



## Tollesbury Parish Council

Notice is hereby given that the Meeting of the **FINANCE AND POLICY COMMITTEE** will be held on Tuesday, 12<sup>th</sup> March 2024 in the Pavilion 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

5<sup>th</sup> March 2024

Councillors: Cllr M Bell, Cllr R Clare, Cllr C Page, Cllr S Plater

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**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.

**1. Apologies for Absence**

To receive apologies for absence.

**2. Declaration of Interest**

To disclose the existence and nature of any Disclosable Pecuniary Interests, Other Registrable Interests and Non-Registrable Interests relating to items of business on the agenda having regard to paragraph 9 and Appendix B of the Code of Conduct for Members. (Members are reminded that they are also required to disclose any such interests as soon as they become aware should the need arise throughout the meeting.)

**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 the minutes of the Meeting held on 12<sup>th</sup> December 2023 #

**5. Accounts 2023/24**

To carry out a review of the 2023/24 accounts

**6. Earmarked Reserves 2023/24**

To carry out a review of the 2023/24 Earmarked Reserves



**7. Asset Register 2023/24**

To carry out a review of the Asset Register

**8. Audit and Risk Assessment Document**

To carry out a review of the Audit and Risk Assessment Document

**9. Complaints**

To agree on the responses to the 12 emailed complaints received from a resident

**10. Policies and Procedures**

**10.1** To review the Recruitment of Ex-Offenders Policy

**10.2** To review the Dignity at Work Policy

**10.3** To review the Website Policy

**10.4** To review the Website Accessibility Statement

**10.5** To review the Compliments and Complaints Policy

**10.6** To review a Habitual or Vexatious Complainant Policy and consider recommending adoption to the Full Council

**10.7** To review an Attendance at Meetings Policy and consider recommending adoption to the Full Council

**10.8** To review a Recording of Meetings Policy and consider recommending adoption to the Full Council

**11. Website**

To consider the quotation from Phelan Barker for various updates to the website

**12. Woodrolfe Green Toilets**

To consider the suggestion from Cllr Stephens for the Parish Council to become a keyholder for the toilets at Woodrolfe Green

**13. Parish Council Meetings**

To discuss the format of the agenda and the process of the full council and committee meetings.

**14. Other Matters**

To consider any other matters relating to the Council's finances

**Clerk:** Michelle Curtis

**Address:** PO Box 13205, Maldon, Essex CM9 9FU

**Telephone:** 01621 869039. **Email:** clerk@tollesburyparishcouncil.gov.uk

Date: 01/03/2024

Tollesbury Parish Council Current Year

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Time: 00:31

**Bank Reconciliation Statement as at 29/02/2024  
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	29/02/2024		26,731.54
Deposit Account	29/02/2024		503.73
Coop Current Account 2	29/02/2024		19.54
Petty Cash	29/02/2024		2.59
Unity Current Account	29/02/2024		11,336.75
Unity Instant Access Saver Acc	29/02/2024		50,924.89
			<u>89,519.04</u>
<b><u>Unpresented Payments (Minus)</u></b>		<b><u>Amount</u></b>	
06/02/2024 ONLINE Andrew St Jospeh		23.00	
			<u>23.00</u>
			89,496.04
<b><u>Unpresented Receipts (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			89,496.04
		<b>Balance per Cash Book is :-</b>	<b>87,730.92</b>
		<b>Difference Excluding Adjustments is :-</b>	<b>1,765.12</b>
<b><u>Adjustments to Reconciliation</u></b>			
31/01/2024 VAT to be recovered		1,765.12	
			<u>1,765.12</u>
		<b>Unreconciled Difference is :-</b>	<b><u>0.00</u></b>

**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	1,242.00	3,406.60
322	EMR Recreation Ground	9,302.13	-4,476.42	4,825.71
323	EMR Community Support/Minor Pr	5,462.98	-3,619.98	1,843.00
324	EMR Woodup Pool	2,092.74	3,912.05	6,004.79
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>-3,883.39</u>	<u>21,192.07</u>

## 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	48,128	51,137	3,009	0	3,009	94.1%	0
Net Expenditure	(48,128)	(51,137)	(3,009)				
<u>110 Administration</u>							
1076 Precept	107,510	107,510	(0)			100.0%	
1080 Bank Interest Received	931	0	(931)			0.0%	
1150 Donations	2,601	0	(2,601)			0.0%	2,509
1160 Other Income	1,641	0	(1,641)			0.0%	140
1200 Grants Received	2,950	2,950	0			100.0%	
Administration :- Income	115,633	110,460	(5,173)			104.7%	2,649
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	1,375	1,500	125		125	91.7%	
4150 Photocopier	773	950	177		177	81.3%	
4160 Postage	9	40	31		31	22.5%	
4170 Stationery	52	60	8		8	86.5%	
4180 Subscriptions	2,346	2,100	(246)		(246)	111.7%	
4190 Telephone	506	600	94		94	84.3%	
4200 Training	729	300	(429)		(429)	243.0%	
4210 Website	595	800	205		205	74.4%	
Administration :- Indirect Expenditure	11,625	11,408	(217)	0	(217)	101.9%	0
Net Income over Expenditure	104,008	99,052	(4,956)				
6001 less Transfer to EMR	2,649						
Movement to/(from) Gen Reserve	101,359						
<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

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4130 Miscellaneous	397	500	103		103	79.5%	
4250 Allotments	583	1,000	417		417	58.3%	
4260 Hasler Green	300	450	150		150	66.7%	
4270 Rangers	1,094	1,500	406		406	73.0%	
4280 Woodrolfe Green	520	700	180		180	74.3%	
4420 Maintenance	0	200	200		200	0.0%	
Amenities :- Indirect Expenditure	2,895	4,350	1,455	0	1,455	66.6%	0
Net Income over Expenditure	(1,681)	(3,150)	(1,469)				
<u>130 Cemetery</u>							
1110 Fees	5,620	5,865	245			95.8%	
Cemetery :- Income	5,620	5,865	245			95.8%	0
4130 Miscellaneous	0	100	100		100	0.0%	
4310 Contract	5,583	6,700	1,117		1,117	83.3%	
4330 Water/Sewage Rate	145	150	5		5	96.9%	
4340 Rates	435	435	0		0	100.0%	
Cemetery :- Indirect Expenditure	6,164	7,385	1,221	0	1,221	83.5%	0
Net Income over Expenditure	(544)	(1,520)	(976)				
<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	1,306	1,200	(106)		(106)	108.8%	
4420 Maintenance	181	355	174		174	51.1%	
Pavilion :- Indirect Expenditure	1,816	1,875	59	0	59	96.9%	0
Net Income over Expenditure	(1,646)	(1,800)	(154)				
<u>150 Projects</u>							
4500 Amenities	833	1,600	767		767	52.1%	2,743
4530 Recreation Ground	5,866	5,000	(866)		(866)	117.3%	8,476
4540 Woodup Pool	1,447	3,000	1,553		1,553	48.2%	1,447
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	12,612	10,600	(2,012)	0	(2,012)	119.0%	17,132
Net Expenditure	(12,612)	(10,600)	2,012				
6000 plus Transfer from EMR	17,132						
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
<b><u>160 Rec Ground</u></b>							
1130 Pitch Fees	2,804	2,500	(304)			112.1%	
Rec Ground :- Income	<u>2,804</u>	<u>2,500</u>	<u>(304)</u>			<u>112.1%</u>	<u>0</u>
4310 Contract	7,190	8,700	1,510		1,510	82.6%	
4420 Maintenance	398	2,600	2,202		2,202	15.3%	
4710 Pitch	78	500	423		423	15.5%	
Rec Ground :- Indirect Expenditure	<u>7,666</u>	<u>11,800</u>	<u>4,134</u>	<u>0</u>	<u>4,134</u>	<u>65.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(4,862)</u>	<u>(9,300)</u>	<u>(4,438)</u>				
<b><u>170 Street Clean</u></b>							
4310 Contract	4,167	5,000	833		833	83.3%	
Street Clean :- Indirect Expenditure	<u>4,167</u>	<u>5,000</u>	<u>833</u>	<u>0</u>	<u>833</u>	<u>83.3%</u>	<u>0</u>
Net Expenditure	<u>(4,167)</u>	<u>(5,000)</u>	<u>(833)</u>				
<b><u>180 Street Light</u></b>							
4410 Electricity	3,319	6,000	2,681		2,681	55.3%	
4420 Maintenance	773	700	(73)		(73)	110.4%	
Street Light :- Indirect Expenditure	<u>4,092</u>	<u>6,700</u>	<u>2,608</u>	<u>0</u>	<u>2,608</u>	<u>61.1%</u>	<u>0</u>
Net Expenditure	<u>(4,092)</u>	<u>(6,700)</u>	<u>(2,608)</u>				
<b><u>190 Woodrolfe Hard</u></b>							
1110 Fees	1,493	900	(593)			165.9%	
Woodrolfe Hard :- Income	<u>1,493</u>	<u>900</u>	<u>(593)</u>			<u>165.9%</u>	<u>0</u>
4130 Miscellaneous	237	350	113		113	67.7%	
4730 Rent	583	440	(143)		(143)	132.6%	
Woodrolfe Hard :- Indirect Expenditure	<u>820</u>	<u>790</u>	<u>(30)</u>	<u>0</u>	<u>(30)</u>	<u>103.9%</u>	<u>0</u>
Net Income over Expenditure	<u>673</u>	<u>110</u>	<u>(563)</u>				
<b><u>200 Woodup</u></b>							
4270 Rangers	61	440	379		379	13.8%	
4310 Contract	200	265	65		65	75.5%	
4420 Maintenance	2,945	1,500	(1,445)		(1,445)	196.4%	
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	<u>5,435</u>	<u>4,335</u>	<u>(1,100)</u>	<u>0</u>	<u>(1,100)</u>	<u>125.4%</u>	<u>0</u>
Net Expenditure	<u>(5,435)</u>	<u>(4,335)</u>	<u>1,100</u>				

## 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	2,985	3,640	655		655	82.0%	
4860 Advertising	285	480	195		195	59.4%	
Other :- Indirect Expenditure	<u>3,270</u>	<u>4,120</u>	<u>850</u>	<u>0</u>	<u>850</u>	<u>79.4%</u>	<u>0</u>
Net Expenditure	<u>(3,270)</u>	<u>(4,120)</u>	<u>(850)</u>				
Grand Totals:- Income	126,934	121,000	(5,934)			104.9%	
Expenditure	109,320	121,000	11,680	0	11,680	90.3%	
Net Income over Expenditure	<u>17,613</u>	<u>0</u>	<u>(17,613)</u>				
plus Transfer from EMR	17,132						
less Transfer to EMR	2,649						
Movement to/(from) Gen Reserve	<u>32,097</u>						



## Agenda Item 6

### Earmarked Reserves Amenities

Committed Project Description	Other information	Expection Completion	Total Project Cost	Budgeted Cost To Date	EMR Balance	Additional comments
Opening Balance 01.04.23					2,165	
Transfer from General Reserves	Budget 2023/24 - Trees Cemetery Budget 2023/24 - Various			1,000 600	1,000 600	
Allotments	Various Works			1,910	-1,910	Work completed
Cemtery	Repairs to potholes			410	-410	Work completed
Tree Work Cemetery	Cost of project spread over two years - total cost estimated at £2000  Budgeted 2023/24	2024	2,295	2,295  -1,000 1,295	-2,295	Further £1,000 budgeted in 2024/25
Transfer In	From Streetlighting to Amenities			77	77	Transfer completed
Transfer In	Transfer from Community Support/Minor Projects EMR to Amenities EMR - Work at the Allotments			1,310	1,310	Transfer completed
Various Works Allotments	Work agreed by PC at meeting on 21/11/23	2024	1,310	1,310	-1,310	Completed
Transfer In	Transfer from Community Support/Minor Projects EMR to Amenities EMR - Tree work Hasler Green			480	480	Transfer completed
Tree works - Hasler Green	Work agreed by PC at meeting on 21/11/23	2023/24		480	-480	Completed
Bench - Woodrolfe Green Bench - Woodrolfe Green	Donation from resident 08/01/24 Donation from resident 06/02/24			50 100	50 100	Completed Completed
Transfer In	Transfer from Community Support/Minor Projects EMR to Amenities EMR - Bench Woodrolfe Green			368	368	Completed
Bench - Woodrolfe Green Bench - Woodrolfe Green	Purchased from Marmax Products Installation - Bonz			-423 -95	-423 -95	Completed Completed Completed
<b>TOTAL</b>				<b>6,587</b>	<b>-773</b>	

Earmarked Reserves  
Recreation Ground

Committed Project Description	Other information	Expection Completion	Total Project Cost	Budgeted Cost	EMR Balance	Additional comments
<b>Opening Balance 01.04.23</b>					<b>9,302</b>	
Transfer from General Reserves	Budget 2023/24			5,000	<b>5,000</b>	
New Equipment	Kickwall			2,610	-2,610	Work completed
<b>Repairs/Renewals Budget</b>				<b>8,500</b>		
Play Area	Replacement wetpour	2023	2,796	2,796	-2,796	Work completed
Pavilion	Replacement Windows - Seaber Jewitt			1,350	-1,350	Work completed
Pavilion	Guttering A1 - Installations			850	-850	
Pavilion	Internal Plastering & Brickwork - Neil Foakes			640	-640	
Pavilion	Extractor Fans - Pavilion - Clover Electrical			794	-794	Work completed
<b>Tree Budget</b>				<b>2,000</b>		
Tree Work	Fell - Large Poplar			1,340	-1,340	Work completed
	Fell small Poplar			380	-380	Work completed
				<b>280</b>		
Transfer	From Rec Gnd to Pavilion Project			1,000	-1,000	Transfer completed
<b>TOTAL</b>			<b>2,796</b>	<b>11,500</b>	<b>2,542</b>	

Earmarked Reserves  
Communitiy support/Minor projects

Committed Project Description	Other information	Expection Completion	Total Project Cost	Budgeted Cost	EMR Balance	Additional comments
Opening Balance 01.04.23					5,463	
Recreation Ground	Topographical Survey			495	-495	Survey completed
20mph limit - East Street	Village Development Project - contribution to LHP scheme to reduce speed to 20mph in East Street	2024	500	500	-500	
20mph limit - East Street	Contribution from resident			140	140	
Commemorative Plaque		2,023	200	200	-200	Completed
Transfer In	Transfer from Woodrolfe Hard EMR to Community Support/Minor Projects EMR			500	500	Transfer completed
Transfer Out	Transfer from Community Support/Minor Projects EMR to Amenities EMR - Work at the Allotments			1,310	-1,310	Transfer completed
Transfer Out	Transfer from Community Support/Minor Projects EMR to Amenities EMR - Tree work Hasler Green			480	-480	Transfer completed
Replacement Laptop	Emergency purchase of replacement laptop - December 2023			1,410	-1,410	Completed
Transfer Out	Support/Minor Projects EMR to			368	-368	Completed
<b>TOTAL</b>				<b>5,403</b>	<b>1,340</b>	

# Earmarked Reserves

## Woodup Pool

Committed Project Description	Other information	Expection Completion	Total Project Cost	Budgeted Cost	EMR Balance	Additional comments
<b>Opening Balance 01.04.23</b>					<b>2,093</b>	
Transfer from General Reserves	Budget 2023/24			3,000	3,000	
Woodup Pool	Works			1,330	-1,330	Works completed
Risk Assessment 2024	Cost of project spread over two years - total cost estimated at £2000	2024	2,000	2,000	-2,000	Completed
Woodup Pool Event	Donations	2023		2,134	2,134	These funds were raised from the Woodup Pool Event in 2023
Woodup Pool Event	Expenses	2023		94	-94	
Woodup Pool Event	Potential Project	2024		2,040	-2,040	
Wooup Pool Upkeep	Donation Resident - Dec 23	2023		30	30	Works completed
Wooup Pool Upkeep	Donation - Swimmers - Dec 23	2023		195	195	
Repair work	Wooden posts - Feb 24	2024		-23	-23	
<b>TOTAL</b>		<b>12,140</b>	<b>2,000</b>	<b>10,800</b>	<b>1,965</b>	

# Earmarked Reserves Pavilion Project

<b>Committed Project Description</b>	<b>Other information</b>	<b>Expectation Completion</b>	<b>Total Project Cost</b>	<b>Budgeted Cost</b>	<b>EMR Balance</b>	<b>Additional comments</b>
<b>Opening Balance 01.04.23</b>					<b>0</b>	
Transfer	From Rec Gnd to Pavilion Project			1,000	1,000	Transfer completed
<b>TOTAL</b>			<b>0</b>	<b>1,000</b>	<b>1,000</b>	

Earmarked Reserves  
Neighbourhood Plan

Committed Project Description	Other information	Expection Completion	Total Project Cost	Budgeted Cost	EMR Balance	Additional comments
<b>Opening Balance 01.04.23</b>					<b>3,228</b>	
Transfer from General Reserves	Budget 2023/24			1,000	1,000	
Housing Needs Survey		2,023		2,244	-2,244	Survey completed
HNS Summary	Printing	2,023		120	-120	Work completed
Transfer In	From Website to N/Plan			445	445	Transfer completed
<b>TOTAL</b>			<b>0</b>	<b>3,809</b>	<b>2,309</b>	

Earmarked Reserves  
Woodrolfe Hard

Committed Project Description	Other information	Expection Completion	Total Project Cost	Budgeted Cost	EMR Balance	Additional comments
Opening Balance 01.04.23					2,053	
Hard Improvements	Maintenance of the Hard Area	2023-24	1,500	1,500	-1,500	
Transfer Out	Transfer from Woodrolfe Hard EMR to Community Support/Minor Projects EMR			500	-500	Transfer completed
<b>TOTAL</b>				<b>2,000</b>	<b>53</b>	

Earmarked Reserves  
Streetlighting

Committed Project Description	Other information	Expection Completion	Total Project Cost	Budgeted Cost	EMR Balance	Additional comments
Opening Balance 01.04.23					77	
Transfer Out	From Streetlighting to Amenities			77	-77	Transfer completed
TOTAL			0	77	0	



Earmarked Reserves  
Tollesbury Harbour Project

Committed Project Description	Other information	Expection Completion	Total Project Cost	Budgeted Cost	EMR Balance	Additional comments
Openeing Balance 01.04.23					250	
Coir Rope Enclosure Project	As agreed at meeting on 21/11/23			250	-250	
TOTAL			0	250	0	

Earmarked Reserves  
Website

Committed Project Description	Other information	Expection Completion	Total Project Cost	Budgeted Cost	EMR Balance	Additional comments
Opening Balance 01.04.23					445	
Transfer Out	From Website to N/Plan			445	-445	Transfer completed
TOTAL			0	445	0	

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Estimate**Tollesbury Parish Council**  
Website Update 2024

Description	£
<b>New pages</b>	
1. <b>Contributors page:</b> add page, insert content, add to navigation, add to site map test and de-bug	120.00
2. <b>Personnel Committee:</b> 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. <b>Who we are page:</b> 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
<b>Page Adjustments</b>	
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
<b>Email Accounts</b>	
1. Set-up 11 x accounts, liaison, test and confirm @ £10 each.	110.00
<b>Optional: Social Channel Templates</b>	
1. Set-up branded post types in Canva for MC to utilise. Include different post types: events, notifications, blogs/stories, photography.	240.00
<b>Total (VAT to be included @ 20%)</b>	<b>£870.00</b>

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.

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