



**Minutes of the Extra-ordinary meeting held in the
Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX
at 7.30pm on Tuesday 25 October 2022**

342-2022 - Present

Councillors

Cllr G Adam, Cllr B Ahier, Cllr D Bird, Cllr P Cragg, Cllr M Fance, Cllr J Messinger, Cllr N Mitchell (Chairman), Cllr B Nagle, Cllr M Price, Cllr C Riley, and Cllr T Wright.

Officers of the Council:

Mrs G White – Clerk to the Council

Members of the public:

None present.

343-2022 - Apologies and reason for absence

Apologies were received from the Assistant Clerk.

344-2022 - Public participation session

No members of the public were present.

345-2022 - Declaration of Disclosable Pecuniary Interests (DPIs) by councillors in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464)

No declarations were made.

346-2022 - Amendments to the Register of Interests

No declarations were made.

347-2022 - To receive and consider written requests for new DPI dispensations if any

No requests were received.

348-2022 - Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct

Cllr T Wright declared that he is a committee member and the treasurer for:

- Wood Street Show Committee

- Wood Street Village Association
- Wood Street Horticultural Society

349-2022 - Declaration of gifts or hospitality over £50

No declarations were made.

350-2022 - Draft budget 2023/2024

The Chairman advised that Standing Orders would be waived to enable all Members to make as many comments as they wished regarding the proposed budget (v2). Additionally, the Chairman stated that whilst Councils are advised to create a budget for a five-year period, given the current economic conditions, it would be impossible to predict RPI three years' hence. It was, therefore, proposed by Cllr N Mitchell, seconded by Cllr G Adam, and unanimously **RESOLVED** that the provision of a three-year budget for the financial year 2023/2024 would be acceptable to the Council.

The revised budget for 2023/2024 was then tabled for discussion.

The following points were agreed:

1. Establish an Earmarked Reserve for the dilapidations that will be required upon termination of the lease for Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX – the current sinking funds of £29,690 were being held in the general reserves.
2. Increase the Staff Costs to £145,404 to allow for an Assistant Groundsperson w.e.f. October 2023.
3. Retain the parish newsletter budget at £4,500 to allow for printed copies including delivery.
4. Maintain the Professional Advice budget at £7,000.
5. Establish a one-off budget for King Charles III coronation of £4,000. This to be the only intended major project for 2023/2024.
6. Reallocate the proposed budget of £2,500 for a replacement pendant for the Chairman's Badge of Office to Tree Surgery. Ask Fattorini's if they could re-enamel the existing pendant instead.
7. Reallocate £5,000 proposed towards a replacement bus shelter at Dorrit Crescent to the Tree Surgery budget.
8. Increase the Tree Surgery budget to £18,200.
9. Utilise £17,500 of general reserves to keep the overall budget increase as low as possible.

It was recommended that the overall budget for 2023/2024 be provisionally set at £290,740 representing an increase of £13,840pa (a 5% increase).

The Chairman advised that it would not be possible to finalise the Staff Costs budget until the Government had announced the revised NI contribution rates in the Autumn budget.

Guildford Borough Council has not yet announced the Tax base for the financial year 2023/2024. Based on the Tax Base for 2022/2023 the budget increase represents an increase of £3.95 per year per Band D property (i.e. £0.39^{1/2}p per month for ten months – council tax not being payable in February or March annually). This would bring the overall cost per Band D property to £83 per annum. This figure is likely to change once the 2023/2024 Tax Base is known.

Pursuant to the Admission to Meetings Act 1960 Section 1(2)a in view of the confidential nature of the following business members of the public and press were excluded from the meeting.

351-2022 - Appointment of a Finance Officer for a fixed 12-month period

Cllr G Adam – Chairman of the Staffing Committee advised that, following interviews, the Staffing Committee recommended the appointment of Helen Lawrence. Rate of pay SCP point 19. Sixteen hours per week to be worked on Wednesdays and Thursdays.

Approved by the Full Council 3 November 2022

Following discussion, it was proposed by Cllr G Adam, seconded by Cllr M Fance, and unanimously **RESOLVED** that the appointment of Mrs H Lawrence for a fixed period of 12 months be approved.

Mrs Lawrence to start on Wednesday 30 November 2022.

The Council acknowledged that the office will be closed during the Christmas period, however, Mrs Lawrence will not have accrued sufficient holiday entitlement to cover the office closure. It was agreed that if Mrs Lawrence were to leave before her three-month probationary period, any holiday pay awarded, to which she would not technically be entitled, would be deducted from her final salary.

Power to spend: LGA 1972 s112

352-2022 - Date of next Full Council meeting – Thursday 3 November 2022 - 19:30.

Meeting closed 21:12

Signed:

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Chairman, Worplesdon Parish Council

Date: 3 November 2022