Loggerheads Parish Council
Loggerheads Community Fire Station
Market Drayton Road
Loggerheads
Market Drayton
Shropshire
TF9 4EZ

T: 01630 673426
E: clerk@loggerheads-pc.gov.uk
W: www.loggerheads-pc.gov.uk

Tuesday 3rd October 2023

Dear Councillor,

You are summoned to attend the **Finance and General Purposes Committee** meeting of **Loggerheads Parish Council** to be held at **7pm on Monday 9th October 2023** at Loggerheads Community Fire Station, Market Drayton Road, Loggerheads, Market Drayton, Shropshire TF9 4EZ.

Yours Sincerely,
B. Minshall
Parish Clerk

AGENDA

1. To receive and consider apologies for absence

2. To note declarations of Members' interests

3. To approve and sign the minutes of the Finance and General Purposes Committee meeting held on Monday 11th September 2023

4. Public Question Time
   A period of 15 minutes for Members of the Public to ask questions or submit comments

5. To note the year-to-date financial position for the Parish Council **(attached)**

6. To consider matters relating to the budget for the financial year 2024/25

7. To consider the following grant applications, and make a recommendation to Full Council

   NONE

8. To consider the following governance documents: -

   NONE

9. To consider matters relating to communications

   NONE

10. To consider matters relating to Parish Events

    a. To consider matters relating to the 80th Anniversary of D-Day in 2024

11. To receive updates in relation to ongoing projects

    a. Burntwood Community Area (formerly 'LV1')

12. To consider the following Member Items: -

    NONE

13. To note the date of the next **Finance and General Purposes Committee** meeting as being held at **7pm, Monday 13th November 2023** at Loggerheads Community Fire Station

Loggerheads Parish Council
Loggerheads Community Fire Station
Market Drayton Road
Loggerheads
Market Drayton
Shropshire
TF9 4EZ

T: 01630 673426
E: clerk@loggerheads-pc.gov.uk
W: www.loggerheads-pc.gov.uk

In attendance: Cllrs Beales, Butterworth, Fox, Hodgkins, Lee, Love, Roberts, Sheard, Swan, Swetman and Wellard

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON MONDAY 11TH SEPTMBER 2023

1. To receive and consider apologies for absence

   There were no apologies for absence.

2. To note declarations of Members' interests

   There were no declarations of Members' interests.

3. To approve and sign the minutes of the Finance and General Purposes Committee meeting held on Monday 14th August 2023

   Resolved: To sign the Minutes as a true and accurate record.

4. Public Question Time

   There were no Members of the Public in attendance.

5. To note the year-to-date financial position for the Parish Council **(attached)**

   Noted

6. To consider becoming an affiliate member of the Co-operative Councils Innovation Network at a cost of £250 per year, and to recommend to Full Council

   - Seek clarification over what other Town and Parish Councils are members

   Resolved: To make a recommendation to Full Council that the Parish Council becomes an Affiliate Member of the Co-Operative Councils Innovation Network, with a review following 12 months of membership.

7. To consider matters relating to the budget for the financial year 2024/25

   The meeting considered the latest draft of the budget proposal whereby further clarification was requested in relation to the fuel cost for grounds maintenance, with any information received being circulated to Members as soon as practicable.

8. To consider the following grant applications, and make a recommendation to Full

Council

NONE

9. To consider the following governance documents: -

NONE

10. To consider matters relating to communications

NONE

11. To consider matters relating to Parish Events

a. To consider matters relating to the 80th Anniversary of D-Day in 2024

The previously agreed Task and Finish Group has yet to identify a date and time to meet surrounding plans for a community event to commemorate the occasion.

12. To receive updates in relation to ongoing projects

a. Burntwood Community Area (formerly 'LV1')

It was noted that there is no further update in relation to the Parish Council taking formal occupation of the land. However, an element of outstanding negotiations has since been concluded, which means that both the lease and sublease can now be progressed.

13. To consider the following Member Items: -

NONE

14. To note the date of the next **Finance and General Purposes Committee** meeting as being held at **7pm, Monday 9th October 2023** at Loggerheads Community Fire Station

Noted

Chair: Cllr M. Lee
Clerk: B. Minshall

Close of Meeting: 19:28:pm

Signed…….

Loggerheads Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes

Administration

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Payroll				36,000.00	9,413.56	26,586.44	26,586.44 (73%)
2	Payroll Admin				300.00	144.02	155.98	155.98 (51%)
3	Grounds Maintenance Officer				18,000.00	2,567.51	15,432.49	15,432.49 (85%)
5	Consultancy and Legal Advice				2,000.00		2,000.00	2,000.00 (100%)
6	Expenses				300.00	338.10	-38.10	-38.10 (-12%)
9	Information Technology				4,000.00	4,033.15	-33.15	-33.15 (-0%)
10	Insurance and Audit				2,000.00	1,774.45	225.55	225.55 (11%)
13	Room Hire				400.00		400.00	400.00 (100%)
15	Subscriptions				1,000.00	1,061.58	-61.58	-61.58 (-6%)
16	Training				1,000.00		1,000.00	1,000.00 (100%)
17	Utilities				1,000.00	126.19	873.81	873.81 (87%)
20	Pension					903.96	-903.96	-903.96 (N/A)
21	Council Tax Support Grant		2,408.00	2,408.00				2,408.00 (N/A)
23	Bank Charges					115.83	-115.83	-115.83 (N/A)
24	Tax and NI					735.23	-735.23	-735.23 (N/A)
25	Data Protection Registration					35.00	-35.00	-35.00 (N/A)
26	Phone/Internet poss IT					147.79	-147.79	-147.79 (N/A)
	SUB TOTAL		**2,408.00**	**2,408.00**	**66,000.00**	**21,396.37**	**44,603.63**	**47,011.63 (71%)**

Capital Borrowing

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
11	Burntwood Loan Repayment				1,600.00		1,600.00	1,600.00 (100%)
	SUB TOTAL				**1,600.00**		**1,600.00**	**1,600.00 (100%)**

General

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Allotments				1,100.00	1,090.00	10.00	10.00 (0%)
12	Parish Events				1,000.00	685.00	315.00	315.00 (31%)
14	Speed Indication Devices				2,100.00		2,100.00	2,100.00 (100%)
	SUB TOTAL				**4,200.00**	**1,775.00**	**2,425.00**	**2,425.00 (57%)**

Grounds Maintenance

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8	Grounds Maintenace				8,000.00	19,784.35	-11,784.35	-11,784.35 (-147%)
	SUB TOTAL				**8,000.00**	**19,784.35**	**-11,784.35**	**-11,784.35 (-147%)**

Loggerheads Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes

Income

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
18	Income		17,812.48	17,812.48				17,812.48 (N/A)
19	Precept		94,000.00	94,000.00				94,000.00 (N/A)
22	Bank Interest		154.55	154.55				154.55 (N/A)
	SUB TOTAL		**111,967.03**	**111,967.03**				**111,967.03 (N/A)**

Section 137

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Grants				10,000.00	900.00	9,100.00	9,100.00 (91%)
	SUB TOTAL				**10,000.00**	**900.00**	**9,100.00**	**9,100.00 (91%)**

Summary

NET TOTAL	**114,375.03**	**114,375.03**	**89,800.00**	**43,855.72**	**45,944.28**	**160,319.31 (178%)**
V.A.T.				2,514.35		
GROSS TOTAL	**114,375.03**			**46,370.07**		

AGENDA ITEM 6

Report Statement

Report Purpose: To consider becoming an associate member of the Co-operative Councils Innovation Network at a cost of £250 per year

Version Control: V1

Author(s): Parish Clerk

1. Report Summary

The report outlines the potential for Loggerheads Parish Council to become an associate member of the Co-operative Councils Innovation Network at a cost of £250 per year.

2. Position

The Co-operative Councils' Innovation Network is a collaboration between local authorities who are committed to finding better ways of working for, and with, local people for the benefit of their local community.

- **Action-focused:** a vehicle for helping Councils translate co-operative policy and principles into practice existing documentation.
- **Membership-based:** funded by modest membership subscriptions from its member Councils.
- **Open to all UK Councils:** members share the belief that working co-operatively with communities holds the key to tackling today's challenges.
- **Part of the local government family:** the network is a Special Interest Group registered with the Local Government Association working to promote innovation in local government.

CCIN is a non-party-political active hub for co-operative policy development, innovation and advocacy.

The Network was established in 2012. It was the brainchild of Steve Reed OBE (now our Honorary President) who, together with Jim McMahon OBE and Sharon Taylor OBE (now our Chair) turned the idea into reality. Originally supported by the Cooperative Party, it became a Special Interest Group of the LGA in 2014, which has several advantages:

- Being a credible part of the local government family.
- Being non-political.
- Both Officers and Members can actively participate in our activities.

CCIN recognises the need to define a new model for local government built on civic leadership, with councils working in equal partnership with local people to shape and strengthen communities. This means a new role for local authorities that replaces traditional models of top-down governance and service delivery with local leadership, genuine co-operation, and a new approach built on the founding traditions of the co-operative movement: collective action, co-operation, empowerment and enterprise.

They provide a national voice for co-operative councils, informed by real experience and practice, with the aim of drawing on, influencing and framing national policy and political debates about the future of public services, local democracy, and communities across the country.

The network is open to all UK councils regardless of political affiliation who can demonstrate innovation and a willingness to drive forward the cooperative council agenda. We also welcome affiliate members from professional bodies, policy groups and other associations.

CCIN work together to learn, share and develop innovative new approaches to turning co-operative principles into local practice that makes a tangible difference across our communities.

CCIN are more than a policy exchange or think tank. They are an active network of councils delivering on the ground across many UK towns and cities.

The Co-operative Councils' Innovation Network is a Special Interest Group of the Local Government Association. Members of the Network are local authorities committed to reforming the way they work through building an equal partnership with local people, based on the values and principles of the International Co-operative Alliance. As a Network, they strive to ensure that our member councils uphold and strengthen co-operative values and principles. Our membership approval and self-assessment reflect this commitment.

Their Associate Membership scheme is open to the following organisations:

1. Town, Parish and Community Councils in England, Northern Ireland, Scotland and Wales

2. Groups of elected representatives engaged in local councils (Unitary, County, District and Borough) in England, Northern Ireland, Scotland and Wales:

    - Minority administrations of local councils where opposition parties block membership and the administration, therefore, join as a political group.
    - Opposition groups who will seek to become Full Members if they take control of their local authority.

    Associate Membership fees are paid by the Opposition Group and Full Council membership fees are paid by the Council, there is an expectation that Opposition members will speak to senior officers about transforming their council to become a Co-operative Council once they take control. The CCIN will happily provide the Leader (and Chief Executive) with a Values and Principles Board Mentor who can provide Model Motions and/or additional literature to make the transition as smooth as possible. On taking control, you should submit the population and controlled budget (revenue and capital) to the CCIN, who will advise on the membership fee for you to provide a PO number for the invoice. Invoicing takes place in September.

3. Other elected authorities:

    - The devolved administrations of the United Kingdom of Great Britain and Northern Ireland
    - Local and regional governments within Europe and beyond

There is a growing interest, across the political spectrum, in how to share power and responsibility with citizens, support the development of community and civic life and find more cost-effective ways to create successful and resilient communities.

By becoming part of the network, you will:

- Access the **latest ideas** and thinking about putting Cooperative principles into practice.
- Position your council as an **innovator.**
- Help to **influence** policy thinking at a national level.
- Share examples of projects and initiatives and **learn from others** about what works.
- Co-produce **tools and techniques** to support the development of cooperative approaches.
- Be invited to **Cooperative Conferences** around the country where you can meet and work with peers.
- Join an **officer network** who are leading the development of new approaches.
- Have access to a cadre of ambitious **political leaders** who are trying to bring change to their communities.
- Access a growing body of **resources** on the CCIN website.
- Join the **debate** on our active social media platforms.
- Access our multi-supplier **Dynamic Purchasing System** of specialist organisations to help you develop policy, implement prototypes and build capacity when you need to move quickly and flexibly.
- Profile your council's **achievements** nationally.

3. Financial Impact

The financial impact to the Parish Council of Affiliate Membership to the Co-operative Councils Innovation Network is £250 per year.

4. Conclusions

It is concluded that Affiliate Membership of the Co-operative Councils Innovation Network will be incredibly beneficial to the Parish Council.

5. Considerations Sought

- To become an Associate Member of the Co-operative Councils Innovation Network at a cost of £250 per annum.

Membership Benefits – Updated June 2021

Member benefit	Membership Category			
	Full	Associate	Affiliate	Supporter
Mailings inc Monthly eNewsletter	Yes	Yes	Yes	Yes
Access to Officers' Network	Yes	Yes[1]	No	No
Access to Procurement Framework (DPS)	Yes	Yes	No	No
Access to 'Membership Category' WhatsApp Group	Yes[2]	Yes[3]	Yes	No
Able to apply for Policy Lab & Policy Prototype funding	Yes	Yes	No	No
Submit Case Studies for the website	Yes	Yes	Yes	No
Submit Case Studies for the Case Studies printed pack	Yes[4]	Yes[5]	Yes[6]	No
Submit articles for the Monthly eNewsletter	Yes	Yes	Yes	No
Submit a blog post[7]	Yes	Yes	Yes	No
Annual conference and AGM attendance	3 free places, others at 50% discount	1 free place, others at 50% discount	1 free place, others at 50% discount	25% discount
Invitations to CCIN events[8]	Yes (at least one free place)	Yes	Yes	Yes
Printed publications on request[9]	Yes	Yes	Yes	Yes
Access to bespoke Induction Programme[10]	Yes	Yes	No	No
Eligible to stand for EOC	Yes	Yes	Yes	No
Eligible to vote for EOC members	Yes	Yes	Yes	No
Eligible to stand for V&P Board	Yes	Yes	Yes	No
Eligible to vote for V&P Board members	Yes	Yes	Yes	No

[1] For Town and Parish Councils

[2] Officer Network and Portfolio Groups

[3] Different Groups for Opposition Groups and Town & Parish Councils – self-managed Groups

[4] Double page spread for one or two Case Studies

[5] One page for one Case Study
[6] One page for one Case Study
[7] CCIN reserves the right not to publish a blog post, if it doesn't, a reason will be given
[8] Depending on the nature of the event the mix of free and discounted spaces available will change [9] Subject to availability
[10] Delivered by, and contracted directly with, the Co-operative College

E: comms@councils.coop | **T:** @CoopInnovation **| W:** councils.coop

BUDGET PLANNING 2024 - 25

	2023 - 2024	2024 - 2025	VAR
Payroll	36,000.00	55,000.00	(19,000.00)
Tax and NI	0.00	11,800.00	(11,800.00)
Pension	0.00	4,000.00	(4,000.00)
Payroll Admin	300.00	300.00	0.00
Grounds Maintenance Officer	18,000.00	0.00	18,000.00
Allotments	1,100.00	1,100.00	0.00
Consultancy & Legal	2,000.00	2,000.00	0.00
Expenses	300.00	2,000.00	(1,700.00)
Member Expenses - £1,000.00			
Officer Expenses - £1,000.00			
Grounds Maintenance	8,000.00	9,100.00	(1,100.00)
Vehicle - £7,500.00			
Consumables - £1,600.00			
IT / Stationery / Printing	4,000.00	4,000.00	0.00
Printing - £100.00			
Telephones - £700.00			
Internet - £1,000.00			
Webhosting - £2,000.00			
Insurance / Audit	2,000.00	3,000.00	(1,000.00)
Loan Repayment	1,600.00	1,600.00	0.00
Loan Repayment	2,500.00	0.00	2,500.00
Parish Events	1,000.00	2,000.00	(1,000.00)
Play Equipment	0.00	16,000.00	(16,000.00)
Almington - £4,000.00			
Bell Orchard - £4,000.00			
Knighton Railway - £4,000.00			
Tadgedale Brook - £4,000.00			
Room Hire	400.00	400.00	0.00
S137 Grants	10,000.00	10,000.00	0.00
SIDs	2,100.00	4,200.00	(2,100.00)
Subscriptions	1,000.00	2,400.00	(1,400.00)
CPRE - £40.00			
Scribe - £1,600.00			
Shropshire Union Canal - £30.00			
SPCA / NALC - £600.00			
Staffs Playing Field Ass - £30.00			
Support Staffordshire - £30.00			
Training	1,000.00	2,000.00	(1,000.00)
Utilities	1,000.00	1,000.00	0.00
TOTAL	**92,300.00**	**131,900.00**	(39,600.00)
	93,419.36		
	94,000.00		

EARMARKED RESERVES	
Loggerheads Library	1,000
Elections	4,000
TOTAL	5,000

INCOME	
Allotments	792.00
Burntwood	800.00
Council Tax Support Grant	2,408.00
Wayleave	12.64
TOTAL	**4,012.64**

TOTAL REQUIRED	**132,887.36**

Precept 2023/24	46.12365064	
		19.08113837
Precept 2024/25	65.20478901	

Loggerheads Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

Administration			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
1	Payroll				36,000.00	13,048.02	22,951.98
2	Payroll Admin				300.00	144.02	155.98
3	Grounds Maintenance Offi				18,000.00	4,785.75	13,214.25
5	Consultancy and Legal Ad				2,000.00		2,000.00
6	Expenses				300.00	338.10	-38.10
9	Information Technology				4,000.00	4,190.81	-190.81
10	Insurance and Audit				2,000.00	1,996.20	3.80
13	Room Hire				400.00		400.00
15	Subscriptions				1,000.00	1,217.48	-217.48
16	Training				1,000.00		1,000.00
17	Utilities				1,000.00	281.73	718.27
20	Pension					1,398.26	-1,398.26
21	Council Tax Support Grant			2,408.00			2,408.00
23	Bank Charges					115.83	-115.83
24	Tax and NI					3,002.88	-3,002.88
25	Data Protection Registratic					35.00	-35.00
26	Phone/Internet poss IT					272.81	-272.81
				£2,408.00	**66,000.00**	**£30,826.89**	**37,581.11**

Capital Borrowing			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
11	Burntwood Loan Repayme				1,600.00	777.87	822.13
					1,600.00	**£777.87**	**822.13**

General			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
4	Allotments			660.00	1,100.00	1,090.00	670.00
12	Parish Events				1,000.00	685.00	315.00
14	Speed Indication Devices				2,100.00		2,100.00
				£660.00	**4,200.00**	**£1,775.00**	**3,085.00**

Grounds Maintenance			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
8	Grounds Maintenace				8,000.00	20,145.61	-12,145.61
					8,000.00	**£20,145.61**	**-12,145.61**

Income			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
18	Income			17,812.48			17,812.48
19	Precept			94,000.00			94,000.00
22	Bank Interest			154.55			154.55
				£111,967.03			**111,967.03**

Section 137			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
7	Grants				10,000.00	1,080.00	8,920.00
					10,000.00	**£1,080.00**	**8,920.00**

NET TOTAL			**£115,035.03**	**89,800.00**	**£54,605.37**	**150,229.66**

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

BUDGET PLANNING 2024 - 25

	2023 - 2024	2024 - 2025	VAR
Payroll	36,000.00	55,000.00	(19,000.00)
Tax and Employers NI	0.00	7,600.00	(7,600.00)
Pension	0.00	3,000.00	(3,000.00)
Payroll Admin	300.00	300.00	0.00
Grounds Maintenance Officer	18,000.00	0.00	18,000.00
Allotments	1,100.00	1,100.00	0.00
Consultancy & Legal	2,000.00	2,000.00	0.00
Expenses	300.00	2,000.00	(1,700.00)
Cllr Reimbursements - £1,000.00			
Officer Expenses - £1,000.00			
Grounds Maintenance	8,000.00	9,100.00	(1,100.00)
Vehicle - £1,500.00			
Fuel - £6,000.00			
Consumables - £1,600.00			
IT / Stationery / Printing	4,000.00	3,900.00	100.00
Printing - £200.00			
Telephones - £700.00			
Internet - £1,000.00			
Webhosting - £2,000.00			
Insurance / Audit	2,000.00	3,000.00	(1,000.00)
Loan Repayment	1,600.00	1,600.00	0.00
Loan Repayment	2,500.00	0.00	2,500.00
Parish Events	1,000.00	2,000.00	(1,000.00)
Play Equipment	0.00	16,000.00	(16,000.00)
Almington - £4,000.00			
Bell Orchard - £4,000.00			
Knighton Railway - £4,000.00			
Tadgedale Brook - £4,000.00			
Room Hire	400.00	400.00	0.00
S137 Grants	10,000.00	10,000.00	0.00
SIDs	2,100.00	4,200.00	(2,100.00)
Subscriptions	1,000.00	2,580.00	(1,580.00)
CCIN - £250.00			
CPRE - £40.00			
Scribe - £1,600.00			
Shropshire Union Canal - £30.00			
SPCA / NALC - £600.00			
Staffs Playing Field Ass - £30.00			
Support Staffordshire - £30.00			
Training	1,000.00	2,000.00	(1,000.00)
Utilities	1,000.00	1,000.00	0.00
TOTAL	**92,300.00**	**126,780.00**	(34,480.00)
	93,419.36		
	94,000.00		

EARMARKED RESERVES	
Delegation	1,000.00
Loggerheads Library	1,000.00
Elections	4,000.00
TOTAL	6,000.00

INCOME	
Allotments	792.00
Burntwood	800.00
Council Tax Support Grant	2,408.00
Wayleave	12.64
TOTAL	**4,012.64**

TOTAL REQUIRED	**128,767.36**
	129,000

Precept 2023/24	46.12365064	
		17.05954858
Precept 2024/25	63.18319921	
	63.29735034	

80th Anniversary of D-Day Task and Finish Group

In attendance: Cllrs Swan, Tomson, Roberts and Lee

- **Invite Cllr Panter to open the event as Mayor of Newcastle-under-Lyme**
- Location: The Loggerheads Pub / Ashley Memorial Hall
- Date: Saturday 8th June 2023
- Health and safety:
    - Ashley and Loggerheads Community First Responders.
- Funding:
    - Seek out grant funding.
- Local Military Vehicle Club:
    - Andy T. is a member of the Local Military Vehicle Club.
- Local Groups:
    - Scouts / Brownies / Guides; Ashley WI; RBL; RAF Shawbury; Loggerheads Befrienders.
- Entertainment:
    - Florence Colliery Brass Band; 1940s themed disco; Ice Cream Van; BBQ; Baking Display.
- Future meeting:
    - Monday 6th November 2023
        - 7:00pm if there is no planning meeting.
        - 7:30pm if there is a planning meeting.