

Those present:

Cllr Plater (Chair)
Cllr Bell
Cllr Clare
Cllr Gilbert
Cllr Page
Michelle Curtis (Parish Clerk/RFO)
1 member of the public

1. Apologies for Absence

There were no apologies for absence; all Members were present.

2. Declarations of Interest

There were no declarations of interest disclosed.

3. Public Forum

There was no comment from the member of the public.

4. Minutes

Resolved: The minutes of the Finance and Policy Committee Extra-Ordinary Meeting held on 20th August 2024 be approved as a true and accurate record of the meeting. Proposed Cllr Page, seconded by Cllr Clare and unanimously agreed by those who attended.

The Chair signed the Minutes.

5. Accounts 2024/25

The Clerk gave an overview of the current financial position.

The Parish Council was financially secure. The Committee reviewed the works required, which the Clerk was currently obtaining quotations for:

- Bus Shelter repairs
- Woodup Pool – toilet exploratory works
- Allotments – Additional tap
- Kickwall painting
- Land registry – This will be considered in December once the quotations for the work above have been received and they were a higher priority.

Action: Chair to discuss the progress of the land registry transfer for Woodup Pool with the Crown Estate.

The Committee reviewed the Earmarked Reserves (Appendix A).

The Clerk reported that at the Full Council Meeting on 3rd September 2024, agenda item 12.4, it was mentioned that the sum of £2,040 raised from the Woodup Pool Event 2023 may be used to cover the costs of the exploratory works for the toilets. The Clerk advised that the funds available from the Woodup Pool Event were £758 and not £2,040 because £1,000 had been transferred to sluice gate maintenance, and £282 was used to purchase new signage at Woodup Pool.

The Committee would propose the following to the Full Council for approval:

- EMR Community Support - £978 to be transferred to EMR Amenities (this will be to cover the shortfall for the recent tree works carried out at the Cemetery, Woodrolfe Green and Hasler Green).

6. Financial Regulations

The Committee agreed that the new NALC Financial Regulations should be adopted.

Action: Cllrs Bell and Page and the Clerk will adapt the NALC Financial Regulations to fit the needs of Tollesbury. Once the document has been updated, it will be circulated to the Finance and Policy Committee for approval and then submitted to the Full Council for adoption.

7. Date of the Next Meeting

The Chairman reported that Tollesbury Climate Partnership (TCP) were progressing with the community orchard and suggested a License Agreement be drawn up between the Parish Council and TCP to use the area in the Cemetery for the community orchard.

Action: Chair to discuss with TCP.

The next meeting will be held on:

Wednesday 4th December 2024 at 7.00pm - Pavilion

The Chairman closed the meeting at 8.22pm.

Signed.....

Date:.....

Earmarked Reserves
Amenities

Committed Project Description	Other information	Expection Completion	Total Project Cost	Budgeted Cost To Date	EMR Balance	Additional comments
Opening Balance 01.04.24					1,522	
Transfer from General Reserves	Budget 2024/25 - Trees Cemetery Budget 2024/25 - Trees W/Green and H/Green			1,000	1,000	
				500	500	
Tree Work Cemetery	Cost of project spread over two years (2023/24 and 2024/25) - total cost £2295	2024	2,295	2,295	-2,295	Work completed
Woodrolfe Green - Car Park	Work approved 04/06/24			330	-330	
Cemetery - Spraying	Work approved 06/08/24			250	-250	
Cemetery Trees	Work approved 03/09/24			400	-400	
Hasler Green Trees	Work approved 03/09/24			525	-525	
Woodrolfe Green Trees	Work approved 03/09/24			200	-200	
TOTAL				4,125	-978	

Earmarked Reserves
Recreation Ground

Committed Project Description	Other information	Expection Completion	Total Project Cost	Budgeted Cost	EMR Balance	Additional comments
Opening Balance 01.04.24					2,481	
Transfer from General Reserves	Budget 2024/25 - Trees Work			2,000	2,000	
	Budget 2024/25 - New Play Equipment Project			2,000	2,000	
Repairs/Renewals Budget						
Carried forward from 2023/24				2,001		
Tree Work				280		
Carried forward from 2023/24				2,000		
Budget 2024/25				-900		
Tree Work	Work approved 03/09/24		TOTAL	1,380	-1,380	
New Equipment Project	Future Project			2,000	-2,000	
TOTAL			0		3,101	

Earmarked Reserves
 Communtiy support/Minor projects

Committed Project Description	Other information	Expection Completion	Total Project Cost	Budgeted Cost	EMR Balance	Additional comments
Opening Balance 01.04.24					1,298	
Transfer from General Reserves	Budget 2024/25				1,300	
TOTAL				0	2,598	

Earmarked Reserves
Woodup Pool

Committed Project Description	Other information	Expection Completion	Total Project Cost	Budgeted Cost	EMR Balance	Additional comments
Opening Balance 01.04.24					4,015	
Transfer from General Reserves	Budget 2024/25 - Risk Assessment Budget 2024/25 - Sluice gate/weed control maintenance			1,000	1,000	
Risk Assessment 2026	Cost of project spread over two years - total cost estimated at £2000	2026	2,000	2,000	-1,000	£1,000 to be budgeted in 2025/26
Woodup Pool Event	Potential Project Transfer agreed at W/Pool Committee meeting on 22/04/24 Signage	2024		2,040		WPE donation 2023
Sluice gate maintenance	Future Project/Works Transfer agreed at W/Pool Committee meeting on 22/04/24	Ongoing		-1,000	-1,000	
Weed control maintenance	Future Project/Works	Ongoing		-282	-282	Provision for any future works
TOTAL		6,074	2,000	6,516	975	

Earmarked Reserves
Pavilion Project

Committed Project Description	Other information	Expection Completion	Total Project Cost	Budgeted Cost	EMR Balance	Additional comments
Opening Balance 01.04.24	Opening Balance 01.04.24				1,000	
Transfer from General Reserves	Budget 2024/25 - Risk Assessment			1,000	1,000	Transfer completed
Carried forward from 2023/24	Future project			1,000		
Budget 2024/25 - Pavilion Project	Future project			1,000		
			TOTAL	2,000	-2,000	
TOTAL			0	5,000	0	

Earmarked Reserves
Neighbourhood Plan

Committed Project Description	Other information	Expection Completion	Total Project Cost	Budgeted Cost	EMR Balance	Additional comments
Opening Balance 01.04.24					2,309	
Transfer from General Reserves	Budget 2024/25			2,000	2,000	
TOTAL			0	2,000	4,309	

Earmarked Reserves
Woodrolfe Hard

Committed Project Description	Other information	Expection Completion	Total Project Cost	Budgeted Cost	EMR Balance	Additional comments
Opening Balance 01.04.24					1,553	
C/F Hard Improvements	Maintenance of the Hard Area	2024-25	1,500	1,500	-1,500	
TOTAL				1,500	53	