

**QUENIBOROUGH PARISH COUNCIL**

Minutes of the Parish Council Budget Meeting held at 7.30 pm in the Parish Office Meeting Room on  
Wednesday, 22nd November 2023

<b>PRESENT:</b>	Cllr S Wright (in the Chair) Cllr M Winterton Cllr D Warner	Cllr D Bowles Cllr S McKenzie
<b>NOT PRESENT:</b>	Cllr S Aynsley Cllr R. Green Cllr R Curtis	Cllr D Grimley Cllr C Payne
<b>IN ATTENDANCE:</b>	Mrs R Barlow Skinner (Clerk)	Mrs T Willson (Deputy Clerk)

**8139 Apologies sent and accepted**

Apologies were received and accepted from Cllr Aynsley, Cllr Grimley, Cllr Green, Cllr Curtis and Cllr Payne.

**8140 Declaration of Councillor's Interest and Requests for Dispensation**

None.

**8142 To Consider Estimates of Expenditure to the End of 2023-2024 Appendix A**

A report showing the estimated budget for the remainder of 2023/24 had been circulated with the agenda. This showed an estimated deficit in reserves of £6,729.22 at the year end, which will give the Council reserves of £73,783. Several projects for 2023-24 had also not yet been completed. If these projects had been completed, then the reserves at the end of the year would be £33,818.

**8143 Review of Charges Appendix B**

A list of current football pitch hire charges had been circulated with the agenda. Council discussed the possibility of asking the football teams to do their own line markings for the season starting in September 2024.

**RESOLVED:** That Council review the Pitch Hire charges with a view to clubs doing their own line markings at the Recreation Committee Meeting in May.

Gate Access Fee, currently set at £1.50pa.

**RESOLVED:** That the charge for 2024-25 remain the same.

Tennis Court keys, currently set at £5.00 per key (for lifetime).

**RESOLVED:** That the charges for 2024-25 increase to £10 per key and £20 for a replacement key.

**8144 Review of Cemetery Charges Appendix C**

A list of cemetery charges had been circulated with the agenda. An expenditure and income summary for the last six years had also been included. The estimated income for this year is £24,275. The charges were last increased in February 2023.

**RESOLVED:** That the charges for 2024-25 remain the same.

**8145 Review of Risk Assessment Appendix D**

The current risk assessment plan for the Council had been circulated with the agenda. A new column has been added to monitor when the next review is due, it was noted that some dates had not been updated. The following items are currently under review;

- Office guttering
- Use of camera by staff

**RESOLVED:** That the Clerk amend the review dates on the document.

**8146 Review of Assets and Value Appendix E**

A list of assets had been circulated with the agenda, the recent purchases including the new goal end on King George V and notice boards have been added. Council agreed that a review should be carried out on the items more likely to be damaged and consider whether to change insurance/purchase values particularly on outdoor equipment.

**RESOLVED:** That the Clerk review the Asset List to consider what is under insured.

**8147 Review of Insurances Appendix F**

The Clerk had circulated details of the Council's current Insurance Policy. The current contract with BHIB started in June 2023 and runs for three years. The premium is £1,571.44 per year and includes one year of Parish Online subscription for free, the normal cost is £150.

**RESOLVED:** That the Clerk amend the budget to include insurance income of £2,500 as it is currently zero.

**8148 Review of Salaries and Staffing Appendix G**

A copy of the staffing and salaries report had been circulated with the agenda, including the agreed pay award for 2023-24. The Clerk has calculated an estimated cost of salaries and staffing including overtime for 2024-25 as £27,528.96.

**RESOLVED:** It was agreed to include £27,600 in the budget for 2024-25.

**8149 Review of Training Appendix H**

A report of available training had been circulated with the agenda. All newly co-opted Councillors have now carried out the New Councillor training. The Clerk asked Councillors if anyone wished to attend any of the available training.

**RESOLVED:** That the budget be increased to £300 for 2024/25, and Councillors let the Clerk know of any training courses that they would like to attend.

**8150 Review of Standing Orders, Subscriptions and Other Recurring Contracts Appendix I**

A report listing standing orders, direct debits, subscriptions, and other recurring contracts had been circulated with the agenda.

Bakers Waste has increased its price again, the next review is in April 2024, the Clerk has included an additional £1,000 in the 2024/25 budget.

The annual subscriptions were discussed, and it was agreed that Council would no longer subscribe to CPRE, Wildlife Trust and Footpath Association.

**RESOLVED:** That the Clerk obtain quotes from other contractors for Council to consider before renewal of this contract in 2024.

The Abel Alarms contract is to be reviewed.

**RESOLVED:** That the Clerk review the Able Alarms contract and contact other companies for quotes.

**8151 To Consider a Draft Budget for 2024-25; 2025-26; 2026-27 Appendix J**

A draft budget had been prepared by the Clerk and circulated with the agenda. For 2024-25 this indicated an expenditure of £170,889.69 and an income of £125,391.73 on the basic operational budget, this is based on the current precept. The figures does not include VAT. The estimated reserves at the end of 2023-24 are £73,783.36.

**N.B. All Minutes are deemed as draft until formally approved  
and signed by the Chairman at the following Parish Council Meeting**

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The following additional items had been identified by Committee for 2023-24:

**Recreation**

1. Ash Trees	£ 600.00
2. Tarmac front of KGV	£12,000.00
3. Installation of new school gate and associated works	£25,000.00
4. Installation of matting/tarmac for new Goal Ends	£20,000.00
5. History Boards.	£ 4,500.00

**GP/Cemetery**

1. Shrubs for the garden of remembrance	£ 965.00
2. Trees	£ 900.00
3. Office clean/redecorate	£ 5,000.00

**Total additional costs** **£68,965.00**

**Estimated Reserve at end of 2024-25** **£23,285.40**

The Clerk advised Council that it should have reserves of around £35,000. Cllr Wright told Councillors that it is almost certain that Council will not be able to afford to spend on all of the additional items identified.

**RESOLVED:** That the budget set out in the Clerk's report should be agreed as a basis for setting the precept for 2024-25. The additional items raised by Committees and in discussion at the meeting should be included in the budget estimates and the Clerk should report this to the December meeting of the Council.

**8152 To Consider the Precept for the Civic Year 2024-25 Appendix K**

The setting of the precept was discussed. The amount charged to each Band D householder in the current year is £54.07 pa on a Band D house. The Council tax base figure for 2024-25 is available the week commencing 11th December and the precept must be set by 12<sup>th</sup> January. Council discussed increasing the precept based on calculations made on the existing Council Tax Base, it was agreed by four votes to one that 5% would be an acceptable amount.

**RESOLVED:** That the precept be set at 5% once the 24/25 Council Tax Base is known based on the revised budget as agreed at this meeting.

**8153 To consider Planning Applications and planning matters**

For Information

P/23/2034/2 Section 73 Variation of Condition 2 (Approved Plans) of Planning Application ref: P/23/0834/2 (Conversion of two dwelling to form a single dwelling with external alterations including new timber cladding, removal of existing chimney stack and fenestrations alterations). Variation to consist of amended cladding design and removal of existing chimney 59- 61 Main Street Queniborough Leicestershire LE7 3DB