

Extract from Minutes of Millbrook Parish Council Full Council meeting
held on Tuesday 16th January 2024 at 7:30pm
Venue: The main hall in Millbrook Village Hall

Councillors' Present: N Roberts (Chair of the Council), S Lewis, G Renshaw, F McBain, R Meeson, F Reilly and S Woffenden.

In attendance: K Heald (Parish Clerk), CC Kate Ewert, and one member of the public.

140.7 Reports produced by the Clerk / RFO, submitted to the Finance Committee and consideration of the Finance Committees' recommendations:

- (i) **2023-24 budget report:** The Council noted the actions following a review of the budget report showing actual spends and forecasted receipts and payments for December 2023 to March 2024:
 - **Car park fee review:** Clerk / RFO (i) to obtain guidance on the consultation process.(ii) Information on car park fees and costings to include in the next Parish Council newsletter.
 - **Consideration of budget, precept and re-appointment of the Council's Internal auditor.**
- (ii) **Budget for 2024-25:** The Chair asked if anyone had queries regarding next years proposed budget, as presented in the appendix of the Finance Committee meeting minutes from 12th December 2023. No comments received, therefore, it was proposed by Cllr Roberts, seconded by Cllr Lewis and unanimously agreed by all Councillors to approve the budget or 2024-25, as presented. See appendix 2, page 9. **Resolved.**
- (iii) **Precept submission for 2024-25:** It was proposed by Cllr Lewis, seconded by Cllr Meeson and unanimously agreed by all Councillors to approve the precept submission of £118,740, as recommended by the Finance Committee. **Resolved.** agreed by all Councillors that the Council approves the Publication Scheme. **Resolved.**

APPENDIX 2: Approved budget for 2024-25

	Proposed budget 2024-25
RECEIPTS	
Council administration	
Neighbourhood Plan	
Other income	4000
Grants, donations, community activities	
CIL Funding	
Open spaces income	
Graveyard - Burial fees	2500
Graveyard - Memorial fees	200
Precept	118,740
Public car parks	
Car park machine takings	4770
Car park permits	3900
Car park - other income	
Millbrook Skatepark Project	

Traffic & Transport	
EV Charging Point revenue	
Green Initiatives: Cycling	83.34
Green Initiatives: EV Charging	
Reports and feasibility studies	
Green Initiatives: Publicity	
Village Enhancement Team	
TOTAL RECEIPTS	134193.34
PAYMENTS	
Council administration	
Audit	1100
Meetings / Room hire	800
Office rental	1200
Insurance	2064.29
General admin costs	3921.06
Subscriptions	1336.04
Website and domain	624.50
Councillor training	220.00
Staff training	431.31
Election costs	500.00
Payroll Administration fee	312.88
Neighbourhood Plan	13.42
Bank fees	200.48
Legal & professional fees	258.50
Office furniture	
Publicity	
Grants, donations, community activities	
CIL Funding	
Community support initiatives	5000
Grants & Donations (GPC)	7000
Open spaces & public amenities	
Cemetery maintenance	
Devolved services	1703.57
Tanyard	556.16
Bin services	3203.20
Plants and trees	1815.42
Groundworks & general maintenance	1205.17
Grass cutting and lake flail	7800.00
Defibrillator	
Utilities costs (Tanyard)	
Public seating	
Wildlife	
Play park & sport facilities	
Play Park	3000

Skatepark	1000
Tennis Courts	2000
Playing field	
Annual inspections	512.60
Public car parks	
Car park repairs & maintenance	2314.85
Car park machine costs	583.31
Car park general	0.00
Public toilets	
Contractor cleaning and servicing costs	4031.50
Utility costs	1167.33
Public toilets repairs & maintenance costs	77.00
Public toilets supplies	345.73
Staffing costs	83000.00
Traffic & Transport	
Highway improvements	
Green Initiatives: EV Charging	
Green Initiatives: Energy costs	
Village Enhancement Team	
Village Enhancement Team (VETs) Planting	
TOTAL PAYMENTS	139298.32
RESERVES	
General reserves	59270
Transfer from general reserves	
Green Initiatives - EV Charging grant	
Capital	
CIL Funding	0
Millbrook Skatepark Project	149,260
Sports & Play equipment	30645
Earmarked	
Legal and professional	1000
Grants, donations & Community Support	
Elections	6280
Buildings and Street furniture	10000
Devolved services	500
Staffing	10000
Village Enhancement	
Traffic & Transport	24895
	426,043

Predicted cash balance	296,954
Plus income	134,193
	<u>431,148</u>

139,298

431148

Appendix 3: Precept submission year on year variances.

Year	% variance	Total Precept £	Council Tax Base	Council Tax Band D
2023-24	0.84	£118,740	763.75	£155.47
2023-24	9.76	£117,740	758.09	£155.31
2022-23	1.87	£106,250	741.13	£143.36
2021-22	-0.08	£104,185	725.05	£143.69
2020-21	0.61	£104,266	733.47	£142.15
2019-20	3.95	£103,627	731.36	£141.69