



TOLLESHUNT D'ARCY PARISH COUNCIL



Notice is hereby given that the meeting of Tolleshunt D'Arcy Parish Council will be held on Tuesday 27th August 2024 in the Village Hall, Tollesbury Road, Tolleshunt D'Arcy commencing at 7.30 pm, to which members of the Council are summoned for the transaction of the under-mentioned business.

M. Curtis

Michelle Curtis – Clerk to the Council

20th August 2024

Councillors: J Smith (Chairman), J Denney, R Evans, I Ewing, M Henderson,
W Middleton, G Munson

A G E N D A

1. **Apologies for Absence**
To receive apologies for absence.
2. **Declarations of Interest**
To disclose the existence and nature of any Disclosable Pecuniary Interests, Other Registrable Interests and Non-Registrable Interests relating to items of business on the agenda having regard to paragraph 9 and Appendix B of the Code of Conduct for Members. (Members are reminded that they are also required to disclose any such interests as soon as they become aware should the need arise throughout the meeting.)
3. **County and District Councillors**
To receive information from County and District Councillors
4. **Public Forum**
Public participation - Residents wishing to raise a matter in the public forum should inform the Parish Clerk of the topic by noon the previous working day. A maximum time of 15 minutes will be allowed.
5. **Parish Working Group**
To receive a verbal update from the Parish Working Group.
6. **Minutes**
To receive and approve the minutes of the Parish Council Meeting held on 30th July 2024.

7. Planning Applications

Applications are circulated to all Councillors with the agenda, for study before the meeting. Planning documents are also available for everyone to view on the Maldon District Council website (www.maldon.gov.uk).

7.1 Application No: 24/00632/TCA PP-13328965

Proposal: T1 Laurel - Fell

Location: The Old Bakery 11 North Street Tolleshunt D'Arcy

7.2 To consider any other planning applications received from Maldon District Council

8. Finance

8.1 To receive and approve the Monthly Financial Report as at 31st July 2024.

8.2 To receive and approve payments

9. External Audit

To receive Section 3 – External Auditor Report and Certificate 2023/24 of the Annual Governance & Accountability Return.

10. Training

To consider any requests for training.

11. Website and Email Accounts

To consider the quotation from Phelan Barker to change the website and emails from .org to .gov.uk and to change the website and email hosts.

12. Microsoft

To consider paying a subscription to have Microsoft 365 for £10.30 per month if paid annually.

13. Pavilion

To consider quotations to replace the front and back doors on the Pavilion

14. Recreation Ground

To consider quotations for a new path at the Recreation Ground

15. Village Hall Project

To approve the Community Ownership Fund grant application documents proposed by the Parish Working Party

16. Dog Bin Relocation

To consider quotation to relocate the dog bin in Chapel Road

17. Police

To receive the Police Reports (confidential)

18. Community Engagement Officers

To receive the CET Report for July 2024

19. Administration

To receive information from the Clerk – update on current and ongoing matters

20. Representative Reports

To receive a verbal update from Parish Council Representatives

- 20.1 Burial Ground – Cllr Henderson
- 20.2 Recreation Ground/Pavilion – Cllr Middleton
- 20.3 Public Rights of Way – Cllr Henderson
- 20.4 Road Safety/Highways – Cllr Denney
- 20.5 Village Hall Working Group – Cllr Evans

21. Community Matters

To receive information only or note future agenda items

22. Dates of the Next Meeting

Tuesday 24th September 2024 – Full Council Meeting – 7.30 pm

Chairman: John Smith - 07505 008891

Clerk: Michelle Curtis

Address: PO Box 13205, Maldon, Essex CM9 9FU

Tel: 07483 325853 **Email:** clerk@tolleshuntarcy.org

Website: www.tolleshuntarcy.org

**Bank Reconciliation Statement as at 31/07/2024
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Unity Trust Bank	31/07/2024		29,416.34
Unity Trust Instant Access Acc	31/07/2024		23,447.92
			<u>52,864.26</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
30/07/2024 ONLINE	H M Revenue & Customs	276.80	
			<u>276.80</u>
			52,587.46
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			52,587.46
		Balance per Cash Book is :-	52,587.46
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Elections	71.75		71.75
321 EMR Parish Improvements	905.78	2,000.00	2,905.78
322 EMR Recreation Ground	1,800.65	8,986.15	10,786.80
323 Unallocated	169.57		169.57
324 EMR Burial Ground	1,303.83		1,303.83
325 EMR Maypole	515.00		515.00
326 EMR Speed Reduction	4,500.00		4,500.00
	<u>9,266.58</u>	<u>10,986.15</u>	<u>20,252.73</u>

Detailed Receipts & Payments by Budget Heading 31/07/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1076 Precept	24,766	24,763	(3)			100.0%	
1090 Interest Received	160	249	89			64.1%	
1990 Other Income	34	0	(34)			0.0%	
Income :- Receipts	<u>24,960</u>	<u>25,012</u>	<u>52</u>			<u>99.8%</u>	<u>0</u>
Net Receipts	<u>24,960</u>	<u>25,012</u>	<u>52</u>				
<u>110 Administration</u>							
██████████	████	████	████		████	████	
██████████	█	█	█		█	█	
██████████	████	████	█		█	█	
4070 Payroll Processing	82	80	(2)		(2)	102.5%	
4080 Training	0	300	300		300	0.0%	
4090 Bank Charges	30	108	78		78	27.8%	
4100 Audit Fees	175	400	225		225	43.8%	
4120 Subscriptions & Memberships	664	1,100	436		436	60.4%	
4130 Insurance	0	1,900	1,900		1,900	0.0%	
4140 Stationery	13	0	(13)		(13)	0.0%	
4160 Telephone & Broadband	59	173	114		114	34.4%	
4170 Website	20	350	330		330	5.6%	
4180 Office Equipment	0	50	50		50	0.0%	
4190 Office Allowance	104	312	208		208	33.3%	
4200 Grants & Donations Paid	0	500	500		500	0.0%	
4230 CPOs	255	1,100	845		845	23.2%	
4500 Hall Hire	500	500	0		0	100.0%	
4990 Sundries	35	200	165		165	17.5%	
Administration :- Indirect Payments	<u>4,708</u>	<u>15,897</u>	<u>11,189</u>	<u>0</u>	<u>11,189</u>	<u>29.6%</u>	<u>0</u>
Net Payments	<u>(4,708)</u>	<u>(15,897)</u>	<u>(11,189)</u>				
<u>130 Amenities</u>							
4300 Defibrillator	235	400	165		165	58.8%	
4310 Grass/Hedge/Tree cutting	972	3,400	2,428		2,428	28.6%	
Amenities :- Indirect Payments	<u>1,208</u>	<u>3,800</u>	<u>2,592</u>	<u>0</u>	<u>2,592</u>	<u>31.8%</u>	<u>0</u>
Net Payments	<u>(1,208)</u>	<u>(3,800)</u>	<u>(2,592)</u>				
<u>135 Burial Ground</u>							
1350 Burial Ground Income	0	2,000	2,000			0.0%	
Burial Ground :- Receipts	<u>0</u>	<u>2,000</u>	<u>2,000</u>			<u>0.0%</u>	<u>0</u>

Detailed Receipts & Payments by Budget Heading 31/07/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4360 Water	52	90	38		38	58.3%	
4370 Maintenance	0	50	50		50	0.0%	
Burial Ground :- Indirect Payments	52	140	88	0	88	37.5%	0
Net Receipts over Payments	(52)	1,860	1,912				
140 Pavilion							
1550 Pavilion Rental Income	2,400	7,200	4,800			33.3%	
1560 Utilities Contribution	1,268	0	(1,268)			0.0%	
Pavilion :- Receipts	3,668	7,200	3,532			51.0%	0
4360 Water	0	240	240		240	0.0%	
4370 Maintenance	873	1,000	128		128	87.3%	
4400 Electricity	535	600	65		65	89.1%	
Pavilion :- Indirect Payments	1,407	1,840	433	0	433	76.5%	0
Net Receipts over Payments	2,261	5,360	3,099				
145 Rec Ground							
1450 Pitch Fees	0	250	250			0.0%	
Rec Ground :- Receipts	0	250	250			0.0%	0
4370 Maintenance	65	500	435		435	13.0%	
4550 Play Equipment	0	1,200	1,200		1,200	0.0%	
Rec Ground :- Indirect Payments	65	1,700	1,635	0	1,635	3.8%	0
Net Receipts over Payments	(65)	(1,450)	(1,385)				
155 Streetlighting							
4370 Maintenance	0	100	100		100	0.0%	
Streetlighting :- Indirect Payments	0	100	100	0	100	0.0%	0
Net Payments	0	(100)	(100)				
160 Projects							
4610 Parish Improvements	0	2,000	2,000		2,000	0.0%	
4620 Rec Ground	0	8,985	8,985		8,985	0.0%	
Projects :- Indirect Payments	0	10,985	10,985	0	10,985	0.0%	0
Net Payments	0	(10,985)	(10,985)				

Detailed Receipts & Payments by Budget Heading 31/07/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>999 VAT Data</u>							
115 VAT on Receipts	1,576	0	(1,576)			0.0%	
VAT Data :- Receipts	<u>1,576</u>	<u>0</u>	<u>(1,576)</u>				<u>0</u>
515 VAT on Payments	183	0	(183)		(183)	0.0%	
VAT Data :- Indirect Payments	<u>183</u>	<u>0</u>	<u>(183)</u>	<u>0</u>	<u>(183)</u>		<u>0</u>
Net Receipts over Payments	<u>1,393</u>	<u>0</u>	<u>(1,393)</u>				
Grand Totals:- Receipts	30,204	34,462	4,258			87.6%	
Payments	7,623	34,462	26,839	0	26,839	22.1%	
Net Receipts over Payments	<u>22,581</u>	<u>0</u>	<u>(22,581)</u>				
Movement to/(from) Gen Reserve	<u>22,581</u>						

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **Tolleshunt D'arcy Parish Council - EX0255**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

04/08/2024

Estimate

Tolleshunt D’Arcy Parish Council
Domain Set-up and Hosting Move

Date: 19 August 2024
Job reference: TDPC/W/E1
Client: Tolleshunt D’Arcy
Parish Council

Description	£
<p>IT support Due to ownership changes at TSO, assist the Parish Clerk with email configuration and set-up.</p>	90.00
<p>.gov.uk set-up Due to the current .GOV internet security regulations, all domain suppliers must be Cyber Essentials Plus qualified. The current domain provider (to be 123 Reg) does not comply, meaning the TDPC domain will require a verified supplier.</p> <ol style="list-style-type: none"> 1. Identify verified domain supplier. 2. Set-up domain with Fasthosts (new supplier). 3. Complete first stage compliance verifications. 4. Liaise with JISC (.gov agent managing domain ownership) 5. Confirm with domainmanagement@digital.cabinet-office.gov.uk 6. Set-up verification process with all parties (JISC, Fasthosts and TDPC Secretary) 7. Set-up and confirm. 	270.00
<p>Website transfer and email account set-up Further to the .gov.uk set-up and verification the current website can be transferred to the new url.</p> <ol style="list-style-type: none"> 1. Back-up and copy all current code, theme and plug-ins from the TSO account. 2. Set-up hosting package on Fasthosts, including any .gov.uk requirements. 3. Upload website on server. 4. Test all functionality. 5. Transfer all content, upload and test. 6. Liaise with Parish Clerk to check all content is present and correct. 7. Set-up CMS access and test with Parish Clerk. 8. Complete and handover full access to Parish Clerk. 9. Set-up required email accounts (number tbc). 10. Test accounts and verify. 	450.00
<p>.org domain move 1. Further to completion of the above, transfer the current .org url to Fasthosts. 2. Set-up re-direct of website domains from .org to .gov.uk.</p>	120.00
<p>.org domain move 1. Further to completion of the above, transfer the current .org url to Fasthosts. 2. Set-up re-direct of website domains from .org to .gov.uk.</p>	180.00
<p>Total (VAT to be included @ 20%)</p>	£1,110.00

Subject to our standard terms and conditions, payment is due 30 days following the receipt of payment request. VAT will be charged at 20%. All design concepts and artwork remain the copyright © Phelan Barker Limited until payment is made in full.



Estimate

Tolleshunt D'Arcy Parish Council Annual Hosting and Domains

Date: 19 August 2024
Job reference: TDPC/WE1
Client: Tolleshunt D'Arcy
Parish Council

Description	£
To be set-up, managed and invoiced directly by Fasthosts to TDPC.	
Annual Hosting Fasthost Package	
1. Wordpress Hosting: WP Plus, 50Gb storage, gzip compression, automatic back-ups.	
2. Security: SSL certificate, malware scanning, http protocol, DDoS protection, 2-factor authentication, 24/7 support.	96.00
3. Domain: tolleshuntarcy.org.uk	73.20
4. Domain: tolleshuntarcy.org	16.00
5. Email accounts: Standard 10 x primary accounts.	24.00
MicroSoft Exchange email accounts are also available upon request.	
Total (VAT to be included @ 20%)	£209.20

Subject to our standard terms and conditions, payment is due 30 days following the receipt of payment request. VAT will be charged at 20%. All design concepts and artwork remain the copyright © Phelan Barker Limited until payment is made in full.



Estimate

Tolleshunt D'Arcy Parish Council Annual Hosting

Date: 19 August 2024
Job reference: TDPC/W/E1
Client: Tolleshunt D'Arcy
Parish Council

Description	£
Fasthosts Package Due to ownership changes at TSO, assist the Parish Clerk with email configuration and set-up.	90.00
.gov.uk set-up Due to the current .GOV internet security regulations, all domain suppliers must be Cyber Essentials Plus qualified. The current domain provider (to be 123 Reg) does not comply, meaning the TDPC domain will require a verified supplier. <ol style="list-style-type: none">1. Identify verified domain supplier.2. Set-up domain with Fasthosts (new supplier).3. Complete first stage compliance verifications.4. Liaise with JISC (.gov agent managing domain ownership)5. Confirm with domainmanagement@digital.cabinet-office.gov.uk6. Set-up verification process with all parties (JISC, Fasthosts and TDPC Secretary)7. Set-up and confirm.	270.00
Website transfer Further to the .gov.uk set-up and verification the current website can be transferred to the new url. <ol style="list-style-type: none">1. Back-up and copy all current code, theme and plug-ins from the TSO account.2. Set-up hosting package on Fasthosts, including any .gov.uk requirements.3. Upload website on server.4. Test all functionality.5. Transfer all content, upload and test.6. Liaise with Parish Clerk to check all content is present and correct.7. Set-up CMS access and test with Parish Clerk.8. Complete and handover full access to Parish Clerk.	450.00
Email account set-up <ol style="list-style-type: none">1. Set-up required email accounts (number tbc).2. Test accounts and verify.	120.00
.org domain move <ol style="list-style-type: none">1. Further to completion of the above, transfer the current .org url to Fasthosts.2. Set-up re-direct of website domains from .org to .gov.uk.	120.00
Total (VAT to be included @ 20%)	£1,050.00

Subject to our standard terms and conditions, payment is due 30 days following the receipt of payment request. VAT will be charged at 20%. All design concepts and artwork remain the copyright © Phelan Barker Limited until payment is made in full.

Parish/Town Council	Month	Total Number of Hours
Tolleshunt D'Arcy	July	2
Number of Tru Cam Patrols	Hours Spent on Tru Cam	Number of Offenders
4	2	16

Officer	Parish	Date	Start	Finish	Speed Enforcement Patrol (TRUCAM)	Drivers caught speeding	Comments/Any other duties
BC	Tolleshunt D'Arcy	07/07/2024	11:15	00:15	M018/LCT348	0	
AR	Tolleshunt D'Arcy	08/07/2024	12:30	00:30	T496/LCT228	3	
BC/AR	Tolleshunt D'Arcy	10/07/2024	14:30	00:30	T496/LCT228	6	
AR	Tolleshunt D'Arcy	11/07/2024	10:40	00:45	M060/LCT512	7	
				2:00:00		16	