



**Minutes of the Full Parish Council Meeting
18:30, 16th October 2023
Held in the Meeting Room at Wickersley Community Centre**

- Members: Cllrs: J Barber (Chair), A Bates (Vice-Chair), P Beighton, E Boswell, M Godfrey, C Grimes, B McNeely, K Phillips, J Robinson, M Scott, P Whitworth & M Woodhead
- In attendance: Cllrs: J Barber (Chair), A Bates (Vice-Chair), P Beighton, M Godfrey, C Grimes, B McNeely, K Phillips, J Robinson, M Scott, P Whitworth & M Woodhead
- In attendance: C Lavell-Smith (Parish Clerk), and 3 members of the public

Three members of the public attended as prospective new councillors to observe the council meeting, therefore the meeting commenced with a round of introductions and brief explanations.

There have been four expressions of interest, following the recent open session events and adverts for the four casual vacancies on the parish council.

6527 To receive and approve apologies for absence

Apologies received from Cllr Boswell (work commitments)

6528 To note any declarations of interest on items to be discussed at this meeting

None declared.

6529 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 to be transacted. Under Public Bodies (Admission to Meetings) Act 1960, S1 (2)

Agenda Item 11 Staffing was moved to confidential session.

6530 To discuss Police & crime matters

No police in attendance, the Clerk to invite the police to attend the November or December meeting.

Cllr Barber reported he attends the Wickersley South and Thurcroft Community Action Partnership (CAP) meeting which the police attend which provides a useful link to both the police and police matters within the area. The parish council has not been asked to attend the corresponding Wickersley North CAP.

Cllr Phillips had met two members of the public immediately prior to the council meeting and she outlined their concerns. The pumping station on Second Lane is discharging water onto the lane and footpath. This is causing walkers and quad bikers to go through their field to avoid the water. In addition, the quad bikers have destroyed part of the fence to gain access resulting in damage to their crops. The fence is understood to be owned by Harron homes.

The damage and dangerous riding was reported to the police however it was considered they did not take the complaint seriously.

The parish clerk to follow this up again with the police and link to the previously reported complaints logged by Cllr Woodhead regarding dangerous quad biking in this vicinity and request that the police investigate this more formally.

In addition, the parish clerk will write to Harron Homes, the owner of the damaged fence, to request that a more robust fence is erected and the replacement of a stile which has been removed.

Cllr Bates reported that he had witnessed the riding of high-speed electric bikes dangerously on the pedestrian paths at Wickersley Park which he had reported to the police. He also stated that unfortunately, one of the newly replaced solar lights at the park had been targeted with a powerful BB (ball bearings) gun, breaking the strengthened outer casing and smashing the light itself. This has been reported to the police and RMBC (the supplier). Concerns were expressed at the use of such a potentially dangerous item in the park and the damage caused to a new strengthened lighting structure. An update will be provided at a future meeting.

6531 To consider any matters from members of the public in attendance

No matters raised.

6532 To consider any matters from Councillors in attendance

Cllr Bates had spent time at the weekend removing graffiti at Wickersley park and plans to return with a pressure washer.

Cllr Bates reported that the Wickersley North, RMBC led project has commenced with pathways being re-laid, commencing at Chevril Court and running through to the Masons arms.

Cllr Woodhead reported that she had received several complaints from residents regarding the works at the junction of Morthen Road and the

roundabout for the installation of a new crossing. It was agreed the parish clerk would write to RMBC expressing concerns regarding safety of residents relating to the location of the crossing and how the process had been managed. She was requested to emphasize that local people did not feel they had been sufficiently informed of the works and the negative impact the works are having on drivers.

Cllr Barber mentioned that the last bank, NWB, in Wickersley was to close this week. Ward Councillors T and Z Collingham and Alex Stafford MP had campaigned for a banking hub as an alternative and a community meeting was being held for Wickersley South residents to discuss this and other issues on 26/10/23 at the Methodist church hall, from 6.00pm.

6533 To approve the minutes of the Full Council Meeting held on 18th September 2023

RESOLVED unanimously that the minutes of the meeting of 18th September 2023 are approved as a true record.

6534 To note matters arising from the minutes of the council meeting on 18th September 2023

6508 Cllr Bates asked for an update on the legionella controls. The clerk explained that the handymen have started to record when they flush water through the system as a forerunner to introducing the control system Cllr Bates has prepared. The clerk explained she has arranged to go through the new process with the handymen on 18/10/2023 and has purchased a legionella water temperature recording probe and recording book to accompany the process. Cllr Bates requested that a record is taken at the nearest available day to a booking if the facilities have not been used for a period, 4 weeks of non-use being quoted as the benchmark.

6508 Cllr Phillips briefed councillors on a recent meeting attended by herself and Cllr Woodhead at W restaurant. This was regarding parking issues at the community centre including the caretaker receiving verbal abuse from non-users of the centre when parking on the centre's car park. She reported that she had arranged for signs to be erected stating car park not for use by W customers and that W would state this on their website also. She added, it was a very constructive meeting and that the restaurant owners were very upset to hear of the verbal abuse the caretaker had received from one of their customers.

6512.3 Cllr Barber reported that the Community Ownership Fund application for the Winthrop Gardens redevelopment project has been submitted and a decision is awaited.

6514 Cllr Barber stated that a paper would be prepared by the clerk for the November meeting providing an overview of all policies and associated processes. Following discussion, it was stated this paper will not alter the

resolution passed but help provide the background to inform the process going forward.

6535 To consider financial matters including:

6535.1 The authorisation of payment of accounts since the last meeting

The list of payments to be authorised was considered by councillors.

Cllr Bates explained that there was to be a split payment to the contractor of the paths for Wickersley Park, 90% to be agreed at this meeting and 10% to be released when the weather related remedial works were completed.

RESOLVED unanimously that the following payments are approved:

Intentionally blank

October 2023							
1946P	13/09/2023	DC	£26.99	£4.50	£22.49	Screwfix	New chain for Wickersley Park gate
1950P	13/09/2023	DC	£29.34	£4.89	£24.45	Arco	New, embroidered hi-viz vests for handymen
1974P	13/09/2023	DC	£141.16	£23.52	£117.64	Nisbets	WCCA purchase made on WPC card in error, re-charged to WCCA
1959-61P	27/09/2023	DC	£30.45	£5.08	£25.37	Amazon	Stationery
1969P	Various Sep	DC	£880.43	£58.01	£822.42	Winthrop debit card expenditure	Winthrop expenditure Sep 23
	01/10/2023	BACS	£131.25	£0.00	£131.25	Wendy Simpkin	Tanyard toilet warden honorarium Q3 23/24
1962P	04/10/2023	DC	£22.98	£3.83	£19.15	Amazon	Glow stick/bracelets for Lantern Walk
1943P	15/10/2023	DD	£42.49	£2.02	£40.47	N Power	Tanyard toilets electricity 01/08 to 31/08
1944P	15/10/2023	DD	£131.87	£6.28	£125.59	N Power	Bob Mason electricity 01/08 to 31/08
1945P	15/10/2023	DD	£13.52	£0.64	£12.88	N Power	Roundabout FP electricity 01/08 to 31/08
1964P	17/10/2023	DD	£77.40	£12.90	£64.50	Sage	Sage monthly fee Oct 23
1957P	18/10/2023	DD	£299.70	£49.95	£249.75	KCM	Tanyard bin collections Sep 23
1956P	18/10/2023	DD	£90.00	£15.00	£75.00	KCM	Bob Mason bin collections Sep 23
1941P			£35.58	£5.93	£29.65	Killis	Cleaning supplies
1915P			£429.00	£71.50	£357.50	Bothams Prestige	Annual Gorse mowing
1942P			£195.09	£32.51	£162.58	Ricoh UK Ltd	Quarterly printer/copier rental to 30/11 and printing charges to 31/08
1948P			£5.08	£0.00	£5.08	A Naylor Expenses	Refreshments - BP/PC meeting July
1949P			£606.99	£101.60	£505.39	Hobsons	Monthly landscaping contract - Oct 23
1951P			£37.80	£6.30	£31.50	APC	Monthly pest control fee - Sep 23
1952P			£52.77	£8.80	£43.97	QDOS	Stationery
1953P			£7.50	£1.25	£6.25	Killis	Cleaning supplies
1954P			£2.25	£0.37	£1.88	LBM	Handymen materials - Sep 23
1955P			£40.00	£0.00	£40.00	Wickersley Allotments & Gardens Association	Winthrop annual allotment fee (full plot)
1958P			£950.00	£0.00	£950.00	Steve Oliver Services	Supply & install of replacement fencing at the Gorse
1963P			£120.00	£20.00	£100.00	Real World Business	Payroll services Sep 23
1965P			£107.49	£0.00	£107.49	L Brookes	Home baking supplied to Winthrop Jul-Sep 23
1966P			£150.42	£0.00	£150.42	A Chester	Home baking supplied to Winthrop Jul-Sep 23
1967P			£97.61	£0.00	£97.61	C Bradbury	Home baking supplied to Winthrop Jun-Sep 23
1968P			£154.00	£0.00	£154.00	B Rodgers	Winthrop cleaning bill 14/07 to 25/08
1971P			£320.10	£41.99	£278.11	A Chester expenses	Winthrop expenses Sep 23
1972P			£22.75	£3.79	£18.96	Kinspeed	Monthly backup fees - Sep 23
1973P			£11.86	£0.56	£11.30	British Gas	Feeder pillar electricity (health centre) 02/09 to 01/10
			£1,353.67	£225.61	£1,128.06	Bothams Prestige	Monthly grounds maintenance contract - Sep 23
			£36,432.46	£6,072.08	£30,360.38	Derek Lewis	Wickersley Park paths construction -90% of invoice (awaiting reinstatement to be fully completed for remaining 10% to be paid)
			£115.99	£1.00	£114.99	S Bates expenses	Grass seed for Wickersley Park
			£1,008.00	£168.00	£840.00	PKF Littlejohn	External audit fees
			£330.00	£0.00	£330.00	Wharnccliffe Trees & Woodland Consultancy	Site inspections, reports & presentation to Woodland Comm. - Wood & C
			£1,264.56	£210.76	£1,053.80	Festive Lights	50x strings of Christmas lights + 5 connectors
			£1,975.50	£0.00	£1,975.50	MP Electrical	50% payment for Christmas lights installation
			£427.43	£71.24	£356.19	Kingfisher Direct	Replacement dog waste bin & bin liners for Heritage Garden
			£50.00	£0.00	£50.00	Wickersley Old Village Veterans (P Stacey)	Refund of permit bond following return of key
			£37.80	£6.30	£31.50	APC	Monthly pest control fee - Oct 23
	20/09/2023	BACS	£10,601.94	£0.00	£10,601.94	Staff Salaries	September Salaries
	22/10/2023		£2,775.81	£0.00	£2,775.81	HMRC	PAYE & NI (Sep wages)
	19/10/2023	DD	£2,323.34	£0.00	£2,323.34	SYPA	Superannuation (Sep wages)
	20/10/2023		£10,062.68	£0.00	£10,062.68	Staff Salaries	October Salaries
	22/11/2023		£2,573.85	£0.00	£2,573.85	HMRC	PAYE & NI (Oct wages)
	19/11/2023	DD	£2,404.31	£0.00	£2,404.31	SYPA	Superannuation (Oct wages)
	Oct Total		£79,001.21				

6535.2 To receive the External auditors report.

Cllr Barber presented the external auditors report, explaining a good outcome had been achieved and stating that the assistant clerk, Amy Naylor had done a very good job on achieving this outcome.

RESOLVED unanimously to receive this report

6535.3 Appointment of an Internal Auditor

The parish clerk talked through the previously circulated report. It was **RESOLVED unanimously** to appoint Phil Parkin as the internal auditor for 2023/24 and subject to annual approval by full council for a 5 year period.

6535.4 To receive the bank reconciliation for September 2023

It was **RESOLVED unanimously** to receive the bank reconciliation for September 2023 as presented. (Appendix 1)

6535.5 To receive the quarterly financial statement to 30/9/2023

The Chair of Finance, Cllr Barber talked through the financial statement and summary report as below.

Cllr Bates requested that Recreation and Environment financial information is reported together to reflect the new joint committee structure on the financial statement.

Financial Report – Summary

Relating to Financial Report to 31/09/2023

1 – Performance Against Budget

The committed/forecast figures included within the financial report are based on either known or predicted spend for the remainder of the financial year. These are, in some cases, best estimates, and may change up or down over the course of the next 6 months.

The end of year position is therefore a prediction at this stage, however, in summary:

	Budget	Actual	Variance
Income	£294,756	£307,850	£13,094 (+4.4%)
Expenditure	£309,756	£321,448	£11,692 (+3.8%)
Expected Surplus/- Deficit	- £15,000	- £13,638	£ 1,362 (+9.1%)

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

2 – Impact On Reserves

	Amount
Project Costs	- £51,953
CIL	+ £21,456
Budget Position	- £13,638
Impact on Reserves	- £44,135

It was **RESOLVED unanimously** to receive the quarterly financial statement and above summary to 30/9/2023 as presented (Appendix 2)

6536 To receive revised Terms of Reference for Recreation and Environment and Events Committees.

Revised Terms of Reference were presented for both committees, to reflect the amalgamation of Recreation and Environment committees and changes made to the Events committee.

It was **RESOLVED** to accept both revised Terms of Reference. (Appendix 3)

6537 To consider planning and licensing applications

The Chair of planning, Cllr Godfrey talked through the below applications, and it was determined that no objections are to be raised.

Questions were posed regarding the Winthrop planning application, and it was explained this would be brought to full council as part of a business case proposal once a decision is received from the planning department. The business case will reflect both planning requirements and funding details/options.

RB2023/1244
Shelford Green Lane Wickersley
Increase in roof height of existing single storey side elevation with dormer window to rear, first floor side extension with dormer window to front, two storey rear extension and render finish to proposed elements
<http://rotherham.planportal.co.uk/?id=RB2023/1244>

RB2023/1264
The Dovecote Moat Lane Wickersley
Erection of single storey rear extensions and detached garage
<http://rotherham.planportal.co.uk/?id=RB2023/1264>

RB2023/1220
65 Goose Lane Wickersley
Demolition of existing and erection of 1No residential dwelling and detached outbuilding
<http://rotherham.planportal.co.uk/?id=RB2023/1220>

RB2023/1318
Winthrop Gardens And Tea Rooms Second Lane Wickersley
Demolition of existing buildings and the erection of a replacement community building
<http://rotherham.planportal.co.uk/?id=RB2023/1318>

RB2023/1250
31-33 Lings Lane Wickersley
Erection of car port and detached garage
<http://rotherham.planportal.co.uk/?id=RB2023/1250>

Cllr Godfrey also talked through the conditions relating to the revised application for The Yard which has now been approved by RMBC.

6538 To consider a report from Recreation & Environment committee requesting funding for the expansion of Christmas Lights by the Heritage Garden and North Side (linked to works being undertaken by RMBC giving cost benefits to WPC) –

Cllr Bates talked through the circulated paper relating to the funding of the expansion of extra Christmas lights and the lighting up of a dark area of the Heritage Garden on an evening. This links with the RMBC programme, as part of the North Ward funded Wickersley development plan. It has also been agreed that RMBC will provide a power point by the North underpass ramp to facilitate Christmas Lighting into the 2 trees. This is at no charge to the Parish.

RMBC's development plan includes the resurfacing of footpaths from Chevril Court to the Mason Arms. It was explained, this is an ideal opportunity for the Parish to additionally expand its Christmas lighting provision to the Heritage

Garden area to the front of the Telephone Exchange, as the costs will be less than the whole project being funded by the parish council. Additionally, it is proposed that a small display of year-round, soft white, night lighting is installed to the Heritage Trees

A total request of £4,600 maximum was requested.

This is a one-off cost and is not reoccurring.

It is hoped RMBC may absorb some other costs during their works, hence stating maximum amount, this has been proposed to RMBC and is subject to their final project costs. The timescale of works is also dependent on the RMBC works programme therefore may not be completed by this year's Christmas lights event.

It was raised that the events electricity budget will need to be increased in the 24/25 budget to include a small provision for the increase in electricity usage to power this area of lights.

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

6539 To consider the opening times of the administration office at the community centre

The Chair of HR explained that at a recent HR meeting, a discussion had occurred regarding the need to open the office 5 days a week for 3 hours a day which effectively reduced clerking time on other matters by 15 hours a week. It had been implemented previously for historical reasons and it was considered that post covid, with the use of emails and websites there may no longer be the need or the best use of clerking resources. Cllr Woodhead therefore wished to explore the views on the subject of all councillors.

Following a discussion, it was **RESOLVED** unanimously to alter the opening times to Tuesday to Thursday 9.30 to 12.30, thus providing both assistant clerks with a clear day with no interruptions in the office. It was suggested that clear signage on the door and information on the website will help raise awareness for both centre users and parishioners regarding this change.

6540 To update on St Albans Remembrance Service events

The clerk advised that St Albans church are hosting a Festival of Remembrance which is a service with an Act of Remembrance on Saturday 11th November. Cllrs Bates and Phillips have volunteered to undertake readings at this event.

The Remembrance Parade is planned for Sunday 12th November at 12.00pm at the war memorial and Cllr Phillips will undertake the reading of the names and Cllr Bates will lay the wreath. Councillors and parishioners are welcomed at both events.

6541 To request volunteers for the Lantern, walk on 27/10/2023 and the Christmas Lights switch on 18/11/2023

The clerk advised that the assistant clerk support had issued a call out for volunteers for the above events. A full list of tasks for the lights switch on has been circulated and a further copy will be sent on 17/10/2023.

Cllrs Scott, Beighton, Woodhead and Grimes volunteered to help at the Lantern Walk.

In addition, several of the public participants also volunteered which was welcomed.

6542 To advise date for the Blue-Sky thinking event

The clerk advised this is planned for 24/10/2023 at 18.30 at the Community Centre. The event will be led by Cllr Bates and the purpose is to start the creative thinking process for the new business plan and 10 year plan

The clerk is still awaiting a response from several councillors as to their attendance.

6543 To receive a verbal report from committee meetings held since the last council meeting

Events

Cllr Grimes added her request for volunteers for the up-and-coming events planned.

Human Resources

Cllr Woodhead stated that office opening time and the staffing report were the 2 items for consideration, which are both on the agenda.

Woodlands

Cllr Scott reported that works were planned in both Wickersley woods and The Gorse over the winter period, including cutting back at the Glade and in the Gorse. He also flagged up, that as winter approaches, problems with falling tree branches in high winds often becomes an issue with associated costs.

Recreation and Environment

Cllr Bates reported that the lighting project and Terms of Reference, were the 2 items for consideration, which are both on the agenda.

Cllr Bates requested that in 2024 meetings are more evenly spread out over the year for both councillors and the clerking team.

Members of the public left the meeting at 20.30.

Standing Orders were extended for 15 minutes.

Confidential Section

6544 To consider confidential staffing report

Cllr Woodhead talked through the previously circulated staffing report and proposed job description. She explained the objective of the process was to identify an appropriate job description and grading, which reflects the work now undertaken by the Assistant Clerk, finance, and admin. The proposal is to further build on the development of the current post holder on a permanent basis. This will also start to futureproof the staffing structure by reflecting the need to both consider staff retention and succession planning.

She explained the HR committee would review the job roles of the remaining 3 members of the clerking team by February 2024.

The proposed changes of an increase of 3 hours per week resulting in a 28-hour week contract and subsequent regrading to LC2 SCP24-28 would result in an annual increase of £7,450. The majority planned to be funded by savings elsewhere in the HR budget with £2,450 planned to be added to the 2024/25 staffing budget.

It was **RESOLVED unanimously** to approve the report and changes proposed.

The meeting closed at 20.45.

The future dates of Parish Council meetings and committee meetings are as below:

Full Council Meetings (commencing at 6.30pm)

Monday 20th November 2023
Monday 11th December 2023

Committee Meetings

<u>Recreation & Environment</u> 6.30pm	<u>Planning</u>
5 th December 2023	To be decided

Winthrop 9.00am (HELD @
WINTHROP)

Friday 1st December 2023

HR 18.30pm

Monday 4th December 2023

Finance 10.00am

Tuesday 28th November 2023

Newsletter - Request for items and
editorial meetings

November

Woodland 6.30pm

Tuesday 21st November 2023

WCCA 6.30pm

Monday 23rd October 2023

Events 2.00pm

Tuesday 17th October 2023

Tuesday 28th November 2023
(debrief)

Signed Ah Barber.....(Chairman)

Dated 20-11-23.....

Appendix 1

WPC Bank Reconciliation - September 2023

ACCOUNTS	£	£
Balance brought forward from August 2023		£ 209,778.85
Add: Receipts	£ 116,499.00	
Less: Payments	£ 42,682.27	
BALANCE		<u>£ 283,595.58</u>

BANK

Bank Balance 30/09/2023 £
283,595.58

Less cheques not presented £ -

Add receipts not banked £ -

£ -

Adjusted Bank Balance @ 30/09/2023 £
283,595.58

Check £ -

Chairman initials: *AR*

Appendix 2

Wickersley Parish Council Financial Report to 30/09/2023	As at 30/09/2023	Committed/ forecast to 31/03/2024	Total projected to 31/03/2024	Budget 2023/24	Surplus/-Deficit at 31/03/2024	Comments
INCOME						
Precept	£218,730.00	£0.00	£218,730.00	£218,730.00	£0.00	
Bank Interest	£1,611.99	£1,612.00	£3,223.99	£750.00	£2,473.99	
Total Bank Interest	£1,611.99	£1,612.00	£3,223.99	£750.00	£2,473.99	
Community Centre Staff Recharge	£0.00	£25,000.00	£25,000.00	£25,000.00	£0.00	
Lease Income from library	£0.00	£3,000.00	£3,000.00	£3,000.00	£0.00	
Insurance recharge	£0.00	£1,500.00	£1,500.00	£1,500.00	£0.00	
Other income	£0.00	£0.00	£0.00	£0.00	£0.00	
Total Community Centre	£0.00	£29,500.00	£29,500.00	£29,500.00	£0.00	
Tanyard Owner - Contribution	£0.00	£4,626.00	£4,626.00	£4,626.00	£0.00	Potential increase in amount charged pending discussion with Carter Towler (based on previous
Environment - Other Income	£0.00	£0.00	£0.00	£0.00	£0.00	
Total Environment	£0.00	£4,626.00	£4,626.00	£4,626.00	£0.00	
Woodland - Other Income	£0.00	£0.00	£0.00	£0.00	£0.00	
Total Woodland	£0.00	£0.00	£0.00	£0.00	£0.00	
Event Income & Donations	£1,414.36	£0.00	£1,414.36	£0.00	£1,414.36	
Total Events	£1,414.36	£0.00	£1,414.36	£0.00	£1,414.36	
Bob Mason Income	£1,825.00	£900.00	£2,725.00	£2,250.00	£475.00	
Total Recreation Grounds	£1,825.00	£900.00	£2,725.00	£2,250.00	£475.00	
Wickersley Park Grants	£0.00	£0.00	£0.00	£0.00	£0.00	
Total Wickersley Park Grants	£0.00	£0.00	£0.00	£0.00	£0.00	
Other Income	£8,322.93	£0.00	£8,322.93	£0.00	£8,322.93	
Community Infrastructure Levy	£21,068.31	£388.31	£21,456.62	£0.00	£21,456.62	
Total Other Income	£29,391.24	£388.31	£29,779.55	£0.00	£29,779.55	
Café Sales	£17,601.47	£7,398.53	£25,000.00	£25,000.00	£0.00	
Plant Sales	£2,223.51	£776.49	£3,000.00	£3,000.00	£0.00	
Curiosity Corner	£1,097.02	£902.98	£2,000.00	£2,000.00	£0.00	
Donations	£2,912.44	£1,087.56	£4,000.00	£4,000.00	£0.00	
Room Hire	£680.00	£1,820.00	£2,500.00	£2,500.00	£0.00	
Allotment	£374.06	£25.94	£400.00	£400.00	£0.00	
Crafts & Preserves	£1,753.56	£0.00	£1,753.56	£1,500.00	£253.56	
Other Sales	£2,069.00	£0.00	£2,069.00	£500.00	£1,569.00	
Total Winthrop Gardens	£28,711.06	£0.00	£40,722.56	£38,900.00	£1,822.56	
TOTAL INCOME	£280,269.29	£37,026.31	£329,307.10	£294,756.00	£34,551.10	
Total income less Community Infrastructure Levy	£259,200.98		£307,850.48	£294,756.00	£13,094.48	

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16th October 2023



EXPENDITURE						
Phones - Office & BT Broadband	£398.91	£400.00	£798.91	£1,100.00	-£301.09	
Postage	£297.58	£200.00	£497.58	£250.00	£247.58	
Stationery	£472.30	£500.00	£972.30	£1,150.00	-£177.70	
Mileage & Travel Expenses	£0.00	£150.00	£150.00	£150.00	£0.00	
Newsletters	£1,150.00	£1,150.00	£2,300.00	£3,000.00	-£700.00	
General Expenses	£1,847.87	£1,850.00	£3,697.87	£3,500.00	£197.87	
Membership - YLCA/CPRE/SLCC/YRCC	£1,337.00	£0.00	£1,337.00	£1,400.00	-£63.00	
Insurance	£3,211.30	£0.00	£3,211.30	£3,500.00	-£288.70	
Audit Fees	£535.00	£840.00	£1,375.00	£1,550.00	-£175.00	
Conferences & Training	£168.09	£600.00	£768.09	£1,300.00	-£531.91	
Website	£0.00	£750.00	£750.00	£750.00	£0.00	
Elections	£0.00	£0.00	£0.00	£0.00	£0.00	
IT Support	£807.66	£2,400.00	£3,207.66	£4,000.00	-£792.34	
Parish Support	£560.21	£6,962.82	£7,523.03	£4,000.00	£3,523.03	NEW. £6962.82 committed figure relates to replacement vandalised solar lights - this is offset by the income/payout from the insurance company accounted for under other income in this report
Total Administration	£10,785.92	£15,802.82	£26,588.74	£25,650.00	£938.74	
Salaries - Administration	£49,705.42	£40,604.14	£90,309.56	£82,140.00	£8,169.56	All forecast salary figures include provision for a 4% pay increase, including the figure to be backdated
Home Office Expenses	£0.00	£0.00	£0.00	£0.00	£0.00	to 1st April 2023, though it should be noted that the agreement is not yet finalised and the %age awarded could vary from this figure.
Salaries - Handypersons	£13,370.13	£14,439.74	£27,809.87	£32,000.00	-£4,190.13	
Tax & NI	£4,979.81	£4,500.00	£9,479.81	£7,500.00	£1,979.81	
Superannuation	£11,512.95	£11,000.00	£22,512.95	£14,500.00	£8,012.95	
Total Human Resources	£79,568.31	£70,543.88	£150,112.19	£136,140.00	£13,972.19	
Handypersons materials	£114.69	£1,000.00	£1,114.69	£1,500.00	-£385.31	
Tanyard - refuse collection	£1,722.00	£1,722.00	£3,444.00	£2,800.00	£644.00	
Tanyard toilets - Maintenance	£300.95	£300.00	£600.95	£1,000.00	-£399.05	
Tanyard toilets - ground rent	£100.00	£0.00	£100.00	£100.00	£0.00	
Tanyard toilets - warden honorarium	£393.75	£131.25	£525.00	£525.00	£0.00	
Tanyard toilets - non domestic rates	£0.00	£0.00	£0.00	£0.00	£0.00	
Tanyard toilets - water & electricity	£467.49	£800.00	£1,267.49	£1,350.00	-£82.51	
Tanyard - rock salt / gritting	£0.00	£100.00	£100.00	£100.00	£0.00	
Monthly gardening contract	£3,034.98	£3,034.98	£6,069.96	£9,000.00	-£2,930.04	
Gardening & landscaping work-other	£636.14	£850.00	£1,486.14	£1,500.00	-£13.86	
Churchyard annual grant	£0.00	£1,000.00	£1,000.00	£1,000.00	£0.00	NEW
Total Environment	£6,770.00	£8,938.23	£15,708.23	£18,875.00	-£3,166.77	
Recreation Grounds	£1,278.26	£2,900.00	£4,178.26	£4,200.00	-£21.74	
Bob Mason Pavilion	£801.54	£2,400.00	£3,201.54	£3,200.00	£1.54	
Grounds Maintenance Contract	£5,640.30	£9,800.00	£15,440.30	£15,500.00	-£59.70	
Wickersley Park Boundary Maintenance	£1,500.00	£1,000.00	£2,500.00	£2,500.00	£0.00	NEW
Recreation Grounds - Playground Repairs	£0.00	£3,500.00	£3,500.00	£3,500.00	£0.00	NEW
Total Recreation Grounds	£9,220.10	£19,600.00	£28,820.10	£28,900.00	-£79.90	
Caretaker Salary	£12,299.36	£13,283.31	£25,582.67	£30,000.00	-£4,417.33	
Total Community Centre	£12,299.36	£13,283.31	£25,582.67	£30,000.00	-£4,417.33	
Gorse - general	£522.50	£1,900.00	£2,422.50	£2,500.00	-£77.50	
Wood - general	£590.00	£2,000.00	£2,590.00	£2,700.00	-£110.00	
Wood & Gorse Wardens	£0.00	£110.00	£110.00	£110.00	£0.00	
Common Bank Lease	£0.00	£100.00	£100.00	£100.00	£0.00	
Woodland Committee Events	£25.80	£375.00	£400.80	£400.00	£0.80	
Total Woodland Management	£1,138.30	£4,485.00	£5,623.30	£5,810.00	-£186.70	
Café Consumables	£4,733.36	£2,266.64	£7,000.00	£7,000.00	£0.00	
Café Infrastructure	£990.40	£509.60	£1,500.00	£1,500.00	£0.00	
Plants and Shrubs	£227.00	£273.00	£500.00	£500.00	£0.00	
Garden Maintenance	£2,430.41	£0.00	£2,430.41	£750.00	£1,680.41	
Water Rates	£69.84	£230.16	£300.00	£300.00	£0.00	
Electricity	£1,606.74	£1,393.26	£3,000.00	£3,000.00	£0.00	
Gas	£463.54	£786.46	£1,250.00	£1,250.00	£0.00	
Travel and Subsistence	£0.00	£300.00	£300.00	£300.00	£0.00	
Machinery & Equipment Servicing	£295.77	£454.23	£750.00	£750.00	£0.00	
Building Repairs	£240.01	£1,759.99	£2,000.00	£5,000.00	-£3,000.00	
Refuse	£0.00	£500.00	£500.00	£500.00	£0.00	
Cleaning	£310.50	£689.50	£1,000.00	£1,000.00	£0.00	
Communications	£318.84	£931.16	£1,250.00	£1,250.00	£0.00	
Volunteer costs	£252.00	£248.00	£500.00	£500.00	£0.00	
Training and Certification	£0.00	£300.00	£300.00	£300.00	£0.00	
Allotment	£40.00	£60.00	£100.00	£100.00	£0.00	
Crafts & Preserves	£307.65	£0.00	£307.65	£250.00	£57.65	
Card Fees (Sum Up)	£10.05	£39.95	£50.00	£50.00	£0.00	
Other	£98.11	£1,401.89	£1,500.00	£1,500.00	£0.00	
Winthrop Additional Hours (from surplus)	£3,617.00	£3,617.00	£7,234.00	£0.00	£7,234.00	Added after budget setting, to be taken from reserve
Total Winthrop Gardens	£16,011.22	£15,760.84	£31,772.06	£25,800.00	£5,972.06	
Events inc. Christmas Lights	£3,322.71	£7,677.29	£11,000.00	£11,000.00	£0.00	
Total Events	£3,322.71	£7,677.29	£11,000.00	£11,000.00	£0.00	
Loan Repayments - Community Centre	£12,944.47	£12,944.47	£25,888.94	£25,889.00	-£0.06	
Ground rent - sewage works allotment	£0.00	£192.00	£192.00	£192.00	£0.00	
Total Other Expenditure	£12,944.47	£13,136.47	£26,080.94	£26,081.00	-£0.06	
5800 - Grants & Donations	£50.00	£0.00	£50.00	£50.00	-£450.00	
5802 - Section 137 Donations	£150.00	£0.00	£150.00	£1,000.00	-£850.00	
Total Grants & Donations	£200.00	£0.00	£200.00	£1,500.00	-£1,300.00	
TOTAL EXPENDITURE	£152,260.39	£169,227.84	£321,488.23	£309,756.00	£11,732.23	
TOTAL EXPENDITURE	£152,260.39	£169,227.84	£321,488.23	£309,756.00	£11,732.23	
TOTAL INCOME, excl CIL	£259,200.98	£37,026.31	£307,850.48	£294,756.00	£13,094.48	
SURPLUS / -DEFECIT	£106,940.59	-£132,201.53	-£13,637.75	-£15,000.00	£1,362.25	

Chairman initials:

AB

Appendix Three

Wickersley Parish Council
Terms of reference for committees
Last reviewed 19th September 2023
Next Review Date May 2024

- 1) **COMMITTEE:** Events
- 2) **POWER TO DECIDE:** Yes
- 3) **POWER TO SPEND:** Yes - within budget. (Except for agreeing annual budget, and spending in excess of budget, which must be authorised by full council) May be delegated to Clerk or Clerk *and* the Chairperson of the Committee (or Council Chairperson if unavailable).
- 4) **ACCOUNTS:** Financial activity against committee budget will be reviewed and approved at each meeting. The accounts of the committee will form part of the council's accounts and will be audited as part of the council's accounts.
- 5) **MAX. MEMBERSHIP:** 6 Councillors.
- 6) **QUORUM:** 3 Councillors.
- 7) **CHAIRPERSON:** Elected each year at the Annual Council Meeting in May. Vice Chair appointed at the first committee meeting following the Annual Council meeting
- 8) **MEETINGS/YEAR** Minimum 1
- 9) **REPORTING:** The Chairperson to report special items and/or recommendations to full council with a copy of the draft minutes at the next available Council meeting following a meeting of this committee.
- 10) **UNDERTAKINGS:**
- a) To manage the annual Christmas light switch on.
 - b) To manage Wickersley Parish Gala.
 - c) To manage any other events as deemed necessary by the Council.

Wickersley Parish Council
Terms of reference for committees
Last reviewed 3 October 2023
Next Review Date May 2024

- 1) **COMMITTEE:** Recreation and Environment
- 2) **POWER TO DECIDE:** Yes
- 3) **POWER TO SPEND:** Yes - within budget. (Except for agreeing annual budget, and spending in excess of budget, which must be authorised by full council) May be delegated to Clerk or A/Clerk *and* the Chairperson of the Committee (or Council Chairperson if unavailable).
- 4) **ACCOUNTS:** Financial activity against committee budget will be reviewed and approved at each meeting. The accounts of the committee will form part of the council's accounts and will be audited as part of the council's accounts.
- 5) **MAX. MEMBERSHIP:** 8 Councillors.
- 6) **QUORUM:** 3 Councillors.
- 7) **CHAIRPERSON:** Elected each year at the Annual Council Meeting in May. Vice Chair appointed at the first committee meeting following the Annual Council meeting
- 8) **MEETINGS/YEAR** Minimum 4
- 9) **REPORTING:** The Chairperson to report special items and/or recommendations to full council with a copy of the draft minutes at the next available Council meeting following a meeting of this committee.
- 10) **UNDERTAKINGS:**
 - a) To manage and maintain green spaces owned or leased by the Council, including the Stephen Shore Memorial Gardens, trees on public verges, flower beds and installations such as benches within the parish and other items included within the monthly gardening contract – NOTE: excludes the areas at Wickersley Gorse and Wickersley Wood.
 - b) To manage and maintain recreation grounds owned/leased by the Council at Sorby Way and Warren Road (to include Millenium Meadow).
 - c) To manage and maintain Tanyard Toilets.
 - d) To liaise with the Handypersons and hold the budget regarding minor repairs and vandalism to parish property and green spaces.

e) To liaise with the landscape gardening contractor regarding the regular performance of the contract.

f) To produce and implement five year management plans for
(a) to seek use of external funding.

g) To consider any item delegated by Council.

h) To regularly review the green spaces facilities, their use and upkeep and to consider the views of Parish residents in the management of resources at least once per year.

i) To nominate and manage a representative to Wickersley Village Bowls Club