

MARKET LAVINGTON PARISH COUNCIL

Clerk: Mrs Carol Hackett, 23 Orchard Close, West Ashton. Wiltshire. BA14 6AU.

Tel: 01225 760372 or Email: clerk@marketlavingtonparishcouncil.gov.uk

VAT Registration Number: 296 9715 35 / Email: www.marketlavingtonparishcouncil.gov.uk

Minutes of the **Management & Finance (M&F) Committee Meeting**
Of the Parish Council
Held on Tuesday 5th December 2023
At 7.15pm in the Old School, Market Lavington

Councillors Present: Cllr Fraser (Chairman), Cllr Davis, and Cllr Steele.

In attendance: One member of the public and Carol Hackett (Parish Clerk).

	AGENDA ITEM
23/24-160	Apologies for Absence None. Absent: Cllr Osborn and Cllr Turner-Scott.
23/24-161	Declarations of Interest and Dispensations to Participate There were none.
23/24-162	Adjournment for Public Participation (maximum of 5 minutes) The meeting was adjourned and resumed at 7.17pm.
23/24-163	Minutes of Council Committee meeting The minutes of the Management & Finance committee meeting held on the 2nd May 2023 having been previously circulated to Councillors, were approved as a correct record - proposed Cllr Steele, seconded Cllr Davis.
23/24-164	2024/25 Parish Council budget a) Draft budget and precept requirement - The Chairman referred to the draft budget circulated to Councillors with the agenda papers, noting that the OS and HRAF Committees had previously met and agreed their draft budgets. It was noted that the 'tax base' figure provided by Wiltshire Council, and used to help calculate the precept requirement, was likely to increase slightly for 2024/25, however Wiltshire Council were not due to finalise the exact figure until the 13 th of December. It was recognised that in order to be able to progress with some of the proposed future projects in the village the precept would need to be increased by a proposed amount of £7,000. It was proposed by Cllr Fraser, seconded by Cllr Davis, and resolved to seek approval from Full Council for the following recommendations – <ul style="list-style-type: none">• To approve the proposed draft budget for 2024/25 – Total of receipts and payments to be confirmed when 'tax base' figure finalised by Wiltshire Council (copy of draft budget to then be sent to Councillors)• To approve the precept requirement for 2024/25 - Precept amount to be confirmed when 'tax base' figure finalised by Wiltshire Council b) Review of priorities and aspirations for the Parish Council Business Plan for the next few years – Councillors reviewed the existing priorities still outstanding, revising some of them, and adding new ones as agreed at the OS and HRAF committees. It was proposed by Cllr Davis, seconded by Cllr Fraser, and resolved to seek approval from Full Council to focus on and investigate further the following projects and priorities: <ul style="list-style-type: none">➤ Canada Woods Project – to include 5/10 year management plan for the woods, and possibly incorporate 'Remember COVID-19' projects within this, on the grass area adjacent to Beechwood, and within Canada Woods Riverbank reinforcement (part grant funded) – Phase 1 of project completed, but require funds to be set-aside for review in 5-years' time (£2,000 provisional sum)➤ Possible outdoor gym equipment and skateboard ramps and new sports / recreation facilities as identified by the 'Sports Facilities Working Group' (grant funded if possible) – Grant funding applications proving difficult, hope that funding

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	<p style="text-align: right; color: red;">can be allocated in 24/25 budget (£8,000 provisional sum)</p> <ul style="list-style-type: none"> ➤ Set aside money for future re-surfacing of Broadwell carpark (Market Place resurfacing and lining cost £13,780 in December 2022) (£1,500 23/24 budget) – further £1,500 allocated in 24/25 budget ➤ Set aside money for new OS boiler or any other energy saving projects (£500 23/24 budget) – further £500 allocated in 24/25 budget ➤ New Speed Indicator Device Church Street (NAL socket application to LHFIG) – NAL socket application to LHFIG successful with partial contribution required from Parish Council. Purchase of device and pole etc. (£3,000 provisional sum) ➤ Full review of footpaths and stiles (upgrading stiles if possible) – To be undertaken when new footpath marker signs put up (£3,000 provisional sum) ➤ Groundworks for Elisha Field to improve drainage (£3,000 provisional sum) ➤ Old School – re-point exterior walls (£1,000 provisional sum) ➤ Additional resurfacing of Broadwell Play Area (£3,000 provisional sum) – Long-term priority ➤ Highway infrastructure improvements – budget not yet allocated <p>Amounts to be allocated to each project will be agreed in April/May 2024, when consideration can be given to the year-end revenue, and reserve balances, alongside the 'projects' allocation in the 2024/25 budget. This exercise will include allocating funds to projects from the remaining 'OS Covid LRS Support Grant' money.</p>
23/24-165	<p>Parish Council Lloyds Bank Savings account</p> <p>The Clerk noted that the Parish Council was only receiving 1.3% gross interest on the amount held in the 'Instant Access' savings account, and suggested that some of the money could be transferred either to a 'Fixed Term Deposit' or 'Notice' account, both of which were paying better rates of interest. It was proposed by Cllr Davis, seconded by Cllr Fraser, and resolved to seek approval from Full Council for the following:</p> <ul style="list-style-type: none"> • To approve transferring £20,000 from the 'Instant Access' savings account into a 6-month 'Fixed Term Deposit' account currently offering 3.5% gross interest.
23/24-166	<p>Governance, Finance & Management Risk Register half yearly review</p> <p>The Chairman and Clerk referred to the document which had been circulated to members prior to the meeting. Amendments were suggested and considered for three of the sections within the Risk Register, and it was proposed by Cllr Davis, seconded by Cllr Fraser, and resolved to seek approval from Full Council for the following:</p> <ul style="list-style-type: none"> • To approve the amended Governance, Finance & Management Risk Register as proposed by the Management & Finance Committee (copy of amended document to be provided to all Councillors).
23/24-167	<p>Other M&F Committee business</p> <p>Cllr Davis suggested it might be a good idea to set-up a footpaths@marketlavingtonparishcouncil.gov.uk email which could be used specifically for reporting footpath issues, and accessed by a number of Councillors – ACTIONS – To be considered further at next Full Council meeting. The Clerk reported that a caravan had now been parked in the top Community Hall carpark for a couple of weeks – ACTIONS – To try and ascertain ownership details and discuss further at next Full Council meeting.</p>
23/24-168	<p>Date of next Meeting</p>

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	To be arranged as needed.
23/24-169	Closure of meeting There being no further business the meeting was closed at 8.09pm.

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