

Present: Cllrs Bell, Clare, Ferneyhough, Gilbert, Goldie, Inwood, Page, Rogers, St Joseph

In the Chair: Cllr Plater – Chairman

Clerk: Michelle Curtis

Also Present: District Councillors Stephens and Thompson
Adam Dayman, Phil Manning – Tollesbury Climate Partnership (TCP)
Andrew Gilbert – Chairman of HART
5 Members of the public

1. Apologies for Absence

There were apologies for absence from Cllr Hawes.

There were also apologies for absence from County Councillor Durham.

Cllr Stephens gave apologies on behalf of Barry Jones, Neighbourhood Watch Co-ordinator.

2. Declarations of Interest

The Chairman declared interests as follows:

- Membership of TCP, a TCP Committee/Working Party member, has invested in the Tollesbury School project.

Cllr Bell declared interests as follows:

- Membership of TCP, a TCP Committee/Working Party member, has invested in the Tollesbury School project.

Cllr St Joseph declared interests as follows:

- Membership of TCP, a TCP Committee/Working Party member, has invested in the Tollesbury School project.

Cllr Clare declared interests as follows:

- Membership of TCP, a TCP Committee/Working Party member, has invested in the Tollesbury School project.

Cllr Goldie declared interests as follows:

- Membership of TCP.

Cllr Rogers declared interests as follows:

- Membership of TCP.

Cllr Gilbert declared interests as follows:

- Membership of TCP.

3. Public Forum

A resident spoke in relation to agenda item 13, Litter/Sweep Contract – Amenity Inspector. The resident suggested that the Parish Council consider this a voluntary role, not an employee.

Adam Dayman from TCP reported that TCP has planted 800 trees in the past and proposes to plant another 400 trees. The trees have been provided free of charge by the Woodland Trust. It is suggested that 400 trees be planted at the Recreation Ground. Adam had provided a map of the proposed areas (Appendix A)

A resident spoke about agenda item 16, South Essex Parking Partnership. The resident raised the following concerns:

- The proposal, if successful, is to switch parking from the north to the south side of West Street without the need for any formal new parking restrictions.
- On the north side, there are currently three drop curbs: one with entrance markings, one without, and the third is unused. The one without entrance markings has, in the past, experienced access issues.
- On the south side, there are four drop curbs.
- If implemented, these four driveways will experience poor visibility when exiting their properties.
- The resident's property, which is on the south side, has at the rear parking for four cars. But the particular driveway also has an obstruction, a telegraph pole situated on the pathway butting up to their driveway. This already causes issues exiting and entering the driveway. Any cars parked close to their drop curb will impede the turning circle to exit.
- Directly outside their property is a wide pathway. This is utilised daily for any deliveries such as oil or goods for south-side residents. Those deliveries are made without impeding pathways or roads.
- It is appreciated that there is a need to improve sight lines on West Street; it is hoped it will be undertaken without any loss of parking spaces and, importantly, only implemented with formal parking restrictions, i.e., entrance markings to drop curbs.

A resident asked for clarification on the last sentence of the letter received from Matt Winslow at Maldon District Council (MDC).

A resident thanked those involved with getting the 20mph speed limit outside the school. The resident also stated that the minutes from the minutes on 9th January 2024 were unavailable on the Parish Council website.

Action: Clerk to arrange for the minutes to be uploaded.

A resident stated that she was not happy with the new LED lights. The new lights did not illuminate the 'sleeping policeman' in her close.

The Chairman advised that the new lights were installed by Essex County Council (ECC).

Action: Cllr Stephens will raise the issue with ECC on behalf of the resident.

Phil Manning from TCP raised the following:

- TCP were happy with the proposed Rental Agreement for using half of the store shed.
- TCP would like to apply for a bottle-filling station in the village. The suggested location is Woodroffe Green.

- TCP would like to request another village event with guest speaker David Fell.

4. **County Councillors and District Councillors**

The report (Appendix B) from Cllr Stephens was received and noted.

Cllr Bell said he had noticed the 20mph speed limit signs outside Tollesbury Primary School.

Cllr Clare thanked Cllr Stephens for her hard work dealing with the various police issues and the buses. The bus service is not reliable.

Cllr Stephens agree to raise the issue with the buses at her meeting with Hedingham.

5. **Minutes of the Meetings held on the 16th January 2024**

Resolved: The minutes of the Parish Council Meeting held on 16th January 2024 be approved as a true and accurate record of the meeting. Proposed Cllr Goldie, seconded Cllr St Joseph. Unanimously agreed by those who attended.

The Chairman signed the Minutes.

6. **Finance**

6.1 **Monthly Financial Report**

The Financial Reports, as of the 31st January 2024, were presented to the Council (Appendix C).

Councillors received the following monthly financial reports:

Bank Reconciliation – The closing balance of £97,568.20

Expenditure to date – Budget £121,000 - Actual to date £99,405

Income to date – Budget £121,000 (including Precept £107,510) Actual to date £126,279

Earmarked Funds – Closing balance £22,638.07 - Net movement -£2,437.39

The Clerk reported:

- £50 was received from a resident towards a replacement bench at Woodrolfe Green. The Clerk advised she had transferred the funds into the Amenities EMR.
- £30 was received from a resident, and £195 from a group of swimmers towards the upkeep of Woodup Pool. The Clerk advised she had transferred the funds into the Woodup Pool EMR.

The Chairman and the Clerk signed the Reports.

6.2 **Payments**

The items for payment totalling £10,085.18 were presented for approval (Appendix D).

Resolved: Unanimously agreed to approve the payment schedule and make online payments.

7. **Tollesbury Climate Partnership (TCP)**

7.1 **Usage of Store Shed**

Resolved: Unanimously agreed to approve the updated Rental Agreement between Tollesbury Parish Council and TCP for the use of half of the store shed.

The Chairman would sign the agreement on behalf of the Parish Council.

7.2 Public Meeting

The Council supported holding another public event in principle. The timing of such an event needs to be considered. It would be useful to have the event when more has happened in the village, i.e. the installation of the photovoltaics at the school.

7.3 Water fountain/bottle filling station

The Parish Council supported the idea of a water fountain/bottle filling station. If it were to be installed at Woodrolfe Green, TCP would need to discuss with MDC.

It was suggested that Tollesbury Sailing Club and The Sail Lofts could also be suitable locations.

7.4 Tree Planting

Resolved: Unanimously agreed to accept the proposal from TCP for additional tree planting at the Recreation Ground.

The Parish Council thanked TCP for putting together the proposal and securing additional trees.

Phil Manning, Adam Dayman and a resident left the meeting.

8. Recreation Ground

8.1 Verbal Report from the Recreation Ground Committee

Cllr Ferneyhough reported:

- The replacement windows at the Pavilion have been installed.
- The next planned Committee meeting is being rescheduled.

The Clerk reported:

- During the high winds, a tree had blown over and leaned against another tree. The Clerk had arranged for Bonz to remove the tree.

8.2 Monthly Inspection Report

The Monthly Inspection Report dated 28/01/24 was received and noted. It was reported that the zip-wire seat had been replaced.

9. Environment & Amenity (Allotments, Burial Ground, Hasler Green, Woodrolfe Green, Streetlights, Dog/Litter Bins, Highways, Footpaths)

9.1 Draft Minutes from the Environment and Amenity Committee

The draft minutes of the Environment and Amenity Committee meeting held on 23rd January 2024 were received and noted.

Cllr Bell reported that he had attended the 'Meet Your Councillor Session' the previous weekend and had hoped to raise some items with Cllr Durham. Unfortunately, Cllr Durham could not attend the session due to other commitments.

Action: Clerk to write to Cllr Durham to raise the following:

- 1) Were any funds available from the Locality Fund for a replacement defibrillator cabinet?

- 2) Blocked drains in East Street – this has been an outstanding issue for several years
- 3) Battery recycling – What is the County Council planning?
- 4) Repairs to the streetlights on Hasler Green and at the junction of Mell Road/Crescent Road – Long-term outstanding

9.2 Bench Woodrolfe Green

The Council considered the Environment and Amenity Committee's proposal to replace the Woodrolfe Green bench.

Resolved: Unanimously agreed to transfer £420 from the Community Support/Minor Projects EMR to the Amenities EMR to purchase the bench.

10. Woodrolfe Hard

10.1 Verbal Report from the Woodrolfe Hard Committee

Cllr St Joseph reported:

- Works are planned for the Spring to provide more hard standing.

11. Woodup Pool

11.1 Verbal Report from the Woodup Pool Committee

Cllr Rogers reported the following on behalf of Cllr Hawes:

- Risk Assessment completed - awaiting the final report
- Sluice gate maintenance – completed
- Repair work will take place at the end of the week - thanks to Cllr St Joseph and FACT for organising this. The swimmers have been notified that the pool will be refilled on the week commencing 12th February 2024 unless the repair work delays this.
- Water testing – The Clerk had enquired with MDC regarding the water testing in 2023, as she had only received one set of results. MDC replied as follows:

“I can confirm that the only sample taken for Woodup Pool last year was in June, in advance of an event. Following this, our Sampling Officer was off due to long-term sickness so no further sampling was completed. We also had a shortage of staff in the Commercial team at that time, so Sarah was unable to cover the sampling over the Summer months. However, we now have 2 new officers in the Commercial team and our Sampling Officer has returned to work, so we can provide a full sampling service again this year.

I apologise for this and the lack of communication regarding the drop in service. I will ensure this doesn't happen again.”

12. Memorial Bench

Resolved: Unanimously agreed to adopt the Memorial Bench Policy V1.0.

13. Litter/Sweep Contract – Amenity Inspector

Councillors debated the options put forward.

Resolved: Unanimously agreed to accept the Environment and Amenity Committee's proposal to combine the Amenity Inspector position with the Litter and Sweep Contract. This will be an employed role rather than a contract.

Action: Clerk to prepare an advertisement and job description for the position.

14. Website/Email Addresses

14.1 Meeting with Phelan Barker

The Chairman reported that Cllrs Bell, Clare and Page, the Parish Clerk and himself had met with Phelan Barker to review the Parish Council website.

14.2 Various Updates to the Website

Councillors reviewed the quotation from Phelan Barker (Appendix E).

Resolved: Unanimously agreed to accept the following elements from the quotation at this stage:

Councillor email addresses – £110 + VAT

Introduction to the website - Who We Are page - £120 + VAT

The Finance & Policy Committee will discuss the other elements of the quotation at their next meeting.

15. Maldon District Council

The email from Matthew Winslow at MDC in response to the letter sent to Richard Holmes was received and noted.

16. South Essex Parking Partnership (SEPP)

Councillors reviewed the application prepared by Cllr Stephens for an assessment of West Street from Palmer's Garage to North Road. Cllr Stephens had suggested that switching parking to the other side of the road would improve safety.

Cllr Stephens confirmed that there would be no cost to the Parish Council for an assessment.

Resolved: To proceed with the application for an assessment only.

Action: Clerk to submit the application to SEPP.

17. Police/Community Protection Officers (CPOs)

17.1 Police

The Police Reports (confidential) were received and noted.

It was reported that there were recent thefts from vehicles in the village. It was noted via the comments on Facebook that not all the incidents were reported to the Police.

Cllr Clare reported that Cllr Stephens had been liaising directly with a contact at Essex Police.

It is important that all incidents in the village are reported to Essex Police.

Action: Clerk to prepare a Facebook post for the Tollesbury Community page reminding residents to report any incidents.

17.2 CPO Report for December 2023

The report for December 2023 was received and noted.

18. Administration

The Clerk reported:

- She had been contacted by Tollesbury Preschool, who are holding a fundraising event at the Scout Hut on 13th April 2024. The Preschool has requested permission to have a bouncy castle on Woodrolfe Green. They would also like to have a food/drink van.

Councillors had no objection to the request but would confirm with the adjacent landowner.

Action: Clerk to speak with the landowner.

19. Community Matters

Cllr Clare reported:

- There are several issues which affect the village:
 - 1) Recent consultation regarding the closure of St Peters Hospital
 - 2) Risk to Pharmacy
 - 3) Buses – inefficient service
 - 4) Thurstable School has announced they will no longer be taking sixth-form students

Action: Cllr Clare and Cllr Gilbert will prepare a draft letter for Priti Patel MP.

20. Dates of the Next Meetings

Tuesday 20th February 2024 - Full Council Meeting – 7.30pm – Pavilion

Tuesday 5th March 2024 - Full Council Meeting – 7.30pm – Pavilion

Tuesday 12th March 2024 – Finance Committee – 7.30pm – Pavilion

Monday 18th March 2024 – Woodup Pool Committee – 7.00pm – Pavilion

Tuesday 19th March 2024 - Full Council Meeting – 7.30pm – Pavilion

Tuesday 19th March 2024 – Recreation Ground Committee – To be rescheduled

The Chairman closed the meeting at 9.20pm.

Signed.....

Date



Details:

1 – Trees were planted in the first phase of planting along the fence line of the park. The majority of these trees have been unsuccessful. Therefore we would look to propose planting more established trees along here. These would be around 1m tall and be amenity trees which would not grow too large such as rowan or cherry. Flowering species to provide amenity value and safe to members of the public.

2 – We have planted trees along this hedgerow but we wish to bolster the numbers and add extra rows as shown in the picture below to bring our new hedgerow in line with the existing hedgerow. Hedgerows act as corridors for wildlife so providing a dense and wider hedgerow would be more beneficial to the local wildlife.

3 – We propose to plant new trees in any gaps along this tree group and hedgerow to diversify the species and add new trees where needed. Any trees planted would be as part of this group and within the current canopy spread so would not encroach onto the open field.

4 – Some trees throughout the rec have been felled resulting in gaps along the tree line. We propose that we plant new trees along these lines to replace what was there.

We will be receiving 420 trees from the woodland trust as with the previous planting which has proven to be a huge success and many villagers coming out to help. These trees are provided for free as well as canes and tree guards. Mixed native species ideal for this area. TCP carry out monthly maintenance of the trees consisting of watering, weeding, pruning etc.

We would be more than happy to discuss any other areas the parish council may be interested in us planting trees throughout the village along with the cemetery and the recreation ground.



Picture 1: Shows proposed rough lines of adding further hedgerow trees to bolster the current numbers of trees

**Report for Tollesbury Parish Council meeting
on 6th February 2024** (report written 1st February 2024)

**From Councillor Emma Stephens
Maldon District Councillor for Tollesbury (Independent)**



Cllr.Emma.Stephens@Maldon.gov.uk
01621 869415 / 079 069 44443

MALDON DISTRICT COUNCIL

Princes Road
Maldon
Essex CM9 5DL

www.maldon.gov.uk



1. PLANNING

Next planning meetings: District 12Mar24 (22Feb24 cancelled); North Western 7Feb24.

2. ROAD SAFETY

I am advised that the Local Highways Panel has changed its scope, and requires all current applications that meet the new scope to be resubmitted. Awaiting the new forms.

The application to prohibit parking in the path of the tidal flood barrier is with South Essex Parking Partnership and I understand informally that this will go ahead.

The application to assess moving the parking on West Street to the opposite side of the road between Palmer's Garage and North Road is with the Parish Council to approve.

3. NEWS

Maldon District Council news

❖ St Peter's Hospital proposed closure:

The NHS has proposed permanently shutting St Peter's Hospital in Maldon and relocating beds elsewhere in Essex. A consultation over the changes is now live, at <http://tinyurl.com/yvm4bfrc>.

The proposals that affect St Peter's are to:

- Make permanent the recent move of the midwife-led birthing unit to Braintree
- Make permanent the recent move of the 16 stroke rehabilitation beds to Brentwood
- Permanently move all other St Peter's outpatient services to various locations, mostly in and around Maldon town

I have:

- Responded to the survey, and I urge all Tollesbury residents to do the same.
- Requested paper copies of the proposals and survey to give to residents who are not digitally enabled.
- Invited the Integrated Care Board to come to Tollesbury for a public meeting: date TBC if the ICB agrees to come.
- Other opportunities for people to find out more are below. The full list is at <http://tinyurl.com/mryft67b> but the ones most convenient to Tollesbury residents are:

Fri 9 Feb	10:00 – 17:00	Information stand	Morrisons supermarket, Maldon
Fri 9 Feb	19:00	Public meeting	Stage Hall, Plume Academy
Mon 12 Feb	14:00 – 15:30	Maternity	Online round table with breakout rooms
Tue 13 Feb	14:00 – 15:30	Stroke rehabilitation	Online round table with breakout rooms
Thu 22 Feb	10:00 – 16:00	Information stand	Blackwater Leisure Centre, Maldon
Mon 26 Feb	14:00 – 15:30	Outpatient services	Online round table with breakout rooms
Wed 28 Feb	18:00 – 19:30	All changes	Online round table with breakout rooms
Tue 19 Mar	12:30 – 20:00	Public consultation hearing for groups, organisations or communities to present their views on the proposals directly to NHS leaders	Maldon Town Hall, Market Hill, Maldon, CM9 4RL

- I will attend as many of these as I can but cannot make all of them.
- Councillor Richard Siddall, Leader of the Council, is urging residents to take part in the consultation. Cllr Siddall said:

“It is vital that local residents have their say and take part in the public consultation to ensure their views are heard and that everything is done to retain health services locally.

“As much as St Peters hospital is a vital asset to the community, what truly matters is that services continue to be delivered locally and remain accessible.

“As a rural district with a lack of public transport infrastructure and the longest travel time to key services in the whole of the County, we must do all we can to ensure our communities have access to the services that are needed and used the most.

“As the local authority we will be submitting a response to the consultation. This will urge the Mid and South NHS ICB to retain services locally.

“There is potential for the Council’s estate to be part of the solution to help retain and run services within the town. We will continue to discuss locations that could be identified but at this stage any discussions are subject to commercial sensitivities.

“Maldon District Council already acts as a local partner, and this doesn’t stop at health. Our Council office in Princes Road is a community hub. As well as our reception desk and monthly Community Hub events, it is home to the local policing team, the Citizen Advice Bureau, and Barclays bank.”

- ❖ **Website:** The Council’s website will be closed for essential maintenance on Saturday 3 February from 08:30 to 17:00.

Essex County Council news

- ❖ **Devolution:** The Department for Levelling Up, Housing and Communities has notified Essex County Council that efforts to pursue a devolution deal are paused until after the general election.
- ❖ **Household Recycling Centre Bookings:**
 - 18,123 consultees responded
 - 58% want to keep bookings for cars and 72% want to keep booking for vans
 - An evaluation will be published on 19 February, with the final decision at the end of the month
 - Bookings will remain in place at all recycling centres at least until the decision is made
 - More details are at <http://tinyurl.com/29k5yyta>

Non-council news

- ❖ **Police**
 - I am in touch with the police about recent thefts and suspicious activity in the village, to raise the profile of Tollesbury's needs for police attendance.
- ❖ **Hedingham bus services**
 - Meeting with Hedingham and Tollesbury Climate Partnership scheduled for 22Feb23.
 - Awaiting ECC for an officer to meet Hedingham with me to discuss routes, bus stops and stop-over point for drivers in Tollesbury.
 - The outcome of Essex County Council's recent public consultation is that no services to Tollesbury will be withdrawn, and ECC will raise reliability issues with Hedingham on all of the following routes: 50 / 50A; 85/92; 91; 92; and 95 / 95a.
 - Full details are at <http://tinyurl.com/bdh7rdn9>.
 - I am very aware that children and commuters have been regularly unable to get to school or work on these services, and continue to press Hedingham to employ enough staff to cover sickness.

Date: 03/02/2024

Tollesbury Parish Council Current Year

Page 1

Time: 04:52

**Bank Reconciliation Statement as at 31/01/2024
for Cashbook 1 - Tollesbury Bank Accounts**

User: MICHELLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account 1	31/01/2024		37,388.46
Deposit Account	31/01/2024		503.73
Coop Current Account 2	31/01/2024		166.23
Petty Cash	31/01/2024		1.24
Unity Current Account	31/01/2024		10,348.77
Unity Instant Access Saver Acc	31/01/2024		50,924.89
			<u>99,333.32</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			99,333.32
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			99,333.32
		Balance per Cash Book is :-	97,568.20
		Difference Excluding Adjustments is :-	1,765.12
<u>Adjustments to Reconciliation</u>			
31/01/2024	VAT to be recovered	1,765.12	
			<u>1,765.12</u>
		Unreconciled Difference is :-	<u>0.00</u>

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Earmarked Reserves

Account		Opening Balance	Net Transfers	Closing Balance
320	EMR Amenities	2,164.60	1,197.00	3,361.60
322	EMR Recreation Ground	9,302.13	-3,376.42	5,925.71
323	EMR Community Support/Minor Pr	5,462.98	-3,251.98	2,211.00
324	EMR Woodup Pool	2,092.74	3,935.05	6,027.79
325	EMR Pavilion Project	0.00	1,000.00	1,000.00
327	EMR Neighbourhood Plan	3,228.05	-919.04	2,309.01
329	EMR Woodrolfe Hard	2,052.96	-500.00	1,552.96
330	EMR Streetlighting	77.00	-77.00	0.00
333	Tollesbury Harbour Project	250.00		250.00
334	EMR Website	445.00	-445.00	0.00
		<u>25,075.46</u>	<u>-2,437.39</u>	<u>22,638.07</u>

Detailed Income & Expenditure by Budget Heading 31/01/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Wages</u>							
Wages :- Indirect Expenditure	43,486	51,137	7,651	0	7,651	85.0%	0
Net Expenditure	(43,486)	(51,137)	(7,651)				
<u>110 Administration</u>							
1076 Precept	107,510	107,510	(0)			100.0%	
1080 Bank Interest Received	931	0	(931)			0.0%	
1150 Donations	2,501	0	(2,501)			0.0%	2,409
1160 Other Income	1,640	0	(1,640)			0.0%	140
1200 Grants Received	2,950	2,950	0			100.0%	
Administration :- Income	115,532	110,460	(5,072)			104.6%	2,549
4100 Audit Fees	720	700	(20)		(20)	102.9%	
4110 Bank Charges	76	100	24		24	75.7%	
4120 Insurance	4,087	3,758	(329)		(329)	108.7%	
4130 Miscellaneous	358	500	142		142	71.6%	
4140 Office Allowance	1,250	1,500	250		250	83.3%	
4150 Photocopier	638	950	312		312	67.1%	
4160 Postage	9	40	31		31	22.5%	
4170 Stationery	44	60	16		16	73.3%	
4180 Subscriptions	2,329	2,100	(229)		(229)	110.9%	
4190 Telephone	460	600	140		140	76.6%	
4200 Training	729	300	(429)		(429)	243.0%	
4210 Website	595	800	205		205	74.4%	
Administration :- Indirect Expenditure	11,294	11,408	114	0	114	99.0%	0
Net Income over Expenditure	104,238	99,052	(5,186)				
6001 less Transfer to EMR	2,549						
Movement to/(from) Gen Reserve	101,689						
<u>120 Amenities</u>							
1100 Allotments Income	1,215	1,200	(15)			101.2%	
1110 Fees	(1)	0	1			0.0%	
Amenities :- Income	1,214	1,200	(14)			101.2%	0

Detailed Income & Expenditure by Budget Heading 31/01/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4130 Miscellaneous	320	500	180		180	64.0%	
4250 Allotments	583	1,000	417		417	58.3%	
4260 Hasler Green	270	450	180		180	60.0%	
4270 Rangers	730	1,500	770		770	48.6%	
4280 Woodrolfe Green	470	700	230		230	67.1%	
4420 Maintenance	0	200	200		200	0.0%	
Amenities :- Indirect Expenditure	2,373	4,350	1,977	0	1,977	54.6%	0
Net Income over Expenditure	(1,159)	(3,150)	(1,991)				
<u>130 Cemetery</u>							
1110 Fees	5,530	5,865	335			94.3%	
Cemetery :- Income	5,530	5,865	335			94.3%	0
4130 Miscellaneous	0	100	100		100	0.0%	
4310 Contract	5,025	6,700	1,675		1,675	75.0%	
4330 Water/Sewage Rate	145	150	5		5	96.9%	
4340 Rates	435	435	0		0	100.0%	
Cemetery :- Indirect Expenditure	5,605	7,385	1,780	0	1,780	75.9%	0
Net Income over Expenditure	(75)	(1,520)	(1,445)				
<u>140 Pavilion</u>							
1120 Hire Charge	170	75	(95)			226.7%	
Pavilion :- Income	170	75	(95)			226.7%	0
4330 Water/Sewage Rate	304	260	(44)		(44)	116.8%	
4400 Cleaning Items	26	60	34		34	42.6%	
4410 Electricity	1,193	1,200	7		7	99.4%	
4420 Maintenance	181	355	174		174	51.1%	
Pavilion :- Indirect Expenditure	1,703	1,875	172	0	172	90.8%	0
Net Income over Expenditure	(1,533)	(1,800)	(267)				
<u>150 Projects</u>							
4500 Amenities	410	1,600	1,190		1,190	25.6%	2,320
4530 Recreation Ground	4,766	5,000	234		234	95.3%	7,376
4540 Woodup Pool	1,424	3,000	1,576		1,576	47.5%	1,424
4560 Neighbourhood Plan	2,364	1,000	(1,364)		(1,364)	236.4%	2,364
4610 Unallocated Sum	2,102	0	(2,102)		(2,102)	0.0%	2,102
Projects :- Indirect Expenditure	11,066	10,600	(466)	0	(466)	104.4%	15,586
Net Expenditure	(11,066)	(10,600)	466				
6000 plus Transfer from EMR	15,586						
Movement to/(from) Gen Reserve	4,520						

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>160 Rec Ground</u>							
1130 Pitch Fees	2,340	2,500	160			93.6%	
Rec Ground :- Income	2,340	2,500	160			93.6%	0
4310 Contract	6,475	8,700	2,225		2,225	74.4%	
4420 Maintenance	273	2,600	2,327		2,327	10.5%	
4710 Pitch	78	500	423		423	15.5%	
Rec Ground :- Indirect Expenditure	6,825	11,800	4,975	0	4,975	57.8%	0
Net Income over Expenditure	(4,485)	(9,300)	(4,815)				
<u>170 Street Clean</u>							
4310 Contract	3,750	5,000	1,250		1,250	75.0%	
Street Clean :- Indirect Expenditure	3,750	5,000	1,250	0	1,250	75.0%	0
Net Expenditure	(3,750)	(5,000)	(1,250)				
<u>180 Street Light</u>							
4410 Electricity	2,931	6,000	3,069		3,069	48.9%	
4420 Maintenance	716	700	(16)		(16)	102.3%	
Street Light :- Indirect Expenditure	3,647	6,700	3,053	0	3,053	54.4%	0
Net Expenditure	(3,647)	(6,700)	(3,053)				
<u>190 Woodrolfe Hard</u>							
1110 Fees	1,493	900	(593)			165.9%	
Woodrolfe Hard :- Income	1,493	900	(593)			165.9%	0
4130 Miscellaneous	237	350	113		113	67.7%	
4730 Rent	572	440	(132)		(132)	130.1%	
Woodrolfe Hard :- Indirect Expenditure	809	790	(19)	0	(19)	102.5%	0
Net Income over Expenditure	684	110	(574)				
<u>200 Woodup</u>							
4270 Rangers	61	440	379		379	13.8%	
4310 Contract	180	265	85		85	67.9%	
4420 Maintenance	2,785	1,500	(1,285)		(1,285)	185.7%	
4700 Toilet	1,913	1,250	(663)		(663)	153.0%	
4760 Litter Collection	316	480	164		164	65.9%	
4770 Water Testing	0	400	400		400	0.0%	
Woodup :- Indirect Expenditure	5,255	4,335	(920)	0	(920)	121.2%	0
Net Expenditure	(5,255)	(4,335)	920				

Detailed Income & Expenditure by Budget Heading 31/01/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210 S137 Expenditure</u>							
4800 Donations	630	1,500	870		870	42.0%	
S137 Expenditure :- Indirect Expenditure	<u>630</u>	<u>1,500</u>	<u>870</u>	<u>0</u>	<u>870</u>	<u>42.0%</u>	<u>0</u>
Net Expenditure	<u>(630)</u>	<u>(1,500)</u>	<u>(870)</u>				
<u>220 Other</u>							
4850 Agency Services	2,675	3,640	965		965	73.5%	
4860 Advertising	285	480	195		195	59.4%	
Other :- Indirect Expenditure	<u>2,960</u>	<u>4,120</u>	<u>1,160</u>	<u>0</u>	<u>1,160</u>	<u>71.8%</u>	<u>0</u>
Net Expenditure	<u>(2,960)</u>	<u>(4,120)</u>	<u>(1,160)</u>				
Grand Totals:- Income	126,279	121,000	(5,279)			104.4%	
Expenditure	99,405	121,000	21,595	0	21,595	82.2%	
Net Income over Expenditure	<u>26,874</u>	<u>0</u>	<u>(26,874)</u>				
plus Transfer from EMR	15,586						
less Transfer to EMR	2,549						
Movement to/(from) Gen Reserve	<u>39,912</u>						

TOLLESBURY PARISH COUNCIL
PAYMENTS FOR APPROVAL

Appendix D

February 2024

Date	Cheque No.	Payee	Invoice No/Ref	Expenditure Detail		Amount
CO-OPERATIVE BANK - CURRENT ACCOUNT						
26.01.24	D/D	BNP Paribas	B4625062	Photocopier Lease		£119.40
31.01.24	D/D	Utility Warehouse	209248022	Parish Phone		£55.16
15.02.24	D/D	A & J Lighting Solutions	38007	Monthly maintenance		£67.92
15.02.24	D/D	Octopus Energy	KI-C5266B98-0011	Electricity Supply - Pavilion		£118.82
24.02.24	D/D	Npower	IN09612856	Electricity Supply - Streetlights		£407.77
25.02.24	D/D	Evolve Business Solutions	5854	Photocopier - Machine usage		£162.00
CO-OPERATIVE ACCOUNT - ACCOUNT No. 2						
17.01.24	D/D	Adobe		Adobe Monthly Subscription		£16.64
04.02.24	D/C	Imperative Training (Defibshop)	1000184626	Replacement pads for Defibrillator at the Fire Station		£92.94
05.02.24	D/C	Amazon		Stationery		£9.51
UNITY TRUST BANK - CURRENT ACCOUNT						
05.02.24		Wages		Staff Wages		£2,586.13
	Online	Essex Pension Fund		Employee and Employer Contributions - February		£955.15
	Online	HMRC		Tax & NI - January 2024		£1,225.36
	Online	Viking Skip Hire	1707	Civic Amenity Skip	£186.00	
			1714	Civic Amenity Skip	£186.00	£372.00
	Online	D W Maintenance	2524	Grounds Maintenance - Cemetery - January	£558.33	
			2525	Grounds Maintenance - January	£815.67	£1,374.00
	Online	S Curtis		Litter Contract		£416.66
	Online	Fellowship Afloat Charitable Trust	21547	Tolfish Hump - Annual Licence 2024		£11.00
	Online	SeaberJewitt Windows	INV-1836	Replacement Windows - Pavilion		£1,320.00
	Online	Neil Foakes	772	Replace broken tiles - store shed		£50.00
	Online	Gamart Engineering	241079	Annual Service - Sluice Gate Woodup Pool		£192.00
	Online	Bonz Cairey Ltd	5050	Make safe wind damaged tree - Recreation Ground		£72.00
	Online	Maldon District Council	TOL10089838	CPOs - October - December 2023		£437.72
	Online	Andrew St Joseph		Reimbursement for materials for W/Pool repairs		£23.00
					TOTAL	£10,085.18

Payment Breakdown	
Tollesbury Current Account	£931.07
Tollesbury A/c No. 2 Debit Card	£119.09
Unity Trust Bank	£9,035.02
TOTAL	£10,085.18

Estimate

Tollesbury Parish Council Website Update 2024

Date: 05 February 2024
Job reference: TPC/W/E24
Client: Tollesbury Parish Council

Description	£
New pages	
1. Contributors page: add page, insert content, add to navigation, add to site map test and de-bug	120.00
2. Personnel Committee: add top level page with image, add page with required details, add colour category tab, insert content, add to navigation, add to site map, test and de-bug	120.00
3. Who we are page: TPC positioning statement, history, welcome we residents, invite new businesses, insert content, add to navigation, add to site map, test and de-bug	120.00
Page Adjustments	
1. Remove old clerk email address and replace across all pages	
2. Remove Mike's telephone number	
3. Self portraits of all councillors to be confirmed, if required, sizing, configuration and insertion	
4. Neighbourhood Plan Committee: change title/text (tbc)	
5. Waste and Recycling: re-order page content	
6. Crime: remove old PDFs, replace with latest PDFs (MC to supply)	
7. Business directory: restrict to business name and social/web address only (MC to confirm with village publication)	
8. Clubs and association directory: restrict to group/business name and social/web address only (MC to confirm with village publication)	
9. Maps: re-activate all maps	
Allow for 4hrs to implement all above and test.	160.00
Email Accounts	
1. Set-up 11 x accounts, liaison, test and confirm @ £10 each.	110.00
Optional: Social Channel Templates	
1. Set-up branded post types in Canva for MC to utilise. Include different post types: events, notifications, blogs/stories, photography.	240.00
Total (VAT to be included @ 20%)	£870.00

Subject to our standard terms and conditions, payment is due 30 days following the receipt of payment request. VAT will be charged at 20%. All design concepts and artwork remain the copyright © Phelan Barker Limited until payment is made in full.