

**Those present:**

Cllr Plater (Chairman)  
Cllrs Bell  
Cllr Clare  
Cllr Gilbert  
Cllr Goldie  
Cllr Hawes  
Cllr Page  
Michelle Curtis (Parish Clerk)  
District Councillor Stephens  
2 members of the public

**1. Apologies for Absence**

Apologies were received and accepted from Cllrs Ferneyhough, Inwood, Rogers and St Joseph and District Councillor Thompson.

**2. Declarations of Interest**

There were no declarations of interest disclosed.

**3. Public Forum**

A resident stated that at the previous meeting of the Parish Council, the Council adopted a new Attendance at Meetings Policy. The resident stated that he disagreed with the justification for the new policy. The resident proposed that the Parish Council should be reasonable in allowing unannounced speakers during the public forum if time permits, similar to Maldon Town Council's practice. The resident urged all Councillors to consider reviewing the proposal for adoption at a Parish Council meeting in due course.

**Action:** The proposal is to be reviewed by the Finance and Policy Committee.

**4. Minutes**

**Resolved:** The minutes of the Parish Council Meeting held on 19<sup>th</sup> March 2024 be approved as a true and accurate record of the meeting. Proposed Cllr Hawes, seconded Cllr Gilbert. Unanimously agreed by those who attended.

The Chairman signed the Minutes.

**5. County Councillor and District Councillors**

Cllr Stephens presented her report (previously circulated).

**6. Finance**

**6.1 Monthly Financial Report**

The Financial Reports, as of the 31<sup>st</sup> March 2024, were presented to the Council (Appendix A).

Councillors received the following monthly financial reports:

**Bank Reconciliation** – The closing balance of £77,534.33

**Expenditure to date** – Budget £121,000 - Actual to date £124,770

**Income to date** – Budget £121,000 (including Precept £107,510) actual to date £131,433

**Earmarked Funds** – Closing balance £14,427.07 - Net movement -£10,648.39

The Clerk reported:

- £349.15 received from Unity Trust bank for interest on the Instant Access Account.
- £140 was refunded to the resident who contributed to the 20mph speed limit scheme outside the school. As the money for the scheme was no longer required, the donation was refunded.

Councillors thanked the Clerk warmly for managing the accounts and keeping the council finances within budget.

The Chairman and Cllr Hawes signed the Reports.

## **6.2 Payments**

The items for payment totalling £13,537.24 were presented for approval (Appendix B).

**Resolved:** Unanimously agreed to approve the payment schedule and make online payments.

## **7. Recreation Ground**

### **7.1 Draft Minutes**

The draft minutes of the Recreation Ground Committee meeting held on 4<sup>th</sup> March 2024 were received and noted.

### **7.2 Monthly Inspection Report**

The Monthly Inspection Report dated 25/03/24 was received. It was noted that the wooden climber had been removed.

### **7.3 Skate Park**

The Clerk reported that she had spoken with Gamart Engineering. Gamart said they would schedule the repair work once the weather was drier.

## **8. Environment & Amenity (Allotments, Burial Ground, Hasler Green, Woodrolfe Green, Streetlight, Dog/Litter Bins, Highways, Footpaths)**

### **Verbal Report from the Environment and Amenity Committee**

The Chairman reported:

- On Wednesday, 27<sup>th</sup> March 2024, members of the Environment & Amenity Committee and the Parish Clerk met with representatives from Lewis and Scott.

The Chairman gave an overview of the meeting and advised that the following schemes were suggested to Lewis & Scott:

- Works on the Pavilion relating to the football team requirements
- Bus stop/waiting area to the left of the access road on Woodrolfe Green
- Use of surplus clay to heighten the dip in the seawall

Lewis and Scott have agreed to explore these suggestions further.

## **9. Woodrolfe Hard**

### **Verbal Report from the Environment and Amenity Committee**

The Clerk reported:

- Several unregistered dinghies had been removed from Woodrolfe Hard/Tolfish Hump.
- The invoices for the dinghy fees have been sent out.

## 10. Woodup Pool

### Draft Minutes

The draft minutes of the Woodup Pool Committee meeting held on 18<sup>th</sup> March 2024 were received and noted.

The following dates were noted:

- Tuesday 9<sup>th</sup> April 2024 – 7pm – Pavilion – Woodup Pool Information Evening
- Sunday 12<sup>th</sup> May 2024 – 10 am-12 pm – Woodup Pool Working Party

## 11. Police Reports

The Police Reports (confidential) were received and noted.

## 12. Maldon District Council Community Engagement Team (formerly the Community Protection Officers - CPOs)

### 12.1 CET Report

The report for February 2024 was received and noted.

It was reported that there is an issue with vehicles parking on the yellow lines on the corner of Station Road/High Street.

**Action:** Clerk to request that the CETs carry out patrols in this area.

**Action:** Clerk to post on social media reminding residents not to park or stop in this area.

### 12.2 CET Services 2024/25

The costs for 2024/25 for the services of the CET would be £42.47 per hour (£40.53 per hour in 2023/24).

**Resolved:** It was unanimously agreed to continue with the CET's services in 2024/25 as per the current patrols.

## 13. St Peter's Hospital Closure - Consultation

**Resolved:** unanimously agreed to approve the response, subject to some minor amendments, prepared by Cllr Gilbert, to the consultation on the proposed closure of St Peter's Hospital.

Councillors thanked Cllr Gilbert for her work in preparing the response.

**Action:** Clerk to submit the response once updated by Cllr Gilbert.

**Action:** Clerk to submit a complaint to the ICB regarding the lack of communication regarding the closure of St Peter's Hospital.

## 14. Administration

Church Fete—The Clerk advised that a request had been received to use the car park and area beside the store shed for St Mary's Church Fete, which is being held on Saturday, 8<sup>th</sup> June, between 9 a.m. and 5 p.m. The format will be similar to previous years.

Councillors approved using a car park and area beside the store shed for the fete.

Joint Panel on Accountability & Governance Practitioners Guide 2024 – The Clerk reported that she had circulated the guide to Councillors with a list of the changes in the new document.

## 15. Community Matters

Cllr Clare reported:

- The Youth Club have been working on some proposals for the older youth in the village. The proposals have been submitted to Vikki Chambers, who has agreed to submit a bid to Essex County Council to use the funds.

The Chairman reported:

- The Clerk is arranging a meeting between Maldon District Council Policy Officer and Housing Officer and the Neighbourhood Plan Steering Group.
- The Clerk is arranging a meeting with Emma Holmes from Maldon District Council to discuss the Councillor Register of Interests. This meeting will likely be held on Zoom.

## 16. Confidential

(a) **Resolved:** under the Public Bodies (Admissions to Meetings) Act 1960 S.1(2), to exclude members of the public for the duration of this meeting to carry out the appointment of the Part-Time Amenities Officer.

The Parish Clerk left the meeting.

(b) **Resolved:** Unanimously agreed to appoint the Part-Time Amenities Officer (Confidential report 05-23/24).

The Parish Clerk returned to the meeting.

## 17. Dates of the Next Meetings

Tuesday 16<sup>th</sup> April 2024 - Full Council Meeting – 7.30pm – Pavilion

Tuesday 16<sup>th</sup> April 2024 – Environment & Amenity Committee – To be rescheduled

Tuesday 7<sup>th</sup> May 2024 – Annual Statutory Meeting – 7.30pm - Pavilion

The Chairman closed the meeting at 8.33pm.

Date: 02/04/2024

Tollesbury Parish Council Current Year

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Time: 11:07

**Bank Reconciliation Statement as at 31/03/2024  
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	31/03/2024		19,258.46
Deposit Account	31/03/2024		503.73
Coop Current Account 2	31/03/2024		298.79
Petty Cash	31/03/2024		2.59
Unity Current Account	31/03/2024		6,258.68
Unity Instant Access Saver Acc	31/03/2024		51,274.04
			<hr/> 77,596.29
<b><u>Unpresented Payments (Minus)</u></b>		<b><u>Amount</u></b>	
30/03/2024 DC Tollesbury Post Office		15.00	
31/03/2024 DC Screwfix		46.96	
			<hr/> 61.96
			77,534.33
<b><u>Unpresented Receipts (Plus)</u></b>			
		0.00	
			<hr/> 0.00
			77,534.33
		<b>Balance per Cash Book is :-</b>	<b>77,534.33</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

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<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Amenities	2,164.60	-163.00	2,001.60
322 EMR Recreation Ground	9,302.13	-7,301.42	2,000.71
323 EMR Community Support/Minor Pr	5,462.98	-4,164.98	1,298.00
324 EMR Woodup Pool	2,092.74	1,922.05	4,014.79
325 EMR Pavillion 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>-10,648.39</u>	<u>14,427.07</u>

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

## 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	52,693	51,137	(1,556)	0	(1,556)	103.0%	0
Net Expenditure	<u>(52,693)</u>	<u>(51,137)</u>	<u>1,556</u>				
<u>110 Administration</u>							
1076 Precept	107,510	107,510	(0)			100.0%	
1080 Bank Interest Received	1,280	0	(1,280)			0.0%	
1150 Donations	2,601	0	(2,601)			0.0%	2,509
1160 Other Income	1,601	0	(1,601)			0.0%	140
1200 Grants Received	2,950	2,950	0			100.0%	
Administration :- Income	<u>115,942</u>	<u>110,460</u>	<u>(5,482)</u>			<u>105.0%</u>	<u>2,649</u>
4100 Audit Fees	720	700	(20)		(20)	102.9%	
4110 Bank Charges	101	100	(1)		(1)	101.0%	
4120 Insurance	4,087	3,758	(329)		(329)	108.7%	
4130 Miscellaneous	619	500	(119)		(119)	123.8%	
4140 Office Allowance	1,500	1,500	0		0	100.0%	
4150 Photocopier	773	950	177		177	81.3%	
4160 Postage	24	40	16		16	60.0%	
4170 Stationery	52	60	8		8	86.5%	
4180 Subscriptions	2,362	2,100	(262)		(262)	112.5%	
4190 Telephone	552	600	48		48	91.9%	
4200 Training	729	300	(429)		(429)	243.0%	
4210 Website	1,115	800	(315)		(315)	139.4%	
Administration :- Indirect Expenditure	<u>12,633</u>	<u>11,408</u>	<u>(1,225)</u>	<u>0</u>	<u>(1,225)</u>	<u>110.7%</u>	<u>0</u>
Net Income over Expenditure	<u>103,309</u>	<u>99,052</u>	<u>(4,257)</u>				
6001 less Transfer to EMR	2,649						
Movement to/(from) Gen Reserve	<u>100,660</u>						
<u>120 Amenities</u>							
1100 Allotments Income	1,215	1,200	(15)			101.2%	
1110 Fees	(1)	0	1			0.0%	
Amenities :- Income	<u>1,214</u>	<u>1,200</u>	<u>(14)</u>			<u>101.2%</u>	<u>0</u>

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4130 Miscellaneous	437	500	63		63	87.5%	
4250 Allotments	583	1,000	417		417	58.3%	
4260 Hasler Green	333	450	117		117	74.1%	
4270 Rangers	1,094	1,500	406		406	73.0%	
4280 Woodrolfe Green	569	700	131		131	81.3%	
4420 Maintenance	114	200	86		86	57.1%	
Amenities :- Indirect Expenditure	3,132	4,350	1,218	0	1,218	72.0%	0
Net Income over Expenditure	(1,918)	(3,150)	(1,232)				
<u>130 Cemetery</u>							
1110 Fees	9,356	5,865	(3,491)			159.5%	
Cemetery :- Income	9,356	5,865	(3,491)			159.5%	0
4130 Miscellaneous	0	100	100		100	0.0%	
4310 Contract	6,142	6,700	558		558	91.7%	
4330 Water/Sewage Rate	145	150	5		5	96.9%	
4340 Rates	435	435	0		0	100.0%	
Cemetery :- Indirect Expenditure	6,722	7,385	663	0	663	91.0%	0
Net Income over Expenditure	2,634	(1,520)	(4,154)				
<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	65	60	(5)		(5)	108.0%	
4410 Electricity	1,433	1,200	(233)		(233)	119.4%	
4420 Maintenance	181	355	174		174	51.1%	
Pavilion :- Indirect Expenditure	1,982	1,875	(107)	0	(107)	105.7%	0
Net Income over Expenditure	(1,812)	(1,800)	12				
<u>150 Projects</u>							
4500 Amenities	2,238	1,600	(638)		(638)	139.9%	4,148
4530 Recreation Ground	8,691	5,000	(3,691)		(3,691)	173.8%	11,301
4540 Woodup Pool	3,437	3,000	(437)		(437)	114.6%	3,437
4560 Neighbourhood Plan	2,364	1,000	(1,364)		(1,364)	236.4%	2,364
4610 Unallocated Sum	2,647	0	(2,647)		(2,647)	0.0%	2,647
Projects :- Indirect Expenditure	19,377	10,600	(8,777)	0	(8,777)	182.8%	23,897
Net Expenditure	(19,377)	(10,600)	8,777				
6000 plus Transfer from EMR	23,897						
Movement to/(from) Gen Reserve	4,520						



## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

## 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	3,267	2,500	(767)			130.7%	
Rec Ground :- Income	<u>3,267</u>	<u>2,500</u>	<u>(767)</u>			130.7%	<u>0</u>
4310 Contract	7,989	8,700	711		711	91.8%	
4420 Maintenance	543	2,600	2,057		2,057	20.9%	
4710 Pitch	78	500	423		423	15.5%	
Rec Ground :- Indirect Expenditure	<u>8,610</u>	<u>11,800</u>	<u>3,190</u>	<u>0</u>	<u>3,190</u>	<u>73.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(5,342)</u>	<u>(9,300)</u>	<u>(3,958)</u>				
<u>170 Street Clean</u>							
4310 Contract	4,583	5,000	417		417	91.7%	
Street Clean :- Indirect Expenditure	<u>4,583</u>	<u>5,000</u>	<u>417</u>	<u>0</u>	<u>417</u>	<u>91.7%</u>	<u>0</u>
Net Expenditure	<u>(4,583)</u>	<u>(5,000)</u>	<u>(417)</u>				
<u>180 Street Light</u>							
4410 Electricity	3,659	6,000	2,341		2,341	61.0%	
4420 Maintenance	829	700	(129)		(129)	118.5%	
Street Light :- Indirect Expenditure	<u>4,488</u>	<u>6,700</u>	<u>2,212</u>	<u>0</u>	<u>2,212</u>	<u>67.0%</u>	<u>0</u>
Net Expenditure	<u>(4,488)</u>	<u>(6,700)</u>	<u>(2,212)</u>				
<u>190 Woodrolfe Hard</u>							
1110 Fees	1,493	900	(593)			165.9%	
Woodrolfe Hard :- Income	<u>1,493</u>	<u>900</u>	<u>(593)</u>			165.9%	<u>0</u>
4130 Miscellaneous	298	350	52		52	85.1%	
4730 Rent	583	440	(143)		(143)	132.6%	
Woodrolfe Hard :- Indirect Expenditure	<u>881</u>	<u>790</u>	<u>(91)</u>	<u>0</u>	<u>(91)</u>	<u>111.6%</u>	<u>0</u>
Net Income over Expenditure	<u>612</u>	<u>110</u>	<u>(502)</u>				
<u>200 Woodup</u>							
4270 Rangers	61	440	379		379	13.8%	
4310 Contract	223	265	43		43	84.0%	
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>5,458</u>	<u>4,335</u>	<u>(1,123)</u>	<u>0</u>	<u>(1,123)</u>	<u>125.9%</u>	<u>0</u>
Net Expenditure	<u>(5,458)</u>	<u>(4,335)</u>	<u>1,123</u>				

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

## 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	3,295	3,640	345		345	90.5%	
4860 Advertising	285	480	195		195	59.4%	
Other :- Indirect Expenditure	<u>3,580</u>	<u>4,120</u>	<u>540</u>	<u>0</u>	<u>540</u>	<u>86.9%</u>	<u>0</u>
Net Expenditure	<u>(3,580)</u>	<u>(4,120)</u>	<u>(540)</u>				
Grand Totals:- Income	131,443	121,000	(10,443)			108.6%	
Expenditure	124,770	121,000	(3,770)	0	(3,770)	103.1%	
Net Income over Expenditure	<u>6,672</u>	<u>0</u>	<u>(6,672)</u>				
plus Transfer from EMR	23,897						
less Transfer to EMR	2,649						
Movement to/(from) Gen Reserve	<u>27,921</u>						

TOLLESBURY PARISH COUNCIL  
PAYMENTS FOR APPROVAL

April 2024

Date	Cheque No.	Payee	Invoice No/Ref	Expenditure Detail	Amount
<b>CO-OPERATIVE BANK - CURRENT ACCOUNT</b>					
19.03.2024	D/D	Octopus	KI-C5266B98-0012	Electricity Supply - Pavilion	£133.11
26.03.2024	D/D	Npower	IN09852610	Electricity Supply - Streetlights	£356.64
28.03.2024	D/D	Utility Warehouse	212370743	Parish Phone	£55.16
01.04.2024	D/D	Maldon District Council		Non-Domestic Rates - Cemetery - April	£46.37
15.04.2024	D/D	A & J Lighting Solutions	38176	Monthly maintenance	£67.92
<b>CO-OPERATIVE ACCOUNT - ACCOUNT No. 2</b>					
07.03.2024	D/C	J&A (International) Ltd	2031939	Dinghy Stickers	£36.54
08.03.2024	D/C	J&A (International) Ltd	2032162	Dinghy Stickers	£36.54
09.03.2024	D/C	Costco		Cleaning items	£30.69
18.03.2024	D/C	Adobe	EE202400306952	Monthly subscription	£16.64
21.03.2024	D/C	Imperative Training	1000190191	Replacement defibrillator cabinet - Fire Station	£654.00
25.03.2024	D/C	British Bins	SO017942	Replacement cigarette bin - Bus Shelter	£90.00
26.03.2024	D/C	Tesco		Cleaning items	£16.34
31.03.2024	D/C	Tollesbury Post Office		Postage	£15.00
31.03.2024	D/C	Screwfix		Equipment - Amenities Officer	£46.96
02.04.2024	D/C	Moneysoft	328179	Payroll Software	£98.40
<b>UNITY TRUST BANK - CURRENT ACCOUNT</b>					
20.03.2024	Online	A1 Installations	20485	Aluminium guttering - Pavilion	£1,093.20
20.03.2024	Online	Neil Foakes		Brickwork & internal Plastering - Pavilion	£640.00
31.03.2024	D/D	Unity Trust Bank		Bank Charges	£25.35
02.04.2024		Wages		Staff Wages	£2,632.64
	Online	HMRC		Tax & NI - March 24	£1,189.76
	Online	D W Maintenance	2541	Grounds Maintenance - Cemetery - March	£558.33
			2542	Grounds Maintenance - March	£920.41
	Online	S Curtis		Litter Contract	£416.66
	Online	Viking Skips Ltd	1760	Civic Amenity Skip	£186.00
	Online	Bonz	5078	Removal of wooden climber - Recreation Ground	£660.00
	Online	Maldon District Council	TOL10090365	CPO Patrols - Jan - Mar 24	£437.72
	Online	Wave		Water Supply - Cemetery	£157.86
	Online	Barney Reece	BR278	Top and face leylandii trees - Cemetery	£2,295.00
	Online	Euroloo		Toilet Hire Woodup Pool - 24.05.24	£312.00
	Online	Euroloo		Toilet Hire Woodup Pool - 22.07.24	£312.00
<b>TOTAL</b>					<b>£13,537.24</b>

<b>Payment Breakdown</b>	
Tollesbury Current Account	£659.20
Tollesbury A/c No. 2 Debit Card	£1,041.11
Unity Trust Bank	£11,836.93
<b>TOTAL</b>	<b>£13,537.24</b>

Signed: \_\_\_\_\_

Date: \_\_\_\_\_