



## Tollesbury Parish Council

Notice is hereby given that a Meeting of the Finance Committee will be held on **Wednesday 7<sup>th</sup> December 2022** at **The Pavilion, Tollesbury Recreation Ground, Elysian Gardens**, commencing at **7.30 pm**, to which members of the Council are summoned for the transaction of the under-mentioned business.

*M. Curtis*

Michelle Curtis – Clerk to the Council

30<sup>th</sup> November 2022

### **Committee Members**

Councillors: Cllr M Bell, Cllr R Clare, Cllr S Hawes, Cllr S Plater

### **THE PRESS AND PUBLIC ARE CORDIALLY INVITED TO ATTEND**

Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted however the privacy of (i) persons who object to the same and (ii) children and vulnerable adults must be respected by anonymising the identities of such.

## AGENDA

### **1. Apologies for Absence**

To receive apologies for absence.

### **2. Declaration of Interest**

Members are reminded that they are required to declare any Disclosable Pecuniary Interests, Other Pecuniary Interests and Non-Pecuniary Interests which they know they might have in items of business on the agenda. They are reminded that they will need to repeat their declarations at the appropriate point in the meeting and leave the room if required under the Code of Conduct. Unforeseen interests must be declared similarly at the appropriate time.

### **3. Public Forum**

Members of the public will be given an opportunity to put forward their question(s) or statement to the Council. The Chairman will, at his discretion, then decide if he is able to answer the question(s) or proposes to put the item on the agenda for the next meeting.

### **4. Minutes**

To confirm Minutes of the Meeting held on 20<sup>th</sup> October 2022

5. **Budget/Precept 2023/24**
  - 5.1 To receive correspondence from Maldon District Council confirming the 2023/24 Council Tax Base Rate
  - 5.2 To consider estimates and set a budget for 2023/24
6. **Fees**

To review the fees for 2023/24
7. **Public Bodies (Admission to Meetings) Act 1960**

In view of the confidential personnel and contractual nature of the business to be transacted, consider excluding the press and public from the meeting
8. **Employment Matters**

To discuss the Clerk's office allowance
9. **Public Bodies (Admission to Meetings) Act 1960**

To consider permitting the press and public to return to the meeting
10. **Other Matters**

To discuss any other matters relating to Finance
11. **Next Meeting and Future Agenda Items**

The next meeting of the Finance Committee is to be held on:  
Tuesday 14<sup>th</sup> March 2023

Future Agenda Items:  
Risk Management Document – March 2023  
Asset Register – March 2023

**Clerk:** Michelle Curtis

**Address:** Tollesbury PC, PO Box 13205, Maldon CM9 9FU

**Telephone:** 01621 869039. **Email:** tollesburypc@btinternet.com

**4<sup>th</sup> November 2022**

Clerk to Tollesbury Parish Council  
4 Valkryie Close  
Tollesbury  
Essex  
CM9 8SL

**MALDON DISTRICT  
COUNCIL**

Princes Road  
Maldon  
Essex CM9 5DL

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Dear Parish Clerk

**Tollesbury Parish Council - 2023/24 Council Tax Base and request for 2023/24 Parish/Town Council precept demand and information**

**2023/24 Council Tax Base**

Maldon District Council has set the tax base for 2023/24 at the Council meeting on 3rd November 2022, and I am writing to inform you the tax base for your Parish is 1,003.0

**2023/24 Parish/Town Council precept information**

The Parish/Town precept is set by your Council and it should represent the Parish/Town net budget requirement for 2023/24, as approved by your committee or Council as a whole. This precept will be divided into the above 2023/24 tax base to determine the band D equivalent level of Parish/Town Council's Council Tax.

In order that I can include your precept in the overall calculation of Council Tax, I would be grateful if you could complete and return the attached Parish Precept form by **Friday 6 January 2023**.

The signed completed precept form will be deemed as the official notification of your Parish/Town Council's precept demand for 2023/24.

I am required to determine the timing of the payment of the precept to the Parish/Town Council in accordance with regulations and to consult with the Parish/Town Council on my proposals. The existing arrangements are as follows:

1. Precepts under £50,000 – payment will be received by the Parish/Town Council on the last working day in April;
2. Precepts of £50,000 or more – 50% will be received Parish/Town Council on the last working day in April and 50% will be received on the last working day in August.

Unless I hear from you within 21 days of this letter, I will assume that this arrangement is satisfactory.

Your precept will be paid into your bank account in 2023/24. Please let us know if there has been any change to the name and address of your bank, sort code number or account number.

Yours faithfully

A handwritten signature in black ink that reads "Chris Leslie". The signature is written in a cursive style with a large, looped initial "C".

Chris Leslie  
Director of Resources

**NAME OF PARISH / TOWN COUNCIL: Tollesbury Parish Council**

**PARISH PRECEPT 2023/2024 FORM**

The total amount of 2023/24 precept to be issued by the above parish / town council will be:

£
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(The same figure as box C below)

Using the tax base outlined in this letter, the amount of 2023/24 Band D precept per property to be issued by the above Parish/Town Council will be:

£
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(The same figure as box D below)

If your **precept is equal to or exceeds £140,000** please also provide the following supportive budgetary information, as we are required to publish this information in our council tax leaflet.

	2022/23	2023/24
	£	£
Total Expenditure		A
Total Income		B
Total Precept (Box A - Box B)		C
<b>Band D per property</b> (Box C ÷ 1,003.0)		D

A more detailed breakdown of the Parish/Town Council's financial accounts is available by writing to **(please supply contact name and address below)**:

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Designation

Person authorised to sign on behalf of the Parish/Town Council

**Please return to: Kate Roast, by Friday 6 January 2023 at the very latest.**