

MARTOCK PARISH COUNCIL

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

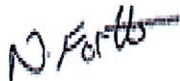


Date of Issue: 18/04/2024

TO: Councillors John Hole (Chair), Joy Bailey (Vice Chair), Ashley Chapman, Danny Dwyer, Paul Helyer, Graham MacDonald, Alan Potter, James Tresarden, 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 24th April 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 24th April 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 27th March 2024 as a correct record. **Attached**
4. **Chairman's Announcements**
5. **Council Vacancies – Consideration of the Following Applications to become Co-opted Members:**
 - (a) Application from Michael Hall **Attached**
6. **Representatives on Outside Bodies:** Reports from Councillors representing Martock Parish Council on external bodies.
7. **Community Grant Applications:** To consider community grant applications for the Financial Year 2024/2025.
8. **Council Budget – 2023/24 Monitoring as at Month 12:**
 - (a) Detailed Income and Expenditure by Budget Heading.
 - (b) Detailed Balance Sheet.
 - (c) List of Payments for March 2024.
 - (d) Bank Reconciliation Statement.Reports of Responsible Financial Officer.
Attached
9. **Potential Fireworks Event:** To consider whether to run a Fireworks event in November 2024 and to approve the re-establishment of an Events Task Group. **To Follow**
10. **Cemetery Report:** To consider allowing owners of an Exclusive Right of Burial to return their plot to the Council. **Attached.**

11. Personnel Committee: To consider the re-establishment of the Personnel Committee. **Attached.**

12. Annual Parish Meeting: Council are asked to set the date of the Annual Parish Meeting that is usually held in May.

13. Committees: Council is requested to:

- a. Note the Minutes of the Planning Committee held on 10th April 2024
Attached

14. Forward Plan: To note the Full Council Forward Plan. **Attached**

15. Forthcoming Meetings:

- a. Planning Committee – Wednesday 8th May 2024 7.00pm
- b. Full Council – Wednesday 22nd May 2024 7.00pm
- c. Annual Parish Meeting - TBC

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. **Attached**

Reasons for Confidentiality – Disclosure of Staffing and Contractual information



MARTOCK PARISH COUNCIL

Minutes of the Martock Parish Council meeting held on Wednesday 27th March 2024 in the Parish Hall, Church Street, Martock at 7:00pm.

PRESENT: Councillors John Hole (Chair), Joy Bailey (Deputy Chair), Ashley Chapman, Danny Dwyer, Paul Helyer, Graham Macdonald, Alan Potter, James Tresadern, Alison Warne, Ash Warne and Tony Welsh

ALSO PRESENT: Natalie Fortt (Chief Executive), Tracy Lamb (RFO), Emily Dawson (Operations Manager) and Somerset Councillors John Bailey and Emily Pearlstone

Public participation time

5 members of the public were in attendance.

Somerset Councillors Emily Pearlstone and John Bailey had previously submitted a report updating the Council on the 'at risk' Bus Services, Somerset Library's and the new website launched by Somerset Council's Public Health Team. The new site – www.healthysomerset.co.uk - features health and wellbeing resources tailored to all age ranges and free resources including everything from nutrition tips to mental health support and information on maintaining good health.

At the meeting, Somerset Councillor John Bailey explained to the Council that he had attended meetings with Barretts regarding the Coat Road redevelopment and would update Council when he has received updated timescales from them regarding the necessary roadworks. John has also spoken to Cllr Helyer regarding the placement of the Speed Indicator Devices (SIDS) and had passed this information to the County Council.

Somerset Councillor Emily Pearlstone informed Council that she had reported the faulty lights in Church Close and Cllr Ash Warne confirmed they had been fixed.

0028/24 APOLOGIES FOR ABSENCE

There were no apologies.

0029/24 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

030/24 MINUTES OF PREVIOUS MEETING

Resolved: That the minutes of the Council meeting held on 28th February 2024 be approved as a correct record.

031/24 CHAIRMANS ANNOUNCEMENTS

The Chair welcomed the new Councillors Danny Dwyer and James Tresadern. The Chair announced that work has begun on the new Café at the pavilion and thanked everyone involved for their hard work, he also noted that the Job Club was going very well and appeared more important now than ever before.

Over the course of the previous month, the Vice-Chair has attended the Management Team Meeting of CYP, the Chair has met with a Trustee for the Martock Youth Club and the Chair, Chief Executive and Councillor Helyer attended a very positive meeting with Yandles.

The Chair reminded Council to update their individual Register Of Interests.

032/24 ALLOTMENT MANAGEMENT ARRANGEMENTS

Council considered the proposed Management Arrangements for Bower Hinton Allotments.

Resolved: (Unanimously) To approve the proposed Management Arrangements as detailed in the report subject to the following amendments:

1. Removal of the size 15ft x 15ft from the background information
2. Change the second bullet point to read - 3 Monthly inspections with a member of the Bower Hinton Allotment Society

033/24 COUNCIL BUDGET 2023/24 AS AT MONTH 11

Council considered the following reports from the RFO:

- (a) Detailed Income and Expenditure by Budget Heading.
- (b) Detailed Balance Sheet.
- (c) List of Payments.
- (d) Bank Reconciliation Statement.
- (e) External audit report 22/23

Resolved: (By 10 votes to 0 with 1 abstention)

1. To accept the reports (a) to (c) as a correct record
2. To note reports (d) and (e)

Notes:

1. Cemetery management had previously been dealt with externally so the invoicing is not yet up to date. A report on the Cemetery is due to Full Council in April.
2. Recreation Ground invoices have recently been sent out so there will be more income shown in the next few months' reports.

034/24 ASSETS

The RFO presented the Asset Register and new Asset Management Policy and explained that anything purchased in the last year with a value over £100 had been added to the asset register.

Resolved: (Unanimously)

1. To adopt the new Asset Management Policy
2. To adopt the Asset Register

Notes:

The Asset Register will be reviewed and brought back to Full Council in October.

035/24 FINANCIAL RISK ASSESSMENT

The RFO presented the current Financial Risk Assessment.

Resolved: (By 9 votes to 0 with two abstentions) To approve the Financial Risk Assessment.

036/24 GRANT TASK GROUP

Council were asked to nominate two Councillors to work with officers to review Grant Applications ahead of Full Council in April.

Resolved: (Unanimously) To nominate Cllr Paul Helyer and Cllr Graham MacDonald.

037/24 RECREATION GROUND HIRE CHARGES

The Operations Manager presented the report on proposed new hire charges. The charges have not been increased for many years despite the significant increase in utility costs.

Resolved: (Unanimously) To increase the Changing Room and Recreation Ground charges, as detailed in the report.

038/24 M3CP (MAKING THE MOST OF MARTOCK COMMUNITY PARTNERSHIP)

Council have previously been represented on M3CP but that representative has recently resigned from the Council so the position is now vacant.

Resolved: (Unanimously) To appoint Cllr Ash Warne as the representative to the M3CP with Cllr Paul Helyer as substitute should Cllr Warne be unavailable.

039/24 REQUEST FOR CROSSING ON COAT ROAD

The Chief Executive explained that Council has received 19 separate requests from Parishioners for support for the installation of a pedestrian crossing on Coat Road.

Resolved: (Unanimously) To formally support the request for a pedestrian crossing on Coat Road.

Notes:

The Chief Executive will submit the request to the Area Highways Office for consideration.

040/24 STAFF REVIEW

The Chief Executive presented the report and explained that staff have been working very hard but there was still work to be undertaken to build a cohesive team.

Resolved: (By 10 votes to 0 with 1 abstention) To accept the following recommendations subject to a report on the Personnel Committee being brought back to Council at the April Full Council Meeting:

1. Approve the new Staffing Structure
2. Approve the advert for a Clinical Supervisor for 4 hours a month
3. Approve the following Staff Policies
 - a. Absence Management Policy
 - b. Bullying & Harassment Policy
 - c. Capability Procedure
 - d. Criminal Record Check Policy
 - e. Disciplinary Procedure
 - f. Equal Opportunities Policy
 - g. Flexible Working Policy
 - h. Grievance Policy
 - i. Leave Policy
 - j. Maternity, Paternity and Adoption Policy
 - k. Rehabilitation of Offenders Policy
 - l. Shared Parental Leave Policy
 - m. Whistleblowing Policy
4. Delegate authority to the Chief Executive to amend the Flexible Working Policy and Parental Leave Policy if the planned new legislation takes effect on 6th April.

041/24 COMMITTEES

Resolved: (Unanimously) To:

- a. Note the Minutes of the Planning Committee held on 13th March 2024
- b. Nominate Cllr Ashley Chapman and Cllr Danny Dwyer to sit on the Martock Parish Council Planning Committee

042/24 NEIGHBOURHOOD PLAN WORKING GROUP

Cllr Helyer gave a verbal update on the progress of the Neighbourhood Plan working Group. The Neighbourhood Plan information will be available on the Council website as the current website providers are able to do this for no

extra charge. Sharepoint is being investigated by the Chief Executive as an option for document storage and the first meeting of the Community Plan working group, which will feed in to the Neighbourhood Plan, has been planned for 12th April.

Resolved: (Unanimously) To note progress.

043/24 FORWARD PLAN

Resolved: (Unanimously) To agree the draft Full Council Forward Plan.

044/24 FORTHCOMING MEETINGS

- a. Planning Committee – Wednesday 10th April 2024 7.00pm
- b. Full Council – Wednesday 24th April 2024 7.00pm

The meeting closed at 8.12pm.

Chair

Date



MARTOCK PARISH COUNCIL

Co-option of New Members

1. Purpose of the Report

To consider the expressions of interest received for co-option on to the Council.

2. Background

Following the recent resignation of four councillors, public notices inviting requests for formal elections were issued. At the end of the statutory 14-day notice period, no such requests were received. Therefore, the Council advertised these vacancies and encouraged applications to be submitted by Wednesday 17th April 2024.

Eligibility of Candidates

The Parish Council is able to consider any person to fill a vacancy provided that:

- (a) he/she is 18 or over; and
- (b) he/she is a British citizen, or a qualifying Commonwealth citizen; and at least one of the following apply:
 - (I) he/she is an elector for the Parish and continues to be an elector; or
 - (II) has resided in the Parish for the past twelve months or rented/tenanted land in the Parish; or
 - (III) has had his/her principal or only place of work in the Parish for the past twelve months; or
 - (IV) has lived within three miles of the Parish for the past twelve months.

There are certain disqualifications for being a Parish Councillor, of which the main ones are (see s80 of the Local Government Act 1972):

- (a) holding a paid office or employment under the Parish Council;
- (b) bankruptcy;
- (c) having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the preceding five years; or
- (d) being disqualified under any enactment relating to corrupt or illegal electoral practices.

3. Co-option Process

The Chief Executive will invite qualified candidates to the meeting where they will be given an opportunity to speak if they are in attendance and answer any questions Councillors may have.

Only councillors present at the meeting may propose, second or vote upon a person to fill the vacancy. A councillor may only propose or second one candidate per vacancy.

The Chair will offer opportunity for debate on the order of priority to offer co-option to the candidates. The candidates will be asked to leave the room while this process takes place.

Voting for the new Councillors will be by a show of hands. Councillors will have one vote each per vacancy.

An absolute majority vote is required for each candidate from all members present and entitled to vote. If there are more than two proposed candidates for a vacancy and no one of them at the first count receives a majority, the candidate with the least number of votes will be eliminated and the remainder must be put to the vote again until an absolute majority is obtained (LGA 1972 Sch. 12. Para 39).

The successful candidates are then declared co-opted to the Council and summoned to attend the next meeting of the Council.

The above procedure takes place in open Council. The Chief Executive will notify Somerset Electoral Services of the new Councillor appointments and organise Declaration of Acceptance of Office paperwork. All new councillors, must, within 28 days of appointment, register their interests, the forms for which will be supplied by the Chief Executive.

4. Recommendations

That Full Council consider and vote on the application for co-option included in Appendix A:

a) Michael Hall

MARTOCK PARISH COUNCIL

Application form for role of Co-opted Parish Councillor

Full Name	Michael John Hall
Home Address Including Postcode	Touch Wood Middle Street Bower Hinton. Martock TA12 6LL
Home Telephone Number	01935 726144
Mobile Telephone Number	07917 678394
Email Address	michaeljohnhall1947@gmail.com

NOTE: It is a condition of being a Parish Councillor that your phone number and email address (official email address will be supplied) be made public via notice boards and website.

LEGAL QUALIFICATIONS FOR BEING A COMMUNITY COUNCILLOR

To qualify you must be able to answer 'Yes' to both of the questions below.

Question	Answer Yes or No
Are you a British citizen or Commonwealth citizen	Yes
Are you aged 18 or over	Yes

To qualify you must be able to answer 'Yes' to at least one of the questions below.

Question	Answer Yes or No
Are you on the Electoral Register for Martock?	Yes
Have you lived either in Martock or within 3 miles of its boundary for at least a year?	Yes
Have you been the owner or tenant of land in Martock for at least a year?	No
Have you had your only or main place of work in Martock for at least a year?	No

DISQUALIFICATIONS

You must be able to answer No to all of the questions below to be eligible to serve as a councillor.

Question	Answer Yes or No
Are you the subject of a bankruptcy restrictions order or interim order?	No
Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	No
Are you disqualified by order of a court from being a member of a local authority?	No

Please briefly outline of why you are interested in being a parish councillor.

Interested in working with other council members to ensure that Martock residents receive the optimum Parish Council service, in terms of needs and affordability.

To work with other council members and staff to improve the visibility and accountability of the Parish Council and encourage increased residents participation.

Please tell us something about the life experience you will bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business or trade union experience.

Now retired but have extensive international business experience in Contract and Project Management, dealing with many different cultures, races and religions. Experience also in procurement, quality assurance and interfacing with trade union representatives.

Successfully managed the transition to self management, and the subsequent ongoing operations, of a syndicated narrowboat, meeting the diverse needs of 12 owners in respect of cost, use and location.

Are there any questions you would like to ask the Council?

Why was the 2023/4 precept for Martock Parish the 29th highest precept out of 10245 Parish Councils in England? Source SLCC 14 June 2023

Martock Parish Council has significantly more salaried staff than many other Parish Councils. Why?



Signed:

Dated:

21st March 2024

Please complete and return this form to:

The Chief Executive, Martock Parish Council, via email at clerk@martock-pc.gov.uk or in hard copy to The Market House, Church Street, Martock, TA12 6JL



MARTOCK PARISH COUNCIL

Community Grant Applications

1. Purpose of the Report

To consider funding applications from local organisations for the Financial Year 2024/2025.

2. Background

The Council has a grant fund of £5,000 available for community and voluntary organisations that operate for the benefit of the area covered by Martock Parish Council and that will contribute positively to the Martock area. The Council will only provide funding to assist organisations that are not based in the area, pro-rata for local residents using that service (full details of the Grants Policy can be found in Appendix A).

To be eligible for funding, applicants must:

- Have a written governing document (for example, a constitution, memorandum and articles of association, set of rules or trust deed)
- Have at least three members on your management committee/board
- Have a bank or building society account in the name of the organisation
- Be a community, voluntary or charitable organisation that works with local communities or with specific groups of people including older people, young people, people with disabilities or people from black or minority ethnic groups.
- Have an appropriate safeguarding policy – if you are working with children and young people or vulnerable adults.
- Have an adopted equal opportunities policy or statement.
- Show evidence that the service you provide is needed by the community and that it has community support.

3. Current Grant Applications

The Council has received four applications: The Martock Scout and Guide Centre, Martock All Saints Church, Martock Orchestra and Martock Football Club.

Previous Grant Awards:

	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
1St Fosseyway Scouts		£2,500	£2,500	£3,000	£3,000	£3,000
Martock All Saints						
Martock Orchestra						
Martock Football Club						

Previous Grant Recipients:

Bower Hinton church	£950				£475	£475
Langport Station project				£5,000		
Radio Ninesprings	£250					
Cricket		£450				
Prodigal Bike project		£572				
Station Project				£5,000		
Martock Christian Fellowship						£500

4. Applications Received

The four applications have been assessed by Councillors Paul Helyer and Graham Macdonald, and the Chief Executive, as agreed at the Full Council meeting 27th March 2024.

Martock Rovers Football Club:

The Football Club provide a safe and fun environment for children in Martock aged 7-16, to enjoy playing football. Their application is for equipment for a New Under 11's girls team. The equipment includes new training goals, football, cones and flat discs. The project cost is £2,000 and the application is for £950. The task group recommends approval of the grant application.

Martock Scout and Guide Centre:

The Martock Scout and Guide Centre are responsible for the upkeep and operation of the building jointly owned by the 1st Fosseyway Scout Group and Martock Guides and Brownies. The group have completed the first phase of a

project to upgrade the building including making the building accessible. They are now starting on the second phase which includes fitting out the inside with kitchen equipment, tables and chairs etc. This phase of the project will cost £8,000 and the group have applied for £3,000. The task group recommends approval of this application.

Martock All Saints:

The Church offers pastoral care for the Parish of Martock and the Wider community. The Church have undertaken a kitchen refurbishment project and have requested £1,000 contribution. However, the application is retrospective, which makes it ineligible for the grant fund. Therefore, the task group was unable to support the application on this occasion.

Martock Orchestra:

Martock Orchestra is a project aiming to bring back an Orchestra to Martock. The previous Orchestra ran from 1992 to 2006. The project is in a very early stage so was not able to provide all the necessary paperwork. Therefore, the task group would recommend supporting the application in principle, subject to the group providing the necessary documents once ready.

5. Recommendations

That Full Council approve:

1. A grant of £1,000 to Martock Rovers Football Club
2. A grant of £3,000 to the Martock Scouts and Guide Centre
3. A provisional grant of £1,000 to Martock Orchestra subject to completion of the relevant paperwork.

6. Financial Implications

The Council has £5,000 remaining in the community grants budget, if the recommendations set out in the report are agreed, this will conclude the community grants fund for the financial year 2024/2025.

Grants will only be paid out on receipt of 3 quotes in order to ensure groups have undertaken a value for money assessment. The number of quotes may be reduced in exceptional circumstances where it can be proved that the service or goods are specialised and it would not be possible to find 3 comparable suppliers.

Martock Parish Council Grants Policy (Updated April 2024)

Please read the grant policy below before starting to fill in the application form attached.

If you require any advice or guidance, please contact Martock Parish Council on 01935 822891 or at clerk@martock-pc.gov.uk.

Help is also available on our website www.martock-pc.gov.uk

Completed forms to be returned by email or to - Martock Parish Council, The Market House, Church Street, Martock, TA12 6JL

POLICY SPECIFICS

1. To be eligible for funding, applicants must:
 - Have a written governing document (for example, a constitution, memorandum and articles of association, set of rules or trust deed)
 - Have at least three members on your management committee/board
 - Have a bank or building society account in the name of the organisation
 - Be a community, voluntary or charitable organisation that works with local communities or with specific groups of people including older people, young people, people with disabilities or people from black or minority ethnic groups.
 - Have an appropriate safeguarding policy – if you are working with children and young people or vulnerable adults.
 - Have an adopted equal opportunities policy or statement.
 - Show evidence that the service you provide is needed by the community and that it has community support.

2. Grants will only be made to community and voluntary organisations for the benefit of the area covered by Martock Parish Council and that will contribute positively to the Martock area. The Parish Council will only provide funding to assist organisations that are not based in the area, pro-rata for local residents using that service.

3. Grants will not be made to:
 - Organisations that discriminate on the grounds of race, religion, age, gender, trans-gender, sexual orientation, marital status, pregnancy or any disability.
 - Private organisations operated as a business to make a profit or surplus.
 - “Upward funders”, i.e. local groups whose fund raising is sent to their central HQ for redistribution.
 - Organisations who wish to pass on money to other individuals or groups.
 - Individuals
 - Organisations whose function is primarily undertaken by the health authority or Somerset Council's Social Services.
 - Political organisations or projects.
 - Activities that are completely funded from another funding source

- Any expenditure incurred or committed before we confirm our grant
- Loans or interest payments
- General funding for your organisation or third party organisations

4. Grants will not normally be made for ongoing running/core costs e.g.:

- Utility bills
- IT and website support costs
- Rent and rates
- Insurance
- Service contracts
- Salaries
- Lease payments
- Stationary and other consumables

Where an application is for running costs for a project, the applicant should detail the plans to find future running costs from alternative sources. Where grants for running costs are made, no guarantee of future funding is implied.

5. What can the grant be used for?

- Funding for a new project, setting up a new group or local forum
- Funding for capital items that will help your organisation e.g. equipment
- Events, training and/or capacity building

6. The Parish Council will normally only consider grant applications for £1,000 or less. In exceptional circumstances where a significant and wide-ranging community benefit are clearly demonstrated in the application form, grants for higher amounts may be considered.

7. The Parish Council will only consider an application if accompanied by the required financial and organisational information.

8. The Parish Council will only provide one grant per group or organisation in each financial year, unless clear, exceptional circumstances are demonstrated. Grants are awarded for one year only and you should not rely on a grant in future years.

9. The Parish Council welcomes application that demonstrate how one-off grant funding will lead to greater self-sufficiency and lessen the need for future applications.

10. For applications for funds for security measures, applicants must seek the support of the local police or crime reduction officer.

11. Where requested by the Parish Council, grants will only be paid following receipt of appropriate invoices.

12. You will need to complete an End of Grant Report. Evidence of the use of the full grant amount for the agreed purpose must be provided to the Parish Council within 12 months of the funding being transferred. Evidence must include the completed End of Grant Form and may also include receipts, photos, reports. Councillors would welcome an invite to see what was achieved with the funding as part of the report. **Should the evidence not be received the Parish Council will request the return of the funds.**

13. If awarded a grant the Council would welcome an invitation for the Chairman to visit the project and attend any official opening. The Council can assist with the promotion of such events and with press releases.

14. Community grant applications are reviewed by Parish Council staff, reporting formally to Full Council for a decision.
15. Grants will be considered once a year in April. All successful applicants will then be invited to a formal Grants Award Presentation at the Annual Parish Meeting.
16. Support is available for your application with regard to setting up new projects, policies, best practice, and completing the form. Please contact us on 01935 822891 or at clerk@martock-pc.gov.uk

MARTOCK PARISH COUNCIL

Budget Analysis Report

Month 12 Full Council 24th April 2024

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 approximately 100% 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 To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	478,074	455,882	(22,192)			104.9%
Expenditure	449,438	455,882	6,444	0	6,444	98.6%
Net Income over Expenditure	28,636	0	(28,636)			
plus Transfer from EMR	12,080					
less Transfer to EMR	10,000					
Movement to/(from) Gen Reserve	30,717					

This is the final unaudited income and expenditure report of 2023 2024

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

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

Tracy Lamb, CiLCA
RFO
15th April 2024

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

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	8,231	200	(8,031)			4115.7%	
1095 CCLA Income	344	500	156			68.7%	
1241 Farmers Market Income	1,530	0	(1,530)			0.0%	
Finance / Office :- Income	442,180	432,857	(9,323)			102.2%	0
4000 Gross Salaries	85,923	102,180	16,257		16,257	84.1%	
4005 Employer Pension	4,879	6,230	1,351		1,351	78.3%	
4010 Employer NI	6,660	7,785	1,125		1,125	85.6%	
4012 Locum & consultancy	22,328	0	(22,328)		(22,328)	0.0%	
4016 Staff welfare	6	200	194		194	2.8%	
4017 Staff Travel	7	100	93		93	7.2%	
4018 Training - staff	780	280	(500)		(500)	278.6%	
4024 Recruitment	904	0	(904)		(904)	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	980	972	(8)		(8)	100.8%	
4055 Audit Fee	3,258	2,200	(1,058)		(1,058)	148.1%	
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	430	350	(80)		(80)	122.9%	
4120 Legal Fees	2,338	0	(2,338)		(2,338)	0.0%	
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	646	900	254		254	71.8%	
4152 Photocopier & Ink	1,208	1,500	292		292	80.6%	
4153 Telephone expenses	4,890	5,000	110		110	97.8%	
4154 Subscriptions & membership	4,245	4,500	255		255	94.3%	
4156 IT, Support, maintenance	7,757	0	(7,757)		(7,757)	0.0%	
4159 Farmers Market	70	450	380		380	15.6%	
4166 HR support	3,621	3,621	(0)		(0)	100.0%	
Finance / Office :- Indirect Expenditure	165,677	148,245	(17,432)	0	(17,432)	111.8%	0
Net Income over Expenditure	276,503	284,612	8,109				
<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 31/03/2024

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>130 Parish / Village</u>							
1080 Grants Received	1,141	0	(1,141)			0.0%	
Parish / Village :- Income	1,141	0	(1,141)				0
4000 Gross Salaries	28,828	34,800	5,972		5,972	82.8%	
4005 Employer Pension	1,482	2,150	668		668	68.9%	
4010 Employer NI	998	2,650	1,652		1,652	37.7%	
4126 Equipment furniture smalltools	24	0	(24)		(24)	0.0%	
4128 Cleaning/Consumables - all	233	0	(233)		(233)	0.0%	
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.)	78	500	422		422	15.7%	
4212 Christmas Lights	54	1,000	946		946	5.4%	
4215 Christmas Trees	192	200	8		8	95.9%	
4220 Village Maintenance	2,561	5,000	2,439		2,439	51.2%	
4221 Village Maintenance Contract	13,902	16,000	2,098		2,098	86.9%	
4240 Security Patrols	3,480	3,240	(240)		(240)	107.4%	
4290 Public Toilets	0	300	300		300	0.0%	
4346 Flood Control	1,709	0	(1,709)		(1,709)	0.0%	
4640 Maintenance	126	0	(126)		(126)	0.0%	
Parish / Village :- Indirect Expenditure	53,884	69,490	15,606	0	15,606	77.5%	0
Net Income over Expenditure	(52,743)	(69,490)	(16,747)				
<u>140 Churchyard</u>							
1140 Burial Ground Interment income	4,235	9,000	4,765			47.1%	
1141 Burial Ground Memorials income	280	0	(280)			0.0%	
Churchyard :- Income	4,515	9,000	4,485			50.2%	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	3,475	4,000	525		525	86.9%	
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	3,805	9,000	5,195	0	5,195	42.3%	0
Net Income over Expenditure	710	0	(710)				
<u>150 Market House</u>							
1080 Grants Received	10,000	0	(10,000)			0.0%	10,000
Market House :- Income	10,000	0	(10,000)				10,000

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Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4030 Rates	699	2,700	2,001		2,001	25.9%	
4035 Electricity	6,949	4,200	(2,749)		(2,749)	165.4%	
4045 Water	0	400	400		400	0.0%	
4127 CCTV & Security	1,292	0	(1,292)		(1,292)	0.0%	
4128 Cleaning/Consumables - all	202	0	(202)		(202)	0.0%	
4280 Market House (General)	2,446	2,500	54		54	97.9%	
Market House :- Indirect Expenditure	11,588	9,800	(1,788)	0	(1,788)	118.2%	0
Net Income over Expenditure	(1,588)	(9,800)	(8,212)				
6001 less Transfer to EMR	10,000						
Movement to/(from) Gen Reserve	(11,588)						
 <u>160 Parish Hall</u>							
1100 Parish Hall Income	6,776	4,500	(2,276)			150.6%	
Parish Hall :- Income	6,776	4,500	(2,276)			150.6%	0
4030 Rates	3,643	5,000	1,357		1,357	72.9%	
4035 Electricity	8,720	4,200	(4,520)		(4,520)	207.6%	
4040 Gas	3,358	3,340	(18)		(18)	100.5%	
4041 Gas servicing	240	0	(240)		(240)	0.0%	
4045 Water	400	200	(200)		(200)	200.0%	
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	72	250	178		178	28.8%	
4134 Defibrillator	509	0	(509)		(509)	0.0%	
4137 Licences	897	0	(897)		(897)	0.0%	
4150 General	8	0	(8)		(8)	0.0%	
4285 Building Maintenance	150	1,500	1,350		1,350	10.0%	
4300 Parish Hall (General)	1,165	50	(1,115)		(1,115)	2330.5%	
Parish Hall :- Indirect Expenditure	20,011	17,240	(2,771)	0	(2,771)	116.1%	0
Net Income over Expenditure	(13,235)	(12,740)	495				
 <u>170 Highways</u>							
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)				

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>180 Youth</u>							
4370 Community Youth Project	48,152	54,600	6,448		6,448	88.2%	
4375 Scouts & Guides	3,000	3,000	0		0	100.0%	
Youth :- Indirect Expenditure	51,152	57,600	6,448	0	6,448	88.8%	0
Net Expenditure	(51,152)	(57,600)	(6,448)				
<u>190 Job Club</u>							
4016 Staff welfare	0	720	720		720	0.0%	
4017 Staff Travel	42	250	208		208	17.0%	
4150 General	30	350	320		320	8.5%	
4151 Postage & Stationery	50	50	0		0	99.1%	
4152 Photocopier & Ink	140	254	114		114	55.3%	
4153 Telephone expenses	214	840	626		626	25.5%	
4154 Subscriptions & membership	0	246	246		246	0.0%	
4443 Refreshments	256	250	(6)		(6)	102.5%	
4446 Volunteering	9	0	(9)		(9)	0.0%	
Job Club :- Indirect Expenditure	741	2,960	2,219	0	2,219	25.0%	0
Net Expenditure	(741)	(2,960)	(2,219)				
<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	79	250	171		171	31.7%	
4150 General	20	350	330		330	5.8%	
4151 Postage & Stationery	9	50	41		41	18.6%	
4153 Telephone expenses	45	50	5		5	90.2%	
4154 Subscriptions & membership	0	500	500		500	0.0%	
4443 Refreshments	20	250	230		230	7.9%	
Seniors :- Indirect Expenditure	174	2,170	1,996	0	1,996	8.0%	0
Net Income over Expenditure	(174)	(1,970)	(1,796)				
<u>192 Community Support</u>							
1303 Wednesday Club Income	287	75	(212)			382.2%	
Community Support :- Income	287	75	(212)			382.2%	0
4016 Staff welfare	37	720	683		683	5.1%	
4017 Staff Travel	453	500	47		47	90.5%	

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Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4150 General	50	0	(50)		(50)	0.0%	
4151 Postage & Stationery	5	50	45		45	9.2%	
4153 Telephone expenses	57	250	193		193	22.7%	
4154 Subscriptions & membership	0	500	500		500	0.0%	
4443 Refreshments	322	600	278		278	53.7%	
4445 Wednesday Club Expenses	547	600	53		53	91.2%	
Community Support :- Indirect Expenditure	1,470	3,220	1,750	0	1,750	45.7%	0
Net Income over Expenditure	(1,183)	(3,145)	(1,962)				
<u>195 Community Team</u>							
4000 Gross Salaries	67,476	65,310	(2,166)		(2,166)	103.3%	
4005 Employer Pension	4,388	4,350	(38)		(38)	100.9%	
4010 Employer NI	5,546	4,655	(891)		(891)	119.1%	
4150 General	22	0	(22)		(22)	0.0%	
4152 Photocopier & Ink	1,091	0	(1,091)		(1,091)	0.0%	
4446 Volunteering	113	(8)	(121)		(121)	(14)12.3	
Community Team :- Indirect Expenditure	78,636	74,307	(4,329)	0	(4,329)	105.8%	0
Net Expenditure	(78,636)	(74,307)	4,329				
<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>215 Library</u>							
4645 Library Hub	4,241	0	(4,241)		(4,241)	0.0%	
Library :- Indirect Expenditure	4,241	0	(4,241)	0	(4,241)		0
Net Expenditure	(4,241)	0	4,241				

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Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
220 Recreation ground							
1080 Grants Received	3,125	0	(3,125)			0.0%	
1220 Recreation Ground Income	1,540	3,000	1,460			51.3%	
Recreation ground :- Income	4,665	3,000	(1,665)			155.5%	0
4035 Electricity	2,801	2,750	(51)		(51)	101.8%	
4126 Equipment furniture smalltools	57	950	893		893	6.0%	
4127 CCTV & Security	1,060	350	(710)		(710)	302.9%	
4128 Cleaning/Consumables - all	194	200	6		6	96.9%	
4129 Lighting	0	496	496		496	0.0%	
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	10,188	8,700	(1,488)		(1,488)	117.1%	
4505 Ground Improvements	906	0	(906)		(906)	0.0%	
4510 Play Equipment Maintenance	684	5,000	4,316		4,316	13.7%	
4515 Play Area Inspection	106	100	(6)		(6)	106.0%	
4640 Maintenance	118	0	(118)		(118)	0.0%	
Recreation ground :- Indirect Expenditure	31,330	33,050	1,720	0	1,720	94.8%	12,081
Net Income over Expenditure	(26,665)	(30,050)	(3,385)				
6000 plus Transfer from EMR	12,081						
Movement to/(from) Gen Reserve	(14,585)						
230 Pavilion							
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	6,661	3,100	(3,561)		(3,561)	214.9%	
4040 Gas	1,666	2,500	834		834	66.6%	
4045 Water	613	400	(213)		(213)	153.2%	
4127 CCTV & Security	345	0	(345)		(345)	0.0%	
4640 Maintenance	883	2,200	1,317		1,317	40.1%	
Pavilion :- Indirect Expenditure	11,889	10,200	(1,689)	0	(1,689)	116.6%	0
Net Income over Expenditure	(11,773)	(7,200)	4,573				

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Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>240 Allotments</u>							
1240 Allotment Income	1,652	1,000	(652)			165.2%	
Allotments :- Income	1,652	1,000	(652)			165.2%	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	1,519	(20)	(1,539)				
<u>260 Grants</u>							
4020 Grants	500	500	0		0	100.0%	
4021 Bower Hinton Church	0	475	475		475	0.0%	
4022 British Legion	0	30	30		30	0.0%	
Grants :- Indirect Expenditure	500	1,005	505	0	505	49.8%	0
Net Expenditure	(500)	(1,005)	(505)				
<u>270 PWLB</u>							
4065 PWLB Capital Recreation Ground	5,657	4,986	(671)		(671)	113.5%	
4066 PWLB Interest Recreation Groun	611	1,281	670		670	47.7%	
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	7,379	7,500	121		121	98.4%	
Parish Council Events :- Indirect Expenditure	7,379	7,500	121	0	121	98.4%	0
Net Income over Expenditure	(637)	(5,250)	(4,613)				
<u>285 Councillor & Civic</u>							
4019 Training - Councillors	50	0	(50)		(50)	0.0%	
4026 Street naming	110	0	(110)		(110)	0.0%	
Councillor & Civic :- Indirect Expenditure	160	0	(160)	0	(160)		0
Net Expenditure	(160)	0	160				

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	478,074	455,882	(22,192)			104.9%	
Expenditure	449,438	455,882	6,444	0	6,444	98.6%	
Net Income over Expenditure	28,636	0	(28,636)				
plus Transfer from EMR	12,080						
less Transfer to EMR	10,000						
Movement to/(from) Gen Reserve	30,717						

15/04/2024

Martock Parish Council

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Balance Sheet as at 31 March 2024

31 March 2023

31 March 2024

31 March 2023		31 March 2024
	Current Assets	
961	Debtors	0
2,285	S/L Debtors Control	2,706
13,343	VAT Control A/c	3,823
147,335	Current Account	200,777
77,850	Public Sector Deposit Account	81,740
<u>241,773</u>		<u>289,048</u>
241,773	Total Assets	289,048
	Current Liabilities	
3,966	P/L Creditors Control	33,755
0	Other Creditors	169
10,220	Accruals	1,534
670	Credit Card Liability	0
3,874	PAYE/NI Creditor	2,741
0	Attachment of earnings Credito	117
2,898	Pension Creditor	1,949
890	Singing For All Monies Held	890
15	Service Users Monies Held	15
<u>22,532</u>		<u>41,170</u>
219,241	Total Assets Less Current Liabilities	247,878
	Represented By	
81,716	General Reserves	141,302
6,000	Monument repairs	0
8,000	New Field for Burials	0
1,500	War Memorial	0
13,000	Tennis Court	1
4,000	MUGA & Skate Park	0
25,000	Quinquennial	25,000
1,200	Elections	0
0	Information centre grant EMR	10,000
15,000	Planning and Community	15,000
7,250	Human Resources	0
5,000	Covid-19 Contingency	5,000
964	S106/CIL Reserve	964
50,611	S106/CIL Reserve 2022-2023	50,611
<u>219,241</u>		<u>247,878</u>

15/04/2024

Martock Parish Council

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Balance Sheet as at 31 March 2024

31 March 2023

31 March 2024

The above statement represents fairly the financial position of the authority as at 31 March 2024 and reflects its Income and Expenditure during the year.

Signed :

Chairman

_____ Date : _____

Signed :

Responsible
Financial

_____ Date : _____

List of Payments made between 01/03/2024 and 31/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2024	Martock Christian Fellowship	BACS	1.00		Cup of tea
05/03/2024	Lidl	CC PAYMENT	27.16	NG	birdfeed biscuits coffee sugar
06/03/2024	The Old Dairy Cafe	CC PAYMENT	10.00		Coke zero & cordial
08/03/2024	Martock Christian Fellowship	CC PAYMENT	1.00		Cup of tea
11/03/2024	Plants Galore	CC PAYMENT	32.40	NG	32.40
12/03/2024	Lidl	CC PAYMENT	5.99		Milk butter grapes buns
19/03/2024	Lidl	CC PAYMENT	0.90		Milk
21/03/2024	Martock Christian Fellowship	CC PAYMENT	3.00		Latte
28/03/2024	Fire Protection Online UK	CC PAYMENT	109.13		Outside latch, panic push bar
31/03/2024	NatWest	YE CC	-190.58		Moved to Creditor
Total Payments			<u>0.00</u>		

List of Payments made between 01/03/2024 and 31/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2024	Peoples Partnership	BACS	1,055.52		Superannuation
01/03/2024	Evis Grounds Maintenance	02/24-07	1,241.25		Grounds maintenance Feb
01/03/2024	Rotary District 1200	EVAG	541.00		Flood sacks, polymer sachets
01/03/2024	Water2Business Ltd	DDR010324	150.50		P/Ledger Electronic Payment
01/03/2024	Pinnacle Accountancy Services	17197	286.80		Wages records June 23
01/03/2024	Lisa Whittle Expenses	JAN 24 LW	22.44		Milk, Coffee, biscuits travel
01/03/2024	PPL PRS Ltd	SIN2610288	500.00		Music licence fees
01/03/2024	PPL PRS Ltd	SIN261028	575.91		Music licence fees
01/03/2024	Pozitive Energy Ltd	balance	1,109.92		Invoice was for 1109.92
01/03/2024	Pozitive Energy Ltd	2024513822	2,116.44		Pavilion electric Jan
01/03/2024	Paull's of Martock	1029400	247.48		Spruce trees and cable ties
01/03/2024	PKF Littlejohn	SB20233179	3,129.00		AGAR return assurance 2023
01/03/2024	Ian Cliffe	3012	150.00		Unblock foul line
01/03/2024	Orona Ltd	2404003932	217.58		Standard contract
01/03/2024	PG Fire & Security Ltd	56350	212.40		Pavilion intruder alarm
04/03/2024	Wednesday Club	104010	26.06		Wednesday club subs
04/03/2024	Wednesday club	BACS	-26.06		Cancel - see credit
07/03/2024	Abri	DD	45.93		Garage rent
14/03/2024	Net Salaries	BACS	945.03		Net Salaries Feb
15/03/2024	NatWest	BACS	13.20		Bank charges
15/03/2024	POZITIVE ENERGY LTD	2024523505	291.78		New pavilion electric
15/03/2024	EDF PAV GAS 671133525429	DDR1503	327.00		P/Ledger Electronic Payment
15/03/2024	EDF PH library GAS 67113349977	DD1503	691.00		P/Ledger Electronic Payment
15/03/2024	Somerset Landscapes Ltd	SLL34261	879.40		Grounds maintenance Jan 24
15/03/2024	Somerset Landscapes Ltd	SLL34345	879.40		Grounds maintenance Feb 24
15/03/2024	Caroline Bennett Expenses	JAN24	3.15		Travel expenses Jan
15/03/2024	Devon Association of Local Cou	5200	48.00		Chief exec advert
15/03/2024	Lisa Whittle Expenses	Feb24	33.79		Milk, balloons, refreshments
15/03/2024	Caroline Bennett Expenses	FEB24	7.20		Travel expenses Feb
15/03/2024	Martock Coffee Pot	SCOLE	500.00		50 servings Merry Martock
15/03/2024	Cloudy Group Ltd	INV-D-0302	410.34		Monthly support March
15/03/2024	CHRGs Ltd	MART/09	3,149.00		Consultancy/locum fees Feb
15/03/2024	Celebration Pyrotechnics Ltd	2351	216.00		Barrier hire for fireworks
15/03/2024	Biffa Waste Services Limited	308C49167	309.70		Refuse collections Feb
15/03/2024	Biffa Waste Services Limited	308C43723	216.26		Collection/wasted journeys
15/03/2024	Tribunals Service	BACS	217.71		Deduction Feb
15/03/2024	Pozitive Energy Ltd	2024523505	648.57		Community hall electric Feb
15/03/2024	Lanier (South West)	061090	161.94		Quarterly charges
15/03/2024	Evis Grounds Maintenance	01/24-06	1,241.25		Grounds maintenance Jan 24
15/03/2024	Naomi Gass Expenses	Feb24	30.16		To correct expenses Nov
25/03/2024	Net Salaries	BACS	13,435.20		Net Salaries : March
28/03/2024	NatWest	CHGS	5.95		Bank charges
28/03/2024	Credit Card	Tfr for CC	752.71		Transfer for CCard
28/03/2024	South West Communications Grou	DDR2803202	217.18		Fixed line calls
28/03/2024	O2	29291585	97.42		Mobile charges
Total Payments			37,330.51		

Bank Reconciliation Statement as at 31/03/2024
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	31/03/2024		199,777.49
Current Account	31/03/2024		1,000.00
			<u>200,777.49</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			200,777.49
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			200,777.49
		Balance per Cash Book is :-	200,777.49
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/03/2024
for Cashbook 2 - Credit Card

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NATWEST BUSINESS CARDS	31/03/2024		0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/03/2024
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	31/03/2024		81,740.26
			<u>81,740.26</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			81,740.26
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			81,740.26
		Balance per Cash Book is :-	81,740.26
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate



MARTOCK PARISH COUNCIL

Cemetery Report

1. Purpose of the Report

To consider amending the Martock Parish Burial Ground Rules And Regulations to include the option for the Council to repurchase plots where owners of an exclusive right of burial no longer wish to be buried in Martock.

2. Background

Exclusive right of burial is the name for the lease of a burial plot for a set period of time. The exclusive rights of burial in a grave may be purchased by residents of the electoral parish of Martock on payment of the appropriate fee. (Exceptions may be granted for long term residents who have had to move for end of life care). This provides exclusive rights to the Grantee and his/her successors in title for a period of 99 years.

3. Proposed Amendment

The Council has been approached by a former resident of Martock who has purchased the exclusive right of burial for a plot in Martock Cemetery but who would now prefer to be buried where they currently live.

Many other Councils allow for the 'buy back' of plots in this type of instance, so that the plots can be made available for current parishioners.

It is therefore proposed that the Council amend the Martock Parish Burial Ground Rules And Regulations (document attached as Appendix A) to include the following:

The ownership of the Exclusive right can be transferred back to the council. However, a refund can only be made up to the maximum sum of that previously paid for the exclusive rights. A Form of Renunciation will also need to be completed to legally transfer the rights back to the Council. If you wish to transfer the Grant of Exclusive Right of Burial please contact Martock Parish Council who will assist with this procedure and provide advice on the documentation required and the fees payable.

4. Recommendations

That Full Council approve:

1. the following amendment to the Martock Parish Burial Ground Rules And Regulations:
 - a. The ownership of the Exclusive right can be transferred back to the council. However, a refund can only be made up to the maximum sum of that previously paid for the exclusive rights. A Form of Renunciation will also need to be completed to legally transfer the rights back to the Council. If you wish to transfer the Grant of Exclusive Right of Burial please contact Martock Parish Council who will assist with this procedure and provide advice on the documentation required and the fees payable.



MARTOCK PARISH COUNCIL

Martock Parish Burial Ground Rules And Regulations

1. At least 48 hours' notice (on a form prescribed by the Parish Council) of every intended interment must be given to the Clerk of the Parish Council at the Parish Office, Market House, Church Street, Martock TA12 6JL. Except in special circumstances no notice will be received on Sundays or public holidays and such days must be excluded from the period of notice. An exception will be made on production of a medical certificate stating that early interment is necessary.
2. All fees in connection with an interment must be paid to the Clerk at the time notice is given.
3. No interment may take place on Sundays or public holidays. Not more than one funeral will be allowed to take place at one time.
4. All grave spaces will be allocated by the Clerk acting for the Parish Council. All graves must be dug and filled to the reasonable satisfaction of the Parish Council.
5. The certificate of the Registrar of Deaths, or, where an inquest has been held, of the Coroner, must be handed to the Clerk before the interment can take place.
6. No body shall be buried in a grave so that any part of the coffin is at a depth of less than three feet below the level of the ground adjoining the grave nor shall the cremated remains of a body be interred in a grave so that any part of the casket is at a depth of less than one foot below the level of the ground adjoining the grave.
7. No body shall be buried in a grave unless the coffin is effectually separated from any other coffin already in the grave by means of a layer of earth not less than six inches in thickness.
8. Only coffins made of wood or wood products will be allowed, except with the express permission of the Parish Council.
9. Whenever an interment has taken place the surface of the grave must be covered with turf to the reasonable satisfaction of the Parish Council as soon as possible after the natural subsidence of the earth has taken place. No mounds will be allowed on any graves. Once a grave has been levelled the Council requires access at all times for maintenance purposes.
10. The applicant or their approved agent shall be responsible for the excavation or reopening of any grave and for removing surplus soil from the Burial Ground.
11. Where any grave in which an interment has previously taken place is re-opened for the purpose of making another interment, no person shall disturb any human remains interred therein or remove there from any soil which is offensive.
12. The exclusive rights of burial in a grave may be purchased by residents of the electoral parish of Martock on payment of the appropriate fee. (Exceptions may be granted for long term residents who have had to move for end of life care). This provides exclusive rights to the Grantee and his/her successors in title for a period of 99 years. The owner of an exclusive right of burial shall maintain the grave in good order and condition to the satisfaction of the Parish Council.
13. The scattering of ashes is prohibited in the Garden of Remembrance but is permitted elsewhere in the Burial Ground.

14. No flowers or shrubs may be planted in any grave space without the express permission of the Parish Council.
15. Wreaths and cut flowers may be laid upon a grave but when withered must be removed. The Council's Groundsperson may also remove wreaths and cut flowers that are withered.
16. Once a grave is levelled, not more than two flower vases may be placed on a grave. They shall be placed at the head of the grave space and inserted there so that the tops of the vases are at least two inches below ground level. No glass containers are to be used and no other objects shall be placed on a grave except with the express permission of the Parish Council.
17. The consent of the Parish Council shall be obtained before any memorial is erected or any inscription is placed upon a proposed or existing memorial. In all cases designs, dimensions and inscriptions proposed must be submitted to the Parish Council for approval. Payment of the appropriate fees must be paid in advance.
18. The following memorials will be permitted, subject to the regulations concerning materials:
 - a. A simple headstone not exceeding 4' in height above ground level and 3' 4" in width and having no base, step, built-in vase or other projection raised above the level of the surrounding ground; **or:**
 - b. A simple cross not exceeding 4' in height above ground level and standing on a base which is either flush with the surrounding ground, or, if above the ground level, not larger than 4' by 2' 6" and not consisting of more than two steps; **or:**
 - c. A flat stone laid flush with the surrounding ground so that a mower may readily pass over it (maximum size 6' 6" in length and 3' in width); **or:**
 - d. On a cremation plot, a flat tablet or desktype tablet no more than 18" x 12". The tablet may be laid on a sub base provided this is installed flush with the surrounding ground.
19. The grave number must be permanently engraved on all memorials erected in the burial ground.
20. All the materials used in the construction of a memorial shall be of good quality and description. No memorial shall be constructed of bricks and plaster, Bath or other soft stone, zinc, iron or any other metal.
21. A memorial in the form of a cross may be constructed of wood, subject to special conditions laid down by the Parish Council.
22. Every memorial shall be firmly fixed in the ground on a concrete bed, the top of which shall be at least 6" below the surface of the ground.
23. Materials of every description to be used in the construction of memorials shall be conveyed into the burial ground by hand or on carts or trucks with wheels not likely to cause damage to the paths and turf. The person responsible for erecting the memorial must remove all spare soil and clean up after completion of the work, to the satisfaction of the Parish Council.
24. No memorial shall be removed from the burial ground except with the consent of the Parish Council.
25. Dogs accompanying visitors to the burial ground must be on a lead.
26. No games, sports, riding of bicycles, skateboards, roller blades etc. are allowed within the burial ground.

27. No seats or other structures may be placed or erected in the burial ground without the express permission of the Parish Council. It is the responsibility of the applicant to maintain the fabric. The council also reserves the right to remove damaged or poorly maintained benches.
28. No motor vehicles may be taken into the burial ground without the express permission of the Parish Council.
29. Visitors to the burial ground are required to refrain from damaging shrubs, flowers and memorials and to behave in a dignified manner.

These rules and regulations were agreed at a meeting of Martock Parish Council on 27th July 2016 and take effect from 1st September 2016

Adam Persson
Clerk to the Parish Council
August 2016

Amended February 2023 – amendment to item 12 Parishioners only.



MARTOCK PARISH COUNCIL

Proposed Personnel Committee

1. Purpose of the Report

This report seeks to establish a Personnel Committee as part of the democratic structure of Martock Parish Council.

2. Background

The primary purpose of a democratic structure is to discharge the necessary business of the Council as efficiently and as transparently as possible, and within the letter of the law and the requirements of good governance.

A democratic structure is potentially made up of three main constituent parts:

(a) Formal decision-making bodies:

- The Full Council is the sovereign body. When members sit as a full Council assembly, any and all decisions within the remit of the Authority can be made.
- Committees can be created by Full Council with a specified set of delegated powers). If created as such, the committee can make any and all decisions within the remit bestowed on it by Full Council. It can also make recommendations to Full Council on matters within its remit but outside its delegated authority to decide.
- The creation of committees and sub-committees is entirely optional and depends on the size of the authority, the volume of business, and the culture of the Council.
- Council meetings should be scheduled in advance. Committees and Sub-Committees may be scheduled or ad-hoc.

(b) Informal Bodies:

- The full Council or a Committee can set up informal bodies to undertake a dedicated function or piece of work. These are commonly referred to as working groups, working parties, panels or task groups.
- Informal bodies can be of an on-going nature such as to monitor budgets or deal with HR matters or can be set up for a defined period and then disbanded to complete a specific piece of work. The latter are sometimes referred to as 'task and finish' groups.

- Informal bodies should be given a specific remit by the entity that creates them but can have no delegated decision-making powers.
- In all cases, such informal bodies need to report back to their formal creators in respect of issues, progress and/or required decisions.
- Informal bodies can meet privately and self-administrate but should seek the advice and input from officers as required.

(c) Delegations to Individuals:

- Delegation of powers to individuals can be made by the full Council or any of its properly constituted Committees. Such delegations can only be given to statutory officers, ie, the Proper Officer or the RFO.
- It is unlawful to give delegated powers to any individual councillor.
- It is possible to require an officer to exercise his/her delegated power subject to liaison with a designated Councillor or group of councillors. However, such councillors would not be able to veto the decision made as the power to decide is bestowed on the officer.

3. Proposed New Committee

Although it is important that the democratic structure of the Council remains efficient and does not become too cumbersome, it is also important that staff have a route through Council for any personnel concerns or complaints.

Therefore, it is proposed that Full Council establish a Personnel Committee that has delegated authority to resolve personnel issues, including new contracts of employment, recruitment, redundancy, grievances and disciplinary matters.

The Committee would be responsible for reviewing and approving HR policies and procedures and ensuring staff Appraisals take place.

The Committee would only need to meet once a year but a meeting could be convened if an issue or opportunity arises that falls under its remit as per the Terms of Reference set out in Appendix A.

If Council approve the recommendations within this report, the Committee members could be appointed at the Annual Meeting of the Parish Council in May.

4. Recommendations

That Full Council approve:

1. the proposal to establish a Personnel Committee.
2. the Terms of Reference for the Personnel Committee as set out in Appendix A.



MARTOCK PARISH COUNCIL

Personnel Committee Terms of Reference

Purpose of the Committee

To consider and deal with matters affecting staff. The committee has delegated authority to resolve personnel issues, including new contracts of employment, pay scales, recruitment, redundancy, grievances and disciplinary matters.

Membership

5 councillors will be elected at the Annual Meeting of the Town Council and will include either the Chairman or Vice Chairman.

Parameters

- The quorum of the committee shall be a minimum of 3 councillors.
- The committee will meet at least once a year with the ability to meet additionally, as and when required.
- The committee shall elect a Chairman at the commencement of its first meeting and annually after the Annual Meeting of the Town Council.
- The Chairman of the committee shall have a casting vote in the case of an equality of original views.
- The meeting can propose a resolution to exclude non committee members, members of the public and press to consider matters that are deemed confidential, and the agenda can be prepared in such a way that some business will only be considered after the non-committee members, members of the public and press have been excluded by resolution.
- All reports, documents and correspondence will remain confidential within the Council.
- The committee is directly responsible to the Full Council.

Remit

- To provide a route for consultation with all personnel, via the Chief Executive.
- To provide a route for consultation with all councillors on staffing issues.
- To note the annual reviews of staff members.
- To undertake the recruitment of personnel in conjunction with the Chief Executive.
- To determine, with appropriate advice as necessary, any grievance or disciplinary issues relating to staff or councillors.

Responsibilities

The committee is responsible for ensuring:

- The council is applying current employment legislation
- Regular health and safety checks are carried out for all staff.
- Staff working conditions are acceptable.
- The council provides pastoral care to the staff.
- Staff have confidence in the procedures followed by the council for all matters relating to their employment.
- Full Council is informed of any decisions made.
- Review staff related policies.
- Any other personnel issues recommended by the Full Council.

In addition to this it has other responsibilities:

- Signing off employment contracts, in consultation with the Chief Executive.
- Confirming successful completion of probation periods, in consultation with the Chief Executive.
- Reviewing and adopting relevant employment related policies.
- Ensuring employee development and training needs are monitored including agreeing procedures for submitting training and development requests.
- To receive and consider any complaints made under the Council's Grievance and Disciplinary Procedure relating to the Chief Executive.



MARTOCK PARISH COUNCIL

PLANNING COMMITTEE

Minutes of the Planning Committee Meeting held on Wednesday 10th April 2024 in the Parish Hall, Church Street, Martock commencing at 7:00pm.

Councillor Members present: Cllrs Paul Helyer (Chair), Ashley Chapman, Danny Dwyer, Graham McDonald, Ash Warne and Tony Welsh.

Non-councillor Members present: Dr Andrew Clegg

Also present: Natalie Fortt (Chief Executive), Somerset Councillor John Bailey (joined meeting at 19.53).

Public participation time

One member of the public in attendance, the applicant for Planning Applications: 24/00520/FUL and 24/00521/FUL. The applicant spoke in support of these applications at Agenda Items 5a and 5b and answered clarification questions from the Committee.

Item 1. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr John Hole, Gordon Swindells and Somerset Cllr Emily Pearlstone.

Item 2. DECLARATIONS OF INTEREST

Cllr Tony Welsh declared an interest in Items 5a and 5b, as an employee of the applicant.

Item 3. MINUTES OF PREVIOUS MEETING

The minutes of the Planning Committee meeting held on 13th March 2024 were reviewed.

RESOLVED (unanimously):

To accept and sign the minutes of the Planning Committee Meeting of 13th March 2024.

Item 4. VICE CHAIR OF THE PLANNING COMMITTEE

RESOLVED: (By 4 votes to 0 with two abstentions)

To appoint Cllr Ash Warne as Vice Chair of the Planning Committee.

Item 5. PLANNING APPLICATIONS

Cllr Tony Welsh left the meeting.

a. 24/00520/FUL

Erection of dispatch warehouse
Yandle And Son Ltd Hurst Martock Somerset TA12 6JU

RESOLVED (unanimously):

To submit the following comments:

Martock Parish Council recommends support for application 24/00520/FUL in accordance with Neighbourhood Plan Policy No. Mart24.

- This application represents an expansion of an existing business on a brownfield site.
- It is not apparent that there is any adverse impact on either the local character of the site or the residential amenity.
- It is not expected that there would be any significant impact on highway safety or the local transport network.
- Subject to the satisfaction of the conservation officer.
- Recommendation for swift boxes in eaves where possible.

b. 24/00521/FUL

Erection of new commercial and retail buildings, creation of new car park, extension of existing building with associated landscaping and highways works.
Yandle And Son Ltd Hurst Martock Somerset TA12 6JU

RESOLVED (unanimously):

To submit the following comments:

Martock Parish Council strongly recommends support for application 24/00521/FUL in accordance with Neighbourhood Plan Policy No. Mart24.

- This application represents an expansion of an existing business on a brownfield site.
- It is expected that there would be a positive impact on the local character of the site.
- It is not apparent that there is any adverse impact on the residential amenity.
- It is expected that there would be positive impact on highway safety with no significant impact on the local transport network.
- It is not expected that there would be any adverse impact on the drainage form the site.
- It is not expected that there will be any adverse impact on the natural environment.
- Subject to the satisfaction of the conservation officer

Cllr Tony Welsh rejoined the meeting.

c. 24/00801/TCA

Notification of intent to fell No. 3 trees and carry out tree surgery work to No. 9 trees within a Conservation Area.
Ashfield Lodge Cottage Church Street Martock Somerset TA12 6JL

RESOLVED (unanimously):

To submit following comments:

Martock Parish Council recommends refusal of application 24/00801/TCA unless

- the Tree Officer is satisfied of the need to fell the trees.
- the Conservation Officer is satisfied with the impact on the Conservation Area.
- Replacement trees (of suitable indigenous species) are planted nearby.

Martock Parish Council would support work by a qualified tree surgeon to cut back the trees to an extent agreed with the Tree Officer.

d. 24/00594/TCA

Notification of intent to carry out tree surgery works to No. 3 trees within a Conservation Area
Bower House Bower Hinton Martock Somerset TA12 6LG

RESOLVED (unanimously):

To raise the following comment:

Martock Parish Council has no objections to application 24/00594/TCA subject to the condition that

- the Conservation Officer is satisfied that there will be no adverse impact on the Conservation Area

**Item 6. TO CONSIDER THE APPEAL IN RESPECT OF APPLICATION
23/01218/S73**

RESOLVED: (unanimously)

To not withdraw previous comments submitted in respect of application 23/01218/S73

RESOLVED: (By 5 votes to 0, with 1 abstention)

To submit the following additional comments:

- Until recently, an on-site café operated from the site – this was popular and attracted a lot of pedestrian customers walking along Stoke Road. This stretch of Stoke Road is relatively narrow and has no pavement or verge – this is considered a safety concern. Businesses which would attract a lot of foot traffic to the site should be restricted unless a safe route for pedestrian access can be provided.

- Given that there is no safe pedestrian access to the site, even employees and customers who are resident within Martock are likely to drive to the site – hence the need to maximise the available on-site parking.

Item 7. NEIGHBOURHOOD PLAN WORKING GROUP

Cllr Helyer provided a brief summary of the status of the Neighbourhood Plan Revision Working Group.

- Awaiting progress on website, electronic filing and community plan steering committee before engaging with nominated leaders of the sub-teams.
- Meeting of Community Plan Steering committee on 12th April 20 to agree the terms of reference and create the marketing plan for the survey.
- Next meeting of the task group end May – possibly an item to include within the Annual Parish Meeting.

Item 8. CHAIR'S REPORT

The Committee received and noted the April 2024 Chair's Report.

Item 7. DATE OF NEXT MEETING

The next meeting of the Planning Committee is scheduled for 8th May 2024 at 7.00pm

The Chair thanked Members for their attendance and closed the meeting at 8.01pm.

CHAIR:

DATE:

NEGLECT NOT TRY OPPORTUNITIES



MARTOCK PARISH COUNCIL

MARTOCK PARISH COUNCIL

Full Council Forward Plan

Standing items – Apologies, Declarations of Interest, Minutes of Previous Meeting, Chairman’s Announcements, Representatives on Outside Bodies, Reports from Committees.

Meeting	Report	Detail	Lead Officer
May	Annual Parish Meeting Annual Review Community Services Report Annual Parish Council Meeting Election of Chair and Vice-chair Review of Committees Appointments to Outside Bodies	Review of the year 6 monthly update Review of delegation arrangements to committees, terms of reference for committees and appointment to existing committees. Review of representation on or work with external bodies and arrangements for reporting back	Chairperson Community Team Chief Executive Chief Executive Chief Executive

	Review and adoption of appropriate standing orders and financial regulations		Chief Executive
	Confirmation of arrangements for insurance cover in respect of all insurable risks		RFO
	Review of the Council's and/or staff subscriptions		RFO
	Review of the Council's Policies	Review of the Council's complaints procedure, the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation, the Council's policy for dealing with the press/media, the Council's employment policies and procedures.	Chief Executive
	Review of the Council's expenditure incurred under the general power of competence.		RFO
June	Maintenance Contract Report		
July	Youth Provision Report		Chief Executive
August			
September			
October	Community Services Report	6 monthly update	Community Team
	Asset Register Review		RFO
November			
December	Draft Budget Report		RFO
January	Budget Setting		RFO
February			
March			