



TAKELEY PARISH COUNCIL

Full Council Meeting Minutes

Minutes of the Ordinary meeting of Takeley Parish Council
Held on 1st June 2022 at 7:30pm
At the Old School House

Present Cllrs: Pat Burnett (Chair), Geoff Bagnall (Vice Chair), Jim Backus, Tricia Barber, Phill Bodsworth, Jackie Cheetham, Lucy Johnson, Dom Roque, Sue Sprules and Linda Steer.

In attendance: Jackie Deane (Locum Clerk). There were no members of the public.

Item	Part 1
1.	Apologies for Absence Apologies for absence were received and accepted from Cllrs Pratt and Carr. Cllr Sutton and Martin Peachey also sent apologies as they were attending another meeting.
2.	Declarations of interests Cllr Steer declared a non-pecuniary interest in item 15 as she is actively involved in the UDC parking review. Cllr Cheetham declared a non-pecuniary interest in item 8 regarding the internal auditor's report, appendix 4, as she is on the Parochial Church Council (PCC).
3.	Public Forum None.
4.	Minutes of the Last Full Council Meeting The Minutes of the meeting held on 4 th May 2022 were approved as a true record of the meeting (proposed by Cllr Bagnall and seconded by Cllr Backus).
5.	Ward Councillor/County Councillor Reports Cllr Bagnall reported on a slight delay to the new Local Plan Regulation 18 consultation, so that additional evidence can be included, in support of the proposed housing allocations. Cllr Cheetham asked when the assessments of all sites will be available to the public. She also asked how much impact the recent Secretary of State's comments would be on ensuring that infrastructure is put in place for new housing developments. Action: Cllr Bagnall said that he would try to get an update. He shared concerns that local people aren't being listened to and also has concerns on how UDC can ensure that our area will get utilities the upgrades that are needed to support the housing growth. Cllr Backus added that the number of new residents needing to commute to work by car is being underestimated by the developers and UDC.



TAKELEY PARISH COUNCIL

Full Council Meeting Minutes

6.	<p>Councillor Representatives and Reports on External Meetings</p> <p>Cllr Roque reported that he has inspected the newly installed sports shelter. He has ordered some signs to encourage users to look after the new equipment.</p> <p>Action: The new shelter should be added to the assets register.</p> <p>Cllr Roque asked for guidance on verge and hedge management at Prior's Green and who is responsible for cutting back overgrown hedges at the junctions.</p> <p>Action:</p> <p>The Clerk was asked to contact Countryside Properties to get clarification on ownership and which areas the management company maintains.</p>
7.	<p>Clerk's Report</p> <ol style="list-style-type: none">1) The new sports shelter has been inspected and photographs have been sent to UDC with thanks for the grant funding.2) Chestnut Way path clearance has been instructed at a cost of £130.3) An outstanding invoice has been chased for hall window blinds in the Old School. The Clerk has checked the payment records and having liaised with the Chairman and the finance committee, has instructed the payment to the sum of £816.4) Outside maintenance works agreed at previous meetings for the Council's assets inspection list have been carried out and invoiced: Reinstating dog bin at the entrance of the Sports Ground (£40), skate park equipment removal and making good (£745) and refurbishment of the bus shelter opposite Four Ashes (£530).5) Annual maintenance on the 2 x fire roller shutters has been arranged at a cost of £235.6) The fire alarm has had its annual check recently and the caretaker is carrying out regular checks.7) An annual inspection intruder alarm has been booked at a cost of £82.50 and a new annual contract has been agreed for the coming year at £82.50. There is a separate call-out charge £65 and an hourly £40 per hour for works.8) CCTV has no contract at present and the caretaker is contacting local companies for prices.9) Quotes are being sought for roof repairs, however members think that the works could be covered under the refurbishment warranties. <p>Action: Files to be checked for any building warranty that could cover the roof repairs.</p> <ol style="list-style-type: none">10) New councillor and chairman training days have been booked, with invoices totalling £360.11) The drop-down bollards at the sports ground are becoming difficult to unlock. Replacement locks can be purchased directly from the supplier at a cost of £32.80 per lock and additional keys at £11.50 each. A locksmith will be contacted to fit them. Cllr Roque requested that two locks be replaced and two additional keys purchased.12) A grant application has been submitted to UDC for up to £3,500 for a cinema screen system for use by hirers of the community hub and by the youth centre.



TAKELEY PARISH COUNCIL

Full Council Meeting Minutes

	<p>13) The bin collection frequencies have been checked and recent requests for increased collections had not been actioned. This will start with the next rounds. In specific locations there has been excess dumping of what appears to be domestic rubbish in our bins. Members asked to be kept updated.</p>
8.	<p>Finance Report and Recommendations</p> <ol style="list-style-type: none">1) RESOLVED to approve the May finance report of payments and receipts. (Proposed by Cllr Backus and seconded by Cllr Cheetham – Appendix 6)2) RESOLVED to approve Actuals v Budgets for the full year 2021/22 (Proposed by Cllr Backus, seconded by Cllr Cheetham, all agreed – Appendix 1)3) RESOLVED to approve the Revised Budgets for 22/23 with reserved funds (Proposed by Cllr Backus, seconded by Cllr Cheetham, all agreed - Appendix 1).4) RESOLVED to approve the Standing Orders which were adopted in April 2022 (Proposed by Cllr Steer, seconded by Cllr Roque, all agreed).5) RESOLVED to approve the Financial Regulations adopted in April 2022 (Proposed by Cllr Steer, seconded by Cllr Roque, all agreed).6) RESOLVED to approve the Regular payments schedule (Contracts & Affiliations) (Proposed by Cllr Roque, seconded by Cllr Bodsworth, all agreed with the addition of a note to annually review the fire risk - Appendix 3).7) RESOLVED to approve the Revised Asset Register - which includes contents of School House (Proposed by Cllr Pratt, seconded by Cllr Backus, all agreed - Appendix 2).8) RESOLVED to approve the schedule of Risk Management 2021/22 - (Proposed by Cllr Burnett, seconded by Cllr Roque, all agreed – Appendix 4). Action: To note on the form that the Employer Liability – compliance with employment law and HMRC requirements to make the risk a medium risk.9) RESOLVED to approve the internal audit report for 2021/22 from Mr Mike Letch (Proposed by Cllr Barber, seconded by Cllr Backus, all agreed – Appendix 6)10) RESOLVED to approve the bank reconciliation to 31/3/2022 recommendation to approve at the full council meeting - Appendix 5 (Proposed by Cllr Bagnall, seconded by Cllr Sprules, all agreed)11) RESOLVED to approve the dates for Exercising Electors Rights from 23rd June to 21st July. (Proposed by Cllr Burnett, seconded by Cllr, all agreed).



TAKELEY PARISH COUNCIL

Full Council Meeting Minutes

9.	<p>Annual Governance and Accounting Report (AGAR) The internal audit page has been completed and signed by Mike Letch.</p> <p>a) RESOLVED to approve the Annual Governance Statement 2021/22 (Proposed by Cllr Bagnall, seconded by Cllr Sprules, all agreed) AGAR Section 1 was signed by the Clerk and the Chairman.</p> <p>b) RESOLVED to approve the Variance Report 2021/22 (Proposed by Cllr Bagnall, seconded by Cllr Johnson, all agreed – Appendix 7)</p> <p>c) RESOLVED to approve the Accounting Statements 2021-22 (AGAR Section 2) in conjunction with the variance report for other receipts, staff costs, where the locum clerk cost is in a separate budget line, and other payments explanations. (Proposed by Cllr Bagnall, seconded by Cllr Johnson, all agreed.) The Clerk and Chairman signed Section 2 of the AGAR form.</p>
10.	<p>Insurance Members discussed a comparison table of insurance schedules and the recommendations from the Finance Committee.</p> <p>RESOLVED to accept the proposal from BHIB for a 3-year fixed agreement at a £2,122.38 in the first year, with an increase in line with inflation in subsequent years. (Proposed by Cllr Roque, seconded by Cllr Bagnall, all agreed.)</p>
11.	<p>Planning Committee Report and Recommendations</p> <p>1) The meeting scheduled for 18th May was not quorate and no comments were made on new planning applications.</p> <p>2) The Clerk reported that correspondence has been sent to Peter Holt, CEO at the district council, outlining the Parish Council's concerns over process relating to planning applications heard at UDC's 11th May Planning Committee Meeting. Mr Holt has confirmed that these matters are being investigated.</p>
12.	<p>Neighbourhood Plan Update</p> <p>1) Members were informed that Peter Hewett has stepped away from involvement in the Neighbourhood Plan Steering Group. It was agreed to write a letter to recognise all his hard work as Chairman of the Neighbourhood Plan Steering Group and on other planning matters over the years.</p>



TAKELEY PARISH COUNCIL

Full Council Meeting Minutes

	<p>2) Cllr Cheetham gave an update on recent progress on putting together a residents' survey. The Clerk reported that all grant money available at this stage has been allocated to pay for professional reports and other services.</p>
13.	<p>Warish Hall Appeal</p> <p>The Clerk gave an update as follows: The appeal inquiry will be held in UDC's new premises in Little Canfield and hearings will start at 10am on Tuesday 21st June. On the first day, there will be an opportunity for members of the public to speak, provided they have registered in advance. The Parish Council has liaised with interested parties to speak on the first day of the inquiry.</p> <p>Weston Homes, UDC and the parish council have all published the details of their arguments and the documents are in the public domain, on UDC's website and the planning inspectorate website. Each will give their views on whether or not the benefits of building 188 homes would outweigh the harm. The parish council has a barrister, and two professional witnesses, for planning and landscape matters. The Clerk will attend each day and the appeal, which is scheduled to end on 1st July.</p> <p>In summary, the Parish Council's case is that, even with the fact that UDC does not have an adequate supply of housing land with approvals, heritage and ancient woodland harm would be reason enough to dismiss the appeal. Further to this, the sites are within the countryside protection zone, a policy to protect an open countryside buffer between the airport and neighbouring villages. This also provides the setting for Smiths Green. The combined harms would outweigh the benefits of the application.</p> <p>The Planning Inspectorate has issued a letter to anyone has objected, with advice on who to contact at UDC to register either to speak at the inquiry or to observe.</p> <p><u>Action:</u> The Clerk was asked to publish instructions for the inquiry on the parish council website and Facebook page.</p>
14.	<p>Grant Requests</p> <p>Two requests had been circulated to members ahead of the meeting.</p> <ol style="list-style-type: none">1) RESOLVED to grant the sum of £150 to Takeley Primary School to assist with payment for Jubilee gifts for all children.2) RESOLVED to grant the sum of £150 to the Christian School towards costs at their arts festival and summer fayre on 8th July 2022. <p>Both decisions were proposed by Cllr Roque, seconded by Cllr Cheetham and all agreed.</p> <p>Note: Payments will come out of the s137 allocated community budget.</p>



TAKELEY PARISH COUNCIL

Full Council Meeting Minutes

15.	<p>Highways and Airport Parking Issues</p> <p>a) Airport Parking. Residents have contacted the parish council to request assistance with ongoing airport-related parking issues. The following points were agreed:</p> <ul style="list-style-type: none">• Members agreed that residents should be encouraged to complete the UDC public consultation on parking.• Cllr Johnson has been liaising directly with residents and relayed their concerns. She has informed them of the current district council consultation and has explained the UDC and Parking Partnership processes with options for either timed parking restrictions or residents' permits. The Parish Council cannot support anything until the residents have completed the petition, having established that 70% of affected residents agreed on the type of restriction they would want for their area.• Cllr Cheetham suggested that residents contact the Stansted Airport hotline. It had been reported that when they phone the number, they are unable to leave a message. Action: The Clerk was asked to contact Stansted Airport to make them aware of the problem with the hotline number and to ask for their assistance in the getting 'no parking' signs erected. Action: Cllr Cheetham said that she would follow-up these enquiries at the next STACC meeting.• The Neighbourhood Plan group should include airport parking issues in the plan and arrange a meeting with a MAG representative.• The Clerk will contact Stansted Parish Council recent liaison with the Airport which resulted in assistance with new signage.• Members were asked to forward their comments on the UDC parking consultation, to be collated for the planning committee to add to the agenda for a Parish Council response. <p>b) Essex County Council Highways has requested that the Parish Council consider a number of options and their recommendations for junction improvements for the B1256 and Roding Drive. RESOLVED to approve the Highways recommendation of Option 1: HGV Overrun, is installed at this location. The PSV must be matched on the carriageway as it is on the overrun, to prevent differential braking (as noted in the Road Safety section). This is deemed suitable since it is a physical feature and helps restrict lane width while providing deflection. This will provide further conspicuity of the roundabout and work to change driver behaviour. As part of this, vegetation clearance enforcement should be undertaken on the north-eastern corner of the roundabout to improve visibility from Roding Drive. It is recommended for the panel to fund a detailed design and works commission, in line with the estimated costs provided in Table 2, totalling £11,500. (Proposed by Cllr Bagnall, seconded by Cllr Roque, all agreed)</p>
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TAKELEY PARISH COUNCIL

Full Council Meeting Minutes

	<p>Note: Members asked that this option includes improving visibility splays, particularly for traffic approaching from Gt Dunmow.</p>
16.	<p>Staffing Committee Structure and Terms of Reference</p> <ol style="list-style-type: none">1. The Clerk's report and recommendations were noted – Appendix 8. <p>RESOLVED to approve</p> <ol style="list-style-type: none">a) the Committee terms of reference andb) membership of the staffing committee as recommended in the Clerk's report. <p>(Proposed by Cllr Cheetham, seconded by Cllr Bagnall, all agreed).</p> <ol style="list-style-type: none">2. The current administrator is on a temporary contract until the end of July and it was previously agreed that the permanent vacancy would be advertised. The requirements for the permanent role were discussed. <p>RESOLVED for the Staffing Committee to advertise for the permanent post of administrator for 16 hours per week.</p> <p>(Proposed by Cllr Roque, seconded by Cllr Backus, all agreed).</p>
	<p>At 9.30pm, members RESOLVED to suspend the Council's standing orders to continue the meeting beyond 2 hours. (Proposed by Cllr Bagnall, seconded by Cllr Roque).</p> <p><i>Cllr Johnson left the meeting as she had a prior engagement.</i></p>
17.	<p>Correspondence</p> <ol style="list-style-type: none">a) Requests for donations from Takeley Primary School and the Christian School.b) UDC consultation on parking restrictions.c) Community Initiatives Fund invites applications for projects to build communities - The fund is administered by Essex Association of Local Councils on behalf of Essex County Council for grants of up to £10,000 available to support projects that benefit the wider community and demonstrate a real community need. These projects may be new amenities, equipment, new local services or cultural initiatives all of which contribute towards strengthening communities – application deadline is 19 August 2022. <p>Action: It was agreed that a working group consisting of Cllrs Cheetham, Steer, Bagnall and Burnett would work on grant application for converting the outbuilding (former toilet block) at the Old School House for future use.</p>



TAKELEY PARISH COUNCIL

Full Council Meeting Minutes

18.	Items to Note and for Future Meetings CIF working group multi-purpose outbuilding for the grant application.
19.	Date of the Next Meeting The next Full Council meeting is due to take place on 6th July 2022 at 7.30pm
Part 2	
Exclusion of Public and Press - Under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting whilst discussion takes place on the following items on the grounds that they involve the likely disclosure of exempt information.	
RESOLVED to enter Part 2 (Proposed by Cllr Bagnall, seconded by Cllr Backus)	
<i>The Locum Clerk left the room for the duration of the closed session.</i>	
a) It was noted that references have been received for the new caretaker.	
b) It was noted an application was received for the post of Clerk and RFO.	
c) It was agreed that the staffing committee should arrange an interview with the applicant for the permanent post of Parish Clerk and RFO.	
d) Next steps were discussed and agreed.	

Being no further business, the meeting closed at 9.10pm.

Signed by the Chairman

Date

TAKELEY PARISH COUNCIL

ACTUALS V BUDGETS 2021-22 & 22-23 BUDGETS

INCOME	Actual 2020/21 £	Orig. Budgets 2022/23 £	Revised Budgets 2022/23 £	Budget 2021/22 £	YTD 2021/22 £	BAL £	Comments	
Precept	154533	160495	160495	154534	154534	0		
Grants					7000	-7000	UDC Grant for Sports Field Shelter	
Hires	1043	1500	3000		2381	-2381		
VAT	19702	7500	10200		7498	-7498	Vat Reclaim	
TOTAL INCOME	175277	169495	173695	154534	171413	-16879		
ADMIN & SALARY COSTS								
Gross Salaries (4 employees)	28520	39000	35600	36883	12097	24786	22/23 = 3or4 employees	
NI (employer contributions)	8166	2500	2300	2380	2398	-18		
NEST Pensions (employer contributions)	8516	1000	600	783	212	571	NEST Employer Contributions 3%	
Locum Clerk	297	0	6500		12256	-12256	22/23 budget = 13wks @ 25hrs/wk	
Councillor expenses & mileage	0	250	250	250	0	250		
Subscriptions	414	2000	2000	2000	1024	976		
Office Expenses/Stationery	631	1000	1500	1000	1402	-402	Overspend Q4 = printer ink £448 & RTTEC IT support & License £132	
Website	920	500	420	300	420	-120		
Internal/External Audit	1450	1600	800	1600	550	1050		
Insurance	2586	2500	3000	2000	2845	-845		
Professional Advice General & Staffing	5551	2000	2000	12875	2407	10468		
Prof Advice - Planning/Neighbourhood Plan		10000	51000		2820	-2820	Rule 6 Appeal Budget = £50000 (£2500 spend in 21/22)	
Equipment/ICT	0	400	400	1000	1000	0	New Laptop Oct 2021	
XLN Broadband & Phone	673	750	750	500	708	-208		
Election Expenses	0	1250	1250	0	3641	-3641		
Training	800	1000	1000	1000	330	670		
Bank Fees	161	200	200	200	112	88		
Total	58686	65950	109570	62771	44222	18549		
COMMUNITY CENTRE								
Utilities - Community Centre	3691	5000	8000	3000	10593	-7593		
Washroom Services - Community Centre	422	800	800	1000	332	668		
Rates	-1043	3800	0	2500	0	2500	22/23 = zero rates	
Cleaning supplies & window cleaning	897	1500	1000	1500	801	699		
Maintenance costs	23132	3500	1500	6200	4872	1328		
Total	27099	14600	11300	14200	16598	-2398		
PARISH SERVICES								
Grass Cutting	9470	12500	10000	12000	8920	3080		
Sportsfield & Rec. Grd Equip Maintenance	1249	1500	1500	1000	14446	-13446	Sportsfield shelter March 2022 £9900 - see £7k Grant Apr 21.	
Village Maintenance (incl bus shelters)	1800	2000	2000	2000	1065	935	Applied for grant for balance of cost & Morrells Green £3740 S106 funds	
Planter - plants	561	1500	1500	1500	666	834		
Litter & Dog Bin Collections	3104	4000	4000	3000	3590	-590		
Sportsfield Electricity	140	200	200	200	142	58		
Sportsfield Water	61	200	700	500	0	500		
Street Lighting	112	250	250	250	1824	-1574	Q4 New LED lamps	
Defibs - expenses from ringfenced reserve	256	0	0	300	0	300		
Total	16753	22150	20150	20750	30653	-9903		
LOANS - PWLB								
Sportsfield	1439	1439	1439	1439	1390	49		
Community Centre Purchase	11337	11337	11337	11337	11338	-1		
Community Centre Refurb	44018	44018	44018	44018	44018	0		
Silver Jubilee Hall	11238	11238	11238	11238	11238	0		
Total	68033	68033	68032	68033	67984	49		
S137	1738	2500	2500		1752	-1752		
VAT	7548	7500	10279		10387	-10387		
Less SJH Loan reimbursed	-11238	-11238	-11238	-11238	-11238	0		
TOTAL COSTS	168619	169495	210593	154516	160358	-5842		
Morrells Green S106 monies			14471					
Queen's Jubilee Celebration Grant								
Defib Reserves			4590					
Old School Reserves			34130					
							RESERVES	
							Cash in bank 31/3/22	124910
							Old School Reserve	34130
							Defib Reserve	4590
							Morrells Green S106	14471
								71719
							22/23 Receipts	173695
							22/23 Expenditure	210593
							BALANCE	34821

**TAKELEY PARISH COUNCIL
CONTRACTS & AFFILIATIONS**

			£		Annual Cost	
<u>Affiliations</u>			Payment	(ex vat)	£	
APRIL	RCCE	Annual	1st April - 31st March	BACS	55.00	55.00
	EALC	Annual		BACS	829.00	829.00
Contracts						
	Sterling Washroom Services	4 wkly	Old School Sanitary bins x 4	BACS	86.40	1123.20
		8wks	Air freshner in Disabled WC	BACS	9.23	60.00
	Window Wash	2-3 mths	Old School outside clean	BACS	60.00	300.00
		qtrly	Old School inside windows	BACS	40.00	160.00
	Castle Water	1/2 yrly	Old School	DD		1333.09
	SSE		Old School Gas	DD		6821.38
	SSE		Old School Electricity	DD		53.31 4064.51 199.78 2503.78
	Npower	Qtrly	Street Lights 4	DD	55.00	220.00
						266.40 292.30 385.40
						LED lamps installed March 2022
	XLN	Mthly	Phone & broadband	DD	60.00	720.00
	Active Web Design	Mthly	Website Hosting	DD	35.00	420.00
	RTTec	Mthly	Microsoft Office 365 License	DD	12.03	144.36
	Rialtas	Annual	Accounting Package	BACS	172.00	172.00
	Redhorn Services	Annual	Old School cooker, extractor, alarm service	BACS	260.00	
29/11/2022	Redhorn Services	Annual	Old School Boiler Service	BACS	618.00	165.00
25/11/2022	Camguard Fire & Security	Annual	Old School Intruder Alarm Service	BACS	82.50	82.50
29/04/2022	Anglia Fire Protection	Annual	Old School Fire Alarm Service	BACS	110.00	110.00
08/11/2022	PAFG Ltd	Annual	Old School Fire Extinguisher Service	BACS	103.90	103.90
25/11/2023	Ian Holmes Ltd	24mths	Old School Water Softner	BACS	120.00	120.00
SEPT	Will Test	Annual	Old School PAT Testing	BACS	65.00	65.00
JUNE	Insurance- Arthur J Gallagher	Annual	Old School insurance	BACS	2845.00	2845.00
17/05/2022	SJ Ward	Annual	Old School Emergency Lighting Test & Service	BACS	240.00	240.00
	Cressingham Mevill	Annual	Old School service of rollershutter (kitchen)	BACS	395.00	235.00
13/05/2022	RB Central Systems	Annual	Old School MVHR Service	BACS	630.03	255.00
	CCTV system		Old School camera system	BACS		
01/11/2024	EICR (Electrical Installation Conditioning)	5 years	Old School - electrical installation certification	BACS		
	Fire Officer	Annual	Old School Fire Risk assessment Certification	BACS	250.00	
						As & when it breakdown
						After any major building alterations
MAY	ROSPA	Annual	Play Equipment Safety Inspection	BACS	212.50	212.50
	TBS Hygiene	Mthly	Litter & Dog Bin Collections	BACS	238.40	3099.20
	Castle Water	Mthly	Sportsfield	TBC		
	EON	Mthly	Sportsfield	DD	14.50	174.00
	GA Coleman	Annual	Parish Grass cutting	BACS	8920.00	8920.00
Employees						
	Clerk					
	Admin Asst	Temp. 5mths	15hrs/week. Review July/August			
	Caretaker					
Loans						
	Sportsfield	Bi-annual	Ends July 2028			1390.00
	Community Centre Purchase	Bi-annual	Ends 2066			11338.00
	Community Centre Refurb	Bi-annual	Ends May 2025			44018.00
	Silver Jubilee Hall *	Bi-annual	Ends Aug 2031			11238.00
	SJH Loan Repayment *	Bi-annual				-11238.00

TAKELEY PARISH COUNCIL
MAY 2022 FINANCE REPORT

Business Current Account								
Date	CHQ	Payee	Detail	Gross £	RECEIPTS £	EXPENSES (net) £	VAT £	R Budget Ref
BFWD				153886.77				
27/04/2022	BACS	HSHTC	Old School hire inv 2222	210.00	210.00			
28/04/2022	BACS	Rachel Keeling Vincent	Old School Hire	120.00	120.00			
		Paul Burnett	Old School Outbuilding - repairs to roof	-130.00		130.00		
	300789	Clr Sue Sprules	Plants for village planters	-280.43		280.43		
	DD	Active Web Design	TPC website hosting	-42.00		35.00	7.00	
		Cerda Planning Ltd	Warish Hall Planning Appeal inv 9987	-3877.40		3389.50	487.90	
09/05/2022		Brighter Planning	inv 0462 Stage 1-3 Fee Proposal	-6364.80		5304.00	1060.80	
09/05/2022	BACS	HMRC - VAT	Payment of VAT Claim 2021/22	10279.19	10279.19			
10/05/2022	DD	XLN	Phone & Broadband inv 88396486	-78.64		65.53	13.11	
	DD	RTTEC Ltd	Microsoft License inv 8753	-12.03		10.02	2.01	
		EALC	NALC/EALC subs 2022/23	-830.94		830.94		
		Landmark Chambers	Warish Hall Planning Appeal (payment 3) - see below	-14500.00		14500.00		
		Window Wash	Old School external windows cleaned	-60.00		60.00		
		Silver Jubilee Hall	Donation towards £10k Run Sept 2022	-1000.00		1000.00		
		Payingslip 88- chqs to bank	Hall Hire inv 2220=£15, 2223 = £120, 2225 =£60, 2227 = £22.50	217.50	217.50			
16/05/2022		RCCE	inv 7404 Housing Needs Survey	-1422.60		1185.50	237.10	
18/05/2022	DD	EON	Sportsfield electricity	-14.06	-14.06			
		Jane Bridgeman	Expenses - Jubilee Bunting	-71.98		71.98		
		Ecoflow	Inv #19 Repairs to Old School Boiler (no hot water)	-102.50		102.50		
		Landmark Chambers	Warish Hall Planning Appeal (payment 3) - VAT payment	-2900.00			2900.00	
		PWLB	Old School Loan repayment PW509244	-22009.21		22009.21		Bal: 111016.87
		DB Larter	Old School Hire - Deposit Refund re invoice 2212	-100.00	-100.00			Payment not on statement
26/05/2022		Employee 4	May salary	-676.80		676.80		Payment not on statement
		Employee 5	Apr/May salary	-338.90		338.90		Payment not on statement
		HMRC - PAYE	May salary TAX & NI	-84.60		84.60		Payment not on statement
		Jackie Deane	Expenses - Printer toner & printer paper	-75.30		75.30		Payment not on statement
		Jackie Deane	Locum Clerk May - Clerk £2600, NHP £210, Planning £1170	-3980.00		3980.00		Payment not on statement
TOTAL				105761.27	10712.63	54130.21	4707.92	
<i>Grants Receipts & Expenditure highlighted</i>								
B/Fwd				153886.77				
Receipts				10712.63				
Expenses				54130.21				
VAT				4707.92				
				105761.27				
Current Acct Bank Statement				105761.27				
Defib Account				4590.21				
School House Account				34145.61				
Total Cash held				144497.09				

TAKELEY PARISH COUNCIL

ASSET REGISTER 2021/2022

ASSET	INS	INSURANCE VALUE (£)	LOCATION	INSTALLATION / PURCHASE DATE
STREET FURNITURE				
▪ 6 x Park Seats	x		2 x Bus Shelters 1 x Corner of Roseacres 3 x Recreation Ground	
▪ Bench	x		Morrells Green	Morrells Green - Jan 2014 £300
▪ 5 x Bus Shelters	x		2 x Four Ashes 3 x Parsonage Rd	
Insurance excess frequently exceeds purchase cost hence not all insured) Dog bins (10) Litter bins (19)	x			New bins purchased in 2013 Insurance valuation remained static as listed under location.
▪ Notice Boards x 2	x		Four Ashes Old School CC	Repair of cork backing Feb 2019 New Mar 2021 - £1356
▪ Village Sign	x		Four Ashes Village Green	
▪ Sports Field & Recreation Ground ownership signs	x		2 x Rec. Ground 1x Sports Field	New March 2011 Replaced Feb 2016
▪ 8 x Village Planters	x		2 x Takeley Street 2 x Four Ashes 4 x Old School	£500 Old School Planter 2021
TOTAL STREET FURNITURE		31212		
GATES & FENCES				
▪ Various	x	7364		
▪ Fencing & gates	x	5567		Morrells Green - Jan 2014
▪ Multi Use Games Area	x	44578	Sports Field	
WAR MEMORIAL				
▪ War Memorial	x	9555	Silver Jubilee Hall	
PLAYGROUND EQUIPMENT				
▪ Various Play Equipment & fencing	x		Recreation Ground	NEW EQUIP 2013 Spiro = £5836 Swings = £2750 Springers = £1100
▪ 2 x Springers ▪ Multi Play System	x		Morrells Green	Green space added Jan 2014 MPS added July 2016
▪ Youth Shelter	x		Sports Field	
▪ Frame Seat	x		Sports Field	
▪ Table Top Skateboard Equipment	x		Sports Field	
▪ Spine Skateboard Equipment	x		Sports Field	
▪ Grind Rail Skateboard Equipment	x		Sports Field	
▪ Skate Park Equipment	x			
▪ Ground Surfaces	x			
TOTAL PLAY EQUIPMENT		79438		
▪ Portacabin x 2	x	11669	Sports Field	Added additional portacabin to ins 2012/13

OFFICE EQUIPMENT				
<ul style="list-style-type: none"> ▪ Laptop PC ▪ Laptop PC ▪ projector for plans/presentation 			Clerk Asst Clerk	Oct 2021 - £1k Feb 2019 - £400 Feb 2019 - £500
<ul style="list-style-type: none"> ▪ Portable Light Reader 				New 2016 - £825
<ul style="list-style-type: none"> ▪ Old School equipment 				Office & Community cafe
GRIT BINS				
<ul style="list-style-type: none"> ▪ Roding Drive 				2012/13 - £225
<ul style="list-style-type: none"> ▪ Four Ashes 				2012/13 - £158
<ul style="list-style-type: none"> ▪ Defibrillators x 2 	x	5000		Priors Green Hall & Silver Jubilee hall 2017
<ul style="list-style-type: none"> ▪ Old School Community Building 	x	824000		Opened Jan 2020
SUBTOTAL VALUE		1018383		

CUSTODIAN TRUSTEE				
Priors Green Community Hall Rented for £1.00 per year to Priors Green Hall Committee	x	NIL	Priors Green Hall Committee (Insurance held separately to the Parish Council)	December 2013 Insurance/rateable value £885942 <i>As per Governance & Accountability for Local Councils Practitioners Guide 2014 1.49</i>

Advisory notes:

Audited April 2022

RISK MANAGEMENT STRATEGY

LIKELIHOOD OF OCCURRENCE	Highly Likely (Score 3)	Medium (3x1)	High (3x2)	High (3x3)
	Possible (Score 2)	Low (2x1)	Medium (2x2)	High (2x3)
	Unlikely (Score 1)	Low (1x1)	Low (1x2)	(Medium 3 x1)
		Negligible (Score 1)	Moderate (Score 2)	Severe (Score 3)
			IMPACT	



TAKELEY PARISH COUNCIL

RISK MANAGEMENT STRATEGY 2021/22

Area	Risk	Level	Controls	Frequency	Responsible
PROPERTY & CONTENTS OWNED BY TPC	Loss or Damage	Med	<ul style="list-style-type: none"> Up to date Asset Register Insured - as agreed by TPC Minimum annual review Inspection of Sports Field & Rec Ground Inspection of other TPC land and assets 	Ongoing Ongoing Annual (min) Weekly Monthly	JH Yes Yes Clr D Roque JH/JB April 22
	Security of Building	Low	<ul style="list-style-type: none"> Key/access controls 	Ongoing	Yes
	Maintenance of equipment	Low	<ul style="list-style-type: none"> ROSPA inspection of play equipment Visual Inspection of play equipment Litter/dog bin collections Bus shelter cleaning Grass cutting programme Maintenance Litter picking Planters – refreshed each season 	Annual Weekly Weekly/fortnightly 3 per year Mar-Oct Mar-Oct 3 per year Seasonally	May/June Clr D Roque Yes TBC Yes Y - Prioritised TBC Clr S Sprules
DAMAGE TO 3rd PART PROPERTY OR INDIVIDUALS	Public Liability	Low	<ul style="list-style-type: none"> Property Maintenance & insurance cover 	As per above schedules	Ongoing
ADHOC PROVISION OF AMENITIES/FACILITIES FOR EVENTS TO LOCAL COMMUNITY GROUPS	Public Liability	Med	<ul style="list-style-type: none"> Enter in to written agreement/license Request copy of users insurance & check for adequate cover 	Ongoing	JB/JD
CONSEQUENTIAL LOSS OF INCOME or THE NEED TO PROVIDE ESSENTIAL SERVICES FOLLOWING CRITICAL DAMAGE, LOSS or NON-PERFORMANCE OF a 3rd PARTY	Public Liability	Low	<ul style="list-style-type: none"> Annual review of risk and adequacy of insurance cover Emergency Procedure Plan includes liaising with Silver Jubilee Hall & Priors Green Community Hall to accommodate vital services if required 	Annual	JH Currently being updated
LEGAL LIABILITY AS A CONSEQUENCE OF ASSET OWNERSHIP	Public Liability	Low	<ul style="list-style-type: none"> Property maintenance and insurance 	See schedules above	Ongoing



TAKELEY PARISH COUNCIL

RISK MANAGEMENT STRATEGY 2021/22

Area	Risk	Level	Controls	Frequency	Responsible
FINANCE	Banking & Investment Arrangements & Controls	Low/ Med	<ul style="list-style-type: none"> No petty cash Bank reconciliations carried out monthly Finance Committee reviews 	Monthly Quarterly	Yes Yes
	Risk of consequential loss of income	Low	<ul style="list-style-type: none"> Small amounts (Old School hire) Insured 	Annual	Clerk/RFO
	Loss of cash through theft or dishonesty	Low	<ul style="list-style-type: none"> No petty cash All payments via BACS & occasional cheque (2x cllrs + Clerk) Insured 	Ongoing controls & monthly reconciliations	Clerk/RFO
	Financial controls & records	Med	<ul style="list-style-type: none"> Systems to comply with statutory requirements and Financial Regulation Finance schedules of all payments signed off at full council meeting. Monthly bank reconciliation presented to TPC Finance Committee reviews 	Monthly Monthly Quarterly	Yes Yes Yes Yes
	Payroll controls	Med	<ul style="list-style-type: none"> HMRC RTI Basics payroll & NEST Pension provider All payments by BACs (2x cllrs + Clerk) 	Monthly	JH
	Comply with Customs & Excise Regulations	Low	<ul style="list-style-type: none"> VAT Reclaim Professional advice sought as required (HMRC & EALC) 	Annual As required	Done Yes
	Sound budgeting to underpin annual precept	Med	<ul style="list-style-type: none"> Detailed system of budgeting and agreeing Precept request Regular monitoring of spend v budgets Finance Committee reviews 	Quarterly	Yes Yes Yes
	Comply with borrowing restrictions	Low/ Med	<ul style="list-style-type: none"> Loans through PWLB only Full risk assessment for new loans Restrictions on non-statutory expenditure Reserve levels reviewed regularly 	Ongoing	Yes n/a Yes Yes 12/4/22



TAKELEY PARISH COUNCIL

RISK MANAGEMENT STRATEGY 2021/22

Area	Risk	Level	Controls	Frequency	Responsible
	Authorisation and control of supply of goods & services to the Council	Med	<ul style="list-style-type: none"> Statement of approved transactions to TPC mtg New services: quotes approved by TPC mtg prior to engagement as per Financial Regulations 	Monthly	Clerk
	Use of Grants	Med	<ul style="list-style-type: none"> Ensuring proper use of funds granted to local community bodies under specific powers (S137 or GPC) 	Monthly	Clerk
COUNCILLORS PROPRIETY	Code of <u>Conduct</u> Exclusion from the council or measures set out by the monitoring officer.	Low/ Med	Members will:- <ul style="list-style-type: none"> Declare an interest in land and property near or within their ownership. Declare an interest on decisions that have a bearing on their employment or that of their spouse. Declare an interest on any issue regarding a business, hobby, group or other such area that may be considered to effect partiality. Adopted Standing orders & Financial Regulations sent to councillors outline in detail how the council is governed. 	Monthly As per agenda	Yes Yes Yes Adopted May 22
SERVICE	Provision of services carried out by agency/partnership agreements with principle authority	Low	<ul style="list-style-type: none"> Standing Orders & Financial Regulations dealing with award of contracts 	Reviewed at least annually	Yes
	Service interruption due to long term absence of Clerk	Med/ High	<ul style="list-style-type: none"> (Locum) Clerk & (Temp) Admin Asst in place EALC staffing bank 	As required	As of Jan/Feb 2022 Staffing Committee
EMPLOYER LIABILITY	Comply with Employment Law	Med	<ul style="list-style-type: none"> NALC/ EALC/ACAS Employment Committee in place alongside an Appeals Panel 	Ongoing.	Staffing Committee
	Comply with HMRC requirements	Med	<ul style="list-style-type: none"> HMRC business link 	Ongoing	JH



TAKELEY PARISH COUNCIL

RISK MANAGEMENT STRATEGY 2021/22

Area	Risk	Level	Controls	Frequency	Responsible
LEGAL LIABILITY	<i>Ensure activities are within legal powers</i>	Low/ Med	<ul style="list-style-type: none"> EALC & UDC referral 	Ongoing	Clerk
	<i>Proper & timely reporting of minutes</i>	Low	<ul style="list-style-type: none"> Monthly meetings are minuted and published on TPC website Minutes are approved by TPC and signed by Chair of the meeting the following month. Minutes are retained as required by governance 	Monthly	Yes Yes Yes
	<i>Document Control</i>	Low	<ul style="list-style-type: none"> Filed at Old School & Essex Records Office as well as electronic back- up via hard drive Retained in line with retention & disposal policy 	Ongoing	Clerk
	<i>Rights of inspection</i>	Low	<ul style="list-style-type: none"> TPC website and noticeboards providing information and access to electorate Maintenance of TPC website and records storage 	Ongoing	Clerk
	<i>Compliance with legal requirements</i>	Med	<ul style="list-style-type: none"> Stay up to date with legislative changes that impact work of TPC Review & update policies and procedures regularly Monitor NALC, EALC, UDC, ECC & Government communication for changes and implications for TPC operations 	Ongoing At least annually Ongoing	Clerk JH/TPC Clerk
	<i>Seeking proper advice</i>	Low	<ul style="list-style-type: none"> Standing Orders & Financial Regulations deal with awarding contracts Costed proposals are put forward to be authorised by TPC prior to engagement. 	Ongoing	TPC/Clerk
PROFESSIONAL SERVICES (<i>accountancy, legal, planning, design & architect</i>)					

TAKELEY PARISH COUNCIL EX0243 VARIANCE REPORT 2021/22

Section 2 Box 3: Total Other Receipts

2020/21 £	2021/22 £	Var. £	Var. %	2220/21 Breakdown		2021/2022 Breakdown	
				£		£	
34761	57078	+22317	+64	2278	Hire of School House	2381	
				1043	Uttlesford District Council credit - Rates		
				11238	Silver Jubilee Hall Loan Repayment	11238	
				19702	VAT Receipts/Refunds	7498	
				500	ECC Grant	7000	UDC Grant
						11664	Neighbourhood Plan Grants
						12629	Old School funds
						4514	Defib funds
						154	Bank interest
				34761		57078	

Section 2 Box 4: Staff Costs

2020/21 £	2021/22 £	Var. £	Var. %	2020/21 Breakdown		2021/2022 Breakdown	
				£		£	
45500	14707	-30793	-68		Full time Clerk off work on full pay during Q3 then dismissed in Q4. Additional costs are due to payment of Locum Clerk(s) to cover this period (Oct 20- March 21) & previous Clerk's pension payment £6220		Replacement part-time Clerk employed Sept -Dec before resigning. Part time locum cover for remainder of year
				45500		14707	

TAKELEY PARISH COUNCIL EX0243 VARIANCE REPORT 2021/22

Section 2 Box 6: All Other Payments

2020/21 £	2021/22 £	Var. £	Var. %	2020/21 Breakdown		2021/2022 Breakdown	
				£		£	
64742	99169	+34427	+53	275	Bank fees	112	Bank Fees
				38	Donations	1752	Donations
				0	Councillor Expenses	0	Councillor expenses
				445	Office Expenses	1402	Office expenses - Printer Ink £448 & RTTEC Ltd IT support & License £132
				673	XLN – Broadband & Phone	708	XLN Broadband & phone
				48	ICT Equipment	1000	ICT Equipment - New laptop Oct 2021
				64	Adverts, Training, Elections	330	Training
						3641	Election expenses
				231	Subscriptions	1024	Subscriptions -EALC subscription not paid 2020/21
				4125	Professional Advice	5227	Prof. Advice Planning Appeal -£2820 Personnel - £2407
				1450	Audit	550	Audit
				2186	Insurance includes Old School Community Centre	2845	Insurance
				545	Website & Newsletter	420	Website
				3104	Dog & Litter Bin collections	3590	Dog & Litter Bin collections
				382	Sterling Washroom Services	332	Sterling Washroom Services
				201	Anglia Fire Protection - School House	4872	Old School maintenance costs – year 1
				1321	Village maintenance (Planter, hedges, Community facilities)	1065	Village maintenance (Planter, hedges, Community facilities)
						666	Plants
				9470	Village maintenance – Grass Cutting	8920	Village maintenance – Grass Cutting
				1242	Outdoor Play Equipment	14446	Outdoor Play Equipment - £9990 New shelter & £3740 Morrells Green play area
				1200	Churchyard Maintenance		
				2807	Utilities £2340 School £353 Sports field Streetlights £114	12559	Utilities £10593 School £142 Sports field Streetlights £1824 includes new LED lamps x 4
				1063	Cleaning	801	Cleaning
				70	Window Cleaning	12256	Locum Clerk
				510	Defib		
				24352	School House - Associated Building Costs		
						10264	Neighbourhood Plan expenditure
				8940	VAT	10387	VAT
				64742		99169	

MEETING DATE 1 ST JUNE 2022	FULL COUNCIL MEETING	APPENDIX 8
SUBJECT	CLERK'S REPORT ON STAFFING COMMITTEE TERMS OF REFERENCE AND COMMITTEE STRUCTURE	AGENDA ITEM 16
AUTHOR	JACKIE DEANE (LOCUM CLERK)	

1. Background

Each committee has terms of reference, which should be reviewed annually in May/June. The Staffing Committee operates in the same way as any other committee with a Clerk being present to take minutes and advise the members as required. See section 4 of the Council's Standing Orders for details on the rules for committees and sub-committees.

2. Existing Committee

The staffing committee was set up in October 2018 and six members were appointed. Membership has changed and the committee at some point was split for the purposes of dealing with a grievance or disciplinary matter however the sub-committee was not attending the main committee meetings.

3. Actions from the 4th May Meeting Item 16

Subject to a review of the Terms of Reference and committee structure at the next meeting, Cllrs Pratt, Barber, Sprules, Backus, Carr, Cheetham and Bodsworth were all happy to continue.

Cllrs Cheetham and Bodsworth were also on the appeals/grievance sub-committee and Cllr Johnson would be willing to join if there is a vacancy, subject to her evening availability.

Action: – The Locum Clerk was asked to take advice and to prepare new Terms of Reference for the staffing committee, including clarification of a query on the membership of the committee and of an appeals sub-committee. This might require an extraordinary meeting to re-constitute the committee.

4. Staffing Committee Terms of Reference Template

A template terms of reference is published in a NALC publication entitled Local Councils Explained. It was not necessary to prepare new wording because the agreed Terms of Reference on 8th August 2018 is the same as the template, except that the councillors added two further points regarding sub-committee and appeals under devolved authority.

Clerk observations:

- a) The two additional points seem to have confused members into splitting the committee to have a sub-committee and further identifying councillors for an appeals process, without allowing those councillors to attend staffing committee meetings.
- b) The Clerk should attend and take minutes of all meetings however the minutes are not put in the public domain unless there are special circumstances.

- c) It is worth noting that the committee membership needs to be large enough to assign a sub-committee of three members, in accordance with the council's grievance policy. The appeals process should also have regard to the council's grievance policy.
- d) There were no rules applied to the selection process for committee members. It is helpful for members to have experience on the council before joining the staffing committee and other councils set up criteria for their membership.

5. **Purpose of staffing committee**

This committee is appointed to make decisions about all staffing matters, subject to budget and expenditure limits decided by the finance committee.

Terms of Reference

1. To establish and keep under review the staffing structure in consultation with the Finance Committee.
2. To draft, implement, review, monitor and revise policies for staff.
3. To establish and review salary pay scales for all categories of staff and to be responsible for their administration and review.
4. To oversee the recruitment and appointment of staff.
5. To arrange execution of new employment contracts and changes to contracts
6. To establish and review performance management (including annual appraisals) and staff training programmes for staff.
7. To oversee any process leading to dismissal of staff (including redundancy).
8. To keep under review staff working conditions and health and safety matters.
9. To monitor and address regular or sustained staff absence.
10. To make recommendations on staffing related expenditure to the Finance Committee
11. To consider any appeal against a decision in respect of pay.
12. To consider a grievance or disciplinary matter (and any appeal).
13. To supervise and performance manage the Clerk's work, to administer their leave requests, record and monitor their absences, and handle grievance and disciplinary matters and pay disputes.

6. **Grievance/Appeals Policy and Sub-Committee**

The Parish Council has a policy which should be reviewed by the Staffing Committee and recommended for approval at Full Council, noting any changes from the template. The relevant wording affecting the staffing structure should be considered by the committee including whether or not a sub-committee would be appropriate with reference to:

Formal grievance procedure

If it is not possible to resolve the grievance informally and the employee's complaint is not one that should be dealt with as a code of conduct complaint (see above), the employee may submit a formal grievance. It should be submitted in writing to the Chairman of the staffing committee.

The staffing committee will appoint a sub-committee of three members to hear the grievance. The sub-committee will appoint a Chairman from one of its members. No councillor with direct involvement in the matter shall be appointed to the sub-committee.

7. **Committee Membership**

Members confirmed their willingness to be members of the staffing committee at the last meeting – Cllrs Pratt, Barber, Sprules, Backus, Johnson, Cheetham and Bodsworth.

8. **RECOMMENDATIONS**

Clerk recommendations as follows:

- 1) **To adopt the Terms of Reference (item 5 of this report) and to consider the council's Grievance Policy and other HR policies at future committee meetings, with recommendations to be referred to full council.**
- 2) **To agree membership of the staffing committee, with a minimum of seven members.**