



**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 12 November 2024**

2024-349 - Present

Councillors:

Cllr G Adam, Cllr B Ahier, Cllr D Bird, Cllr N Crampin, Cllr S Ellahi, Cllr M Fance, Cllr B McShee, Cllr N Mitchell (Chairman), Cllr M Price, Cllr J Snowball, and Cllr T Wright.

Officers of the Council:

Mrs G White - Clerk to the Council

Mrs V Fear - Assistant Clerk

Members of the public:

No members of the public were present.

2024-350 - Fire Alarm Test

A fire alarm test was carried out at the start of the meeting. It took 1 minute to safely evacuate the premises.

2024-351 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40

Apologies and the reason for absence were received from Cllr C Riley and Cllr B Nagle. Apologies and reason for absence accepted.

2024-352 - Public Participation

None.

2024-353 - Declaration of Non-pecuniary Interests

No declarations were made.

2024-354 - 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.

2024-355 - Review of the Financial Regulations and other policies as part of the budget setting process

The following documents had been circulated to all Members via email in advance of the meeting:

- Use of Reserves Policy
- Financial Risk Assessment

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- Explanation about the Precept
- Financial Regulations 2024 (**complete rewrite**)
- Strategic Business Plan

The Financial Regulations had been completely rewritten based on the National Association of Local Councils (NALC's) Model Financial Regulations.

Following discussion, it was proposed by Cllr G Adam, seconded by Cllr D Bird and unanimously **RESOLVED** that the above documents be approved en bloc.

2024-356 - Review of fees as from 1 April 2025 - Fees included in the Hiring of the Village Greens policy

A detailed discussion regarding the fees and charges of the Parish Council, then took place, following which it was proposed by Cllr B McShee, seconded by Cllr M Fance and **RESOLVED** that the fee charges would remain as follows:

- Village fetes/events (community events) - no fee payable
- Use by fun fairs, outdoor theatre, band concerts, hot air balloon launches, car boot sales, fun run/walk, sports tournament, dog show, circuses, forest schools, fitness sessions, filming & photographic events, and use by helicopter - competitive market rent to be negotiated
- Registered charity - £100 per day
- Weekly skip fee - £35 (applies to skips located on WPC land)

A vote took place. 9 in favour. Cllr N Crampin and Cllr T Wright abstained from the vote. Motion carried.

2024-357 - Draft budget V2 2025/2026

Version two of the draft budget was then tabled for consideration.

The Chairman referred to a chart (prepared by the Finance Officer) showing expenditure versus budget over the past seven years, together with a graph predicting future income and expenditure. This showed the Council's expenditure increasing but income falling. Unlike other parish councils, Worplesdon Parish Council depends predominantly on the precept (council tax), as it does not have facilities which produce an income, nor does it have any generous benefactors unlike some of the other Parish Councils.

Regrettably, Guildford Borough Council had stated it is no longer providing any form of grants to parish councils. Additionally, the S106 monies obtained from the Montague Place development off Keens Lane have now been exhausted. The loss of these income streams had resulted in an immediate increase in the budget of £20,000.

The RFO had produced a spreadsheet showing the proposed changes to the budget (see below):

Table 1 – Proposed changes to the 2025/2026 budget

Budget 2025/2026 - Notes for Extra-ordinary meeting 12.11.2024

The bottom-line increase was reduced by the Members to £51,650 representing a Band D rate increase of £1.40 per month for a Band D property (council tax is payable in ten instalments per year)
(Guildford Borough Council's announcement of the Tax Base for the year 2025/2026 was still awaited)

A quick summary of the major changes are:

Ref	Budget heading	Increase	Grants no longer available	Budget decrease	Comments
1	Staff costs (as announced 23.10.2024)	£2,900			Increases are agreed by the unions/Government - the Parish Council is required to comply with the Green Book Terms and Conditions
2	Locum staff/staff overtime	£2,500			In case Clerk is unwell/overtime for Groundstaff

Ref	Budget heading	Increase	Grants no longer available	Budget decrease	Comments
3	Works van accrual	£1,000			Price of a replacement works van has increased. Insufficient earmarked reserves available
4	Playground repairs	£1,500			Repair costs have escalated considerably
5	Replacement noticeboards	£650			Costs have increased
6	Replacement play equipment	£2,000			Costs have increased - insufficient earmarked reserves - Normandy Parish Council have just spent £200,000 on their playground enhancement scheme. Typhoon at end-of-life expectancy
7	LCTSS - grant from Guildford Borough Council		£9,424		Guildford Borough Council is no longer providing this grant
8	S106 (Parish Office)	£2,000	£10,000		S106 monies from Montague Place - no further monies available
9	Xmas lights	£12,000			Increase has community support. Options for sponsorship
10	Environmental Act 2021	£3,000			Ecological Reports as already approved by Council Minute No: 2024-257 (Aug 2024)
11	Jacobs Well Recreation Ground – goal posts	£0			Replacement goal posts advised by the Football Association every five years - Jacobs Well Members requested removal of the goal posts with no replacement due to the awkward location of the goal posts and the problems associated when the goal posts are located in the 'correct' position
12	Pond Maintenance	£2,500			Work required at all three ponds (EA guidance 10.10.2024)
13	Bus shelters	£0			A new bus shelter would cost at least £15K, we do not have sufficient in reserves to cover the cost of a new bus shelter if required due to wear and tear
14	Ward imp.	£0			This is a budget that provides £625 to each ward per year
15	WSV Community Car Park	£1,500			Repairs are more costly than originally anticipated but the car park has provided a much safer environment for children attending Wood Street Infant School
16	Unexpected projects	£5,000			E.g. If Surrey County Council refuse to replace the bridge installed by residents, this money will be required. This bridge is failing rapidly
17	Contingency	£3,000			Examples: water bowser, AONB Boundary changes, Traffic Surveys, loss of benches due to unexpected circumstances (budget set up to 18 months in advance)
18	Bank interest			£-2,500	Bank interest is being reduced by the Bank of England
19	Parish Council Grants to Ward			£-4,000	
21	Use of general reserves to lower budget			£-4,000	
22	All other budgets	£3,175			RPI increase applied = 4%
Total diff.		£42,725	£19,424	£-10,500	£51,649

During the meeting, every line of the full budget was reviewed. The RFO (Responsible Finance Officer) advised that the Parish Council holds extensive assets across the Parish which require regular maintenance. This had been taken into account as part of the budget setting process. Staff and office costs have also had an impact on the budget.

During a review of the proposed budgetary changes, as shown in Table 1 above, it was proposed by

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Cllr M Price, seconded by Cllr J Snowball and unanimously **RESOLVED** that when the five-a-side goal posts in Jacobs Well Recreation Ground reach five years of age (in 2025) they will be removed but not replaced, which represented a saving of £2,500. This reduced the proposed bottom-line increase figure to £51,650.

It had been proposed to use General Reserves (working balances) to further reduce the budgetary increase. The RFO stated that the General Reserves figures needed updating, as the October budget figures were now available. This may make a slight difference to the figures provided at the meeting.

Following discussion, it was proposed by Cllr B McShee, seconded by Cllr D Bird that the Full Council should accept the proposed draft budget, as presented at the Extra-ordinary meeting, subject to receipt of the Tax Base, which is due to be issued by Guildford Borough Council imminently. The proposed budget for the financial year 2025/2026 to be set at £391,550.

A vote took place: 10 in favour, Cllr J Snowball abstained from the vote. Motion carried.

It was agreed that a small working party, comprising Cllr M Price, Cllr J Snowball, and Cllr N Crampin be established to create a flyer regarding the Parish precept (council tax). The aim being to explain the budgetary increase. The flyer to be released when the Council Tax bills are issued in February 2025.

Flyer concept: Flyer to include a pie chart showing the Parish Council's breakdown of expenditure with short explanations as to how the budget is spent.

The draft budget to be reconsidered at the 12 December 2024 Full Council meeting.

The Chairman stated that, to date, the Government has not capped Town and Parish Council precepts. This is, however, something that may be reconsidered when the Government announces its annual Finance Settlement, which is expected in December 2024.

2024-358 - NALC Salary Scales backdated to 1 April 2024

The National Joint Committee salary scales, as announced on 23 October 2024 had been circulated to the Members.

It was proposed by Cllr B McShee, seconded by Cllr M Fance, and unanimously **RESOLVED** that the new salary scales be approved and accepted and that the backdated pay would be awarded in the November 2024 payroll.

The Chairman of the Council and Chairman of the Staffing Committee had reviewed the spreadsheet prepared by the RFO in advance of the meeting, which both councillors signed during the meeting. Confirmation of the new rates payable to be issued to the Parish Council's payroll provider (Mulberry & Co Ltd) as soon as practicable.

Confirmation of the Spinal Column Point (SCP) payable for each officer was confirmed as follows:

Officer's Name	SCP
Gaynor White	36
Victoria Fear	27
Peter Trevena	23
Helen Lawrence	21
Andy Connor	9

2024-359 - Date of next Full Council meeting: Thursday 12 December 2024

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Meeting closed 21:35

Signed:

Chairman of the Council
Date: 12 December 2024