

**Minutes of Parish Council Annual Meeting**

**held at 7pm on Wednesday 15<sup>th</sup> May 2024**

**Council Chamber, Village Hall, York Road, Earls Colne.**

**PRESENT:** Cllr N Spelling (Chair), Cllrs Mr T Calton (Vice Chair), Cllr R Ranns, Cllr. N. McKean, Cllr. J. Parish, Cllr J Happs, Cllr J Jemmett & Ms D Ellison ( Parish Clerk & minute taker)

**Public attendees;** C Canning, R Martin.

**1. To receive notification of absence from:**

County Cllr. Chris Siddall, District Cllr. G. Spray, District Cllr. G. Courtauld, Cllr K Kerslake, Cllr L Bauckham- Leys

**2. To receive declarations of interest –**

- a. None reported

**3. To approve the minutes of the following meeting (April 2024)**

- a. It was formally noted, for clarification, that all previous Parish Council meeting minutes for 2024 had also been approved.

**4. Briefing from the Chair:**

- a. Welcome to guests. Guests confirmed their attendance was to gain insight into the meeting agenda and discussions.
- b. Acknowledgement of notified absentees.
- c. Acknowledgement that a strategy meeting had taken place regarding councillors allocated areas of responsibility for discussion later in committee session.
- d. Update on the Museum progress as a charity, and their request for continued financial support.
  - i. It was agreed that Cllr J Parish would be on the board of Trustees, and must report on a monthly basis to ECPC, the financial status and Museum activities whilst ECPC supports with funds.
  - ii. As part of the new tenure clarity is required as to the value of contribution from ECPC and for how long?
  - iii. Discussions were held around value of artefacts, assets and insurance requirements during transition period. Colin Canning requested a copy of the asset register of items allocated to the museum.

**5. Public Participation Session.**

Nothing raised

**6. County Council Matters:**

None raised.

**7. Braintree District Council Matters**

Apologies of absence from Cllr G Courtauld and Cllr G Spray.

Cllr G Spray's report was reviewed and it raised the question in relation to who the point of contact for Infrastructure will be? Clerk to request.

**8. Finance.**

- a. Cllr Ranns advised that April accounts had yet to be reconciled as statements were outstanding from Co-Op bank.
- b. Draft year end accounts were shared with the councillors to demonstrate year end for 2023-2024 had been completed satisfactorily, and this had been confirmed/proven through Scribe reports.
- c. All outstanding financial administration and VAT returns had been completed following the period of absence of Clerk and Cllr Ranns.



- d. Due to the death of previous internal auditor Cllr Ranns proposed Ann Wood to support with audit & preparation of AGAR submission, seconded by Cllr Spelling.

**9. Planning:**


- a. Decisions Reached
- b. Current Applications – applications received between the date of this notice and the meeting may also be considered.
- c. Process: Cllr Calton advised that the current process was not working, but on reviewing with the councillors the historical methods it was agreed that current procedure is still the best option. It was highlighted and strongly emphasised that the process MUST be adhered to by ALL the councillors. Cllr Calton proposed that the reporting of planning of any tree work would be removed due to the lack of expertise within the councillors to have a valid comment. Cllr Happs seconded the motion.  
The process is that all new planning applications will be detailed within the agenda, including hyperlinks. All councillors to log onto the application and confirm to Cllr Carlton their comments even if No comment.
- d. Cllr Calton raised to the councillors awareness the proposed naming of planning application 23/01947/FUL gave the approval for the erection of 4 No. Residential Units, associated works, including car park and bin store as **Watkinson Mews**. The consultation on this road name will start on the 7 May 2024 and end on the 28 May 2024. Cllr N Spelling opposed this name, explaining that the development was an increased to the existing dwellings in the road Tapestry Court, and therefore should be a continuation. Proposed by Cllr Spelling, unanimously agreed by councillors. Action for clerk to report to BDC.
- e. Cala site update: Progress has been made with new boundaries being agreed by both parties that ensured S106 agreement was not affected. The transfer of ownership should conclude within weeks. Action requested of Clerk to ascertain who is the owner of the pond within this location.
- f. Cllr Calton raised his plans to step down as Vice Chair due to work commitments, but proposed to continue as a parish councillor with responsibility within ECPC for the Neighbourhood Plan and all Planning items. This was unanimously approved.

Agenda items for next meeting:

- a. Website compliance
- b. Governance/Compliance calendar and documentation
- c. No mow May, plans for continuation
- d. Review bank facilities.

**Public Meeting closed at 9pm. Councillors continued in committee.**

Signed as a true reflection of the meeting:

Chair  .....

Date: ... 17/6/24

# Earls Colne Parish Council

Prepared by:                   D. ELLISON                    
Name and Role (Clerk/~~REC~~ etc)

Date:           17/6/24          

Approved by:                   R RANNS                    
Name and Role (RFO/~~Chair of Finance~~ etc)

Date:           17/6/24          

<b>Bank Reconciliation at 31/03/2024</b>			
	Cash in Hand 01/04/2023		32,574.45
	<b>ADD</b> Receipts 01/04/2023 - 31/03/2024		282,540.81
			315,115.26
	<b>SUBTRACT</b> Payments 01/04/2023 - 31/03/2024		208,502.36
<b>A</b>	<b>Cash in Hand 31/03/2024</b> (per Cash Book)		<b>106,612.90</b>
	Cash in hand per Bank Statements		
	Petty Cash                                  28/03/2024	143.23	
	Coop - Community Direct Plus          29/03/2024	16,401.90	
	Coop - Savings                                29/03/2024	33,567.77	
	Cambridge & Counties                      29/02/2024	56,559.07	
			<b>106,671.97</b>
	Less unrepresented payments		59.07
			106,612.90
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>106,612.90</b>
<b>A = B Checks out OK</b>			

**Earls Colne Parish Council**  
**Annual Return**

**Accounts for Year from 01/04/2023 to 31/03/2024**

This is prepared based on the information in "Governance and Accountability for Local Councils : a Practitioners' Guide"

Important note: These figures have been prepared on a RECEIPTS and PAYMENTS basis.

\* Note :- An asterisk to the right of the box below indicates it is an item that has changed by more than 15% and £200 from the previous year and probably warrants a comment in your notes. This is only an indication and should not be considered exclusive. You will only see asterisks if this is the second year you have used the report .

Box No.	Description	Year ending		*
		31/03/2023 £	31/03/2024 £	
1	Balances brought fwd	65,385.00	32,574.45	*
2	Annual precept	135,000.00	135,000.00	
3	Total other receipts	19,440.00	147,540.81	*
4	Staff Costs	54,783.00	60,993.03	
5	Loan interest/capital repayment	3,950.00	1,974.87	*
6	Total other payments	128,517.00	145,534.46	
7	Balances carried forward	32,574.45	106,612.90	*
8	Total Cash and Short Term Inve	32,574.45	106,612.90	*
9	Total Fixed Assets and Long Ter	1,586,197.00	1,525,114.58	
10	Total Borrowings	1,928.00	0.00	*

**Earls Colne Parish Council**  
**ANNUAL RETURN - Section 2 : Statement of Accounts**

**Explanation of variances**

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on a RECEIPTS and PAYMENTS basis.

Box No.	Description	31/03/2023 £	31/03/2024 £	Variance £	Variance %	Explanation Required?	Notes
1	Balances brought fwd	65385.00	32574.45				BALANCE B/F AGREES
2	Annual precept	135000.00	135000.00	0.00	0%	No	N/A
3	Total other receipts	19440.00	147540.81	128100.81	659%	Yes	Exceptional income from Bond maturing (Feb 2024) Historical VAT claim for earlier years Grant income Bad debt chasing
4	Staff Costs	54783.00	60993.03	6210.03	11%	No	N/A
5	Loan interest/capital repayments	3950.00	1974.87	-1975.13	50%	Yes	Roof loan cleared and an additional payment listed on Scribe
6	Total other payments	128517.00	145534.46	17017.46	13%	No	N/A
7	Balances carried forward	32574.45	106612.90	74038.45	227%	Yes	See detail in 3 above
8	Total Cash and Short Term Investments	32574.45	106612.90	74038.45	227%	Yes	See detail in 3 above
9	Total Fixed Assets and Long Term Investments	1586197.00	1525114.58	-61082.42	4%	No	N/A
10	Total Borrowings	1928.00	0.00	-1928.00	100%	Yes	Final payment of loan amount made. We have no further borrowings

This report is intended as a guide to the variances you may need to explain. The specific requirements vary between external auditors so please check the requirements shown on the pro forma provided to your council

Please note a breakdown of approved reserves will also be required if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2)

**Earls Colne Parish Council**  
**STATEMENT OF ACCOUNTS**

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	32,374.45	
Cash in Hand	200.00	
Broadband		
Clerks Salary/NI/Super Ann		22,655.63
Stationery Misc		3,658.25
Insurance		5,141.67
Equipment	12.90	163.56
Postage		
Audit Fee		1,431.00
Memberships		841.14
xxxxxx		
Training		480.39
Annual Report		
Neighbourhood Plan		2,122.50
S137		40.00
Grant to Local Org		
Community Special		55.94
Bank Interest	57,217.90	
Grants	6,000.00	
Precept	135,000.00	
xx		
Neighbourhood Plan Grant	2,398.00	2,500.00
Devolution Scheme		
VAT		1,331.47
Website		816.16
Poo Bags	197.01	635.71
Communications		561.51
Computing Hardware		587.26
Computing Software		3,278.06
Photocopier		2,377.81
PAYE		8,518.60
Legals		5,586.72
Section 106	485.00	
Staff Christmas		355.00
Wages/NI/Super Ann		27,624.60
Misc Items	39.55	4,339.34
Repairs & Maintenance	1,060.76	969.35
Community Worker Equipment	62.00	763.58
Fuel		42.94
VE Insurance		
Playground Equipment		115.00

**Earls Colne Parish Council  
STATEMENT OF ACCOUNTS**

	RECEIPTS	PAYMENTS
Litter Bins		
Seats & Benches		
Dog Bin		
Telephone Kiosk		
Water Pump		
Allotments		
Church Clock		
Amenity Electric Vehicle		
Defibrillator		
Street Lighting Maintenance		532.50
Street lighting Energy		1,412.22
xxx		
Christmas Tree/Carol Service		469.07
Planting		136.59
Trees		1,500.00
Grass Cutting	723.09	
Allotment Fees		
Street Cleaning	3,195.71	
VE Window Cleaning		
Contractors		
Sundries		169.72
Memorial		1,142.16
VH Caretaker		2,194.20
VH Rates		682.27
VH Maintenance		5,347.24
Hall Hire	24,271.89	250.00
VH Insurance		
VH Electricity	35.00	4,891.06
Gas		7,066.39
VH Water		328.70
VH Legionella		
Fire Exits/Alarms/Emergency Lighting		1,224.84
Cleaning/Cloakroom Supplies		563.45
Waste Collection		2,318.68
License Fees		130.00
Refurbishment		26.50
Stairlift		99.00
Boiler Replacement		21,925.45
Contractors		16,173.25
Sundries		892.48
Defibrillator Consumables		294.47
Window Cleaning		520.00
Loan Repayment		1,974.87

**Earls Colne Parish Council**  
**STATEMENT OF ACCOUNTS**

	RECEIPTS	PAYMENTS
Hall Hire Deposit	750.00	
Community Hub	5,000.00	2,749.76
Museum Electricity		1,904.73
Museum Water		136.53
Museum Window Cleaning		120.00
Museum Insurance		845.00
Other		342.80
Museum Grant		
CP Caretaker		
CP Rates	16,621.04	7,497.18
CP Water		2,307.92
CP Electricity		5,182.10
CP Insurance		
CP Legionella		
Cleaning/Janitorial Supplies		168.18
CP Maintenance		1,114.48
Security Alarm		90.00
EV Charging		675.00
VAT	29,470.96	16,110.38
	<b>282,540.81</b>	<b>208,502.36</b>
<b>Closing Balances:</b>		
Balances in Bank Account		106,469.67
Cash in Hand		143.23
<b>TOTAL</b>	<b>315,115.26</b>	<b>315,115.26</b>

The above statement represents fairly the financial position of the council as at 31 Mar 2024

Signed

  
Responsible Financial Officer

Date 17/6/24