

Notice of meeting

16th May 2024

Councillors are summoned to a meeting of South Marston Parish Council on **Tuesday 21st May 2024 at 7:30pm** in the Village Hall. Members of the public are welcome to join the meeting.

Kevin Morgan, South Marston Parish Council

Agenda item	Supporting info	Start time
Open 10 minutes	None	7:30pm
1. Apologies	None	7:45pm
2. Declarations of interest Members are reminded that they should declare any interest they have in an agenda item at the start of the meeting or, if not previously foreseeable, during any discussion of the matter concerned.	None	7:45pm
3. To approve the minutes of the Parish Council Meeting held on Tuesday 16th April 2024	Website	7:45pm
4. To review and update the Parish Council actions	Actions	7:45pm
5. To review and update the Parish Council calendar	Timeline	8:00pm
6. To review and discuss the Clerk's Report	Report	8:05pm
7. To review and comment on Planning matters: S/24/0446 Re: Erection of a single storey extension to and refurbishment of an existing vehicle maintenance unit (Class B8). At: ALDI Regional Distribution Centre, Wellington Road Swindon SN3 4FN Deadline: 14 th May 2024 S/24/0293 Re: Erection of a drive thru coffee shop/restaurant (Class E / Sui Generis use), drive thru restaurant (Class E / Sui Generis Use), B1/B2/B8 units, vehicle and cycle parking (including EV charging), outside seating areas, landscaping and associated development. At: Land To The South Of The A420 And West Of Laines Way, Swindon SN3 4RS Deadline: 16 th May 2024 S/24/0467 Re: Erection of 1no. dwelling and associated works - Variation of condition 2 (Plans) to include amendments to plans. At: The Old Post Office, Thornhill Road South Marston Swindon SN3 4RY Deadline: extended to 24 th May	SBC planning website	8:15pm

S/ADV/24/0514 Re: Installation of a freestanding totem sign. At: Land At Symmetry Park, Laines Way Swindon SN3 4RS Deadline: 29th May 2024 S/ADV/24/0515 Re: Installation of 4. no freestanding and 19 no. dot signs. At: Land At Symmetry Park, Laines Way Swindon SN3 4RS Deadline: 29th May 2024 S/COND/22/0315 Re: Discharge of condition 9 (Character Area Design Code) from Outline Planning Permission S/OUT/13/1555 - Outline Planning Permission, for a sustainable urban extension to the east of Swindon and north of the A420 etc Deadline: 22nd May 2024 S/ADV/24/0512 Re: Installation of 3 no. fascia signs, 3 no. booth lettering signs and 1 no. digital booth screen. At: Land At Symmetry Park, Laines Way Swindon SN3 4RS Deadline: 1st June 2024 S/RES/24/0551 Re: Reserved Matters application (following planning application S/OUT/13/1555)for details of the layout, scale, appearance, access and landscaping in relation to a foul water pumping station. The outline planning application was subject to and submitted with an Environmental Impact Assessment. At: Land North Of A420, Eastern Villages Swindon Deadline: 5th June 2024		
8. To agree renewal of three year insurance agreement		
9. Reports from Working Groups a) Communications b) Open Spaces c) Allotments d) Rights of Way	Reports	8:30pm
10. Reports relating to Expansion Strategic Planning Working Group	Report	8:50pm
11. Other reports a) SMRA b) Play Working Group c) Parish/Borough Liaison	Reports	9:00pm
12. Finance - To review and approve finance statement and payments - To review minutes of the Financial Working group April 2024 meeting	Finance Statement	9:15pm

- To review and approve the Financial Working Group end of year report 2023-24 - To review the internal audit report (if available)		
13. To approve the Annual Return Governance Statement for 2023-24 (if available)		9:25pm
14. To approve the Annual Return Accounting Statement for 2023-24 (if available)		9:25pm
15. Matters brought forward by or with the consent of the Chair	None	9:30pm

This meeting may be recorded by the Council or members of the press or public. Such recording should be in accordance with the Council's Recording Policy – this is available on the website and a copy will be made available at meetings.

Actions:

PC – Parish Council, OSWG _ Open Spaces Working Group, CWG – Communications Working Group, AWG – Allotments Working Group, SPWG – Strategic Planning Working Group, FWG – Finance Working Group, NPC – Neighbourhood Planning Committee, SBC – Swindon Borough Council, NP – Neighbourhood Plan, SMRA – South Marston Recreation Association, NEV – New Eastern Villages, GDPR – General Data Protection Regulations

In Progress – started but no significant progress yet

Progressing – some notable progress has been achieved

Done - means that action is complete but there may be a need for a follow-up.*

Meeting & minute	Area	Action	Progress update	Owner	Review date
May 22 21/22-23	Working Groups	Allotment water installation. New date scheduled in June.	Progressing	BT	Jun 24
July 23 48/23-24	Clerk's report	Youth club – to be discussed	Progressing	None	Ongoing
Aug 23 65/23-24	Working Groups	Website changes -	Progressing	Clerk & editor	Ongoing
Aug 23 69/23-24	Matters brought forward	CIL liability for dwellings on Chapel Lane. Chased early May.	Progressing	Clerk	Jun 24
Sep 23 79/23-24	Working Party – RoW	Footpaths 6 and 15. Further correspondence sent to SBC 27 th Feb.	Progressing	AC/LCA/ Clerk	Jun 24
Sep 23 80/23-24	Play Working Group	New play equipment ordered – installation due in early 2024 once conditions allow	Progressing	Play Working Group	May 24
Oct 23 89/23-24	Clerk's Report	Additional roadside signage – further negative SBC response received.	Progressing	Clerk	May 24
Jan 24 134/23-24	Working Groups	Morses Lane – BT to progress, contact SBC and obtain written agreement to funding.		BT	May 24
Mar 24 161/23-24	Clerk's Report	Investigate insurance additions, defibrillators and new play equipment	Progressing	Clerk	May 24
Mar 24 163/23-24	Grant request	Clerk to arrange payment of £300 for Party in the Park (in June 24)		Clerk	June 24

Added in April 2024

Apr 24 175/23-24	Actions	Crown timber – BT to contact developers about path around Hodinott’s Corner.		BT	May 24
Apr 24 177/23-24	Clerk’s Report	Clerk to provide details of office chair.		Clerk	May 24
Apr 24 179/23-24	Working Groups	Clerk to arrange overtime payment to editor.	Done	Clerk	May 24

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Calendar:

APRIL 2024		
Responsibility:	Activity:	Progress
Allotment Working Group	Send invoices to tenants	Progressing
Allotment Working Group	Inspect allotments and notify holders of results	Done
Communications Working Group	Produce May edition of Community News	Done
Council administration	Marketing for new Councillors (pre-election)	
Council administration	Create and post agenda for Annual Meeting	Done
Council administration	Clerk to prompt Chair to produce Annual report	Done
Council administration	Clerk to prompt FWG Chair to produce Finance report	Done
Council administration	Prepare for audit	Done
Council administration	Produce year end accounts	Done
Council administration	Confirm precept income received	Done
Council administration	Publicise accounts once approved	
Council administration	Insurance review – research providers if expiry due	Done
Finance Working Group	Meeting to review end of year reports, review Financial Regulations, Code of Conduct etc	Done
MAY 2024		
Responsibility:	Activity:	Progress
Allotment Working Group	Chase outstanding allotment rents	Progressing
Council administration	Hold Annual Meeting of the Council	
Council administration	Hold Annual Parish Meeting	June 24
Council administration	Publish annual report	
Council administration	Liaise and send documentation off to internal auditor	Progressing
Council administration	Restart minute numbers from Annual Meeting	
Council administration	Verify road sweeping (18 th May)	
Agenda items (PC meeting):	- Approve insurance provider (if appropriate)	
Agenda items (Annual Meeting):	- Appoint Chair, Vice Chair - New councillors - Sign acceptances of office - Agree terms of reference for Working Groups - Appoint members to Working Groups and other positions - Adopt Financial Regulations, Code of Conduct, standing orders	
Agenda items (Parish Meeting):	- Present Chair's report - Present financial report	

	- Speaker/Presentation	
JUNE 2024		
Responsibility:	Activity:	Progress
Council administration	Approval of Annual Return by full PC	
Council administration	Public viewing of accounts	
Communications Working Group	Produce July edition of Community News	
Agenda items:	- Approve and sign Annual Return	

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Clerk's Report:

Report details	
Report Date:	May 2024
Report written by:	Clerk
Inclusion in PC meeting:	May 2024
Agenda item number:	6
Public or confidential:	Public
Overview	
CIL Audit Thames Water Signage	
Item	Progress/activity update
CIL	Payment of £5,228.54 should have been processed by 30 th April 2024. Chased on 8 th May as not received.
Audit	Progressing. Hoped to have finished for signoff at this meeting.
Thames Water – Thornhill Road	Additional email received and circulated. Further work by Thames Water has now taken place on Thornhill Road.
Signage for Pound Corner and Hodinott's Corner	Additional response received, rejecting our suggestions and instead requiring erection of new poles and signs as specified by SBC.
Equipment	Clerk to provide options for chairs at this or next meeting.
Defibrillator Units	Enquired with Clear insurance about insuring these.
A420 Bus Stop	A resident contacted the Clerk about the overgrown bus stop on the A420 near the OVL junction – a bus had missed the stop because it is totally overgrown and the stop post itself is leaning over. His wife was dropped off past the junction on the verge alongside the highway and struggled to get to OVL. Clerk reported this to SBC - awaiting update.
Cllr Vacancy Notice	Following the resignation of Cllr Messenger and having notified borough electoral services, a casual vacancy notice will be posted from Fri 17 th May.
Actions or queries for consideration by the Council at PC meeting	
Discuss council contribution to chair purchase if details available.	

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Insurance Renewal:

After initially reporting the council was entering the third year of its insurance agreement, it has been noted that the Council has actually reached the end of its current arrangement with BHIB - now known as Clear – which expires on 31st May.

Renewal quote has been received and reviewed by the Finance Working Group. The new price is £1089.57 per year, an increase of approximately 13% which is not unusual for the insurance industry this year.

We do have some queries outstanding with them which may increase the renewal price; recent addition of the Motoric Track play equipment at a value of approximately £40,000, and covering the defibrillators which we will take ownership of. Additionally, questions concerning insurance cover for volunteers who are under 18.

Having reviewed options it is apparent that Zurich, our previous insurer and the main industry alternative, still does not offer key staff cover as part of its main policy which was one of the main reasons we moved insurers. This enables council to receive compensation covering the hire of a locum Clerk in event of long term illness. Additionally dealings with BHIB/Clear have been problem free so there is no obvious requirement to change.

It is therefore proposed that council reinsures with Clear on another three year arrangement, with the understanding that there may be an increase on the quote above.

Communications Working Group report:

Verbal report to be given.

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Open Spaces Working Group report:

Report details	
Report Date:	14 th May 2024
Report written by:	Barry Thunder
Working Group meeting date:	n/a
Inclusion in PC meeting:	May 2024
Agenda item number:	9
Public or confidential:	Public
Overview	
St Julians woodland & orchard Meadow Village garden extended fencing Community Payback Morses Lane Lengthsman	
Progress/activity update	
Community Payback teams	The new arrangement with CPB for one Friday and one Sunday per month is slowly settling down. By using a Sunday, we are more likely to gain a full group of 8 persons, as many are in paid employment on a weekday.
Orchard Meadow & St Julian's	Excellent work completed on Sunday 12th via CPB. Tasks to complete, together with Mark, include the replacement of the large Mosaic and cleaning the wrought iron bench and table.
Oxleaze Woods & Morses Lane	Work is getting underway with planning the report and work on the Morses Lane and Woodland. This will allow walkers and cyclists to safely share the lane with vehicles as usage of the lane will increase as new housing is occupied.
Village garden	The new knee-high fence is scheduled for late May. Two red flowered climbing plants have been donated by Robbie and will be planted in time for the 80th anniversary of D-Day on 6th June.
Recent hedge planting on Rec field.	WWT inspected the new plantings and were impressed with the work done by village and other volunteers. We were reminded of the importance of watering all new plants as the weather warms. Plans to be made to cope with this!
Engagement of village 'lengthsman'	Work tasks set to date all completed to a good standard and the first month's invoicing was within expectations. A great start.
First aid training	All who attended passed and found the course of value, especially as held in our village hall. We would like to consider using the same company to run the annual training session for Defibrillator use. Plans to speak with Trustees from the F&E Harris Trust if a session content can be arranged.
Actions or queries for consideration by the Council at PC meeting	

Please note the above and comment as required.

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Allotments Working Group report:

Report details	
Report Date:	14 th May 2024
Report written by:	Barry Thunder
Working Group meeting date:	N/A
Inclusion in PC meeting:	May 2024
Agenda item number:	9
Public or confidential:	Public
Overview	
Trees for Climate Change and bed planting proposal Inverter generator	
Item	Progress/activity update
Tenancy agreements	New clauses still to be added to take account of a future water connection and bonfire controls. Outstanding.
Thames Water connection	Hopes rest on a connection being achieved in June 2024!!
Plot vacancies & tenancies	April & May were very active with tenant changes, both from leavers and ones being reorganised. All vacant plots are let to new and existing tenants. Learning from experience, we now request the £50 deposit only after a successful three months as tenants.
Site improvements	Four plots now upgraded with new fencing, funded by S106 monies. Two large amounts of waste removed via Allbuild.
Tool store and workshop	Work on the design and costing of the 20ft steel shipping container is underway and it is hoped to present these at the next PC meeting. In advance of this, we require a portable, silent running inverter generator. To be used for charging work equipment batteries on site and other tools. Whilst required to enlarge our maintenance capabilities, it will also be available for other PC/SMRA use within the village. Approval of Funding from S106 is requested for up to £808 (incl VAT and delivery) to purchase this. The unit details and quote have been circulated and payment has been added to the monthly schedule of payments in anticipation of approval, to expedite the purchase.
New grassed area and seating	We hope to be able to develop the new grassed open area sooner than expected. New picnic seating to be costed.
Raised flower beds	Proposal to use some or all the 8 beds as a tree nursery are being presented to WWT and Community Forest. Mark has cleared three beds, with soil preparation still to be completed. Some flowering plants to be planted shortly.
Actions or queries for consideration by the Council at PC meeting	
Councillors are requested to approve S106 funding of up to £808 to purchase an 4.0kw inverter Generator.	

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Rights of Way Working Party:

Verbal update to be provided if required.

Strategic Planning Working Group report:

Verbal update to be given.

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SMRA report:

Report details	
Report Date:	15.5.2024
Report written by:	Sylvia Brown
Working Group meeting date:	14.5.2024
Inclusion in Parish Council meeting:	May 24
Agenda item number:	11
Public or confidential:	Public
Finalising the Rec Development plans, installation of the Motoric Track achieved.	
Motoric Track Installation	After some stop/go discussions about the state of the Rec ground surface, we were finally found a window of opportunity and work began last week. Neighbours informed, signs went up and Heras fencing put in place to secure the site and to ensure the concrete 'cured' before it was 'opened' for use. Invoices will shortly follow for payment, so prior approval for use of the S106 money is requested at this meeting (£40,150). Insurers (SMRA and PC) will need to be informed if the current play/sports equipment insurance value is likely to be overstepped.
Play WG	The last PWG meeting addressed how best to use the remaining funds available for play and sports equipment on the Recreation Ground – see separate report to the PC meeting. SMRA approved the plans for prioritising (in the following order) • Goal protection – to be purchased by the PC funded from S106 (max £3,000) • Fitness bar units – will require grant applications • Additional small piece of play equipment – will require grant applications
Hall Storage	Clean up will take place on the 26th May. SMPC is requested to review in the previous week any items in the loft, including disposal of cardboard boxes of redundant Welcome Pack folders. Any items for disposal can be left in black sacks labelled for disposal – email Rachel Case when complete.
SMRA/PC MOU	SMRA agreed the potential need to add safeguarding matters to the MOU when it is reviewed. The resulting implications about ensuring conditions of hire has a statement that confirms Hirers are aware of requirements was discussed. SMRA already does Risk Assessments for events run under the SMRA 'umbrella'.
Have Your Say event in June	SMRA are offering dates of Tuesday 25 or Thursday 27 from 5 to 7pm for the HYS event, to enable the SMPC Annual Parish Meeting to be held from 7pm onwards. SMRA has identified relevant items to promote/display, including volunteers for the July fete and help with watering the newly planted trees on the Rec in dry conditions. Parish Council will be able to display plans for development. SMRA is willing to do the promotion of the event as usual, provided the PC is able to tell us what they wish to showcase.

	PC Recommendations/Actions • Approve payment of invoices, when received from Redlynch for the Motoric Track and for the goal protectors (maximum £43,150). • Recommend check on PC insurance cover for play/sports equipment • Note request for PC to review Hall loft storage prior to 26th May • Agree June date of Have Your Say event and suggest showcasing content.
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Play Working group:

Finance Available:

After paying for the outstanding work on the play equipment (swings/teen shelter seats), we should have roughly £9,500 currently held by the Parish Council, £4,500 of which is restricted to S106 Sports. The SMRA bank account is fairly low, is owed a big electricity refund but also possibly reduced income and increased expenditure for ongoing costs. We should not commit any funding from that until income and expenditure are more easily assessed.

It was agreed that the priority actions on the Rec were:

Number 1: Goal protection

Without decent goalmouths inside or out of season, our hire income will reduce, or we will incur significant repair costs. The adult pitch goalposts cannot be removed without significant cost. The junior goalposts can be moved (£250-£500 per year), but, again, this is expensive to do every year and does not protect the pitch surface within the football season.

A set of goal protectors has been sourced in Ireland (no similar models have been found in the UK) costing approx £1,000 exc VAT, but we would have to arrange shipping costs. Ian is currently determining costs for both 1 set and 2 sets. The advantage is they cover in and out of season and can eventually be used on the extended Recreation ground pitches once the new car park/Hall is built.

It was agreed to recommend to SMRA/SMPC immediate purchase of one, or two sets (depending on cost estimates) to get them in place before the summer. The Parish Council would be asked to pay this from the S106 sports money.

Number 2: Teenage fitness equipment/Goal post preservation.

Youngsters use the junior pitch goalpost as a climbing challenge/monkey bars and have already damaged one of the brackets. The goalposts cost £2,000 to replace a year or so ago. Fitness equipment/trim trail came high on the wish list for older primary/secondary school

children in our consultation work. A set of chin up/pull up bars can be sourced for between £6,500 and £8,000 and would be located adjacent to the gym equipment.

The possibility of getting grants has been looked at from Sports England and the Football Association - both of whom have appropriate grant funds. SMRA is eligible to apply, the Parish Council isn't, so VAT would be levied. Grant sources such as Awards for all (where the PC can apply) is another possibility which would not carry a VAT implication Under investigation.

Number 3: 1 further item of play equipment (Serpent Swing)

Need to await Motoric Track installation to identify the appropriate location. The original idea was to preserve some of our funds to use as match funding towards an Awards for All grant application (or similar scheme, for which the PC can apply) and no VAT is payable. For that reason, we need to sort the Number 2 priority out first as no grant giver likes two submissions in the same year.

Parish/Borough Liaison reports:

Verbal update to be given.

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Finance

May 2024

Account balances:

Account	Balance date	Balance
Unity Trust	08/05/2024	£115,213.65
Nationwide	13/05/2024	£86,786.04
	TOTAL:	£201,999.69

Payments

Payment method	SMPC ref	Payee	Reason	Dept	VAT	Total
BACS 22/05/2024	0015	Mandy Larcombe	Bookkeeping	Admin	£0.00	£157.50
BACS 22/05/2024	0016	Allbuild	Additional wood collection	Allotments	£13.20	£79.20
BACS 22/05/2024	0017	Allbuild	Pitch Marking	SMRA	£36.00	£216.00
BACS 22/05/2024	0018	Allbuild	Waste collection	Open Spaces	£24.70	£148.20
BACS 22/05/2024	0019	Allbuild	Village grass cutting (1 of 8)	Various	£124.00	£744.00
BACS 22/05/2024	0020	Allbuild	Rec grass cutting (1 of 8)	SMRA	£136.00	£816.00
BACS 22/05/2024	0021	Clearwater Marketing	Website updates	Comms	£20.00	£120.00
BACS 22/05/2024	0022	First Aid Swindon	First Aid Course	Open Spaces	£90.00	£540.00
BACS 22/05/2024	0023	Webbs Builders Merchant	Wooden posts	Allotments	£11.22	£67.32
BACS 22/05/2024	0024	Mark Rostill	Lengthsman tasks	Allotments, open spaces	£0.00	£385.00
BACS 22/05/2024	0025	Wasp Industrial	Jacket	Open Spaces	£7.50	£45.00
DD 16/05/2024	0026	Lloyds Bank	Credit cards	Various	£30.26	£187.52
DD 29/04/2024	0027	Scottish Widows	Pension	Admin	£0.00	£152.32

BACS 22/05/2024	0028	B Thunder	Expenses	Allotments s106	£4.32	£30.96
BACS 22/05/2024	0029	Staff	Salaries	Admin, Comms	£0.00	£2,255.13
DD 31/05/2024	0030	HMRC	Month 2	Admin	£0.00	£340.15
BACS 22/05/2024	0031	Dance, Milton	Allotment deposit refunds	Allotments	£0.00	£100.00
BACS 22/05/2024	0032	Genpower Ltd	Generator	Allotments s106	£134.58	£807.49
				TOTALS:	£155.37	£9,346.34

Credit Card summary form

Month: May 2024

Cardholder: Kevin Morgan

Payee	Reason	Dept	Code	Net	VAT	Total	Receipt attached
Vonage	Phone Line	2	7080	£13.33	£2.67	£16.00	Y
Lloyds Bank	Monthly fee	2	7605	£3.00	£0.00	£3.00	Y
Zoom	Meeting package	2	7080	£12.99	£2.60	£15.59	Y
Amazon	Keyboard and mouse	2	7100	£37.50	£7.50	£45.00	Y
Amazon	Laptop stand	2	7100	£21.66	£4.33	£25.99	Y
Amazon	2 x USB drives	2	7100	£39.98	£8.00	£47.98	Y
Microsoft	Office licensing	2	7130	£25.80	£5.16	£30.96	Y
	TOTALS:		TOTALS	£154.26	£30.26	£184.52	

Cardholder: Barry Thunder

Payee	Reason	Dept	Code	Net	VAT	Total	Receipt attached
Lloyds Bank	Monthly fee	2	7605	£3.00	£0.00	£3.00	Y
	TOTALS:		TOTALS	£3.00	£0.00	£3.00	

Minutes of FWG held 22.4.2024 via ZOOM

Present: SB, AC, BT, Kevin (Clerk), Mandy (Book-keeper) Apologies: CRM

1. Finance Management Report (draft)

- a) General satisfaction with the figures and no major concerns
- b) Play Area (non s106) nominal has been successfully 'zeroed', but will be kept for any further play equipment activity.
- c) Some queries over allotments – marquee/s106 - and Oxleaze have been resolved. Final adjustments to be made and then ML can produce final year end figures to use for the audit.
- d) Noted that better monitoring of coding throughout the year would reduce the need to do final tweaks and checking. Multi-item invoicing is often the issue as this can cover several departments.
- e) BT and Clerk to work on a better system to check as invoices are processed – perhaps to involve more regular in person meetings with ML to double check coding.
- f) SB noted that the general position shows we are still very good at budgeting.
- g) Noted that the Oxleaze CF s106 balance may go negative while we await payments from SBC.

2. Audit Progress/other notes

- a) Folder structure is in place and being populated - once figures are finalised Clerk can request various reports from ML
- b) Insurance – other quotes to be sought and circulated for decision at May meeting
- c) Advertising costs – noted that proposed change to charges presented to Council in December were not separately voted on or minuted. Noted that Clerk will inform auditor of the incorrect published Schedule of Charges.

Opening Balances appraisal for 2024-25 SAGE – recommendations to the May PC meeting

- a) Discussed and agreed to recommend that £2,000 should be reallocated from Admin to Open Spaces - admin balance currently higher because of lower overtime and NI. Open Spaces spending likely to increase with Lengthsman availability.
- b) Also agreed to recommend that £300 should be reallocated for Comm Eng to Comms – balance is high because of low grants, no community info events funded by Comm Eng.

3. Great Western Community Forest

We will shortly be receiving £11.5k for the 15 year maintenance payment. Agreed that this should be added to the existing tree reserve but need to be able to record

expenditure against the maintenance fund when required. Most of this likely to be later in the term as trees mature.

4. CIL

Agreed that the imminent income of £5,228 for Chapel Lane development should be added to the Phasing Fund under a 'CIL' nominal income code. Each transaction should identify the relevant housing development.

5. Lengthsman Nominal

Agreed that hours recorded by Mark should have their own nominal to be called Lengthsman Hours to enable easy tracking.

Finance Working Party 22nd April 2024

Financial Management Report 2023-24 draft 21.4.2024

Department		Balance at 1.4.2023	Income to date		Expenditure to date		31.3.2024	note:
			Budget	Actual	Budget	Actual		
2	ADMINISTRATION	10,650	29,618	29,442	31,951	28,412	11,680	1
3	COMMUNICATION	3,512	10,200	9,062	10,536	10,802	1,772	2
5	COMMUNITY ENGT	3350	1,250	1,250	1,801	739	3,861	3
6	ALLOTMENTS	433	1,900	1,953	1,300	1,524	862	4
7	OPEN SPACES	4,740	12,500	12,500	13,696	15,105	2,135	5
	TOTAL General Reserves	22,685	55,468	54,207	59,284	56,583	20,309	6
9	PROJECT/RESERVE FUNDS							
	Election fund	1,830	150	150	0	0	1,980	
	IT fund	1,477	300	75	0	765	787	
	Allotment deposits	800	0	100	0	0	900	
	Tree Maintenance	5,000	0	0	0	0	5,000	
	Property contingency	5,000	0	0	0	0	5,000	
	Play area upgrade (nonS106)		0	23,777	0	23,777	0	
	Facilities Reserve	5,000	0	0	0	0	5,000	
	TOTAL projects/reserves	14,107	450	24,102	0	24,542	18,667	
10	PHASING fund	45,162	0	0	1,137	1,137	44,025	
11	SMRA Reserve	3,240	10,644	10,644	0	9,350	4,534	
12	BELLWAY S106 FUNDS						0	
	Bellway S106 Allotment	-5,063	0	40,459	0	4,060	31,336	
	Bellway S106 Oxleaze CF	-641	0	6,027	0	2,620	2,766	
	Bellway S106 Sports & Play	1,425	0	67,040	0	22,776	45,689	6
	Total Bellway S106	-4,279	0	113,526	0	29,455	79,792	
	Overall Totals	80,915	66,562	202,479	60,421	121,067	167,327	

Notes

- As anticipated, expenditure on salaries remained under budget. No overtime and reduced NI payment
- Comms advertising income less than anticipated; costs almost on budget
- Low spend on Com Eng. No Info events - HYS events were funded by SMRA. No S137 grants
- Checking with Barry re cost allocations to this and S 106 allotment work
- Additional work on Rec ditches and tarmac path not budgeted for (total £3,315). £550 should be reimbursed by GWCF grant Without those, OS would come in under budget.
- Reduction in year end general reserves - the fall will be reduced slightly when allotment activity invoices are corrected. There is, however, still sufficient for ongoing needs.
- S106 sports and play will almost all be used up when invoices are paid for the new big equipment due before summer.
- The closing balances by department are ok to use for audit purposes, but we may wish to re-distribute in creating the opening balances for next year

Recommendations

Recode selected items (allotments/open space) and rerun SAGE prior to audit

Consider changes for opening balances for next year.