

WISBOROUGH GREEN PARISH COUNCIL

CLERK'S REPORT FOR THE MEETING ON TUESDAY 18TH JANUARY 2022

Please also refer to the Agenda for further document links.

Items that require further explanation to inform a decision are included below.

6. [District Councillor's](#) update received 16th January 2022.
- 8e. Youth Provision: The Young Lives Matter survey was distributed late November with a cut-off date of 10th December. A full report will be circulated shortly. The results demonstrate that a budget for youth provision is required.
- 8f. Parish Council Logo: Looking back through records, this was initially discussed 15 years ago but did not materialise! Subsequent discussion indicated that the village sign was considered representative of Wisborough Green and it was agreed that this should be the basis of a new logo. The sign has now been digitalised. The logo will be used on all Parish Council correspondence going forward and linked to a new letterhead/text to update/modernise the PC image. A brief is now required to develop the logo. Thoughts appreciated on what further improvements may be required, ie, compass points, simplified, text, or do we start again?



- 8g. Queen's Jubilee Weekend and CDC Grant: St Peter's will now be organising screenings in Church of the national events on the Thursday, Friday and concert on the Saturday evening. Wisborough Green Sports is keen to organise and are looking to obtain a marquee for the weekend for lunch on the Thursday, Race Night on the Friday, music event on the Saturday and picnics on the Green on Sunday. Details and arrangements are currently being considered and notification will be included in the March parish magazine.

In relation to the CDC grant, £250 is available with applications being considered in order of receipt. CDC is keen to encourage more lasting acts of celebration such as tree or other planting, street furniture. Funding for community events would be restricted to equipment or similar purchased that might be used for similar events in the future. Consumables or one-off items (eg souvenirs) would not be supported. Other exclusions relate alcohol, acts of worship or donations to national or other causes.

Possible idea – plant a tree on Songhurst Meadow (not a Horse Chestnut so something else such as Birch, Rowan, Lime, Hornbeam) from Mill Farm Trees at Bury for about £150 and add a plaque which includes reference to the Queens Green Canopy to link with the saplings we are also getting from the Woodlands Trust.

Or another idea?

- 8h. Electric Vehicle Charging Points: WSCC circulated information about a County scheme in November which allows community landowners to put forward sites for assessment. I have registered interest for outside the Cricketers Arms, The Three Crowns and Village Hall car parks (as previously discussed and agreed). WSCC are organising a Zoom presentation on Thursday 27th January at 11 am. Is a councillor available to attend with the Clerk?

- 9a. Replacement Noticeboard: At the last meeting, you agreed that the board by the Cricketers crossroads should be replaced – it lost a door in the wind! [Specification and costs details](#).

There is a possibility that we need to take the board down to establish if new post sockets are required, can new holes be created with the tree roots, otherwise a board with one central post maybe required. I can't answer this at the moment.

Therefore, can you please approve expenditure and agree preference, with the final decision delegated to the Clerk and Chairman.

- 12d. Interim Audit Statement – Receipt of this report to be noted and please refer to Action Plan on the last page

Matters Arising	Recommendation	Clerk's Response as Proposal to Council
Fidelity guarantee is set at £150K	May wish to increase	Reserves are currently below £150K following CIL expenditure. Will not be exceeded with current budget plan. Review and increase if required when further CIL is received.
Village Hall Insurance	Check insurance document each year and also checks asset	Insurance certificate provided for the next year dated from 10 th January 2022. VH Committee obtaining a building valuation following completion of recent work. Risk Assessment updated accordingly.
Chairman's Acceptance of Office	No signed copy in file due to meeting being held on Zoom.	Now signed and filed.
Bank Reconciliations	Recommendation to reconcile per quarter as a minimum.	Barclays Community – monthly Barclays Reserve – to be quarterly at the same time as the Natwest reserve, or if a transfer has occurred. Natwest Reserve – quarterly on receipt of Bank Statement. Natwest Current – NW confirmed that a statement is only triggered by activity and cannot be set up to automatically generate for this account. To set up online accounts as this is now possible.

- 12e. Wisborough Green Sports Request – A mistake was made in the calculation of the planning fee. A further £1,386 was paid by WGS making a total of £2310 (50% of normal rate of £4620, which is also the rate for 10 houses). WGS asked whether this could be drawn from the CIL allocation, if possible. The WGS Chairman also asked

whether it was worth bringing this level of fee for a community building to the attention of the District Councillors.

- 12f. 2022/2023 Budget: The Precept needs to be set at this meeting. Please refer to the following budget and [Precept calculator spreadsheet](#).

2022/2023 Budget – PD and I will be going through this again before the meeting and if there are any further changes, I will email out the final version next Tuesday so you can have on your laptops. Please particularly look at the expenditure tab, Paths and Roads, which includes some larger projects which have not been included in this budget.

It is necessary to have a balanced budget, so the options are:

- Increase the Precept. (Due to the Tax Base increase, the Precept can be increased slightly without increasing the Band charges to £68,500 – refer to Precept calculation spreadsheet).
- If the Precept is not increased or not to the level required to balance the budget, expenditure will need to be reduced. Can savings be identified?
- Bring funds in from the General Reserve which it is anticipated will be increased at year end.
- One or more of the above.

Please also note:

I have provided anticipated year-end balances for the current year so you will see that we potentially have an underspend on this year's budget due to:

- Underspend on some budget headings.
- Underspend on Pond Project as only partially completed and grant funded. Balance of New Homes Bonus to be transferred to reserves.
- Need to transfer to reserve £600 for initial grass cutting (not being completed by Turfdry) and £1,200 for overseeding for completion of drainage project. Full costs currently included in budget headings but adjustment at year end.
- I have included the purchase of the junior goal but if not completed, could transfer to complete next year.

- 12g. Natwest Bank Accounts: A few years ago, we opened the Barclays accounts as Natwest was unable to offer online banking. The Parish Council resolved to open a Lloyds account as an alternative to the Natwest but due to Covid, accounts for new customers were not being opened. I have telephoned Natwest and been advised that online banking is now an option and would propose that we explore this route again.

Current Mandate: Payments from current account authorised by two signatories. Transfer between accounts by the Clerk only.

Proposed Mandate: Payments from either account authorised by two signatories. Transfer between accounts by the Clerk only.

Signatories need to be agreed.