

## Bilbrook Parish Council

Meeting held on Wednesday, 1<sup>st</sup> November 2023 at 7:00 pm at Bilbrook Village Hall

### Minutes

**Cllrs Present:** M Adams, S Adams (Chairman), R Armitage, S Bailey, B Coppola, G Burnett (Vice-Chair), F Hopkins, D Hutchinson, P Hutchinson, S Leedham, A Lloyd, G Price, D Williams

**Also Present:** K Daker (Parish Clerk). County Cllr Bob Spencer

#### Public Forum:

The meeting commenced at 7:00 p.m. The meeting was recorded for minute-taking purposes.

**064/23 APOLOGIES** – None. (Appendix 1).

#### **065/23 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS**

Dispensation Requests - None. Dispensations previously granted:

- Cllrs M Adams, S Adams, G Burnett, D Hutchinson, and P Hutchinson to speak and vote on matters relating to the Twentyman Playing Fields Association.
- Cllr A Lloyd to speak on matters relating to the Friends of Bilbrook,
- Cllr S Leedham to speak on matters relating to the Bilbrook Initiative hub.

Declarations of Interest – None.

#### **066/23 MINUTES**

- a. The minutes of the Meeting of the Parish Council on the 4<sup>th</sup> of October 2023, having previously been distributed were **signed as a true and correct record**.
- b. The draft minutes of the Finance & Personnel Committee meeting of the 16<sup>th</sup> of October 2023 were **received and noted**.

**067/23 POLICE MATTERS** - *The Council acknowledges its duty under the Crime and Disorder Act 1998 (S17) to consider the crime and disorder implications of its functions and to do all that it reasonably can to prevent crime and disorder in Bilbrook.* The police report was **received and noted**. (See Appendix 2). **Resolved:** The clerk to write to the PCSO's as several burglaries on the Marshall Way estate were not on the police report.

#### **068/23 REPORTS** – To receive the following reports (See Appendix 3):

- a. Staffordshire County Council (SCC)
- b. South Staffordshire District Council (SSDC)
- c. The Twentyman Playing Fields Association
- d. The Neighbourhood Plan Working Group –
- e. Events Working Group.
- f. Open Spaces Working Group.
- g. Bank's Field Working Group.
- h. Young People Engagement Working Group.
- i) Climate Change Action Group.
- j) Canal & River Trust Representative.

#### **069/23 CLERKS REPORT/OTHER CORRESPONDENCE/DISCUSSION TOPICS.**

- a. The Clerks Report – The report was **received and noted**. (Appendix 4).
- b. The number 5 bus service –An update on the no. 5 bus was given by County Councillor B Spencer (see 068/23a)
- c. The new road on the i54 business park. **Resolved** to name it Bluebell Way
- d. Bloor Homes Consultation survey – **Resolved:** Cllr Burnett and the clerk to put together a response. To include objections to the traffic island on Pendeford Mill Lane, the removal

of hedgerow, the access to the site from Lane Green Road (the junction is in a bad place and on a road with bad junctions at each end)

- e. Rough Sleeping Survey 2023 – **Matter of Report**: The Parish Council is not aware of anyone sleeping rough in Bilbrook.

#### **070/23 FINANCE & APPROVAL OF EXPENSES**

- a. Financial Reports – 2023-2024 – The monthly reports to 31<sup>st</sup> Oct 2023 were received and noted. (**Appendix 5**).
- b. Clerk's Timesheet – The chairman confirmed their approval of the clerk's timesheet.
- c. Budget 2024-25 – the draft budget was **received and noted**
- d. Bus Stop & Shelter Costs for Duck Lane and Bilbrook Road – **Resolved**: Approved subject to obtaining funding.
- e. Pest Control Annual Contract – **Resolved**: Approved.
- f. Grant Request – From Friends of Bilbrook for a bin in Jubilee Wood. **Resolved**: Approved the grant. To check with District that they will take off the cost of the plastic bin.
- g. Subscriptions – **Resolved** to approve the following subscription for the full term of the current council. (**Appendix 6**).
- h. Fire Marshalling training (£39 per person) - **Resolved**: Approved for 3

**071/23 PLANNING** – The following planning applications were discussed. Planning applications can be viewed at <https://planning.sstaffs.gov.uk/online-applications/>

**Cllr G Burnett left the meeting.**

**Application No:** 23/00906/FULHH  
**Proposal:** Proposed single-storey side extension  
**Location:** 33 Orchard Lane, Bilbrook, WV8 1NJ  
**Decision:** **No objections subject to neighbours approval**

**Cllr G Burnett returned to the meeting.**

**072/23 ITEMS FOR FUTURE** - Biodiversity. Meeting Dates, Staff Hours

**073/23 NEXT MEETING - Meeting of the Parish Council** – Wednesday 6<sup>th</sup> December 2023 at 7.00 pm at Bilbrook Village Hall.

**The meeting was suspended at 21:24 pm.**

**Resolved**: to exclude the Press and Public

#### **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

In pursuance of the powers contained in section 1 of the above Act, I move that the press and public be now excluded from the meeting on the grounds that the business about to be transacted is of a confidential nature and that publicity will be prejudicial to the public interest.

#### **CONFIDENTIAL AGENDA ITEM**

**074/23** Budget 2024-25 – The salaries section of the draft budget was **received and noted**.

**The meeting closed at 21:32 pm**

Signed: ..... Dated: .....

## Appendix 1 – Councillor Attendance (Rolling 12 months)

| Meeting Date /<br>Councillor | M Adams  | S Adams  | R Armitage | S Bailey | G Burnett | B Coppola | F Hopkins | D Hutchinson | P Hutchinson | S Leedham | A Lloyd  | G Price  | D Williams | Total Attending |
|------------------------------|----------|----------|------------|----------|-----------|-----------|-----------|--------------|--------------|-----------|----------|----------|------------|-----------------|
| 17 May 2023                  | ✓        | ✓        | ✓          | ✓        | ✓         | %         | ✓         | ✓            | ✓            | ✓         | ✓        | ✓        | ✓          | 12              |
| 07 Jun 2023                  | ✓        | ✓        | ✓          | ✓        | ✓         | ✓         | ✓         | ✓            | ✓            | ✓         | A        | ✓        | ✓          | 12              |
| 05 Jul 2023                  | ✓        | ✓        | ✓          | ✓        | ✓         | ✓         | ✓         | A            | A            | ✓         | ✓        | ✓        | ✕          | 10              |
| 06 Sep 2023                  | ✓        | ✓        | ✓          | ✓        | ✓         | ✓         | ✓         | ✓            | ✓            | ✓         | ✓        | A        | ✓          | 12              |
| 04 Oct 2023                  | ✓        | ✓        | ✓          | ✓        | ✓         | ✓         | ✓         | ✓            | ✓            | ✓         | ✓        | ✓        | A          | 12              |
| 01 Nov 2023                  | ✓        | ✓        | ✓          | ✓        | ✓         | ✓         | ✓         | ✓            | ✓            | ✓         | ✓        | ✓        | ✓          | 13              |
| <b>Total Attendance</b>      | <b>6</b> | <b>6</b> | <b>6</b>   | <b>6</b> | <b>6</b>  | <b>5</b>  | <b>6</b>  | <b>5</b>     | <b>5</b>     | <b>6</b>  | <b>5</b> | <b>5</b> | <b>4</b>   |                 |

### Key

- ✓ In Attendance
- A Apologies
- % Not in Office
- ✕ No Apologies

## **Appendix 2: South Staffordshire Police: Crime and Anti-social Behaviour Report for Bilbrook**

### **Date range: 01/10/2023–27/10/2023**

*Public bodies can only disclose information if they have the power to do so. Section 115 of the Crime and Disorder Act provides a power to exchange information where disclosure is necessary to support the local Crime Reduction Strategy and Partnership in achieving the aims of the Crime and Disorder Reduction Strategy and objectives outlined within it. The degree of disclosure that takes place must be proportionate and relevant to the level of social ill or criminality it is intended to counter or prevent. The information is only to be processed in relation to crime and disorder purposes. Information will be handled in accordance with the Data Protection Act 1998, the Human Rights Act 1998 and any other relevant legislation governing disclosures and will ultimately be disposed of in a secure manner.*

### **Statistics:**

**Burglary (residential):** No Reports!

**Burglary (business):** No Reports!

### **Vehicle crime:**

156-05/10/2023 - Report of a van being broken into while it was parked on Lime Tree Road. Unknown offenders have cut a hole in the side of the van and taken a number of power tools from within.

### **Anti-social behaviour:**

771-06/10/2023 – Report of a group of teenagers throwing eggs at a property on Duck Lane. Officers attended, one youth was identified and a Warning letter has been given regarding his behaviour.

**You said – We did:** No further concerns brought to my attention.

### **Policing operations of note:**

None yet, but some operations/action weeks are coming up.

### **Other information:**

- The Grange – demolition has now started and the building is now mostly a pile of rubble.

With thanks from your local officers,

PCSO 28235 Matt Taylor

Email: Matthew.Taylor@staffordshire.police.uk

PCSO 06453 Fran Taylor

Email: Frances.Taylor@staffordshire.police.uk

### **Helpful links**

Volunteers requested for community speed watch; further information found at:

<http://www.staffssaferroads.co.uk/my-community/community-speed-watch>

Keep in touch with regular Smart Alerts for your area: <https://staffordshiresmartalert.uk/staffs/>

### **Social media:**



[@Staffordshire Police & @South Staffordshire Police](#)



[@SStaffsPolice](#)

Please feel free to encourage public participants to try reporting incidents via our 'Digital 101' service. A private message can be sent to Staffordshire Police pages on Facebook / Twitter, instead of phoning 101 and waiting in a queue.

### Appendix 3: Reports

#### a) **Staffs County Council by County Councillor**

- The contract for the extended hours for the No. 5 has been awarded and will be subsidised until 2028. Cllr Spencer urged people to use the bus.
- Flooding – The recent deluge of rain has put a lot of pressure on the drains. Money spent on flooding in Bilbrook near Dam Mill has reduced flooding. Any flooding relating to areas being developed for housing should be reported before the development starts.
- Flooding has been making the potholes worse. Please ensure all potholes are reported on the County Highways website. Cllr Spencer will chase if there is a reference number.
- Speeding is an issue that has been raised. Cllr Spencer is getting a speed survey on Bilbrook Road. Bilbrook has a speed gun and the police have agreed to take it out.
- Portable semi-covert ANPR cameras are to be sited in Bilbrook or Codsall. They do detect uninsured vehicles and help provide evidence for domestic abuse cases.
- A PEEL review is being undertaken by HMRC in Staffordshire Police. They have been critical of the low detection rates.
- The police are no longer dealing with people with mental health problems so they can focus on crime.
- Staffordshire means back to business. There are more jobs than people to fill them in Staffordshire. It may be a skills gap.
- Living my best life – a report can be found on the website. [mgConvert2PDF.aspx \(staffordshire.gov.uk\)](https://mgConvert2PDF.aspx(staffordshire.gov.uk))
- Safeguarding – Deprivation of liberties. When an elderly person goes into care this must be assessed.
- Staffordshire Climate Change - <https://moderngov.staffordshire.gov.uk/documents/s181257/Staffordshire%20Climate%20Change%20Adaptation%20Strategy.pdf>
- Children's Service – Encourage more people to foster people.
- The minutes of the county meetings can be found on the County Council's website.
- The Parish Council thanked Councillor Spencer for the Climate Change Grant of £500.

#### b) **South Staffs District Council - by District Cllr G Burnett.**

- The Grange is almost demolished. They are recycling a lot of the materials. It will be a 2 ½ storey home.
- A new larger soakaway is being installed on the Village Green.
- Cllr Burnett & Cllr Hopkins have been walking around the village. Brookfield Road has a lot of potholes.

#### c) **The Twentyman Playing Field Association – By M Adams**

- Work has started on the new kitchen and toilets.
- Bookings are trickling through.

#### d) **The Neighbourhood Plan Working Group -**

- The policies are nearly ready. It has taken a lot of work but it has been worth it.

#### e) **Events Working Group**

- Remembrance – We will be without the buglar this year. The Menopause meet-up is on Wednesday 8<sup>th</sup> November. 6:30 pm.

#### f) **Open Spaces Working Group - Current priorities are:**

- Picnic benches have been ordered.
- A quote has been received for repairs to the play park which will be brought to the next meeting.
- More ringfenced reserves will be added for the skate park with a view to replacing it.
- The winning entry for the play park sign has been selected.
- A graffiti wall by the skate park is to be considered.
- MUGA – quote received from South Staffs Council to cut back the trees. Clerk to accept the quote under delegated powers.
- Replacement trees for those that have died on Pendeford Mill Lane & the skate park field have been ordered through the Forest of Mercia.
- Plastic bollards – rather than replace them with plastic bollards, we are looking at street trees on Bilbrook Road
- Christmas tree – we are looking putting a real Christmas tree in subject to utilities searches.

- All the planters have been planted with bulbs and primroses. Councillors will return to buy perennials in the spring.
  - Climate Change fund £500 was put toward wildflower plugs in the 3 area that are left to rewild. The red campions will make them looking better. Codsall High School pupils and Lloyds Bank CSR helped plant these.
  - Lloyds also helped litter pick. 10 bags of litter were filled in an hour.
  - Councillors put the rest of the red campions on the triangle in front of the fire station.
  - The bus shelters have been cleaned.
  - Bike Rack awaiting permission for it to be installed.
  - Bin on the village green has been moved to near the benches.
  - The bin at the back of the high school which was took away due to vandalise
  - Bollards for the village green are now ready.
  - Jubilee walks maps to be replaced once the South Staffs Council workload allows.
  - Accessibility gate to be ordered.
- g) Banks' Field Working Group -**
- To make tree planting a community
  - Staffordshire Wildlife trust will get grants for a number of surveys.
  - Biodiversity Net Gains to be brought to the next meeting.
- h) Young People Engagement Working Group**
- A planting event took place with Codsall High School Pupils.
  - St Nicholas First School environment al council are keen to put bird box around trees.
  - Still waiting for survey results from the Night School.
  - Tuesday 16<sup>th</sup> January for the Young People Engagements party. 7:00pm
- i) Climate Change Action Group –** The first meeting of the Climate Action Group is to be held on Wednesday 22<sup>nd</sup> November. So far only one person has completed the form.
- j) Canal & River Trust** No report

## **Appendix 4: Clerk's Report for the November 2023 Meeting**

- A fence near the skate park entrance was knocked down by a car. To be replaced by a Parish Operative.
- No % bus evening service to be subsidised for evenings and Sunday's.
- Invited to Bilbrook Remembrance have been sent out.
- The Parish Council was successful in receiving a £500 climate change grant from Staffordshire County Council. This was used to buy wildflower plugs and bulbs for CSR (community social responsibility) projects.
- Pupils from Codsall High joined councillors from the Young People Engagement Working group to plant wildflower plants on Bilbrook Road Triangle
- The buglar is unable to attend this year's act of Remembrance. Appeal put out for a replacement.
- Lloyds banking group undertook CSR planting wildflowers and bulbs on Wobaston Rd and the Village Green.
- Several enquiries were received regarding plans for the former Grange pub. Residents were referred to the amended planning application 11/00256/AMEND. Please note, as the planning application is "live" the Parish Council was not consulted on this amendment.
- Around 17 plot holders attended the allotment get-together on 11<sup>th</sup> November.
- Issues with the Parish website mean that the last 3 months of content are missing. Staffs County Council digital team is working to restore it,
- Issue 9 of the Bilbrook Buzz has gone out.

### **Maintenance**

- Planter on Pendeford Mill Lane installed.
- Winter bedding plants planted up.
- The refurbishments to Bilbrook Village Hall kitchen and toilets have started.

### **Items emailed to Councillors**

- SPCA Bulletins
- South Staffs Council News
- Bilbrook Mil (re dead trees)
- Local heritage assets
- Bilbrook Remembrance invite
- St Nicholas Church Grant

### **On-going Matters**

- Picnic benches for the play park. Two benches have been ordered along with a bicycle stand.
- Banks Field. –The rest of the trees to be planted in October. Water for cows needs to be addressed.
- Bollards on Bilbrook Village Green – Bollards are now complete. A contractor to be selected to install them.

### **Planning decisions outside of meetings: None**

### **Planning decisions Issued by SSC Planning Dept:**

23/00468/COU – Approved with conditions.

23/00670/VAR – Approved with conditions.

23/00690/ADV – Approved with conditions.

23/00754/FULHH – Approved with conditions.

### **Training:**

Planning – AL

Finance for Councillors – PH, SL, KD

Parish Summit – MA, SA, AL, FH, GB

### **Upcoming diary dates:**

Menopause Meet up – Wednesday 8<sup>th</sup> November. 6:30 pm

Climate Change Action Group – 22<sup>nd</sup> November 7:00 pm

Remembrance Sunday – 12<sup>th</sup> November

Christmas Light Switch on Event – 24<sup>th</sup> November 6:00pm

### **Use of delegated powers: None**

### **Website/Facebook Posts**

- Various Police Community Messaging Alerts
- South Staffs Council News
- Repair café
- Bloor Homes Consultation
- No 5 Bus
- Lloyds CSR
- SSC Residents Survey
- Lost Property
- Wildflower planting with Codsall High School pupils
- Menopause meet up
- Halloween trick or treat and not leaving pumpkins outside

## Appendix 5 – Financial Reports

# Paid Expenditure Transactions

Start of year

01/04/23

paid between 01/10/23 and 31/10/23

| Reference    | Paid date  | Tn no | Order no                   | Gross     | Vat     | Net        | Details                     |                                       |
|--------------|------------|-------|----------------------------|-----------|---------|------------|-----------------------------|---------------------------------------|
| Heading      |            |       |                            |           |         |            |                             |                                       |
| ddf231027wp  | 27/10/23   | 23168 |                            | £50.34    | £0.00   | £50.34     | Water Plus                  | Allotments Water - Oct 180/1          |
| fp230928ptd  | 27/10/23   | 23171 |                            | £574.23   | £95.70  | £478.53    | Power Tools Direct          | Gardening Tools 170/99                |
| dd231007int  | 30/10/23   | 23164 |                            | £24.72    | £4.12   | £20.60     | IntY                        | 365 Licences - Oct 110/5/2            |
| dd231005idm  | 30/10/23   | 23165 |                            | £5.00     | £0.83   | £4.17      | ID Mobile                   | Mobile - Oct 110/1/2                  |
| dd231006itt  | 30/10/23   | 23167 |                            | £49.96    | £8.33   | £41.63     | TalkTalk Business Ltd       | Phone & Broadband - Oct 110/1/1       |
| pf231027ds   | 30/10/23   | 23169 |                            | £997.00   | £166.17 | £830.83    | Ditton Services             | GM Contract - Oct 170/3/1             |
| fp231027tpf  | 30/10/23   | 23170 |                            | £360.00   | £0.00   | £360.00    | Twentyman Playing Fields    | Office/Hall 23/24 - Oct 115/1         |
| pf231027mis  | 30/10/23   | 23172 |                            | £69.00    | £11.50  | £57.50     | Magnus Industrial Supplies  | Dibbers 170/99                        |
| pf231027mis  | 30/10/23   | 23173 |                            | £41.94    | £6.99   | £34.95     | Magnus Industrial Supplies  | Safety Boots 170/2                    |
| fp231027jdf  | 30/10/23   | 23174 |                            | £4,158.00 | £693.00 | £3,465.00  | JD Fabrications Welding     | Bollards for the Village Green 170/14 |
| fp231027abe  | 30/10/23   | 23175 |                            | £1,004.70 | £167.45 | £837.25    | Amberol Limited             | Planters 170/6                        |
| fp231027ssc  | 30/10/23   | 23176 |                            | £124.20   | £20.70  | £103.50    | South Staffordshire Council | Tree Works 170/4                      |
| p231027kde   | 30/10/23   | 23177 |                            | £4.75     | £0.00   | £4.75      | 005                         | Meeting Expenses 110/4                |
| fp231027tle  | 30/10/23   | 23178 |                            | £81.86    | £2.25   | £79.61     | 011                         | Allotments prizes & evening 180/3/0   |
| fp231027al   | 30/10/23   | 23180 |                            | £111.43   | £4.00   | £107.43    | AL                          | Flowers for planters 170/6            |
| p231027ph    | 30/10/23   | 23181 |                            | £20.00    | £0.00   | £20.00     | P H                         | Donations for Xmas 190/6              |
| fp231027suc  | 30/10/23   | 23182 |                            | £30.00    | £0.00   | £30.00     | Shropshire Union Canal Soc  | Annual Subscription 140/3             |
| fp231027spca | 30/10/23   | 23183 |                            | £36.00    | £6.00   | £30.00     | SPCA                        | Planning - AL 120/1/2                 |
| fp231027spca | 30/10/23   | 23184 |                            | £36.00    | £6.00   | £30.00     | SPCA                        | Finance - SL PH 120/1/2               |
| fp231027rbl  | 30/10/23   | 23185 |                            | £50.00    | £0.00   | £50.00     | RBL Poppy Appeal            | Wreath 200/3                          |
|              | £7,829.13  |       |                            |           |         |            |                             |                                       |
|              | £3,741.23  |       | Confidential (Staff Costs) |           |         |            |                             |                                       |
| <b>Total</b> | £11,570.36 |       |                            | £1,193.04 |         | £10,377.32 |                             |                                       |

# Received Income Transactions

Start of year 01/04/23

received between 01/10/23 and 31/10/23

| Paying       | Received  | Tn no | Invoice | Gross     | Vat   | Net       | Heading | Details  |
|--------------|-----------|-------|---------|-----------|-------|-----------|---------|--|
| dr231027xi   | 30/10/23  | 23153 |         | £70.00    | £0.00 | £70.00    | 90/3/2  | Xmas Stalls Stalls payment                     |
| dc231013gw   | 30/10/23  | 23154 |         | £6,735.00 | £0.00 | £6,735.00 | 60/1/6  | Groundwork UK (NP) NP Grnt income              |
| dc231030tpf  | 30/10/23  | 23155 | 239     | £316.66   | £0.00 | £316.66   | 90/1/1  | Twentyman Playing Fields Recharges 23/24 - Oct |
| dc2310275a   | 30/10/23  | 23156 |         | £10.00    | £0.00 | £10.00    | 50/1    | Allotment Holders Plot 5a                      |
| <b>Total</b> | £7,131.66 |       |         | £0.00     |       | £7,131.66 |         |  |



# Financial Statement - Cashbook

Statement of receipts and payments between 01/10/23 and 31/10/23 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

## Ordinary Accounts

|  |             |
|--|-------------|
| Business Premium Account                 | £32,622.45  |
| Community Account                        | £11,133.61  |
| Equals Pre-Payment Card                  | £300.00     |
| Nationwide Building Society Instant Save | £85,123.62  |
| Total                                    | £129,179.68 |

Balances at start of period

## Ordinary Accounts

|  |             |
|--|-------------|
| Business Premium Account                 | £32,778.05  |
| Community Account                        | £90,341.80  |
| Equals Pre-Payment Card                  | £300.00     |
| Nationwide Building Society Instant Save | £85,123.62  |
| Total                                    | £208,543.47 |

| RECEIPTS Net (£)      | Vat (£)  | Gross (£) |          |
|-----------------------|----------|-----------|----------|
| 50 Allotments Income  | 10.00    | 0.00      | 10.00    |
| 60 Grants / Donations | 6,735.00 | 0.00      | 6,735.00 |
| 90 Other Income       | 70.00    | 0.00      | 70.00    |
| Total Receipts        | 7,131.66 | 0.00      | 7,131.66 |

| PAYMENTS                             | Net (£)   | Vat (£)  | Gross (£) |
|--------------------------------------|-----------|----------|-----------|
| 100 Staff Costs                      | 3,741.23  | 0.00     | 3,741.23  |
| 110 Administration                   | 82.40     | 15.53    | 97.93     |
| 115 Office/Hall Rent                 | 360.00    | 0.00     | 360.00    |
| 120 Personnel Cost (Training/travel) | 60.00     | 12.00    | 72.00     |
| 140 Subscriptions                    | 30.00     | 0.00     | 30.00     |
| 170 Open Spaces                      | 5,914.99  | 1,165.51 | 7,080.50  |
| 180 Allotments                       | 118.70    | 0.00     | 118.70    |
| 190 Christmas Lights Switch on       | 20.00     | 0.00     | 20.00     |
| 200 Remembrance Day                  | 50.00     | 0.00     | 50.00     |
| Total Payments                       | 10,377.32 | 1,193.04 | 11,570.36 |

Closing Balances

## Ordinary Accounts

|  |             |
|--|-------------|
| Business Premium Account                 | £32,778.05  |
| Community Account                        | £85,903.10  |
| Equals Pre-Payment Card                  | £300.00     |
| Nationwide Building Society Instant Save | £85,123.62  |
|  | £204,104.77 |
| Total                                    | £204,104.77 |

Uncleared and Unpresented effects

Statement Closing Balances

## Ordinary Accounts

|  |             |
|--|-------------|
| Business Premium Account                 | £32,778.05  |
| Community Account                        | £85,903.10  |
| Equals Pre-Payment Card                  | £300.00     |
| Nationwide Building Society Instant Save | £85,123.62  |
| Total                                    | £204,104.77 |

# Financial Budget Comparison

Comparison between 01/04/23 and 31/10/23 inclusive.

|                          | <b>2023/24<br/>Budget</b>          | <b>Actual Net</b>  | <b>Balance</b>     |                       |
|--------------------------|------------------------------------|--------------------|--------------------|-----------------------|
| <b>INCOME</b>            |                                    |                    |                    |                       |
| 10                       | Precept                            | £97,500.00         | £97,500.00         | £0.00                 |
| 20                       | VAT Repayment                      | £0.00              | £22,195.04         | £22,195.04            |
| 30                       | Solar Farm                         | £0.00              | £2,989.65          | £2,989.65             |
| 40                       | Land Rent                          | £2,430.00          | £1,215.00          | -£1,215.00            |
| 50                       | Allotments Income                  | £1,530.00          | £602.50            | -£927.50              |
| 60                       | Grants / Donations                 | £0.00              | £6,735.00          | £6,735.00             |
| 70                       | Bank Interest - Barclays           | £0.00              | £155.60            | £155.60               |
| 80                       | Bank Interest Nationwide           | £0.00              | £0.00              | £0.00                 |
| 90                       | Other Income                       | £5,296.00          | £2,906.27          | -£2,389.73            |
| <b>Total Income</b>      |                                    | <b>£106,756.00</b> | <b>£134,299.06</b> | <b>£27,543.06</b>     |
| <b>EXPENDITURE</b>       |                                    |                    |                    |                       |
| 100                      | Staff Costs                        | £44,405.00         | £24,559.69         | £19,845.31            |
| 110                      | Administration                     | £3,824.00          | £1,940.73          | £1,883.27             |
| 115                      | Office/Hall Rent                   | £5,088.00          | £2,460.00          | £2,628.00             |
| 120                      | Personnel Cost (Training/travel)   | £1,500.00          | £448.10            | £1,051.90             |
| 130                      | Insurance / Audit / Legal Services | £6,210.00          | £3,446.15          | £2,763.85             |
| 140                      | Subscriptions                      | £1,110.00          | £603.13            | £506.87               |
| 150                      | Elections                          | £1,000.00          | £210.00            | £790.00               |
| 160                      | Grants/Donations                   | £4,000.00          | £0.00              | £4,000.00             |
| 170                      | Open Spaces                        | £20,772.00         | £13,498.77         | £7,273.23             |
| 180                      | Allotments                         | £1,530.00          | £1,586.76          | -£56.76 <sup>1</sup>  |
| 185                      | Community Engagement               | £5,849.00          | £5,949.65          | -£100.65 <sup>2</sup> |
| 190                      | Christmas Lights Switch on         | £11,883.00         | £567.05            | £11,315.95            |
| 200                      | Remembrance Day                    | £130.00            | £406.65            | -£276.65 <sup>3</sup> |
| 210                      | Civic Sunday                       | £500.00            | £0.00              | £500.00               |
| 220                      | Chairman's Allowance               | £400.00            | £0.00              | £400.00               |
| 240                      | Misc. / Contingency                | £4,000.00          | £0.00              | £4,000.00             |
| 300                      | Reserves (Ring Fenced)             | £65,176.00         | £0.00              | £65,176.00            |
| <b>Total Expenditure</b> |                                    | <b>£177,377.00</b> | <b>£55,676.68</b>  | <b>£121,700.32</b>    |
| Total Income             |                                    | £106,756.00        | £134,299.06        | £27,543.06            |
| Total Expenditure        |                                    | £177,377.00        | £55,676.68         | £121,700.32           |
| <b>Total Net Balance</b> |                                    | <b>-£70,621.00</b> | <b>£78,622.38</b>  |                       |

<sup>1</sup> Repairs to allotment tap of £470 has taken this cost centre overbudget Ringfenced reserves to cover this.

<sup>2</sup> Coronation costs budgeted for 22-23 fell into 23-24

<sup>3</sup> PA System - £357 (Budgeted in prior year) To be taken from general reserves

**Bank Reconciliation - Barclays Community Account****At 31/10/23**

|  |   |                  |
|--|---|------------------|
|  | £ | <u>85,903.10</u> |
|--|---|------------------|

**Plus** unpresented cheques

|  |             |
|--|-------------|
|  | <u>0.00</u> |
|--|-------------|

**Less** uncleared payments into bank

|                                   |  |                         |
|-----------------------------------|--|-------------------------|
| <b>Balance Per Bank Statement</b> |  | <u><b>85,903.10</b></u> |
|-----------------------------------|--|-------------------------|

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**Bank Reconciliation - Barclays Business Account****At 31/10/23**

|                              |   |                         |
|------------------------------|---|-------------------------|
|                              | £ | <u>£</u>                |
| <b>Balance per Cash Book</b> |   | <u><b>32,778.05</b></u> |

**Plus** unpresented cheques

|  |             |
|--|-------------|
|  | <u>0.00</u> |
|--|-------------|

**Less** uncleared payments into bank

|  |             |
|--|-------------|
|  | <u>0.00</u> |
|--|-------------|

|                                   |  |                         |
|-----------------------------------|--|-------------------------|
| <b>Balance Per Bank Statement</b> |  | <u><b>32,778.05</b></u> |
|-----------------------------------|--|-------------------------|

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**Bank Reconciliation - Nationwide Instant Saver Issue 5****At 31/10/23**

|                              |   |                         |
|------------------------------|---|-------------------------|
|                              | £ | <u>£</u>                |
| <b>Balance per Cash Book</b> |   | <u><b>85,123.62</b></u> |

**Plus** unpresented cheques

|  |             |
|--|-------------|
|  | <u>0.00</u> |
|--|-------------|

**Less** uncleared payments into bank

|  |             |
|--|-------------|
|  | <u>0.00</u> |
|--|-------------|

|                                   |  |                         |
|-----------------------------------|--|-------------------------|
| <b>Balance Per Bank Statement</b> |  | <u><b>85,123.62</b></u> |
|-----------------------------------|--|-------------------------|

Other Balances

|            |  |      |
|------------|--|------|
| Petty Cash |  | 0.00 |
|------------|--|------|

|       |  |        |
|-------|--|--------|
| Equal |  | 300.00 |
|-------|--|--------|

|                       |  |                          |
|-----------------------|--|--------------------------|
| <b>Total Balances</b> |  | <u><b>204,104.77</b></u> |
|-----------------------|--|--------------------------|

## Subscriptions

| Budget Heading | 2023-24 |
|----------------|---------|
|----------------|---------|

|            |  |               |
|------------|--|---------------|
| <b>140</b> | <b>Subscriptions</b>                         |               |
| 140/1      | SPCA   | £573          |
| 140/3      | Shropshire Union Canal Society               | £30           |
| 140/4      | SLCC Membership                              | £145          |
| 140/5      | Staffordshire Wildlife Trust                 | £50           |
| 140/6      | NALC Award Scheme                            | £150          |
| 140/7      | National Allotments Society                  | £55           |
| 140/8      | Support Staffordshire                        | £30           |
| 140/9      | CPRE   | £36           |
| 140/10     | SCVYS  | £0            |
| 140/       | Staffs Business & Environment Network (SBEN) | £0            |
| <b>140</b> | <b>Total</b>                                 | <b>£1,069</b> |

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