



## **Minutes of the Meeting of the Council held on Thursday, 18 November 2021 at 7pm at Cuxton Library**

**Present:** Cllr Hutchfield, Cllr Thorley, Cllr Moore, Cllr Wilson, Cllr Reynolds, Cllr Burley, Cllr White, Cllr Savage, Ward Cllr Fearn.

Clerk – Mrs J Nicholson

There were no members of the public present.

### **105) Apologies for absence**

Cllrs Maisey and Cllr Jackson – both unwell

Cllr Porter – prior engagement

*It was resolved to accept these apologies*

### **106) Declarations of Interest (DPI, conflict of interest and personal interests) and alterations to the Register.**

*None*

### **107) Election of Vice-Chair**

*Cllr Hutchfield expressed her thanks to Cllr Thorley for her time as Vice Chairman and said she had valued her support.*

*Cllrs Burley & Porter were appointed unanimously as joint Vice Chair*

### **108) Minutes of the meeting held 21 October 2021**

*One spelling error was corrected. It was resolved to accept these minutes as a true record of the meeting.*

### **109) Clerk's Report – This includes updates on previous actions**

## **Medway Councillor's Report and Public Session**

It was resolved to suspend the meeting for Medway Councillor's Report and for the Public Session. Matters raised may be placed on the agenda for the next or a future meeting.

*Cllr Hutchfield advised the meeting that Medway Council have given the parish council an extension until the morning of Friday 19<sup>th</sup> November to submit further comments on the winery planning application.*

*Cllr Hutchfield reported that she has written to the chair of the Medway Planning Committee asking to be allowed to speak at their meeting.*

*Ward Cllr Fearn gave a verbal report as follows:*

*Winery Planning application – Cllr Fearn said that as Ward Councillor he is able to talk at the planning meeting for 5mins. He said that he would give the parish council's view if Cllr Hutchfield is not able to speak at the meeting. Cllr Hutchfield advised that, if she is able to speak at the meeting, she will talk about the issues within the council's agreed response.*

*Lower Thames Crossing – Cllr Fearn advised that Kent & Medway Highways have offered to speak to the parish council to discuss traffic issues associated with LTC. It was felt that a Teams meeting would be appropriate for this meeting.*

*New School in Frindsbury – Cllr Fearn advised that Cllr Jackson has emailed him about the proposed new secondary school. He said that there are two options for this, but no decision has been made.*

*Ward Improvement Fund – Cllr Fearn advised that he has authorised a payment towards the cost of the Christmas Tree.*

*A228 traffic lights – Several councillors have noticed that these traffic lights are not working as expected. Cllr Fearn will look into this.*

## **110) Finance**

### **a) Bank balances**

*Cllr Burley confirmed that the bank balances and reconciliation are correct.*

*It was resolved to accept these as correct.*

*There was a discussion about the amount of money currently held in general reserves. Clerk advised that if a Public Works Loan Board loan is taken out part way through the year, some of the reserves will be needed to make the first repayment instalment.*

### **b) Approval of payments since last meeting**

*It was resolved to approve these payments. It was also resolved to cancel the Zoom subscription as we can now use Teams instead.*

### **c) Accounts for payment**

*It was resolved to approve these payments.*

*A discussion took place regarding how allotment and allotment water payments are shown on the accounting system.*

### **111) Appointment of Financial Adviser (Tax)**

This appointment is needed to advise on the council's VAT liability when services and building related invoices need to be paid. If the council is unable to recover VAT on invoices paid the actual cost of the building work will increase significantly. Tax advice is also needed around the set-up of a charitable group which will deal with the new pavilion. Without this advice, the council will find it is unable to pay invoices related to the building works because of VAT regulations. *After discussion it was resolved to appoint Jerry Dale of Elysian Associates to advise on tax, in relation to the building work associated with the courts and pavilion development. This company comes highly recommended by KALC, our project manager and a Clerk who used their services recently. Clerk will make contact, arrange a Teams meeting and request a full breakdown of costs.*

### **112) Purchase of decorative bark.**

To agree the purchase of 10x100L bags for the path around the WW1 and WW2 information boards and memorial. Cost £90 from Wickes. *It was resolved to order £90 worth of decorative bark and possibly another delivery up to a maximum of £200.*

### **113) Christmas Event**

- a) Update on arrangements: tree, music, refreshments, nativity gazebo and carols.

*A discussion took place about the event and a timetable agreed.*

- b) Craft stalls

*It was agreed there will be four craft stalls in the library.*

### **114) Rescheduled Finance Committee Meeting**

Date, venue and start time to be agreed.

*Given the rise in Covid cases locally it was resolved to hold an informal budget meeting via Teams on Tuesday 23 Nov 2021 to get the budget ready for the next full council meeting on 9 December 2021.*

### **115) Progress on Pavilion Re-development**

- a) Football Foundation Grant: Charitable Status and Management Structure  
To form a working group to progress work on this aspect of the project and bring a proposal to council.

*Cllr Hutchfield gave a verbal report on the process so far. There has been a meeting with the project manager to agree the final plans with minor*

*amendments. The architect will make the final changes and project manager will then arrange to go out for tendering.*

b) Survey, public consultation and government loan application

To agree and implement a timeline for village survey and public consultation with project manager.

*Cllr Hutchfield advised that the public survey has now gone to KALC for approval. The council will book space at the social club for a public meeting and pop-ups will be arranged for the village to ensure that as many residents as possible can be consulted on the project.*

c) Air sourced heating estimate

*Heating for the new pavilion was discussed. There has been a site meeting to discuss air sourced heating and we are waiting for an estimate for this Solar panels are also being considered. Council will look for grants for this.*

**116) Progress on Court Renovation**

a) Consultant's report and subsequent tendering process

*The report was discussed. Councillors expressed surprise that they were expecting the report to show three options with the courts being suitable for multi-sports e.g., football, tennis, netball and accessible sports. The consultant will be asked to address this.*

b) Veolia Grant Application progress –

Veolia can fund projects in our area. The next application can be started on 11<sup>th</sup> November (not before). Closing date is 12pm (noon) on 6<sup>th</sup> Jan 2021 and decision date is 8<sup>th</sup> March. At the time of application, physical work should not have been started but all permissions must have been granted (incl. planning permission)

A Community consultation has been completed the design plan finalised and costs.

c) Input from Lawn Tennis Association

*Cllr Hutchfield advised that Lawn Tennis Association has said they are unable to assist with this project.*

**117) Traffic Management Working Party**

a) Expression of interest from residents

*Three residents and the school have expressed an interest in joining this working group.*

b) Traffic survey timeline

*It is expected the first meeting of the group will take place in January 2022*

c) Agree potential date for the survey

*It was agreed that the survey should take place as soon as possible in term time and if possible, near the Scout Hall.*

*Action: Clerk will arrange.*

**118) Six Acre Wood**

- a) **Management plan proposal** – not received
- b) **Estimates for removal of dead trees** – not received

**119) Kentish Wine Vaults Planning Application – to agree a response to the updated planning application.**

*The parish council response was discussed, and it was resolved that the Clerk will submit this tomorrow morning (Fri 19 Nov 2021) and upload to the parish council website and social media.*

**120) Correspondence**

- a) Residents – *an email has been received from a resident regarding rats on the allotments. It was agreed that Clerk will contact Medway Norse to arrange to visit the site and do an assessment.*
- b) Questions have been raised about the width of the footpath in Tomlins Lane.  
This matter is being dealt with by Medway Council

**121) Information exchange**

No motions may be proposed, nor decisions taken under this item but may be placed on the agenda for the next or future meetings.

*Cllr Burley advised that the planning application for The Homestead which went to appeal, is still with Secretary of State has had no decision made. The planning application for Rainbows End which went to appeal has now been dismissed. Cllr Hutchfield has received comments from members of the public regarding parking and the A228 and these residents have been signposted to the parish council traffic management working group.*

**122) Members' future agenda items**

Platinum Jubilee, Six Acre Wood, Estimate for Air sourced heating.

**CONFIDENTIAL SECTION**

It was resolved to exclude the press and public on the grounds that the following items concerns a staffing matter.

**123) Sick Cover for Street Cleaner**

- a) Salary and temporary contract  
*It was resolved to offer the minimum wage rounded up to the nearest pound and to advertise this vacancy in the next newsletter. Closing date will be 14 Dec 2021.*

*Action: Clerk prepare contract and job description with advice from ACAS, place advert and contact those who have already expressed an interest in the position.*

- b)** Delegate responsibility for appointing a temporary street cleaner

*It was resolved that the staffing sub-committee work with the clerk to appoint a road sweeper on a temporary contract.*

**124) End of Assistant Clerk's Probationary Period**

- a)** Line manager's report.

*The line manager's report was received.*

- b)** Letter to confirm appointment

*It was resolved to confirm the Assistant Clerk's appointment. Her hours to be decided at the December council meeting when the budget is discussed.*

**The Chairman closed the meeting at 9.30pm**

**Signed**

**Chairman**

**On the**

**day of**

**2021**

## **Clerk's Report December 2021**

### **Actions from previous meetings**

#### **Meeting Dates**

Full Council meetings are now showing on the calendar on the website. Committee dates will follow shortly.

#### **Zoom Subscription**

This is now cancelled w.e.f. 27 Dec 2021

#### **Tax Adviser**

I have contacted Jerry Dale and emailed all councillors to ask if they would like to attend a Teams meeting and to ask for convenient dates/times. Please let me know if you want to attend so that I can get a Teams meeting booked.

#### **Bark for Memorial Garden**

This has been ordered and used.

#### **Traffic Survey**

The Clerk has been in touch with the company to arrange a date for this to start.

#### **Solar Panels**

A survey has taken place and we are awaiting a quote.

#### **Staffing**

The advert for a temp street cleaner is on the website and advertised via the newsletter. The Clerk is in touch with ACAS re associated staffing issues.

#### **Allotments**

Medway Norse have visited the site and we are awaiting their report.

#### **Other news**

#### **PCSO Surgery**

The next surgery will be 8 December at the Pavilion.

**Accounts for Payment Meeting 9 December 2021**

<b>Payee</b>	<b>Item</b>	<b>Amount</b>
KALC	Climate Change conference	£60.00
B A Prankard	Music for Christmas Tree event	£250.00
Action Rural Kent	membership renewal Clerk	£80.00
DPS Print	Newsletters	£190.00
Glassdon	litter bin	£463.13
L Jones	Cleaning	£30.00
<b>Total</b>		<b>£1,073.13</b>

## **Live Christmas Tree**

RHS has recommended 2 options for a live Christmas tree that would be suitable for our library garden: Abies Fraseri and Abies Koreana.

### **Exemplar costs for a 1.5m tree**

Abies Fraseri: £272 + VAT and £30 delivery ([Barcham.co.uk](http://Barcham.co.uk))

Abies Koreana: £213 + VAT and £30 delivery ([Paramountplants.co.uk](http://Paramountplants.co.uk))



## General & Earmarked Reserves Policy

### 1. Introduction

- 1.1 The Council is required, under statute, to maintain adequate financial reserves in order to meet the needs of the organisation. Section 50 of the Local Government Finance Act 1992 requires that Local Councils have regard to the level of reserves needed to meet estimated future expenditure when calculating the budget requirement.
- 1.2 The Council's policy on the establishment, maintenance and adequacy of reserves and balances will be considered during the annual review of the Council's finances and preparation of the annual budget.

### 2. Purpose of Reserves

The Council will hold reserves for three main purposes:

- 2.1 As a working balance to help minimise the impact of uneven cash flows and avoid unnecessary temporary borrowing. (Working Capital)
- 2.2 As a contingency to minimise the impact of unplanned events or emergencies. (General Reserve)
- 2.3 A means of building up funds to meet known or predicted requirements or replacement of capital items. (Earmarked Reserves)

### 3. Working Capital

Working Capital will include the precept, street cleaning grant, bank interest, and other income such as council support grant.

### 4. General Reserves

- 4.1 The General reserve is a balance on the Council's revenue account which is not held for any specific purpose other than to cushion the Council's finances against any unexpected short term problems in the Council's cash flow.
- 4.2 The General Reserves should be maintained at a level based upon a risk assessment carried out annually by the Responsible Financial Officer when setting the budget for the forthcoming year.



- 4.3 Any surplus on the General Reserve above the required balance may be used to fund capital expenditure, be transferred to an appropriate earmarked reserve or used to limit any increase in the precept.

## 5. Earmarked Reserves

Earmarked Reserves represent amounts that are generally built up over a period of time which are earmarked for specific items of expenditure to meet known or anticipated liabilities or projects. Funds will be set aside to reduce the impact of meeting the full expenditure in one year. When establishing an earmarked reserve the Council must identify:

- 5.1 The purpose of the reserve
- 5.2 How and when the reserve can be used;
- 5.3 Procedure for the management and control of the reserve;
- 5.4 A process and timescale for review of the reserve to ensure continuing relevance and adequacy.

## 6. Review of Adequacy of Balances and Reserves

In assessing the adequacy of reserves the strategic, operational and financial risks facing the Council will be taken into account. The level of earmarked and general reserves will be reviewed as part of the annual budget preparation process.

Adopted: 10 Sep 2020

Minute Number: 80c

Review date: September 2021

## **Budget Notes – December 2021**

### **Background**

Cuxton Parish Council uses the Rialtas, Alpha accounting software. We have a licence for a single user and the software is loaded onto the Clerk's laptop. Rialtas do not offer cloud hosting.

As a medium council, our accounts are run as "receipts and payments".

The software sets out the council's finances into Cost Centres

110 – Income

110 – Staff Costs

120 – Administration

130 – Street Cleaning

140 – Property

145 – Pavilion Development

150 – Allotments

160 – Events

170 – Grants

Within each Cost Centre there are nominal codes where a budget is allocated.

Codes beginning 1 are for receipts (credits)

Codes beginning 4 are for payments (debits)

Some Cost Centres have receipts and payments e.g. 130 Street Cleaning, others have either receipts 100 Income or payments 120 Administration.

These cost centres and nominal codes can be changed to fit the budget. For example; 1501 was a new nominal code created last year for the receipts received for Allotment Water payments from plot holders.

4720 is a new nominal code for "maintenance grants" paid by the council to organisations who we have a maintenance agreement with.

### **Court Renovation**

We have received the first invoice for courts renovation. This has been coded to Legal and Professional Fees under Pavilion Redevelopment. For the next financial year, it may be sensible to either create a new Cost Centre with associated codes or add codes under the 140 – Property Cost Centre

### **Pavilion Development Project**

Assuming the public survey is in favour of the project - For the next financial year we will need new cost codes within the Pavilion Development Cost Centre. I am looking into what we will need, but we will definitely need the following:

Income from Grant(s)

Income from PWLB

Expenditure for building costs

Expenditure for repayment of PWLB (This must be in place when we submit our loan application)

If the council takes out a loan the repayments will need to be included in the precept demand. The council's precept demand must be approved at the January council meeting and submitted by the end of the month.

We are unlikely to have applied for and received a PWLB loan by the end of January 2022 and we therefore will not be able to include the repayment in the next precept demand. I have taken advice from both Terry

Martin CEO KALC and Lionel Robbins Internal Auditor, and they have both advised that as we have £100,000 in EMR for this project, should we take out a loan during this financial year and any repayments will not be due until six months after the loan is agreed, and we should calculate our precept as normal and include any increase in the following year's precept demand.

## Precept

I have enclosed the Annual Budget – By Centre report

This report shows:

- last Year's figures
- this year's figures to end of October
- projected figures to end of financial year (this is computer generated so just a guesstimate)
- proposed figures for next year – the column is called "Agreed"

To end of October 2021 our bank balances come to £240,910.60

Figures for November are not included as bank statements are not yet available.

Last Year Precept	£62016.	This Year Income over Expenditure	£66785
Last Year Council Tax Support Grant	£2619	This Year Council Tax Support Grant	Unknown
Last Year Rural Liaison	£3340	This Year Rural Liaison	Unknown
<b>Total</b>	<b>£68383</b>		

The forecast figures show Income over expenditure as -£66785. If Council Tax and Rural Liaison are still paid, the precept would not need to be increased. It is likely one or both of these, will not be paid next year. I am awaiting confirmation of this.

However, the difference is small (£4769) and therefore it would be possible to make no increase in precept this year and take money from general reserves for the difference.

## Other budget considerations

### Accounting Software

Our accounting software (Rialtas) licence is for a single user only and therefore the software is on the Clerk's laptop only. To allow the Assistant Clerk to use this software the council would need to purchase a licence for multiple users and sign up to a cloud hosting service. (There is another accounting package for parish councils which includes cloud hosting).

I have received quotes as follows:

Rialtas – multi-user licence - £172 per annum plus the cost of cloud hosting

Cloudy IT - host it via a secure cloud server at a cost of £80 per month for 2 users. There is a current trail for Rialtas users at around just under £50 for both users for the month.

Microshade – Installation - £100, Monthly Fees £57

Scribe – Accounting Software includes cloud hosting - Setup fee - £197. Subscription £24 monthly (Billed annually).

The advantage of a cloud hosting service would be that as well as hosting Rialtas it would also offer other file sharing systems.

## **Allotments Management**

At the moment, the allotments are managed by using a spreadsheet and MS Word for letters and invoices. This is becoming cumbersome and does not have a facility for creating reports etc.

Rialtas offers an allotments management package which includes reports and would streamline the way we work.

Scribe are working on an allotments package due to go live later next year.

## **Useful links**

- The Good Councillor's Guide to Finance and Transparency

<https://www.nalc.gov.uk/library/members-library/toolkits/good-councillors-guide/2662-the-good-councillors-guide-on-finance-and-transparency/file>

## Annual Budget - By Centre

Note: 2021-2022

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
<b>100</b>	<b><u>Income</u></b>									
1076	Precept	60,800	60,800	62,016	62,016	0	0	0	0	0
1077	Council Tax Support Grant	3,000	2,764	0	2,619	0	0	0	0	0
1078	Rural Liaison	3,000	3,350	0	3,340	0	0	0	0	0
1090	Interest Received	80	397	0	8	0	0	0	0	0
1990	Other Income	0	350	0	400	0	0	0	0	0
	<b>Total Income</b>	<b>66,880</b>	<b>67,661</b>	<b>62,016</b>	<b>68,383</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>66,880</b>	<b>67,661</b>	<b>62,016</b>	<b>68,383</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>110</b>	<b><u>Staff Costs</u></b>									
4000	Salaries	20,600	17,050	26,000	10,635	15,952	0	28,000	0	0
4015	HMRC	4,000	4,734	4,400	2,658	3,988	0	5,000	0	0
4020	Pension	1,600	3,165	3,500	2,395	3,593	0	4,000	0	0
4025	Mileage	150	0	120	0	0	0	120	0	0
4070	Recruitment	0	0	100	0	0	0	100	0	0
4100	Expenses	50	0	50	0	0	0	50	0	0
	<b>Overhead Expenditure</b>	<b>26,400</b>	<b>24,949</b>	<b>34,170</b>	<b>15,689</b>	<b>23,533</b>	<b>0</b>	<b>37,270</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(26,400)</b>	<b>(24,949)</b>	<b>(34,170)</b>	<b>(15,689)</b>	<b>(23,533)</b>	<b>0</b>	<b>(37,270)</b>	<b>0</b>	<b>0</b>
<b>120</b>	<b><u>Administration</u></b>									
4001	Payroll Provider	0	180	300	100	150	0	300	0	0
4110	Professional Developments	2,000	770	2,000	627	941	0	2,000	0	0
4111	Bank Charges	0	36	220	36	54	0	100	0	0
4120	Telephone & Broadband	500	703	550	320	480	0	800	0	0

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## Annual Budget - By Centre

Note: 2021-2022

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4130	Audit Fees	1,000	425	1,200	480	720	0	600	0	0
4140	Stationery	750	672	500	112	168	0	400	0	0
4150	IT (including IT licences)	2,000	831	1,500	696	1,044	0	2,500	0	0
4160	Chairman's Allowance	350	50	300	90	0	0	300	0	0
4170	Subscriptions & Memberships	1,500	973	1,000	1,309	1,963	0	1,500	0	0
4180	Insurance	4,000	2,534	2,600	2,595	0	0	3,000	0	0
4190	Hall Hire	200	0	200	0	0	0	200	0	0
4200	Councillors Expenses	50	50	50	0	0	0	50	0	0
4210	Newsletter printing	2,000	567	2,100	875	1,313	0	2,100	0	0
4220	Legal & Professional Fees	500	1,123	500	1,150	0	0	0	0	0
4240	Street Furniture	0	0	1,760	2,204	3,306	0	4,000	0	0
4480	Contingency	0	0	500	102	0	0	0	0	0
4990	Sundries	300	232	200	254	0	0	300	0	0
	<b>Overhead Expenditure</b>	<b>15,150</b>	<b>9,145</b>	<b>15,480</b>	<b>10,950</b>	<b>10,139</b>	<b>0</b>	<b>18,150</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	1,132	0	1,150	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(15,150)</b>	<b>(8,013)</b>	<b>(15,480)</b>	<b>(9,800)</b>	<b>(10,139)</b>		<b>(18,150)</b>		
<b>130</b>	<b><u>Street Cleaning</u></b>									
1300	Street Cleaning Grant	15,500	16,226	16,226	16,486	24,729	0	16,486	0	0
	<b>Total Income</b>	<b>15,500</b>	<b>16,226</b>	<b>16,226</b>	<b>16,486</b>	<b>24,729</b>	<b>0</b>	<b>16,486</b>	<b>0</b>	<b>0</b>
4010	Street Cleaner Salary	11,900	9,231	12,000	5,621	8,432	0	14,500	0	0
4310	Weed Spraying	750	0	765	0	0	0	0	0	0
4311	Street Cleaning costs	1,500	964	1,200	976	1,464	0	2,000	0	0
	<b>Overhead Expenditure</b>	<b>14,150</b>	<b>10,195</b>	<b>13,965</b>	<b>6,597</b>	<b>9,896</b>	<b>0</b>	<b>16,500</b>	<b>0</b>	<b>0</b>

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## Annual Budget - By Centre

Note: 2021-2022

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>		<u>1,350</u>	<u>6,031</u>	<u>2,261</u>	<u>9,889</u>	<u>14,833</u>		<u>(14)</u>		
<b>140</b>	<b><u>Property</u></b>									
1400	Pavilion/Rec Hire Income	1,200	60	900	260	390	0	500	0	0
	<b>Total Income</b>	<u>1,200</u>	<u>60</u>	<u>900</u>	<u>260</u>	<u>390</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>0</u>
4400	Rec/Playpark Inspections	1,000	4,395	400	100	0	0	500	0	0
4410	Utilities	4,500	2,511	3,000	133	200	0	1,000	0	0
4430	Noticeboards	100	0	0	0	0	0	100	0	0
4450	Woodland (Six Acre Woods)	600	0	10	0	0	0	0	0	0
4460	Play Equipment Repairs	8,000	16,184	5,600	4,500	6,750	0	5,600	0	0
4470	Bus Shelter Lease (Water Board	1	1	1	0	0	0	1	0	0
4800	General Maintenance/Repairs	0	0	1,000	0	0	0	500	0	0
4810	Cleaning	0	0	2,000	477	715	0	750	0	0
4820	Equipment	0	75	200	1,020	1,530	0	200	0	0
4990	Sundries	250	98	150	25	38	0	50	0	0
	<b>Overhead Expenditure</b>	<u>14,451</u>	<u>23,264</u>	<u>12,361</u>	<u>6,255</u>	<u>9,233</u>	<u>0</u>	<u>8,701</u>	<u>0</u>	<u>0</u>
	<b>140 Net Income over Expenditure</b>	<u>-13,251</u>	<u>-23,204</u>	<u>-11,461</u>	<u>-5,995</u>	<u>-8,843</u>	<u>0</u>	<u>-8,201</u>	<u>0</u>	<u>0</u>
6000	plus Transfer from EMR	0	21,532	0	250	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(13,251)</u>	<u>(1,671)</u>	<u>(11,461)</u>	<u>(5,745)</u>	<u>(8,843)</u>		<u>(8,201)</u>		
<b>145</b>	<b><u>Pavilion Redevelopment</u></b>									
4220	Legal & Professional Fees	0	0	10	0	0	0	0	0	0
4800	General Maintenance/Repairs	3,500	0	0	0	0	0	0	0	0
4810	Cleaning	1,200	210	0	0	0	0	0	0	0

Continued on next page

## Annual Budget - By Centre

Note: 2021-2022

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4820	Equipment	200	0	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	4,900	210	10	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	(4,900)	(210)	(10)	0	0		0		
<b>150</b>	<b><u>Allotments</u></b>									
1500	Allotment Rents Income	1,000	1,444	1,500	1,201	1,802	0	1,800	0	0
1501	Allotment Water Income	0	447	450	204	305	0	500	0	0
	<b>Total Income</b>	1,000	1,890	1,950	1,405	2,107	0	2,300	0	0
4500	Allotments Maintenance	500	560	500	0	0	0	250	0	0
4510	Allotment Water Bill	800	590	800	305	0	0	600	0	0
4520	CAA Grant	0	314	450	0	0	0	450	0	0
4550	Allotment Rent Expense	400	400	400	400	0	0	500	0	0
	<b>Overhead Expenditure</b>	1,700	1,864	2,150	705	0	0	1,800	0	0
	<b>Movement to/(from) Gen Reserve</b>	(700)	26	(200)	699	2,107		500		
<b>160</b>	<b><u>Events</u></b>									
1600	Events Income	1,000	250	500	0	0	0	1,600	0	0
	<b>Total Income</b>	1,000	250	500	0	0	0	1,600	0	0
4600	Big Lunch	2,000	0	2,000	70	0	0	2,000	0	0
4610	Christmas Event	1,000	930	1,000	328	0	0	1,000	0	0
	<b>Overhead Expenditure</b>	3,000	930	3,000	398	0	0	3,000	0	0
	<b>Movement to/(from) Gen Reserve</b>	(2,000)	(680)	(2,500)	(398)	0		(1,400)		
<b>170</b>	<b><u>Grants</u></b>									

Continued on next page

## Annual Budget - By Centre

Note: 2021-2022

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1700 Grants & Donation Received by	1	100	0	0	0	0	0	0	0
<b>Total Income</b>	<b>1</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4700 Section 137	0	50	100	0	0	0	0	0	0
4710 Grants Paid by Cuxton PC	2,000	2,250	2,250	1,112	0	0	2,250	0	0
4720 Maintenance Grant Paid by Cuxt	0	0	660	0	0	0	0	0	0
<b>Overhead Expenditure</b>	<b>2,000</b>	<b>2,300</b>	<b>3,010</b>	<b>1,112</b>	<b>0</b>	<b>0</b>	<b>2,250</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(1,999)</b>	<b>(2,200)</b>	<b>(3,010)</b>	<b>(1,112)</b>	<b>0</b>		<b>(2,250)</b>		
<b>999 VAT Data</b>									
115 VAT on Receipts	0	4,203	4,000	4,876	0	0	0	0	0
<b>Total Income</b>	<b>0</b>	<b>4,203</b>	<b>4,000</b>	<b>4,876</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
515 VAT on Payments	0	4,876	0	1,971	0	0	0	0	0
<b>Overhead Expenditure</b>	<b>0</b>	<b>4,876</b>	<b>0</b>	<b>1,971</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(673)</b>	<b>4,000</b>	<b>2,906</b>	<b>0</b>		<b>0</b>		
<b>Total Budget Income</b>	<b>85,581</b>	<b>90,390</b>	<b>85,592</b>	<b>91,410</b>	<b>27,226</b>	<b>0</b>	<b>20,886</b>	<b>0</b>	<b>0</b>
<b>Expenditure</b>	<b>81,751</b>	<b>77,733</b>	<b>84,146</b>	<b>43,678</b>	<b>52,801</b>	<b>0</b>	<b>87,671</b>	<b>0</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>3,830</b>	<b>12,657</b>	<b>1,446</b>	<b>47,732</b>	<b>-25,575</b>	<b>0</b>	<b>-66,785</b>	<b>0</b>	<b>0</b>
plus Transfer from EMR	0	22,664	0	1,400	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<b>3,830</b>	<b>35,321</b>	<b>1,446</b>	<b>49,132</b>	<b>(25,575)</b>		<b>(66,785)</b>		

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**Cuxton Parish Council****Summary Receipts and Payments for Year Ended 31st March 2022**

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Last Year Ended 31st March 2021		Current Year Ended 31st March 2022
	<b>Receipts</b>	
60,800.00	Precept	62,016.00
<b>60,800.00</b>	Sub Total	<b>62,016.00</b>
	<b>Operating Income</b>	
6,860.80	Income	6,366.67
16,226.16	Street Cleaning	16,485.78
60.00	Property	260.00
1,890.00	Allotments	1,404.90
250.00	Events	0.00
100.00	Grants	0.00
4,203.45	VAT Data	4,876.44
<b>90,390.41</b>	Total Receipts	<b>91,409.79</b>
	<b>Running Costs</b>	
24,949.45	Staff Costs	15,688.58
9,145.41	Administration	10,950.48
10,194.88	Street Cleaning	6,597.17
23,263.63	Property	6,255.20
210.10	Pavilion Redevelopment	0.00
1,863.78	Allotments	705.47
929.57	Events	397.99
2,300.00	Grants	1,112.41
4,876.44	VAT Data	1,970.71
<b>77,733.26</b>	Total Payments	<b>43,678.01</b>
	<b>Receipts and Payments Summary</b>	
<b>171,974.41</b>	<b>Opening Balance</b>	<b>184,631.56</b>
90,390.41	Add Total Receipts(As Above)	91,409.79
262,364.82		276,041.35
77,733.26	Less Total Payments(As Above)	43,678.01
<b>184,631.56</b>	<b>Closing Balance</b>	<b>232,363.34</b>
	<b>These cumulative funds are represented by:</b>	
7,046.70	Current Bank A/c	14,806.81
69,193.27	Barclays Business Rate Reserve	69,197.34
12,751.32	Barclays Business Premium A/C	12,751.96
75,121.66	Nationwide 95 day saver	75,121.66
10,089.61	Nationwide instant saver	10,092.57
10,429.00	Unity Trust Bank Ltd	50,393.00
0.00	Do not use	0.00
<b>184,631.56</b>		<b>232,363.34</b>

**Reserve Balances are represented by:**

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**Cuxton Parish Council**

**Summary Receipts and Payments for Year Ended 31st March 2022**

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Last Year Ended 31st March 2021		Current Year Ended 31st March 2022
12,657.15	Current Year Fund	47,731.78
48,206.21	General Reserves	64,731.06
4,000.00	EMR Elections	4,000.00
100,000.00	EMR Pavilion/Rec Project	100,000.00
3,000.00	EMR Woodland	3,000.00
2,467.70	EMR Play Equipment Replacement	-250.00
14,300.50	EMR Legal / Professional Fees	13,150.50
<u>184,631.56</u>		<u>232,363.34</u>

Signed : \_\_\_\_\_ (Chairman) \_\_\_\_\_ (RFO)

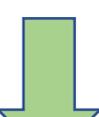
Company	Amount (Net)	Purpose	Frequency	Method of Pay	Comments	Code
L Robins	£125.00	Internal Audit	Annually	BACS		4130
PKF LittleJohn	£300.00	External Audit	Annually	BACS		4130
Omiga Fire & Security Lts	£100.00	Alarm	Annually	BACS		4150
Rialtas	£150.00	Licence & Support	Annually	BACS		4150
Netwise	£315.00	Website/Domain	Annually	BACS		4150
Digital River (Avast)	£50.00	Antivirus	Annually	Direct Debit		4150
Royal British Legion	£50.00	Poppy Wreath	Annually	BACS		4160
Gravesham BC on behalf of Medw	£70.00	Premises Licence	Annually	BACS		4170
ICO	£35.00	ICO	Annually	BACS		4170
KALC/NALC	£940.00	Membership	Annually	BACS		4170
SLCC	£330.00	Membership	Annually	BACS	Clerk/Asst Clerk	4170
Action Community Rural Kent	£80.00	membership	Annually	BACS		4170
Kent Playing Fields Association	£20.00	Membership	Annually	BACS		4170
Performing Rights	£150.00	Live music/radio in off	Annually	BACS		4170
Zurich	£2,600.00	Insurance	Annually	BACS		4180
Skyguard/PeopleSafe	£231.00	Emergency alarm	Annually	BACS		4311
The Play Inspection Company	£400.00	Annual Inspection	Annually	BACS	1 Annual + 3 1/4ly opera	4400
Southern Water	£1.00	Bus Shelter	Annually	BACS		4470
Allotment Association		Annual Grant	Annually	BACS		4520
Andrew Law	£400.00	Allotments Lease	Annually	BACS		4550
Kingswood Christmas Trees	£350.00	Tree	Annually	BACS	cost usually covered by N	4610
Cuxton Countryside Group	£350.00	Annual Donation	Annually	BACS		4710
KCS	£60.00	Fire Safety	Annually	BACS		4990
Defib battery & pads	£250.00		Annually	BACS		4990
Salaries	£2,220.00	Payroll	Monthly	BACS		4000
HMRC	£350.00	PAYE	Monthly	BACS		4015
TPT Retirement Solutions	£300.00	Pension	Monthly	Direct Debit		4020
TJ Whiffen	£24.00	Payroll	Monthly	BACS		4110
British Telecom	£5.00	Mobile	Monthly	Direct Debit		4120
Microsoft	£20.00	Windows 365	Monthly	Direct Debit		4150
Zoom	£12.00	Zoom Meetings	Monthly	Direct Debit	Cancelled wef 27/12/202	4150
DPS Print	£175.00	Printing	Monthly	BACS	newsletter	4210

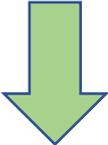
JRB	£150.00	Dog waste bags	Monthly	BACS	use has increased	4311
Business Stream	£180.00	Pavilion Water	Monthly	BACS	currentyl £35 due to cov	4410
Total Gas & Power	£190.00	Pavilion Electric	Monthly	Direct Debit	currently in credit as wor	4410
Total Gas & Power	£10.00	Floodlights Electric	Monthly	Direct Debit		4410
Laura Jones	£60.00	Cleaner	Monthly	BACS	Minimal cleaning as wor	4810
British Telecom	£150.00	Broadband/Landline/H	Quarterly	Direct Debit	Mar, Jun, Sep, Dec	4120
Business Stream	£150.00	Allotments Water	Quarterly	BACS		4510

## CPC proposed Budget overview 2022.

The sub committee met informally via Teams on 24/11/21 to review this year's budget and consider the budget for 2021-22.

The clerk provided the Annual Budget by Cost Centre report from Rialtis which we scrutinised when reviewing the council's performance on budgets set last year. As year-end is not until March 2022, future costs were taken into consideration. Last year the committee worked hard with the clerk to streamline the cost centres used to make it easier to analyse spend and make more accurate proposals for the following year and this made it easier to review this year.

	Direction of budget	Explanation
Cost centre 100 – Income		Council income will be reduced in 2022-23 as we will no longer receive the Rural Liaison Grant (£3340). The clerk is checking if the Council Tax Support Grant (£2619) will still be paid to us, but we did not include this into the proposed budget setting.
Staff costs - 110		A proposed increase to allow for annual salary increases and associated costs such as HMRC and pension contributions.
Administration - 120		A proposed increase to allow for professional development costs (ILCA training for the assistant clerk), street furniture (to purchase perch seating for James Road and a possible new beacon) and IT costs to include replacing the assistant clerk's laptop and a possible new office printer.
Street cleaning - 130		A proposed increase to reflect the additional salary costs for the temporary replacement for Bill and associated costs i.e., work clothes and boots.
Property - 140		Playpark inspection costs have reduced (as this included an inspection of the bike track). Utilities costs have also reduced due to estimates and over charges.
Allotments – 150		Maintenance costs are now covered within the grant given to the CAA. Water bill costs are reduced because allotment holders are billed towards water costs as part of their annual charge.

Events - 160		As the council were unable to hold the Big Lunch in 2021 income was zero. Savings were however £1600 from the allocated budget because minimal costs were incurred from not holding the event and this will go back into the general reserves for 2022.
<h2>Income vIn Expenditure</h2>		<p>With the proposed changes discussed it was identified that the council net income would be £20,886 against an annual expenditure of £87,671 for 2022.</p> <p>Proposed 2022 expenditure - £66,785  Income based on Precept (2021) - £62,016 (2022 not yet known)</p> <p>Deficit - £4,700</p>

The current reserves for year end 31/3/22 are:

General Reserves - £64,731.06

EMR Elections – £4000

EMR Pavilion/Rec Project – £100,000

EMR Woodland - £3,000

EMR Play Equipment Replacement - -£250.00

EMR Legal/Professional Fees - £13,150.50

The General Reserves are currently more than the precept. What percentage of the precept should the council have in General Reserve?

Additional costs to consider:

The proposed costs for refurbishing the courts area are £93,000 and the maximum grant the council can apply for is £75,000. Therefore, the deficit of £18,000 could be placed in an earmarked reserve to enable the project to be completed (subject to the grant application with Veolia being successful).

Cllr Tracy Thorley  
Chair of Finance

## **Items 9 and 10**

### **Permission for Chairman to sign grants on the council's behalf.**

Councillors, including the Chairman have no authority to make decisions about Council business on their own, but are bound by law to work as a cohesive body as defined under LGA 1972. The Proper Officer/RFO normally signs all loans and grant applications.

On this occasion the Chairman is completing the Football Foundation Grant form and the Veolia Grant form with help from Lee Cooksey of Cuxton 91 on behalf of the council.

The Council therefore needs to give permission for the Chairman to complete the application forms, check the forms and give permission for the Chairman to sign the forms on behalf of the council.

# Duties as Client under CDM



As a client you have responsibilities under the CDM Regulations 2015. All projects regardless of size are covered by the regulations, with the exception of private residential property (not developers) where these responsibilities pass to other duty holders.

## What are the CDM Regulations 2015

The Construction, Design and Management (CDM) Regulations 2015 are in place to ensure that all work is carried out safely, that no-one is harmed during the works and that the project is delivered safely. All construction projects fall under the CDM Regulations regardless of size or nature and as the Client you have legal responsibilities under CDM 2015. Although you are not expected to manage the works yourself, your decisions will have a huge impact on the way the work is carried out, the health and safety of the workers involved and how the works affect others.

### 1. Appoint the right people at the right time

If there is more than one designer and contractor involved in the project, you will need to appoint a principal designer and principal contractor.

The principal designer is required to plan, manage and coordinate the planning and design work, and needs to be appointed as early as possible so they can gather all the information about the project to check that the project can be built safely.

The principal contractor is required to plan, manage and coordinate the construction work. The principal contractor needs to be appointed as early as possible so they are involved in discussions with the principal designer regarding the work.

It is important to employ the right people for the job. As a client, you must ensure that the designers and contractors have all the skills, knowledge and experience to safely carry out their duties. They should be able to give references from previous clients for similar work undertaken.

Professional bodies, such as the Safety Schemes in Procurement (SSIP) can help

you choose your architect or designer and the contractor may be a member of a relevant trade association.

If you don't appoint a principal designer or principal contractor then you will become responsible for their duties under CDM 2015.

### 2. Ensure there are arrangements in place for managing and organising the project

If the work is properly planned and managed, it is more likely to be completed on time and without harming anyone as the work could be complex and involve many different trades. Often the work will involve high risk activities and it is the principal designer's duty to try and reduce these risks during the design stage. The principal contractor will manage the risk of these activities on site.

### 3. Allow adequate time

Often work that is rushed is likely to be carried out in an unsafe manner and will be of poor quality. As a client you have a responsibility to ensure that you have allowed enough time so that the work can be undertaken properly.



## 4. Provide information to your designer and contractor

The designer and contractor will need to know any information about the project as early as possible. This will include what you want built, any information about the site and existing buildings or any hazards on site such as buried services, overhead cable or asbestos. Your principal designer can help you gather this information.

It is a good idea to put together a "client brief" at the beginning of a project and include as much information as possible along with timescales and budget.

## 5. Communicate with your designer and building contractor

During the design and planning stage it is important to discuss all issues affecting the build, how it will be built and how it will be used and maintained, this enables any design changes required to suit your requirements to be made early on.

Having regular meetings with your designer and contractor as work progresses is a good way to ensure that any problems are dealt with quickly and that work progresses as planned.

## 6. Ensure adequate welfare facilities on site

Your Principal Contractor must ensure that they have made arrangements for adequate welfare facilities on site for their workers before work starts.

## 7. Ensure a construction phase plan is in place

The principal contractor needs to produce a construction phase plan explaining how all health and safety risks on site will be managed. No works should start on site until this is in place, this is a client duty to ensure this is in place before works commence on site.

## 8. Keep the health and safety file

The principal designer will hand you the health and safety file at the end of the project. This is a record of all the useful information which will help you manage the health and safety risks during any repairs or maintenance. This must be kept and made available to anyone who needs to do future work. The file should then be updated of any changes in the future.

## 9. Protecting members of the public, including your employees

If members of the public need to visit the building or you have employees working during construction works, you need to make sure they are kept safe. Your designer and contractor can advise on options such as re-routed pedestrian access and ensuring safe access is clearly signed and designated work areas are clearly defined.

## 10. Ensure workplaces are designed correctly

If the project is for a new place of work or alterations to your existing place of work it must meet the standards set out in the Workplace (Health, Safety and Welfare) Regulations 1992.

## 11. Notification

Some construction work will require the project to be notified to the HSE as soon as possible before any construction work starts.

Projects that require notification are ones that will last longer than 30 days with more than 20 workers working at the same time or if they involve 500 person days of work. You can inform HSE yourself or instruct someone to do this on your behalf, but as a client you must ensure this is done before works commence on site.

## Why should you comply with your duties?

If you fail to comply with CDM 2015 there is a chance that you are not implementing health and safety on your site. This could mean that the workers are being put at risk of harm and that the finished project might not have been constructed to a high standard. Serious breaches of health and safety on your construction site could result in all works being stopped by the HSE or your local authority.

The HSE now recovers the costs of any time spent dealing with health and safety law, as soon as a serious breach is found the inspector will log all time spent on it until the breach is sorted, a fee will be charged for the time spent, this is known as a Fee for Intervention (FFI). In more serious circumstances you could be prosecuted.



Logic PM are qualified

Principal Designers  
and sat and passed  
examinations regulated by  
the Association for Project  
Safety. If you have a project  
and you are unclear of  
your duties, call us and we  
will help and guide you  
through.