LAKE PARISH COUNCIL – AGENDA Thursday, 12 December 2024

You are hereby summoned to attend a meeting of Lake Parish Council to be held on **Thursday, 12 December 2024** at **7.00 pm** at **Lake Methodist Church**, Sandown Rd, Lake, to consider the matters set out in the following agenda.

Members of the public are invited to attend the meeting. There will be a 10-minute public forum before and after the public meeting for questions.

1. Apologies for absence
2. To receive any declarations of interest in agenda items
3. To confirm the minutes of the meeting held on 10 October 2024 (Paper A)
4. Matters arising from the minutes not requiring a resolution.
5. Updates from Safer Neighbourhoods Policing Team
6. Finances
    1. To approve the Payments and Receipts lists as presented for October 2024 (Paper B)
    2. To approve the Payments and Receipts lists as presented for November 2024 (Paper C)
    3. To receive and note the verified bank reconciliations for October and November 2024 (Paper D)
    4. To receive and note the expenditure against budget through November 2024 (Paper E)
    5. 2025/2026 Budget Preparation (Paper F)
7. Update on Casual Vacancy
8. New Road & Lake Slipway Toilets – update
9. Bay Place Plan – update
10. Planning applications: to resolve comments on applications received.
11. Ripples
12. The Clerk
13. Isle of Wight Councillors

14. Councillors' reports

15. PUBLIC QUESTION TIME

10 minutes are available for members of the public to speak on any matters relating to parish business. Any written questions received and not considered in the earlier session will be prioritised.

Clerk

5.12.2024

LAKE PARISH COUNCIL MEETING MINUTES
10 OCTOBER 2024

Minutes of the Meeting of Lake Parish Council held on **THURSDAY, 10 October 2024** at **Lake Methodist Church** at **19.00**

PRESENT: Cllr Paul Brading, Chairman

Cllrs Michelle Abbott, Tim Clapp, Naomi Goodall, Sue Hardy, Jenny Hicks, Stephen Parkes, Adrian Whittaker and Bette Young.

IN ATTENDANCE: Mr Richard Priest (Clerk) & Raine Elliss.

From the floor There were 5 members of the public present.

Public Question Time

The Chairman invited residents to ask questions before the meeting or at the end, and clarified that Cllr Parkes would be recording the meeting, not public questions, in a personal capacity.

39/24-25 APOLOGIES FOR ABSENCE

All members were present and there were no apologies.

40/24-25 TO RECEIVE DECLARATIONS OF INTEREST IN AGENDA ITEMS

There were no further declarations in addition to those already registered.

41/24-25 TO CONFIRM MINUTES OF MEETING OF 12 September 2024

Cllr Hicks proposed, and Cllr Clapp seconded, the minutes of the meeting held on Thursday, 12 September 2024 as a true and accurate record, and the Chair signed accordingly, with members not present on 12 September 2024 abstaining.

42/24-25 MATTERS ARISING FROM MINUTES NOT REQUIRING RESOLUTION

There were no matters arising. Cllr Brading noted all items covered by the Agenda.

43/24-25 UPDATES FROM SAFER NEIGHBOURHOODS POLICING TEAM

The chair welcomed PCSO May’s written report to the Parish Council, noting responses to recent incidents, including abuse to staff team highlighting vulnerability and currently going through the courts, criminal damage at slipway toilets and forthcoming community engagement.

44/24-25 Finances

1. <u>To approve Payments & Receipts lists as presented for September 2024</u>

   Members unanimously approved the Payments and Receipts as presented for September 2024 and the Chair signed them accordingly, noting response from Clerk regarding queries at previous meeting, and members thanked Cllr Hardy for checking accounts at Broadway Centre.

2. <u>To Approve Payments & Receipts lists as presented for September 2024</u>

   Members unanimously approved the Payments and Receipts as presented for September 2024 and the Chair signed them accordingly, and Cllr Whittaker thanked the back office for work on the accounts. Cllr Brading noted work to clarify costs of water provision on the slipway and this would be reviewed in due course.

3. <u>To receive and note the verified bank reconciliations for September 2024</u>

   Members agreed and noted the verified bank reconciliations through September 2024.

4. <u>To receive & note expenditure against budget through September 2024</u>

   Members agreed and noted the expenditure against budget through September 2024.

5. <u>External Audit Findings</u>

   The Clerk outlined the Internal and External Audit processes, alongside internal measures, and noted that there was no conflict of interest between the Parish Council and internal auditor, and that the commissioning of the Internal Auditor would need review after next Parish Council elections in May 2025.

45/24-25 NEW ROAD & LAKE SLIPWAY TOILETS UPDATE

The clerk updated members on recent vandalism at slipway toilets, which was also reported to the Police over the weekend. Contractors had made good most of the damage, and contractors checked electrical work for health & safety purposes. The clerk also noted need to make provision for servicing before summer season in 2025. Members discussed options to reduce the risk at the slipway and agreed to re-open the amenity by the weekend and continue to monitor, and discuss at budget briefing, with closure an option if further damage incurred.

The clerk updated members on the increased workload pressures, with New Road snagging list forwarded to contractors, as well as surveyors engaged to sign off project as soon as possible; in addition, members discussed the process for reinstatement of land surrounding the amenity, with the clerk confirming quotes had been received but it was unclear if they were for the same project. Clerk had circulated an outline project specification, agreed by all members, and would seek 3 quotes for the outline specification, from appropriately qualified and insured contractors, with tenders to be opened by the Clerk and other officers or members in line with financial regulations, with a view to the process being taken forward at November Budget Briefing. Members also noted that the clerk would be submitting possible grant application to part fund works, possibly including CCTV at Lake Cliff Gardens as well as contribution to grounds at New Road.

The Chair noted the budget briefing was planned for 9am on Tuesday 26 November at the Broadway Centre.

46/24-25 PUBLIC SPACE PROTECTION ORDERS

Cllr Whittaker updated members on issues relating to Public Space Protection Order consultation on the Island, and members noted the consultation included cemeteries, play areas and the beach, as well as other locations. The Chair suggested that members submit personal comments, as a collective submission would be difficult to agree and may not reflect specific views, members agreed this approach and asked the clerk to recirculate links.

47/24-25 BAY PLACE PLAN UPDATE

Cllr Whittaker updated members following meeting on 25 September at the County Ground, highlighting ideas for Lake Cliff Gardens and other potential projects in the Parish.

48/24-25 TO ADOPT THE CIVILITY AND RESPECT PROTOCOL

Cllr Parkes outlined the background to the protocol, and Cllr Hardy added the involvement of NALC and IWALC, with Cllr Parkes proposing adoption, Cllr Brading seconded and all members unanimously approved the adoption of the Civility and Respect Protocol, which can be published on website in due course.

49/24-25 PLANNING

Members thanked Raine for circulation of applications and noted there were no applications of concern.

50/24-25 RIPPLES

The Chair updated members on the current situation and his conversation with Mrs Marshall, and would circulate more details as and when they are received, with Cllr Whittaker suggesting no further editions until after May 2025 elections, but members also noted that advertisers had already committed funds, and distributors were in place, and Cllr Brading also noted discussion with Merrie Gardens Resident Association and Cllr Hicks had been in contact with a neighbour that may be able to help. Members agreed to monitor situation and discuss further at budget briefing.

51/24-25 CLERK'S REPORT

The Clerk updated members on operational matters not covered by Agenda, and Raine advised members on the advert for the Casual Vacancy for Parish Councillor, and this was adding to workload pressures. Members would need to consider Clerking and back office provision after May 2025, with provision in Budget.

52/24-25 ISLE OF WIGHT COUNCILLORS' REPORTS

Cllr Brading advised members on promenade drains issue, with jet washing of drains, action on overgrown hedges at Winchester House and other locations, including footbridge near school at Oaklyn Gardens. Cllr Brading also noted island issues regarding School Pupil Place Planning, with no school in Bay directly affected; with Planning Inspector decision on Car Lot expected soon.

53/24-25 COUNCILLORS REPORTS

Cllr Brading updated members on arrangements for Remembrance Sunday, involving Kelly Way and Lay Pastor Morris, with Raine circulating Order of Service in due course, and thanked Cllr Whittaker for repair work on Poppies. Cllr Brading also outlined arrangements for Christmas event with the Co-Op, and thanked Cllr Hicks for trying to take forward Christmas event. Members also highlighted concerns on Parking along the Fairway despite restrictions, members also noted that a resident had been in touch regarding emergency service vehicle being blocked, and members noted this had been reported to appropriate agencies and request for enforcement of traffic orders. Cllr Hardy reported on Lake Cliff Gardens, and Cllr Parkes asked for update on possible visit by Leader of IW Council regarding junction at Tesco's, as well as donation of Christmas trees in the Parish.

PUBLIC QUESTION TIME

Members of the public, and the Clerk asked two people, who were in drink, to leave as the meeting had finished.

NEXT MEETING

Thursday, 12 December 2024 at 19.00 at Lake Methodist Church, Sandown Road, at Lake Methodist Church, with Budget Briefing at the Broadway Centre, at 9am on Tuesday 26 November 2024.

Meeting closed 21.05

Item 6(1) - Paper B

Cashed	#	Date	Recipient	Details	Value	NET	VAT
October	066	09/10/2024	IOW Observer	Vacancy Public Notice	96.00	80.00	16.00
October	067	09/10/2024	John O'Conner	Fairway Park Lake	276.38	230.32	46.06
October	068	09/10/2024	Harrison Contractors	Fence Panels New Road	259.20	216.00	43.20
October	069	09/10/2024	Sandown Town Counil	SLA Back Office Q4 2024/2025	2887.50	0.00	2895.49
October	070	09/10/2024	Sandown Town Counil	Stationary	7.99	6.39	1.60
October	071	09/10/2024	IOW Council	Revetment signage	694.57	694.57	0.00
October	072	09/10/2024	Danfo	Maintenance - New Road	1611.05	1342.54	268.51
October	073	09/10/2024	Martin Ralph	Building inspection New Road	900.00	750.00	150.00
October	074	01/10/2024	SSE	Slipway Toilets Electricity	330.81	315.06	15.57
October	075	10/10/2024	Business Stream	Water - New Road	234.04	234.04	0.00
October	076	22/10/2024	SSE	New Road Toilets	1185.50	1185.50	59.28
October	077	28/10/2024	Marshall K A	Ripples - Editing	25.00	25.00	0.00
October	078	28/10/2024	Forbes TK	Ripples Honorarium - Distribution	178.00	178.00	0.00

Cashed	Paying in slip	#	Date	Details	Value	NET	VAT
October	500182	039	31/09/2024	WC income	6.40	6.40	0.00
October	500183	040	07/10/2024	WC income	12.80	12.80	0.00
October	500184	041	14/10/2024	WC income	8.40	8.40	0.00
October		042	09/10/2024	Bank Interest	238.15	238.15	0.00
October	500185	043	22/10/2024	WC income	6.60	6.60	0.00
October	500186	044	28/10/2024	WC income	6.60	6.60	0.00

Item 6(2) - Paper C

Cashed	#	Date	Recipient	Details	Value	NET	VAT
November	079	05/11/2024	Danfo	Maintenance - New Road	1611.05	1342.54	268.51
November	080	05/11/2024	Biltmore Printers	Ripples print	1084.00	903.33	180.67
November	081	05/11/2024	Focus	Slipway Toilets Repairs	216.00	180.00	36.00
November	082	11/11/2024	IOW Council	Revetment Keys	64.00	64.00	0.00
November	083	15/11/2024	IOW Council	Contribution to grounds maintence / enviroment offi	7833.60	6528.00	1305.60
November	083	15/11/2024	IOW Council	Contribution to grounds maintence / enviroment offi	2500.00	2500.00	0.00
November	084	15/11/2024	Harrison Contractors	Fence Panels New Road	216.00	180.00	36.00
November	085	15/11/2024	Wight Computers	Web Hosting an SSL cert	156.00	130.00	26.00
November	086	19/11/2024	Grays Coast Marquees	Marquee For Christmas Event	210.00	210.00	0.00
November	087	21/11/2024	Sarah Neval	Buglar - Lake Rememberance Day	50.00	50.00	0.00
November	088	21/11/2024	Island roads	Empty of dog bin	1494.50	1245.42	249.08

Cashed	Paying in slip	#	Date	Details	Value	NET	VAT
November	500187	045	06/11/2024	WC income	10.20	10.20	0.00
November	500188	046	12/11/2024	WC income	4.30	4.30	0.00
November	500189	047	18/11/2024	WC income	8.80	8.80	0.00
November	500190	048	25/11/2024	WC income	4.40	4.40	0.00
November		050	13/11/2024	Bank Interest	262.18	262.18	0.00

Item 6(3) - Paper D

		April	May	June	Quarter 1	July	August	Sept	Quarter 2		Oct	Nov	Dec	Quarter 3	Jan	Feb	Mar	Quarter 4	Totals
	Opening Balance — Current	27,302.97																	
	Save	256,429.86																	
	Unpresented cheques carried over / Correctio																		
	Transfer						99,902.36					20,000.00							
	Expenditure																		
001	Administration Audit	0.00	250.00	0.00	250.00	0.00	0.00	1,260.00	1,260.00	1,510.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,510.00
002	Administration Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
003	Administration Insurance	0.00	1,697.44	0.00	1,697.44	0.00	0.00	0.00	0.00	1,697.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,697.44
004	Administration Loan (PWLB - Fairway Football Field)	0.00	0.00	0.00	0.00	0.00	1,173.14	0.00	1,173.14	1,173.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,173.14
005	Administration Loan (PWLB - NewRoad)	0.00	0.00	0.00	0.00	0.00	0.00	12,829.43	12,829.43	12,829.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,829.43
006	Administration Phone	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
007	Administration Professional Fees Payroll	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
008	Administration Professional Services Misc in Legal Advice	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
009	Administration Professional Services SLA	2,500.00	0.00	0.00	2,500.00	2,887.50	0.00	0.00	2,887.50	5,387.50	2,895.49	0.00	0.00	2,895.49	0.00	0.00	0.00	0.00	8,282.99
010	Administration Accounting Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
011	Administration Stationary and Photocopying	12.85	0.00	24.98	37.83	0.00	0.00	3.05	3.05	40.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.88
012	Administration Subscriptions IWALC & SLC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
013	Administration ICT Email	0.00	0.00	72.00	72.00	0.00	36.00	0.00	36.00	108.00	0.00	156.00	0.00	156.00	0.00	0.00	0.00	0.00	264.00
014	Adverts and Publicity Adverts	0.00	168.00	184.80	352.80	0.00	0.00	0.00	0.00	352.80	96.00	0.00	0.00	96.00	0.00	0.00	0.00	0.00	448.80
015	Adverts and Publicity ICO	0.00	35.00	0.00	35.00	0.00	0.00	0.00	0.00	35.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35.00
016	Adverts and Publicity Newsletter Distribution	178.00	0.00	178.00	356.00	0.00	178.00	0.00	178.00	534.00	178.00	0.00	0.00	178.00	0.00	0.00	0.00	0.00	712.00
017	Adverts and Publicity Newsletter Printing	0.00	0.00	1,084.00	1,084.00	1,084.00	0.00	906.00	1,990.00	3,074.00	0.00	1,084.00	0.00	1,084.00	0.00	0.00	0.00	0.00	4,158.00
018	Adverts and Publicity Newsletter Ripples Honorariam	25.00	0.00	25.00	50.00	0.00	25.00	0.00	25.00	75.00	25.00	0.00	0.00	25.00	0.00	0.00	0.00	0.00	100.00
019	Adverts and Publicity Website Word Press	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
020	Adverts and Publicity Website Domain Name	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
021	Civic and Grants Christmas	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
022	Civic and Grants Christmas Lights Replacement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
023	Civic and Grants Events Civic	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
024	Civic and Grants Grants S137	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
025	Civic and Grants Remembrance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	0.00	50.00	0.00	0.00	0.00	0.00	50.00
026	Council and Councillors Chair Allowance	0.00	87.85	0.00	87.85	0.00	0.00	0.00	0.00	87.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	87.85
027	Council and Councillors Cllr training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
028	Council and Councillors Election	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
029	Council and Councillors Hall Hire	0.00	0.00	0.00	0.00	0.00	300.00	0.00	300.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
030	Provisions Beach	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
031	Provisions Beach Buoys	0.00	3,263.35	0.00	3,263.35	0.00	0.00	0.00	0.00	3,263.35	694.57	0.00	0.00	694.57	0.00	0.00	0.00	0.00	3,957.92
032	Provisions Beach Bin Emptying	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
033	Provisions Dog Bins	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,494.50	0.00	1,494.50	0.00	0.00	0.00	0.00	1,494.50
034	Provisions Fairway Park Tree work	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
035	Provisions Fairway Park Grass Cutting	0.00	0.00	276.38	276.38	158.27	276.38	138.19	572.84	849.22	276.38	0.00	0.00	276.38	0.00	0.00	0.00	0.00	1,125.60
036	Provisions Hanging Baskets Planting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
037	Provisions Hanging Baskets Watering	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
038	Provisions Youth Offer	0.00	0.00	0.00	0.00	5,000.00	0.00	0.00	5,000.00	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
039	Provisions Place/Parish Improvement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
040	Provisions Regeneration	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
041	Provisions Thurles Green	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
042	Provisions IWC Grounds Maintenance Contributions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,833.60	0.00	7,833.60	0.00	0.00	0.00	0.00	7,833.60
043	Provisions IWC Enviroment Officer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00	0.00	0.00	0.00	0.00	2,500.00
044	Staffing Clerks Gratuity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
045	Staffing HMRC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
046	Staffing Salary (prev. employment)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
047	Toilets Capital Provision x3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
048	Toilets Clean	0.00	8,508.40	1,063.55	9,571.95	0.00	0.00	0.00	0.00	9,571.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,571.95
049	Toilets Rebuild Lake Cliff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
050	Toilets Rebuild New Road	118,901.71	0.00	0.00	118,901.71	0.00	71,341.03	0.00	71,341.03	190,242.74	2,770.25	1,827.05	0.00	4,597.30	0.00	0.00	0.00	0.00	194,840.04
051	Toilets Repair and Maintenace General	0.00	0.00	192.00	192.00	641.16	240.96	0.00	882.12	1,074.12	0.00	280.00	0.00	280.00	0.00	0.00	0.00	0.00	1,354.12
052	Toilets Repair and Maintenace Revetment	0.00	0.00	0.00	0.00	1,276.55	13,333.70	1,611.05	16,221.30	16,221.30	0.00	210.00	0.00	210.00	0.00	0.00	0.00	0.00	16,431.30
053	Toilets Service and Testing	0.00	0.00	99.00	99.00	0.00	0.00	0.00	0.00	99.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	99.00
054	Toilets Utilities Electric	2,465.05	0.00	0.00	2,465.05	330.94	1,172.63	0.00	1,503.57	3,968.62	1,516.31	0.00	0.00	1,516.31	0.00	0.00	0.00	0.00	5,484.93
055	Toilets Utilities Water	0.00	229.50	2,863.64	3,093.14	293.28	0.00	0.00	293.28	3,386.42	234.04	0.00	0.00	234.04	0.00	0.00	0.00	0.00	3,620.46
00Z	Unbudgeted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total Expenditure	124,082.61	14,239.54	6,063.35	144,385.50	11,671.70	88,076.84	16,747.72	116,496.26		8,686.04	15,435.15	0.00	24,121.19	0.00	0.00	0.00	0.00	285,002.95

Income	118,901.71																	
Precept/IWC Grant	275,093.00	0.00	0.00	**275,093.00**	0.00	0.00	0.00	**0.00**	**275,093.00**	0.00	0.00	0.00	**0.00**	0.00	0.00	0.00	**0.00**	**275,093.00**
VAT	0.00	0.00	6,173.50	**6,173.50**	21.10	0.00	0.00	**21.10**	**6,194.60**	0.00	0.00	0.00	**0.00**	0.00	0.00	0.00	**0.00**	**6,194.60**
Grants	3,552.00	0.00	0.00	**3,552.00**	0.00	0.00	0.00	**0.00**	**3,552.00**	0.00	0.00	0.00	**0.00**	0.00	0.00	0.00	**0.00**	**3,552.00**
Donations	0.00	0.00	0.00	**0.00**	0.00	0.00	0.00	**0.00**	**0.00**	0.00	0.00	0.00	**0.00**	0.00	0.00	0.00	**0.00**	**0.00**
Interest	230.98	405.41	442.40	**1,078.79**	401.38	384.75	259.55	**1,045.68**	**2,124.47**	238.15	262.18	0.00		0.00	0.00	0.00	**0.00**	**2,124.47**
Adverts	768.00	0.00	0.00	**768.00**	0.00	0.00	0.00	**0.00**	**768.00**	0.00	0.00	0.00	**0.00**	0.00	0.00	0.00	**0.00**	**768.00**
WC Income	42.50	61.30	44.25	**148.05**	25.75	42.05	38.00	**105.80**	**253.85**	40.80	27.70	0.00	**68.50**	0.00	0.00	0.00	**0.00**	**322.35**
Unbudgeted	0.00	0.00	0.00	**0.00**	0.00	0.00	0.00	**0.00**	**0.00**	0.00	0.00	0.00	**0.00**	0.00	0.00	0.00	**0.00**	**0.00**
Total Income	**279,686.48**	**466.71**	**6,660.15**	**286,813.34**	**448.23**	**426.80**	**297.55**	**1,172.58**	**287,985.92**	**278.95**	**289.88**	**0.00**	**568.83**	**0.00**	**0.00**	**0.00**	**0.00**	**288,554.75**
Closing Balance	**439,336.70**	**425,563.87**	**426,160.67**		**414,937.20**	**327,287.16**	**310,836.99**			**302,429.90**	**287,284.63**	**287,284.63**		**287,284.63**	**287,284.63**	**287,284.63**		
These Funds are represented by:																		
Current Acc	51,577.57	37,399.33	37,553.73		25,928.88	37,796.45	21,086.73			12,441.49	17,034.04							
Deposit Acc	387,759.13	388,164.54	388,606.94		389,008.32	289,490.71	289,750.26			289,988.41	270,250.59							
Gratuity	0.00	0.00	0.00		0.00	0.00	0.00			0.00	0.00	0.00		0.00	0.00			
Unpresented cheques	0.00	0.00	0.00		0.00	0.00	0.00			0.00	0.00	0.00		0.00	0.00			
TOTAL	**439,336.70**	**425,563.87**	**426,160.67**		**414,937.20**	**327,287.16**	**310,836.99**			**302,429.90**	**287,284.63**	**0.00**		**0.00**	**0.00**	**0.00**		
Variance	0.00	0.00	0.00		0.00	0.00	0.00			0.00	0.00	287,284.63		287,284.63	287,284.63	287,284.63		

Item 6(4) - Paper E

Code	Budget Line - Spend	Q1	Q2	Q3	Q4	Total	Budgeted	Remaining	Committed
001	Administration Audit	250.00	1260.00	0.00	0.00	**1,510.00**	1,079.50	-430.50	-430.50
002	Administration Equipment	0.00	0.00	0.00	0.00	**0.00**	500.00	500.00	500.00
003	Administration Insurance	1697.44	0.00	0.00	0.00	**1,697.44**	1,666.35	-31.09	
004	Administration Loan (PWLB - Fairway Football Field)	0.00	1173.14	0.00	0.00	**1,173.14**	2,346.28	1,173.14	1,173.14
005	Administration Loan (PWLB - NewRoad)	0.00	12829.43	0.00	0.00	**12,829.43**	25,212.60	12,383.17	12,383.17
006	Administration Phone	0.00	0.00	0.00	0.00	**0.00**	0.00	0.00	0.00
007	Administration Professional Fees Payroll	0.00	0.00	0.00	0.00	**0.00**	0.00	0.00	0.00
008	Administration Professional Services Misc in Legal Advice	0.00	0.00	0.00	0.00	**0.00**	1,500.00	1,500.00	1,500.00
009	Administration Professional Services SLA	2500.00	2887.50	2,895.49	0.00	**8,282.99**	11,550.00	3,267.01	3,267.01
010	Administration Accounting Software	0.00	0.00	0.00	0.00	**0.00**	1,139.00	1,139.00	1,139.00
011	Administration Stationary and Photocopying	37.83	3.05	0.00	0.00	**40.88**	300.00	259.12	259.12
012	Administration Subscriptions IWALC & SLC	0.00	0.00	0.00	0.00	**0.00**	895.00	895.00	895.00
013	Administration ICT Email	72.00	36.00	156.00	0.00	**264.00**	207.90	-56.10	-56.10
014	Adverts and Publicity Adverts	352.80	0.00	96.00	0.00	**448.80**	500.00	51.20	51.20
015	Adverts and Publicity ICO	35.00	0.00	0.00	0.00	**35.00**	45.00	10.00	
016	Adverts and Publicity Newsletter Distribution	356.00	178.00	178.00	0.00	**712.00**	712.00	0.00	0.00
017	Adverts and Publicity Newsletter Printing	1084.00	1990.00	1,084.00	0.00	**4,158.00**	5,431.86	1,273.86	1,273.86
018	Adverts and Publicity Newsletter Ripples Honorariam	50.00	25.00	25.00	0.00	**100.00**	100.00	0.00	0.00
019	Adverts and Publicity Website Word Press	0.00	0.00	0.00	0.00	**0.00**	157.50	157.50	157.50
020	Adverts and Publicity Website Domain Name	0.00	0.00	0.00	0.00	**0.00**	26.25	26.25	26.25
021	Civic and Grants Christmas	0.00	0.00	0.00	0.00	**0.00**	300.00	300.00	300.00
022	Civic and Grants Christmas Lights Replacement	0.00	0.00	0.00	0.00	**0.00**	200.00	200.00	200.00
023	Civic and Grants Events Civic	0.00	0.00	0.00	0.00	**0.00**	200.00	200.00	200.00
024	Civic and Grants Grants S137	0.00	0.00	0.00	0.00	**0.00**	1,000.00	1,000.00	1,000.00
025	Civic and Grants Remembrance	0.00	0.00	50.00	0.00	**50.00**	250.00	200.00	200.00
026	Council and Councillors Chair Allowance	87.85	0.00	0.00	0.00	**87.85**	1,000.00	912.15	912.15
027	Council and Councillors Cllr training	0.00	0.00	0.00	0.00	**0.00**	500.00	500.00	500.00
028	Council and Councillors Election	0.00	0.00	0.00	0.00	**0.00**	0.00	0.00	0.00
029	Council and Councillors Hall Hire	0.00	300.00	0.00	0.00	**300.00**	346.50	46.50	46.50
030	Provisions Beach	0.00	0.00	0.00	0.00	**0.00**	0.00	0.00	0.00
031	Provisions Beach Buoys	3263.35	0.00	694.57	0.00	**3,957.92**	3,369.96	-587.96	
032	Provisions Beach Bin Emptying	0.00	0.00	0.00	0.00	**0.00**	0.00	0.00	0.00
033	Provisions Dog Bins	0.00	0.00	1,494.50	0.00	**1,494.50**	3,757.95	2,263.45	2,263.45
034	Provisions Fairway Park Tree work	0.00	0.00	0.00	0.00	**0.00**	1,755.60	1,755.60	1,755.60
035	Provisions Fairway Park Grass Cutting	276.38	572.84	276.38	0.00	**1,125.60**	1,885.42	759.82	759.82
036	Provisions Hanging Baskets Planting	0.00	0.00	0.00	0.00	**0.00**	0.00	0.00	0.00
037	Provisions Hanging Baskets Watering	0.00	0.00	0.00	0.00	**0.00**	0.00	0.00	0.00
038	Provisions Youth Offer	0.00	5000.00	0.00	0.00	**5,000.00**	7,500.00	2,500.00	2,500.00
039	Provisions Place/Parish Improvement	0.00	0.00	0.00	0.00	**0.00**	15,000.00	15,000.00	15,000.00
040	Provisions Regeneration	0.00	0.00	0.00	0.00	**0.00**	0.00	0.00	0.00
041	Provisions Thurles Green	0.00	0.00	0.00	0.00	**0.00**	0.00	0.00	0.00
042	Provisions IWC Grounds Maintenance Contributions	0.00	0.00	7,833.60	0.00	**7,833.60**	6,528.00	-1,305.60	-1,305.60
043	Provisions IWC Enviroment Officer	0.00	0.00	2,500.00	0.00	**2,500.00**	2,500.00	0.00	0.00

044	Staffing Clerks Gratuity	0.00	0.00	0.00	0.00	**0.00**	0.00	0.00	0.00
045	Staffing HMRC	0.00	0.00	0.00	0.00	**0.00**	0.00	0.00	0.00
046	Staffing Salary (prev. employment)	0.00	0.00	0.00	0.00	**0.00**	0.00	0.00	0.00
047	Toilets Capital Provision x3	0.00	0.00	0.00	0.00	**0.00**	60,000.00	60,000.00	60,000.00
048	Toilets Clean	9571.95	0.00	0.00	0.00	**9,571.95**	31,174.50	21,602.55	21,602.55
049	Toilets Rebuild Lake Cliff	0.00	0.00	0.00	0.00	**0.00**	0.00	0.00	0.00
050	Toilets Rebuild New Road	118901.71	71341.03	4,597.30	0.00	**194,840.04**	0.00	-194,840.04	118901.71
051	Toilets Repair and Maintenace General	192.00	882.12	280.00	0.00	**1,354.12**	2,000.00	645.88	645.88
052	Toilets Repair and Maintenace Revetment	0.00	16221.30	210.00	0.00	**16,431.30**	15,000.00	-1,431.30	0.00
053	Toilets Service and Testing	99.00	0.00	0.00	0.00	**99.00**	1,200.00	1,101.00	1,101.00
054	Toilets Utilities Electric	2465.05	1503.57	1,516.31	0.00	**5,484.93**	7,486.50	2,001.57	2,001.57
055	Toilets Utilities Water	3093.14	293.28	234.04	0.00	**3,620.46**	4,730.25	1,109.79	1,109.79
00Z	Unbudgeted	0.00	0.00	0.00	0.00	**0.00**	0.00	0.00	0.00
		144385.50	116496.26	24,121.19	0.00	**285,002.95**	221,053.92	134,733.56	251,833.07
	Income	286,813.34	1,172.58	568.83	0.00				
	Bank Balances								
	Treasuers	37,553.73	389,008.32	289,988.41	270,250.59				
	Deposit	388,606.94	25,928.88	12,441.49	17,034.04				
	Gratuity	0.00	0.00	0.00	0.00				
	TOTAL	**426,160.67**	**414,937.20**	**302,429.90**	**287,284.63**				
	General (Minimum)				53451.00				
	Earmarked				60,700.00				
	Budgeted spend remaining				174,367.46				
	Balance				**-1,233.83**				

Budget 2024/2025 - Preparation

Date 26 November 2024
Prepared by Clerk and RFO

1. BACKGROUND

1.1. The council must set a budget by 1 March each year and this has to be approved by Full Council.

1.2. The 2025/2026 budget is for the period 1 April 2025 until 31 March 2026.

1.3. There are several different stages to the budget setting process:

- Review of the most recently audited financial years figures (2023/2024)
- Review of current financial years spend through end of quarter 2 (30 September 2024)
- Consultation
- Forecasting current years spend and income through the end of the financial year (31 March 2025). This gives an early warning about the likelihood of a shortfall (or surplus).
- Forecasting next year's expenditure and income from precept by:
  - Calculating uplift due to inflation (if any)
  - Determining the cost of existing provisions and new projects
  - Assessing levels of income;
  - Providing for contingencies and consider the need for general and earmarked (capital) reserves;
- Presenting draft budget and consultation to members for amendments and recommendations.
- Amending draft budget
- Publishing draft budget with papers for February meeting.
- Approval of budget by council (**13 February 2025**)

2. LEGISLATION

2.1. The Local Government Finance Act 1992. C.14, Part 1, Chpt. IV, s49(A) 49A (Calculation of council tax requirement by authorities in England)[1] does not reference a "budget" but

[1] Local Government Finance Act 1992 (legislation.gov.uk)

requires a local precepting authorities to make calculations (outlined in sections (2) and (3)) which are effectively those used by local councils to produce the budget.

2.2. Section 41 of the act require this to be completed by the 1 March though it should be noted that the precept is not invalid if this date is missed (The Billing Authorities (Anticipation of Precepts) Regulations 1992, Regulation 2 (Anticipation of precepts) (amended)[1].

2.3. S.49(A) also refers to "proper practices" which in England is the Governance and Accountability in Local Councils in England and Wales: A Practitioners' Guide published jointly by the National Association of Local Councils and the Society of Local Council Clerks. (The Joint Panel on Accountability and Governance, 2022)

2.4. The Practitioners' Guide requires local councils to "prepare and approve a budget in a timely manner before setting a precept or rates and prior to the commencement of the financial year" (Page 8: 1.8). Further details are provided in sections 5.25 – 5.28) of the guide[2].

3. CONSULTATION

3.1. An important part of the budget-setting process is hearing from local residents and businesses and a consultation is carried out each year to inform the proposals set before councillors and a final budget agreed.

3.2. The 2025/2026 consultation was launched on 1 October 2024 and ran until 31 October 2024.

3.3. The consultation was advertised as follows:

- Posters displayed at Council's toilets, on the council's notice boards and in some local business.

  Posters include a QR code linking to the online survey and details of where hard copy consultations were available.

- On the Council's website
- In the Lake Ripples publication.
- Hardcopy Questionnaires available from Councillors on request.

3.4. Only 2 responses were received online. No hard copies were requested or received.

3.5. In effort to improve response rates, Council may wish to consider the Consultation in the local press next year and undertaking face to face events on the parish.

4. SUMMARY OF CONSULTATION RESPONSES

4.1. Due to the lack of responses, the analysis does not generate meaningful results and cannot be used to inform the council's budget decisions.

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[1] The Billing Authorities (Anticipation of Precepts) Regulations 1992 (legislation.gov.uk)

[2] Governance and Accountability in Local Councils in England and Wales: A Practitioners' Guide

5. IDENTIFIED COST PRESSURES

5.1. There are number of significant issues which will impact on next year's budget.

5.2. Anti-social behaviour and on-going damage to property.

5.3. Reductions in cost-of-living support from Central Government.

5.4. Devolved services from Isle of Wight Council.

5.5. Inflation and increases to the cost of supply.

5.6. Ensuring accessibility of services and activities.

5.7. There is also likely to be an impact as a result of changes to the Isle of Wight Council budget.

6. INCOME

6.1. The council's main income is from the Precept.

6.2. Advertising income from the Ripples is also budgeted.

<u>Toilets</u>

6.3. Charging for the toilets at Lake Cliff Gardens has been in place since the start of the year.

6.4. The contactless system has not yet paid for itself. However, £253.85 in cash payments was received through September 2024.

6.5. Income for the toilets is based on usage. It can be impacted by a number of factors including the weather (as demonstrated by the reduction of income following on of the wettest years on record) and closures due to vandalism.

6.6. The income does not cover the costs of running the toilets and during the winter months it is unlikely that it will cover the contactless running costs.

6.7. Charging for the toilets at New Road has also been introduced and it is expected the toilets will open before the end of Q3.

6.8. Therefore, it is not recommended 100% of the potential toilet income be included in the budget.

<u>Other Income</u>

6.9. Other income sources include

6.9.1. VAT refunded: Budget expenditure does not include any VAT. The refund is based on VAT paid and received and therefore should not be budgeted as income either.

6.9.2. Grants: Grants are not a guaranteed source of income. While officers make every effort to obtain grant funding for the council, it is dependent on what grants are available, if the projects meet the criteria of the grants and officer capacity to work on submissions. Therefore, grant monies cannot be accurately budgeted.

6.9.3. Interest: Interest payments are subject to the interest rates available on credit balances and the monies held by the council. Therefore, interest cannot be accurately budgeted. Based on the current market, 1.5% on the end of year reserves have been budgeted.

6.9.4. Insurance claims: monies from insurance claims are reparations for damage or loss and therefore used to offset loss by the council and should not be budgeted.

7. COMMENTARY ON THE DRAFT BUDGET

7.1. The council's expenditure is impacted by the inflation rate, the Consumer Price Index, energy costs and variations to costs as a result of supply and demand. The political situation in the UK and USA as well as world events, such as war and national disasters, also impact on costs.

Inflation

7.2. In recent years there has been a great deal of economic uncertainty in recent years making it difficult to predict rates of inflation

7.3. Last year it was predicted that inflation will return to 2% by the end of 2025 but CPI will remain around 5%. CPI was 2.6% at the end of Q2.

7.4. Reducing the rate of inflation creates savings but could expose the council to risk if it cannot meet its commitments due to increased costs. The budget bases uses a 5% inflation rate.

Energy and Fuel Prices

7.5. The increases in the cost of electricity and gas have stabilised over the past 12 months as has the impact of the cost of fuel on other goods and services.

7.6. There have been reductions in the wholesale costs of both energy and fuel but these have been slow to be passed on to the consumer. In real terms it is rare to see a reduction to costs or charges.

7.7. Therefore, the basis on which costs were budgeted remains the same as last year.

8. CAPITAL MONIES (ALLOCATED OR EARMARKED RESERVES)

8.1. There are two types of monies included in the council's budget – revenue and capital monies.

8.2. Revenue is short term income and expenditure - the money generated from the council's activities and the expenses incurred providing its services.

8.3. Capital is what the council needs to retain its services, usually physical assets such as property or equipment which depreciates over a period of time. Capital monies form the council's earmarked or allocated reserves and are ringfenced.

8.4. Historic budgets have not included provision to replace assets such as the toilets or playground equipment. This has led to a significant precept increase and borrowing.

8.5. Capital reserves also provide security against borrowing.

8.6. It is important capital allocation is made to replace all tangible assets every year to avoid projects having to be funded by significant increases to the precept or through loans.

8.7. Allocated reserves also provide match funding for grant bids.

New Road Capital

8.8. Additional capital monies have been budgeted this year to start to build funds for the reprovision of the toilets at New Road.

9. RESERVES

9.1. The Practitioners' Guide indicates " In practice, any authority with income and expenditure in excess of £200,000 should plan towards three to 12 months equivalent general reserve".

9.2. Lake Parish Councils income and expenditure is now in excess of £200,000.

9.3. In previous years there have been no allocated reserves and the council has drawn on its general reserves for capital projects and unbudgeted funds leading to them needing to be replenished.

9.4. It is recommended the council work towards increasing the minimum general reserves to six months revenue to reflect this. Five months general reserves are included in the budget basis.

10. INITIAL PRECEPT OPTIONS

10.1. Councillors have a number of options relating to the budget clerks would like steer on the direction of travel in regard to inflation, capital provision and taking projects forward.

10.2. They should take into account that not increasing the precept in line with costs may lead to the reduction and closure of services and risk council cannot meet its financial obligations.

10.3. The budgets should be drafted to cover all identified cost pressures and meet priorities outlined by council to allow them to move forward planned projects and events.

10.4. The Clerk will draft the budget for 2025/2026, following the council briefing. They would like to be informed on what basis to revise the draft the budget. Points to consider are:

a) Zero precept increase with reduction and closure of services and risk council cannot meet its financial obligations.

b) Precept increase in line with increased costs and impacts on services; and

c) Greater increase to precept to cover all identified cost pressures and meet priorities outlined in consultation.

d) The level of general reserves.

11. SPECIFIC PROJECTS

<u>Website</u>

11.1. The website was set-up a number of years ago. There have been advances in technology since then and the law in relation to accessibility has changed.

11.2. Monies have been included to upgrade and refresh the website.

<u>War Memorial Planters</u>

11.3. The war memorial planters are owned by the Isle of Wight Council but often refreshed at the Parish Council's cost.

11.4. Monies have been budgeted for the planting and watering of the planters to enable an agreement to be reached with the Isle of Wight Council on the flora and fauna in the planters.

Warm Space

11.5. Funding from central government may not be extended through 2025/2026. Council should consider if it wished to make any provision for this provision in the budget.

Youth Offer

11.6. The Bay Youth Project has seen a reduction in antisocial behaviour from young people. There are no geographical restrictions for young people in the Bay accessing the service.

11.7. However, it is currently disproportionately funded by Sandown Town Council and if it does not become more proportionately funded, Lake young people may be excluded from some aspects of the service.

11.8. Council will need to decide if it which to retain the current level of funding or increase or decrease it.

Landscaping (New Road)

11.9. Basic Landscaping will be undertaken at New Road in the current year.

11.10. Further landscaping will be required to maximise the potential of the space.

11.11. Monies have been included in the budget basis for this purpose.

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12. STAFFING BUDGET

12.1. Due to the elections and potential changes resulting from a New Administration and the current clerk's retirement, the Council needs to consider its staffing structure.

12.2. A briefing paper has been drafted to support the Council in this process.

12.3. The budget basis uses the officer benchmarked figure at LC24-28.

13. APPENDICES

Appendix A – Staffing Briefing Note

Appendix C – 2025-2026 Budget Basis

Appendix 1

Staffing Structure

Date	26 November 2024
Prepared by	Clerk and RFO

1. CONTEXT

1.1. The current administrations term will end in May 2025 with Elections being held for the appointment of a new council. Sandown Town Council will also have a new administration. Both Council's will need to consider if the back-office arrangement will continue.

1.2. Lake Parish Council also need to make budgetary provision should their volunteer Clerk step down.

1.3. It is clear from the issues which have arisen since the last Clerk retired that the previous provision was not sufficient to enable the council to operate effectively and meet the requirements of the role.

1.4. The role of the Parish Council has also changed significantly over recent years.

1.5. Benchmarking, to ensure the provision for the Clerk/RFO role meets the Councils needs is recommended.

2. SERVICES

2.1. The Council's services and work involved impacts on the staffing provision and benchmarking for the role.

a) The Public toilets at Lake Cliff Gardens and New Road have been have been upgraded and are chargeable. In addition to management of the facilities, responding to complaints and vandalism there is also the collection, processing and banking of monies to take into account.

b) Landscaping is required at New Road Toilets, once completed the site will need maintaining.

c) The Slipway Toilets are in need of updating. The current facility is not fully accessible and is dated. While this may not need to be undertaken immediately, it will be a significant project and may also require a PWLB application.

d) CCTV will be in operation across at the new toilets. Monitoring and providing CCTV footage in response to incidents is a time-consuming process. Given the increase in the levels of vandalism and antisocial behaviour across the Island it is expected more requests will be received in the future.

e) Christmas arrangements

f) Remembrance and other Civic Events.

g) Fairway Park (lease, maintenance)

h) Regeneration and delivery of Bay Place Plan projects.

2.2. The Clerk is also responsible for the administration relating to the running of the Council this includes but is not limited to:

a) Accounts (day-to-day book accounting, annual accounts, procurement, grants, insurances internal and external audit).

b) Budgeting process including consultation, advertising, forecasting, quotations and drafting documents.

c) Communication; traditional channels of telephone and in writing (inc. email) and now increased online and social media presence as well as supporting the production of the Ripples.

d) Risk Management (every site requires ongoing risk assessment in addition to the management of the Council's overall risk register including lone working and staff safety).

e) Servicing Council Meetings (full council, committees and working parties), agendas minutes and reports (inc. research)

f) Project Management (reprovisioning and new services)

g) Policies and procedures (there is significant work required in this area)

h) Human Resources and Payroll.

i) Governance, including casual vacancies.

j) Management of the Council's website.

k) Extensive correspondence with Councillors (this is not typical of a Clerks role but is an issue for LPC)

l) Out of Hours Contacts, Extra-Ordinary General Meeting Correspondence, and other non-core communication.

2.3. The Council should take into account unless there are changes to Councillors behaviours provision will also need to be made for the time spent by the Clerk dealing with them,

3. BENCHMARKING

3.1. There have been numerous changes to the Clerk/RFO Job Descriptions since the Council last employed a Clerk. Therefore, to ensure the pay scales for the role are reflective of the work involved it is recommended that a benchmarking exercise be undertaken.

3.2. There are two separate parts to the exercise – a review the job descriptions and then a review of points against the job standards.

3.3. The instructions on the bench marking exercise are attached as an appendix.

3.4. Bench Marking supports staff retention and development.

Benchmarking

1. Process

1. Review Core Information against the Clerk/RFO Job Description. Make any changes that are necessary.
2. Review the 4 profiles attached.
3. Compare the Profile to the Clerk/RFO Job Description/Core Activities and award points accordingly. It is the Role not the individual being assessed.
   a) Award a "–" if the role is slightly less than the profile
   b) Award the score if the role matches the profile
   c) Award a "+" if the role is more than the profile but is not enough to meet the next profile or just less than the next profile.
4. The Grades are the converted to points. This is the lowest number of points in the benchmark divided by the 12 responsibilities outlined in each profile.

-1	**1**	1+	**-2**	**2**	**2+**	**-3**	**3**	**3+**	**-4**	**4**	**4+**
1.3	1.5	1.9	2.2	2.5	2.9	3.3	3.6	4.0	4.3	4.7	5.1

5. Consideration is given to if any additional points apply: 1 point applies to each of the following:
   - FILCA
   - CILCA
   - Community Governance
   - If the Clerk is also the RFO.

   Nb. If an appointee is not yet qualified the NALC model contract indicates they will increase an increment with each qualification obtained.
6. Additional roles such as secretary or administer to a body associated to the Council due to employment should also be reviewed and additional points awarded (e.g. if the role includes administrating a trust or acting as the secretary of a charity).
7. The Total Number of Points informs the pay scale applicable for the role.
8. At appointment, the spinal point within the scale can be applied to the individual.

2. Core Information

Meetings Council Meetings Annual Town Meeting Briefings	 8 1 3
Provisions Public Toilets x3 Planters at War Memorial Thurles Green New Road Landscape Remembrance	 Civic Events (D-Day etc) School and Town projects CCTV Notice Boards Website
Management of Staff Staff Line Management (inc. Appraisal) Contractors (approx. excl. projects)	 18
Financial Responsibility. Value of Assets £416,793 Budget Value £ 97,731 Reserves £61,200 Risk Register Financial Management Activity	Invoicing and credit control, Cashbook Treasury Management Budget preparation and management Asset Responsibility Financial Reporting Annual Accounts Preparation Audit Process Support Procurement Cash Handling
Overall Responsibility Involvement in all aspects of day to day running of Council. Responsibility for Risk Delegated powers Preparation and implementation of Policies and Procedures	 Supporting 10 Councillors, inc. Chair/Deputy Chair. Report writing Agendas and Minutes Correspondence Press release Website and social media

3. Profiles

4. GRADE	PROFILE 1	PROFILE 2	PROFILE 3	PROFILE 4
1	The job requires predominantly practical and procedural knowledge across a technical or specialist area or an equivalent level of organisational, procedural and policy knowledge. e.g. Small or medium parish.	The job requires predominantly practical and procedural knowledge across a technical or specialist area or an equivalent level of organisational, procedural and policy knowledge e.g. Small or medium parish.	The job requires theoretical plus practical and procedural knowledge in a Specialist area or an equivalent level of organisational, procedural and policy Knowledge e.g. large parish/small town.	The job requires advanced theoretical, practical and procedural knowledge across a specialist area or an equivalent level of organisational, procedural and policy knowledge e.g. Large town
2	The job requires judgmental or creative skills; where there is some need to interpret information or situations and to solve straightforward problems.	The job requires judgmental or creative skills; where there is some need to interpret information or situations and to solve straightforward problems.	The job requires analytical and judgmental or creative and developmental skills, where there is need to interpret information or situations and to solve varied problems or develop solutions or plans over the short term.	The job requires analytical and judgmental or creative and developmental skills to analyse and interpret complex information or situations and to solve difficult problems or develop solutions or plans over the medium term.
3	The job involves; Exchanging orally or in writing varied information with a range of audiences: or: Exercising advisory, guiding, negotiating or persuasive skills: e.g. Up to 6 meetings a year.	The job involves either: Exchanging orally or in writing varied information with a range of audiences: or: Exercising advisory, guiding, negotiating or persuasive skills e.g. 6 – 12 meetings per year.	The job involves: Exercising developed advisory, guiding, negotiating or persuasive skills in order to encourage others to adopt a particular course of action: or Exchanging orally and in writing complicated or sensitive information with a range of audiences e.g. 12 meetings plus 2 committees.	The job involves Exercising highly developed advisory, counselling, negotiating or persuasive skills, or advocacy, in order to convince others to adopt courses of action they might not otherwise wish to take: or Exchanging orally and in writing complex and contentious information with a range of audiences, including non-specialists: e.g. 12 meetings per year plus 5 committees

SCORE	PROFILE 1	PROFILE 2	PROFILE 3	PROFILE 4
4	The job involves working within recognised procedures, which leave some room for initiative. The work may involve responding independently to unexpected problems and situations.	The job involves working within recognised procedures, within which the jobholder is required to organise own workload. The work involves making decisions as to when and how duties are to be carried out, and responding independently to unanticipated problems and situations.	The job involves progressing a series of activities within recognized guidelines. The work involves making frequent decisions and exercising initiative without ready access guidance.	The job involves progressing a series of activities within recognized guidelines. The work involves making frequent decisions and exercising initiative without ready access to others.
5	The jobholder generally has access to guidance on unusual or difficult problems. e.g. No devolved functions.	The jobholder generally has access to guidance on serious problems e.g. 2 devolved functions.	The jobholder consults a supervisor/ manager for advice on policy or resource issues e.g. 3 delegated functions	The job involves a major direct impact on the well-being of individual, or groups of people.
6	The job involves some direct impact on the well being of individual, or groups of people, through undertaking tasks or duties, which are to their direct benefit, or impact directly on their health and safety.	The job involves considerable direct impact on the well-being of individual, or groups of, people e.g. many statutory functions.	The job involves high direct impact on the well-being of individual, or groups of people e.g. most statutory functions.	The jobholder has responsibility for taking decisions, which may affect the future well being and circumstances of individuals e.g. most statutory functions in large town.

SCORE	PROFILE 1	PROFILE 2	PROFILE 3	PROFILE 4
7	The job involves limited, or no direct responsibility for the supervision, direction or co-ordination of other employees. The work may involve demonstration of own duties, or advice and guidance, to new employees, or others e.g. No Staff	The job involves considerable direct responsibility for the supervision, direction, co-ordination or training/development of other employees. The work involves the allocation of work to a small group or team, checking of work, and the direction of staff, including, where appropriate, on-the job training. e.g. Small team of up to 10 staff.	The job involves high direct responsibility for the supervision or management, direction, co-ordination or training/development of other employees. The work involves supervising, directing and co-ordinating the work of a group of staff covering more than one area of activity or in more than one workplace, including allocation of work, and evaluation and appraisal of the work carried out e.g. Large team 10-20 staff.	The job involves a major direct responsibility for the management, direction, coordination and development of significant numbers of other employees, covering several different areas of activity or in several geographically dispersed workplaces. The work involves the organisation, allocation and reallocation, as appropriate, of areas of work and the evaluation of activities and working methods e.g. 20 + staff.
8	The job involves some direct responsibility for financial resources. The work regularly involves either: Handling of cash, or processing of cheques, invoices or equivalent or:	The job involves considerable direct responsibility for financial resources. The work involves either: Accounting for large sums of money, in the form of cash, cheques, direct debits, invoices, or equivalent, where care, accuracy and security are important or: Being accountable for considerable expenditures from an agreed budget or equivalent income.	The job involves high direct responsibility for financial resources. The work involves either: Accounting for very large sums of money, in the form of cash, cheques, direct debits, invoices, or equivalent, where care, accuracy and security are important or: Being accountable for large expenditures from an agreed budget or equivalent income	The job involves a major direct responsibility for financial resources. The work involves being accountable for very large expenditures from an agreed budget or equivalent income.

SCORE	PROFILE 1	PROFILE 2	PROFILE 3	PROFILE 4
9	Being accountable for small expenditures from an agreed budget or equivalent income e.g. Typical budget of up to £25,000	The responsibility may include contributing to the setting and monitoring of the relevant budget and ensuring effective spend of budgeted sums. e.g. Typical budget £25,000 – £250,000	The responsibility may include contributing to the setting and monitoring of the relevant budget and ensuring effective spend of budgeted sums e.g. typical budget £250,000 –£750,000	The responsibility includes contributing to the setting and monitoring of the relevant budget(s) and ensuring effective spend of budgeted sums e.g. budget in excess of £750,000
10	The job involves some direct responsibility for physical resources. The work regularly involves either: Some responsibility for security of buildings, external locations or equivalent	The job involves considerable direct responsibility for physical resources. The work involves either: Cleaning, maintenance and repair of a range of equipment, buildings, external locations or equivalent or:	The job involves high direct responsibility for physical resources. The work involves either: Adaptation, development or design of a wide range of equipment, land, buildings, other construction works or equivalent or:	The job involves a major direct responsibility for physical resources. The work involves either:
11	Or: Day-to-day maintenance of equipment or premises:	Security of buildings, external locations or equivalent or:	Security of a range of high value physical resources or:	Security of a wide and very high value range of physical resources or:
12	Or: Ordering, or stock control of, a limited range of supplies.	Ordering, or stock control of, a range of equipment and supplies	Ordering of a wide range of equipment and supplies	Ordering of a wide and high value range of equipment and supplies.

5. Scoring

Profile	Score	1	-2	2	2+	-3	3	3+	-4	4	4+
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
FILCA											
CILCA											
RFO											
Total											

6. Pay Scales 2024/2025

ANNEX 1

SCP	01-Apr-23		01-Apr-24	
	per annum	per hour	per annum	per hour
1	*Deleted wef 01 Apr 23*			
2	£22,366	£11.59	£23,656	£12.26
3	£22,737	£11.79	£24,027	£12.45
4	£23,114	£11.98	£24,404	£12.65
5	£23,500	£12.18	£24,790	£12.85
6	£23,893	£12.38	£25,183	£13.05
7	£24,294	£12.59	£25,584	£13.26
8	£24,702	£12.80	£25,992	£13.47
9	£25,119	£13.02	£26,409	£13.69
10	£25,545	£13.24	£26,835	£13.91
11	£25,979	£13.47	£27,269	£14.13
12	£26,421	£13.69	£27,711	£14.36
13	£26,873	£13.93	£28,163	£14.60
14	£27,334	£14.17	£28,624	£14.84
15	£27,803	£14.41	£29,093	£15.08
16	£28,282	£14.66	£29,572	£15.33
17	£28,770	£14.91	£30,060	£15.58
18	£29,269	£15.17	£30,559	£15.84
19	£29,777	£15.43	£31,067	£16.10
20	£30,296	£15.70	£31,586	£16.37
21	£30,825	£15.98	£32,115	£16.65
22	£31,364	£16.26	£32,654	£16.93
23	£32,076	£16.63	£33,366	£17.29
24	£33,024	£17.12	£34,314	£17.79
25	£33,945	£17.59	£35,235	£18.26
26	£34,834	£18.06	£36,124	£18.72
27	£35,745	£18.53	£37,035	£19.20
28	£36,648	£19.00	£37,938	£19.66
29	£37,336	£19.35	£38,626	£20.02
30	£38,223	£19.81	£39,513	£20.48
31	£39,186	£20.31	£40,476	£20.98
32	£40,221	£20.85	£41,511	£21.52
33	£41,418	£21.47	£42,708	£22.14
34	£42,403	£21.98	£43,693	£22.65
35	£43,421	£22.51	£44,711	£23.17
36	£44,428	£23.03	£45,718	£23.70
37	£45,441	£23.55	£46,731	£24.22
38	£46,464	£24.08	£47,754	£24.75
39	£47,420	£24.58	£48,710	£25.25
40	£48,474	£25.13	£49,764	£25.79
41	£49,498	£25.66	£50,788	£26.32
42	£50,512	£26.18	£51,802	£26.85
43	£51,515	£26.70	£52,805	£27.37

NB: hourly rate calculated by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week)

	CAP	Cost Centre	Cost Code	Line Item	2023 - 2024 Actual	2024 - 2025 Budget	2024-2025 To Date (30/9)	2024-2025 Year End anticipated	Difference + is Overspend - is Underspend	2025 - 2026 Budget	Notes (inflation at 5%)
Req		Administration	Audit		754.00	1079.50	1510.00	1510.00	430.50	1585.50	Increase greater than expected due to change in budget/turnover.
Recommende	CAP	Administration	ICT Equipment		8.00	500.00	0.00	500.00	0.00	1000.00	Paid clerk will require a PC and Printer.
Recommended		Administration	ICT Licencses		0.00	0.00	0.00	0.00	0.00	1000.00	Paid clerk will require a PC and Printer.
Req		Administration	Insurance		1632.64	1666.35	1697.44	1782.31	115.96	1871.43	Revaluation of New Road Toilets will need to be udnertaken once opened.
Req		Administration	Loan (PWLB - Fairway Football Field)		2416.28	2346.28	1173.14	2346.28	0.00	2346.28	
Req		Administration	Loan (PWLB - NewRoad)		0.00	25212.60	12829.43	25212.60	0.00	25212.60	
Req		Administration	Phone		0.00	0.00	0.00	140.00	140.00	456.00	A device with connectivity will be needed to run CCTV on in Q3/4. Contractual increase of around 5% expecte din April.
Req		Administration	Professional Fees	Payroll	0.00	0.00	0.00	0.00	0.00	214.00	A paid clerk will necessitate payroll services (includes set-up).
Opt		Administration	Professional Servic	Misc in Legal Advice	0.00	1500.00	0.00	1500.00	0.00	30000.00	Year end cannot be forecast. Increased due to E&D risk at Slipway(can be ringfenced and carried forward if not used)
Req		Administration	Professional Servic	SLA	10200.00	11550.00	5387.50	11550.00	0.00	0.00	If continued SLA can be funded from savings against Clerks role.
Opt		Administration	Accounting Software		0.00	1139.00	0.00	0.00	-1139.00	1139.00	Did not VAT register
Req		Administration	Stationary and Photocopying		46.19	300.00	40.88	300.00	0.00	300.00	Non-standard office supplies. Year end cannot be forecast.
Opt		Administration	Subscriptions	IWALC & SLC	0.00	895.00	0.00	0.00	-895.00	939.75	County Associtions Dues (for new council to decide)
Req		Administration	ICT	Email	159.59	207.90	108.00	207.90	0.00	218.30	Council email addresses for clerk and council.
Opt		Adverts and Publicity	Adverts		277.20	500.00	352.80	500.00	0.00	500.00	Year end cannot be anticipated. Clerks post
Req		Adverts and Publicity	ICO		35.00	45.00	35.00	35.00	-10.00	45.00	Price fixed for 24/25
Opt		Adverts and Publicity	Newsletter	Distribution	1068.00	712.00	534.00	1068.00	356.00	1068.00	Incorrectly forecasted
Opt		Adverts and Publicity	Newsletter	Printing	7776.80	5431.86	3074.00	6504.00	1072.14	6829.20	Incorrectly forecasted
Opt		Adverts and Publicity	Newsletter	Ripples Honorariam	150.00	100.00	75.00	150.00	50.00	157.50	Incorrectly forecasted
Req		Adverts and Publicity	Website	Word Press	156.00	157.50	0.00	156.00	-1.50	163.80	
Req		Adverts and Publicity	Website	Domain Name	0.00	26.25	0.00	26.25	0.00	27.56	
Opt		Adverts and Publicity	Website	Refresh/Accessibility	0.00	0.00	0.00	0.00	0.00	3000.00	Changes in technology and accessibility
Opt		Civic	Remembrance		40.00	250.00	0.00	250.00	0.00	250.00	Year end cannot be forecast
Opt		Community and Grants	Christmas		189.59	300.00	0.00	300.00	0.00	300.00	Year end cannot be forecast
Opt	CAP	Community and Grants	Christmas	Lights Replacement		200.00	0.00	200.00	0.00	200.00	Year end cannot be forecast
Opt		Community and Grants	Events	Civic	708.21	200.00	0.00	200.00	0.00	200.00	Year end cannot be forecast
Opt		Community and Grants	Grants S137		0.00	1000.00	0.00	1000.00	0.00	1000.00	Year end cannot be forecast
Opt	NEW	Community and Grants	Warm Spaces		0.00	0.00	0.00	0.00	0.00	6000.00	
Opt		Community and Grants	Youth Offer		5010.00	7500.00	5000.00	7500.00	0.00	10000.00	
Opt		Council and Councillors	Chair Allowance		881.46	1000.00	87.85	1000.00	0.00	1000.00	Year end cannot be forecast
Opt		Council and Councillors	Cllr training		0.00	500.00	0.00	500.00	0.00	500.00	Year end cannot be forecast
Opt		Council and Councillors	Election		0.00	0.00	0.00	0.00	0.00	4000.00	Year end cannot be forecast
Req		Council and Councillors	Hall Hire		330.00	346.50	300.00	300.00	-46.50	363.83	Year end cannot be forecast
Req		Provisions	Beach		3209.49	3369.96	3263.35	3263.35	-106.61	3426.52	No price increase in 2024/25
Opt		Provisions	Beach	Bin Emptying	0.00	0.00	0.00	0.00	0.00	0.00	
Req/Notice		Provisions	Dog Bins		2818.56	3757.95	0.00	3757.95	0.00	3945.85	
Req		Provisions	Fairway Park	Tree work	0.00	1755.60	0.00	1755.60	0.00	1760.00	Year end cannot be forecast
Req		Provisions	Fairway Park	Grass Cutting	1596.12	1885.42	849.22	1885.42	0.00	1979.69	Year end cannot be forecast
Opt		Provisions	Hanging Baskets	Planting	0.00	0.00	0.00	0.00	0.00	0.00	Year end cannot be forecast
Opt		Provisions	Hanging Baskets	Watering	0.00	0.00	0.00	0.00	0.00	0.00	Year end cannot be forecast
Opt		Provisions	War Memorial Pla	Watering	0.00	0.00	0.00	0.00	0.00	1800.00	To be costed
Opt		Provisions			77.60	15000.00	0.00	15000.00	0.00	15000.00	Year end cannot be forecast
Opt		Provisions	Regeneration		6000.00	0.00	0.00	0.00	0.00	0.00	Moved to Parish Improvement
Opt		Provisions	IWC Grounds Maintenance Contributions		17982.90	6528.00	0.00	6528.00	0.00	6854.40	
Opt		Provisions	IWC Enviroment Officer		2378.90	2500.00	0.00	2500.00	0.00	2867.70	2 Hrs per week (letter dated 23/9/24)
Opt		Provisions	Parks		0.00	0.00	0.00	0.00	0.00	0.00	
Req		Staffing	HMRC		0.00	0.00	0.00	0.00	0.00	3832.00	Pending Benchmarking (based on LC24)
Req		Staffing	Salary (prev. employment)		0.00	0.00	0.00	0.00	0.00	34314.00	Pending Benchmarking (based on LC24)
Req		Staffing	Training		0.00	0.00	0.00	0.00	0.00	1000.00	Required when employing a clerk
Req		Staffing	Professional Subscriptions		0.00	0.00	0.00	0.00	0.00	255.00	Required when employing a clerk
Opt	CAP	Toilets	Capital Provision x3		0.00	60000.00	0.00	60000.00	0.00	60000.00	Capital Reserves for Reprovision - year one - 20k per year x 3 sites
Opt	CAP	Toilets	Slipway Reprovision		0.00	0.00	0.00	0.00	0.00	60000.00	Capital Reserves for Reprovision - year one - 20k per year x 3 sites
Req		Toilets	Clean		27928.79	31174.50	9571.95	31174.50	0.00	32733.23	
Drops Off	CAP	Toilets	Rebuild	Lake Cliff	62727.00	0.00	0.00	0.00	0.00	0.00	
Req	CAP	Toilets	Rebuild	New Road	0.00	0.00	190242.74	198169.52	198169.52	0.00	Balance brought forward from last year.
Req		Toilets	Landscaping	New Road	0.00	0.00	0.00	10000.00	10000.00	25000.00	

Appendix 2

Req		Toilets	Repair and Mainte	General	13278.48	2000.00	1074.12	2000.00	0.00	2000.00	Year end cannot be forecast
Req		Toilets	Repair and Mainte	Slipway	0.00	15000.00	87562.33	15000.00	0.00	15000.00	Year end cannot be forecast
Req		Toilets	Rebuild	Slipway	0.00	15000.00	0.00	0.00	0.00	50000.00	Year end cannot be forecast
Req		Toilets	Service and Testing		198.00	1200.00	99.00	1200.00	0.00	1200.00	Year end cannot be forecast.Assume annual service / test - Leginella and ECIR
Req		Toilets	Utilities	Electric	3116.34	7486.50	3968.62	7937.24	450.74	10318.41	Increase greater than expected. 1.3 bugeted.
Req		Toilets	Utilities	Water	2657.92	4730.25	3386.42	6772.84	2042.59	8804.69	Increase greater than expected. 1.3 bugeted.
Req	CAP	Toilets	CCTV	Installation	0.00	0.00	0.00	3000.00	3000.00	1500.00	2024/25 includes LCG and NwRd. 2025/6 would be Slipway
Req		Toilets	CCTV	Maintenane and Runni	0.00	0.00	0.00	215.00	215.00	415.00	
					175809.06	**236053.92**	**332222.79**	**431682.76**	**210628.84**	**443979.22**	