

# ST JAMES, ISLE OF GRAIN, PARISH COUNCIL

## M I N U T E S

31<sup>st</sup> JANUARY 2023

PARISH COUNCIL MEETING HELD  
IN THE VILLAGE HALL AT 20:00

**Present:**

Councillor Mrs V Cordier (Chairman)  
Councillor A G Jones (Vice Chairman)  
Councillor T Sands  
Councillor D Warrington

**In Attendance:**

Mrs Christine Gurr – Parish Clerk

**Recording, filming and broadcasting of the meeting:**

- There were no members of the press and public present.

**Apologies for absence (received and accepted):**

Councillor P Blakeley	- Family commitment
Councillor Mrs C Hardingham	- Unwell
Councillor H Ogunfemi	- Work commitment
Councillor Mrs G Sands	- Prior commitment
Councillor Ms H von der Holle	- Work commitment

*(To avoid possible disqualification under the 6-month rule, Councillors must provide a reason for non-attendance)*

**Declarations of disclosable pecuniary Interests (DPIs):**

- A member need only disclose at any meeting the existence of a disclosable pecuniary interest (DPI) in a matter to be considered at that meeting **if** that DPI has not been entered on the disclosable pecuniary interests register maintained by the Monitoring Officer.
- A member disclosing a DPI at a meeting must thereafter notify the Monitoring Officer in writing of that interest within 28 days from the date of disclosure at the meeting.
- A member **may not participate** in a discussion of or vote on any matter in which he or she has a DPI (both those already registered and those disclosed at the meeting) and **must withdraw** from the room during such discussion/vote.
- Members may choose to voluntarily disclose a DPI at a meeting even if it is registered on the council's register of disclosable pecuniary interests but there is no legal requirement to do so.
- Members should also ensure they disclose any other interests which may give rise to a conflict under the council's code of conduct.
- In line with the training provided to members by the Monitoring Officer members with also need to consider bias and pre-determination in certain circumstances and whether they have a conflict of interest or should otherwise leave the room for Code reasons.

**The following DPIs were received: None**

*(A Councillor who declares a DPI must withdraw from the room unless a dispensation has been obtained from Medway Council's Monitoring Officer)*

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## Urgent matters by reason of special circumstances

- None

### 23.01 Review of Hire Charges for 2023/24

Members reviewed and discussed the following draft Schedules for 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024 showing an increase of 2% (rounded up/down as appropriate):

- Hire Charges for Parish Council Properties;
- Supplementary Charges/Conditions for Hire of Parish Council Properties

#### **Action/Comments Agreed:**

It was proposed by Councillor Jones, seconded by Councillor T Sands, and agreed, to accept the recommendation of the Finance Committee *per* Appendix 1 with the following amendment:

- The 2% increase in Village Hall charges should apply to the GP Surgery Rent;
- Inform tenant that there is likely to be an increase in utility costs when the fixed-term agreement ends in July 2023.

### 20:11 Exclusion of the Press and Public

***The Parish Council resolved that under Section 100A(4) of the Local Government Act 1972, the Press and Public be excluded from the meeting for the consideration of the following items on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 1 in Part 1 of Schedule 12A of the Act.***

### 23.02 Approval of Salaries for 2023/24

Members discussed the schedule of Salary Rates for 2023/2024 indicating a total salary spend of £40,302.48 for inclusion in budget calculations.

#### **Action/Comments Agreed:**

It was proposed by Councillor Jones, seconded by Councillor Warrington and agreed unanimously, to accept the recommendation of the Finance Committee that the schedule of Salary Rates for 2023/2024 be accepted.

### 20:15 *The Meeting was re-opened to the press and public*

### 23.03 Approval of Precept for 2023/24

Members reviewed and discussed the following documents:

- Report to Finance Committee dated 27<sup>th</sup> January 2023 compiled by RFO (Responsible Financial Officer – Christine Gurr);
- Draft Budget for 2023/24.

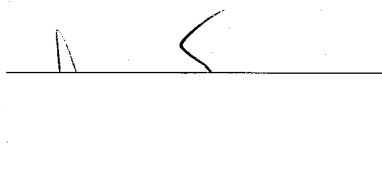
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## **Action/Comments Agreed:**

- It was proposed by Councillor T Sands, seconded by Councillor Warrington, and agreed unanimously to accept the recommendation of the Finance Committee, that the precept for 2023/24 be set at £54,728 *per* Appendix 2;
- The Precept per Band D Dwelling will therefore be £125.28 which is an increase of £18.15 over 2022/23 and equates to a percentage increase of 16.9% (6.1% more than 2022/23);
- A revenue carry-forward figure of £5,000 has been included;
- The tax base for 2023/243 has decreased from 439.65 to 436.84;
- Central Government has so far not capped Parish Councils Tax demands but such capping can be introduced at any time;
- Members thanked the Clerk for her excellent work in preparing and presenting a very difficult budget in a clear and concise format.

**20:20** *There being no further business, the meeting was closed.*

**Signed:**

A handwritten signature in black ink, consisting of a stylized 'A' followed by a 'K' and a horizontal line extending to the right, with a vertical line dropping down from the end of the horizontal line.

**Date:** 07/02/2023

**APPENDIX 1**  
**ST JAMES, ISLE OF GRAIN, PARISH COUNCIL**  
**HIRE CHARGES FOR PARISH COUNCIL PROPERTIES**  
**1<sup>st</sup> APRIL 2023 TO 31<sup>st</sup> MARCH 2024**

<b><u>VILLAGE HALL</u></b>		
<b>Annual Lettings: Monday to Friday</b>		
- Grain Organisations	- £10.20 per session	See Notes 2, 3, 9 & 10 below
- Outside Organisations	- £19.50 per session	See Notes 2, 3 & 10 below
<b>Casual Lettings: Sunday to Friday</b>		
- Residents	- £10.20 per hour	See Notes 4, 5 & 10 below
- Non-residents	- £19.50 per hour	See Notes 4, 5 & 10 below
- Charitable/Non-profit Organisations	- Special rates and conditions are available, on application	
<b>Day Rate: Monday to Sunday</b>		
- Private Parties (Residents)	- £300 per day	See Notes 1 & 5 below
- Public Events (Residents)	- £335 per day	See Note 1 & 10 below
- Non-residents	- £500 per day	See Note 5 & 10 below
- Charitable/Non-profit Organisations	- Special rates and conditions are available, on application	
<b><u>PLAYING FIELDS &amp; PAVILION</u></b>		
<b>St James' Playing Field &amp; Pavilion</b>		
- Youth Club	- As per agreement with Medway Council Youth Service	
- Adult Football Club	- £400 per season	See Notes 6 & 8 below
- Day rate	- £75 per day + VAT	See Note 8 below
- Commercial	- £450 per day + VAT	See Note 8 below
<b>Seaview Meadow</b>		
- Grain Junior Football Club	- Free	See Note 7 below
- Day rate	- £40 per day + VAT	
- Commercial	- £275 per day + VAT	
<b><u>GARAGES</u></b>		
Garages – St James' Close and St James' Road	- £33.70 per month + VAT	
Garages – Pintail Close	- £28.00 per month + VAT	
<b><u>EXPLANATORY NOTES</u></b>		
Note 1:	A refund of £150 can be claimed if the Hall is left clean, tidy and undamaged (as per conditions stated on Refund Claim Form)	
Note 2:	Bookings accepted at a concessionary rate may be liable to cancellation if in conflict with a full-rate booking	
Note 3:	A session is a maximum of 3 hours (or part thereof)	
Note 4:	A maximum of 5 hours (or part thereof)	
Note 5:	Bookings will not be accepted for birthday or other parties for 15 to 18-year olds	
Note 6:	An additional deposit of £100 is payable on 1 <sup>st</sup> September, together with 50% of the hire charge for the season (the remaining 50% will be payable on 1 <sup>st</sup> January)	
Note 7:	A charge will be made if line marking is required	
Note 8:	The Pavilion is only available for hire in conjunction with the adjacent playing field	
Note 9:	Two free sessions per year, subject to conditions	
Note 10:	PPL/PRS royalties will be payable for the public performance of music	

## APPENDIX 2

### ST JAMES, ISLE OF GRAIN, PARISH COUNCIL BUDGET FOR 2023/24 PRECEPT CALCULATION

Year End Balance	2022/23
2021/22 Balance brought forward	59,797
Less: Unapplied Capital Account @ 31/12/22	-40,879
<i>Revenue Balance</i>	<b>£18,918</b>
Add: Receipts @ 31/12/22	£68,798
Less: Payments @ 31/12/22	-£67,777
<i>Revenue Balance</i>	<b>£19,939</b>
Add: Estimated 3 months receipts	£6,899
Less: Estimated 3 month payments	-£18,430
<i>Revenue Balance</i>	<b>£8,408</b>
Add: VAT Repayments due to 31/12/22	£599
Add: Cash in hand	£0
<i>Revenue Balance</i>	<b>£9,007</b>
<b>Year-end revenue balance to carry forward</b>	<b>£9,007</b>

2022/23	<u>Precept Calculation</u>	2023/24
£75,549	Estimated Payments to 31st March 2024	£82,628
£23,450	Less: Estimated Receipts to 31st March 2024	£22,900
£52,099		£59,728
£0	Less: CTRS and Rural Liaison Grants (as notified by MC 23/12/21)	£0
-£5,000	Less: Proportion of year-end revenue carry forward balance	-£5,000
<b>£47,099</b>	<b>PRECEPT</b>	<b>£54,728</b>
£0	Increase/Decrease	<b>£7,629</b>
439.65	Tax Base	<b>436.84</b>
<b>£107.13</b>	Precept per Band D Dwelling	<b>£125.28</b>
£10.41	Increase over previous year	<b>£18.15</b>
<b>10.8%</b>	Percentage Increase	<b>16.9%</b>

## APPENDIX 2

### ST. JAMES, ISLE OF GRAIN, PARISH COUNCIL BUDGET FOR 2023/2024 - PAYMENTS

2021/22 Actual £		2022/23 Budget £	2022/23 9 Month Actual £	2022/23 3 Month Estimate £	2022/23 Estimated Outcome £	%	2023/24 Budget Estimate £	
<b>Administration &amp; General</b>								
35,252	Salaries	36,829	29,248	9,059	38,307	104%	<b>40,303</b>	Note 9
4,861	Insurance	5,000	5,104	0	5,104	102%	<b>5,100</b>	
1,828	Administration	3,000	2,358	642	3,000	100%	3,000	
2,223	Stationery & Equipment	2,100	1,617	483	2,100	100%	2,100	
707	Telephone & Postage	800	560	240	800	100%	800	
791	KAPC & Subscriptions	800	674	50	724	91%	800	
728	Audit	1,000	728	272	1,000	100%	1,000	
700	Section 137 Expenditure	700	276	424	700	100%	700	
170	Chairman's Allowance	170	45	125	170	100%	170	
1,852	Miscellaneous	650	436	150	586	90%	650	
<b>49,112</b>		<b>51,049</b>	<b>41,046</b>	<b>11,445</b>	<b>52,491</b>	<b>103%</b>	<b>54,623</b>	
<b>Village Hall</b>								
0	Business Rates	0	0	0	0	0%	0	
2,539	Gas	5,000	2,646	2,354	5,000	100%	<b>6,000</b>	Note 10
6,182	Maintenance & Repairs	5,000	4,408	1,512	5,920	118%	<b>5,500</b>	
1,777	Electricity	2,250	943	1,307	2,250	100%	<b>3,000</b>	Note 10
519	Water	350	336	226	562	161%	<b>500</b>	
540	Refunds & Performing Rights	900	503	463	966	107%	<b>600</b>	Note 5
<b>11,557</b>		<b>13,500</b>	<b>8,836</b>	<b>5,862</b>	<b>14,698</b>	<b>109%</b>	<b>15,600</b>	
<b>Pavilion &amp; Open Spaces</b>								
4,985	General Main't & Repairs	5,000	6,183	500	6,683	134%	<b>6,000</b>	
341	Pavilion Main't & Repairs	500	1,060	0	1,060	212%	500	
878	Garages Main't & Repairs	700	0	160	160	23%	700	
174	Water	300	99	201	300	100%	300	
813	Electricity	800	538	262	800	100%	<b>1,000</b>	Note 10
<b>7,191</b>		<b>7,300</b>	<b>7,880</b>	<b>1,123</b>	<b>9,003</b>	<b>123%</b>	<b>8,500</b>	
0	Election Costs Reserve	2,400	0	0	0	0%	<b>2,605</b>	Note 3
0	Equipment Replacement	1,300	583	0	583	45%	1,300	
743	Capital Account	0	4,611	0	4,611	0%	0	
0	Rural Liaison Projects	0	0	0	0	0%	0	
<b>68,603</b>	<b>TOTALS</b>	<b>75,549</b>	<b>62,956</b>	<b>18,430</b>	<b>76,775</b>	<b>102%</b>	<b>82,628</b>	

## APPENDIX 2

### ST. JAMES, ISLE OF GRAIN, PARISH COUNCIL BUDGET FOR 2023/2024 RECEIPTS (EXCLUDING PRECEPT)

2021/22 Actual £		2022/23 Budget £	2022/23 9 Month Actual £	2022/23 3 Month Estimate £	2022/23 Estimated Outcome £	%	2021/22 Budget Estimate £
<b>Administration &amp; General</b>							
71	Capital Account Interest	100	8	0	8	8%	100 <i>Note 6</i>
256	Wayleaves	260	256	0	256	98%	260
1,795	Miscellaneous	400	540	600	1,140	285%	400
<b>2,122</b>		<b>760</b>	<b>804</b>	<b>600</b>	<b>1,404</b>	<b>185%</b>	<b>760</b>
<b>Village Hall</b>							
14,887	Lettings & PRS	14,800	10,845	4,630	15,475	105%	<b>15,470</b> <i>Notes 4 &amp; 5</i>
<b>14,887</b>		<b>14,800</b>	<b>10,845</b>	<b>4,630</b>	<b>15,475</b>	<b>105%</b>	<b>15,470</b>
<b>Pavilion &amp; Open Spaces</b>							
6,746	Garages Rent	6,670	5,335	2,119	7,454	112%	6,670 <i>Note 7</i>
0	Playing Field Rent	0	0	0	0	0%	0
1,220	W/House Agricultural Rent	1,220	0	0	0	0%	0 <i>Note 8</i>
<b>7,966</b>		<b>7,890</b>	<b>5,335</b>	<b>2,119</b>	<b>7,454</b>	<b>94%</b>	<b>6,670</b>
<b>24,975</b>	<b>TOTALS</b>	<b>23,450</b>	<b>16,984</b>	<b>7,349</b>	<b>24,333</b>	<b>104%</b>	<b>22,900</b>

23/17 *12*

## APPENDIX 2

### ST. JAMES, ISLE OF GRAIN, PARISH COUNCIL

### BUDGET FOR 2023/24

### NOTES

- 1 Figures in **bold** indicate an increase in budget.
- 2 **Shaded figures indicate a decrease in budget.**
- 3 An election cost reserve of £2,605 has been included as per email from Jane Ringham dated 22/06/22 estimating the cost of a contested election scheduled for 4th May 2023.
- 4 Rent for GP Surgery has been increased by 2%. Reimbursement for utility costs will also increase after the fixed-term agreement ends in July 2023.
- 5 Village Hall letting fees have been increased by 2%. The PPL PRS royalties will be added to all lettings where music is played although this has been capped at £30 per event for Village Organisations. An overall reduction in PPL PRS royalties has been achieved following a recent review of usage.
- 6 A nominal sum for capital account interest has been included as no investments are held at present.
- 7 The rent for 17 garages has not been increased (last increased in 2020/21). The additional three garages in Pintail Close are used for storage of PC equipment.
- 8 A rent for Whitehouse Farm agricultural rent has not included as no new agreement is in place at this time.
- 9 The Clerk's salary is aligned to SCP22 (previously SCP28) as per 2019-20 National Salary Award (NALC Employment Briefing E02-18 dated December 2018). However when the 2023/24 Salary Award is announced any increase will be back-dated to 1st April 2023.  
  
Caretaker's and Relief Caretaker's salaries have been aligned to National Living Wage which will be increased on 1st April 2023.  
  
An additional allowance of 150 hours for Relief Caretaker has been added to cover minor maintenance work as and when required.
- 10 Utilities budgets have been increased to reflect the current market trends as the 4-year fixed-term contracts end in July 2023. A Government Relief Scheme for Business is available but applications will not be accepted whilst there is a current fixed-price contract in place.
- 11 The Tax Base figure for 2023/24 is 436.84 as notified by Medway Council on 21st December 2022.
- 12 The Band D figure is calculated by dividing the precept by the tax base for the year. The percentage increase is calculated by dividing the increase (£18.15) by the previous year's Band D figure (16.9%) - Option 3 figures have been used for this example.