

**Minutes of the RESOURCES COMMITTEE meeting of LYMM PARISH COUNCIL held on Monday 6<sup>th</sup> November 2023 at 6.30pm in Lymm Village Hall**

In attendance:

- \* Cllr Marks (Chair)
- \* Cllr East
- Cllr Martland
- \* Cllr Rurlander
- Cllr Selwood
- Cllr Sharma

\* Denotes attendance

Also in attendance:

- Cllr Johnstone
- Cllr Towndrow
- Kerry Duffin, Clerk to the Council

**R39 Welcome and Introductions**

Due to an IT issue, the meeting finally opened at 6.40pm.

**R40 Apologies for Absence**

Apologies were received from Cllrs Martland and Sharma.

**R41 Declaration of Interests**

Members were reminded of their responsibility to declare any personal interest or prejudicial interest they may have had in any item of business on the agenda no later than when the item was reached.

**R42 Code of Conduct**

Members were reminded of their responsibility to follow the Code of Conduct.

**R43 Public Open Forum**

No members of the public were in attendance.

**R44 Approval of Previous Meeting's Minutes**

**RESOLVED:** Minutes of the meeting on 7<sup>th</sup> September 2023 were approved as an accurate representation and signed by the Chair.

**R45 Update on previous actions:**

ITEM	ACTION	WHO RESPONSIBLE	UPDATE
39.2 Bank account	– Open an account with Unity for the reserves	Clerk	Pending – not capacity at present  Lloyds Bank savings account. <b>RECOMMENDATION:</b> Move the end of year surplus amount of £72k into the savings account as long as there is instant access.

65 – traffic on Whitbarrow Road	Borough Councillors to request a meeting with highways officers	Cllrs Barr and Marks	Removed – issue raised with WBC officers
R10	CCLA account to be opened and £85k transferred	Clerk	Pending – no capacity at present
R13	Clarify the VAT implications for the hall development	Clerk	Pending
R18	Update the notice boards without a budget until the capital work has taken place	Clerk	Pending
R31	Take grant recommendations to Full Council	Clerk	Completed – remove
	Contact Manor Road Tennis Club about grant application	Clerk	Remove – on the agenda
R32	Taken grant timetable to Full Council	Clerk	Completed – remove
R34	Take recommendation for SAGE support to Full Council	Clerk	Completed – remove
R36	Take precept setting timetable to Full Council	Clerk	Completed – remove

## Grants

### R46 Manor Road Tennis Club

Updates have been received regarding the grant application for a new shed which will provide members with storage as well as storage for maintenance equipment. Council to review the recently received information and make a recommendation to Full Council on the application for £751.

- The tennis section forms part of the overall Lymm Rugby Club LTD.
- The tennis section has its own bank account for payment of directly related items, equipment such as tennis balls & for receipt of membership income, Pay & Play income.
- The shed is temporary until the Rugby Club's new clubhouse is built.
- The Health and Fitness Gym is totally separate to the Tennis situation.

Supporting documents were also shared.

**RESOLVED:** The Committee members are still unclear about the link between the tennis and rugby club. Clarification of the link between the two organisations to be clarified.

## Finance

### R47 Financial Reports to the end of Q2\*\*

Updated budgets were shared and noted. No comments were made but discussions of the figures will take place when Q3 details are shared.

Clerk to continue to research finance software in order to clarify and simplify the process of preparing financial reports. This will also streamline the Clerk's tasks whilst simultaneously reducing the opportunity for manual error.

#### **R48 Budgets and Precept 2024-25\*\***

The figures for surplus for the year ending 2023/24 were merged with forecast expenditure and income for 2024/25. The potential precept figures were discussed however the poll results will allow some recommendations to be made for projects and precept.

The allocated reserves have been depleted in 2023/24 for revenue expenditure and for the village hall roof replacement. The forecast reserves for the end of the year are £72,030, below the 3/12ths of precept value that is detailed in the Reserves Policy. This will need to be replenished in 2024-25.

There was also a discussion about future income generation options including the Parish Council becoming VAT registered.

Following the election, a more in-depth consultation will be planned in order to develop a parish business plan for the four-year term of the next Council.

First budget attempt including all potential projects and expenditure:

<b>2024-25 forecast figures</b>	<b>Income</b>	<b>Expenditure</b>
2023-24 surplus	£72,030	
Earned income	£37,800	
Expenditure		£436,794
General Reserves		£103,750
Allocated Reserves – skatepark		£22,500
<b>TOTAL</b>	<b>£109,830</b>	<b>£563,044</b>
<b>INCOME GAP</b>	<b>£453,214</b>	

Recent annual precept increases have been under 10%.

#### **R49 Aged Debtors at 1<sup>st</sup> November 2023**

The report could not be tabled but will be presented at the next meeting.

#### **Village Hall**

##### **R50 Roof replacement**

An update was made. The loan will arrive in the bank on November 10<sup>th</sup>. Hirers will be contacted about their notice period as soon as possible, with works able to commence in early December. Clerk to arrange a meeting with the consultant and the contractor. The Clerk needs to update the project timeline including ensuring hirers have alternative venues, emptying the hall contents into storage, as well as completing the necessary due diligence and ensuring that insurance is in place before works can start.

#### **Other**

##### **R51 Poll / Consultation**

A first draft of the copy was discussed and some amendments to wording and format were made. Council to consider adding a pie chart to the document to demonstrate forecast expenditure for 2023-24.

Poll with amendments to be tabled at November’s Full Council meeting. No decisions about the precept can be made until the poll has been completed.

Poll dates are provisionally planned from 17<sup>th</sup> November until 3<sup>rd</sup> December 2023 on various locations in the village, subject to the setting up of all the necessary elements (gazebo, forms, banners, risk assessments). All forms completed by hand will be input to the digital form for analysis.

**R52 Items for the next agenda**

**a. Insurance valuations**

Council to consider how to increase value of insured items for future renewals.

**b. Grant end of project evaluation form**

Council to review a draft form for successful applicants.

**R53 Next meeting date**

5<sup>th</sup> December 2023 at 7.30pm

**Actions from the meeting:**

ITEM	ACTION	WHO RESPONSIBLE
39.2 – Bank account	Open an account with Unity for the reserves  Find out whether there is a restriction on moving funds from the savings account to the current account	Clerk  Clerk
R10	CCLA account to be opened and £85k transferred	Clerk
R13	Clarify the VAT implications for the hall development	Clerk
R18	Update the notice boards without a budget until the capital work has taken place	Clerk
R46	Manor Road Tennis Club grant application - The Committee members are still unclear about the link between the tennis and rugby club. Clarification of the link between the two organisations to be clarified.	Clerk
R47	Continue to research finance software	Clerk
R51	Parish poll – table options at November’s Full Council and open the poll until 3 <sup>rd</sup> December.	Clerk
R52	Add to the next agenda: <ul style="list-style-type: none"> <li>• Insurance valuations</li> <li>• Grant end of project evaluation form</li> </ul>	Clerk