



**Minutes of the Full Parish Council Meeting
18:00, 20th May 2024
Held in the Library, Wickersley Community Centre**

- Members: Cllrs: J Barber (Chair), G Pacey (Vice Chair), A Bates, P Beighton, M Godfrey, C Grimes, E Harwood, H Pacey, K Phillips, J Robinson, M Scott and M Woodhead
- In attendance: Cllrs: J Barber (Chair), G Pacey (Vice Chair), A Bates, M Godfrey, C Grimes, E Harwood, H Pacey, K Phillips, J Robinson, M Scott and M Woodhead
- In attendance: C Lavell-Smith (Parish Clerk), A Naylor (Deputy Parish Clerk and Winthrop Development Project Manager) and A Chester (Winthrop Organiser)

The meeting commenced at 18:00 following the Annual Parish Meeting.

7003 To elect the Chairperson of the Council for 2024-25 and to receive Chairperson's declaration of office

The Parish Clerk presided over the item and asked if any councillors wished to make a nomination.

Cllr Bates nominated Cllr Barber for the position of Chairperson, seconded by Cllr Godfrey.

Cllr Barber spoke to state both his interest and proposal of planning for the future by appointing a Vice-Chair as part of a succession planning approach.

The Parish Clerk asked if there were any further nominations; there were none.

RESOLVED unanimously that Cllr J Barber be elected Chairperson for 2024-25.

Cllr Barber duly signed the declaration of office.

Cllr Barber proposed that standing orders are extended at the start of the meeting by 30 minutes due to the size of the agenda.

It was **RESOLVED** unanimously to approve this.

Chairman initials:

Handwritten initials, likely "JB", in black ink.

7004 To elect the Vice-Chairperson of the Council for 2024-25 and to receive Vice-Chairperson's declaration of office

Cllr Barber nominated Cllr G Pacey as Vice-Chair as part of the above-mentioned succession planning process. There were no other nominations.

RESOLVED unanimously that Cllr G Pacey be elected Vice-Chairperson for 2024-25.

Cllr G Pacey duly signed the declaration of office.

7005 To receive apologies for absence

Apologies received from Cllr P Beighton and the reason was approved by the council.

7006 To note any declarations of interest on items to be discussed at this meeting

None declared.

7007 To resolve if members of the press and public are to be excluded from any agenda items of the meeting due to the nature of the business being transacted, Under Public Bodies (Admission to Meetings) Act 1960, S1 (2)

RESOLVED unanimously that agenda item 20 (to consider the Winthrop development report) be taken as confidential.

7008 To consider any issues from members of the public in attendance

No members of the public present.

7009 To suspend Standing Orders 4. d (vi) & (vii), in relation to the appointment of committee chairmen, and Standing Orders 5. j (vi) & (vii), in relation to the review of terms of reference for committees and appointment of members to committees and in relation to 5.j.(x) review and adoption of standing orders and financial regulations (As per Standing Order 26. a) and to be discussed at the June ordinary council

Cllr Barber explained that due to the size of the agenda with multiple items having restricted timescales, it was advisable to move these items to the June meeting. This will allow due time to be given to these items.

He explained this would also allow councillors to consider in advance which committees they would prefer to be appointed to, with the opportunity of establishing afresh all the committees. This was recommended as part of the Governance review in June 2023 but did not totally happen at the June 2023 meeting.

The Parish Clerk explained she would be emailing all councillors regarding this and asking for expressions of interest in committees.

Cllrs Bates and Scott questioned the holding of any meetings during this interim period; it was therefore **RESOLVED** to delay the Winthrop meeting (the only meeting affected) until after June 20th 2024.

RESOLVED unanimously to suspend Standing Orders 4. d (vi) & (vii), in relation to the appointment of committee chairmen, and Standing Orders 5. j (vi) & (vii), in relation to the review of terms of reference for committees and appointment of members to committees and in relation to 5.j.(x) review and adoption of standing orders and financial regulations (as per Standing Order 26. a), to be discussed at the June ordinary council meeting.

7010 To discuss Police & crime matters

There was no police presence at the meeting.

The Chair or Parish Clerk to approach the recently elected Wickersley North councillors and explore the option of a parish councillor attending their community engagement meeting, which includes the police in the group members. This is what happens in Wickersley South and works well.

The Chair or Parish Clerk to invite the recently elected Wickersley North councillors to the July parish council meeting, to provide them with an opportunity to meet parish councillors and hear the future plans of the parish council.

7011 To consider any matters from councillors in attendance

Cllr Phillips praised the work that has been done at the Tanyard to improve the side and rear of the building, stating that local residents had also commented positively. The Parish Clerk explained the works were all part of the recent concentration on improving the area, by removing unkempt undergrowth, excess litter etc. which previously wasn't accessible, as well as proactively managing pest control by the removal of habitats.

Cllr Harwood briefed councillors on the success of the first Wickersley Walking Festival, which had taken place from April 1st to May 19th. A total of 2216 miles had been walked during the festival. Excellent feedback had been received and a few pointers and learning experiences gained for any future events. It was considered an overall success, with many agencies supporting the event including the Ramblers Association, and had attracted both confident and new walkers from across the parish and surrounding areas.

7012 To approve the minutes of the Full Council Meeting held on 17th April 2024

Ref. 6987 Cllr Bates requested that the minutes are amended to state that his dissatisfaction regarding the Christmas event not being held at the Tanyard, referred to how the process had been handled internally as opposed to the Tanyard management company declining to hold the event there.

Ref. 7002 Cllr Bates did not feel the minute with reference to the proposed Winthrop development sufficiently reflected all the alternative options he had proposed as regards alternative schemes.

Additional clarification was requested as regards the resolution to appoint a comprehensive building survey to be undertaken on the café and associated café buildings at Winthrop

The Parish Clerk will consider whether amendments are required to the minutes to reflect the above points.

RESOLVED that the minutes of the meeting of 15th April 2024 are accepted as a true record once any amendments made.

7013 To note matters arising from the minutes of the Council Meeting on 15th April 2024

The Parish Clerk reported that at minute:

6988 The handymen have repaired the gap in the fence adjacent to the access gate at Wickersley Park.

6990 The handymen are due this week to investigate the issue of garden waste being disposed of into Wickersley woods from an adjacent house.

6990 The requested letter to be sent to all households adjacent to parish council land, will be an August recess task.

6993.3 The Parish Clerk has further work to undertake as to the location of the small area of land at Bob Mason Recreation Ground held in trust for the Miners Welfare Charity.

6993.4 The Parish Clerk has now received the 3 completed bank mandate forms and will arrange for these to be processed. Once these names have been added the Parish Clerk will receive from Coop bank the process of accessing the account to verify payments as dual signatories and will finalise the requested procedure. This will be circulated to the 3 named councillors as well as being included in the Internal Control Policy. The dual authorisation will commence once the new names have been added to the mandate. At a future meeting, further names will be requested to be added to the mandate. Cllr Philips put her name forward for this.

6997 The Parish Clerk reported from the conversations with Farrar funfair between herself and Cllr Bates. The dates of 1st to 4th August for the fair to be held, with set up/take down a day either side of the event and an income of £700 had been proposed. Councillors all fully supported this proposal. The Parish Clerk to action.

6996 Cllr Scott apologised for not having the time to look at the telephone contract details/emails which the Clerk had circulated with reference to this item. Cllr Bates and the Parish Clerk had undertaken the actions required and appointed British Telecom to provide this service, at a reduced cost from that proposed in the report presented to the April meeting.

7014 To consider financial matters including:

7014.1 The authorisation of payment of accounts since the last meeting

The list of payments to be authorised was considered by councillors. **RESOLVED** unanimously that the following payments are approved:

WICKERSLEY PARISH COUNCIL APPROVAL OF PAYMENTS SCHEDULE Full Council Meeting 20/05/2024						
Payment Date	Payment Method	Total	VAT	Net	Payee	Particulars of Payment
May 2024						
20/04/2024	BACS	£11,625.45	£0.00	£11,625.45	Staff Salaries	April Salaries
		£3,189.84	£0.00	£3,189.84	HMRC	PAYE & NI (Apr wages)
17/05/2024	DD	£2,673.70	£0.00	£2,673.70	SYPA	Superannuation (Apr wages)
13/02/2024	DC	£79.99	£13.33	£66.66	Amazon	Voice amplifier (walking festival/events)
18/03/2024	DD	£87.00	£14.50	£72.50	Sage	Sage monthly fees Mar 24
16/04/2024	DD	£87.00	£14.50	£72.50	Sage	Sage monthly fees Apr 24
18/04/2024	BACS	£450.00	£75.00	£375.00	C S Surveying and Architectural Design Ltd	Building survey for existing café, Winthrop Gardens - 50% deposit
19/04/2024	BACS	£37.58	£6.26	£31.32	Kinspeed	Monthly backup fees - Mar 24
19/04/2024	BACS	£131.25	£0.00	£131.25	Wendy Simpkin	Tanyard toilet warden honorarium Q2 24/25 (duplication error from 23/24 means this is now allocated as Q2 payment rather than it being Q1)
19/04/2024	BACS	£68.61	£0.00	£68.61	L Brookes	Winthrop home baking, Jan-Mar 24
19/04/2024	BACS	£74.38	£0.00	£74.38	C Bradbury	Winthrop home baking, Jan-Mar 24
19/04/2024	BACS	£180.00	£0.00	£180.00	J Cakebread	Winthrop cleaning services Feb/Mar 24
22/04/2024	DD	£12.28	£0.58	£11.68	British Gas	Feeder pillar electricity (health centre) 02/03 to 01/04
30/04/2024	DC	£175.00	£0.00	£175.00	Royal Mail	Stamps
Various April	DC	£789.74	£31.48	£758.26	Winthrop debit card expenditure	Winthrop expenditure Apr 24
15/05/2024	DC	£86.70	£14.45	£72.25	Fergussons Paints	Paint for planters (gardening contract)
16/05/2024	DD	£87.00	£14.50	£72.50	Sage	Sage monthly fees May 24
17/05/2024	BACS	£468.00	£78.00	£390.00	QDOS	Shelving units for file storage room
17/05/2024	BACS	£24.05	£4.01	£20.04	Kinspeed	Monthly backup fees - Dec 23
20/05/2024	DC	£10.53	£1.75	£8.78	Net World Sports	Football post socket caps (x2 sets)
20/05/2024	DD	£391.68	£65.28	£326.40	KCM	Waste removal Apr 24
22/05/2024	DD	£11.86	£0.56	£11.30	British Gas	Feeder pillar electricity (health centre) 02/04 to 01/05
24/05/2024	DD	£197.62	£9.41	£188.21	N Power	Bob Mason electricity 01/03 to 31/03
24/05/2024	DD	£13.03	£0.62	£12.41	N Power	Roundabout FP electricity 01/03 to 31/03
24/05/2024	DD	£65.12	£3.10	£62.02	N Power	Tanyard toilets electricity 01/03 to 31/03
31/05/2024	DD	£18.90	£0.00	£18.90	Water Plus	Winthrop waste water bill 16/02 to 16/05
		£17.36	£0.00	£17.36	A Chester	Winthrop home baking, Mar 24
		£1,627.26	£271.21	£1,356.05	Festive Lights	Xmas lights x55 strings, starters x10 & connectors x10
		£242.34	£11.54	£230.80	Rother Gas	Winthrop 3x propane gas bottles
		£37.80	£6.30	£31.50	APC	Monthly pest control fee Apr 24
		£59.44	£9.91	£49.53	QDOS	Office supplies (paper & envelopes)
		£810.00	£135.00	£675.00	JP Fire Safety Solutions	Fire RA's for Winthrop, Bob Mason & Tanyard Toilets (£225 ea)
		£1,302.00	£217.00	£1,085.00	Garden Style	Grounds maintenance contract - Apr 24
		£1,104.00	£184.00	£920.00	Garden Style	Gardening & landscaping contract - Apr 24
		£25.60	£4.26	£21.32	LBM	Handyman materials - Apr account
		£150.60	£25.10	£125.50	Real World Business	Payroll services Apr 24
		£50.00	£0.00	£50.00	Wickerlsey Youth	Refund of bond for returned key
		£129.78	£21.63	£108.15	Killis	Tanyard toilet supplies & cleaning items
		£55.00	£0.00	£55.00	Paul Paddock	Gorse Warden honorarium payment 2024/25
		£55.00	£0.00	£55.00	Katie Smith	Wood Warden honorarium payment 2024/25
		£66.82	£7.94	£58.88	EDF	Winthrop electricity 02/04 to 01/05
		£130.69	£21.78	£108.91	QDOS	Paper & office supplies
		£37.80	£6.30	£31.50	APC	Monthly pest control fee May 24
		£800.00	£0.00	£800.00	T&M Property Repairs	Roof repair & moss removal
		£500.00	£0.00	£500.00	Tim Shore	Professional services - tender evaluation/contractor meetings
		£36.00	£0.00	£36.00	A Chester	Expenses - Winthrop Apr 24
15/06/2024	DD	£148.18	£7.06	£141.12	N Power	Bob Mason electricity 01/04 to 30/04
15/06/2024	DD	£18.80	£0.90	£17.90	N Power	Roundabout FP electricity 01/04 to 30/04
15/06/2024	DD	£49.39	£2.35	£47.04	N Power	Tanyard toilets electricity 01/04 to 30/04
20/05/2024	BACS	£11,100.98	£0.00	£11,100.98	Staff Salaries	May Salaries
		£2,960.82	£0.00	£2,960.82	HMRC	PAYE & NI (May wages)
19/06/2024	DD	£2,592.44	£0.00	£2,592.44	SYPA	Superannuation (May wages)
May Total		£45,044.39				

7014.2 To receive the Bank Reconciliation statement - March 2024

It was **RESOLVED unanimously** to receive the signed bank statement as presented.

WPC Bank Reconciliation - March 2024		
ACCOUNTS	£	£
Balance brought forward from February 2023		£ 119,796.86
Add: Receipts	£ 8,216.77	
Less: Payments	£ 47,370.30	
BALANCE		£ 80,643.33
BANK		
Bank Balance 31/03/2024		£ 80,643.33
Less cheques not presented	£ -	
Add receipts not banked	£ -	
	£ -	
Adjusted Bank Balance @ 31/03/2024		£ 80,643.33
Check		£ -

7014.3 To Receive the Financial statement and summary - March 2024

It was **RESOLVED unanimously** to receive the financial statement and summary as presented (see appendix 1).

7014.4 To Receive and approve the accounts for 2023/24

The Deputy Parish Clerk presented the accounts for 2023/24. These accounts having been prepared by the Deputy Parish Clerk and checked by the Parish Clerk and Chair of Finance.

It was requested that invoices and payments of recharges to/from WCCA are made earlier in the year and not at year end. This will be actioned for 2024/25.

It was **RESOLVED unanimously** to receive and approve the accounts for 2023/24 and that the Chair of Parish and Parish Clerk sign the papers accordingly.

The Chair of Parish gave thanks to the Deputy Parish Clerk for her hard work on completing the year end accounts.

7014.5 To approve the draft reserves policy for 2024/25

Cllr Barber talked through the draft reserves policy and explained the future development fund would link into the business plan currently being planned.

RESOLVED unanimously to approve the following draft reserves policy and to review this again with the business plan during 2024/25.

Reserves Statement 2024/25	
This statement outlines Wickersley Parish Council's allocation of reserves.	
Reserves are required for the Council to have sound financial management in place.	
The Council hold General Reserves of between 3 and 6 months of the annual precept.	
In addition, funds are built up for larger projects within the Parish.	
The amount in reserves at 31/3/2023 was £358,328	
Allocation 2023/24	
	2023/24
General Reserves	£50,000.00
Winthrop Gardens	£128,708.00
Election Costs (2024)	£6,500.00
Bob Mason Bike Track & Paths	£15,000.00
Wickersley Park Paths Project	£33,000.00
Future Developments	£125,120.00
Total	£358,328.00
The amount in reserves as at 31/3/2024 is £297,566	
Allocation 2024/25	
	2024/25
General (Financial Management) Reserves	£71,000.00
Winthrop Gardens Accumulated Surplus	£118,164.00
Future Developments / Business Plan	£108,402.00
Total	£297,566.00



7014.6 To receive the revised Asset Register for 2024/25

The Parish Clerk has made slight changes to the asset register presented to the April meeting, following feedback from the Internal Auditor.

It was **RESOLVED unanimously** to receive and approve the Asset Register as presented.

7015 To agree to adopt General Powers of Competence

The Parish Clerk advised the council of the rules for adopting general powers of competence. The parish council continue to meet the requirements (this is only necessary in an election year and remains applicable until the following election year).

RESOLVED unanimously to adopt General Powers of Competence.

7016 To receive and note the Internal Audit report

The Parish Clerk explained that the internal audit report presented to the April meeting, had been slightly revised by the Internal Auditor to reflect his final audit relating to year end.

There were no non compliances identified or any further action points raised since the interim report, therefore the action plan presented in April will remain as previously presented.

The action plan will be worked upon during the year, and will be overseen by the Finance Committee.

The financial information presented and now audited, informs the Annual Governance Return (AGAR)

It was **RESOLVED unanimously** to receive and note the Annual Internal Auditors report.

7017 To approve the AGAR Section 1, Annual Governance Statement (2023/24)

The Parish Clerk read out the nine statements from the AGAR Section 1 - Annual Governance Statement 2023/24.

RESOLVED unanimously to agree yes to each of the statements and to approve the AGAR Section 1 - Annual Governance Statement 2023/24.

7018 To approve the AGAR Section 2, Accounting Statements (2023/24)

RESOLVED unanimously to approve the AGAR Section 2 - Accounting Statements (2023/24).

7019 To approve the Annual Governance and Accountability Return (2023/24)

RESOLVED unanimously to approve the Annual Governance and Accountability Return (2023/24).

7020 To appoint an insurance provider for a 3-year period 2024-27

The Parish Clerk presented a previously circulated report outlining the process undertaken to secure a new insurance provider, as our current contract ends 31st May 2024.

A 3-year contract is proposed as represents better value for money.

Four companies were approached, and prices were received from two, the industry leaders, Clear Councils and Zurich.

The price from Clear Councils is approx. £2,000 less than that of Zurich. Clear Councils are our current provider.

During the current contract, we have had two claims which appear to have increased the prices considerably. The lower of the two prices still represents an increase of 64% over the current price, this is in excess of the budgeted amount. However, as the contract also covers the Community Centre, their recharge will cover the deficit.

It was **RESOLVED unanimously** to appoint Clear Councils for a further 3-year contract period, at a cost of £5,200 for year one.

7021 To consider planning and licensing applications

It was **RESOLVED** that the below comments are submitted to RMBC regarding the applications.

RB2024/0515 Church Lane - Application for works to a TPO'd tree

This is an application for the felling of a large horse chestnut tree in the grounds of St Alban's church close to the boundary of the adjacent house.

This tree is a large specimen that makes a valuable amenity contribution and should only be felled if there is convincing evidence that the tree is in a dangerous condition.

The objection to be submitted is as below:

Wickersley Parish Council are of the view that this tree makes an important contribution to the visual amenity of Church Lane and should only be felled if there is strong evidence that it is in a dangerous condition. It is not considered that the evidence provided to date is sufficient to demonstrate that to be the case, unless the Council's tree officer considers it to be so.

RB2024/0460 162, Bawtry Road - Demolition of bungalow and erection of 2 storey dwelling and new bungalow at the rear

The application form states 4 car parking spaces will be provided; these are not shown on the site plans.

The comment to be submitted as below:

Wickersley Parish Council has no objection to this application subject to 4 parking spaces being provided that should be shown on a site layout plan and conditioned accordingly.

7022 To approve the Updated Model Publication Scheme

The Parish Clerk presented an updated scheme, as advised by the Internal Auditor. She explained this is a statutory document required and that the changes are minor, and in the main descriptive within the content requirements. The prices to be charged are to remain the same.

It was **RESOLVED unanimously** to approve the Updated Model Publication Scheme as presented.

7023 To nominate a councillor to the RMBC Local Councils Joint Working Group (JWG)

The Clerk had previously circulated the paperwork received from YLCA seeking nominations for the above. Cllr Bates had responded as being interested. It was therefore **RESOLVED unanimously** to nominate Cllr Bates on behalf of Wickersley Parish Council.

7024 To review the Memorandum of Association of Wickersley Community Centre Association to ensure the focus and use of the Centre is in line with current and future Parish Council objectives.

Cllr Phillips, Chair of WCCA talked through a previously circulated report. She explained that the current memorandum of association was adopted in 2012 and the committee consider this needs revising to provide a clearer focus for the Association in 2024 and going forward.

A key question is the balance or possible conflict between community groups paying a lower hire charge and commercial groups paying a higher hire charge. If the aim of the parish council as the parent body is that WCCA operate on a purely financial basis then they should be focusing on securing more commercial contracts, however if the remit is on the community angle, it has to be acknowledged the income will be less.

From the discussion the following points were made:

- The expectation is that WCCA will break even as a minimum, noting that the post-Covid recovery period is over and in 23/24 a profit of approx. £6,000 has been made.
- This has been achieved by a balance of both commercial and community groups which it was considered is the way to progress, and is as the centre has operated since opening, broadly speaking.
- It was felt strongly that WCCA and the new Winthrop development should operate on the same pricing structure and should not be in competition/conflict with each other.

It was **RESOLVED** that WCCA would review the current memorandum of association and draft a revised version to bring back to a future meeting of the parish council.

Confidential Section

The council moved into confidential session.

7025 To consider the Winthrop Development report and approve the recommendations made within the report.

Cllr Barber talked through the principles outlined within the confidential report, which brought together several strands of work in relation to the Winthrop Development:

- The outcome of the Tender Evaluation process and the recommendation of the Tender Evaluation panel.
- The physical state of the Winthrop estate – particularly the building surveys on both the Atrium and existing Café, and recommendations regarding the Atrium roof replacement.
- Proposals for the appointment of a Client Project Manager.
- A full outline of the Winthrop financial position from 2021 to 2027.
- A consideration of the benefits of proceeding, and the consequences of not.

He explained that the proposal being presented, following a thorough assessment of the final 2 shortlisted contractors, provides a proposed contractor who will offer a scheme which is:

- Deliverable
- Affordable
- Modern
- Sustainable

The scheme offers a hybrid modular solution which allows a fast construction phase, this is essential to the project as the project must be completed by 21st December 2024 (a COF grant condition).

The recently requested building survey (April 2024 council meeting) determined that the café building is of average condition, with a short remaining life and with some urgent repair work required.

The proposed contractor provided a first-class reference from a local County Council of a comparable build, built within a short time scale, delivered on time and to budget (their timescale being 18 weeks). The contractor supply a range of guarantees and warranties and have only 3 provisional sum items (this represents less risk to the parish council).

From the prices received for the appointment of a client project manager, a very competitive bid (including a subsidised support element due to the nature of the project), has been received from the individual who has been working in an advisory capacity on a daily rate during the tender evaluation process.

Cllr Barber confirmed that the development, along with repair costs relating to existing buildings, has now been brought in as affordable at a total of £390,200 consisting of the accumulated remaining Winthrop surpluses of £118,000 a masonic grant of £13,000 for white goods and the COF grant £264,000.

This includes replacement of the Atrium roof and repair programme for the Atrium, a contingency of £15,000 and a forecast surplus at year end of £15,400. A full breakdown is provided on the Winthrop development financial statement.

Cllr Barber opened the discussion regarding supporting or not supporting the redevelopment project to councillors.

Cllr Godfrey opened the discussion by reading through a thoughtfully prepared supportive statement addressing all key points, stating that a building fit for purpose, energy efficient and assuring the future of the facility was being proposed. This was followed by Cllrs Harwood and Grimes presenting their comments also in report format, again fully supportive of the proposal. Cllr Harwood mentioned the benefit that Winthrop brings to so many people "touching and enriching their lives" and providing a solution to needs not met elsewhere in the parish. Cllr Grimes stated that the development would be at no actual cost to the parish due to the COF grant and Winthrop surpluses therefore not taking financial support from any other parish venture, concluding it would enhance the offering and reputation of the parish council.

Cllrs Robinson and H Pacey spoke to councillors regarding their support and reasons why. Cllr H Pacey stating that her initial concerns raised at the January meeting had been listened to and addressed, therefore she was now in a position to support the proposal.

Cllr Bates outlined his concerns and lack of design details/drawings and posed questions regarding sustainability, alternative sources of power, etc. all of which were fully addressed. He concluded by stating he would not be supporting the scheme.

Cllrs Scott and G Pacey concluded the input from councillors present, stating that the proposed plan was impressive and that it was apparent a considerable amount of work had been put into the project in the last 2 months. This has addressed previous concerns of councillors resulting in a fully developed proposition, from what had been considered to be a previously weak business case and project plan. They both registered their support for the development.

Considerable support from the majority of councillors was also stated at the appointment of the client project manager, as an experienced construction industry professional to support the in-house project team.

The Parish Clerk read out a letter of support from Cllr Beighton who was not able to be at the meeting.

The Chair referred to the list of recommendations referred to in the paper presented, and opened the voting process.

Commencing with the first point which was proposed, seconded and vote taken:

1. To appoint Tender / Contractor 6 to deliver the Winthrop Development at a cost of £[REDACTED] and authorise the setting up of the appropriate contractual arrangements.

It was **RESOLVED** by a vote of 9:2 to progress the Winthrop Development and appoint Claywood Construction as the preferred contractor, and commence setting up the required contractual arrangements.

The Chair then spoke through the remaining points 2 to 8 and proposed a combined vote for all action points which was seconded, and a vote taken:

2. To note that the building survey report in respect of the Atrium had found the building to be in a moderate / good condition for a building of its age and structure.
3. To approve the repairs to the Atrium as proposed at item 2.1 of the report, using a combination of voluntary and paid for solutions within an estimated cost envelope of £6k ex. VAT, and to schedule these repairs over a two-year period according to the degree of importance and commence with the roof replacement as a matter of priority.
4. To accept Quotation 2 for the replacement of the Atrium roof, to also include additional insulation and reboarding of the ceiling as required at a cost of £[REDACTED] ex. VAT.
5. To appoint Mr Tim Shore, Managing Director, Contract Recovery Solutions, as Client Project Manager to the Winthrop Development at maximum cost of £[REDACTED].
6. To receive and approve the Winthrop Development financial plan 2021 - 2027.
7. To agree that should the contingency allocation of £15,000 not be required to deliver the contract, it should be used to bring forward expenditure currently scheduled for 2025/2026. This would also be the

case with any other savings achieved or any other additional income generated, subject to all spending remaining within the Winthrop reserves / surpluses.

8. To support the next steps of the Winthrop Development project as outlined in the report and in the recommendations above and ask that regular updates be provided to the Parish Council as work proceeds.

It was **RESOLVED** by a vote of 9:2 to progress the project by actioning all the above points during the process.

The Winthrop redevelopment project will now commence, and regular updates will be provided at ordinary council meetings.

The meeting was closed at 20:30.

Signed(Chairman) Dated.....

The future dates of committee meetings and Parish Council meetings are as follows (meetings held at the Community Centre, unless stated otherwise):

Full Council Meetings 2024

- Monday 17th June 2024
- Monday 15th July 2024
- Monday 16th September 2024
- Monday 21st October 2024
- Monday 18th November 2024
- Monday 9th December 2024

Committee Meetings 2024

Recreation & Environment 6.30pm

- 9th July 2024
- 2nd October 2024
- 26th November 2024

Woodland 6.30pm

- Tuesday 3rd September 2024
- Tuesday 3rd December 2024

Winthrop 9.00am (HELD AT WINTHROP)

- Friday 7th June 2024 *to be rearranged*
- Friday 6th September 2024
- Friday 6th December 2024

WCCA

- Monday 9th September 2024 6.30pm
- Friday 29th November 2024 12noon

HR

- Monday 24th June 2024
- Monday 23rd September 2024
- Monday 2nd December 2024

Finance 10.00 am

- Wednesday 6th November 2024

Chairmans Initials & Date: 

Appendix 1 Financial Information

Year End Financial Statement (31/03/2024)

Wickersley Parish Council Financial Report to 31/03/2024	As at 31/03/2024	Budget 2023/24	Surplus/-Deficit at 31/03/2024
INCOME			
Precept	£218,730.00	£218,730.00	£0.00
Bank Interest	£5,661.95	£750.00	£4,911.95
Total Bank Interest	£5,661.95	£750.00	£4,911.95
Community Centre Staff Recharge	£25,000.00	£25,000.00	£0.00
Lease income from library	£3,000.00	£3,000.00	£0.00
Insurance recharge	£1,500.00	£1,500.00	£0.00
Other income	£0.00	£0.00	£0.00
Total Community Centre	£29,500.00	£29,500.00	£0.00
Woodland - Other Income	£0.00	£0.00	£0.00
Total Woodland	£0.00	£0.00	£0.00
Event Income & Donations	£1,964.36	£0.00	£1,964.36
Total Events	£1,964.36	£0.00	£1,964.36
Tanyard Owner - Contribution	£6,403.00	£4,626.00	£1,777.00
Environment - Other Income	£0.00	£0.00	£0.00
Total Environment	£6,403.00	£4,626.00	£1,777.00
Bob Mason Income	£3,790.00	£2,250.00	£1,540.00
Total Recreation Grounds	£3,790.00	£2,250.00	£1,540.00
Wickersley Park Grants	£0.00	£0.00	£0.00
Total Wickersley Park Grants	£0.00	£0.00	£0.00
Other Income	£0.92	£0.00	£0.92
Community Infrastructure Levy	£21,456.62	£0.00	£21,456.62
Total Other Income	£21,457.54	£0.00	£21,457.54
Café Sales	£29,108.73	£25,000.00	£4,108.73
Plant Sales	£2,679.35	£3,000.00	-£320.65
Curiosity Corner	£1,917.97	£2,000.00	-£82.03
Donations	£4,673.59	£4,000.00	£673.59
Room Hire	£1,750.00	£2,500.00	-£750.00
Allotment	£390.86	£400.00	-£9.14
Crafts & Preserves	£5,527.46	£1,500.00	£4,027.46
Other Sales	£3,685.68	£500.00	£3,185.68
Total Winthrop Gardens	£49,733.64	£38,900.00	£10,833.64
TOTAL INCOME	£335,276.13	£294,756.00	£40,520.13
Total income less Community Infrastructure Levy	£313,819.51	£294,756.00	£19,063.51

Wickersley Parish Council Financial Report to 31/03/2024	As at 31/03/2024	Budget 2023/24	Surplus/-Deficit at 31/03/2024
EXPENDITURE			
Phones - Mobile	£0.00	£0.00	£0.00
Phones - Office & BT Broadband	£795.24	£1,100.00	-£304.76
Postage	£587.50	£250.00	£337.50
Stationery	£1,357.41	£1,150.00	£207.41
Mileage & Travel Expenses	£90.45	£150.00	-£59.55
Newsletter	£2,712.63	£3,000.00	-£287.37
General Expenses	£5,905.41	£3,500.00	£2,405.41
Membership - YLCA/CPRE/SLCC/YRCC	£1,630.00	£1,400.00	£230.00
Insurance	£3,211.30	£3,500.00	-£288.70
Audit Fees	£1,375.00	£1,550.00	-£175.00
Conferences & Training	£698.09	£1,300.00	-£601.91
Website	£425.00	£750.00	-£325.00
Elections	£0.00	£0.00	£0.00
IT Support	£3,007.49	£4,000.00	-£992.51
Parish Support	£4,002.08	£4,000.00	£2.08
Total Administration	£25,797.60	£25,650.00	£147.60
Salaries - Administration	£97,540.10	£82,140.00	£15,400.10
Home Office Expenses	£0.00	£0.00	£0.00
Salaries - Handypersons	£29,082.22	£32,000.00	-£2,917.78
Tax & NI	£10,380.32	£7,500.00	£2,880.32
Superannuation	£24,033.63	£14,500.00	£9,533.63
Total Human Resources	£161,036.27	£136,140.00	£24,896.27
Handypersons materials	£1,445.75	£1,500.00	-£54.25
Tanyard - refuse collection	£3,708.68	£2,800.00	£908.68
Tanyard toilets - Maintenance	£983.64	£1,000.00	-£16.36
Tanyard toilets - ground rent	£100.00	£100.00	£0.00
Tanyard toilets - warden honorarium	£525.00	£525.00	£0.00
Tanyard toilets - non domestic rates	£0.00	£0.00	£0.00
Tanyard toilets - water & electricity	£1,102.09	£1,350.00	-£247.91
Tanyard - rock salt / gritting	£0.00	£100.00	-£100.00
Monthly gardening contract	£6,408.52	£9,000.00	-£2,591.48
Gardening & landscaping work-other	£2,337.51	£1,500.00	£837.51
Churchyard annual grant	£1,000.00	£1,000.00	£0.00
Total Environment	£17,611.19	£18,875.00	-£1,263.81
Recreation Grounds	£4,159.18	£4,200.00	-£40.82
Bob Mason Pavilion	£2,270.92	£3,200.00	-£929.08
Grounds Maintenance Contract	£13,408.66	£15,500.00	-£2,091.34
Wickersley Park Boundary Maintenance	£1,500.00	£2,500.00	-£1,000.00
Recreation Grounds - Playground Repairs	£8,825.00	£3,500.00	£5,325.00
Total Recreation Grounds	£30,163.76	£28,900.00	£1,263.76
Total Recreation & Environment Committee	£47,774.95	£47,775.00	-£0.05
Caretaker Salary	£27,682.81	£30,000.00	-£2,317.19
Total Community Centre	£27,682.81	£30,000.00	-£2,317.19
Gorse - general	£2,802.50	£2,500.00	£302.50
Wood - general	£2,495.00	£2,700.00	-£205.00
Wood & Gorse Wardens	£110.00	£110.00	£0.00
Common Bank Lease	£0.00	£100.00	-£100.00
Woodland Committee Events	£303.77	£400.00	-£96.23
Total Woodland Management	£5,711.27	£5,810.00	-£98.73

Continued on next page

Café Consumables	£7,842.30	£7,000.00	£842.30
Café infrastructure	£1,008.90	£1,500.00	-£491.10
Plants and Shrubs	£227.00	£500.00	-£273.00
Garden Maintenance	£4,269.22	£750.00	£3,519.22
Water Rates	£156.86	£300.00	-£143.14
Electricity	£2,623.00	£3,000.00	-£377.00
Gas	£1,002.07	£1,250.00	-£247.93
Travel and Subsistence	£136.35	£300.00	-£163.65
Machinery & Equipment Servicing	£545.77	£750.00	-£204.23
Building Repairs	£240.01	£5,000.00	-£4,759.99
Refuse	£377.41	£500.00	-£122.59
Cleaning	£670.50	£1,000.00	-£329.50
Communications	£680.62	£1,250.00	-£569.38
Volunteer costs	£417.34	£500.00	-£82.66
Training and Certification	£0.00	£300.00	-£300.00
Allotment	£40.00	£100.00	-£60.00
Crafts & Preserves	£783.90	£250.00	£533.90
Card Fees (Sum Up)	£17.26	£50.00	-£32.74
Other	£461.00	£1,500.00	-£1,039.00
Winthrop Additional Hours (from surplus)	£7,860.06	£0.00	£7,860.06
Total Winthrop Gardens	£29,359.57	£25,800.00	£3,559.57
Events inc. Christmas Lights	£12,728.08	£11,000.00	£1,728.08
Total Events	£12,728.08	£11,000.00	£1,728.08
Loan Repayments - Community Centre	£25,888.94	£25,889.00	-£0.06
Ground rent - sewage works allotment	£12.00	£192.00	-£180.00
Total Other Expenditure	£25,900.94	£26,081.00	-£180.06
5800 - Grants & Donations	£500.00	£500.00	£0.00
5802 - Section 137 Donations	£1,150.00	£1,000.00	£150.00
Total Grants & Donations	£1,650.00	£1,500.00	£150.00
TOTAL EXPENDITURE	£337,641.49	£309,756.00	£27,885.49
TOTAL EXPENDITURE	£337,641.49	£309,756.00	£27,885.49
TOTAL INCOME, excl CIL	£313,819.51	£294,756.00	£19,063.51
SURPLUS / -DEFICIT	-£23,821.98	-£15,000.00	-£8,821.98

Financial Report – Summary

Relating to Financial Report to 31/03/2024

1 – Performance Against Budget

The enclosed financial report includes all spend for the financial year 2023/24 and shows the final end of year figures.

The end of year position is, in summary:

	Budget	Actual	Variance
Income	£294,756	£313,820	£19,064 (+6.5%)
Expenditure	£309,756	£337,641	£27,885 (+9%)
Expected Surplus/- Deficit	- £15,000	- £23,822	- £8,822 (- 58.8%)

Note: The income figures above are the amount of income, **excluding** CIL payments.

An increased income was as a result of:

- Greater bank interest received in the year than previous years, and well above the budgeted figure (almost £5k)
- A good level of donations from Coronation Gala & Xmas Lights events (though it was agreed that this could be spent by the Events Committee, therefore is offset in expenditure).
- An increase in the amount charged to the Tanyard owners/management company.
- A good level of income from hire at Bob Mason Recreation Ground, exceeding budget by £1.5k.
- £10k more generated by Winthrop Gardens than budgeted (mainly through sales, e.g. crafts & preserves, and from the café).

An increased expenditure was as a result of:

- Increased wages, due to the pay increase being confirmed at a higher percentage than forecast in our budgets (allowed for a 4% pay increase, but the increase awarded was £1 per hour for all employees; based on WPC's core staff pay rates, this equates to just over a 10% increase in staff costs).
- Sickness absence resulting in temporary cover costs.
- The additional knock-on effect from salaries on tax, national insurance and superannuation costs.
- An increase in superannuation employer contributions of 1.8% which was unforeseen.
- Agreement of additional hours to be funded from Winthrop reserves, up to £10k, £7.8k of which was utilised. This is the reason that Winthrop expenditure is showing as over budget (by £3.5k overall).
- Events budget overspend reflects the agreement to use their un-budgeted donations to purchase additional Xmas lights.

2 – Impact On Reserves

The final reserves position at 31/03/2024 is reported on the Reserves Statement provided and shown in the AGAR. At the year end Wickersley PC have £297,566 in reserves (an overall movement of -£60,762 on the 31/03/2023 position).

Item	Budget	Actual	Variance
Income	£100,000	£105,000	£5,000
Expenditure	(£165,762)	(£165,762)	£0
Reserves	£100,000	£297,566	£197,566