

MARTOCK PARISH COUNCIL

Martock Parish Council
The Market House
Church Street
Martock Somerset
TA12 6JL

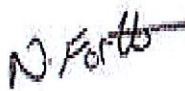


Date of Issue: 22/02/2024

TO: Councillors John Hole (Chair), Joy Bailey (Vice Chair), Ashley Chapman, Paul Helyer, Graham MacDonald, Alan Potter, Alison Warne, Ash Warne and Tony Welsh.

NOTICE OF MEETING

YOU ARE HEREBY SUMMONED TO ATTEND THE COUNCIL MEETING of the **MARTOCK PARISH COUNCIL** to be held on **Wednesday 28th February 2024** in the Parish Hall, Church Street, Martock at **7:00pm** for the purpose of transacting the business set out in the agenda below.



Natalie Fortt

Chief Executive

Please contact the Parish Office (01935 822891) if you need further information on this agenda.

Members of the public are welcome to attend. The meeting may be recorded.

Public participation time

An opportunity for members of the public to raise issues of concern or interest, ask a question or make a statement or present a petition or be part of a deputation. Public participation time will be conducted in accordance with the Council's Standing Orders which is limited to 15 minutes, with no individual speaker exceeding a maximum of three minutes each.



MARTOCK PARISH COUNCIL

FULL COUNCIL MEETING

AGENDA

Wednesday 28th February 2024 at 7:00 pm

1. **Apologies for Absence:** To receive and accept apologies for absence including reasons given.
2. **Declarations of Interest:** To declare any interests relating to the business of the meeting and receive any dispensation requests.
3. **Confirmation of Minutes of previous meeting:** To confirm and sign the minutes of the meeting of the Council held on 24th January 2024 as a correct record. **Attached**
4. **Council Vacancies – Consideration of the Following Applications to become Co-opted Members:**
 - (a) Application from Danny Dwyer **Attached**
 - (b) Application from James Tresarden **Attached**
5. **Martock Community Survey:**
 - (a) Explanatory email from Jackie Swabey **Attached**
 - (b) Community Household Survey 2017 for information **Attached**
 - (c) Current Community Plan 2018-23 for information **Attached**
6. **Council Budget – 2023/24 Monitoring as at Month 10:**
 - (a) Detailed Income and Expenditure by Budget Heading.
 - (b) Detailed Balance Sheet.
 - (c) List of Payments for January 2024.
 - (d) Virement Report.
 - (e) Bank Reconciliation Statement.Reports of Responsible Financial Officer. **To Follow**
7. **Fees and Charges for 2024/25:** Report of Responsible Financial Officer and Operations Manager **To Follow**
8. **Bank Signatories:** Request for replacement signatories following recent Councillor resignations.
9. **Appointment of Internal Auditor:** Council is requested to approve;

- (a) The continuation of the internal audit contract, as agreed in April 2023, for the current financial year at a net cost of £325 plus mileage for a site visit
- (b) To seek quotes for internal audit for the 2024 2025 financial year, to be brought to council within 3 months

10. Maintenance Contracts: Report of Operations Manager **Attached**

11. Yeovil District Hospital – Closure of Hyper Acute Stroke Unit: Council to consider supporting the motion to Thornhackett Parish Council **Attached**

12. Neighbourhood Plan:

- (a) Update report from Task Group **Attached**
- (b) Community Survey – Council is requested to nominate 2 volunteers to serve on a Community Plan Steering Committee of at least 6 to 8 people by 29th February, and consider how the Community Plan will relate to MPC plans.
- (c) Transfer of Domain Name - martockplan.org.uk Proposal to transfer registered ownership from Andrew Clegg to Martock Parish Council – current cost is £11.99 plus VAT per annum.
- (d) Domain Hosting – Proposal to transfer hosting of martockplan.org.uk onto MPC owned and controlled platform. Council agreement is required.

13. Annual BBC ‘Making a Difference’ Awards – Volunteer Category:

Consideration of a nomination to be proposed.

14. Committees: Minutes of the Planning and Highways Committee held on 14th February 2024 **Attached**

15. Forthcoming Meetings:

- a. Full Council – Wednesday 27th March 2024 7.00pm
- b. Planning Committee – Wednesday 13th March 2024 7.00pm

16. Exclusion of the Press and Public:

As the following item is expected to include the consideration of exempt information, it is proposed that, in accordance with Section 1 of Public Bodies (Admission to Meetings) Act 1960, the public be excluded during the discussion of the following matter, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Section 1 of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

17. Youth Provision: Council to review Task Group progress and determine the way forward. Report of Locum Clerk **Attached**

Reasons for Confidentiality – Disclosure of Staffing and Contractual information

**Bank Reconciliation Statement as at 05/01/2024
for Cashbook 4 - Public Sector Deposit Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Pubic Sector Deposit A/C	01/01/2024		80,677.47
			<u>80,677.47</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			80,677.47
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			80,677.47
		Balance per Cash Book is :-	80,677.47
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/01/2024
for Cashbook 1 - Current Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Deposit Account	31/01/2024		244,793.07
Current Account	31/01/2024		1,000.00
			<u>245,793.07</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			245,793.07
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			245,793.07
		Balance per Cash Book is :-	245,793.07
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Detailed Balance Sheet - Excluding Stock Movement

Month 10 Date 31/01/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
101	S/L Debtors Control	(4,464)	
105	VAT Control A/c	7,673	
200	Current Account	245,793	
202	Credit Card	376	
203	Public Sector Deposit Account	80,677	
	Total Current Assets		330,055
	<u>Current Liabilities</u>		
500	P/L Creditors Control	2,292	
530	PAYE/NI Creditor	581	
540	Pension Creditor	1,771	
550	Wages Creditor	(7,828)	
560	Singing For All Monies Held	890	
570	Service Users Monies Held	15	
	Total Current Liabilities		(2,280)
	Net Current Assets		332,336
	Total Assets less Current Liabilities		332,336
	<u>Represented by :-</u>		
300	Current Year Fund	141,963	
310	General Reserves	93,797	
325	Tennis Court	1	
330	Quinquennial	25,000	
336	Planning and Community	15,000	
340	Covid-19 Contingency	5,000	
345	S106/CIL Reserve	964	
346	S106/CIL Reserve 2022-2023	50,611	
	Total Equity		332,336



MARTOCK PARISH COUNCIL

Budget Analysis Report

Month 10 Full Council 28th February agenda item #6a

The attached report is a breakdown of the income and expenditure against the agreed budget. These figures reflect the financial year to date expenditure and income and it would be expected that, in most cases, should be showing at about 83% of the annual budget.

There are some areas of expenditure which exceed their budget, these will be reported as virements other than those items where Council have agreed a transfer from sinking funds or Ear marked reserves.

The overall income expenditure is currently:

	Actual Year Current To Date	Variance Annual Bud	Committed Funds Total Expenditure Available	% Spent
Grand Totals:- Income	454,776	455,882	1,106	99.8%
Expenditure	341,682	455,882	114,200	0 114,200 74.9%
Net Income over Expenditure	113,094	0 (113,094)		
plus Transfer from EMR	12,080			
Movement to/(from) Gen Reserve	125,175			

There are some budget heads showing both higher and lower percentages than expected including. Some examples that have not been recently reported are:

110 Finance/office does not include any farmers markets income, none has been none received since prior to covid.

At the Full Town Council meeting on 24th January Council resolved : That the RFO investigate and provide additional information to members in respect of the absence of income from the Farmers Market.

Having contacted the appropriate person, £1,530.00, net takings from April 2021 to February 2024 inclusive have been paid directly into the Council's bank account.

160 Parish Hall 1100 Income : is low at £115 on this report. However, during the current month (11) hire invoices have started to be issued and income now stands at £3,725 with further invoices to come

220 Recreation ground 1220 income : is low at £0 on this report. However, invoices are currently being issued and this will be reflected in next months report.

There are various budget headings overspent (some as previously reported). Due to the approaching year end and cost centres e.g. 110 Finance/Office, 160 Parish Hall and 230 Pavilion not being under budget, it is recommended that no further virements are issued and that the existing overspends come from general reserves. The overall budget expenditure position is still lower than the average 83.3 % at 74.9%

Please contact me if you would like any further information on any of the items on the report

Tracy Lamb, CiLCA
RFO
23rd February 2024

11:56

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>110 Finance / Office</u>							
1060 Other Income	18	100	82			18.2%	
1076 Precept	432,057	432,057	0			100.0%	
1090 Bank Interest	6,668	200	(6,468)			3334.0%	
1095 CCLA Income	344	500	156			68.7%	
Finance / Office :- Income	439,087	432,857	(6,230)			101.4%	0
4000 Gross Salaries	64,053	102,180	38,127		38,127	62.7%	
4005 Employer Pension	3,977	6,230	2,253		2,253	63.8%	
4010 Employer NI	5,387	7,785	2,398		2,398	69.2%	
4012 Locum & consultancy	18,219	0	(18,219)		(18,219)	0.0%	
4016 Staff welfare	6	200	194		194	2.8%	
4017 Staff Travel	7	100	93		93	7.2%	
4018 Training - staff	660	280	(380)		(380)	235.7%	
4024 Recruitment	864	0	(864)		(864)	0.0%	
4025 Insurance	9,179	7,300	(1,879)		(1,879)	125.7%	
4035 Electricity	0	1,000	1,000		1,000	0.0%	
4050 Accountancy	502	972	470		470	51.6%	
4055 Audit Fee	(725)	2,200	2,925		2,925	(33.0%)	
4075 Chairman's Allowance	592	592	(0)		(0)	100.1%	
4080 Members' Travelling Expenses	0	100	100		100	0.0%	
4095 Omega Financial System	3,940	2,000	(1,940)		(1,940)	197.0%	
4100 Bank Charges	368	350	(18)		(18)	105.1%	
4126 Equipment furniture smalltools	0	500	500		500	0.0%	
4149 Advertisements	801	250	(551)		(551)	320.6%	
4150 General	235	235	0		0	99.8%	
4151 Postage & Stationery	387	900	513		513	43.0%	
4152 Photocopier & Ink	1,208	1,500	292		292	80.6%	
4153 Telephone expenses	4,598	5,000	402		402	92.0%	
4154 Subscriptions & membership	4,306	4,500	194		194	95.7%	
4156 IT, Support, maintenance	7,012	0	(7,012)		(7,012)	0.0%	
4159 Farmers Market	0	450	450		450	0.0%	
4166 HR support	3,621	3,621	(0)		(0)	100.0%	
Finance / Office :- Indirect Expenditure	129,198	148,245	19,047	0	19,047	87.2%	0
Net Income over Expenditure	309,888	284,612	(25,276)				
<u>120 Comms & PR</u>							
4155 Website	370	1,000	630		630	37.0%	
Comms & PR :- Indirect Expenditure	370	1,000	630	0	630	37.0%	0
Net Expenditure	(370)	(1,000)	(630)				

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Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
130 Parish / Village							
1080 Grants Received	1,141	0	(1,141)			0.0%	
Parish / Village :- Income	1,141	0	(1,141)				0
4000 Gross Salaries	24,021	34,800	10,779		10,779	69.0%	
4005 Employer Pension	1,197	2,150	953		953	55.7%	
4010 Employer NI	802	2,650	1,848		1,848	30.3%	
4150 General	215	215	0		0	99.9%	
4200 Window Boxes	0	650	650		650	0.0%	
4205 Village Improvements	0	2,785	2,785		2,785	0.0%	
4210 Christmas Decorations (Exp.)	0	500	500		500	0.0%	
4212 Christmas Lights	14	1,000	986		986	1.4%	
4215 Christmas Trees	192	200	8		8	95.9%	
4220 Village Maintenance	2,289	5,000	2,711		2,711	45.8%	
4221 Village Maintenance Contract	10,923	16,000	5,077		5,077	68.3%	
4240 Security Patrols	2,820	3,240	420		420	87.0%	
4290 Public Toilets	0	300	300		300	0.0%	
4640 Maintenance	126	0	(126)		(126)	0.0%	
Parish / Village :- Indirect Expenditure	42,600	69,490	26,890	0	26,890	61.3%	0
Net Income over Expenditure	(41,459)	(69,490)	(28,031)				
140 Churchyard							
1140 Burial Ground Interment income	3,035	9,000	5,965			33.7%	
Churchyard :- Income	3,035	9,000	5,965			33.7%	0
4151 Postage & Stationery	27	27	0		0	98.8%	
4250 Burial Ground Green waste	231	231	0		0	100.0%	
4251 Burial Ground Maint Contract	2,731	4,000	1,269		1,269	68.3%	
4260 Churchyard Trees & Lighting	0	4,670	4,670		4,670	0.0%	
4502 Repairs and maintenance	72	72	0		0	100.0%	
Churchyard :- Indirect Expenditure	3,060	9,000	5,940	0	5,940	34.0%	0
Net Income over Expenditure	(25)	0	25				
150 Market House							
4030 Rates	699	2,700	2,001		2,001	25.9%	
4035 Electricity	5,358	4,200	(1,158)		(1,158)	127.6%	
4045 Water	0	400	400		400	0.0%	
4127 CCTV & Security	1,217	0	(1,217)		(1,217)	0.0%	
4128 Cleaning/Consumables - all	202	0	(202)		(202)	0.0%	
4280 Market House (General)	2,139	2,500	361		361	85.6%	
Market House :- Indirect Expenditure	9,615	9,800	185	0	185	98.1%	0
Net Expenditure	(9,615)	(9,800)	(185)				

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Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
160 Parish Hall							
1100 Parish Hall Income	115	4,500	4,385			2.6%	
Parish Hall :- Income	115	4,500	4,385			2.6%	0
4030 Rates	3,643	5,000	1,357		1,357	72.9%	
4035 Electricity	6,931	4,200	(2,731)		(2,731)	165.0%	
4040 Gas	3,358	3,340	(18)		(18)	100.5%	
4041 Gas servicing	240	0	(240)		(240)	0.0%	
4045 Water	188	200	12		12	94.2%	
4126 Equipment furniture smalltools	252	1,200	948		948	21.0%	
4127 CCTV & Security	598	1,500	902		902	39.9%	
4128 Cleaning/Consumables - all	51	250	199		199	20.5%	
4134 Defibrillator	509	0	(509)		(509)	0.0%	
4150 General	8	0	(8)		(8)	0.0%	
4285 Building Maintenance	0	1,500	1,500		1,500	0.0%	
4300 Parish Hall (General)	1,086	50	(1,036)		(1,036)	2172.5%	
Parish Hall :- Indirect Expenditure	16,865	17,240	375	0	375	97.8%	0
Net Income over Expenditure	(16,750)	(12,740)	4,010				
170 Highways							
4330 Electric Speed Signs	0	100	100		100	0.0%	
Highways :- Indirect Expenditure	0	100	100	0	100	0.0%	0
Net Expenditure	0	(100)	(100)				
180 Youth							
4370 Community Youth Project	24,076	54,600	30,524		30,524	44.1%	
4375 Scouts & Guides	3,000	3,000	0		0	100.0%	
Youth :- Indirect Expenditure	27,076	57,600	30,524	0	30,524	47.0%	0
Net Expenditure	(27,076)	(57,600)	(30,524)				
190 Job Club							
4016 Staff welfare	0	720	720		720	0.0%	
4017 Staff Travel	38	250	212		212	15.4%	
4150 General	18	350	332		332	5.1%	
4151 Postage & Stationery	50	50	0		0	99.1%	
4152 Photocopier & Ink	254	254	0		0	99.9%	
4153 Telephone expenses	196	840	644		644	23.3%	
4154 Subscriptions & membership	0	246	246		246	0.0%	

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Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4443 Refreshments	224	250	26		26	89.6%	
4446 Volunteering	9	0	(9)		(9)	0.0%	
Job Club :- Indirect Expenditure	788	2,960	2,172	0	2,172	26.6%	0
Net Expenditure	(788)	(2,960)	(2,172)				
<u>191 Seniors</u>							
1305 Otago Falls Course Income	0	200	200			0.0%	
Seniors :- Income	0	200	200			0.0%	0
4016 Staff welfare	0	720	720		720	0.0%	
4017 Staff Travel	64	250	186		186	25.8%	
4150 General	8	350	342		342	2.4%	
4151 Postage & Stationery	9	50	41		41	18.6%	
4153 Telephone expenses	27	50	23		23	54.1%	
4154 Subscriptions & membership	0	500	500		500	0.0%	
4443 Refreshments	0	250	250		250	0.0%	
Seniors :- Indirect Expenditure	109	2,170	2,061	0	2,061	5.0%	0
Net Income over Expenditure	(109)	(1,970)	(1,861)				
<u>192 Community Support</u>							
1303 Wednesday Club Income	261	75	(186)			347.5%	
Community Support :- Income	261	75	(186)			347.5%	0
4016 Staff welfare	37	720	683		683	5.1%	
4017 Staff Travel	412	500	88		88	82.3%	
4150 General	38	0	(38)		(38)	0.0%	
4151 Postage & Stationery	5	50	45		45	9.2%	
4153 Telephone expenses	39	250	211		211	15.5%	
4154 Subscriptions & membership	0	500	500		500	0.0%	
4443 Refreshments	306	600	294		294	51.1%	
4445 Wednesday Club Expenses	442	600	158		158	73.7%	
Community Support :- Indirect Expenditure	1,278	3,220	1,942	0	1,942	39.7%	0
Net Income over Expenditure	(1,018)	(3,145)	(2,127)				
<u>195 Community Team</u>							
4000 Gross Salaries	56,181	65,310	9,130		9,130	86.0%	
4005 Employer Pension	3,665	4,350	685		685	84.3%	
4010 Employer NI	4,615	4,655	40		40	99.1%	
4150 General	22	0	(22)		(22)	0.0%	

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Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4152 Photocopier & Ink	1,091	0	(1,091)		(1,091)	0.0%	
4446 Volunteering	113	(8)	(121)		(121)	(1412.3	
Community Team :- Indirect Expenditure	65,687	74,307	8,620	0	8,620	88.4%	0
Net Expenditure	(65,687)	(74,307)	(8,620)				
<u>200 Info Centre</u>							
4400 Information Centre	0	200	200		200	0.0%	
Info Centre :- Indirect Expenditure	0	200	200	0	200	0.0%	0
Net Expenditure	0	(200)	(200)				
<u>210 Services Discretionary</u>							
4150 General	3	3	0		0	100.0%	
4446 Volunteering	0	1,000	1,000		1,000	0.0%	
4447 Crisis Fund (Our Place)	21	500	479		479	4.1%	
4450 Covid-19 Emergency Spending	5	5	0		0	99.8%	
Services Discretionary :- Indirect Expenditure	29	1,508	1,479	0	1,479	1.9%	0
Net Expenditure	(29)	(1,508)	(1,479)				
<u>220 Recreation ground</u>							
1080 Grants Received	3,125	0	(3,125)			0.0%	
1220 Recreation Ground Income	0	3,000	3,000			0.0%	
Recreation ground :- Income	3,125	3,000	(125)			104.2%	0
4035 Electricity	2,296	2,750	454		454	83.5%	
4036 Electricity Unmetered Supply	(5,475)	0	5,475		5,475	0.0%	
4126 Equipment furniture smalltools	57	950	893		893	6.0%	
4127 CCTV & Security	1,060	350	(710)		(710)	302.9%	
4128 Cleaning/Consumables - all	98	200	102		102	48.8%	
4129 Lighting	496	496	0		0	100.0%	
4130 Tree works	0	1,000	1,000		1,000	0.0%	
4131 Bins	14	950	936		936	1.5%	
4132 Car Park	0	9,504	9,504		9,504	0.0%	
4133 Exercise Track	0	3,000	3,000		3,000	0.0%	
4135 Tennis courts	12,081	0	(12,081)		(12,081)	0.0%	12,081
4500 Recreation Ground (General)	3,122	50	(3,072)		(3,072)	6245.0%	
4501 Recreati Ground Maint Contract	7,990	8,700	710		710	91.8%	
4505 Ground Improvements	906	0	(906)		(906)	0.0%	
4510 Play Equipment Maintenance	191	5,000	4,809		4,809	3.8%	

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Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4515 Play Area Inspection	106	100	(6)		(6)	106.0%	
Recreation ground :- Indirect Expenditure	22,941	33,050	10,109	0	10,109	69.4%	12,081
Net Income over Expenditure	(19,816)	(30,050)	(10,234)				
6000 plus Transfer from EMR	12,081						
Movement to/(from) Gen Reserve	(7,736)						
<u>230 Pavilion</u>							
1230 Pavilion Income	116	3,000	2,884			3.9%	
Pavilion :- Income	116	3,000	2,884			3.9%	0
4030 Rates	1,722	2,000	278		278	86.1%	
4035 Electricity	4,048	3,100	(948)		(948)	130.6%	
4040 Gas	1,666	2,500	834		834	66.6%	
4045 Water	613	400	(213)		(213)	153.2%	
4127 CCTV & Security	168	0	(168)		(168)	0.0%	
4640 Maintenance	792	2,200	1,408		1,408	36.0%	
Pavilion :- Indirect Expenditure	9,008	10,200	1,192	0	1,192	88.3%	0
Net Income over Expenditure	(8,892)	(7,200)	1,692				
<u>240 Allotments</u>							
1240 Allotment Income	1,155	1,000	(155)			115.5%	
Allotments :- Income	1,155	1,000	(155)			115.5%	0
4600 Allotments (General)	133	500	367		367	26.7%	
4603 Allotment Land Rent	0	520	520		520	0.0%	
Allotments :- Indirect Expenditure	133	1,020	887	0	887	13.1%	0
Net Income over Expenditure	1,022	(20)	(1,042)				
<u>260 Grants</u>							
4020 Grants	500	500	0		0	100.0%	
4021 Bower Hinton Church	(475)	475	950		950	(100.0%)	
4022 British Legion	0	30	30		30	0.0%	
Grants :- Indirect Expenditure	25	1,005	980	0	980	2.5%	0
Net Expenditure	(25)	(1,005)	(980)				
<u>270 PWLB</u>							
4065 PWLB Capital Recreation Ground	0	4,986	4,986		4,986	0.0%	

Continued over page

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4066 PWLB Interest Recreation Groun	0	1,281	1,281		1,281	0.0%	
4067 PWLB Capital New Youth Centre	5,657	0	(5,657)		(5,657)	0.0%	
4068 PWLB Interest New Youth Centre	611	0	(611)		(611)	0.0%	
PWLB :- Indirect Expenditure	6,267	6,267	(0)	0	(0)	100.0%	0
Net Expenditure	(6,267)	(6,267)	0				
<u>280 Parish Council Events</u>							
1302 Community Events Income	6,742	2,250	(4,492)			299.6%	
Parish Council Events :- Income	6,742	2,250	(4,492)			299.6%	0
4430 Community Events	6,521	7,500	979		979	87.0%	
Parish Council Events :- Indirect Expenditure	6,521	7,500	979	0	979	87.0%	0
Net Income over Expenditure	221	(5,250)	(5,471)				
<u>285 Councillor & Civic</u>							
4026 Street naming	110	0	(110)		(110)	0.0%	
Councillor & Civic :- Indirect Expenditure	110	0	(110)	0	(110)		0
Net Expenditure	(110)	0	110				
Grand Totals:- Income	454,776	455,882	1,106			99.8%	
Expenditure	341,682	455,882	114,200	0	114,200	74.9%	
Net Income over Expenditure	113,094	0	(113,094)				
plus Transfer from EMR	12,080						
Movement to/(from) Gen Reserve	125,175						

List of Payments made between 01/01/2024 and 31/01/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/01/2024	Water2Business Ltd	DDR0201	150.50		Purchase Ledger DDR Payment
05/01/2024	Peoples Partnership	DD	1,046.62		Superannuation
08/01/2024	Abri	DD	45.93		Garage rent
08/01/2024	Abri	BACS	45.93		Garage rent
08/01/2024	Abri	BACS	-45.93		Cancel duplicagte
11/01/2024	Rialtas Business Solutions Ltd	Credit	-1,581.28		Software support Dec23/Mar24
11/01/2024	Rialtas Business Solutions Ltd	Refund	-1,581.28		P/Ledger Electronic Payment
11/01/2024	Siemens Financial Services	DDR1101	44.85		Purchase Ledger DDR Payment
11/01/2024	Siemens Financial Services	dd 110124	448.64		Purchase Ledger DDR Payment
12/01/2024	PG Fire & Security Ltd	56351	130.80		Intruder works report 59254
12/01/2024	Ms Tracy Lamb	Nov23	24.43		Posting laptop for repair
12/01/2024	Festival Medical Services Ltd	2049	500.00		Fireworks paramedic
12/01/2024	Biffa Waste Services Limited	308C38322	146.04		Wheelie bin collections Dec
12/01/2024	Evis Grounds Maintenance	MARTOCKPC1	1,241.25		Grounds maintenance Dec
12/01/2024	Caroline Bennett Expenses	Sep23	2.70		Travel for casework
12/01/2024	Caroline Bennett Expenses	Oct23	12.59		Travel and covide tests
12/01/2024	Caroline Bennett Expenses	Nov23	13.20		Travel & refreshments
12/01/2024	Care Check Ltd	538132	15.85		Volunteer dbs check
12/01/2024	Rialtas Business Solutions Ltd	31205	360.00		P/Ledger Electronic Payment
12/01/2024	Rialtas Business Solutions Ltd	balance	1,581.28		P/Ledger Electronic Payment
12/01/2024	Mr SAJ Church	1092	240.00		Water boiler repair
12/01/2024	Cloudy Group Ltd	INV-D-0254	305.54		Monthly support
15/01/2024	NatWest	DD	16.40		Bank charges
17/01/2024	EDF PH library GAS 67113349977	DDR170124	691.00		Purchase Ledger DDR Payment
17/01/2024	EDF PAV GAS 671133525429	DDR1701	327.00		Purchase Ledger DDR Payment
25/01/2024	PG Fire & Security Ltd	56931	586.80		Fire works as report 59771
25/01/2024	PG Fire & Security Ltd	56682	852.00		4G/5G cctv 12 mths from 130124
25/01/2024	Wallgate Limited	pro forma	827.36		Engiineer call out market hous
25/01/2024	Positive Energy Ltd	0244875627	1,133.24		Parish Hall electric
25/01/2024	Net Salaries	BACS	13,053.45		Net Salaries Jan
25/01/2024	Positive Energy Ltd	2024487562	473.78		Pavilion electric
25/01/2024	Positive Energy Ltd	2024483182	718.63		Martket House electric
25/01/2024	Cloudy Group Ltd	INV-D-0253	2,664.60		3 x laptops & set up
25/01/2024	Somerset Landscapes Ltd	SLL34188	879.40		Grounds maintenance - rec
25/01/2024	Atlas (UK) Security Services L	SI-117092	456.00		Mobile security patrols
25/01/2024	CHG South West Ltd	206449	389.72		Boiler breakdown repair
29/01/2024	Credit Card	tfr for cc	687.75		Credit card paymeny=t
29/01/2024	South West Communications Grou	7557261	203.47		Fixed Line Calls to 30/11/23
30/01/2024	O2	28137170	98.86		Mobile charges
31/01/2024	NatWest	BACS	2.10		Bank charges
Total Payments			27,209.22		

MARTOCK PARISH COUNCIL

Purpose of report

To review Cemetery charges for the coming financial year 2024 2025 as per Full Parish Council meeting 28th February 2024 agenda item #7

1) Exclusive right of Burial

A deed of grants of exclusive right of burial grants the Registered Owner the automatic right to be buried in the grave; they may also allow others to be buried in the grave (space permitting). They do not, however, own the land itself. The ownership of the cemetery land remains with the Council. The owner may purchase the plot for a family member to be interred rather than themselves and therefore could reside anyway, in Martock or elsewhere in the country or abroad.

A Registered Owner also has the right to request permission to erect and make changes to a memorial. The Registered Owner is responsible for keeping the memorial in a safe condition. If it is found to be dangerous, and the Registered Owner does not make it safe, the Council can do so, and then recover.

Martock parish council offers the deed of right for a period of 99 years, other councils may offer differing periods, some for as few as 30.

Recommendation : to be effective from 01st April 2024 (new financial year)

- a) Currently charges have been set, depending on the age and depth of interment. However, the purchase of the exclusive right of burial is purely the deed as described above, it is not a charge for the actual interment. The age and depth may not be known at the time of purchase and therefore the fees are not fit for purpose. It is recommended that there are just two fees for the purchase of exclusive rights i) a purchase fee for a burial plot ii) a purchase fee for an ashes plot. Suggested fees are shown below.
- b) To make a change to the burial rights, a legal process has to be followed which can include viewing a will, obtaining a copy of the sealed grant of probate or tracing next of kin. Statutory declarations then need to be drawn up to be signed before a magistrate or commission

for oaths. Transfers are a time consuming and often difficult process so an increase in the fee is recommended below to reflect the amount of officer time needed to deal with the transfers

Exclusive right of burial	Martock	Suggested new fee	Bridgewater	Chard	Wincanton (+50% for double plot, double for non resident)	Ilminster	Burnham / Highbridge	Burnham / Highbridge	winsham (trebled for non resident)
Period of burial rights	99 years			50 years	100 years	50 years	30 years	50 years	
Burial plot, person under 18	£400.00								
Burial plot, person over 18	£650.00								
Burial plot over 18, DOUBLE	£600.00								
Burial plot over 18, DOUBLE, Selected plot	£900.00								
Ashes plot under 18	£0.00								
Ashes plot over 18	£250.00								
Ashes plot over 18 DOUBLE	£360.00								
Burial Plot		£600.00	£550.00	£321.00	£400.00	£210.00	£390.00	£690.00	£330.00
Ashes plot		£250.00	£120.00	£226.00		£226.00	£220.00	£260.00	
Garden of rest		£250.00	£300.00		£200.00				
Transfer of rights		£100.00	£60.00	£58.00		£60.00		£55.00	

2) Interment fees

Cemetery providers either include a grave digging service or state that this should be arranged through the funeral directors. Martock Parish Council do not provide the grave digging service, that is arranged and paid for with the grave digger.

Recommendation : to be effective from 01st April 2024 (new financial year)

- a) To increase the fees for interments as recommended below.
- b) To continue to charge treble fees for non-residents as per the current scale of charges
- c) To continue with the existing zero fee where a funeral is paid for out of the Social Fund, on receipt by the Council of proof of such funding

<p>Interments * Note some councils provide grave digging services as part of their fees. Martock do not</p>						
	Martock (treble for non resident). No grave digging	Suggested new fee	Wincanton (double for non resident). No grave digging	Chard (no charge below 12 months) includes grave digging. Double for non resident	Winsham. No grave digging Resident/non resident	Tatworth. No grave digging Resident/non resident
Interment (not specific)	£70.00					
Burial, up to age 16/18		£70.00		£226.00	£0/£750	£65/£192
Burial over age 16/18		£250.00	£150.00	£642.00	£285/£780	£265/£795
Ashes			£130.00			£140/420
Ashes up to age 16/18		£70.00		£129.00	£0/£600	
Ashes over age 16/18		£140.00		£226.00	£220/£600	
Ashes - scattering		£70.00				

3) Memorials

For the right to erect or place on a grave in respect of which the exclusive right of burial has been granted

Recommendation : to be effective from 01st April 2024 (new financial year)

- a) Suggested fees as below
- b) To continue with treble fees for non residents as per the existing charges

Memorials	Martock	Suggested new fee	Bridgewater	Chard	Wincanton	Iminster parishioner/non parishioner	Burnham / Highbridge	Tatworth Parishioners/non parishioners
Headstone sizes range from 3ft to 4ft)	£160.00	£200.00	£200	£170	130	£155/£610	£185.00	
Monument not exceeding 6 ft						£185/£375		£145/£435
Headstone up to 2ft (ashes plot)						£121/£242		
Tablet	£60.00	£150.00	£150	£170			£155.00	£140/£420
Vase	£90.00	£100.00	£100		60		£95.00	
Additional inscription	£60.00	£100.00	£80	£57	30		£50.00	£46/£138
Removal/replacement		£100.00		£68	30	£35/£70		

Tracy Lamb, CilCA

23rd February 2024

RFO

MARTOCK PARISH COUNCIL

Purpose of Report

To review Parish Hall, Pavilion and Recreation Ground charges for the coming financial year 2024/25 as per Full Parish Council meeting 28th February 2024 agenda Item #7.

Background

The fees have not been increased for a number of years despite significant increases in utility costs. There is currently no consistency in charges which increases the resources needed in the administration.

The staffing team has undertaken research around the local area looking at costings of other halls and sporting facilities. The new proposed prices take in to account the nature, age of the hall and facilities provided.

Proposed Pricing Structure

The pricing structure recommends that all groups be charged for usage of our facilities, however, some groups will be eligible for grants to cover these costs.

The increase in costs will help to cover the running costs of these facilities rather than relying heavily on the precept.

Venue	Current Charges	Martock Groups/Residents	Non-Martock Groups/Residents	Martock Based Charities
Parish Hall	0-11.50 p/h	15 p/h	18 p/h	10 p/h
Meeting Room	0-11.50 p/h	10 p/h	13 p/h	5 p/h
Pavilion	15.5 p/s			*20 p/s
Cricket	40 p/m	45 p/m	50 p/m	30 p/m
Football		40 p/m	50 p/m	30 p/m
Changing Rooms	15-25 p/s	15 p/s	25 p/s	10 p/s
Seasonal				
Martock United	520	600		
Martock Rovers	250	350		
Martock Rugby	520	600		
Martock Cricket	250	350		

*Only one group using fortnightly, built in to café lease

p/h – per hour, p/s – per session, p/m – per match

Recommendation: To approve new simplified pricing structure for the Parish Hall, Pavilion and Recreation Ground.