grant	13,219.00	0.00	13,219.00
11.04.23	C Bell	Orchard T show	61.70	0.00	61.70
17.04.23	Moore BM	Welton Plot 9	20.00	0.00	20.00
19.04.23	Etheridge	Overpayment refund	2.50	0.00	2.50
24.04.23	MCI PC	Staff salary (Aug 22-Mar 23)	5,941.90	0.00	5,941.90
24.04.23	MCI PC	Unpaid CHQ (200075)	-5,941.90	0.00	-5,941.90
		<b>Total</b>	<b>13,303.20</b>	<b>0.00</b>	<b>13,303.20</b>
EXPENDITURE - APRIL 2023					
Date	Payee	Description	Net £	VAT £	Gross £
06.04.23	EE Limited	Mobile	4.55	0.91	5.46
20.04.23	DJ Smith	Village green cut CHQ 200054	275.00	0.00	275.00
		<b>Total</b>	<b>279.55</b>	<b>0.91</b>	<b>280.46</b>
INCOME - May 2023					
Date	Payor	Description	Net £	VAT £	Gross £
22.05.23	MCI PC	Staff Salary	5,941.90	0.00	5,941.90
22.05.23	MCI PC	unpaid CHQ 200080	-5941.90	0.00	-5941.90
		<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
EXPENDITURE - May 2023					
Date	Payee	Description	Net £	VAT £	Gross £
03.05.23	Staff	Clerk secondment CHQ 200077	1698.58	0.00	1,698.58
05.05.23	FOMC	Grant donation CHQ 200078	350.00	0.00	350.00
09.05.23	EE Limited	Mobile phone - direct debit	5.20	1.04	6.24
31.05.23	DA Page	Orchard cut (Dec) CHQ 200053	90.00	0.00	90.00
		<b>Total</b>	<b>2143.78</b>	<b>1.04</b>	<b>2,144.82</b>
INCOME - June 2023					
Date	Payor	Description	Net £	VAT £	Gross £
05.06.23	Barclays Bank	Interest	25.61	0.00	25.61
		<b>Total</b>	<b>25.61</b>	<b>0.00</b>	<b>25.61</b>
EXPENDITURE - June 2023					
Date	Payee	Description	Net £	VAT £	Gross £
06.06.23	EE Limited	Mobile phone	5.20	1.04	6.24
06.06.23	Staff	Salary (Aug 22-Mar 23) CHQ 200082	5941.90	0.00	5,941.90
06.06.23	Staff	Salary (Apr) CHQ 200087	829.79	0.00	829.79
21.06.23	JC Services	Grounds maintenance CHQ 200083	200.00	0.00	200.00
21.06.23	Narkedesign	Website host CHQ 200084	150.00	0.00	150.00
26.06.23	Staff	Salary (May 23) CHQ 200092	738.98	0.00	738.98
		<b>Total</b>	<b>7865.87</b>	<b>1.04</b>	<b>7,866.91</b>



# Messing Cum Inworth Parish Council

## COUNCIL MEETING 19 DECEMBER 2023



INCOME - July 2023					
Date	Payor	Description	Net £	VAT £	Gross £
19.07.23	C Bell	Orchard Summer	111.25	0.00	111.25
<b>Total</b>			<b>111.25</b>	<b>0.00</b>	<b>111.25</b>

EXPENDITURE - July 2023					
Date	Payee	Description	Net £	VAT £	Gross £
07.07.23	EE Limited	Mobile	5.20	1.04	6.24
07.07.23	Staff	Clerk secondment CHQ 200085	1225.65	0.00	1225.65
24.07.23	Push Energy	Refund overpayment CHQ 200093	1250.00	0.00	1250.00
25.07.23	LB	Orchard event CHQ 200060 (248.00)	248.99	0.00	248.99
<b>Total</b>			<b>2729.84</b>	<b>1.04</b>	<b>2730.88</b>

INCOME - August 2023					
<b>Total</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

EXPENDITURE - August 2023					
Date	Payee	Description	Net £	VAT £	Gross £
02.08.23	CALC	Membership CHQ 200089	35.00	0.00	35.00
07.08.23	EE Limited	Mobile	5.20	1.04	6.24
10.08.23	JC Services	Grounds maintenance CHQ 200059	340.00	0.00	340.00
15.08.23	JC Services	Grounds maintenance CHQ 200057	140.00	0.00	140.00
15.08.23	EALC	Membership CHQ 200091			133.18
22.08.23	JC Services	Orchard grass cut CHQ 200056	280.00	0.00	280.00
<b>Total</b>			<b>800.20</b>	<b>1.04</b>	<b>934.42</b>

INCOME - September 2023					
Date	Payor	Description	Net £	VAT £	Gross £
04.09.23	Barclays Bank	Interest	32.99	0.00	32.99
05.09.23	C Bell	Orchard Tiptree S	59.70	0.00	59.70
06.09.23	Colchester City Council	Precept & Revenue Grant	13,219.00	0.00	13,219.00
29.09.23	S Warren	Plot 5	50.00	0.00	50.00
29.09.23	R MacLean	Plot 4	50.00	0.00	50.00
<b>Total</b>			<b>13,411.69</b>	<b>0.00</b>	<b>13,411.69</b>

EXPENDITURE - September 2023					
Date	Payee	Description	Net £	VAT £	Gross £
06.09.23	EE Limited	Mobile	5.20	1.04	6.24
26.09.23	R Strudwick	Orchard trees CHQ 200094			52.00
26.09.23	R Strudwick	Orchard trees CHQ 200095			39.90
<b>Total</b>			<b>5.20</b>	<b>1.04</b>	<b>98.14</b>

INCOME - October 2023					
Date	Payor	Description	Net £	VAT £	Gross £
02.10.23	Baxter CA	Plot 2 & 7a	75.00	0.00	75.00
02.10.23	Etheridge	Plot 11	50.00	0.00	50.00
02.10.23	Messing Allotment Association	Plot 7b Community	25.00	0.00	25.00
06.10.23	M Tonge	Plot 1	50.00	0.00	50.00
09.10.23	Moore BM	Welton Plot 9	50.00	0.00	50.00
13.10.23	Doyle	Plot 6	50.00	0.00	50.00
13.10.23	T Bewers	Allotment	50.00	0.00	50.00
16.10.23	C Addington	Allotment	50.00	0.00	50.00
19.20.23	Barclays Bank	Interest	21.10	0.00	21.10
26.10.23	MCI PC	Staff Salary (Sept)	787.19	0.00	787.19
26.10.23	MCI PC	returned CHQ 200104	-787.19	0.00	-787.19
31.10.23	Barclays Bank	Interest	5.69	0.00	5.69
<b>Total</b>			<b>426.79</b>	<b>0.00</b>	<b>426.79</b>

EXPENDITURE - October 2023					
Date	Payee	Description	Net £	VAT £	Gross £
04.10.23	Staff	Salary (Jun) CHQ 200102	829.85	0.00	829.85
09.10.23	EE Limited	Mobile	5.20	1.04	6.24
16.10.23	P Sunberg	Bus Shelter Roof CHQ 200101	300.00	0.00	300.00
24.10.23	J Stobart	Internal Audit CHQ 200097	250.00	0.00	250.00
25.10.23	Staff	Salary (Jul) CHQ 200098	956.72	0.00	956.72
30.10.23	Staff	Salary (Aug) CHQ 200099	746.08	0.00	746.08
<b>Total</b>			<b>3087.85</b>	<b>1.04</b>	<b>3,088.89</b>

INCOME - November 2023					
Date	Payor	Description	Net £	VAT £	Gross £
02.11.23	P Baxter	Halls	50.00	0.00	50.00
<b>Total</b>			<b>50.00</b>	<b>0.00</b>	<b>50.00</b>

EXPENDITURE - November 2023					
Date	Payee	Description	Net £	VAT £	Gross £
06.11.23	EE Limited	Mobile	5.20	1.04	6.24
29.11.23	Friends of Messing Church	Grant donation CHQ 200106	125.00	0.00	125.00
<b>Total</b>			<b>130.20</b>	<b>1.04</b>	<b>131.24</b>

MONTHLY RECONCILIATION	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER
Opening Cash Book	£ 34,523.48	£ 47,546.22	£ 45,401.40	£ 37,560.10	£ 34,940.47	£ 34,006.05	£ 47,319.60	£ 44,657.50
Income	£ 13,303.20	£ -	£ 25.61	£ 111.25	£ -	£ 13,411.69	£ 426.79	£ 50.00
Expenditure	£ 280.46	£ 2,144.82	£ 7,866.91	£ 2,730.88	£ 934.42	£ 98.14	£ 3,088.89	£ 131.24
Closing Cash Book Balance	£ 47,546.22	£ 45,401.40	£ 37,560.10	£ 34,940.47	£ 34,006.05	£ 47,319.60	£ 44,657.50	£ 44,576.26

Reconciled to Bank Statement								
Barclays Community Account	£ 35,260.76	£ 33,115.94	£ 25,249.03	£ 22,629.40	£ 21,694.98	£ 34,975.54	£ 32,286.65	£ 32,205.41
Barclays Reserve Account	£ 12,285.46	£ 12,285.46	£ 12,311.07	£ 12,311.07	£ 12,311.07	£ 12,344.06	£ 12,370.85	£ 12,370.85
<b>Total Closing Bank Statements (B)</b>	<b>£ 47,546.22</b>	<b>£ 45,401.40</b>	<b>£ 37,560.10</b>	<b>£ 34,940.47</b>	<b>£ 34,006.05</b>	<b>£ 47,319.60</b>	<b>£ 44,657.50</b>	<b>£ 44,576.26</b>



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PAYMENTS APPROVED - DECEMBER 2023

Payee	Description	Net £	VAT £	Gross £
Staff	Salary & Expenses (Sept) CHQ 200108	787.19	0.00	787.19
Staff	Salary & Expenses (Dec) CHQ 200112	700.64	0.00	700.64
JC Services	Orchard & Allotment Grounds Maintenance CHQ 200109	400.00	0.00	400.00
RCCE	Membership (23/24) CHQ 200110	44.00	8.80	52.80
Gallagher	Insurance (23/24) CHQ 200105	636.13	0.00	636.13
EE Limited	Mobile - Direct Debit	5.20	1.04	6.24

BUDGET REVIEW 2023/24

EXPENDITURE	Budget	Actual Apr-Nov	Balance 01-Dec	Final cost Projection	Budget Variance
<b>Administration</b>					
Staff Salaries	£8,286.50	£3,781.42	£4,505.08	£6,802.69	£1,483.81
Staff salaries (Aug 22-Mar 23)	£0.00	£5,941.90	£-5,941.90	£5,941.90	£-5,941.90
Locum Salary (2022) (incl. PAYE & Pension)	£0.00	£2,924.23	£-2,924.23	£5,039.43	£-5,039.43
PAYE (incl. staff deductions)	£538.50	£0.00	£538.50	£748.56	£-210.06
Pension (incl. staff deductions)	£0.00	£0.00	£0.00	£1,097.20	£-1,097.20
Payroll Fees	£0.00	£0.00	£0.00	£70.00	£-70.00
Audit Fees (IA, EA)	£250.00	£250.00	£0.00	£700.00	£-450.00
Insurance	£650.00	£0.00	£650.00	£636.13	£13.87
Legal costs	£2,700.00	£0.00	£2,700.00	£0.00	£2,700.00
Professional subscriptions	£800.00	£168.18	£631.82	£212.18	£587.82
Training	£800.00	£0.00	£800.00	£0.00	£800.00
Travel	£175.00	£0.00	£175.00	£115.00	£60.00
Office - expenses (incl. WFHA)	£1,068.00	£360.95	£707.05	£668.00	£400.00
Office - equipment	£800.00	£0.00	£800.00	£0.00	£800.00
Elections	£150.00	£0.00	£150.00	£0.00	£150.00
IT Services/Communications	£600.00	£150.00	£450.00	£150.00	£450.00
Additional budget	£1,000.00	£0.00	£1,000.00	£0.00	£1,000.00
VAT	£0.00	£8.19	£-8.19	£377.89	£-377.89
<b>Subtotal</b>	<b>£17,818.00</b>	<b>£13,584.87</b>	<b>£4,233.13</b>	<b>£22,558.98</b>	<b>£-4,740.98</b>
<b>Outside Spaces</b>					
Grass cut & tree maintenance - Parish	£1,450.00	£655.00	£795.00	£950.00	£500.00
Grounds maintenance - Parish	£150.00	£0.00	£150.00	£50.00	£100.00
Grass cut & tree maintenance - Orchard	£700.00	£370.00	£330.00	£600.00	£100.00
Grounds maintenance - Orchard	£150.00	£0.00	£150.00	£50.00	£100.00
New trees - Orchard (capital)	£350.00	£91.90	£258.10	£91.90	£258.10
Grass cut - Allotments	£370.00	£140.00	£230.00	£280.00	£90.00
Grounds maintenance - Allotments	£150.00	£160.00	£-10.00	£200.00	£-50.00
Utilities - Allotments (water)	£150.00	£0.00	£150.00	£0.00	£150.00
General maintenance - Parish	£1,150.00	£300.00	£850.00	£450.00	£700.00
General maintenance - Orchard	£150.00	£0.00	£150.00	£0.00	£150.00
General maintenance - Allotments	£150.00	£0.00	£150.00	£0.00	£150.00
Defibrillator - replacement costs	£500.00	£0.00	£500.00	£0.00	£500.00
Parish Notice Boards & Signage	£750.00	£0.00	£750.00	£0.00	£750.00
<b>Subtotal</b>	<b>£6,170.00</b>	<b>£1,716.90</b>	<b>£4,453.10</b>	<b>£2,671.90</b>	<b>£3,498.10</b>
<b>Play Areas</b>					
Safety Inspections (weekly, annual)	£420.00	£0.00	£420.00	£0.00	£420.00
Maintenance	£500.00	£0.00	£500.00	£0.00	£500.00
New Play Equipment	£500.00	£0.00	£500.00	£0.00	£500.00
<b>Subtotal</b>	<b>£1,420.00</b>	<b>£0.00</b>	<b>£1,420.00</b>	<b>£0.00</b>	<b>£1,420.00</b>
<b>Grants</b>					
Grant - Friends of Messing Church	£0.00	£475.00	£-475.00	£475.00	£-475.00
Grant - Orchard	£0.00	£248.99	£-248.99	£500.00	£-500.00
Grant s137	£500.00	£0.00	£500.00	£0.00	£500.00
<b>Subtotal</b>	<b>£500.00</b>	<b>£723.99</b>	<b>£-223.99</b>	<b>£975.00</b>	<b>£-475.00</b>
<b>Total Expenditure</b>	<b>£25,908.00</b>	<b>£16,025.76</b>	<b>£9,882.24</b>	<b>£26,205.88</b>	<b>£-297.88</b>
<b>INCOME</b>	<i>Budget</i>	<i>Received</i>	<i>Outstanding</i>	<i>Projected</i>	<i>Variance</i>
Reserve Account Interest	£0.00	£85.39	[£167.76]	£253.15	£253.15
Orchard	£0.00	£225.15	[TBC]	£450.00	£450.00
Allotments	£492.00	£550.00	[TBC]	£600.00	£108.00
Grants - other (2 x 511)	£0.00	£1,022.00	[TBC]	[TBC]	[£1,022.00]
Revenue & LCTS Grant	£864.00	£864.00	£0.00	£864.00	£0.00
Push Energy refund	£0.00	£-1,250.00	£0.00	£-1,250.00	£-1,250.00
VAT refund	£0.00	£0.00	[£2,706.44]	£2,706.44	£2,706.44
<b>Subtotal Income</b>	<b>£1,356.00</b>	<b>£1,496.54</b>	<b>[£2,874.20]</b>	<b>£3,623.59</b>	<b>£2,267.59</b>
<b>Precept</b>	<i>Budget</i>	<i>Received</i>	<i>Outstanding</i>	<i>Projected</i>	<i>Variance</i>
	£24,552.00	£24,552.00	£0.00	£24,552.00	£0.00
<b>Subtotal Precept Income</b>	<b>£24,552.00</b>	<b>£24,552.00</b>	<b>£0.00</b>	<b>£24,552.00</b>	<b>£0.00</b>
<b>Total Income</b>	<b>£25,908.00</b>	<b>£26,048.54</b>		<b>£28,175.59</b>	