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

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

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON MONDAY 15TH JANUARY 2024

1. To receive and consider apologies for absence

   There were no apologies.

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 11th December 2023

   Resolved: To sign the Minutes as a true and accurate record, subject to an amendment that the budget proposal was to be reviewed at the January meeting.

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 **(circulated)**

   Due to the need for a bank reconciliation on October, November and December the year-to-date financial position will be circulated to all Members by other means.

6. To consider the final budget proposal for the financial year 2024/25 **(attached)**

   The meeting made two final amendments to the budget proposal for 2024/25 – to add £500.00 onto the 'Grounds Maintenance' budget line to account for the servicing of equipment; and to deduct the £6,000.00 of 'Earmarked Reserves' as it is likely these can be ringfenced from existing funds.

   Resolved: To recommend to Full Council a final budget proposal of £125,807.36 for the financial year 2024/25.

7. To note the amounts currently held in reserves **(circulated)**

   Noted

8. To consider a rolling programme of policy review **(attached)**
   All policies will continue to be monitored and reviewed – although it is anticipated that little will change – but all policies are effectively reviewed yearly during Annual Parish Council Meetings.

9. To consider the following grant applications: -

   NONE

10. To consider the following governance documents: -

    NONE

11. To consider matters relating to communications

    NONE

12. To consider matters relating to Parish Events

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

       All presently existing arrangements to hold a community event in conjunction with The Loggerheads Pub are still in place – including the potential for live entertainment and involvement by Community and Voluntary Groups.

       The Parish Council is also exploring what War Memorials and Monuments can be found within the Parish boundary and will be seeking to have those formally registered through some means.

13. To receive updates in relation to ongoing projects

    a. Burntwood Community Area (formerly 'LV1')

       A recent discussion between the Parish Council and Borough Councils has now confirmed the contents, and it is hoped this will be received by the Parish Council shortly.

14. To consider the following Member Items: -

    NONE

15. To note the date of the next **Finance and General Purposes Committee** meeting as being held at **7pm, Monday 12th February 2024** at Loggerheads Community Fire Station

    Noted

Chair: Cllr M. Lee
Clerk: B. Minshall

Close of Meeting: 19:28pm

Signed…….

Loggerheads Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

Administration

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
1	Payroll				36,000.00	19,352.64	16,647.36
2	Payroll Admin				300.00	216.50	83.50
3	Grounds Maintenance Offi				18,000.00	8,608.13	9,391.87
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	4,409.70	-409.70
10	Insurance and Audit				2,000.00	2,311.20	-311.20
13	Room Hire				400.00		400.00
15	Subscriptions				1,000.00	1,347.48	-347.48
16	Training				1,000.00	120.00	880.00
17	Utilities				1,000.00	414.49	585.51
20	Pension					2,302.31	-2,302.31
21	Council Tax Support Grant			2,408.00			2,408.00
23	Bank Charges					22.74	-22.74
24	Tax and NI					8,656.26	-8,656.26
25	Data Protection Registratic					35.00	-35.00
26	Phone/Internet poss IT					407.76	-407.76
27	Loggerheads Library				1,000.00	76.45	923.55
28	Elections				4,000.00		4,000.00
29	Postage					8.15	-8.15
				£2,408.00	**71,000.00**	**£48,626.91**	**24,781.09**

Capital Borrowing

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

General

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance 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	2,583.17	-483.17
				£660.00	**4,200.00**	**£4,358.17**	**501.83**

Grounds Maintenance

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
8	Grounds Maintenace				8,000.00	20,717.12	-12,717.12
					8,000.00	**£20,717.12**	**-12,717.12**

Income

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
18	Income			17,812.48			17,812.48
19	Precept			94,000.00			94,000.00
22	Bank Interest			1,109.48			1,109.48
				£112,921.96			**112,921.96**

Section 137

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

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

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Loggerheads Parish Council
Net Position by Cost Centre and Code

Cost Centre Name				
NET TOTAL	**£115,989.96**	**94,800.00**	**£75,560.07**	**135,229.89**

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

Loggerheads Parish Council

Receipts and Payments Forecast

All Cost Centres and Codes (Between 01/01/2024 and 31/03/2024)

Administration

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
1	Payroll						36,000.00	19,352.64		19,352.64	16,647.36	16,647.36
2	Payroll Admin						300.00	216.50		216.50	83.50	83.50
3	Grounds Maintenance						18,000.00	8,608.13		8,608.13	9,391.87	9,391.87
5	Consultancy and Legal						2,000.00				2,000.00	2,000.00
6	Expenses						300.00	338.10		338.10	-38.10	-38.10
9	Information Technology						4,000.00	4,409.70		4,409.70	-409.70	-409.70
10	Insurance and Audit						2,000.00	2,311.20		2,311.20	-311.20	-311.20
13	Room Hire						400.00				400.00	400.00
15	Subscriptions						1,000.00	1,347.48		1,347.48	-347.48	-347.48
16	Training						1,000.00	120.00		120.00	880.00	880.00
17	Utilities						1,000.00	414.49		414.49	585.51	585.51
20	Pension							2,302.31		2,302.31	-2,302.31	-2,302.31
21	Council Tax Support Gi		2,408.00		2,408.00	2,408.00						2,408.00
23	Bank Charges							22.74		22.74	-22.74	-22.74
24	Tax and NI							8,656.26		8,656.26	-8,656.26	-8,656.26
25	Data Protection Regist							35.00		35.00	-35.00	-35.00
26	Phone/Internet poss IT							407.76		407.76	-407.76	-407.76
27	Loggerheads Library						1,000.00	76.45		76.45	923.55	923.55
28	Elections						4,000.00				4,000.00	4,000.00
29	Postage							8.15		8.15	-8.15	-8.15
	SUB TOTAL		**2,408.00**		**2,408.00**	**2,408.00**	**71,000.00**	**48,626.91**		**48,626.91**	**22,373.09**	**24,781.09**

Capital Borrowing

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
11	Burntwood Loan Repay						1,600.00	777.87		777.87	822.13	822.13
	SUB TOTAL						**1,600.00**	**777.87**		**777.87**	**822.13**	**822.13**

General

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
4	Allotments		660.00		660.00	660.00	1,100.00	1,090.00		1,090.00	10.00	670.00
12	Parish Events						1,000.00	685.00		685.00	315.00	315.00
14	Speed Indication Devic						2,100.00	2,583.17		2,583.17	-483.17	-483.17
	SUB TOTAL		**660.00**		**660.00**	**660.00**	**4,200.00**	**4,358.17**		**4,358.17**	**-158.17**	**501.83**

Loggerheads Parish Council

Receipts and Payments Forecast

All Cost Centres and Codes (Between 01/01/2024 and 31/03/2024)

Grounds Maintenance

		Receipts					Payments					Net Position
Code	**Title**	**Budget**	**Actual**	**Forecast**	**Total**	**Variance**	**Budget**	**Actual**	**Forecast**	**Total**	**Variance**	Net Position
8	Grounds Maintenace						8,000.00	20,717.12		20,717.12	-12,717.12	-12,717.12
	SUB TOTAL						**8,000.00**	**20,717.12**		**20,717.12**	**-12,717.12**	**-12,717.12**

Income

		Receipts					Payments					Net Position
Code	**Title**	**Budget**	**Actual**	**Forecast**	**Total**	**Variance**	**Budget**	**Actual**	**Forecast**	**Total**	**Variance**	Net Position
18	Income		17,812.48		17,812.48	17,812.48						17,812.48
19	Precept		94,000.00		94,000.00	94,000.00						94,000.00
22	Bank Interest		1,109.48		1,109.48	1,109.48						1,109.48
	SUB TOTAL		**112,921.96**		**112,921.96**	**112,921.96**						**112,921.96**

Section 137

		Receipts					Payments					Net Position
Code	**Title**	**Budget**	**Actual**	**Forecast**	**Total**	**Variance**	**Budget**	**Actual**	**Forecast**	**Total**	**Variance**	Net Position
7	Grants						10,000.00	1,080.00		1,080.00	8,920.00	8,920.00
	SUB TOTAL						**10,000.00**	**1,080.00**		**1,080.00**	**8,920.00**	**8,920.00**

Summary

NET TOTAL	**115,989.96**		**115,989.96**	**94,800.00**	**75,560.07**		**75,560.07**	**19,239.93**	**135,229.89**
V.A.T.							3,390.98		
GROSS TOTAL			**115,989.96**				**78,951.05**		

BUDGET PLANNING 2024 - 25

	2023 - 2024	2024 - 2025	VAR
Payroll	36,000.00	52,000.00	(16,000.00)
Tax and Employers NI	0.00	7,200.00	(7,200.00)
Pension	0.00	4,100.00	(4,100.00)
Payroll Admin	300.00	300.00	0.00
Bank Charges	0.00	120.00	(120.00)
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)
Grounds Maintenance	8,000.00	10,500.00	(2,500.00)
IT / Stationery / Printing	4,000.00	4,000.00	0.00
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	4,000.00	(3,000.00)
Play Equipment	0.00	16,400.00	(16,400.00)
Room Hire	400.00	400.00	0.00
S137 Grants	10,000.00	10,000.00	0.00
SIDs	2,100.00	5,000.00	(2,900.00)
Subscriptions	1,000.00	3,100.00	(2,100.00)
Training	1,000.00	2,000.00	(1,000.00)
Utilities	1,000.00	1,000.00	0.00
TOTAL	**92,300.00**	**129,820.00**	(37,520.00)
	93,419.36		
	94,000.00		

EARMARKED RESERVES	
Delegation	0.00
Loggerheads Library	0.00
Elections	0.00
TOTAL	0.00

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

TOTAL REQUIRED	**125,807.36**

Precept 2023/24	46.12365064	
		14.74106151
Precept 2024/25	60.86471214	

Loggerheads Parish Council
Reserves Balance
2023-2024

Reserve	OpeningBalance	Transfers	Spend	Receipts	CurrentBalance
Capital					
The Burntwood Community Area		17,500.00			17,500.00
Total Capital	**0.00**	**17,500.00**			**17,500.00**
Earmarked					
Loggerheads Library	1,000.00		76.45		923.55
Elections	4,000.00				4,000.00
Total Earmarked	**5,000.00**		**76.45**		**4,923.55**
TOTAL RESERVE	**5,000.00**	**17,500.00**	**76.45**		**22,423.55**
GENERAL FUND					72,937.83
TOTAL FUNDS					95,361.38

10 January 2024 (2023-2024)

Loggerheads Parish Council

Transactions for CCLA Public Sector Deposit Fund

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE				
42	25/05/2023		Bank Charges	CCLA			01/06/2023
71164	01/06/2023		Transfer from Natwest Business Reserve 459		37,260.15	37,260.15	01/06/2023
16	03/07/2023		Dividend	CCLA	139.81	37,399.96	28/07/2023
17	01/08/2023		Dividend	CCLA	154.87	37,554.83	31/08/2023
18	01/09/2023		Dividend	CCLA	162.69	37,717.52	01/09/2023
21	01/10/2023		Dividend	CCLA	154.38	37,871.90	31/10/2023
19	01/11/2023		Dividend	CCLA	173.21	38,045.11	30/11/2023
20	01/12/2023		Dividend	CCLA	164.59	38,209.70	31/12/2023
			CLOSING BALANCE			**38,209.70**	
				Bank statement should show		**£38,209.70**	

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AGENDA ITEM 7

LOGGERHEADS PARISH COUNCIL
POLICY INDEX

Policy	Adopted	Review
Accessibility Statement	October 2022	May 2026
Bring Your Own Device (BYOD) Policy	November 2023	May 2026
Co-option Policy	December 2022	May 2026
Code of Conduct	August 2022	May 2026
Communications Strategy	August 2022	May 2024
Community and Social Policy	November 2023	May 2026
Community Engagement Policy	November 2023	May 2026
Complaints Procedure	November 2022	May 2026
Cookie Policy	November 2023	May 2026
Data Protection Policy	October 2022	May 2026
Data Retention Policy	October 2022	May 2026
Environmental and Sustainability Policy	November 2023	May 2026
Equality and Diversity	November 2022	May 2026
Financial Regulations	August 2022	May 2026
GDPR Privacy Notice	October 2022	May 2026
Information Security Policy	November 2023	May 2026
Internet, Email and Social Media Policy	November 2023	May 2026
Neighbourhood Plan	February 2019	May 2030
Neighbourhood Plan Monitoring Report	August 2023	August 2024
Procurement Policy	November 2023	May 2026
Protocol To Mark the Death of A Senior Figure	December 2022	May 2026
Quality Policy	November 2023	May 2026
Reserves Policy	October 2022	May 2026
Safeguarding Policy	November 2022	May 2026
Social Media Policy	November 2022	May 2026
Standing Orders	August 2022	May 2026
Standing Orders for Contracts	November 2023	May 2026

AGENDA ITEM 7

Terms of Reference	May 2023	May 2026
Training and Development Policy	May 2023	May 2026
Treasury Management Policy	November 2023	May 2026
Volunteer Policy	May 2023	May 2026