

Present: Cllrs Bell, Page, Rogers, St Joseph

In the Chair: Cllr Hawes – Vice-Chairman

Clerk: Michelle Curtis

Also Present: District Councillor Stephens
2 Members of the public

1. Apologies for Absence

There were apologies for absence from Cllrs Clare, Cole, Fernyhough, Goldie, and Plater.

There were also apologies for absence from District Councillor Thompson.

2. Declarations of Interest

There were no declarations of interest disclosed.

3. Public Forum

A resident asked whether Gigaclear would install fibre broadband to all of the village. There had recently been work in Hunts Farm Close but not Estuary Mews.

Action: Clerk to enquire with Gigaclear.

The resident also reported that the streetlight in Estuary Mews was still out. The Clerk advised that she had reported this streetlight to Essex County Council.

A resident stated that he had noticed on the agenda there was an item regarding a dog attack at the Recreation Ground. What action would the Parish Council be taking? Should dogs be kept on leads at the Recreation Ground? Should signs be installed to remind dog owners to maintain control of their dogs?

The Vice-Chairman advised the Parish Council would discuss this issue under agenda item 9.3.

4. County Councillors and District Councillors

4.1 Report from County Councillor

The report from Cllr Durham was received and noted.

4.2 Report from the District Councillors

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

Cllr Stephens reported that there had been a step forward on the 20mph speed limit outside the school. The Clerk would include this for discussion at the next Parish Council meeting.

5. Minutes of the Meetings held on the 16th May 2023

Resolved: the Minutes of the Parish Council Meeting held on 16th May 2023 be approved as a true and accurate record of the meeting. Proposed Cllr St Joseph, seconded Cllr Bell. Unanimously agreed by those who attended.

The Vice-Chairman signed the Minutes.

6. Finance

6.1 Monthly Financial Report

The Financial Reports, as of the 31st May 2023, were presented to the Council (Appendix B).

Councillors received the following monthly financial reports:

Bank Reconciliation – The closing balance of £117,095.58

Expenditure to date – Budget £121,000 - Actual to date £12,426

Income to date – Budget £121,000 (including Precept £107,510) Actual to date £57,905

Earmarked Funds – Closing balance £31,155.46 – Net movement £6,080

The Clerk reported:

- In April. £53,755.17 received from Maldon District Council for the first instalment of the precept.
- £739.77 was received from HMRC for the Vat recovered between January and March 2023.
- £1,000 was received (£500 from Tollesbury Marina and £500 from Pomphrett) for the sponsorship of the lifebuoys.
- The new Instant Access account with Unity Trust Bank had been set up, and £50,000 had been transferred into the account.

The Vice-Chairman signed the Reports.

6.2 Payments

The items for payment totalling £12,244.70 were presented for approval (Appendix C).

Resolved: Unanimously agreed to approve payments and make online payments.

7. Internal Audit

7.1 Internal Auditors Report

Councillors received the report (Appendix D) and recommendations by the Internal Auditor, and comments are as follows:

1. Reserves

The Finance Committee would review and monitor the level of reserves to continue to ensure it complies with the Reserves Policy.

2. Fidelity Cover

The Clerk would update the Risk Assessment document to reflect fidelity guarantee cover of £150,000 as per the insurance policy.

It was agreed that the Finance Committee would review the recommendations at the committee meeting scheduled for 4th October 2023.

Overall, the Council was very pleased with the report's contents and thanked the Parish Clerk for her hard work over the last financial year.

7.2 Effectiveness of Internal Audit

Councillors reviewed the Effectiveness of Internal Audit as prescribed in the 'Governance and Accountability manual'. (Appendix E).

8. Planning

8.1 Planning Applications

Application No: HOUSE/MAL/23/00422 PP-12106854

Proposal: Erection of Garage with new access and dropped kerb.

Location: 6 Kings Walk Tollesbury

Resolved: Unanimously agreed to recommend refusal of this application for the following reasons:

- The proposed garage is outside the building line of no.2 and no. 4 Kings Walk.
- The vehicle access is not in keeping with other road users.

Application No: OUT/MAL/23/00488

Proposal: Outline planning application with all matters reserved for the erection of a 2 bedroom two storey dwelling

Location: Land Adjacent To 31 Woodrolfe Road Tollesbury

Resolved: Unanimously agreed to recommend approval of this application.

8.2 Planning Appeals

Appeal Ref: APP/X1545/W/23/3315464

Application Ref: 22/00237/OUT

Site Address: Land East Of Guisnes Lodge Chapel Road Tollesbury

Proposal: Outline planning application (with all matters reserved for future determination) Residential development of up to 4 no. dwellings and associated works

9. Recreation Ground

9.1 Verbal Report from the Recreation Ground Committee

The Clerk reported receiving a request from Tollesbury Juniors Football Club (Appendix F) to hold a football tournament on the Recreation Ground. The proposal would include the Recreation Ground being used for parking and an additional entrance via Church Street with an access gate installed.

Councillors considered the request and fully supports the Football Teams but felt that the site was unsuitable for the scale of the proposed event.

The Clerk reported that she had received an email from Maldon District Council, as the Independent Play Equipment Assessor had notified them that the wetpour (safety surfacing) area under the junior swings had been severely worn and identified as a moderate risk and required attention. Councillors agreed that the swings should be closed until the wetpour is repaired.

Action: Clerk to arrange for the swings to be removed to close the swings.

Action: Clerk to notify residents via social media that the swings are closed.

Action: Clerk to obtain a quotation for a possible permanent strip repair of the area.

Action: Dependent on the timescales for repair, the Clerk will obtain a quotation for a wetpour repair kit for a temporary repair.

The Recreation Ground Committee meeting is being rescheduled until the Annual Inspection Report is received from the assessor within the next few weeks.

9.2 Monthly Inspection Report

The Monthly Inspection Report dated 29/05/23 was received – No new information to report.

9.3 Dog Attack

The email from a resident regarding an alleged dog attack was received and noted.

Action: Clerk to seek advice from the Community Protection Officers on wording for suitable signage at the Recreation Ground reminding dog owners to keep control of their dogs.

9.4 Wild Areas

The email from a resident suggesting that ‘wild areas’ under the avenue of trees and along the fence backing onto Elysian Gardens was received and noted.

As previously stated by the Parish Council, Councillors were concerned that should areas be left, it could cause a more significant issue as it would be very likely that the Alexanders (an invasive plant) would spread.

9.5 Skate Park

Resolved: Unanimously agreed to accept the quotation (Appendix G) from Gamart Engineering for £233.00 + VAT to patch in the areas which have rusted through.

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

10.1 Verbal Update from the Environment and Amenity Committee

The next meeting of the Committee is scheduled for 2nd August 2023.

Cllr Bell asked if there had been any update on the outstanding highway issues.

Action: Clerk to ask Cllr Durham for an update on the list of outstanding items sent to him in March. The Clerk would also add the streetlight the resident had raised under Public Forum.

11. Woodrolfe Hard

1.1 Verbal Report from the Woodrolfe Hard Committee

The next meeting of the Committee is scheduled for 3rd July 2023.

12. Woodup Pool

12.1 Verbal Report from the Woodup Pool Committee

Cllr Hawes, Chairman of the Woodup Pool Committee, reported that a committee meeting had been held the previous evening. The Chairman said that the following points were raised at the meeting:

- The access work from the roadway to the pool has been completed
- New sand had been delivered

- One toilet has been delivered, with an additional toilet to be delivered in June
- Fencing repaired
- The new lifebuoys had been installed
- There is an issue with weed – no time to address it for the current season, but it will be discussed further at the October meeting
- A litter bin has been pulled off the base, and the concrete base had been thrown into the pool. FACT removed the concrete from the pool that day.
- There is an issue with litter, a request will be put into Appletons to see if they can advise whether the bins are empty, half full, or full so we can gauge whether additional bins are required or it is people's behaviour.
- Locations for a bike rack were discussed. There are two options 1) near the old telephone (this will need to be checked with the Risk Assessor as it is near the deep end) and 2) between the tree and the concrete pad where the hire toilets are located (preferred location).

13. Datum Attitude Brewing

The request from Datum Attitude Brewing to hold pop-up events in the village, possibly behind the Pavilion at the Recreation Ground, was received and noted.

Action: Clerk to invite Datum Attitude Brewing to the next meeting so Councillors can hear more about their proposal.

14. Tollesbury Pre-School

The email from a resident regarding Tollesbury Pre-School was received and noted.

Action: Clerk to ask Tollesbury Pre-School if they would like to attend a meeting to discuss the issues with the Parish Council. If Tollesbury Pre-School wants to discuss this further, the Clerk will invite Cllr Durham and Andrew Gilbert, School Governor, to the meeting.

15. Commemorative Plaque

To be deferred to the next meeting.

16. Allotments

The letter from an Allotment Tenant was received and noted.

Action: Clerk to respond to the Tenant to advise that the Parish Council would be planning to arrange a meeting between the Parish Council and some representatives of the Allotments. The Clerk will notify the Tenants once the meeting date has been confirmed.

17. Police/Community Protection Officers (CPOs)

17.1 Police

The Police Reports (confidential) were received and noted.

17.2 CPO Report for April 2023

The report for April 2023 was received. It was noted that there was 1 VMO (Vehicle Move-On) during the April patrols.

18. Administration

Bollards Kings Walk/Hyacinth Close – The Clerk reported that at a recent Parish Council Meeting, a request had been received for repositioning the bollards between Kings Walk and Hyacinth Close. The Clerk was asked to investigate who was responsible for the bollards.

The Clerk reported that she had been contacted by some Hyacinth Close and Kings Walk residents expressing concern that the bollards may be removed. The residents advised the Clerk that the bollards were installed by a resident more than 30 years ago to stop motorcycles using it as a rat run, and on occasions, cars had tried to get through.
Action: Clerk to check whether Hyacinth Road and Kings Walk are private roads.

Vacancy – The Clerk reported that the application deadline for the Parish Council Vacancy was 9th June 2023.

Action: Clerk to circulate applications to Councillors.

Action: Clerk to invite the applications to attend the meeting on 20th June 2023, and each applicant will be invited to speak by the Chairman and asked if they wish to add anything to their application form. Councillors may then ask questions of the applicants. There will then be a ballot, and the successful candidate must have an absolute majority. If that is not achieved on the first count, the candidate with the fewest votes is eliminated, and the vote is retaken until an absolute majority is achieved. The successful applicant will be invited to join the meeting, will be asked to sign the Declaration of Acceptance of Office, and may join the meeting.

Community Initiatives Fund – The Clerk reported that the next round of the Community Initiatives Fund is open. The deadline for full applications to the main CIF round this year is 18th August 2023. Grants up to £10,000 are available towards capital or revenue projects that benefit the wider community.

Risk Assessment - The Clerk confirmed that she had changed the password on her computer.

19. Community Concerns

Cllr St Joseph asked if the Clerk could also include the end of Mell Road when she contacts Gigaclear.

Cllr Rogers reported:

- She was contacted by a resident concerned with anti-social behaviour in the Thurstable Road/Woodrolfe Road area. Cllr Rogers reported that she had signposted the resident to the various agencies and suggested that the resident writes to the Parish Council to bring the concerns to their attention formally.

20. Dates of the Next Meetings

Tuesday 20th June 2023 – Full Council Meeting – 7.30 pm – Pavilion

Monday 3rd July 2023 – Woodrolfe Hard Committee – 7.30 pm – Pavilion

Tuesday 4th July 2023 – Full council Meeting – 7.30 pm – Pavilion

The Chairman closed the meeting at 9.54 pm.

Signed.....

Date

**Report for Tollesbury Parish Council meeting
on 6th June 2023 (report written 31May23)**

**MALDON DISTRICT
COUNCIL**

Princes Road
Maldon
Essex CM9 5DL

www.maldon.gov.uk



From Councillor Emma Stephens

Maldon District Councillor for Tollesbury (Independent)



Cllr.Emma.Stephens@Maldon.gov.uk

01621 869415 / 079 069 44443

1. PLANNING

- **Next planning meetings:** District 14Jun23, 11Jul23; North Western 21Jun23, 19Jul23.
- **Planning staff:** As advised, post-covid many ex-MDC staff now work elsewhere, especially London, as they can achieve London salaries but work from home most days. This affects many employers near London, and MDC currently has eight planning vacancies (over 50% of roles). The positions are filled by some excellent contractors thankfully, and the Council is considering joining other Essex planning departments instead of competing with them for staff.

2. ROAD SAFETY: Local Highways Panel (LHP) applications

- Following our application, install of a village “gateway” at the 30mph sign to slow traffic entering the village is still expected from Essex Highways this calendar year. I will try to get a more specific date.

3. ELECTION and COUNCIL ADMINISTRATION

The vote took place on 4^h May, with the count on the 5th. This year saw mandatory Photo Id for the first time for those voting in person. I understand informally that there were no issues in Tollesbury, but I have requested a report on issues / successes in the District.

16 of 31 Members retained their seats, and at the time of writing the Council comprises:

9 Conservative group members	6 Liberal Democrat Group members
6 District Support Group members	6 Maldon District Independent Group members
4 Non-aligned members (comprising 1 Conservative, 1 Labour, and 2 Independent)	

There is no overall control, and the Statutory Annual Council meeting took place, but Members needed more time. Discussions are now well underway, and an Extraordinary meeting is scheduled for 8th June to finalise the Administration.

Meanwhile, at the Statutory Annual meeting:

- Councillor Kevin Lagan (District Support Group) was appointed Chair of the Council.
- Members were appointed to the Planning and Licensing committees.
- Members heard that the Council now has 6.35 years' worth of housing land supply against its identified housing requirement.


Other business was deferred to 8th June, including appointing the Leader and Deputy Leader, and allocating places on the other committees, the working groups, and the outside bodies.

4. NEWS

- As UK nationals fleeing Sudan mostly arrived at Stansted, Council staff worked at the rapidly-formed Humanitarian Assistance Centre, helping people with ongoing needs like housing
- The Council's National Land and Property Gazetteer (NLPG) team have received a Platinum award. They manage address data – vitally important to ensure that databases and services match up – and achieved 100% accuracy across all the criteria every month for a year.

- At the Othona community's "Essex Green Weekend", Council staff helped people understand how to take climate action, featuring the great work of the Tollesbury Climate Partnership and the Heybridge and Maldon Climate Action Partnership.
- Following the resignation of Mr Chris Leslie, the council has appointed Naomi Lucas, who has now started as Chief Finance Officer.
- Maldon Promenade Park major events – please see below:

MALDON DISTRICT EVENTS 2023

	<p>Maldon Mud Race 14th May Competitors come from all over the world to join in the fun in this unique event. Now in it's 48th year.</p>	
	<p>Downs Traditional Steam Fair 26th May – 4th June Experience fun and thrills from a bygone age with the Gallopers, Chair-o-planes, Big Wheel, Helter Skelter and more.</p>	
	<p>Ford Ride London Classique 27th May Day two of the UCI Women's World Tour road race brings the world's greatest teams & riders to Maldon.</p>	
	<p>Summertime Live featuring Classic Ibiza 9th June Enjoy some of the biggest dance anthems of the last 30 years with a 32 piece orchestra, vocalists and DJs.</p>	
	<p>Soultasia 10th June Showcasing four decades from some of the world's most legendary soul and disco singers of all time.</p>	
	<p>Raver Tots 11th June At this family friendly rave, kids and grownups can hit the dance floor together!</p>	
	<p>Farleigh Hospice Splash Down 9th July Join this 5k charity run/walk through a number of water filled obstacles for a great cause.</p>	
	<p>Manning's and Thurston Family Fun Fair 22nd July- 2nd August Two of the oldest names in the fun fair business provide a fantastic fun-filled experience for all ages.</p>	
	<p>UFest 4th August Activities, stalls and events for the whole community, focusing on health, wellbeing and fun.</p>	
	<p>Smoke & Fire Festival 26th, 27th & 28th August The UK's largest BBQ & festival experience.</p>	
	<p>Vegan Market 10th September Enjoy a huge variety of vegan street food vendors, artisan bakers, craft brewers, local artists, and much more.</p>	
	<p>Maldon Rotary Fireworks 4th November Established on Maldon Prom for over 50 years, it's one of the best displays in the county.</p>	



To find out more about other events in the District visit [visitmaldondistrict.co.uk/whats-on](https://www.visitmaldondistrict.co.uk/whats-on)
 @visitmaldondistrict

Date: 04/06/2023

Tollesbury Parish Council Current Year

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Time: 15:40

**Bank Reconciliation Statement as at 31/05/2023
for Cashbook 1 - Tollesbury Bank Accounts**

User: MICHELLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account 1	31/05/2023		47,776.48
Deposit Account	31/05/2023		500.17
P/Sector Reserve	31/03/2021		0.00
Coop Current Account 2	31/05/2023		3,494.92
Petty Cash	31/05/2023		1.24
Unity Current Account	31/05/2023		15,360.39
			0.00
Unity Instant Access Saver Acc	31/05/2023		50,000.00
			<u>117,133.20</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
02/05/2023 ONLINE	Rialtas Business Solutions Ltd		178.62
			<u>178.62</u>
			116,954.58
<u>Receipts not Banked/Cleared (Plus)</u>			
17/05/2023 014			141.00
			<u>141.00</u>
			117,095.58
			Balance per Cash Book is :- 117,095.58
			Difference Excluding Adjustments is :- 0.00
<u>Adjustments to Reconciliation</u>			
19/09/2017 ONLINE	Colin Elmer		0.00
19/09/2017 ONLINE	Colin Elmer		0.00
18/04/2019 D/C	Morrisons		0.00
			<u>0.00</u>
			Unreconciled Difference is :- 0.00

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Amenities	2,164.60	-310.00	1,854.60
321 EMR Cemetery	0.00		0.00
322 EMR Recreation Ground	9,302.13	2,390.00	11,692.13
323 EMR Unallocated	5,462.98		5,462.98
324 EMR Woodup Pool	2,092.74	3,000.00	5,092.74
325 EMR Pavilion Project	0.00		0.00
326 EMR Pavilion	0.00		0.00
327 EMR Neighbourhood Plan	3,228.05	1,000.00	4,228.05
328 EMR Fencing Project	0.00		0.00
329 EMR Woodrolfe Hard	2,052.96		2,052.96
330 EMR Streetlighting	77.00		77.00
331 EMR Woodup Pool Project	0.00		0.00
332 EMR Play Equipment Project	0.00		0.00
333 Tollesbury Harbour Project	250.00		250.00
334 EMR Website	445.00		445.00
335 EMR Bus Shelter	0.00		0.00
	<u>25,075.46</u>	<u>6,080.00</u>	<u>31,155.46</u>

Detailed Income & Expenditure by Budget Heading 31/05/2023

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	7,187	51,137	43,950	0	43,950	14.1%	0
Net Expenditure	(7,187)	(51,137)	(43,950)				
<u>110 Administration</u>							
1076 Precept	53,755	107,510	53,755			50.0%	
1080 Bank Interest Received	2	0	(2)			0.0%	
1160 Other Income	1,000	0	(1,000)			0.0%	
1200 Grants Received	0	2,950	2,950			0.0%	
Administration :- Income	54,757	110,460	55,703			49.6%	0
4100 Audit Fees	0	700	700		700	0.0%	
4110 Bank Charges	0	100	100		100	0.0%	
4120 Insurance	0	3,758	3,758		3,758	0.0%	
4130 Miscellaneous	128	500	372		372	25.6%	
4140 Office Allowance	250	1,500	1,250		1,250	16.7%	
4150 Photocopier	0	950	950		950	0.0%	
4160 Postage	0	40	40		40	0.0%	
4170 Stationery	0	60	60		60	0.0%	
4180 Subscriptions	1,060	2,100	1,040		1,040	50.5%	
4190 Telephone	92	600	508		508	15.3%	
4200 Training	0	300	300		300	0.0%	
4210 Website	0	800	800		800	0.0%	
Administration :- Indirect Expenditure	1,530	11,408	9,878	0	9,878	13.4%	0
Net Income over Expenditure	53,227	99,052	45,825				
<u>120 Amenities</u>							
1100 Allotments Income	27	1,200	1,174			2.2%	
Amenities :- Income	27	1,200	1,174			2.2%	0
4130 Miscellaneous	0	500	500		500	0.0%	
4250 Allotments	0	1,000	1,000		1,000	0.0%	
4260 Hasler Green	30	450	420		420	6.7%	
4270 Rangers	0	1,500	1,500		1,500	0.0%	
4280 Woodrolfe Green	70	700	630		630	10.0%	

Detailed Income & Expenditure by Budget Heading 31/05/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4420 Maintenance	0	200	200		200	0.0%	
Amenities :- Indirect Expenditure	100	4,350	4,250	0	4,250	2.3%	0
Net Income over Expenditure	(74)	(3,150)	(3,077)				
<u>130 Cemetery</u>							
1110 Fees	2,030	5,865	3,835			34.6%	
Cemetery :- Income	2,030	5,865	3,835			34.6%	0
4130 Miscellaneous	0	100	100		100	0.0%	
4310 Contract	558	6,700	6,142		6,142	8.3%	
4330 Water/Sewage Rate	145	150	5		5	96.9%	
4340 Rates	91	435	344		344	20.9%	
Cemetery :- Indirect Expenditure	795	7,385	6,590	0	6,590	10.8%	0
Net Income over Expenditure	1,235	(1,520)	(2,755)				
<u>140 Pavilion</u>							
1120 Hire Charge	0	75	75			0.0%	
Pavilion :- Income	0	75	75			0.0%	0
4330 Water/Sewage Rate	145	260	115		115	55.9%	
4400 Cleaning Items	0	60	60		60	0.0%	
4410 Electricity	46	1,200	1,154		1,154	3.8%	
4420 Maintenance	12	355	343		343	3.5%	
Pavilion :- Indirect Expenditure	204	1,875	1,671	0	1,671	10.9%	0
Net Income over Expenditure	(204)	(1,800)	(1,596)				
<u>150 Projects</u>							
4500 Amenities	0	1,600	1,600		1,600	0.0%	1,910
4530 Recreation Ground	0	5,000	5,000		5,000	0.0%	2,610
4540 Woodup Pool	0	3,000	3,000		3,000	0.0%	
4560 Neighbourhood Plan	0	1,000	1,000		1,000	0.0%	
Projects :- Indirect Expenditure	0	10,600	10,600	0	10,600	0.0%	4,520
Net Expenditure	0	(10,600)	(10,600)				
6000 plus Transfer from EMR	4,520						
Movement to/(from) Gen Reserve	4,520						

Detailed Income & Expenditure by Budget Heading 31/05/2023

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	371	2,500	2,129			14.8%	
Rec Ground :- Income	<u>371</u>	<u>2,500</u>	<u>2,129</u>			14.8%	0
4310 Contract	610	8,700	8,090		8,090	7.0%	
4420 Maintenance	0	2,600	2,600		2,600	0.0%	
4710 Pitch	78	500	423		423	15.5%	
Rec Ground :- Indirect Expenditure	<u>688</u>	<u>11,800</u>	<u>11,112</u>	0	11,112	5.8%	0
Net Income over Expenditure	<u>(317)</u>	<u>(9,300)</u>	<u>(8,983)</u>				
<u>170 Street Clean</u>							
4310 Contract	417	5,000	4,583		4,583	8.3%	
Street Clean :- Indirect Expenditure	<u>417</u>	<u>5,000</u>	<u>4,583</u>	0	4,583	8.3%	0
Net Expenditure	<u>(417)</u>	<u>(5,000)</u>	<u>(4,583)</u>				
<u>180 Street Light</u>							
4410 Electricity	252	6,000	5,748		5,748	4.2%	
4420 Maintenance	113	700	587		587	16.2%	
Street Light :- Indirect Expenditure	<u>366</u>	<u>6,700</u>	<u>6,334</u>	0	6,334	5.5%	0
Net Expenditure	<u>(366)</u>	<u>(6,700)</u>	<u>(6,334)</u>				
<u>190 Woodrolfe Hard</u>							
1110 Fees	720	900	180			80.0%	
Woodrolfe Hard :- Income	<u>720</u>	<u>900</u>	<u>180</u>			80.0%	0
4130 Miscellaneous	0	350	350		350	0.0%	
4730 Rent	0	440	440		440	0.0%	
Woodrolfe Hard :- Indirect Expenditure	<u>0</u>	<u>790</u>	<u>790</u>	0	790	0.0%	0
Net Income over Expenditure	<u>720</u>	<u>110</u>	<u>(610)</u>				
<u>200 Woodup</u>							
4270 Rangers	0	440	440		440	0.0%	
4310 Contract	20	265	245		245	7.5%	
4420 Maintenance	60	1,500	1,440		1,440	4.0%	
4700 Toilet	780	1,250	470		470	62.4%	
4760 Litter Collection	0	480	480		480	0.0%	
4770 Water Testing	0	400	400		400	0.0%	
Woodup :- Indirect Expenditure	<u>860</u>	<u>4,335</u>	<u>3,475</u>	0	3,475	19.8%	0
Net Expenditure	<u>(860)</u>	<u>(4,335)</u>	<u>(3,475)</u>				

Detailed Income & Expenditure by Budget Heading 31/05/2023

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	0	1,500	1,500		1,500	0.0%	
S137 Expenditure :- Indirect Expenditure	<u>0</u>	<u>1,500</u>	<u>1,500</u>	<u>0</u>	<u>1,500</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(1,500)</u>	<u>(1,500)</u>				
<u>220 Other</u>							
4850 Agency Services	280	3,640	3,360		3,360	7.7%	
4860 Advertising	0	480	480		480	0.0%	
Other :- Indirect Expenditure	<u>280</u>	<u>4,120</u>	<u>3,840</u>	<u>0</u>	<u>3,840</u>	<u>6.8%</u>	<u>0</u>
Net Expenditure	<u>(280)</u>	<u>(4,120)</u>	<u>(3,840)</u>				
Grand Totals:- Income	57,905	121,000	63,095			47.9%	
Expenditure	12,426	121,000	108,574	0	108,574	10.3%	
Net Income over Expenditure	<u>45,479</u>	<u>0</u>	<u>(45,479)</u>				
plus Transfer from EMR	4,520						
Movement to/(from) Gen Reserve	<u>49,999</u>						

**TOLLESBURY PARISH COUNCIL
PAYMENTS FOR APPROVAL**

June 2023

Date	Cheque No.	Payee	Invoice No/Ref	Expenditure Detail		Amount
CO-OPERATIVE BANK - CURRENT ACCOUNT						
18.05.23	D/D	Octopus	KI-C5266B98-0002	Electricity Supply - Pavilion		£17.46
31.05.23	D/D	Utility Warehouse	197395311	Parish Phone		£55.16
01.06.23	D/D	Maldon District Council		Non-Domestic Rates - Cemetery		£43.00
01.06.23	D/D	Npower	IN07047847	Electricity Supply - Streetlights		£329.91
14.06.23	D/D	Octopus	KI-C5266B98-0003	Electricity Supply - Pavilion		£31.15
15.06.23	D/D	A & J Lighting Solutions	37330	Monthly maintenance		£67.92
CO-OPERATIVE ACCOUNT - ACCOUNT No. 2						
16.05.23	D/C	Adobe		Adobe Monthly Subscription		£16.64
UNITY TRUST BANK - CURRENT ACCOUNT						
02.05.23	Online	Wave	11801504	Water Supply - Allotments		-£145.41
			12000717	Water Supply/Sewerage Pavilion		£145.41
09.05.23		HMRC		Re: March Underpayment		£3.32
17.05.23	Online	Euroloo		Toilet Hire Woodup Pool - 26.05.23	£288.00	
	Online	Euroloo		Toilet Hire Woodup Pool - 17.07.23	£288.00	£576.00
06.06.23		Wages		Staff Wages		£2,392.29
	Online	HMRC		Tax & NI - May 23		£970.65
	Online	Essex Pension Fund		Employee and Employer Contributions - June		£870.34
	Online	D W Maintenance	2398	Cemetery Contract	£558.33	
			2399	Grounds Maintenance	£787.92	£1,346.25
	Online	S Curtis		Litter Contract		£416.66
	Online	Viking Skips	1454	Civic Amenity Skip	£168.00	
			1460	Civic Amenity Skip	£168.00	£336.00
	Online	Bonz Cairey Ltd	4890	Access, fencing sand - Woodup Pool	£1,596.00	
			4896	Installation Lifebuoys - removal old signage boards	£360.00	£1,956.00
	Online	Glasdon UK	3106388	3 Lifebuoys - Woodup Pool		£1,740.00
	Online	Gamart Engineering	231376	Maintenance of sluice gate and new spigot		£252.00
	Online	Wave	11871087	Water Supply - Allotments		£36.85
	Online	The Centre		Hall Hire - Annual Assembly		£35.00
	Online	K Baxter		Refund of Allotment Fees		£26.50
	Online	Aurora Managed Services Ltd	IN522244	Quaterly charge - Photocopier		£204.53
	Online	Eustace King		Overpayment Interment PALMER		£80.00
	Online	Maurice Howard		Internal Audit 2022/23		£300.00
TOTAL						£12,224.70

TOLLESBURY PARISH COUNCIL

INTERNAL AUDIT REPORT 2022 / 2023

**M Howard (F.C.P.F.A.)
Internal Auditor
June 2023**

CONFIDENTIAL

Introduction

I have now completed my audit for 2022/2023 using the agreed schedule of works as the basis of my review. I discussed the agreed schedule of works with the RFO and no changes were requested.

I would again like to take this opportunity to express my appreciation to Mrs. Curtis for her assistance and for the straight forward and helpful way with which she presented the Council's procedures and records.

Findings

A summary of my findings and details of the extent of my review can be found in Appendix A. The findings I would highlight are detailed below:

1. 6 years ago, the Council decided it would transfer its accounting records to a new computerised accounting system, provided by RBS, which is fully supported and can use the Council's current hardware and system software.

This accounting system and the computerised payroll system were successfully operated by the Council during 2022/23. The system is reconciled with the bank accounts monthly, the quarterly VAT claims and the computerised payroll system. During 2022/23 I was able to check to my satisfaction each of these reconciliations.

The RBS system plus bespoke excel spread sheet reports are used to produce budgetary control reports which enable the Council to identify any significant variations from its approved budget.

The systems also provide the base for the Council's financial year end arrangements and the year-end accounts including Section 2 of the Annual Return or AGAR.

The Council were provided with the accounts prepared by the system for approval on the 2nd May 2023.

2. During the year the Council's reserves have decreased from £77,618 to £72,847 the monies for which are all held at the Co-op bank except for £10,766 held at the Unity Trust Bank.

Earmarked reserves have increased from £22,290 to £25,075 whereas unallocated reserves have reduced from £55,328 to £47,772.

The advised level of total reserve is the annual income figure, to fully cover a 6 months expenditure, but can be varied. 6 months expenditure per Section 2 of the 2023 AGAR is £57,848 which is less than the total reserves but more than the unallocated reserve.

This appears to comply with the Council's Reserves Policy.

3. I have confirmed that during 2022/23, PAYE and NI requirements were properly applied.
4. I have agreed with the Clerk the figures to be included in Section 2 of the 2023 Annual Return. She has also provided me with a copy of the explanations of significant variances with the previous year required by the external auditor.
5. External Audit guidance on Fidelity Guarantee insurance cover is half the precept plus the year-end balance. This would give a figure for 2022/23 of £119,147 but per the approved risk assessment the cover shown is £100,000. The insurance policy for 2022/23 shows the cover as £150,000.
6. I am now required by the external auditor to ensure that the Council complied in 2021/22 on its website with the AGAR publication requirements and the notification to the electors of their rights to inspect the Council's Accounts. I have visited and can confirm that this is the case.

Recommendations

With reference to the above findings I recommend that the Council review:-

- 1 The level of its reserves to ensure that it continues to comply with its reserves policy.
- 2 The level of Fidelity Guarantee cover.

Opinion

Since her appointment Mrs. Curtis has been very good at managing and maintaining the Council's financial systems and records. I have found after checking of the data held on the computerised accounting system that it is correct and consistent with budget reports, the data held by the bank, the payroll system and that included on VAT returns.

During 2022/23, Mrs Curtis, with the Council's support, has continued to strive to improve the Council's Procedures and Financial Management including the operation of the computerised accounting system.

I am confident that Mrs Curtis will continue to perform as a very effective Responsible Financial Officer with the Council's continued support.

M G. Howard F.C.P.F.A.
5th June 2023

<u>SCHEDULE OF WORKS.</u>	<u>AUDIT FINDINGS</u>
To ensure that the Council has:	
1 Adopted Standing Orders	Revised Standing Orders adopted March 2020 following changes in the law related to Parish Councils financial management and administration including the new audit arrangements. They were reviewed in May 2023 but no changes were made NALC issued new model April 2018
2 Adopted Financial Regulations	Revised Financial Regulations adopted March 2020 and reviewed in May 2023. They include any changes in governance requirements related to Parish Councils financial management and administration
3 Appointed a Responsible Financial Officer	As per Mrs Curtis's Contract of Employment she is the Council's Responsible Financial Officer as required by Section 151 of the Local Government Act 1972. During 2010/11 she achieved the CILCA qualification via training provided by EALC and supported by the Council which enables her to perform her RFO duties more effectively
4 To ensure that the computerised accounting system is properly maintained, up to date balanced and consistent with the bank and supporting accounting records	During the audit the computerised accounting system was extensively tested & found to be consistent with the Final Accounts for 2022/2023 & the payroll system. It was also regularly reconciled with Bank Accounts and VAT claims. RBS Alpha system meets Council requirements.
5 To ensure that items or services have been procured in accordance with the procedures laid down in the Financial Regulations	In September 2022 the Council resolved to accept the 3 year quotation from Hiscox Insurance via Gallagher to provide the Council's insurance cover The cost would be £3,758.32 per annum and would not change unless there were changes to the policy. The Clerk reported that a further 3 quotations were sought but no quotes had been received
6 To ensure that VAT has been identified, recorded and returned.	Tollesbury Parish Council is registered for VAT and required to complete quarterly returns. The return for the quarter ended 31/03/23 has been checked and found to be consistent with the computerised accounting system. Since 01/04/12 VAT returns have been submitted online to HMRC
7 To ensure that Section 137 expenditure has been separately recorded and is within statutory limits.	Agreed Section 137 limit 2022/23 2194 electors @ £8.82 = £19,351 During 2022/23 per the Accounts a maximum of £1,163 was actually spent.
8 To identify whether the Minutes indicate any unusual financial activity.	On the 4th May 2021 the Council resolved to adopt a formal "Reserves Policy" for the first time. The level of financial reserves held by the Council will be agreed by the Parish Council during the discussions held regarding the setting of the budget for the next financial year All virements of funds must be agreed by full Council The advised level of total reserve is the annual income figure, to fully cover a 6 months expenditure, but can be varied

<u>SCHEDULE OF WORKS.</u>	<u>AUDIT FINDINGS</u>
	The Annual Income for 22/23 was £110,925. The total reserves as at 31/03/23 were £72,847 of which £25,075 were earmarked and £47,772 was General Reserves or 43.06%
	of the Councils Annual Income
9 To check that the Parish Council carries out an annual risk assessment and annually reviews its insurance cover.	A Comprehensive Risk Assessment document was prepared which was formally approved by the Council on the 21st March 2023.
10 To check that internal financial controls are adequate and regularly reviewed.	The financial appendices of the formal Council Minutes include signed financial appendices which provide a full audit trail providing proof of the Councils approval of payments being made
11 To ensure that the Parish Council has prepared an annual budget in support of its precept.	A detailed annual budget was prepared by the Finance Committee and a precept of £92,599.50 proposed for 2022/23. This was approved by the Council on 20/12/22
12 To check that expenditure incurred is regularly compared to the budget and variances reported to the Parish Council.	Monthly Budgetary Control Reports are considered by the Council using data provided by the RBS Alpha system together with known commitments
13 To check that income is properly recorded and promptly banked.	Audit checks found that income is properly recorded and promptly banked
14 To check that the insurance cover in place is appropriate and adequate.	Insurance cover reviewed against the asset register & appears to be consistent. Insurance for photocopier is part of the lease payment
15 To check that the precept recorded in the computerised accounting system agrees with Maldon District Council's notification.	The £92,599.50 precept for 2022/23 was collected in 2 installments on the 25/04/22 and 30/08/22.
16 To ensure that security controls over cash are adequate and effective.	Security controls over cash appear adequate as income is promptly banked and there is a safe in the Clerk's office. No amounts of cash held above £200
17 To check that out of pocket expenses are recorded and supported by VAT invoices/receipts where applicable.	Audit test checks found that out of pocket expenses are recorded and supported by VAT invoices/receipts where applicable
18 To check that salaries and other payments made agree with those approved by the Council and that where applicable PAYE / NIC has been operated properly by the Council as an employer.	For 2022/23 the Clerk was paid £[REDACTED] per hour for 30 hours per week up to 31/10/21 then NJC, SCP [REDACTED] from 1/11/22 (Council Minutes on 15/11/2022) @ £[REDACTED] for 30 hours from 01/11/22.
	Where applicable PAYE & National Insurance has been properly operated by the Clerk on the Council's behalf. Her online submission of year end has been successfully made for 2022/23. I understand that the monthly annual pensions return required by Essex
	Pensions Fund have been submitted.
	Home Expenses of £125 per month (£1,500 per annum) are paid to the Clerk. £312 has not been taxed and £1,188 has been taxed as per HMRC guidance
19 To check that a register of all material assets and investments owned by the Council is kept, and is up to date, and tallies with the insurance valuations for those assets.	Checked that a register of all material assets and investments owned by the Council is kept, & is up to date, and consistent with the insurance cover & new audit requirements. Currently the value of assets per the AGAR is £510,158 whereas the insurance cover is £648,477 excluding items which are not insured
20 To check that bank reconciliations are carried out regularly and that there are no unexplained balances.	Bank Reconciliations are carried out monthly and reported to the Council. It was possible to verify the £79,592.07 balances shown on the year end accounts with bank statements and supporting correspondence.
21 To check that the year-end accounts are prepared on an Income and Expenditure basis, that they agree to the computerised accounting system and that there is an audit trail from the underlying financial records to the accounts.	Year End Accounts as at 31st March 2023 are prepared on an Income and Expenditure basis which agree with the computerised accounting system and which provides an audit trail to the underlying financial records. Debtors & Creditors identified and checked
22 To prepare a written report to Tollesbury Parish Council as soon as practicable after preparation of Annual Accounts & Annual Return	Report issued 5 JUNE 2023
In exceptional circumstances such as the discovery of a major loss, break down in controls, or significant non-compliance with laid down systems and procedures the Internal Auditor will report personally to the Council.	
23 To carry out any other work required enabling the internal auditor to complete the "Annual Internal Audit Report" of the AGAR	
In 2020/21 I am required to confirm that: the authority during the previous year	
1) Provided for the period for the exercise of public rights...on the website	The notice for the 21/22 exercise of public rights was uploaded to the website in 29 JUNE 2022
2) Complied with the publication requirements for the AGAR	In 2021/22 the Council complied with the AGAR publication requirements

Internal Audit Review Checklist – Part 1 - Meeting Standards

Expected standard	Evidence of achievement	Yes or No	Areas for development
1. Scope of internal audit	Terms of reference for internal audit were (re) approved by full council. Internal audit work takes into account both the council's risk assessment and wider internal controls. Internal audit work covers the council's anti-fraud and corruption arrangements.	Yes	
2. Independence	Internal audit has direct access to those charged with governance (see Financial Regulations). Reports are made in own name to management. Internal audit does not have any other role within the council/board.	Yes	
3. Competence	There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.	Yes	
4. Relationships	All responsible officers (Clerk and RFO) are consulted on the internal audit plan. (Evidence is on audit files). Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (job descriptions and engagement letter). The responsibilities of council members are understood; training of members is carried out as necessary.	Yes	
5. Audit Planning and Reporting	The annual internal audit plan properly takes account of all the risks facing the council and has been approved by the council. Internal audit has reported in accordance with the plan.	Yes	

Internal Audit Review Checklist – Part 2 – Characteristics of Effectiveness

Characteristics of 'effectiveness'	Evidence of achievement	Yes or No	Areas for development
Internal audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the council's needs.	Yes	
Understanding the whole organisation its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement.	Yes	
Be seen as a catalyst for change	Internal audit supports the council's work in delivering improved services to the community.	Yes	
Add value and assist the organisation in achieving its objectives.	The council make positive responses to internal audit's recommendations and follows up with action if called for.	Yes	
Be forward thinking	In formulating the annual audit plan, national agenda changes are considered. Internal audit maintains awareness of new developments in the council's services, risk management and corporate governance arrangements	Yes	
Be challenging	Internal audit focuses on the risks facing the council. Internal audit encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations.	Yes	
Ensure the right resources are available	Adequate resource is made for internal audit to complete its work. Internal audit understands the council and the legal corporate framework in which it operates.	Yes	

From: [REDACTED]
To: Tollesbury pc <tollesburypc@btinternet.com>
Date: Jun 3, 2023 5:26:21 PM
Subject: Proposal - Development of vehicle access entrance to rec from church road, close to Butts farm.

Dear Council

I would like to make a proposal to develop a further vehicle access point to the rec close to the entrance of Butts farm.

The reason for the proposal is that Tollesbury Juniors would like to host a yearly football tournament as a fundraiser for the club and a fun day out for children from the village and surrounding areas.

Hosting any such tournament is impossible due to the lack of parking for such an event. It is proposed that if there was vehicle access by Butts farm then vehicles could park in the far end of the rec. Vehicles parking in this area would avoid having to drive across the rec and would be much safer than using the current access by the pavilion.

Any tournament would be held in August when the ground is hard which will minimise damage to the surface.

The proposed entrance would be by the red bin. There is no established hedgerow in this area, only brambles and weeds. I have been informed by older villagers that there was once a gate in this area. The gate length would be in the region of 12 to 15ft long.

Please let me know if I can assist any further

Regards
Fred

Sent from my iPhone



TO: Tollesbury Parish Council
ATTN: Michelle
DATE: May 31, 2023
FROM: Gary Frost
E-mail:- tollesburypc@btinternet.com
N°. PAGES One

With reference to our recent site visit we have pleasure in re quoting as follows: -

To Repair –

Skate Park Ramp with Patches in areas which have rusted through.

@ **£233.00 Total**

TERMS: Nett Monthly Account

Please note: - Due to market instability and the occasional difficulty in obtaining steel we may not be able to guarantee specific delivery dates or hold quotations firm longer than seven days, from today's date.

The above quotation subject to VAT at the rate prevailing at the time of invoicing.

We reserve the right to revise the prices if only part of the quotation is ordered.

We look forward to hearing from you in the near future.

Gary Frost

