

Exbourne with Jacobstowe Parish Council.

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Minutes of the Extra-Ordinary Council meeting held on Tuesday 5th December 2023 at 7.30pm in Exbourne Village Hall.

Cllrs Present: Steve Blakeman (Chair), Jason Carvil (Vice-Chair), Dave Stuart, Peter Steer & Stephen Page.

Also in Attendance: Alice Turner (Clerk) & 2 members of the public.

BUSINESS TRANSACTED.

1.12.23: Welcome - Chair to open the meeting and inform if an audio recording is in progress.

The Chair opened the meeting and informed everyone that an audio recording of the meeting was in progress to aid in the preparation of Minutes, the recording will be deleted once minutes are drafted.

2.12.23 Apologies for absence: to consider apologies received (with reasons).

Apologies were received from Cllr Cobb (personal reasons) for the meetings on the 28th of November and the 5th of December and from Cllr Lawson (prior commitment) for this meeting. Cllr Stuart proposed to apologies from Cllr Cobb (personal reasons) for the meetings on the 28th of November and the 5th of December and from Cllr Lawson (prior commitment) for this meeting be approved, seconded Cllr Steer. All in Favour – Motion Carried. (RR2023/044)

3.12.23: Declarations of Interest.

No interests were declared at this time.

4.12.23: Public Speaking Time (max. 3minutes/person. Session time: 10 minutes).

The following were raised by the public:

- Query regarding procedure.
- Request for the drafting of the minutes to be made a priority and for the Council to consider a protocol for managing the Clerks absence.

5.12.23: Finance – Documents available at the meeting (Clerk).

a) To approve the financial schedule as presented.

The Clerk presented the [Financial Schedule as shown in Appendix A](#) and also presented PM24/018 Donation to Royal British Legion £50.00 from the Local Grant EMR using power LGA 1972 S.137 for authorisation.

Cllr Stuart proposed that the Council approve the financial schedule as presented and also approve PM24/018 for payment, seconded Cllr Steer. All in Favour – Motion Carried. (RR2023/045)

b) To receive and approve (if necessary) the 2nd Quarter budget report and virements.

The Clerk presented the [2nd Quarter 2023-2024 Budget report and virements as shown in Appendix B](#). Cllrs discussed and Cllr Page proposed that the Council approve the 2nd Quarter 2023-2024 Budget report and virements as presented, seconded Cllr Blakeman. All in Favour – Motion Carried. (RR2023/046)

c) To receive and discuss the 1st Draft 2024-2025 Budget.

Cllrs reviewed the 1st Draft 2024-2025 Budget and gave the following feedback:

- Request to increase the training budget by £200.
- Review Salary budget following outcome of Part II item discussion.

The Clerk agreed to make the necessary adjustments and represent at the January meeting.

6.12.23: Confirmation of the next Council meeting:

The next meeting will be on Tuesday 23rd January 2024 at 7.30pm at Exbourne Village Hall.

Please note that any changes to meeting dates or venue will be posted on the Website.

7.12.23: Confidential matters (PART II) Public Bodies (Admission to Meetings) Act 1960 s1 (2)

a) Resolution required to move the Council into Part II.

Cllr Page proposed that the Council move to Part II due to the confidential nature of the items under discussion, seconded Cllr Blakeman. All in Favour – Motion Carried. (RR2023/047)

The Clerk confirmed that the Audio recording had been stopped.

b) To discuss arrangements for the Clerk to return to work (Chair)

Contains sensitive employment information & sensitive personal data.

c) Discussion on Clerks Salary & Hours (Chair)

Contains sensitive employment information.

d) The Chair to return the meeting to public session to hear resolutions.

Item b) The Clerk was asked to re-issue the Passwords envelope to the Chair for use in emergency situations.

Item c)

Cllr Page proposed that as of the 1st of April 2024 the Clerks contracted hours be increased to 5-7 hours per week and that the Clerk be moved to SCP 12, seconded Cllr Blakeman. All in Favour – Motion Carried. (RR2023/048)

There being no further business the Chair closed the meeting.

Appendix A: Financial Schedule

Payments for authorisation (retrospective):

Payment Ref	Amount	Payee	Details	Power	Funding Source
(PM24/009)	£35.00	I.C.O	DD Annual Fee	LGA 1972 S.111	Prof. Fees/Subs
(PM24/010)	£7,800.00	John Guy	DAAT NLS Works as per quote.	Public Health Act 1936 s.234	"DAAT NLS" EMR
PM24/011	£232.28	Alice Turner	Salary June 2023	LGA 1972 S.112	Staff Costs/Salary
PM24/012	£190.34	Alice Turner	Salary July 2023	LGA 1972 S.112	Staff Costs/Salary
PM24/013	£218.43	Alice Turner	Salary Aug 2023	LGA 1972 S.112	Staff Costs/Salary
PM24/014	£153.22	Alice Turner	Salary Sept 2023	LGA 1972 S.112	Staff Costs/Salary
PM24/015	£204.39	Alice Turner	Salary Oct 2023	LGA 1972 S.112	Staff Costs/Salary
PM24/016	£239.37	Alice Turner	Salary Nov 2023 & Back Pay	LGA 1972 S.112	Staff Costs/Salary
PM24/017	£555.41	Alice Turner	Expenses & Re-imbursements (July - December 2023)	LGA 1972 S.111 & S.112	Staff Costs/Salary, Office Exp. & Admin/ Training , Hall Hire
TOTAL	£9,628.44				

Receipts for Information:

Payment ref	Method	Details	Amount
PR24/003	Bacs	2nd Half Precept	£5,250.00
TOTAL			£5,250.00

Monies held as Reserves (after payments made):

- 24 - 2023

Meeting date: 05-12-2023 (Extra-Ordinary)

Initialled as a correct record: SB

Amount	Details
£1,000.00	Election cost (Earmarked Reserve)
£1,500.00	Jacobstowe LEM/ Burial Ground (Earmarked Reserve)
£1,987.00	Maintenance Fund (Earmarked Reserve)
£1,073.20	Local Grants (Earmarked Reserve)
£50.00	IT Fund (Earmarked Reserve)
£2,000.00	General Reserve
£370.45	NP Fund (Earmarked Reserve)
£150.00	Training (Earmarked Reserve)
£139.30	Staff Costs (Earmarked Reserve)
£0.00	Clock Maint. (Earmarked Reserve)
£250.00	Lengthsman (Earmarked Reserve)
£2,298.24	DAAT NLS (Earmarked Reserve)
£206.97	Admin (Earmarked Reserve)
£0.00	Budget 23-24 (Earmarked Reserve)
£11,025.16	TOTAL

Bank Situation:

Bank Total at 15/11/2023	£15,504.90
Less Payments pending	£1,793.44
Plus receipts Received (after Bank date)	£0.00
Less Money held as reserves	£11,025.16
Available Balance	£2,686.30

Appendix B: 2nd Quarter 2023-2024 Budget Report.

Income:

	2023-24 Budget	Income to 15- 06-2023	Difference	Budget Position
Precept	£10,500.00	£10,500.00	£0.00	ON
Other (Grants/Reserves)	£2,000.00	£12,559.47	£10,559.47	Over
TOTAL	£12,500.00	£23,059.47	£10,559.47	Over

Expenditure:

	2023-24 Budget inc. Virements	Spend to 27-06- 2023	Budget Remaining	Budget Position
STAFF COSTS	£4,010.00	£1,063.23	£2,946.77	Under
Salary (& Costs)	£3,510.00	£865.24	£2,644.76	Under
Office expenses	£500.00	£197.99	£302.01	Under
ADMIN	£1,688.57	£858.57	£830.00	Under
Insurance	£813.57	£813.57	£0.00	ON
Hall Hire	£225.00	£45.00	£180.00	Under
Neighbourhood Plan	£600.00	£0.00	£600.00	Under
Training	£50.00	£0.00	£50.00	Under
RUNNING COSTS	£250.00	£0.00	£250.00	Under
DAAT	£250.00	£0.00	£250.00	Under
PROF. FEES	£251.43	£252.99	-£1.56	Over
Audit	£71.43	£68.99	£2.44	Under

Subs	£180.00	£184.00	-£4.00	Over
GRANTS	£0.00	£0.00	£0.00	<i>N/A</i>
RESERVES	£6,300.00	£6,300.00	£0.00	ON
Clock	£300.00	£300.00	£0.00	ON
Election	£0.00	£0.00	£0.00	ON
DAAT site	£6,000.00	£6,000.00	£0.00	ON
Spend from Reserves	N/A	£14,864.22	N/A	<i>N/A</i>
TOTAL	£12,500.00	£23,339.01	£4,025.21	Under

Virements for Approval:

£4.00 from Staff Costs/Office Expenses to Prof. Fees/Subs.

Signed: Steve Blakeman Date: 26th March 2024