

Present: Cllrs Bell, Clare

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 Clare was nominated to be Vice-Chairman of the Finance Committee. The nomination was agreed unanimously. Cllr Clare 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 apologies for absence from Cllr Hawes.

4. Declarations of Interest

There were no declarations of interest declared.

5. Minutes of Meeting held on 2nd December 2020

Resolved: that the minutes of the Finance Committee meeting held on 2nd December 2020 be approved as a true account of the proceedings of the meeting.

The Chairman signed the minutes.

6. Estimates and Budget 2022/2023

Councillors reviewed the latest financial report, which detailed the budget set for 2021/22 and the current year's income and expenditure.

The Clerk advised the adjusted proposed tax base for 2022/23 from Maldon District Council (MDC) was 998.9, this was an increase on the previous year which was set at 981.3.

Discussions took place on the items under each budget headings and consideration was given to each item and a budget forecast was proposed for 2022/23.

It was recommended to budget non-recurring expenditure (earmarked funds/projects) for 2022/23 as follows: Amenities/Cemetery £1,000 – Bus Shelter £1,000 – Recreation Ground £4,000 – Woodup Pool £4,260 – Neighbourhood Plan £200 – Unallocated sum £890. Total non-recurring expenditure £11,350.

The Committee agreed the proposed Precept of £92,599.50 for 2022/23 which was an increase of £2,697.50, 3% against 2021/22. The cost per household based on a Band D property as per MDC is £92.70 which is an increase of £1.09, 1.19% against 2021/22 (Appendix A).

7. Fees and Charges 2022/23

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 2022/23 season.

Below are the proposed fees and charges for 2022/23.

Recreation Ground

Recommended changes to increase fees as follows:

Senior Football Match	£47.00 per match
Junior Football (full pitch)	£26.00 per match
Junior Football (9-a-side pitch)	£23.00 per match
Junior Football (mini-soccer pitch)	£18.00 per match
Football Training (Lights)	P.O.A

Woodrolfe Hard

Recommended changes to the Woodrolfe Hard Fees as follows:

Annual Dinghy Mooring	£52.00 per annum (inclusive of VAT)
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Allotments

Recommended changes to the allotment fees as follows:

Full Plot	£36.50
Half Plot	£26.50

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.

Previously, the Parish Council set the Cemetery fess at 80% of the current fees charged by MDC. The Committee noted that MDC had significantly increased some of their fees (particularly interment fees). The Committee felt the increases were not appropriate for Tollesbury and therefore set the fees accordingly.

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 9.30 pm.

Signed.....

Date:.....

TOLLESBURY PARISH COUNCIL ACCOUNTS ANALYSIS BUDGETS 2022/23
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Payments		2020/2021 Actual	2021/2022 Budget	Actual To Date	2022/2023 Budget
Admin	Audit Fees	700.00	700.00	700.00	700.00
	Bank Charges	97.00	100.00	47.00	100.00
	Insurance	2559.00	2650.00	3060.00	3200.00
	Misc	807.00	500.00	424.00	700.00
	Office Allowance	780.00	780.00	520.00	780.00
	Photocopier	961.00	900.00	343.00	950.00
	Postage	39.00	40.00	16.00	40.00
	Stationery	56.00	60.00	13.00	60.00
	Subscriptions	1401.00	1425.00	1780.00	2200.00
	Telephone	548.00	600.00	357.00	600.00
	Website Maintenance	775.00	1025.00	525.00	725.00
	Training	350.00	130.00	165.00	300.00
	ADMIN TOTAL	9073.00	8910.00	7950.00	10355.00
Amenities	Allotments	443.00	500.00	197.00	500.00
	Allotment Maintenance	0.00	0.00	0.00	200.00
	Hasler Green	330.00	360.00	210.00	360.00
	Misc	666.00	700.00	131.00	500.00
	Rangers	923.00	1260.00	631.00	1400.00
	Woodrolfe Green	550.00	600.00	350.00	600.00
	AMENITIES TOTAL	2912.00	3420.00	1519.00	3560.00
Cemetery	Contract	6500.00	6500.00	3792.00	7000.00
	Misc	255.00	100.00	31.00	100.00
	Skip Fees		0.00	0.00	200.00
	Water Rates	100.00	120.00	71.00	100.00
	Rates	275.00	0.00	241.00	0.00
	CEMETERY TOTAL	7130.00	6720.00	4135.00	7400.00
Pavilion	Cleaning Items	6.00	50.00	10.00	50.00
	Electricity	233.00	300.00	332.00	600.00
	Maintenance	30.00	150.00	0.00	150.00
	Water/Sewage	187.00	250.00	91.00	250.00
	PAVILION TOTAL	456.00	750.00	433.00	1050.00
Projects	Amenities	2455.00	5500.00	1150.00	1000.00
	Bus Shelter Project	0.00	0.00		1000.00
	Recreation Ground	6157.00	4000.00	3650.00	4000.00
	Woodup Pool	7660.00	2000.00		4260.00
	Neighbourhood Plan	487.00	250.00		200.00
	Website	2916.00	2660.00	940.00	0.00
	Woodrolfe Hard	1168.00	1000.00		0.00
	Streetlighting	0.00	0.00	419.00	0.00
	Unallocated Sum	1657.00	400.00		890.00
	PROJECTS TOTAL	22500.00	15810.00	6159.00	11350.00
Rec Ground	Contract	7567.00	8355.00	4815.00	8800.00
	Maintenance	2240.00	2200.00	998.00	2200.00
	Pitch	500.00	500.00	0.00	500.00
	REC. GROUND TOTAL	10307.00	11055.00	5813.00	11500.00

**TOLLESBURY PARISH COUNCIL
ACCOUNTS ANALYSIS
BUDGETS 2022/23**

Payments		2020/2021 Actual	2021/2022 Budget	Actual To Date	2022/2023 Budget
Street Clean	Contract	4800.00	4800.00	2917.00	5000.00
	STREET CLEAN TOTAL	4800.00	4800.00	2917.00	5000.00
Street Light	Electricity	921.00	1000.00	675.00	1500.00
	Maintenance	738.00	700.00	396.00	700.00
	STREET LIGHT TOTAL	1659.00	1700.00	1071.00	2200.00
Wages					
	WAGES TOTAL	40198.00	40008.00	27280.00	41935.00
Woodrolfe Hard	Misc	565.00	350.00	275.00	350.00
	Rent	431.00	431.00	430.00	431.00
	WOODROLFE HARD TOTAL	996.00	781.00	705.00	781.00
Woodup	Contract	220.00	240.00	140.00	240.00
	Gen. Maintenance	456.00	750.00	720.00	1650.00
	Litter Collection		350.00	235.00	480.00
	Rangers		400.00	105.00	400.00
	Telephone	481.00	480.00	252.00	480.00
	Toilets		1100.00	550.00	1100.00
	WOODUP TOTAL	1157.00	3320.00	2002.00	4350.00
S137 Expend	Donations	600.00	600.00	2000.00	1350.00
	TCA				
	S137 EXPEND TOTAL	600.00	600.00	2000.00	1350.00
Other	Agency Services	2576.00	500.00	1960.00	500.00
	Advertising	180.00	180.00	70.00	180.00
	OTHER TOTAL	2756.00	680.00	2030.00	680.00
TOTAL		104544.00	98554.00	64014.00	101511.00

Receipts		2020/2021 Actual	2021/2022 Budget	Actual To Date	2022/2023 Budget
Amenities	Allotments	890.00	1000.00	980.00	1061.50
Cemetery	Fees	8884.00	5000.00	2111.00	5000.00
Pavilion	Hire Charge	0.00	50.00	75.00	50.00
Rec. Ground	Pitch Fees	730.00	1800.00	1375.00	2000.00
Woodrolfe Hard	Fees	743.00	800.00	675.00	800.00
Bank	Interest	2.00	2.00		0.00
Grants/Donations		10100.00	0.00	50.00	0.00
Agency Services			0.00		0.00
TOTAL		21349.00	8652.00	5266.00	8911.50
PRECEPT (Expenditure less Income)			89902.00		92599.50

TOLLESBURY PARISH COUNCIL ACCOUNTS ANALYSIS BUDGETS 2022/23
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2021/2022	2022/2023
Budget	Budget

Recurring Expenditure

Admin	8910.00	10355.00
Amenities	3420.00	3560.00
Cemetery	6720.00	7400.00
Pavilion	750.00	1050.00
Rec Ground	11055.00	11500.00
Street Clean	4800.00	5000.00
Street Light	1700.00	2200.00
Wages	40008.00	41935.00
Woodrolfe Hard	781.00	781.00
Woodup Pool	3320.00	4350.00
S137 Expenditure	600.00	1350.00
Other - Agency - Advertising	680.00	680.00
Total of Estimated Recurring Expenditure	82744.00	90161.00

Income

Amenities - Allotments	1000.00	1061.50
Cemetery - Fees	5000.00	5000.00
Pavilion - Hire Charge	50.00	50.00
Rec Ground - Pitch Fees	1800.00	2000.00
Woodrolfe Hard - Fees	800.00	800.00
Agency Service	0.00	0.00
Grants	0.00	0.00
Bank Interest	2.00	0.00
Total of Estimated Income	8652.00	8911.50

Recurring Expenditure Less Income

74092.00 81249.50

Non-Recurring Expenditure

Amenities	5500.00	1000.00
Bus Shelter Project	0.00	1000.00
Recreation Ground	4000.00	4000.00
Woodup Pool	2000.00	4260.00
Neighbourhood Plan	250.00	200.00
Website	2660.00	0.00
Woodrolfe Hard	1000.00	0.00
Streetlighting	0.00	0.00
Unallocated Sum	400.00	890.00
Total of Estimated Non-Recurring Expenditure	15810.00	11350.00

Net Precept Sum

89902.00 92599.50

Council Tax - 2021/2022 - Band D
(Precept divided by Tax Base /981.3)

91.62

Council Tax - 2022/2023 - Band D
(Precept divided by Tax Base /998.9)

92.70

Review of Fees and Charges for 2022/2023

	Actual 2020/21	Actual 2021/22	2022/23
RECREATION GROUND			
<i>(to take effect from start of 2021/22 season)</i>			
Senior Football Clubs – per match	45.00	46.00	47.00
Junior Football Club – per match (full pitch)	24.00	25.00	26.00
(9-a-side pitch)	21.00	22.00	23.00
(mini-soccer pitch)	16.00	17.00	18.00
Football Training (Evenings – use of lights)	9.00	9.00	P.O.A
WOODROLFE HARD			
<i>(increases to take effect from 1st April 2021)</i>			
	<i>(all fees inclusive of VAT)</i>		
Annual Dinghy Mooring Fee	49.50	50.00	52.00
ALLOTMENTS			
<i>(increase to take effect from 1st October 2021)</i>			
Rent per year – Full Plot	32.50	35.00	36.50
Rent per year – Half Plot	22.50	25.00	26.50
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	
	2020/21	2021/22	2021/22
BURIAL GROUND (Increases to take effect 1 st April 2019)			
PART 1 – INTERMENTS			
For any interment in a grave	403.00	412.00	450.00
For the interment of cremated remains in a grave	124.00	126.00	140.00
PART 2 - EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES			
Exclusive right of burial for 100 years in an earthen grave	663.00	676.80	680.00
Transfer of exclusive rights of burial	30.00	30.00	40.00
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	65.00	66.00	67.00
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	151.00	151.00	235.00
For the purchase of a rose tree (with maintenance for 5 years)	58.00 plus VAT	58.00 plus VAT	168.00
For a plaque with inscription	90.00 plus VAT	P.O.A	P.O.A

BURIAL FEES FOR NON-RESIDENTS ARE DOUBLED