

Present: Cllrs Bell, Cole and Hawes

In the Chair: Cllr Plater

Clerk: Michelle Curtis

1. Chairman

Cllr Plater was nominated to be Chairman of the Finance Committee. The nomination was agreed unanimously. Cllr Plater was **declared** to be Chairman of the Finance Committee of Tollesbury Parish Council for the ensuing municipal year.

2. Vice-Chairman

Cllr Cole was nominated to be Vice-Chairman of the Finance Committee. The nomination was agreed unanimously. Cllr Cole was **declared** to be Vice-Chairman of the Finance Committee of Tollesbury Parish Council for the ensuing municipal year.

3. Apologies for Absence

There were no apologies for absence, all Councillors were present.

4. Declarations of Interest

There were no declarations of interest declared.

5. Minutes of Meeting held on 2nd December 2019

Resolved: that the minutes of the Parish Council meeting held on 2nd December 2019 be approved as a true account of the proceedings of the meeting.

The Chairman to sign the minutes as soon as possible.

6. Estimates and Budget 2021/2022

Councillors discussed a financial report at the meeting, which detailed the budget set for 2020/21 and the current year's income and expenditure.

The Clerk advised the adjusted proposed tax base 2021/22 was 981.3, this was a reduction on the previous year which was 1013.2.

Discussions took place on items under various budget heading and consideration was given to each item and a budget forecast was proposed for 2021/22.

It was recommended to budget non-recurring expenditure for 2021/22 as follows:
Amenities/Cemetery £5500 - Recreation Ground £4,000 – Woodup Pool £2,000 –
Neighbourhood Plan £250 – Website £2,660 - Woodrolfe Hard £1,000 - Unallocated sum
£400. Total non-recurring expenditure £15,810.

The Committee agreed the proposed Precept of £89,902 for 2021/22 which was an increase of £4,698, 5.5% against 2020/21 Appendix A. The increase was due to increased costs for the grounds maintenance and project works.

7. Fees and Charges 2021/22

A review of the current fees and charges were made. All increases to be applied from 1st April 2021, with the exception of the football pitch hire where the increases are to take effect from the start of the 2021/22 season.

Below are the proposed fees and charges for 2021/22.

Recreation Ground

Recommended no change to the pitch hire fees:

Senior Football Match	£46.00 per match
Junior Football (full pitch)	£25.00 per match
Junior Football (9-a-side pitch)	£22.00 per match
Junior Football (mini-soccer pitch)	£17.00 per match
Football Training	£10.00 per session

Woodrolfe Hard

Recommended changes to the Woodrolfe Hard Fees as follows:

Annual Dinghy Mooring (no change)	£50.00 per annum (inclusive of VAT)
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Allotments

Recommended changes to the allotment fees as follows:

Full Plot	£35.00
Half Plot	£25.00

Pavilion

Recommended no change to the hire charge:

Per Session	£25.00
Per Hour	£10.00

Woodrolfe Green

Recommended the peppercorn rent be left at £3.00 per annum.

Cemetery

Recommended to increase charges. The fees would be 80% of the current fees charged by Maldon District Council.

The full details of recommended fees and charges are shown in Appendix B.

8. Other Matters

No other issues to discuss.

The meeting closed at 8.56 pm.

Signed.....

Date:.....

TOLLESBURY PARISH COUNCIL ACCOUNTS ANALYSIS BUDGETS 2021/22
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Payments		2019/2020 Actual	2020/2021 Budget	Actual To Date	2021/2022 Budget
Admin	Audit Fees	700.00	700.00	700.00	700.00
	Bank Charges	96.00	100.00	49.00	100.00
	Insurance	2433.00	2600.00	2559.00	2650.00
	Misc	447.00	700.00	175.00	500.00
	Office Allowance	780.00	780.00	585.00	780.00
	Photocopier	1161.00	1150.00	674.00	900.00
	Postage	29.00	40.00	23.00	40.00
	Stationery	104.00	60.00	56.00	60.00
	Subscriptions	1425.00	1350.00	1294.00	1425.00
	Telephone	398.00	450.00	363.00	600.00
	Website Maintenance	0.00	550.00	0.00	1025.00
	Training	130.00	130.00	0.00	130.00
	ADMIN TOTAL	7703.00	8610.00	6478.00	8910.00
Amenities	Allotments	721.00	500.00	443.00	500.00
	Hasler Green	1147.00	1000.00	210.00	360.00
	Misc	2234.00	700.00	188.00	700.00
	Rangers	1135.00	1000.00	308.00	1260.00
	Woodrolfe Green	1398.00	1200.00	350.00	600.00
	AMENITIES TOTAL	6635.00	4400.00	1499.00	3420.00
Cemetery	Contract	6083.00	6600.00	4333.00	6500.00
	Misc	319.00	100.00	40.00	100.00
	Skip Fees	80.00	100.00	0.00	0.00
	Water Rates	112.00	120.00	100.00	120.00
	Rates	245.00	275.00	258.00	0.00
	CEMETERY TOTAL	6839.00	7195.00	4731.00	6720.00
Pavilion	Cleaning Items	19.00	50.00	6.00	50.00
	Electricity	363.00	600.00	67.00	300.00
	Maintenance	180.00	150.00	30.00	150.00
	Water/Sewage	143.00	250.00	187.00	250.00
	PAVILION TOTAL	705.00	1050.00	290.00	750.00
Projects	Amenities	1105.00	2000.00	460.00	5500.00
	Cemetery	0.00	500.00	0.00	0.00
	Recreation Ground	20169.00	2000.00	4970.00	4000.00
	Woodup Pool	1765.00	2000.00	0.00	2000.00
	Neighbourhood Plan	10789.00	1500.00	0.00	250.00
	Website	0.00	6000.00	2916.00	2660.00
	Woodrolfe Hard	175.00	1000.00	1000.00	1000.00
	Streetlighting	504.00	0.00	0.00	0.00
	Unallocated Sum	5551.00	400.00	942.00	400.00
	PROJECTS TOTAL	40058.00	15400.00	10288.00	15810.00
Rec Ground	Contract	3455.00	3500.00	4815.00	8355.00
	Maintenance	1658.00	2200.00	1482.00	2200.00
	Pitch	0.00	500.00	376.00	500.00
	REC. GROUND TOTAL	5113.00	6200.00	6673.00	11055.00

**TOLLESBURY PARISH COUNCIL
ACCOUNTS ANALYSIS
BUDGETS 2021/22**

Payments		2019/2020 Actual	2020/2021 Budget	Actual To Date	2021/2022 Budget
Street Clean	Contract	4800.00	4800.00	3200.00	4800.00
STREET CLEAN TOTAL		4800.00	4800.00	3200.00	4800.00
Street Light	Electricity	924.00	1000.00	618.00	1000.00
	Maintenance	699.00	700.00	568.00	700.00
STREET LIGHT TOTAL		1623.00	1700.00	1186.00	1700.00
Wages					
WAGES TOTAL		38803.00	38300.00	27751.00	40008.00
Woodrolfe Hard	Misc	0.00	350.00	565.00	350.00
	Rent	431.00	431.00	430.00	431.00
WOODROLFE HARD TOTAL		431.00	781.00	995.00	781.00
Woodup	Contract	510.00	480.00	140.00	240.00
	Gen. Maintenance	227.00	750.00	456.00	750.00
	Litter Collection	213.00	350.00	0.00	350.00
	Rangers	195.00	400.00	0.00	400.00
	Telephone	437.00	460.00	242.00	480.00
	Toilets	725.00	1100.00	0.00	1100.00
WOODUP TOTAL		2307.00	3540.00	838.00	3320.00
S137 Expend	Donations	80.00	600.00	50.00	600.00
	TCA				
S137 EXPEND TOTAL		80.00	600.00	50.00	600.00
Other	Agency Services	3416.00	500.00	1456.00	500.00
	Advertising	180.00	180.00	65.00	180.00
OTHER TOTAL		3596.00	680.00	1521.00	680.00
TOTAL		118693.00	93256.00	65500.00	98554.00

Receipts		2019/2020 Actual	2020/2021 Budget	Actual To Date	2021/2022 Budget
Amenities	Allotments	820.00	900.00	825.00	1000.00
Cemetery	Fees	4835.00	4500.00	5998.00	5000.00
Pavilion	Hire Charge	100.00	50.00	0.00	50.00
Rec. Ground	Pitch Fees	2545.00	1800.00	300.00	1800.00
Woodrolfe Hard	Fees	754.00	800.00	743.00	800.00
Bank	Interest	2.00	2.00	2.00	2.00
Grants/Donations		6229.00	0.00	10100.00	0.00
Agency Services		2950.00	0.00	2950.00	0.00
TOTAL		18235.00	8052.00	20918.00	8652.00

PRECEPT (Expenditure less Income) 85204.00 89902.00

TOLLESBURY PARISH COUNCIL ACCOUNTS ANALYSIS BUDGETS 2021/22
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2019/2020 Budget	2020/2021 Budget
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Recurring Expenditure

Admin	8610.00	8910.00
Amenities	4400.00	3420.00
Cemetery	7195.00	6720.00
Pavilion	1050.00	750.00
Rec Ground	6200.00	11055.00
Street Clean	4800.00	4800.00
Street Light	1700.00	1700.00
Wages	38300.00	40008.00
Woodrolfe Hard	781.00	781.00
Woodup Pool	3540.00	3320.00
S137 Expenditure	600.00	600.00
Other - Agency - Advertising	680.00	680.00
Total of Estimated Recurring Expenditure	77856.00	82744.00

Income

Amenities - Allotments	900.00	1000.00
Cemetery - Fees	4500.00	5000.00
Pavilion - Hire Charge	50.00	50.00
Rec Ground - Pitch Fees	1800.00	1800.00
Woodrolfe Hard - Fees	800.00	800.00
Agency Service	0.00	0.00
Grants	0.00	0.00
Bank Interest	2.00	2.00
Total of Estimated Income	8052.00	8652.00

Recurring Expenditure Less Income

69804.00 74092.00

Non-Recurring Expenditure

Amenities	2000.00	5500.00
Cemetery	500.00	0.00
Recreation Ground	2000.00	4000.00
Woodup Pool	2000.00	2000.00
Neighbourhood Plan	1500.00	250.00
Fencing	6000.00	2660.00
Woodrolfe Hard	1000.00	1000.00
Streetlighting	0.00	0.00
Unallocated Sum	400.00	400.00
Total of Estimated Non-Recurring Expenditure	15400.00	15810.00

Net Precept Sum

85204.00 89902.00

Council Tax - 2020/2021 - Band D
(Precept divided by Tax Base /1013.2)

84.09

Council Tax - 2020/2021 - Band D
(Precept divided by Tax Base /981.3)

91.62

Review of Fees and Charges for 2020/2021

	Actual 2019/20	Actual 2020/21	2021/22
RECREATION GROUND			
<i>(to take effect from start of 2021/22 season)</i>			
Senior Football Clubs – per match	45.00	45.00	46.00
Junior Football Club – per match (full pitch)	24.00	24.00	25.00
(9-a-side pitch)	21.00	21.00	22.00
(mini-soccer pitch)	16.00	16.00	17.00
Football Training (Evenings – use of lights)	9.00	9.00	9.00
 WOODROLFE HARD			
<i>(increases to take effect from 1st April 2021)</i>			
	<i>(all fees inclusive of VAT)</i>		
Annual Dinghy Mooring Fee	47.50	49.50	50.00
 ALLOTMENTS			
<i>(increase to take effect from 1st October 2021)</i>			
Rent per year – Full Plot	30.00	32.50	35.00
Rent per year – Half Plot	20.00	22.50	25.00
 PAVILION			
<i>(increases to take effect from 1st April 2021)</i>			
Per Session (morning, afternoon, evening)	25.00	25.00	25.00
Per Hour	10.00	10.00	10.00
Deposit (at Clerk's discretion)	50.00	50.00	50.00
Special Group Charge (on application)	p.o.a	p.o.a	p.o.a
 WOODROLFE GREEN			
Annual Rent (Baden-Powell Headquarters)	3.00	3.00	3.00

	Actual	Actual	
	2019/20	2020/21	2021/22
BURIAL GROUND (Increases to take effect 1 st April 2019)			
PART 1 – INTERMENTS			
For any interment in a grave	389.60	403.00	412.00
For the interment of cremated remains in a grave	120.00	124.00	126.00
PART 2 - EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES			
Exclusive right of burial for 100 years in an earthen grave	641.60	663.00	676.80
Transfer of exclusive rights of burial	27.20	30.00	30.00
PART 3 - WALLED GRAVES AND VAULTS			
These are no longer allowed			
PART 4 - MONUMENTS, GRAVESTONES, TABLETS AND MONUMENTAL INSCRIPTIONS			
To erect or place on grave in respect of which the exclusive right of burial has been granted			
A flat stone not exceeding 7 feet by 3 feet laid flush with the ground.	230.00	230.00	230.00
A headstone or a headstone and footstone not exceeding 4 feet in height maximum	247.20	247.20	247.20
A vase not exceeding 24 inches in height	83.20	83.20	83.20
A tablet on any grave	83.20	83.20	83.20
The fees indicated for the various heads of this Part include the first inscription			
For each inscription after the first	63.20	65.00	66.00
Kerb stones or border stones are not allowed			
PART 5 - GARDEN OF REMEMBRANCE			
For the interment of ashes in a plot 3 feet by 3 feet	150.40	151.00	151.00
For the purchase of a rose tree (with maintenance for 5 years)	57.60	58.00	58.00
	plus VAT	plus VAT	plus VAT
For a plaque with inscription	88.80	90.00	P.O.A
	plus VAT	plus VAT	

BURIAL FEES FOR NON-RESIDENTS ARE DOUBLED