

**QUENIBOROUGH PARISH COUNCIL**

Minutes of the Parish Council Budget Meeting held at 7.30 pm in the Parish Office Meeting Room on  
Wednesday, 27th November 2024

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

**24-179 Apologies sent and accepted**

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

**24-180 Declaration of Councillor's Interest and Requests for Dispensation**

None.

**24-181 To Consider Estimates of Expenditure to the End of 2024-2025 Appendix A**

A report showing the estimated budget for the remainder of 2024/25 had been circulated with the agenda. This showed an estimated addition to the reserves of £1,115.19 at the year end, which will give the Council reserves of £94,466. Several projects for 2024/25 have also not yet been completed. If these projects had been completed, the reserves at the end of the year would be £18,232.

**24-182 Review of Charges Appendix B**

A list of current football pitch hire charges had been circulated with the agenda. Council considered reinstating reduced charges for any future Queniborough team with the option of paying in monthly instalments over the football season (9 months).

**RESOLVED:** That Council agree the prices for non Queniborough teams remain the same. That any future Queniborough team would be charged £700 per season, with the option to pay monthly. The monthly charge would be £78.00 ( $700 \div 9$  months Sept to May), this includes a £2 administration fee.

Gate Access Fee, currently set at £1.50 per year

**RESOLVED:** That the charge for 2025-26 remain the same.

Tennis Court keys, currently set at £10 per key and £20 for a replacement key

**RESOLVED:** That the charges for 2025-26 remain the same.

**24-183 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 £11,052.52 down on budget by 8,751.99. The charges were last increased in January 2023; Council discussed increasing some charges in line with other local Cemeteries.

- For the interment of a child not exceeding 14 years £330.00
- For the interment of a Parishioner £500.00
- For the right to erect a headstone £91.00
- For the right to place a vase/tablet on a grave £64.00

**RESOLVED:** That Council agree the charges to be increased from January 2024.

**24-184 Review of Risk Assessment Appendix D**

The current risk assessment plan for the Council had been circulated with the agenda. The following are undergoing review:

- Leases and legal documents
- Council's disaster plan procedures

Some dates on the Risk Assessment plan do not show the correct review date and need amending. The Office inspection review to be amended to show when required.

**RESOLVED:** That the Clerk make amendments as above.

**24-185 Review of Assets and Value Appendix E**

- A list of assets had been circulated with the agenda, recent purchases including the new fencing on Millstones play area have been added.
- The new laptop for the Deputy Clerk and Hybrid matting on King George V needs adding to the list.
- The Insurance/purchase values were reviewed in June before the last Insurance renewal. Cllr Wright asked the Clerk to amend the document to mirror the insurance schedule. The "Current Year Value" column to be re-titled "Replacement Value" and the "Insurance Value" column to be re-titled "Sum Insured".

**RESOLVED:** That the Clerk review and amend the Asset List for discussion at the Annual Meeting in May in time for the Insurance renewal.

**24-186 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 of £1,571.44 per year increased to £1,614.19 following changes to the asset list on Capital play equipment before the renewal.

**RESOLVED:** That the Clerk send the amended Asset List to Insurers after the Annual Meeting in May in time for the renewal.

**24-187 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 2024-25. The Clerk has calculated an estimated cost of salaries and staffing including overtime for 2025-26 as £29,850.78. The Council no longer employs a dog warden which reduces the salary figure but this is negated by the increase in NI contributions in April.

**RESOLVED:** It was agreed to include £29,850.78 in the budget for 2025-26.

**24-188 Review of Training Appendix H**

A report of available training had been circulated with the agenda, the 2024-25 budget is £300;

- The Clerk will soon complete the SLCC CiLCA training course which has been paid for from the current budget.
- The Cemetery Clerk will complete a two-day ICCM training course next year on Cemetery Management, with further training on Memorial management identified, this will need to be accounted for in the 25/26 budget.
- LRALC are recommending that at least one councillor attend the introduction to employment law and one on the Budgeting and Financial management course, so that Council can be assured they are meeting their obligations in these areas of Governance.

**RESOLVED:** That the budget be increased to £500 for 2025-26, and Councillors to let the Clerk know of any training courses they would like to attend.

**24-189 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;

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and signed by the Chairman at the following Parish Council Meeting**

2499

- The EDF contract ends on the 15<sup>th</sup> of February 2025, the Clerk has increased the budget to allow for a price increase when renewing.

**RESOLVED:** That the Clerk obtain quotes from EDF and other suppliers for Council to consider at the January meeting.

- The Sky Business contract ends in December 2025, and the Clerk has increased the budget to allow for a price increase when renewing.
- Cllr Wright and the Clerk will be meeting with the mowing contractor in February to discuss the contract for 2025. The Football pitch on Rearsby Road may need additional cuts once the pitch improvement plan is started, this may incur an increase in the mowing cost.
- The Groundsman has requested an increase to her hourly rate of £2p/h from April 2025, the hourly rate was last increased in April 2022.

**RESOLVED:** That the Council agree the increase.

**24-190 To Consider a Draft Budget for 2025-26; 2026-27; 2027-28 Appendix J**

A draft budget had been prepared by the Clerk and circulated with the agenda. For 2025-26 this indicated an expenditure of £154,575.34 and an income of £112,400.23 on the basic operational budget, this is based on the current precept. The figures do not include VAT. The estimated reserves at the end of 2024-25 are £98,875.33.

The following additional items had been identified by Committee for 2025-26:

**Recreation**

|   |            |
|---|------------|
| 1. Tarmac front of KGV                                  | £12,000.00 |
| 2. Installation of new school gate and associated works | £25,000.00 |
| 3. History Boards.                                      | £ 3,000 00 |
| 4. Tree Work following survey                           | £ 3,000.00 |

**GP/Cemetery**

|                                |            |
|--------------------------------|------------|
| 1. Trees work following survey | £ 3,000.00 |
| 2. Office roof/Velux windows   | £3,484.00  |

|  |                   |
|--|-------------------|
| <b>Total additional costs</b>              | <b>£49,484.00</b> |
| <b>Estimated Reserve at end of 2025-26</b> | <b>£47,291.40</b> |

The Clerk advised Council that it should have reserves of around £63,466 (6 months running costs). Cllr Wright asked Councillors to identify any items that could be removed as Council will not be able to afford to spend on all the additional items identified.

Council agreed to remove;

- Tarmac front of KGV, (to be reviewed if an issue arises)
- History Boards, Clerk to try and find grant money for this project

**RESOLVED:** That additional items raised by Committees and in discussion at the meeting should be included in the amended budget estimates and the Clerk should report this to the December meeting.

**24-191 To Consider the Precept for the Civic Year 2025-26 Appendix K**

The setting of the precept was discussed. The amount charged to each Band D householder in the current year is £56.59 pa on a Band D house. The Council tax base figure for 2025-26 is available the week commencing 16th December and the precept must be set by 10<sup>th</sup> January. Council discussed increasing the precept based on calculations made on the existing Council Tax Base, it was agreed with the Chairmans casting vote that 5% would be an acceptable amount.

**RESOLVED:** That the precept be increased by 5% once the 25/26 Council Tax Base is known based on the revised budget as agreed at this meeting.

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2500

**24-192 To consider Planning Applications and planning matters**  
None

The Meeting finished at ...8.40 pm