

Those present:

Cllr Plater (Chair)
Cllr Bell
Cllr Gilbert
Cllr Goldie
Cllr Hawes
Cllr Inwood
Cllr Page
Cllr Rogers
Cllr St Joseph
Michelle Curtis (Parish Clerk/RFO)
District Councillor Stephens
District Councillor Thompson
3 members of the public

1. Apologies for Absence

Apologies were received and accepted from Cllr Clare and County Councillor Durham.

2. Declarations of Interest

There were no declarations of interest disclosed.

3. Public Forum

The Clerk advised that there were no requests from residents to address the Parish Council.

4. County Councillor and District Councillors

Cllr Stephens presented her report.

5. Minutes

Resolved: The minutes of the Parish Council Meeting held on 15th October 2024 be approved as a true and accurate record of the meeting. Proposed Cllr Hawes, seconded Cllr Inwood. Unanimously agreed by those who attended.

The Chair signed the Minutes.

6. Finance

6.1 Monthly Financial Report

The Financial Reports as of the 31st October 2024 were presented to the Council (Appendix A).

Councillors received the following monthly financial reports:

Bank Reconciliation – The closing balance of £150,207.69

Expenditure to date – Budget £132,720 - Actual to date £63,482

Income to date – Budget £132,720 (including Precept £118,257 actual to date £140,662

Earmarked Funds – Closing balance £23,632.07 - Net movement £9,205

The Clerk reported:

- Unity Trust Bank were now charging their bank fee monthly instead of quarterly.
- £943.57 received from HMRC for the VAT recovered between July and September 2024.

The Chair and Cllr Hawes (Vice-Chair) signed the reports and bank statements.

6.2 Funds transferred within the Council's banking arrangements

The schedule of funds transferred within the Council's banking arrangements was received and noted. (Appendix B).

The Chair and Cllr Hawes (Vice-Chair) signed the schedule.

6.3 Payments

The items for payment totalling £11,178.84 were presented for approval (Appendix C).

Resolved: Unanimously agreed to approve the payment schedule, including online payments.

The Chair and Cllr Hawes (Vice-Chair) signed the payment schedule.

Cllr Bell signed to confirm that he had checked the invoices against the payment schedule.

7. Planning Applications

Application No: 24/00810/HOUSE PP-13474599

Proposal: Erection of part first floor rear extension. Alterations to fenestration.

Location: Mount Ash 1 Mell Road Tollesbury

Resolved: Unanimously agreed to respond to Maldon District Council to advise that the Parish Council could not comment on the application due to no information on parking for a 4-bedroom house situated on a busy road junction, i.e. Mell Road and Woodrolfe Road.

8. Recreation Ground

8.1 Draft Minutes

The draft minutes of the Recreation Ground Committee meeting held on 23rd October 2024 were received and noted.

Cllr Inwood, Chair of the Recreation Ground Committee, advised that the Committee had discussed whether it was feasible to continue with the skate park given that it has come to the end of its life. The Committee would be carrying out a survey via the Youth Club to establish if the equipment is used, what it is used for and future needs.

8.2 Maintenance Works

Resolved: Unanimously agreed to the Recreation Ground Committee's proposal to accept Bonz's quotation for £250 + VAT to remove the concrete patch in the play area and make the area good and concrete two bollards that are leaning over in the car park. The expenditure will come from the Recreation Ground maintenance budget.

8.3 Monthly Inspection Report

The Monthly Inspection Report dated 29/10/24 was received and noted.

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

No new information to report. The next meeting of the Environment & Amenity Committee will be held on 12th November 2024.

10. Woodrolfe Hard

10.1 Draft Minutes

The draft minutes of the Woodrolfe Hard Committee meeting held on 16th October 2024 were received and noted.

10.2 Proposal – Woodrolfe Hard Committee

Resolved: Unanimously agreed to the proposal from the Woodrolfe Hard Committee as follows:

- 1) To rename the Tollesbury Harbour Project earmarked reserve to "Harbour Project – R Lankester" to reflect the donation given by the last Councillor Roger Lankester.
- 2) To purchase two speed limit buoys to be installed at each end of Woodrolfe Creek. Each buoy will have two 4-knot speed limit signs attached to them. The expenditure will come from the Woodrolfe Hard maintenance budget and the Woodrolfe Hard earmarked reserves.

Two buoys to be purchased from JFC Marina	£199.00
<u>Signage from The Sign Shed</u>	<u>£ 24.37</u>
TOTAL	£223.37

All costs, including delivery fees, are exclusive of VAT.

11. Woodup Pool

11.1 Draft Minutes

The draft minutes of the Woodup Pool Committee meeting held on 2nd October 2024 were received and noted.

Cllr St Joseph noted that in the draft minutes of the Woodup Pool Committee meeting, it was reported that there were overgrown brambles, and the Clerk was going to report this to the Environment Agency.

The Clerk advised that there had not yet been a response.

Cllr St Joseph advised that in previous correspondence with the Environment Agency, they referred to this as de minimis work and agreed we could proceed.

Action: Clerk to obtain a quotation from DW Maintenance, grounds maintenance contractor, to cut back the brambles.

11.2 Woodup Pool Usage by FACT

Councillors were happy with the proposed schedule for 2025.

Action: Clerk to update the website with the usage dates for 2025

12. Finance and Policy

The draft minutes of the Finance and Policy Committee meeting held on 26th September 2024 were received and noted.

13. **Co-option Policy**

Resolved: Unanimously agreed to accept the proposed amendments and adopt the Co-option Policy V3.0.

14. **Local Highways Panel**

Councillors considered the proposal from Cllr Stephens to apply to the South Essex Parking Partnership for the installation of yellow lines opposite the bakery.

Councillors were supportive of Cllr Stephens's proposal.

Action: Cllr Stephens to arrange an onsite meeting and Cllrs Bell and St Joseph agreed to attend on behalf of the Parish Council.

15. **Police Reports**

The Police Reports (confidential) were received and noted.

16. **Maldon District Council Community Engagement Team (formerly the Community Protection Officers - CPOs)**

The report for September 2024 was received. It was noted that there were 2 vehicle move-ons.

17. **Consultation - Enabling remote attendance and proxy voting at local authority meetings**

Action: This will be deferred until the next meeting of the Parish Council when the Parish Council will form a response to the consultation.

18. **Casual Vacancy**

The Clerk advised that Maldon District Council had confirmed that there have been no requests for an election, so the Parish Council can proceed to co-opt.

Action: Clerk to advertise the vacancy.

19. **Administration**

The Clerk reported:

- Following the last meeting, the landowner of the empty property had been contacted following concerns that the property was insecure. The landowner has secured the property and has asked nearby residents to notify him or the police if they notice anyone on the property.

20. **Community Matters**

The Chair reported:

- The Marine Stakeholder Group have recently met and is looking at navigation issues relating to the Creek and the Leavings. They are also looking at what is happening in the channels, and regular drone surveys are being carried out. They are exploring to see if anything can be done as regular maintenance, and they are looking at the implications of keeping the channels open.

21. **Public Bodies (Admission to Meetings) Act 1960**

Resolved: Due to the confidential personnel and contractual nature of the business to be transacted, the meeting would be closed to the press and the public.

22. **Employment Matters**

22.1 **Caretaker**

Councillors carried out an annual review for the Caretaker – (confidential report FC02-24/25).

The Clerk left the meeting.

22.2 Parish Clerk

Councillors carried out an annual review for the Clerk – (confidential report FC02-24/25).

23. Public Bodies (Admission to Meetings) Act 1960

Resolved: Open the meeting to the press and the public.

The Clerk returned to the meeting.

24. Dates of the Next Meetings

Full Council Meeting

Tuesday 19th November 2024 – 7.30pm – Pavilion

Committee Meetings

Personnel Committee – 11th November 2024 – 7pm - Pavilion

Environment & Amenity Committee – 12th November 2024 – 7pm - Pavilion

Finance & Policy Committee – 4th December 2024 – 7pm – Pavilion

Recreation Ground Committee – 29th January 2025 – 7.15pm - Pavilion

Woodrolfe Hard Committee – 3rd February 2025 – 7pm - Pavilion

Woodup Pool Committee – 24th February 2025 – 7pm in the Pavilion

The Chair closed the meeting at 9.45pm.

Signed:..... Date:.....

Date: 01/11/2024

Tollesbury Parish Council Current Year

Page 1

Time: 12:49

**Bank Reconciliation Statement as at 31/10/2024
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	31/10/2024		76,602.46
Deposit Account	31/10/2024		511.94
Coop Current Account 2	31/10/2024		372.75
Petty Cash	31/10/2024		2.59
Unity Current Account	31/10/2024		20,688.03
Unity Instant Access Saver Acc	31/10/2024		51,983.42
			<u>150,161.19</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			150,161.19
<u>Unpresented Receipts (Plus)</u>			
18/10/2024 086		46.50	
			<u>46.50</u>
			150,207.69
		Balance per Cash Book is :-	150,207.69
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Amenities	1,521.60	-1,195.00	326.60
322 EMR Recreation Ground	2,480.71	3,100.00	5,580.71
323 EMR Community Support/Minor Pr	1,298.00	1,300.00	2,598.00
324 EMR Woodup Pool	4,014.79	3,000.00	7,014.79
325 EMR Pavilion Project	1,000.00	1,000.00	2,000.00
327 EMR Neighbourhood Plan	2,309.01	2,000.00	4,309.01
329 EMR Woodrolfe Hard	1,552.96		1,552.96
333 Tollesbury Harbour Project	250.00		250.00
	<u>14,427.07</u>	<u>9,205.00</u>	<u>23,632.07</u>

Detailed Income & Expenditure by Budget Heading 31/10/2024

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	33,986	62,403	28,417	0	28,417	54.5%	0
Net Expenditure	(33,986)	(62,403)	(28,417)				
<u>110 Administration</u>							
1076 Precept	118,257	118,257	0			100.0%	
1080 Bank Interest Received	718	250	(468)			287.0%	
1150 Donations	37	0	(37)			0.0%	
1160 Other Income	182	0	(182)			0.0%	
1200 Grants Received	2,950	2,950	0			100.0%	
Administration :- Income	122,144	121,457	(687)			100.6%	0
4100 Audit Fees	720	750	30		30	96.0%	
4110 Bank Charges	(23)	100	123		123	(22.6%)	
4120 Insurance	4,128	4,087	(41)		(41)	101.0%	
4130 Miscellaneous	152	300	148		148	50.6%	
4140 Office Allowance	925	1,600	675		675	57.8%	
4150 Photocopier	657	700	43		43	93.8%	
4160 Postage	3	40	37		37	7.6%	
4170 Stationery	20	60	40		40	33.3%	
4180 Subscriptions	1,493	2,500	1,007		1,007	59.7%	
4190 Telephone	322	600	278		278	53.6%	
4200 Training	0	500	500		500	0.0%	
4210 Website	175	1,000	825		825	17.5%	
Administration :- Indirect Expenditure	8,571	12,237	3,666	0	3,666	70.0%	0
Net Income over Expenditure	113,573	109,220	(4,353)				
<u>120 Amenities</u>							
1100 Allotments Income	1,002	1,333	332			75.1%	
Amenities :- Income	1,002	1,333	332			75.1%	0
4130 Miscellaneous	647	750	104		104	86.2%	
4250 Allotments	74	750	676		676	9.8%	

Detailed Income & Expenditure by Budget Heading 31/10/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4260 Hasler Green	200	400	200		200	50.0%	
4270 Rangers	382	1,650	1,268		1,268	23.2%	
4280 Woodrolfe Green	335	670	335		335	50.0%	
4420 Maintenance	0	1,000	1,000		1,000	0.0%	
Amenities :- Indirect Expenditure	<u>1,637</u>	<u>5,220</u>	<u>3,583</u>	<u>0</u>	<u>3,583</u>	<u>31.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(636)</u>	<u>(3,887)</u>	<u>(3,251)</u>				
<u>130 Cemetery</u>							
1110 Fees	14,312	5,155	(9,157)			277.6%	
Cemetery :- Income	<u>14,312</u>	<u>5,155</u>	<u>(9,157)</u>			<u>277.6%</u>	<u>0</u>
4130 Miscellaneous	34	100	66		66	33.8%	
4310 Contract	3,375	6,700	3,325		3,325	50.4%	
4330 Water/Sewage Rate	158	150	(8)		(8)	105.2%	
4340 Rates	334	450	116		116	74.3%	
Cemetery :- Indirect Expenditure	<u>3,901</u>	<u>7,400</u>	<u>3,499</u>	<u>0</u>	<u>3,499</u>	<u>52.7%</u>	<u>0</u>
Net Income over Expenditure	<u>10,411</u>	<u>(2,245)</u>	<u>(12,656)</u>				
<u>140 Pavilion</u>							
1120 Hire Charge	105	75	(30)			140.0%	
Pavilion :- Income	<u>105</u>	<u>75</u>	<u>(30)</u>			<u>140.0%</u>	<u>0</u>
4330 Water/Sewage Rate	154	350	196		196	44.0%	
4400 Cleaning Items	35	60	25		25	57.8%	
4410 Electricity	272	1,500	1,228		1,228	18.1%	
4420 Maintenance	0	300	300		300	0.0%	
Pavilion :- Indirect Expenditure	<u>460</u>	<u>2,210</u>	<u>1,750</u>	<u>0</u>	<u>1,750</u>	<u>20.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(355)</u>	<u>(2,135)</u>	<u>(1,780)</u>				
<u>150 Projects</u>							
4500 Amenities	400	1,500	1,100		1,100	26.7%	2,695
4520 Pavilion Project	0	1,000	1,000		1,000	0.0%	
4530 Recreation Ground	900	4,000	3,100		3,100	22.5%	900
4540 Woodup Pool	0	3,000	3,000		3,000	0.0%	
4560 Neighbourhood Plan	0	2,000	2,000		2,000	0.0%	
4610 Unallocated Sum	0	1,300	1,300		1,300	0.0%	
Projects :- Indirect Expenditure	<u>1,300</u>	<u>12,800</u>	<u>11,500</u>	<u>0</u>	<u>11,500</u>	<u>10.2%</u>	<u>3,595</u>
Net Expenditure	<u>(1,300)</u>	<u>(12,800)</u>	<u>(11,500)</u>				
6000 plus Transfer from EMR	<u>3,595</u>						
Movement to/(from) Gen Reserve	<u>2,295</u>						

Detailed Income & Expenditure by Budget Heading 31/10/2024

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	1,162	3,000	1,838			38.7%	
Rec Ground :- Income	<u>1,162</u>	<u>3,000</u>	<u>1,838</u>			38.7%	<u>0</u>
4310 Contract	4,803	9,585	4,782		4,782	50.1%	
4420 Maintenance	892	3,500	2,608		2,608	25.5%	
4710 Pitch	0	500	500		500	0.0%	
Rec Ground :- Indirect Expenditure	<u>5,694</u>	<u>13,585</u>	<u>7,891</u>	<u>0</u>	<u>7,891</u>	41.9%	<u>0</u>
Net Income over Expenditure	<u>(4,532)</u>	<u>(10,585)</u>	<u>(6,053)</u>				
<u>170 Street Clean</u>							
4130 Miscellaneous	200	0	(200)		(200)	0.0%	
4310 Contract	100	0	(100)		(100)	0.0%	
Street Clean :- Indirect Expenditure	<u>300</u>	<u>0</u>	<u>(300)</u>	<u>0</u>	<u>(300)</u>		<u>0</u>
Net Expenditure	<u>(300)</u>	<u>0</u>	<u>300</u>				
<u>180 Street Light</u>							
4410 Electricity	2,168	4,000	1,832		1,832	54.2%	
4420 Maintenance	548	1,000	452		452	54.8%	
Street Light :- Indirect Expenditure	<u>2,716</u>	<u>5,000</u>	<u>2,284</u>	<u>0</u>	<u>2,284</u>	54.3%	<u>0</u>
Net Expenditure	<u>(2,716)</u>	<u>(5,000)</u>	<u>(2,284)</u>				
<u>190 Woodrolfe Hard</u>							
1110 Fees	1,938	1,700	(238)			114.0%	
Woodrolfe Hard :- Income	<u>1,938</u>	<u>1,700</u>	<u>(238)</u>			114.0%	<u>0</u>
4130 Miscellaneous	182	350	168		168	51.9%	
4730 Rent	572	585	13		13	97.8%	
Woodrolfe Hard :- Indirect Expenditure	<u>754</u>	<u>935</u>	<u>181</u>	<u>0</u>	<u>181</u>	80.6%	<u>0</u>
Net Income over Expenditure	<u>1,184</u>	<u>765</u>	<u>(419)</u>				
<u>200 Woodup</u>							
4270 Rangers	0	440	440		440	0.0%	
4310 Contract	135	270	135		135	50.0%	
4420 Maintenance	341	1,500	1,159		1,159	22.7%	
4700 Toilet	1,151	2,250	1,099		1,099	51.2%	
4760 Litter Collection	425	500	75		75	84.9%	

Detailed Income & Expenditure by Budget Heading 31/10/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4770 Water Testing	0	400	400		400	0.0%	
Woodup :- Indirect Expenditure	2,052	5,360	3,308	0	3,308	38.3%	0
Net Expenditure	<u>(2,052)</u>	<u>(5,360)</u>	<u>(3,308)</u>				
<u>210 S137 Expenditure</u>							
4800 Donations	250	1,500	1,250		1,250	16.7%	
S137 Expenditure :- Indirect Expenditure	250	1,500	1,250	0	1,250	16.7%	0
Net Expenditure	<u>(250)</u>	<u>(1,500)</u>	<u>(1,250)</u>				
<u>220 Other</u>							
4850 Agency Services	1,860	3,720	1,860		1,860	50.0%	
4860 Advertising	0	350	350		350	0.0%	
Other :- Indirect Expenditure	1,860	4,070	2,210	0	2,210	45.7%	0
Net Expenditure	<u>(1,860)</u>	<u>(4,070)</u>	<u>(2,210)</u>				
Grand Totals:- Income	140,662	132,720	(7,942)			106.0%	
Expenditure	63,482	132,720	69,238	0	69,238	47.8%	
Net Income over Expenditure	<u>77,180</u>	<u>0</u>	<u>(77,180)</u>				
plus Transfer from EMR	3,595						
Movement to/(from) Gen Reserve	<u>80,775</u>						

**TOLLESBURY PARISH COUNCIL
SCHEDULE OF FUNDS TRANSFERRED WITHIN THE COUNCIL'S BANKING ARRANGEMENTS**

Oct-24

Date	Amount Transferred	From	To	Detail
30.10.24	£200	Co-operative Current Account	Co-operative Account No. 2	Top up account to cover regular direct debits

Signatory 1:

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

Signatory 2:

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

TOLLESBURY PARISH COUNCIL
PAYMENTS FOR APPROVAL

Appendix C

November 2024

Date	Cheque No.	Payee	Invoice No/Ref	Expenditure Detail	Amount
CO-OPERATIVE BANK - CURRENT ACCOUNT					
15.10.24	D/D	Octopus	KI-C5266B98-0019	Electricity Supply - Pavilion	£55.68
24.10.24	D/D	N.Power	IN11630263	Electricity Supply - Streetlights	£322.58
26.10.24	D/D	BNP Paribas		Photocopier - Quarterly Rental Charge	£167.40
31.10.24	D/D	Utility Warehouse	223678866	Parish Phone	£55.16
01.11.24	D/D	Maldon District Council		Non-Domestic Rates - Cemetery	£48.00
15.11.24	D/D	A & J Lighting Solutions	38734	Monthly maintenance	£67.92
24.11.24	D/D	Evolve Business Solutions	008458	Photocopier - Machine usage	£170.82
CO-OPERATIVE ACCOUNT - ACCOUNT No. 2					
09.10.24	D/C	Amazon		Stationery	£6.99
11.10.24	D/D	Tesco		Stationery	£6.40
16.10.24	D/D	Adobe	IEE2024011847780	Adobe Monthly Subscription	£16.64
UNITY TRUST BANK - CURRENT ACCOUNT					
27.10.24	DD	Unity Trust Bank		Bank Charges - September	£7.35
		Wages		Staff Wages	£3,687.38
	Online	Essex Pension Fund		Employee and Employer Contributions - November	£1,157.01
	Online	HMRC		Tax & NI October 2024	£1,334.52
	Online	D W Maintenance	2654	Grounds Maintenance - Cemetery - October	£558.33
			2655	Grounds Maintenance - October	£912.08
	Online	Viking	1985	Civic Amenity Skip	£186.00
			1997	Civic Amenity Skip	£186.00
	Online	Maldon District Council	TOL10091511	CPO July - September 2024	£522.38
	Online	Royal Mail	1802810905	Renewal - PO Box Address for Parish Council	£424.20
	Online	The Royal British Legion		Poppy Wreath	£100.00
	Online	Phelan Barker	INV-4938	Woodup Pool Signage	£338.40
	Online	M & G Fire Protection (Essex) Ltd	156648	Annual Service - Fire Extinguishers	£124.80
	Online	Bonz Cairey Ltd	5209	Hasler Green - Fell Maple Tree	£330.00
			5219	Hasler Green - Maple tree - reduce by 30% and remove branch	£300.00
	Online	Tollesbury St Marys PCC		Pavilion advertising - Parish Magazine	£85.00
30.11.24	DD	Unity Trust Bank		Bank Charges - October	£7.80
TOTAL					£11,178.84

Payment Breakdown	
Tollesbury Current Account	£887.56
Tollesbury A/c No. 2 Debit Card	£30.03
Unity Trust Bank	£10,261.25
TOTAL	£11,178.84

Signatory 1:

Name: Signed: Date:

Signatory 2:

Name: Signed: Date:

Invoices checked against the payment schedule by:

Name: Signed: Date: