

**The Minutes of the Ordinary Council Meeting of Lavant Parish Council held on
Tuesday 30th January 2024 commencing 7:00pm
held at the Lavant Memorial Hall, Pook Lane, Lavant.**

In attendance: Cllrs. Aldridge, Goldsmith, Mayhead, Kuchanny, Quest, Tucker, Turner and Whincop.

Also Present: The locum Clerk.

Public present: 1.

17. Apologies for absence – none.

18. Declarations of Interest and Dispensation Requests.

i) None.

ii) None.

iii) None.

19. Public Session – none.

20. Minutes of the meeting of 9th January 2024.

It was proposed by Cllr Tucker that the draft Minutes of the Parish Council meeting held on 9th January 2024, circulated previously, be approved. This was seconded by Cllr Maynard. This was **AGREED** unanimously, and the Minutes of the previous meeting were signed by the Chairman as a true record.

21. Finance.

a) To approve the 2024/25 budget and precept - The Chairman referred to the budget options, circulated previously. He advised that, in previous years, the precept was subsidised by the general reserves but suggested that this was not a sustainable approach. Cllr Kuchanny agreed and reminded Members that the precept had remained the same for several years. After review and discussion, Members **AGREED** to a balanced budget for 2024/25 and further **AGREED** to set the 2024/25 precept to reflect the amount of income required i.e. £47,875.32. The locum Clerk was asked to make the precept request to the principal authority, Chichester District Council. The approved budget is attached at Appendix A.

b) Any other financial matters – The Chairman referred to financial irregularities that had been uncovered together with allegations of unauthorised payments. Members **AGREED** to refer this matter to their solicitors and the Police. The locum Clerk was asked to action this as a matter of urgency. Members noted that an initial approach to the solicitors may incur costs up to £400. The locum Clerk was also asked to refer this matter to the Finance Director of the principal authority for advice.

22. Update on the Public Open Space proposals.

The Chairman advised that the land transfer document had been reviewed and is now ready for approval as the land boundary issue had been resolved. It was proposed by the Chairman to accept the transfer document, and this was seconded by Cllr Tucker. The proposal was **AGREED** unanimously.

23. Item for inclusion on the next agenda – none.

24. Date of next meeting – Tuesday 13th February 2024.

There being no further business the meeting closed at 7:48pm

APPENDIX A – DRAFT BUDGET

TO ACHIEVE A BALANCED BUDGET	FINAL 23/24	Option 3	PR NOTES
Income			
Balance b/f	£90,944.71	£119,774.00	As at 1/4/23 - From AGAR
annual precept	£32,024.76	£34,266.49	Assumes 7% uplift
grants	£0.00		
village green donations	£100.00		
CIL receipts	£0.00		
other income	£0.00		
Receipts	£32,124.76	£34,266.49	
Total Receipts plus Balance b/fwd	£123,069.47	£154,040.49	
	FINAL 23/24	Option 3	PR NOTES
Expenditure			
Parish Clerk			
Clerks Salary	£15,017.60	£21,432.32	16hrs pw & £25 per hr plus 12% on costs (NI/pension)
Locum Clerk	£800.00	£0.00	Expenditure in 2023/24 - not needed
Payroll costs	£100.00	£100.00	
Home Working Allowance	£432.00	£360.00	Reduced to £30 pcm
SUB TOTAL - PARISH CLERK	£16,349.60	£21,892.32	
Administration			
postage stationary admin	£300.00	£300.00	
telephone	£0.00	£200.00	
heat/light	£0.00	£0.00	
travel mileage	£150.00	£150.00	
Audit Fees	£900.00	£900.00	
GDPR & Data Protection	£35.00	£35.00	ICO fee
chairman's allowance	£200.00	£200.00	
council room hire	£625.00	£625.00	
neighbourhood watch	£150.00	£150.00	
insurance	£1,150.00	£1,250.00	
communications	£1,550.00	£1,550.00	
pubs/subs/salc/nalc/wsalc/airs	£850.00	£850.00	
Councillor/Clerk training	£500.00	£650.00	Includes £150 for sportsfield maintenance training.
IT Equip	£500.00	£100.00	Clerk has printer and laptop - why more?
Website/Lavant News	£250.00	£250.00	
Elections	£2,000.00	£500.00	Create a fund for 2027 elections
SUB TOTAL - ADMIN	£9,160.00	£7,710.00	
Grounds and Maintenance			
play ground maintenance	£750.00	£750.00	
playground inspection	£100.00	£100.00	
Environment	£1,000.00	£1,000.00	
trees	£2,000.00	£1,500.00	
grounds maintenance	£4,000.00	£1,923.00	Football pitch? £4077 CIL can offset
general maintenance (bus shelter etc)	£500.00	£3,000.00	
equipment - tractor	£4,000.00	£3,000.00	
legal fees	£1,500.00	£1,750.00	Will be circa £2.75k but offset by grants/pledge £1k
emergency plan	£300.00	£0.00	2023/24 incurred cost or from reserve if not used
lavant volunteers	£1,000.00	£1,000.00	
fuel		£2,000.00	
playground project		£0.00	Project completed
bridge project		£0.00	Funded by CIL and previous reserves
SUB TOTAL - GROUNDS & MAINT	£15,150.00	£16,023.00	
Other Costs			
Sportsfield Maintenance			As per grounds maintenance
litter and dog bins	£450.00	£500.00	Overspent last year slightly
street lights	£100.00	£150.00	Overspent last year slightly
other spending / legal	£2,500.00	£1,000.00	New public open space/football ground as above
Jubilee/Coronation Costs	£500.00	£0.00	
Memorial Hall works	£0.00	£0.00	
Village Fete	£100.00	£100.00	
credit card fraud payment	£0.00	£0.00	
Highways works	£0.00	£0.00	
Other expenditure	£500.00	£500.00	Civic projects
SUB TOTAL - OTHER COSTS	£4,150.00	£2,250.00	
TOTAL EXPENDITURE	£44,809.60	£47,875.32	
TOTAL INCOME	£32,124.76	£47,875.32	To achieve a balanced budget
	-£12,684.84	£0.00	
Taxbase (from Chichester DC)	715.00	715.70	
Average Council Tax for BAND D	£44.93	£66.89	
Cost per week	£0.86	£1.29	
Increase per week		£0.42	