

GREAT CORNARD PARISH COUNCIL

Minutes of the Estimates Meeting of Great Cornard Parish Council held at The Stevenson Centre at 7pm on Monday 9th January 2023

**PRESENT**  Councillors Mr T J Keane **Chairman**

Mr A C Bavington Mrs M Bark

Mrs S Bowman Mr K Graham Mr M D Newman Mr S M Sheridan

Mr T M Welsh Mrs J Wilson

Mr C G Wright Mr D Young

Council Manager Mrs N Tamlyn

Council Administrator Miss S Kent

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Mrs P White, Mrs C J Baker and

Mrs T E A Welsh.

**2. CHAIRMAN’S ANNOUNCEMENTS**

The Chairman hoped all Members had enjoyed a good Christmas and New Year.

A letter has been received from a member of the public who attended the St Andrews Church Lunch Club Christmas Lunch on Friday 9th December, thanking those who had helped organise the lunch. The Chairman was pleased that the event had gone well and thanked everyone who had helped on the day.

The resurfacing work to the allotment car park is due to begin on Monday 16th January 2023, weather permitting and will take at least two weeks to complete.

The East Anglian Daily Times recently ran an article on the Five Bells pub in Great Cornard which is now, apparently, back on the market. Members discussed the likelihood that this is a legal requirement to prove that the building cannot be marketed as a business premises in order to change its use to residential.

**3. TO CONSIDER DECLARATIONS OF INTEREST AND COUNCILLOR**

**REQUESTS FOR DISPENSATIONS RELATING TO ITEMS ON THE AGENDA**

Councillor Bavington declared a non-pecuniary interest in any item relating to Thomas Gainsborough School as he volunteers at the School and a member of family is employed by the Trust.

Councillor Young declared a non-pecuniary interest in any items relating to Thomas Gainsborough School as he and a family member are employed by the Trust.

**4. DECLARATIONS OF GIFTS AND HOSPITALITY**

**NONE**

**5. TO CONFIRM THE MINUTES OF THE FULL COUNCIL MEETING HELD ON MONDAY 5TH DECEMBER 2022**

**AGREED** that the Minutes of the Full Council meeting held on Monday 5th December 2022 are confirmed and signed as a correct record.

**6. CORRESPONDENCE**

1. **Babergh District Council: Town and Parish Liaison meetings**

Members reviewed the correspondence received from Babergh District Council regarding the Town and Parish Liaison meeting to be held in East Bergholt on 1st February 2023. Unfortunately, no Councillors are able to attend.

1. **Unity Schools Partnership: Consultation to expand the Sixth Form at Thomas Gainsborough School**

At 7:09pm Councillor Bavington, having already declared a non-pecuniary interest, decided to leave the meeting for the duration of the discussion relating to item 6b).

Members reviewed the consultation documentation regarding the proposed expansion of the Sixth Form at Thomas Gainsborough School and discussed the need to ensure adequate parking is provided for the amount of extra pupils and teachers.

Members **AGREED** to write to the Trust supporting the proposal to extend the Sixth form and to advise them of the Parish Council’s concerns with regards to adequate parking and the need to make suitable provision to ensure local residents are not impacted in any way.

At 7.17pm Councillor Bavington returned to the meeting.

1. **The Planning Inspectorate and Suffolk County Council: Crab Lane Right of Way**

Members reviewed the letter from The Planning Inspectorate regarding Crab Lane in which they agree with the Parish Council and Suffolk County Council’s preference for a Public Inquiry. The Council Manager has asked that the Inquiry be held at The Stevenson Centre but has not yet received a reply.

**7**. **TO RECEIVE A VERBAL UPDATE ON A NEW BUS STOP AT SHAWLANDS AVENUE**

A meeting with Suffolk County Council’s Transport Manager is due to be held on Wednesday 18th January at the proposed site of the bus stop near Stacey Ardley, Councillors who wish to attend should contact the Council Manager.

The Council Manager advised that funds for the project would need to come from County Councillor Beer’s Locality/Quality of Life Budget. **NOTED**

1. **DEVELOPMENT AND PLANNING COMMITTEE**
2. **Confirmation and adoption of the Minutes of the meetings held on**

**5th and 19th December 2022**

**AGREED** that the Minutes of the Development and Planning meetings held on Monday 5th and 19th December 2022 are confirmed as a correct record.

1. **Questions to Committee Chairman**

**NONE**

1. **ART, SPORTS AND LEISURE COMMITTEE**
2. **Confirmation and adoption of the Minutes of the meeting held on**

**19th December 2022**

**AGREED** that the Minutes of the Art, Sports and Leisure Committee meeting held on

Monday 19th December 2022 are confirmed as a correct record.

1. **Questions to Committee Chairman**

**NONE**

1. **Ratification of Recommended Items**

**PAGE 2. ITEM 7. TO CONSIDER AN INCREASE IN THE ANNUAL ALLOTMENT RENTAL CHARGE**

To **RECOMMEND** to Full Council that it agrees the increase in the Allotment rental charge from £31 to £34 from January 2024. **AGREED**

**10.** **POLICY AND RESOURCES COMMITTEE**

1. **Confirmation and adoption of the Minutes of the meeting held on**

**19th December 2022**

**AGREED** that the Minutes of the Policy and Resources Committee meeting held on

Monday 19th December 2022 are confirmed as a correct record.

1. **Questions to Committee Chairman**

**NONE**

**iii) Ratification of Recommended Item**

**PAGE 1. ITEM 5. TO APPROVE THE FY23/24 SERVICE LEVEL AGREEMENT FOR THE COMMUNITY WARDEN SERVICE AND INCREASE TO THE HOURLY RATE**

To **RECOMMEND** to Full Council that it accepts the Service Level Agreement for FY23/24 and the increase to the hourly rate from £21.95 to £23.24.  **AGREED**

**PAGE 2. ITEM 6. TO REVIEW POLICIES a) Children and Vulnerable Adults Protection and Safeguarding**

To **RECOMMEND** to Full Council that they adopt the Policy with the agreed changes to Section 5 being that any allegations are to be reported to the Council Manager, unless the person being complained about is the Council Manager, in which case it should be reported to the Chairman of the Parish Council. **AGREED**

**PAGE 2. ITEM 6. TO REVIEW POLICIES b) Health and Safety**

To **RECOMMEND** to Full Council that they adopt the Policy with the agreed additions regarding the defibrillator and staff first aid/fire training. **AGREED**

**PAGE 2. ITEM 6. TO REVIEW POLICIES c) Equality and Diversity**

To **RECOMMEND** to Full Council that they adopt the Policy. **AGREED**

**PAGE 3. ITEM 9. TO RECEIVE AN UPDATE FROM THE VILLAGE HALL EXTENSION WORKING PARTY ON THE REVISED PLANS**

To **RECOMMEND** that Full Council approve the Plans and to instruct Concertus to submit an Application to the Planning Authority accordingly. **AGREED**

**11. TO APPROVE THE FINANCIAL MANAGEMENT REPORT TO DATE**

Members reviewed and **NOTED** the Financial Management Report up to 3rd January 2023 **(Appendix A)**.

A Member asked why the income for Blackhouse Lane was underbudget, the Council Manager advised that Cornard Dynamos 2nd half invoice was still outstanding.

**12. TO CONSIDER BABERGH DISTRICT COUNCIL’S COUNCIL TAX BASES**

**FOR PARISHES AND DISTRICT: 2023/2024**

Members reviewed and **NOTED** BDC’s Council Tax Bases for Parishes and District Councils **(See Appendix B)** for the coming financial year.

The Council Manager confirmed there had been a small increase of 0.9% to the Council Tax Base for Great Cornard which would give the Council additional funds of just £2,155.

Councillor Bavington expressed his disappointment in this figure given the amount of new houses which have been built in Great Cornard recently.

**13. TO AGREE THE FY2023/24 BUDGET**

The Chairman invited Councillor Bavington as Chairman of the Policy and Resources to present the Budget in conjunction with the Council Manager.

Councillor Bavington reiterated that this had been a difficult Budget to prepare due to the uncertainty regarding Inflation and rising energy costs.

The Council proceeded to review the Budget **(See Appendix C)** and Budget Notes **(Appendix D)**, in detail, and in particular:-

1. **Interest**

A Member raised the question as to whether a more advantageous interest rate could be obtained by moving the Council’s bank accounts to a different bank. Members agreed that this could be problematic and **AGREED** to add the matter to a future Agenda of the Policy and Resources Committee for further discussion.

**16. Capital/Earmarked Expenditure**

Members discussed, in detail, the 3 Options presented in the Budget Notes with regards to how the Earmarked Funds should be allocated and in particular, funds for both the Village Hall and the Street Light Improvement Project. Members agreed that Option 3 a) to allocate £10,000 to the Street Light improvement Fund plus any available funds released by the Virement Report; and b) to pursue the option of Public Works Load Board (PWLB) Loan and external grants to progress Stage 1 of the Village Hall Extension Project would be the preferred option.

**31. Insurance**

The Council Manager advised that the Council had received the Insurance Cost Reinstatement Valuation Report from Harcourt-Powell Limited, which showed a significant rise to the rebuild cost for all Council owned properties. The report has been forwarded to Zurich and a response with regards to a possible increase to the Council’s insurance premium is awaited. **NOTED**

The Chairman moved the Budget which proposed a 5% increase to the Council Tax and the supporting Budget Report which referred to each individual budget line and detailed the proposed increase/decrease to income and expenditure.

Members **AGREED** the FY2023/2024 Budget **(See Appendix C**) and recommendations in the Budget Report (**See Appendix D**).

It was **AGREED** that the Council would request a Precept of £263,167 from the District Council which provides for a 5% increase in the Council Tax on a Band D property to £91.13.

Members **AGREED** to Option 3 which allocated £10,000 to the Street Light Improvement Fund and to pursue the option of a Public Works Loan Board loan and external grants to progress Stage 1 of the Village Hall Extension Project.

Members also **AGREED** to review the Parish Council’s street light settings once the final figures for the FY22/23 energy costs were known.

**14. FINANCIAL MATTERS**

1. **To approve the latest list of payments**

Members reviewed the list of payments made since the last Council meeting on Monday 5th December 2022. **NOTED** **(See Appendix E)**

The Council Manager confirmed that the payment of £4,582 related to the Council’s Insurance Company settling the claim for the Highbury Way bus stop and the order to replace the bus stop could now be placed.

Meeting Closed 8:20pm

**Signed**

**Mr T J Keane: Chairman**

**APPENDIX A**





**APPENDIX B**



**APPENDIX C**



**APPENDIX D**

**Great Cornard Parish Council**

**Budget Notes for Estimates Meeting on 9th January 2023**

This year, the cost of inflation and the rising cost of goods, services and energy will be a major factor when determining the Budget, and how best to meet the Council’s ongoing commitments.

It continues to be difficult to gauge the Council’s ongoing costs post-pandemic, as the Accounts for FY21-22 are still not representative of a ‘normal’ year. The Council needs to cover its operating costs as well as optimise its income by increasing rent and fees according to our Charging Policy.

Due to the uncertainty of the Council’s financial position it will not be possible to build significant funds towards projects on the Major Project List, ***unless*** the Council agrees to a significant increase in Council Tax. The Council will therefore need to focus on small projects which can be achieved within Council Tax income and major projects which can be achieved by using outside funding sources.

The figures below give a summary of the Council’s Tax Base and Precept figures for **FY23/24.**

**FY2023/2024 Tax Base Figure £2887.76**

Band D £86.79

Precept £250,635.00

The FY22-23 Council Tax Base increased by 2.8% from £2,784.00 to £2,862.93; however, this year’s increase is only 0.9% and the Tax Base will change from £2,862.93 to £2,887.76, which gives the Council additional funds of just £2,155.

The following table shows the increase to a Band D property based on a potential increase to Council Tax of 0%, 3%, 5% and 10%.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Precept FY 2023-2024** | | | **Tax Base Figure £2,887.76** | |
|  |  |  |  |  |
| **% Increase** | **Band D** | **FY 23/24** | **FY 22/23** | **Precept Difference** |
| 0% | £86.79 | £250,635 | £248,480 | (+£2,155) |
| 3% | £89.40 | £258,154 | £248,480 | (+£9,674) |
| 5% | £91.13 | £263,167 | £248,480 | (+£14,687) |
| 10% | £95.47 | £275,699 | £248,480 | (+£27,219) |

The proposed Budget for FY23/24 is based on a 5% increase which will give the Council additional funds of £14,687 and will increase the rate on a Band D property by approximately 8p per week.

As costs are rising exponentially, the Parish Council will need to maintain a prudent approach to its finances and seek to increase its income streams where possible.

**INCOME[[1]](#footnote-1)**

**1. Interest**

The interest rates on the Council’s Premium Account are still low at 0.4%; however, this will still result in an increase in income to £1.4K.

**2. Allotment Income**

From January 2023, rent will increase to £31.00. Under the Council’s Charging Policy, it is proposed to increase the rent by £3.00 to £34.00 from January 2024. The Council has agreed to ringfence any underspend from future Allotment Budgets to ensure new tenants are passed Allotments in a reasonable condition.

**3. Cemetery Income**

Income for FY22/23 is well below Budget as there has been a significant decrease in burials. It is proposed to keep the Cemetery figure at £3,900 and invite the Burial Authority to consider a proposal to increase Cemetery Fees by 10% in line with the Council’s Charging Policy.

1. **Recreation Ground**

**I**ncome is £300 as the Children’s World Fair are expected to return this year.

1. **Blackhouse Lane**
   1. Cornard United – In May 2022, the Council agreed to an increase in rent of £100 and that, in future, the Council would advise the Club of the increase each year thereafter. As inflation for FY22/23 is over 10%, it is proposed to increase the rent by £200 from 1st April 2023.
   2. Cornard Dynamos’rent has not increased since the Management Agreement was agreed in 2007. It is proposed to increase the rent by £300 and to maintain the Council’s grant assistance at £1,000. It is therefore proposed to increase Blackhouse Lane income to £5,800.
   3. The CM to inform both Clubs of the proposed increases, and to advise Dynamos of what the rent would have been if the Council had chosen to increase the rent annually in line with the Council’s Charging Policy.
2. **Wayleaves**

Income for FY22/23 has increased slightly and it is proposed to increase the Budget to £135.

1. **Recycling**

Income for FY22/23 is higher than expected and another payment is due in March 2023. It is proposed to increase the Budget to £850.

**8.** **Grants Received**

**None**

**9. Community Infrastructure Levy Fund**

Funds for FY22/23 have amounted to £22,220.15 – It is not possible to budget CIL Funds.

**EXPENDITURE**

Where possible, expenditure has been assessed using FY21/22 actual figures as a guide as well as this year’s Financial Management Report to date. Where Budgets are lower than expected we have maintained the same figures; however, where they are in line with the Budget forecast or likely to go over Budget, an increase of at least 10% has been added.

**11. Administration**

Although it is not proposed to increase the Administration Budget of £14,888 as it is currently running well below Budget, it is proposed to separate the printing costs for Cornard News from the general costs of administering Great Cornard Parish Council in order to monitor costs of both more closely. The amount in the Administration Budget will now be £11,388.

**12. Cornard News**

The Budget for Cornard News will now be £3,500.

**13. Agency Services**

* 1. The Council’s contracts with Countrywide, Sudbury Common Lands Charity (SCLC) and Sudbury Garden Services (SGS) are working well. The CM has asked for costings for the next FY and, so far, Sudbury Garden Services have confirmed a 10% increase (first increase since SGS took on the contract in September 2020). SCLC have advised that any increase will be in line with inflation but their Finance Committee does not meet until the NY, and they are unable to provide actual figures until then. The Council is still awaiting a reply from Countrywide.
  2. Agency Services are currently running underbudget, although SCLC’s half year invoices are outstanding and the cost of the recently instructed tree works is outstanding too. It is proposed to keep the Budget at £14K as the current level of funding should be sufficient to cover rising costs.

**14. The Stevenson Centre Grant Support**

* 1. Whilst The Stevenson Centre bookings are currently strong and the Charity is holding healthy reserves of £29,294, Members were concerned about the Centre’s rising energy bills and it is proposed that a prudent approach would be to Budget a figure of £4,000 to support the Centre, if necessary.
  2. The Charity will need to monitor The SC expenditure closely as rising costs could result in the Charity having to use some of its Reserves before it needs to apply for grant support from the Parish Council.

**15. Section 137 Grants to Outside Bodies**

It is proposed to maintain the Grant Budget at £13.5k for FY23/24. Whilst the Swimming Pool grant is still to be paid over, there are sufficient funds remaining for any new organisations to apply.

**16. Capital/Earmarked Expenditure**

Please refer to the summary of the Council’s current Earmarked Funds attached to the Finance Management Report.

Based on a 5% increase in Council Tax, the Earmarked Capital Figure will be **£21,485**. Recommendations put forward by the Committees, as well as the Major Project List are as follows:

**Proposed**

**Church Clock Service/Repair Fund £ 800.00**

**Cornard United Building Repairs £ 5,000.00**

**Defibrillator Fund £ 1,185.00**

**New gated entrance to Shawlands Wood £ 2,500.00**

**Replacement Country Park Signs £ 2,000.00**

**Street Light Fund OR Village Hall Extension Project £10,000.00\***

**TOTAL £21,485.00**

\*Members discussed the importance of progressing both projects; however, an increase of 5% to the Precept will only allow £10,000 to be allocated to either project as allocating £5,000 to each project would not move either project very further forward, and Members agreed that the Council will need to consider which of the following options they prefer:

**Option 1**

a) To allocate £10,000 to the Village Hall Extension Project; and

b) To reconsider the Street Light Improvement Fund once the FY22/23 Accounts are finalised and any underspend detailed in the Virement Report can be considered for virement.

**Option 2**

a) To allocate £10,000 to the Street Light Improvement Fund and to increase the Precept by 10%, also allocating the additional Funds of £12,532 to the Street Light Improvement Fund. This would give a total of £22,532 plus any available funds released by the Virement Report; and

b) To pursue the option of a PWLB loan and external grants to progress Stage 1 of the Village Hall Extension Project.

**Option 3**

a) To allocate £10,000 to the Street Light Improvement Fund plus any available funds released by the Virement Report; and

b) To pursue the option of a PWLB loan and external grants to progress Stage 1 of the Village Hall Extension Project.

**Notes to Options**

1. The first part of Phase One of the Street Light Improvement Project is due to commence in January 2023. The FY 22/23 accounts will be finalised in June 2023, and the Virement Report can be brought forward from October 2023 to July 2023.

This should allow the Council to let the second part of Phase One of the Street Light Improvement Project in the autumn of 2023, by which time there should be some early indication of the impact of the first part of the Phase One installation is having on street light electricity prices.

1. Please also note that the view of the Chairman of the Policy and Resources Committee is that the purpose of borrowing from the PWLB should be to create a capital asset which will benefit the community in the long term. This is the ethical basis on which Council Tax paying members of the community can be asked to pay off the loan in the future. Clearly, The Stevenson Centre extension is such an asset and the proposed Village Hall extension would also be such an asset. While the renewal of street lights would lead to a reduction in the rate of increase of street lighting costs, as well as environmental benefits, it is nonetheless a replacement of existing street lights and not the creation of a new community asset.
2. Whatever view the PWLB itself would take of applications for funding for either project, making an application is not a simple or speedy process. Options 2 or 3 would be the speediest way of getting on with the second part of Phase One of the Street Light Improvement Project while at the same time reserving the slower process of making a PWLB application for funding towards the Village Hall Extension Project once planning consent has been obtained and other sources of funding such as grants from the Garfield Weston and Bernard Sunley Foundations as well as from Babergh controlled CIL funds have been established.
3. By the time of the Virement Report, the Parish Council should know the amount of the first tranche of CIL funds for the FY23/24 to which the Council is entitled. In October 2023, we should learn the amount of the second tranche. Meanwhile, in the New Year 2023 the Council Manager will be meeting the Babergh officer with responsibility for allocating the Babergh controlled CIL funds to see whether or not the Village Hall project would qualify for funding and if so in what likely amount.
4. **Loans and Repayments**

Reflects the PWLB repayment schedule for The Stevenson Centre extension.

**18. CIL Expenditure**

Current CIL Funds of £41,283.11 are allocated to the project to refurbish the Allotment Car Park, Security Improvements to the Council’s Open Space and any balance to be vired to the Street Light Improvement Project.

**23. Allotment Expenses**

Running costs are within Budget and it is proposed to maintain the Budget at £2,625.

**24. Cemetery Costs**

Running costs for the Cemetery are in line with the Budget and it is proposed to maintain the Budget at £10,500.

**25. Blackhouse Lane Expenses**

* 1. This covers ongoing maintenance and service contracts for the Pavilion and the Clubhouse, water rates and the cost of maintaining the cricket machinery.
  2. The Council incurred the cost of the 5 year Legionella Survey and associated emergency works (£2,000) to the Cornard United Clubhouse, and the Pavilion has just undergone it’s 5 year electrical building test which is a legal requirement (£1,000). There is also the ongoing cleaning cost of the External Toilets at £1,100 for which the SC Charity has yet to invoice the Council. Also, the new service contracts for the CCTV cameras and the automatic doors have been agreed at a cost of £1,226. BHL Expenses will be over Budget by at least £2,000 and it is therefore proposed to increase the Budget to £6k.

**26. Recreation Ground Expenses**

As mentioned under Agency Services, all the Grounds Maintenance Agreements are currently working well. However, cost increases of at least 10% are anticipated from all the Council’s contractors. Running costs are currently within Budget, although half yearly bills from the SCLC are outstanding. It is therefore proposed to increase the Budget to £17,500.

**27. Shawlands Wood LNR**

SCLC’s Finance Committee meet in January to review their Budget. Adrian Walters has advised that the increase is likely to be in line with inflation. An increase of £215 to £2,360 is proposed to cover rising costs.

**28. Salaries and Wages**

* 1. This year’s pay award was higher than expected and the Council agreed to vire The Stevenson Centre Grant of £6,378 to cover any overspend. Whilst the rise in NI contributions was reversed by the Government and the Employer Pension Contributions are due to drop by 1%, it is not known what the NCJ pay award for next FY is likely to be.
  2. Salaries (including Employers Pension and NI contributions) are estimated to be in the region of £91,500 and it is proposed to increase the Budget to £97,000 to allow for any pay increments and the annual pay award rise.

**29. Street Lights**

In FY20/21 the cost of the Streetlight Contract rose sharply to £19,369 but fell in FY21/22 to £18,038.00. Recent correspondence from SCC has advised a possible increase of 102% to energy costs and 12-20% increase to maintenance costs. It is therefore proposed to increase the Budget for Street lights by £10,000 to £30,000. Once the first stage of the Council’s programme to upgrade with energy efficient LED fittings begins from January 2023, the Council’s energy consumption will start to decrease accordingly.

**31. Insurance**

* 1. Insurance is currently under Budget as the Council has previously paid for Ill-health Insurance direct, but this is now covered by the Administering Authority from the employer’s contributions received into the Fund. Cornard United, The Stevenson Centre Charity and the Scouts reimburse the Council for their element of the Buildings Insurance.
  2. Zurich have advised that they will not be able to provide any figures for April until the New Year. The index-linked figure for April onwards has not yet been agreed as discussions around increasing building costs and all other costs are still ongoing. Zurich have advised that it would be prudent to factor in an inflation rate rise.
  3. As the Council has instructed its own Insurance Cost Reinstatement Valuation, which could result in increased premiums, it is proposed to keep the Budget at £4,700 as this will allow for an inflation rate rise.

**32. Professional Fees**

Professional fees were higher than expected as they included the cost of Bailiff Services. It is proposed to increase the legal fees to £5,250, as hopefully both the Scouts and Cornard Dynamos Leases will be progressed and finalised in FY23-24.

**33. Village Hall Maintenance**

There have been no maintenance issues at the Village Hall this year, and the Council agreed to use this Budget to refurbish the brick wall sign and instruct a new sign to go on the brick wall adjacent to the right of way. It is proposed to keep the Budget at £1,500.

**34. Community Wardens**

Currently under Budget as the Warden invoices are submitted quarterly in arrears. It is proposed to increase the Budget to £10,000, as this will allow for some flexibility throughout the year to carry out one-off works such as clearing the Black Brook. The increase in hourly rate to £23.24 can also be absorbed within this increase.

**35. Litter/Dog Bins**

Babergh have increased the cost of emptying litter bins to £39.73 and dog bins to £46.53, which are still heavily subsidised by the District Council. The Council currently has 29 litter bins and 38 dog bins. It is proposed to increase the Budget to £3,100 as this will also allow for at least two new litter and dog bins to be installed.

**36. Elections**

* 1. The Council has been advised that the May Elections are estimated to cost £7,851, if contested and combined with District Elections.
  2. The Council has Earmarked Funds of £4,578 and a further £800 will be added in FY22/23. The recent By-election has not yet been invoiced and it is therefore proposed to Budget a further £3,500 to cover the proposed costs.

**37. Transfer to Reserves**

In 2006 the Council agreed that General Reserves should remain around £30,000.00, which is in line with the general recommendation of 10% of income. Based on the Parish Council’s proposed income figure of £263,167, £30,000 represents 11.4% of income reserve. It is therefore considered unnecessary to allocate funds to General Reserves in FY23/24.

**APPENDIX E**

**Great Cornard Parish Council BACS Payments up to 9th January 2023**

|  |  |  |  |
| --- | --- | --- | --- |
| **INCOME UPTO** |  |  |  |
|  | **Source** | **Amount** | **Details** |
| 09/01/2023 | Zurich Insurance PLC | £4,582.00 | Insurance Claim - Highbury Way Bus Stop |
| 05/12/2022 | Barclays Bankl PLC | £213.66 | Interest on Premium Account |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  | TOTAL | **£4,795.66** |  |
| **EXPENDITURE** | |  |  |
| **Direct Debits** | **Company** |  | **Details** |
| 16.12.22 | Intuit | £34.80 | Payroll A/c's Package |
|  |  |  |  |
| **BACS** | **Company** |  | **Details** |
| **09/01/2023** | SLCC | £296.00 | CM Annual Membership Fee |
|  | Nick HP Ltd | £995.00 | Insurance Reinstatement Cost Assessment |
|  | Mr C Blinman | £255.00 | BHL/Allotment Water Pipe Repairs |
|  | Countrywide | £497.00 | Qrtrly Grounds Maint.Package - BHL |
|  | 3IT | £227.67 | IT Support Package |
|  | BT | £180.65 | Qrtrly Telephone Bill |
|  | S & K News Ltd | £8.00 | Supply Suffolk Free Press |
|  | E-on | £54.10 | Qrtrly Electric Bill - Cemetery |
|  | Ricoh UK Ltd | £377.41 | Qrtrly Photocopier Rent/usuage |
|  | Sudbury Office Supplies | £146.14 | Stationery Supplies |
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|  | **TOTAL** | **£3,071.77** |  |
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|  | **Transfer** | **£3,036.97** |  |

1. The paragraph numbers in these Budget Notes cross-reference to the line numbers of the Budget spreadsheets for GCPC and, separately, The Stevenson Centre Charity (TSCC). Not all Budget lines need comment in these Notes and, therefore, there will be breaks in the continuity of the paragraph numbering. [↑](#footnote-ref-1)