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If there are any sections that you are unclear about, please leave blank – email the completed form to the Clerk admin@birstallpc.org.uk and this form will be reviewed as per the Council's Standing Orders. If accepted, it will be added as an agenda item for the next appropriate Committee or Council meeting. Please note that Councillors and members of the public will see this form albeit part or all of the form may be redacted if commercially sensitive.

NAME OF COUNCILLOR SUBMITTING THIS REQUEST	Jeff Cassidy
COMMITTEE NAME OR FULL COUNCIL	Full Council
INSERT THE DATE OF THE MEETING	Monday, 13 January 2024
AGENDA ITEM: Insert the wording below that you are requesting to appear on the agenda. Remember to make it clear what you are asking your fellow Councillors to do. "to consider...", "To note...", To review..."	
To resolve to be co-opted onto the Management & Policy Committee to fill the vacancy	
BACKGROUND INFORMATION: Insert as much information as possible so that Councillors have the details that they need in order to make an informed decision	
My skills and knowledge of working for local councils for over 47 years, I feel that my experience would be beneficial for the Committee. I have been a manager of 22 staff at Leicester City Council overseeing, Cemeteries, Allotments all greenspaces, etc.	
COSTS: Insert details of costs associated with the decision that you are asking the Council to make. Remember that there may be an indirect cost such as VAT or officer time that cannot be reclaimed.	
None	
BUDGET: Detail which budget the expenditure is to be made from	
None	
LEGAL POWER: Insert below the power you are relying upon that the Council must have to be able to do what you are requesting (the Clerk may be able to advise) – If no power is held this will be rejected.	
Standing Orders Section 4	
RECOMMENDATION: Insert the resolution that you are seeking yourself i.e. "to resolve to..."to note that..." – so this is your recommendation to members	
To resolve to co-opt me onto the Management & Policy Committee to fill the vacancy	
PLEASE NOTE: Agenda item requests; these must be received by the Proper Officer at least 8 clear days before the meeting (not including the day of the notice or the day of the meeting) at which you would like your item to be considered. The Proper Officer is required to review the request and is able to reject it if not deemed clear or legal. Please refer to Standing Orders 9 and 10 (inclusive) for more information – available on the website to view: https://www.birstallparishcouncil.org.uk/uploads/2(a)-standing-orders.pdf	
OFFICE USE FOR CLERK / PROPER OFFICER:	
Received Date: <u>23 DEC 2024</u> Meeting: <u>PC</u> Meeting Date: <u>13 JAN 2025</u>	
Request: <u>ACCEPTED</u> - REFUSED - AWAITING FURTHER INFORMATION/CLARIFICATION	

Paid Expenditure Transactions

paid between 01/11/24 and 30/11/24

Payment Reference	Paid	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
OL37811026	01/11/24	43179		£1,477.11	£0.00	£1,477.11	BPC	NEST Corporation	Pension Monthly Payment - OCTOBER
DC011124/33	01/11/24	43212		£39.07	£6.51	£32.56	E & R	Syston Service Station	Unleaded 28.96L @ 1.349/L
202411Intere	01/11/24	43236		£445.32	£0.00	£445.32	BPC	CCLA - The Public Sector	Interest from Long Term Asset Investment statement
OL38135459	04/11/24	42954		£250.00	£0.00	£250.00	BPC	Public	Ref Dep / VH / [REDACTED] 01.11.2024
OL38135784	04/11/24	43163		£250.00	£0.00	£250.00	BPC	Public	HF Ref Dep / [REDACTED] 3.11.24
OL38140761	04/11/24	43174		£288.00	£48.00	£240.00	E & R	Plumbloke	Supply & Fit new pump to UFH [HFH]
OL38140922	04/11/24	43208		£228.00	£38.00	£190.00	BPC	GES (Leicester) Limited	Quarterly Legionella Testing Invoice
OL38140838	04/11/24	43209		£8,640.00	£1,440.00	£7,200.00	EC	Lighting & Illumination Technology Experience Ltd	Convert Columns and fit timer, weatherproof socket, RCD and fuse to cols x 24
OL38141146	04/11/24	43214		£8.10	£1.35	£6.75	E & R	George Walker Ltd	Machine Turned Split Rail Tanalised
OL38141070	04/11/24	43215		£1.27	£0.21	£1.06	E & R	William Hercock Limited	Corner Brace
OL38140706	04/11/24	43216		£320.00	£0.00	£320.00	E & R	Metric Ltd	Replace 2 x emergency exit door sign lights at Hallam Fields, Replaced dual purpose emergency light in Pavilion, Replaced emergency exit sign light in Day Centre
OL38141017	04/11/24	43217		£2,520.00	£420.00	£2,100.00	E & R	Marrows	Planning consultancy work MUGA
DC041124/68	04/11/24	43224		£62.50	£10.42	£52.08	E & R	Shepherd Seeds	Woodland wild flower seed mix 250g
DC041124/35	04/11/24	43225		£66.30	£11.05	£55.25	E & R	UK Safety Store	Diversion Temp traffic sign [Remembrance]
DC071124/42	07/11/24	43234		£28.00	£0.00	£28.00	BPC	Post Office	1st class 8 @ £3.50 Council agendas
DD081124/92	08/11/24	43183		£466.89	£77.81	£389.08	BPC	Total Energies	Electricity - Village Hall 1.9.24 to 30.9.24
DD081124/91	08/11/24	43184		£108.86	£5.19	£103.67	BPC	Total Energies	Electricity - Cemetery 1.9.24 to 30.9.24
DD081124/58	08/11/24	43186		£297.27	£14.16	£283.11	BPC	Total Energies	Electricity - Pavilion 1.9.24 to 30.9.24
DD081124/51	08/11/24	43188		£39.72	£1.89	£37.83	BPC	Total Energies	Electricity - Changing Rms 1.9.24 to 30.9.24
DD081124/24	08/11/24	43198		£56.61	£2.70	£53.91	BPC	Espo	Gas - Hallam Fields 31.8.24 to 30.9.24
DD081124/03	08/11/24	43199		£167.70	£7.99	£159.71	BPC	Espo	Gas - Changing Rms 31.8.24 to 30.9.24
DD081124/03	08/11/24	43200		£63.20	£3.01	£60.19	BPC	Espo	Gas - Estates Yard 31.8.24 to 30.09.24
DD081124/03	08/11/24	43201		£50.89	£2.42	£48.47	BPC	Espo	Gas - RDB 31.8.24 to 30.9.24
DD081124/03	08/11/24	43202		£254.00	£12.10	£241.90	BPC	Espo	Gas - Day Centre 31.8.24 to 30.9.24
DD081124/03	08/11/24	43203		£164.76	£7.85	£156.91	BPC	Espo	Gas - Village Hall 31.8.24 to 30.9.24
OL38322491	11/11/24	42963		£250.00	£0.00	£250.00	BPC	Public	Ref Dep / VH / [REDACTED] 09.11.2024
OL38323023	11/11/24	42976		£250.00	£0.00	£250.00	BPC	Public	VH Ref Dep / [REDACTED] 09.11.2024
OL38322412	11/11/24	43113		£250.00	£0.00	£250.00	BPC	Public	HFH Ref Dep / [REDACTED] 10.11.2024
DD111124/99	11/11/24	43151		£47.27	£7.88	£39.39	E & R	Biffa Waste Services Ltd	0.24 Tonnes General Waste Loose
OL38322168	11/11/24	43171		£250.00	£0.00	£250.00	BPC	Public	VH Ref Dep / [REDACTED] 10.11.24
DD121124/55	12/11/24	43124		£14.95	£2.49	£12.46	E & R	Parkers Motors Services Ltd	Adblue 1 x 10 litre
OL38356614	12/11/24	43204		£410.00	£0.00	£410.00	E & R	Alan Barnacle	Burial - [REDACTED] - 11.11.2024
OL38367608	12/11/24	43221		£40.92	£6.82	£34.10	BPC	Espo	2025 Calendar Year Plan x 4, 2025 Desk Calendar x 6, 2025 Desk Diary, 9V abttery x 10, Copier Labels

Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/11/24 and 30/11/24

Payment Reference	Paid	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
OL38367562	12/11/24	43222		£453.60	£75.60	£378.00	E & R	ICE	1335
OL38367806	12/11/24	43227		£36.48	£6.08	£30.40	E & R	Wanlip Sands & Gravel	Toilet cleaning – Oct 24 SLPF & V/Hall 0.38 Tonnes Green waste
OL38367757	12/11/24	43228		£26.88	£4.48	£22.40	E & R	Biffa Waste Services Ltd	0.28 Tonnes Green Waste
OL38367718	12/11/24	43229		£136.80	£22.80	£114.00	E & R	Wanlip Sands & Gravel	24 x Postfix
OL38367684	12/11/24	43230		£11.52	£1.92	£9.60	E & R	Wanlip Sands & Gravel	0.12 Tonnes Green waste
OL38368284	12/11/24	43232		£192.00	£32.00	£160.00	E & R	Target Hygiene LTD	Service for feminine hyg Nov/Dec/Jan
OL38367234	12/11/24	43233		£138.50	£0.00	£138.50	BPC	D J Chapman Ltd	Payroll prep - October 2024
DC121124/34	12/11/24	43248		£140.41	£23.41	£117.00	E & R	Syston Service Station	Diesel 63.14L, Unleaded 839.07L
DC131124/78	13/11/24	43271		£51.00	£8.50	£42.50	E & R	Tractor Tyres Direct	2 x Tubeless Tyre Puncture Repair Kits
DD141124/90	14/11/24	43096		£455.00	£0.00	£455.00	BPC	Charmwood Borough Council	Non Dom Rates Bill - Council
DD141124/59	14/11/24	43097		£225.00	£0.00	£225.00	BPC	Charmwood Borough Council	Non Dom Rates Bill - Hallam Fields Hall
DD141124/07	14/11/24	43098		£31.00	£0.00	£31.00	BPC	Charmwood Borough Council	Non Dom Rates Bill - Pavillion
DD141124/86	14/11/24	43099		£165.00	£0.00	£165.00	BPC	Charmwood Borough Council	Non Dom Rates Bill - Forge
DD141124/26	14/11/24	43100		£254.00	£0.00	£254.00	BPC	Charmwood Borough Council	Non Dom Rates Bill – RDB
DD141124/01	14/11/24	43101		£248.00	£0.00	£248.00	BPC	Charmwood Borough Council	Non Dom Rates Bill - Cemetery
DD141124/05	14/11/24	43102		£611.00	£0.00	£611.00	BPC	Charmwood Borough Council	Non Dom Rates Bill - SLPF
DD141124/13	14/11/24	43103		£250.00	£0.00	£250.00	BPC	Charmwood Borough Council	Non Dom Rates Bill - Sibson Rd car park
DD141124/35	14/11/24	43104		£245.00	£0.00	£245.00	BPC	Charmwood Borough Council	Non Dom Rates Bill - Crossways car park
OL38432449	14/11/24	43231		£6.00	£1.00	£5.00	E & R	Wanlip Sands & Gravel	0.92 tonnes Hardcore waste
		43253/1		£125.75	£0.00	£125.75	EC	Amazon.Co.Uk	tea bags, kenco coffee x 2, decaf coffee x 2, hot chocolate x 2, Decaf tea,
		43253/2		£57.09	£9.69	£47.40	EC	Amazon.Co.Uk	Orange squash, blackcurrant squash, haribo sweets, plastic cups
DC141124/93	14/11/24	43253		£182.84	£9.69	£173.15		Amazon.Co.Uk	Christmas event supplies, tea, coffee, squash, hot chocolate, cups, sweeteners
OL38462409	15/11/24	43034		£275.00	£0.00	£275.00	EC	DreamLuxe Events	Grinch themed balloon display Christmas event - Final Payment
OL38522650	18/11/24	42961		£250.00	£0.00	£250.00	BPC	Public	Ref Dep / VH / ██████████ 16.11.2024
OL38522414	18/11/24	43112		£250.00	£0.00	£250.00	BPC	Public	VH Ref Dep / ██████████ 17.11.2024
OL38519298	18/11/24	43237		£848.31	£0.00	£848.31	BPC	Clear Insurance	Fleet rated comm Motor YF24 KPA
OL38519215	18/11/24	43238		£40.32	£6.72	£33.60	E & R	Target Pest Control	Service charge for pest control Nov/Dec/Jan 8 visits HF
OL38519143	18/11/24	43247		£120.00	£0.00	£120.00	E & R	Metric Ltd	replace flood light outside VH
OL38519002	18/11/24	43249		£144.40	£7.40	£137.00		Terratruck Limited	Safety Boots x 2, 2 stroke oil x 10, Auto Cut head
OL38519081	18/11/24	43250		£69.07	£11.51	£57.56	E & R	Spaldings (UK) Ltd	Hedge cutting plate
OL38518903	18/11/24	43251		£1,737.88	£289.65	£1,448.23	EC	TMCW Crowded Space Ltd	Traffic Management Stewards
		43295/1		£0.02	£0.00	£0.02	BPC	Brighter Bills	Office 2164030

Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/11/24 and 30/11/24

Payment Reference	Paid	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
		43295/2		£0.05	£0.01	£0.04	BPC	Brighter Bills	1254/1
		43295/3		£56.36	£9.38	£46.98	BPC	Brighter Bills	1254/1
		43295/4		£56.38	£9.40	£46.98	BPC	Brighter Bills	1254/5
		43295/5		£56.38	£9.40	£46.98	BPC	Brighter Bills	1254/6
		43295/6		£56.38	£9.40	£46.98	BPC	Brighter Bills	1254/4
		43295/7		£56.38	£9.40	£46.98	BPC	Brighter Bills	1254/7
		43295/8		£47.98	£8.00	£39.98	BPC	Brighter Bills	1254/8
DD191124/11	19/11/24	43295		£329.93	£54.99	£274.94	E & R	Brighter Bills	1254/
DC211124/10	21/11/24	43270		£221.35	£36.89	£184.46	E & R	Anstley Shoe Repairs	1317/1
DC211124/08	21/11/24	43272		£113.68	£18.95	£94.73	E & R	Branston Service Station	1317/6
DD211124/36	21/11/24	43277		£16.64	£0.00	£16.64	BPC	Adobe Systems Inc	1265/9
OL379252/11	22/11/24	43178		£5,911.33	£0.00	£5,911.33	BPC	HM Revenue & Customs	1291/2
OL38710064	25/11/24	42955		£100.00	£0.00	£100.00	BPC	Public	1281
OL38718293	25/11/24	43122		£250.00	£0.00	£250.00	BPC	Public	1281
OL38718218	25/11/24	43211		£250.00	£0.00	£250.00	BPC	Public	1281
OL38710172	25/11/24	43218		£250.00	£0.00	£250.00	BPC	Public	1281
OL38711053	25/11/24	43219		£250.00	£0.00	£250.00	BPC	Public	1281
DD251124/30	25/11/24	43241		£169.27	£8.06	£161.21	BPC	Total Energies	1252/5
DD251124/40	25/11/24	43243		£167.33	£7.96	£159.37	BPC	Total Energies	1252/8
DD251124/34	25/11/24	43245		£31.03	£1.48	£29.55	BPC	Total Energies	1252/4
DD251124/26	25/11/24	43246		£167.73	£7.98	£159.75	BPC	Total Energies	1252/2
BACS251124/	25/11/24	43273		£26,197.49	£0.00	£26,197.49	BPC	Salaries	1291/1
OL38717584	25/11/24	43275		£174.00	£29.00	£145.00	E & R	Squire Alarms Ltd	1301/4
OL38717644	25/11/24	43276		£1,915.00	£319.17	£1,595.83	E & R	Metric Ltd	1301/2
OL38717530	25/11/24	43285		£324.00	£54.00	£270.00	E & R	Squire Alarms Ltd	1301/4
DD251124/61	25/11/24	43288		£10.95	£0.00	£10.95	BPC	Adobe Systems Inc	1265/9
OL38753655	26/11/24	43269		£410.00	£0.00	£410.00	E & R	Alan Barnacle	1322
OL38705274	26/11/24	43284		£24,087.00	£4,014.49	£20,072.51	BPC	Bristol Street Renault (Leic)	1400/2
DC261124/24	26/11/24	43286		£129.14	£0.00	£129.14	BPC	Post Office	1262
OL38618315	26/11/24	43287		£544.87	£0.00	£544.87	BPC	Charnwood Borough Council	1291/1
DC261124/63	26/11/24	43338		£19.18	£3.20	£15.98	E & R	JTL Architectural Hardware	1317/1
DC281124/35	28/11/24	43333		£20.00	£3.33	£16.67	E & R	Halfords	1317/1
DC281124/34	28/11/24	43334		£83.47	£13.91	£69.56	E & R	Halfords	1317/1
DC281124/95	28/11/24	43335		£968.00	£161.33	£806.67	E & R	Pod Point	1317/1
DC281124/30	28/11/24	43343		£93.95	£15.66	£78.29	E & R	Ebay	1317/3
DC291124/35	29/11/24	43296		£52.95	£8.83	£44.12	E & R	Syston Service Station	1317/6
Total				£88,650.01	£7,387.84	£81,262.17			

Revised Precept figures and Report for 2025/2026

The confirmed Council Tax Base (CTB) figure of 4623.8 has been received from Charnwood Borough Council. This shows an increase for Band D households of 22.2.

The current financial year's precept is £502,112. This was based on the confirmed CTB figure of 4601.6, costing the rate payers in Band D properties in Birstall, £109.12 per annum. If no increase is applied for 2025/2026 and £109.12 is multiplied by the newly confirmed CTB figure of 4623.8 the result would be a precept for 2025/2026 of £504,550, an increase of £2,438.

The actual balances in the bank on 6 January 2025 is £285,026.94 made up as follows:

Co-op Current Account	£28,799.62
Natwest Current Account	£1,709.60
Natwest Business Reserve Account	£169,267.72
Nationwide Business Reserve Account	£85,000.00
Petty Cash	£250.00
Sub Total	£285,026.94
Minus Committed Budgeted Expenditure up to 31 Mar 2025	-£60,359.61
Closing/Opening Balance	£224,667.33

The forecasted closing balance of £224,667.33 meets with the requirements of the Councils reserve policy of retaining 50% of the Nett Revenue Expenditure (NRE) of £153,556 for the 2024/25 financial year, as agreed at the Parish Council meeting in January 2024.

Summary/Notes:

- The government has announced that Council tax referendum principles that effect the larger authorities will **not** be extended to Parish and Town Councils in 2025/2026. This means that precept demands from Parish and Town Councils are not 'capped' as are the higher authorities. Please use this link to read the Governments decision: [Local government finance policy statement 2025 to 2026 - GOV.UK](https://www.gov.uk/government/consultations/local-government-finance-policy-statement-2025-to-2026)
- LRALC have provided some good advice and guidance surrounding the Precept for Parish and Town Council's which can be found on their website using this link: [News | Leicestershire & Rutland Association of Local Councils](https://www.lralc.org.uk/news)
- There is an increase in the Council Tax Base (CTB) this year of 22.2 band D households which allows for a small increase in column 1 of £2,348 to the precept without any increases being passed onto the residents by the Parish Council's Precept portion of the Council Tax bills.
- The Parish Council relies wholly on the guaranteed income of the precept to pay for their budgeted expenditure to be able to continue to deliver local services to the residents of Birstall. The potential of services being devolved to Parish and Town Councils from higher authorities places greater emphasis on the level of precept to enable continuity of services for the residents.
- At the Council meeting in December 2024 a 5% increase was agreed in principle.

The Parish Council are required to agree budgets and a Precept figure at this meeting to enable the Clerk to meet the negotiated extended deadline date of **Wednesday, 15 January 2025 to submit the Precept demand on the Council's behalf.**

DRAFT
Birstall Parish Council Budgets & Precept - 2025 / 2026

	2025/2026 DRAFT	2025/2026 DRAFT	2025/2026 DRAFT	2025/2026 DRAFT	2025/2026 DRAFT	2025/2026 DRAFT	2025/2026 DRAFT	2025/2026 DRAFT	2025/2026 DRAFT	2025/2026 DRAFT
	0%	1%	2%	3%	4%	5%	6%	7%	8%	9%
	Increase to baseline	Increase to baseline	Increase to baseline	Increase to baseline	Increase to baseline	Increase to baseline	Increase to baseline	Increase to baseline	Increase to baseline	Increase to baseline
	2024/25 based on confirmed on CTB figure of 4623.8	2024/25 based on confirmed on CTB figure of 4623.8	2024/25 based on confirmed on CTB figure of 4623.8	2024/25 based on confirmed on CTB figure of 4623.8	2024/25 based on confirmed on CTB figure of 4623.8	2024/25 based on confirmed on CTB figure of 4623.8	2024/25 based on confirmed on CTB figure of 4623.8	2024/25 based on confirmed on CTB figure of 4623.8	2024/25 based on confirmed on CTB figure of 4623.8	2024/25 based on confirmed on CTB figure of 4623.8
Hellam Fields Hall Supplies	-200	-200	-200	-200	-200	-200	-200	-200	-200	-200
Office & IT Supplies/Stationery etc	-1,000	-1,000	-1,000	-1,000	-1,000	-1,000	-1,000	-1,000	-1,000	-1,000
WorkWest-LTA	-3,000	-3,000	-3,000	-3,000	-3,000	-3,000	-3,000	-3,000	-3,000	-3,000
Payroll progression if monthly	-4,350	-4,350	-4,350	-4,350	-4,350	-4,350	-4,350	-4,350	-4,350	-4,350
Konica Minolta Copier rental - no increase	-500	-500	-500	-500	-500	-500	-500	-500	-500	-500
Konica Minolta Copier usage - no increase	-500	-500	-500	-500	-500	-500	-500	-500	-500	-500
Cutliffish - Wharfedale Support No increase	-1,400	-1,400	-1,400	-1,400	-1,400	-1,400	-1,400	-1,400	-1,400	-1,400
Edge Consulting - Contract Fees	-487	-487	-487	-487	-487	-487	-487	-487	-487	-487
Edge Consulting - Annual fees & contract fees for Office 365 hosting & support.	-1,820	-1,820	-1,820	-1,820	-1,820	-1,820	-1,820	-1,820	-1,820	-1,820
Edge Consulting - Domain and email accounts hosting & Support & managed new & old accounts	-2,599	-2,599	-2,599	-2,599	-2,599	-2,599	-2,599	-2,599	-2,599	-2,599
Administration (Office Support)	-220	-220	-220	-220	-220	-220	-220	-220	-220	-220
Young Budget - External provision	-12,408	-12,408	-12,408	-12,408	-12,408	-12,408	-12,408	-12,408	-12,408	-12,408
Audit Fees	0	0	0	0	0	0	0	0	0	0
Increased by £100 (E1,430) at 6 mth review + 15% inc for 2024	-1,727	-1,727	-1,727	-1,727	-1,727	-1,727	-1,727	-1,727	-1,727	-1,727
Age UK Ltd - Bath Nurse Service	-5,500	-5,500	-5,500	-5,500	-5,500	-5,500	-5,500	-5,500	-5,500	-5,500
Christmas Hampers (agreed 20 per annum)	-650	-650	-650	-650	-650	-650	-650	-650	-650	-650
Grant Aid for 2025/2026	-3,000	-3,000	-3,000	-3,000	-3,000	-3,000	-3,000	-3,000	-3,000	-3,000
Community Contributions	-9,150	-9,150	-9,150	-9,150	-9,150	-9,150	-9,150	-9,150	-9,150	-9,150
MALC (M.A.L.C - Am. less, dependent on elect. members from CBC	-1,511	-1,511	-1,511	-1,511	-1,511	-1,511	-1,511	-1,511	-1,511	-1,511
SLCC - Not received	0	0	0	0	0	0	0	0	0	0
Performing Rights Society - £810 2024 and 7% increase	-891	-891	-891	-891	-891	-891	-891	-891	-891	-891
ICO Registration	-55	-55	-55	-55	-55	-55	-55	-55	-55	-55
Training - Cllrs and Staff	-5,000	-5,000	-5,000	-5,000	-5,000	-5,000	-5,000	-5,000	-5,000	-5,000
Travel and other costs	-160	-160	-160	-160	-160	-160	-160	-160	-160	-160
Membership Subscriptions/Training costs	-7,417	-7,417	-7,417	-7,417	-7,417	-7,417	-7,417	-7,417	-7,417	-7,417
Chairman's Allowance	-400	-400	-400	-400	-400	-400	-400	-400	-400	-400
Professional Fees: Legal assistance	-5,000	-5,000	-5,000	-5,000	-5,000	-5,000	-5,000	-5,000	-5,000	-5,000
Electricity Expenses - as per CBC quoted figures	-4,455	-4,455	-4,455	-4,455	-4,455	-4,455	-4,455	-4,455	-4,455	-4,455
Estimated Reserves:	-604,999	-604,999	-604,999	-604,999	-604,999	-604,999	-604,999	-604,999	-604,999	-604,999
CCLA - Yr 3 of 7 Annual Investment Deposit - Camraby Project	-50,000	-50,000	-50,000	-50,000	-50,000	-50,000	-50,000	-50,000	-50,000	-50,000
Phy. Centre Kitchen Rebuild/renov	-20,000	-20,000	-20,000	-20,000	-20,000	-20,000	-20,000	-20,000	-20,000	-20,000
Phy. Equipment/ Subsequent Rebuild/renov	-20,000	-20,000	-20,000	-20,000	-20,000	-20,000	-20,000	-20,000	-20,000	-20,000
TOTAL of Estimated Reserves for 2025/2026	-90,000	-90,000	-90,000	-90,000	-90,000	-90,000	-90,000	-90,000	-90,000	-90,000
Capital Projects:	-10,000	-10,000	-10,000	-10,000	-10,000	-10,000	-10,000	-10,000	-10,000	-10,000
Estates New Machinery & Equipment	-2,000	-2,000	-2,000	-2,000	-2,000	-2,000	-2,000	-2,000	-2,000	-2,000
Estates Rest Room Refurb	-8,000	-8,000	-8,000	-8,000	-8,000	-8,000	-8,000	-8,000	-8,000	-8,000
TOTAL of Capital Projects	-12,000	-12,000	-12,000	-12,000	-12,000	-12,000	-12,000	-12,000	-12,000	-12,000
Breakdown	-604,999	-604,999	-604,999	-604,999	-604,999	-604,999	-604,999	-604,999	-604,999	-604,999
TOTAL OF EXPENDITURE	-604,999	-604,999	-604,999	-604,999	-604,999	-604,999	-604,999	-604,999	-604,999	-604,999
Precept Calculations	224,667	224,667	224,667	224,667	224,667	224,667	224,667	224,667	224,667	224,667
Projected Closing Balance as at 6 Jan 2025	105,017	105,017	105,017	105,017	105,017	105,017	105,017	105,017	105,017	105,017
Add Estimated own income	604,999	604,999	604,999	604,999	604,999	604,999	604,999	604,999	604,999	604,999
Minus Estimated Expenditure	-375,315	-375,315	-375,315	-375,315	-375,315	-375,315	-375,315	-375,315	-375,315	-375,315
Total	-205,329	-205,329	-205,329	-205,329	-205,329	-205,329	-205,329	-205,329	-205,329	-205,329
Minus Reserve Policy 50% of NRE = [Precept - Loans - Capital Exp - Estimated Res divided by 2]	-478,330	-478,330	-478,330	-478,330	-478,330	-478,330	-478,330	-478,330	-478,330	-478,330
Total	478,330	478,330	478,330	478,330	478,330	478,330	478,330	478,330	478,330	478,330
Precept Required without leaving any funds for non-budgeted expenditure	604,559	604,559	604,559	604,559	604,559	604,559	604,559	604,559	604,559	604,559
% increase Precept Figure	27,960	30,483	33,006	35,529	38,052	40,574	43,097	45,620	48,143	50,665
Balance remaining in the general reserve including provision for non-budgeted for expenditure	105,121	111,30	117,49	123,67	129,86	136,04	142,23	148,41	154,60	160,78
What does this mean for residents:	0.00	1.09	2.18	3.27	4.37	5.46	6.55	7.64	8.73	9.82
Amount per band D household per annum	0.00	0.02	0.04	0.05	0.08	0.10	0.13	0.15	0.17	0.18
Increase in Council Tax for band D PER ANNUM	0.00	0.02	0.04	0.05	0.08	0.10	0.13	0.15	0.17	0.18
Increase in Council Tax for band D PER WEEK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Application for Grant Aid

Fully Completed and signed applications and any supporting information should be returned to:

The Clerk, Birstall Parish Council, Council Offices, Birstall Road, Birstall, Leicester. LE4 4DH.

Tel: 0116 267 6191 or email: admin@birstallpc.org.uk

Name of Organisation: Welcome Space at St James the Great, Birstall

Aims and Purpose of the Organisation

The Welcome (Well-being) Space at St James Birstall is a warm comfortable venue providing light refreshments and social interaction in the heart of the village. It is open two afternoons each week throughout the year, is free of charge and welcomes all who come through our open door. Numbers are increasing all the time and apart from the all-important opportunity it provides for social interaction, we can provide a listening ear and network people to the appropriate support agencies. It started in November 2022 after a meeting of the Birstall stakeholders group had identified a need for warm spaces in the village to help residents with the cost-of-living crisis (heating bills) and the issue of social isolation following Covid.

Names of Applicants (1) Janet Waters

Address

St James Church Office, Church Hill, Birstall, LE4 4DN

Tel No:

Email:

Position held: Welcome space coordinator

(2) Rev. Amanda Digman

Address

The Vicarage, 251 Birstall Road Birstall LE4 4DJ

Tel No:

Email:

Rector

What project or activity would the money be used for and how would it benefit the residents of Birstall?

The Welcome Space Project (see aims and purpose of organisation above). The Church provides the facilities free of charge and the grant would contribute to the heating costs

Benefit to residents:

We welcome and support those: working from home, retired, bereaved, new to area, have emotional and mental problems, in difficult relationships, physically frail and life limiting medical conditions. Others come to seek company, do craft activities, organise support for local charities and schools, bake refreshments for group, are passing church on way to/from Watermead Park, want to look at church architecture and art deco windows. Feed-back informs us that these sessions relieve loneliness and a sense of isolation as help with cost of living. Approx. 50 people have used this service to date.

How much money are you requesting from the Parish Council towards the project or activity?

Contribution to cost of heating warm space £1500.

This is for two afternoons (6 hours) a week for the winter months (22 weeks) at a cost of £12 per hour.

The grant money would be ring fenced for the sole use of the Welcome Space Project.

Total membership of organisation: open to all **Number that live in Birstall:** Majority 95%

Applications will only be accepted from voluntary & non-profit making organisations. Please indicate below if your organisation is:

(a) non-profit making? Yes No or (b) a voluntary organisation? Yes No

Has your organisation received any other funding for this project or activity? Yes No

If Yes, please provide further details and the result of any other applications if known:

In November 2022 received funding from LCC covid recovery grant. We were visited by LCC in 2023, our work commended and we were awarded a further grant to continue through 2024. This grant fund now discontinued

What funding is your organisation contributing to your project/purchase?

The church are providing the venue, refreshments, craft materials and admin costs. Any shortfall in the heating grant from the parish council will be made up by voluntary donations and fundraising.

If your grant application is successful, please specify in the box below the name of the person to whom the cheque should be made payable and their role/job title within the organisation:

<u>Print Name:</u> David Owen	<u>Role/Job Title:</u> Treasurer of PCC Parish of St James the Great, Birstall and Our Lady and St Nicholas, Wanlip
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Signed (Applicant 1):.....  Date.....18th December 2024.....

Signed (Applicant 2):.....  Date.....18th December 2024.....

Attachments

1. Governing documents of PCC
2. Safeguarding policy
3. Health and Safety policy
4. Equality of opportunity policy
5. Income and expenditure account



PROPOSAL TO SUPPORT BIRSTALL PARISH COUNCIL

Background

Birstall Parish Council had a governance review carried out by the Leicestershire and Rutland Association of Local Councils which was published at the start of the year. It made a series of recommendations, including identifying that the Council needed external support to improve inter-personal relationships and its organisational culture.

This is our proposal to support the parish council.

About us

Hoey Ainscough Associates Ltd was set up in April 2012 to support local authorities in managing their arrangements for handling councillor conduct issues. The company was co-founded by Paul Hoey, who had been director of strategy at Standards for England from 2001 until its closure in 2012, and Natalie Ainscough who had worked as his deputy.

We have now worked with over 400 authorities in one form or another through provision of training, investigative support and wider governance advice. We were commissioned by the LGA to draw up the model Code of Conduct and supporting guidance and best practice guidance on case handling. We have advised the Committee on Standards in Public Life on local government issues and provide expert advice on local standards issues to the National Association of Local Councils and the Society of Local Council Clerks. We also run training on behalf of SLCC on standards issues as part of their accredited CPD training. Paul is also a judge in the NALC Councillor of the Year awards,

For our parish support, we work with an associate who is the recently-retired County Secretary of the Derbyshire Association of Local Councils who brings with them direct experience of working in and with a parish council as an experienced clerk.

Our aims

We believe the aims of the process should be:

1. To review the council's processes and procedures to ensure that the right governance tools are in place to allow the council to operate effectively;
2. To understand what their underlying issues are and help the council consider how they can work more effectively;
3. To help the council's reputation through demonstrating that there is a culture of high standards and good governance;
4. To ensure there is a good understanding of the different roles of members and officers of the council and that both can do their job effectively; and
5. To develop an action plan to help the council resolve its difficulties and move forward.

Methodology

In order to ensure these aims are met, we believe the following stages are necessary:

Phase 1 – an initial background meeting with relevant people to understand some general background about the council. Exact attendance would be agreed with the Council but may involve the chair and clerk. This meeting would be attended by Paul Hoey and Natalie Ainscough. We would also wish to invite a representative from LRALC and from Charnwood DC.

Phase 2 – a questionnaire to be sent to members and staff of the council to help them reflect on their thoughts about the council and the way it operates. This questionnaire would be developed and analysed by Paul Hoey and Natalie Ainscough.

Phase 3 – a day spent with individuals from the council discussing some of the concerns and issues highlighted by the questionnaire in greater depth with a day spent shadowing the clerk to understand how the parish is run and reviewing policies and procedures – to be done by Paul Hoey, Natalie Ainscough with input from our associate.

Phase 4 – an intensive workshop with the Council to present the review of the procedures plus results of the questionnaire, discuss issues raised, provide training on good governance and consider next steps. The workshop would be run by Paul Hoey, Natalie Ainscough and our associate.

Phase 5 – to prepare a formal report with an action plan for the Parish Council.

This builds on a methodology which was developed under the supervision of Standards for England in order to support the recovery of town and parish councils following a formal Direction from an Ethical Standards Officer and has proved successful in the past in improving council governance and resolving underlying issues.

Indicative timetable and costings:

To spend a total of 17 consultancy days (12 days Hoey Ainscough and 5 days associate on behalf of Hoey Ainscough) supporting the council.

HAA rates are £750 (+ VAT) per day for joint services of Paul Hoey and Natalie Ainscough

Associate rates are £600 (+ VAT) per day.

The time to be spent as follows – all costs quoted below have not included VAT:

Phase 1 – Initial interview

Half a day preparing for and conducting initial discussions – no cost – to help inform rest of project (HAA)

Phase 2 – Review of procedures and questionnaire

seven days: review of procedures and development and analysis of questionnaires – - £4950 (5 days HAA. 2 days associate)

Phase 3 – In-depth interviews – 1 joint day – £1350 (1 day HAA, 1 day associate)

Phase 4 – Workshop - Four days – two days preparation – cost £1500 (HAA) and one day delivery @ £1350 (two days consultancy fees - one HAA day rate and one associate day rate) – total £2850

Phase 5 – Action Plan

Four days - £2850 (3 days HAA, one day associate)

Total cost of consultancy: £12,000 (+ VAT). HOWEVER WE WOULD BE WILLING TO CAP FEES AT £10,000 + VAT AND EXPENSES

Any unforeseen additional work required would only be undertaken and charged for with agreement of the council.

In addition, we would want any travel expenses and accommodation requirements

met. HAA are based in Stockport and West Yorkshire and our associate is based in Cumbria. We would expect to need 2 nights accommodation for HAA and associate (3 rooms) at Phase 3 and 1 night (3 rooms) at Phase 4. In addition, a mileage allowance or standard rail fare would be claimed for travel to and from the parish council and a subsistence allowance agreed.

Accommodation would be booked in a Travelodge or equivalent, train fare would be standard class off peak wherever possible and mileage would be charged at the standard 45p per mile. Total additional costs would therefore be likely to be between £1000 and £1500.

PAUL HOEY NATALIE AINSCOUGH

Co-directors

Hoey Ainscough Associates Ltd

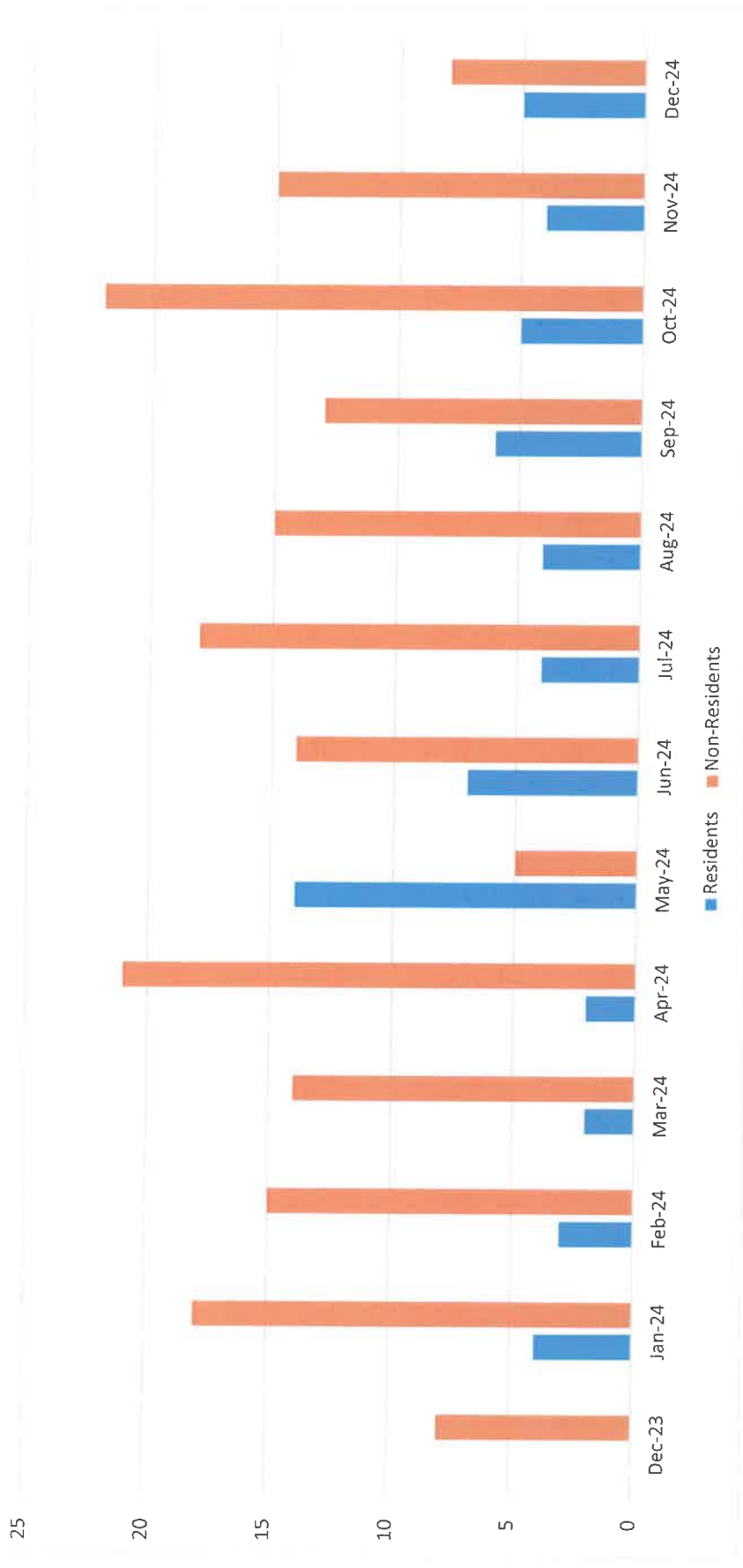
25 November 2024

 179 Castle Street, Stockport SK3 9JH  07899 063 930 / 07890 243 567  www.noeyainscough.co.uk

Age UK Bath Monitoring for 2023-2024

	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Totals
Residents	0	4	3	2	2	14	7	4	4	6	5	4	5	60
Non-Residents	8	18	15	14	21	5	14	18	15	13	22	15	8	186
	8	22	18	16	23	19	21	22	19	19	27	19	19	246

Age UK Bathing Service Report - 2023/2024



BIRSTALL PARISH COUNCIL / COMMITTEE MEETINGS ACTION LIST						DEC 2024 Deferred & JAN 2025 Issue
MEETING	MIN. REF.	RESOLUTION	ACTION	WHO	UPDATES	STATUS
E&R Committee 24 Oct 2022	4019	Worcester Avenue Allotments: To consider costs for palisade fencing to the boundary:	The installation of a palisade fence to the boundary of the allotment site was approved by CBC and now the new leases are in place the work can be progressed.	Estates Team	This is 75% completed and will be fully completed by the end of week commencing 4 Nov 2024.	COMPLETED – To be removed
E&R Committee 27 Feb 2023	4057	Bowls Green hedges: RESOLVED to approve the project and authorise the expenditure of £150 for the whips.	For the Estates Team Manager to liaise with the Bowls Club to progress the project	Estates Team Manager		Pending further information from the Estates Team Manager and the Bowls Club
Sep 2024 the Council agreed to merge - 11545(c), 11620, 11650 and 11713(a) under the umbrella of NET ZERO						
Council 9 Oct 2023	11545(c)	To consider the possibility of installing solar panels on Council owned properties – Cllr J Palmer	RESOLVED: For Cllr J Palmer to provide more information on the specifics and costs of a feasibility study for the Council to consider.	Cllr J Palmer	The Clerk has attended Greenfox Community Workshops online and is progressing further workshops through LCC	The Council have tasked the Clerk to investigate initiatives with LCC and CBC and partner up.
Council 15 Jan 2024	11620 11713(a)	To consider carrying out a survey of demand for EV charging points in Council owned car parks – Cllr C Talbot	RESOLVED: for Cllr C Talbot to construct a survey document and bring back to a future meeting for the Council's approval.	Cllr C Talbot Clerk	The Clerk has attended Greenfox Community Workshops online and is progressing further workshops through LCC	The Council have tasked the Clerk to investigate initiatives with LCC and CBC and partner up.
Council 12 Feb 2024	11650(a)	a) To consider that the Council obtains quotes from companies to carry out a survey of the Council's energy and water usage and make recommendations to enable the Council to achieve a net zero status – Cllr J Palmer:	For the Clerk to research companies for quotes to be brought back to a future Council meeting.	Clerk	The Clerk has attended Greenfox Community Workshops online and is progressing further workshops through LCC	The Council have tasked the Clerk to investigate initiatives with LCC and CBC and partner up.

Council 11 Nov 2023	11569(c)	To Install 2 new noticeboards on Kingsgate Ave & Went Road – Cllr K Haywood:	For the Clerk to investigate with LCC re: permission & licence to install and bring costs back to the Council.	Clerk		Pending
E&R 25 Mar 2024	4165(a)	a) Meadow Lane allotment site - To receive updates on the Badger sett and the licence application: RESOLVED: to extend the electric fence and for the Clerk to work with the representative from Leicestershire & Rutland Badger Society in applying for a Licence to Natural England to install palisade fencing.	Apply for a licence to install palisade fencing	Clerk		Pending
E&R 29 Apr 2024	4174	5 – COUNCILLORS AGENDA ITEM REQUESTS: a) <u>To consider researching costs and permission to install a set of inclusive bay swings on Meadow Lane playing fields – Cllr T Fowler:</u>	RESOLVED: To approve in principle and for the Clerk to seek permission and research costs for inclusive play equipment and costs for any required accessibility requirements and bring the information back to a future meeting.	Clerk		Pending
Council 20 May 2024	11777	YOUTH PROVISION: a) <u>To receive a request to provide Youth services:</u> RESOLVED: To defer to the June Council meeting for the Council to discuss and develop a model business plan that can be used as an invitation to Tender for all interested parties to respond to.		Cllr L Halliwell	10 June 2024 Council meeting resolved for Cllr L Halliwell to report back to the August meeting with an audit of the eleven groups currently providing youth work in Birstall.	The Council defer a final decision to 14 Oct 2024 meeting. The Council defer a final decision to 11 Nov 2024 meeting. Ongoing standing agenda item. Can this be removed.

E&R 24 Jun 2024	4186	<p>COMMUNICATION BOARDS</p> <p>a) To consider siting 'Communication Station' boards in the play areas of Birstall Parish Council owned parks – Cllr J Palmer:</p> <p>The proposal was put forward to purchase 5 communication station boards, one for each play area. 4 x fence mounted at £100 each and 1 x post mounted at £200 each.</p> <p>RESOLVED: To approve the proposal and authorise the expenditure of £600.</p>	For the Clerk To source more information and make the purchase.	Clerk	Site meetings will be arranged in September 2024 and further information will be brought back to the Committee and the Council.	Still waiting for confirmation of dates with SENstation officers.
E&R 23 Sep 2024	4221	<p>FLAIL HEDGUTTER TRAINING</p> <p>c) To consider training opportunities for the Estates Team to cut Meadow Lane hedges as a goodwill gesture:</p> <p>The Clerk reported that Meadow Lane was an unadopted road and that the hedges on both sides caused issues for vehicles accessing the road to the allotment sites. She saw this to be a good opportunity for the Estates Team Manager to train his team on the new machinery and a helpful gesture for users of Meadow Lane.</p>	<p>RESOLVED: To approve the training opportunity and authorise the Estates Team Manager to use this opportunity to train all members of the Estates Team.</p>	Estates Team Manager	<p>Some practical training has been delivered by the ETM to all Estates Team, this is being progressed via:</p> <ul style="list-style-type: none"> - Risk Assessments - Safe Systems of Work policies - Competency slips/signing 	Pending
Council 14 Oct 2024	11872	<p>CHRISTMAS HAMPER PROVISION</p>	<p>RESOLVED: To choose option 1 – Festive Family Fayre Hamper and authorise the Clerk to purchase 20 Hampers</p>	Clerk	<p>Hampers taken to Council meeting on 9 Dec 2024 for distribution</p>	COMPLETED – To be removed.

Council 12 Oct 2024	11875	COUNCILLORS INSPECTIONS:	Cllrs nominated themselves to inspect areas on the list provided by the Clerk	Councillors	Some inspections have been carried out reports submitted, the Clerk is waiting for other reports to come into the office and for other Councillors to collect their inspection forms and arrange dates and times.	A status update will be provided at the 11 Nov 2024 Council meeting Still waiting for 3 x area inspections to be undertaken: - Crossways Car Park - Robert Dickinson Bldg. - V/Hall, Day centre & Offices
Events 28 Oct 2024	743	CHRISTMAS EVENT:	RESOLVED: for Councillors to research and suggest alternatives for the 2025 event.	Councillors	This relates to an alternative backdrop for Santa's Grotto not using balloons for 2025 event.	
E&R 28 Oct 2024	4230	8 – HEALTH & SAFETY: b) To receive quotes to install a Fire Alarm System in the Robert Dickinson Building:	RESOLVED: To approve of Quote 2 – Squire Alarms and authorise the expenditure of £2,519.51 and for the Clerk to progress the work.	Clerk	This was taken back to the E&R meeting on 25 Nov owing to a typing error. The Ciommittee chose Option 1 – ADT - £2,898	The order has been placed and installation will take place on 23 Dec 2024 and 5 th & 6 th Jan 2025
E&R 28 Oct 2024	4233	b) To receive information and costs for a new Estates Vehicle:	RESOLVED: To approve the Renault Kangoo and authorise the expenditure of £19,248 + VAT from the Earmarked Reserve for a replacement Estates vehicle of £30,000 and report this to full Council for ratification.	Clerk		COMPLETED – To be removed
Council 11 Nov 2024	11900	10 – COUNCILLORS AGENDA ITEM REQUESTS: a) To resolve that copies of the annual calendar of 'Council and Committee meeting dates' be published in hard copy on Parish	RESOLVED: for copies of the annual calendar of 'Council and Committee meeting dates' to be posted in the Council owned notice boards.	Clerk	A hardcopy of the calendar has been placed in all notice boards	COMPLETED – To be removed

Council 11 Nov 2024	11909	<p><u>notice boards alongside the agenda of the next meeting – Cllr R Thornton:</u></p> <p>19– CORRESPONDENCE RECEIVED: 011/24 – Resident Communication re: School Lane</p>	<p>RESOLVED: for the Clerk to request double yellow lines on both sides of School Lane to Leicestershire County Council Highways Department and copy in Mr Peter Bedford, MP and the Chair to enable the Chair to send the request to County Cllr Grimley and the Police and Crime Commissioner.</p> <p>RESOLVED: for the Clerk to inform the resident of the Council's decision and actions,</p>	Clerk & Cllr R Vincent	<p>Communications from the Clerk with LCC are ongoing</p>	Ongoing
Events 25 Nov 2024	750	<p>5 – GALA – 21 JUNE 2025: a) <u>To consider providing free activities for the community:</u> b) <u>To receive information and costs for free community activities (if applicable):</u> i) <u>Odin Events:</u> e) <u>To receive deferred items from the previous meeting:</u> iii) <u>Fairground operating days and times and fee to be charged:</u> The Clerk informed the Committee that if they were acceptable to the fairground being able to operate for a short time on the Friday</p>	<p>RESOLVED: To provide three activities free of charge for the community and authorise the expenditure of £3,400.</p> <p>RESOLVED: To include the Friday evenings in the Premises Licence Application and make a charge of £900 if the Fairground chose to operate on Fridays, or £800 just for operating on the Saturday.</p>	Clerk & Dep Clerk	<p>Dep Clerk to place the order for Gala 2025</p> <p>Clerk to advise the fairground operatives and include when applying for the premises licence in March 2025</p>	<p>Pending</p> <p>Pending</p>

		<p>evening it would need to be included in the Premises Licence Application.</p> <p>iv) <u>To consider a fee for the Cricket Club (sale of alcohol):</u></p>	<p>RESOLVED: To charge a fee of £350 for the one-day event.</p>		<p>Dep Clerk to advise the Cricket Club of the fee for 2025</p>	<p>Pending</p>
<p>E&R 25 Nov 2024</p>	<p>4240</p>	<p><u>6 – REPAIRS & MAINTENANCE:</u></p> <p>a) <u>To receive two quotes for lamp post hanging baskets:</u></p> <p>i) Quote A - £1,700 + VAT</p> <p>ii) Quote B – £1,898 + VAT</p>	<p>RESOLVED: To accept Quote A from Plantscape and authorise the expenditure of £1,700.</p>	<p>Dep Clerk & Estates Team Manager</p>	<p>Dep Clerk to obtain licence from LCC and ETM to place the order for 2025</p>	<p>Pending</p>