



Minutes of the meeting of Messing Cum Inworth Parish Council held on Thursday 04 January 2024 at Messing Village Hall commencing 1.30pm

**PRESENT**

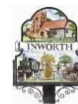
<b>Chairman</b>	Councillor R Suckling	Yes
<b>Councillors</b>	Councillor A Harding	Yes
	Councillor Mrs J Hughes	Yes
	Councillor J Longman	Yes
	Councillor R Strudwick	Yes
	2 VACANT SEATS	

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

- 1 01/24 **APOLOGIES:** Nil
- 2 02/24 **DECLARATIONS OF INTEREST:** Nil
- 3 03/24 **MINUTES** - on proposal of Councillor R Suckling, seconded by Councillor Mrs J Hughes, it was **RESOLVED** to approve the minutes presented of the meeting held on Tuesday 19 December 2023 as a true record, agreed by all and duly signed by the chairman.
- 4 04/24 **PUBLIC PARTICIPATION** - (1) pruning course postponed; (2) Orchard committee structure - to be considered at the next Council meeting; (3) publication of finances and minutes - website to be updated.
- 5 05/24 **CLERK'S REPORT** - meeting with internal auditor picked up discrepancy with opening cashbook figure due to inaccurate recording of cheque payments carried over from 22/23, this has now been corrected.
- 6 06/24 **FINANCE**
  - a) RFO report - VAT reclaim to 31.12.23 to be submitted. Interim internal audit of accounts currently being undertaken - to follow up cheque errors carried over from 22-23 audit.
  - b) **RESOLVE** payment of invoice CEPC0123 £2115.20 for outstanding 22/23 clerk secondment liabilities - **DEFERRED** - to check contract details.
  - c) Transfer to Unity Trust Bank - it was **RESOLVED** to approve the draft letter and updated Standing Orders as presented, proposed by Cllr Suckling, seconded by Cllr Mrs Hughes and agreed.
  - d) **RECEIVE** and **APPROVE** Bank Reconciliation as at 31 December 2023 - **RESOLVED** proposed and signed by Cllr Mrs Hughes, seconded and signed by Councillor R Strudwick and agreed.
  - e) It was **RESOLVED** to approve payments presented, proposed and signed by Cllr Mrs Hughes, seconded and signed by Councillor R Strudwick and agreed.
  - f) On proposal of Councillor A Harding, seconded by Cllr Suckling, it was **RESOLVED** to approve 2024/25 budget and precept requirement as presented, agreed by all.
- 7 07/24 **GOVERNANCE** - updated Standing Orders considered and approved (06/24) above.
- 8 08/24 **BRIEF REPORTS OF MEMBERS** Matters for forthcoming Agenda - follow up damaged pavements outside Cobb cottage, update website, spring walk, car park, outstanding Orchard payments, MIAG update, Orchard accounts/minutes, Santa event risk assessment, Orchard committee structure and terms of reference, ICO registration, dog bins.
- 9 09/24 **NEXT MEETING** - Tuesday 16 January 2024, Messing Village Hall, 7.30pm.  
*Member of the public left the meeting*
- 10 10/24 **PERSONNEL MATTERS**  
It was **RESOLVED** pursuant to s1(2) Public Bodies (Admission to Meetings) Act 1960 for the public and press to leave the meeting due to the confidential nature of the business to be transacted, proposed by Cllr Mrs Hughes, seconded by Councillor J Longman and agreed.  
Personnel issues relating to previous employee - no further correspondence received. SSP and timesheets were considered. The ICO has advised potential loss and disclosure of confidential information is deemed a security incident. Council is required to take steps to retrieve missing data and inform current employer. It was **RESOLVED** to (1) write to current employer to seek assistance investigating the security incident; (2) write to inform former employee; (3) approve payment of SSP and review timesheets further - proposed by Cllr Harding, seconded by Cllr Suckling and agreed.  
There being no further business, the meeting closed at 15.29.



Messing Cum Inworth Parish Council  
COUNCIL MEETING  
04 JANUARY 2024



Reconciliation of Accounts as at 31 December 2023

INCOME - DECEMBER 2023					
Date	Payor	Description	Net £	VAT £	Gross £
04.12.23	Barclays Bank	Reserve Account Interest	16.23	0.00	16.23
18.12.23	CB	Orchard	270.34	0.00	270.34
<b>Total</b>			<b>286.57</b>	<b>0.00</b>	<b>286.57</b>

EXPENDITURE - DECEMBER 2023					
Date	Payee	Description	Net £	VAT £	Gross £
27.12.23	Staff	Salary & Expenses (Dec) CHQ	700.64	0.00	700.64
11.12.23	Gallagher	Insurance (23/24) CHQ	636.13	0.00	636.13
07.12.23	EE Limited	Mobile - Direct Debit	5.20	1.04	6.24
<b>Total</b>			<b>1,341.97</b>	<b>1.04</b>	<b>1,343.01</b>

MONTHLY RECONCILIATION	NOVEMBER	DECEMBER
Opening Cash Book	£ 44,657.50	£ 44,567.26
Income	£ 50.00	£ 286.57
Expenditure	£ 131.24	£ 1,343.01
Closing Cash Book Balance	£ 44,576.26	£ 43,519.82

Reconciled to Bank Statement		
Barclays Community Account	£ 32,205.41	£ 31,132.74
Barclays Reserve Account	£ 12,370.85	£ 12,387.08
<b>Total Closing Bank Statements (B)</b>	<b>£ 44,576.26</b>	<b>£ 43,519.82</b>

PAYMENTS FOR APPROVAL					
Payee	Description	Net £	VAT £	Gross £	
CEPC	Clerk Secondment INV CEPC0123	2,115.20	0.00	2,115.20	
Staff	Salary & Expenses (Jan)	700.64	0.00	700.64	
PKF Littlejohn LLP	External Audit fees (22/23) INV SB20232768	210.00	42.00	252.00	
DJ Smith	Grass cutting village green (Mar-Oct) INV 1108	387.50	0.00	387.50	
Wicksteed Leisure Ltd	Play equipment replacement parts INV 824028	451.48	90.30	541.78	

BUDGET 2023/24					
EXPENDITURE	Budget	Actual	Balance	Final cost	Budget
		Apr-Dec	01-Jan	Projection	Variance
<b>Administration</b>					
Staff Salaries	£8,286.50	£4,556.06	£3,730.44	£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	£250.00	£250.00	£0.00	£700.00	£-450.00
Insurance	£650.00	£636.13	£13.87	£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	£392.15	£675.85	£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	£9.23	£-9.23	£377.89	£-377.89
<b>Subtotal</b>	<b>£17,818.00</b>	<b>£15,027.88</b>	<b>£2,790.12</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>	<b>Budget</b>	<b>Received</b>	<b>Outstanding</b>	<b>Projected</b>	<b>Variance</b>
Reserve Account Interest	£0.00	£101.62	[£121.44]	£223.06	£223.06
Orchard	£0.00	£525.49	[TBC]	£600.00	£600.00
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



# Messing Cum Inworth Parish Council

## COUNCIL MEETING

04 JANUARY 2024



Push Energy (2022) reimbursement	£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>[£2,827.88]</b>	<b>£3,743.50</b>	<b>£2,387.50</b>
<b>Precept</b>	<b>£24,552.00</b>	£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>£28,295.50</b>	

### RESERVES

<b>Reserve Account</b>	<b>£12,387.08</b>
Transfer	£20,000.00
Q4 Interest (est.)	£121.44
<b>Subtotal</b>	<b>£32,508.52</b>
<b>General Reserves</b>	<b>£21,308.52</b>
(year-end forecast)	-Subtotal <b>£21,308.52</b>
<b>Earmarked Reserves</b>	
Office Equipment	£1,000.00
Personnel (incl. FOI requests)	£1,400.00
Elections	£1,000.00
Parish Plan	£1,000.00
Parish notice boards & signage	£2,000.00
Play Areas (capital)	£2,000.00
Community Grants (s137 limit £2,869.77)	£2,800.00
<b>Subtotal</b>	<b>£11,200.00</b>
(year end forecast)	<b>Total Reserves</b> <b>£32,508.52</b>

### SUMMARY BUDGET REVIEW 2023/24

<b>INCOME (projected)</b>	
Precept from CCC	£24,552.00
Grant from CCC	£864.00
VAT Refund	£2,706.44
Interest	£223.06
Push Energy (2022) refund	-£1,250.00
Orchard	£600.00
Allotments	£600.00
<b>Totals</b>	<b>£28,295.50</b>
<b>EXPENDITURE (projected)</b>	
Staff costs (incl. 22-23 costs £10,981.33)	£19,629.78
Administration	£2,551.31
Grants	£975.00
Open Spaces - grass cutting	£1,830.00
Open Spaces - other costs	£841.90
VAT	£377.89
<b>Totals</b>	<b>£28,205.88</b>

### BUDGET FORECAST 2024/25

#### EXPENDITURE

<b>Administration</b>	
Staff Salaries	£11,500.00
PAYE	£400.00
Pension Contributions	£2,900.00
Payroll Fees	£150.00
Audit Fees	£800.00
Insurance	£800.00
Professional subscriptions	£900.00
Travel	£400.00
Office Expenses	£950.00
Hall Hire	£400.00
IT Services/communications	£800.00
Bank Charges	£100.00
<b>Subtotal</b>	<b>£20,100.00</b>
<b>Property and Footpaths</b>	
Grass cut, tree & grounds maintenance	£1,000.00
General maintenance	£900.00
<b>Subtotal</b>	<b>£1,900.00</b>
<b>Play Areas</b>	
Safety Inspections (weekly/annual)	£1,500.00
Maintenance	£500.00
<b>Subtotal</b>	<b>£2,000.00</b>
<b>Allotments</b>	
Grass cut, tree & grounds maintenance	£500.00
Utilities - water, electricity	£200.00
General maintenance	£150.00
<b>Subtotal</b>	<b>£850.00</b>
<b>Orchard</b>	
Grass cut, tree & grounds maintenance	£2,050.00
General maintenance	£150.00
<b>Subtotal</b>	<b>£2,200.00</b>
<b>Total Expenditure</b>	<b>£27,050.00</b>

#### RESERVES

<b>Reserves Account</b>	<b>£32,538.61</b>
Transfer (precept)	£10,000.00
Q1 Interest	£159.00
Transfer (running costs)	-£4,000.00
Q2 Interest	£144.00
Transfer (precept)	£10,000.00
Q3 interest	£183.15
Q4 interest	£183.84
<b>Subtotal</b>	<b>£49,208.60</b>
<b>General Reserves</b>	<b>£26,708.60</b>
(year-end projection)	<b>Subtotal</b> <b>£26,708.60</b>
<b>Earmarked Reserves</b>	
Office Equipment	£1,000.00
Personnel (incl. FOI requests)	£2,400.00
Training (incl. RoSPA)	£2,000.00
Civic Allowance	£300.00
Parish Plan	£1,000.00
Parish notice boards, signage	£2,000.00
Play Equipment (capital)	£5,000.00
Orchard new trees/equipment (capital)	£700.00
Community Grants (s137 limit £3,124.09)	£3,100.00
Election costs	£2,000.00
Legal costs	£2,000.00
Defibrillator	£1,000.00
<b>Subtotal</b>	<b>£22,500.00</b>
(year-end projection)	<b>Total Reserves</b> <b>£49,208.60</b>

#### INCOME

Precept from CCC	£24,986.00
LCTS & Revenue Grant	£864.00
Orchard	£600.00
Allotments	£600.00
<b>Totals</b>	<b>£27,050.00</b>

#### EXPENDITURE

Staff costs	£14,800.00
Administration	£5,300.00
Open Spaces - grass cutting	£3,550.00
Open Spaces - other costs	£1,400.00
Play Areas	£2,000.00
<b>Totals</b>	<b>£27,050.00</b>

#### INCOME

LCTS & Revenue Grant	£864.00
Orchard	£600.00
Allotments	£600.00
<b>Subtotal Income</b>	<b>£2,064.00</b>
<b>Precept</b> [£3.98 up 2.91%]	<b>£24,986.00</b>
<b>Subtotal Precept Income</b>	<b>£24,986.00</b>
<b>Total Income</b>	<b>£27,050.00</b>