



FINSTALL PARISH COUNCIL

Email: clerk@finstallparishcouncil.gov.uk

NOTICE OF PARISH COUNCIL MEETING Tuesday 5th December 2023, 7.30pm at Finstall Village Hall

The meeting is open to members of the public who are welcome to address the council at agenda item 5 (Public Forum) to put comments and questions to the council regarding this agenda or for future consideration. Individual speaking time may be restricted at the Chairman's discretion, which also applies to any non-member representations at any other time in this meeting.

Summons

Elected members are summoned to attend this meeting to transact the business set out on the following pages.

Gill Lungley
Gill Lungley, Clerk/RFO

29th November 2023

The seven elected members of the parish council are:
Norman Hewer, Malcom Molloy, Wendy Molloy, Christine Orr-Cooper,
Rosemarie Ryan, Caroline Spencer, Will Taylor (Chairman).

A G E N D A

1. Chairman's welcome

The Chairman is to welcome everyone to the meeting and declare it open.

2. To receive any apologies for absence.

3. Declarations of interest:

- a) All councillors are reminded to keep their Register of Interests up to date; it is available [online](#).
- b) All councillors must declare any interest ie. Disclosable Pecuniary Interest (DPI), Other Registerable Interest (ORI) or Non-Registerable Interest (NRI), in items on the agenda and their nature. In keeping with the council's [Code of Conduct](#), members must leave the meeting during the discussion relating to the item in which the interest has been declared unless a dispensation has been requested and granted.

4. To consider any request from a councillor for a dispensation to be allowed to stay in the meeting after declaring an interest.

Such request, in writing, must be given to the Clerk before the meeting starts.

5. Public Forum.

- a) An opportunity for members of the public to raise matters of interest or concern relating to this agenda or for future meetings.
- b) County and District Councillors and community representatives are invited to present an update on their activities.

6. **To consider the minutes of the previous Council Meeting** held on 7th November 2023 and recommend approval. Copy available [online here](#).
7. **To comment on any planning consultations received and note Planning Authority (Bromsgrove District Council) decisions made.**

Reference	23/01208/FUL	Address: The Piggery, Dusthouse Lane,
Proposal	Construction of new barn style dwelling in lieu of Class Q Prior Approval (Ref no: 23/00456/CUPRIO) *(see page 3 below for Class Q explanation).	

To note additional comments from WCC Highways to this application FPC has already commented on:

Reference	23/01009/FUL	Address: 7 Alcester Road, Finstall
------------------	---------------------	---

8. **FINANCE**

- a) To note the bank reconciliation to 26/11/2023 (attached p5).
- b) To consider and authorise payments and note receipts (schedule attached, p6)
- c) To note the national increase to the staff pay-scale of an additional £1 p/hour, backdated to 01/04/2023 (in this case backdated to 07/06/2023). (page 7)
- d) To receive update on the Chairman's allowance and PAYE payment. (page 8).

9. **Clerk's reports and correspondence received, for information:**

As in attached report on pages 9 - 11.

To include an update to the Christmas Carol event on 15/12/2023.

10. **To consider and decide upon the following:**

- a) To fund and roll-out SmartWater protection for Finstall households: page 12.
- b) To appoint a Tree Warden to take part in the WCC Tree Warden scheme, p13.
- c) Adoption of the following policies:
 - i. Biodiversity policy, pp14 - 15.
 - ii. Training Policy, pp16 - 17
 - iii. Health and Safety Policy, pp18 - 19
 - iv. Equality Policy, pp20 - 21
 - v. Community Engagement Policy, pp22 - 24
 - vi. Grant Awarding Policy and application form, pp25-29
- d) To agree the date of the Annual Parish Meeting, 2024, page 30
- e) To consider tree maintenance at the allotments due to overshadowing issues, p30.
- f) To note and discuss the draft budget for 2024/25, to prepare for confirmation of the precept at the next parish council meeting on 2nd January 2024, pp31-32.

11. **Members to raise items for discussion at next meeting.**

12. **Date, time and venue of next meeting:**

Tuesday 2nd January 2024, 7.30pm at Finstall Village Hall.

Agenda item 7

7. To comment on any planning consultations received and note planning authority decisions made.

Reference	<u>23/01208/FUL</u>	Address: The Piggery, Dusthouse Lane,
Proposal	Construction of new barn style dwelling in lieu of Class Q Prior Approval (Ref no: 23/00456/CUPRIO) *(see page 3 below for Class Q explanation).	

***Definition of Class Q:**

Class Q is a permitted development right that allows for the conversion of agricultural buildings to homes without needing full planning permission. However, a prior approval application must be submitted and approved by the local planning authority. The prior approval application seeks confirmation that specified parts of the development are acceptable. The local authority has 56 days to determine the application, and if they fail to issue a decision within this period, planning permission is deemed as granted, but only if the development qualifies. The Class Q route is seen as a more secure and less onerous route to obtain consent for a new home in the countryside. However, the deemed consent only applies where the proposal satisfies the relevant criteria of Q1.

Reference via Microsoft Bing.

B To note additional comments from WCC Highways to this application FPC has already commented on:

Reference	<u>23/01009/FUL</u>	Address: 7 Alcester Road, Finstall
------------------	-------------------------------------	---

The Highways officer commented on 09/11/2023 -

I have reviewed the highway comments submitted to you on 26/10/2023 and it is noted an error was made on accepting the 3.5m width drive proposed by the applicant. In accordance with WCC Streetscape Design Guide the width of the proposed vehicular access for plots 1 & 2 is recommended to be 4.1m for the first 15m. The applicant could achieve this 4.1m width by providing the proposed 2 car parking spaces for the existing development in tandem - this will require the relocation of the 1.8m fence. It is noted the vehicles would have to reverse onto the highway which is the case already for the existing dwelling and would therefore be acceptable in this instance.

Should the applicant not be willing to increase the width of the proposed access to 4.1m for plots 1 & 2 then I would need to revise my highway comments to recommend refusal.

Highways response to FCP:

The comments below from the Parish Council have been noted.

The vehicular access has been reassessed and highways are in the process of obtaining further details from the applicant.

It is agreed Alcester Rd in the vicinity does not have street lighting please accept my apologies.

The speeding problem should be highlighted to the police and cannot be associated with the proposed development.

FPC comments to 23/01009/FUL:

Comments:

Finstall PC comment: No objection in principle, but has concerns relating to:

1. Site access. The proposed access to and from the site via the Alcester Road is wide enough only for one car. FPC has concerns that a driver wishing to turn into the site from the Alcester Road, which has no third lane, at the same time as a driver is turning out of the site will create a hazard to other road users. There is no safe place for the ingoing driver to wait until the outgoing driver has moved away.
2. The drawings provided would indicate that to create vehicular access to the site will involve removal of a tree.
3. Worcs Highways comment states Alcester Road benefits from street lighting, please note there is NO street lighting along this road.
4. Worcs Highways comment about the general traffic speed appears to be unaware of the many longstanding and ongoing complaints of speeding traffic along Alcester Road

Agenda item 8a

To note bank reconciliation to 26/11/2023.

A	Bank Reconciliation at 29/11/2023		
	Cash in Hand 01/04/2023		19,370.07
	ADD Receipts 01/04/2023 - 29/11/2023		11,052.13
	SUBTRACT Payments 01/04/2023 - 29/11/2023		30,422.20
	Cash in Hand 29/11/2023 (per Cash Book)		11,339.68
			19,082.52
B	Cash in hand per Bank Statements		
	Petty Cash 26/11/2023	0.00	
	Unity Trust Bank 26/11/2023	4,534.26	
	Loan to BDC 26/11/2023	15,500.00	
	HSBC Deposit 26/11/2023	0.00	
	HSBC Current 26/11/2023	0.00	
			20,034.26
	Less unrepresented payments		951.74
			19,082.52
	Plus unrepresented receipts		
	Adjusted Bank Balance		19,082.52
	A = B Checks out OK		

Agenda item 8b

To authorise payments.

Finstall Parish Council PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
42	S.137	09/11/2023	2023-11/8b	Unity Trust Bank	Poppy	Poppy wreath	Royal British Legion	X	20.00		20.00
43	Playing Field	29/11/2023		Unity Trust Bank	Playing field bins	Bin emptying	IDG Garden Services	X	468.00		468.00
44	Admin (Stationery, Printer, P	28/11/2023		Unity Trust Bank		IT M/soft subscription	Finstall Parish Council	S	8.60	1.72	10.32
45	Communications (Phone, W's	29/11/2023		Unity Trust Bank	newsletter	Finstall Focus publication	Bromsgrove Printing Co Ltd	Z	48.00		48.00
46	Staff Costs	28/11/2023		Unity Trust Bank	salary	Salary	Finstall Parish Council	X	407.42		407.42
47	Admin (Stationery, Printer, P	29/11/2023		Unity Trust Bank	keys	key cutting	Finstall Parish Council	S	15.00	3.00	18.00
Total									967.02	4.72	971.74

Excerpt from Scribe accounts.

Clearer detail:

Vno	To	Reason	Gross amount	VAT paid
42	Royal British Legion	Poppy Wreath	20.00	0.00
43	IDG Garden Services	Emptying bins, 6 mths - Apr 2023 to Sept 2023	468.00	0.00
44	Staff	IT, m/soft subscription, Nov 2023	10.32	1.72
45	Bromsgrove Printing	Finstall Focus newsletter, Autumn 2023	48.00	0.00
46	Staff	Salary, November 2023	407.42	0.00
47	Cllr W Taylor	Keys cutting (already approved, not yet paid)	18.00	3.00
To note receipts:				
	From	Reason	Amount	
R15	Allotment tenant no 1.	Allotment rent for 2024/25	£15.00	
R16	Allotment tenant no 2.	Allotment rent for 2024/25	£15.00	
R17	Allotment tenant no 3.	Allotment rent for 2024/25	£15.00	

NB: Payment of £20 to RBL has already been paid.

For future reference, the staff payments for monthly salary and IT Microsoft 365 are both paid by direct debit in the last week of the month they relate to. Thus the information here relates to items that have been paid by the time the council next meets.

In the future, the future payments will be shown.

Agenda item 8c

To note the national increase to the staff pay-scale of an additional £1 p/hour, backdated to 01/04/2023 (in this case backdated to 07/06/2023).

As noted in the WorcsCALC update of 07/11/2023, copied below:



christopher@worcscale.org.uk

Payscales for 23/24

The new payscales can be found on our website along with the latest information from NALC

[Payscales 2023/24 \(worcscale.org.uk\)](https://www.worcscale.org.uk/Payscales%202023%2F24)

We recommend that Council's note the new increase in pay for employees. There is no need to formally agree to the pay increase as it is an existing contractual obligation.

We hope that there can be a discussion soon and negotiation started on the 2024/25 offer.

At Finstall PC the Clerk started on 7th June 2023 on payscale SCP 23, which at that time was £15.67 per hour. With the £1 increase, this is now £16.67 per hour and is to be backdated to the start date of 7th June.

As noted by Chris Wayman, there is no need to formally agree the pay increase as it is an existing contractual obligation, but the council does need to know about it, hence no additional payment has been made yet.

Agenda item 8d

To receive update on the Chairman's allowance and PAYE payment.

Please see this response from WorcsCALC:

Hello Gill,

...

I've been chatting with Duncan as he had a similar issue at another Parish.

What our agreed interpretation was, is that it is subject to income tax if being paid direct to the Chairman. However, it isn't if the Chairman is claiming against the budget. E.g they were invited to a ball at Bromsgrove and the tickets were £30 then they could put an expenses claim in for the £30.

If it is the former then, yes they should be put onto the payroll. They won't technically be an employee and if they are retired they will receive more in the end than if they were employed.

Chris

From: clerk@finstallparishcouncil.gov.uk <clerk@finstallparishcouncil.gov.uk>
Sent: Wednesday, November 29, 2023 12:57:55 PM
To: Christopher Wayman WorcsCALC
Subject: Chairman's allowance

Hi Chris

...

I am seeking advice relating to the Chairman's Allowance.

Finstall PC have agreed to pay the Chairman an annual allowance of £660; this is not parish basic allowance (PBA) but the one allowed for via LGA 1972 s15(5). I have read NALC's LTN 33 which states that PBA payments require deduction of income tax. Can you advise whether this is also true for the Chairman's allowance paid via LGA 1972 please?

If it is true, then do I have to add the Chairman to the payroll, even though he is retired?

Many thanks.

Kind regards, *Gill*

Members are asked whether to agree to continue with the original agreement to pay the full amount as one payment of £660 and add the Chairman to the payroll. I have asked DM Payroll for advice on the additional cost.

Agenda item 9

Clerk's reports and correspondence received, for information:

To include an update to the Christmas Carol event on 15/12/2023.

Publication of Autumn edition of the Finstall Focus.

Finstall Focus Newsletter	Now printed and delivered; many thanks to the deliverers. Also published on the website.
Early notification of road closures	WALNUT LANE is to be closed for one day 8am – 5pm on 16 th January 2024 to allow for new / replacement water main.
	M5 junction 4A to M42 junction 2 overnight closure 9pm – 6am on 8 th / 9 th December 2023 for urgent technology repairs.
Solar and battery installation, village halls	Email relating to Rugeley Town Council's solar system showing what is possible.
Lengthsman training	This is booked for 1 st March 2024; nothing available before then. Ian cannot work as Lengthsman until he has attended the training.
Keep Britain Tidy	Buy Nothing New month, January 2024 is all about "Moving beyond simply recycling and reusing, to reducing the amount of new stuff that we buy and by extension, the amount of waste that we create." (to be published to website)
Basement Project	Autumn Newsletter.
Police and Crime Commissioner	<p>Survey results: In North Worcestershire, just under half (44%) of respondents believe West Mercia Police is doing an excellent/good job, which is higher than the West Mercia wide results at 29%. Other results from respondents included:</p> <ul style="list-style-type: none"> • Just under half (43%) believe visibility of officers is poor/very poor. • Three-quarters (75%) explained West Mercia Police works well with councils to identify local crime and disorder issues. • Three-quarters (75%) also agree the police have acted upon priorities that have been set out. • 81% believe it is easy/very easy to access their local policing teams. • 38% state anti-social behaviour is a fairly/very big problem in the area. <p>Other issues concerning residents include road safety (87%), as well as rural crime (55%).</p> <p>You can read the 2023 Town and Parish Council Survey in full here.</p>
CALC update	<p>Update 23 – 11 forwarded to members on 27/11/2023.</p> <p>Within this issue we have:</p> <ul style="list-style-type: none"> Biodiversity Policy Requirement Dog Waste Bag Dispensers CALC's Best Kept Secret NEA Grants HR Update NALC Events Dates for the Diary Reminders from CALC Clerk Vacancy NALC Chief Executive's bulletin

Community Infrastructure Grant	Bromsgrove DC has issued information relating to the grant fund that will be available from July 2024 and projects must be completed by 31/12/2024 – see below...
--------------------------------	---

Bromsgrove District Council is offering grants of between £1,000 and £30,000 to deliver improvements to community spaces in the district including publicly accessible buildings such as community centres, sports facilities and libraries; parks and gardens; retail centres; and cultural assets. Grants of between £1,000 and £5,000 are also available to organise events and activities to be delivered in community spaces. This grant is funded by the UK government through the UK Shared Prosperity Fund.

Who can apply? The grant is open to any organisation with a legal status including local authorities, public sector organisations, higher & further education institutions, private sector companies, community interest companies and registered charities. Unincorporated organisations are not eligible.

What projects are eligible? There are 5 different grants, one for each type of project (please see reverse). Projects must deliver at least one UKSPF output and one UKSPF outcome. Where a project relates to a leasehold property or site, there must be at least 3 years remaining on the lease. Organisations can apply for multiple grants but only one grant per project and only one project per grant. Funding will be available from July 2024 and projects must be completed by 31 December 2024.

How to Apply For more information or to request an application form, please email ukspf@bromsgroveandredditch.gov.uk There is a separate application form for each project type so please include details of the application form(s) you require. Funding is limited so this is a competitive application process

Public Buildings Grant £1,000 - £30,000 The creation of new, or improvements to existing, public buildings designed to improve perception of the facility, improve accessibility, increase users, improve digital connectivity, reduce greenhouse gas emissions and/or reduce the risk of flooding. Public buildings are physical structures used to deliver a service including, but not limited to village halls, sports facilities (excluding hospitality spaces), libraries, community centres and public toilets.

Green or Blue Space Grant £1,000 - £30,000 The creation of new, or improvements to existing, green or blue space open to the public designed to reduce greenhouse gas emissions, increase visitors, improve accessibility, improve perception of safety, improve perception of the attraction, increase the use of cycleways or footpaths and/or reduce neighbourhood crimes. Green or blue space means any areas of plants or water within an urban area or public space. This includes parks, public gardens, playing fields, children's play areas, woods and other natural areas, grassed areas, cemeteries, allotments and green corridors like paths.

Public Realm Grant £1,000 - £30,000 The creation of new, or improvements to existing, public realm in town and local centres designed to increase footfall, fill vacant commercial units, improve accessibility, improve the perception of safety, improve perception of the centre, increase the use of cycleways or footpaths and/or reduce neighbourhood crimes. Public realm means the spaces between and around buildings that are publicly accessible, including squares, courtyards and streets.

Continued over...

Cultural Asset Grant £1,000 - £30,000 The creation of new, or improvements to existing, tourism, culture or heritage assets designed to increase visitor numbers; improve accessibility; improved perception of facilities; increase users of facilities; create or safeguard jobs; increase community-led arts, cultural, heritage and creative programmes; create volunteering opportunities; and/or increase visitor spending. Cultural assets are permanent publicly accessible buildings or sites for the exhibition or promotion of arts and culture, including, but not limited to, museums, arts venues, exhibition centres, theatres, libraries and film facilities. Heritage assets are any buildings on an appropriate heritage list, eg the National Heritage List for England. Tourism assets are permanent public buildings or sites that act as an attraction for visitors to the location.

Events Grant £1,000 - £5,000 Programme of local events and activities in community spaces designed to increase visitors; improve perception of facilities; increase community-led arts, cultural, heritage and creative programmes; create volunteering opportunities; improve engagement numbers and/or increase affordability of events. Events are planned activities that relate to (1) Film, TV, Music, Radio; (2) Heritage; (3) Arts, Museums and Libraries; (4) Sports; (5) Volunteering & Social Action. Community spaces include, but are not limited to, Village Halls, Community Centres and Public Libraries

WCC Environmental Policy	Finstall PC will continue to be consulted on the county council's Environmental Policy, in particular the Local Nature Recovery Strategy and Biodiversity Net Gain.
AJG Gallagher Insurance	Community Matters newsletter circulated to all members.
Bromsgrove Area Committee	The WorcsCALC Bromsgrove Area Committee scheduled for December has been cancelled as they no longer have a committee clerk; it has been provisionally rescheduled for 10 th January 2024.
Bromsgrove DC	Notification of publication of the Planning Committee minutes of the meeting held 6/11/2023.
NALC newsletters	Various circulated along with the Chief Executive's bulletin.

Agenda item 10

To consider and decide upon the following:

- a) To fund and roll-out SmartWater protection for Finstall households.

Update the highlighted blue box with the number of houses in your area to calculate the financial requirements and order quantity

The green highlighted cell will inform you how much you will need to contribute towards this project

Signage will be ordered by the WDBC team

Total number of homes in the requested area	281		
80% coverage	225		
Cost per Smartwater Kit	£8.90	Qty of kits for you to order	169
		Qty of kits for PCC to contribute	56
Total Smartwater Kit Costs	£2,002.50		
75% Match funding required	£1,501.88		
PCC will Contribute - 25% of the Smartwater kits	£500.63		
In addition, the PCC will pay for the cost of signage			

Total number of homes in the requested area	281		
90% coverage	253		
Cost per Smartwater Kit	£8.90	Qty of kits for you to order	190
		Qty of kits for PCC to contribute	63
Total Smartwater Kit Costs	£2,251.70		
75% Match funding required	£1,688.78		
PCC will Contribute - 25% of the Smartwater kits	£562.93		
In addition, the PCC will pay for the cost of signage			

Total number of homes in the requested area	281		
100% coverage	281		
Cost per Smartwater Kit	£8.90	Qty of kits for you to order	211
		Qty of kits for PCC to contribute	70
Total Smartwater Kit Costs	£2,500.90		
75% Match funding required	£1,875.68		
PCC will Contribute - 25% + cover the cost of signage	£625.23		

b) To appoint a Tree Warden to take part in the WCC Tree Warden scheme.

The Parish Footpaths Warden had not previously been aware of the Tree Warden scheme but finds it interesting, however is unable to take on the role. He is happy to collaborate with whoever does take on the role as there is the potential for synergy between the two roles.

Members are asked to consider who to appoint to the role; perhaps carrying out a publicity campaign within the parish via the website and notice boards etc.

Here's a reminder of the original email:

Worcestershire County Council has worked with the Tree Council for the last 33 years to support the Parish Tree Warden Scheme throughout the county. Countless volunteers have fulfilled the role over 3 decades and many parishes have undoubtedly had their Treescape enriched as a result. During Covid the scheme was suspended in terms of volunteers going out on Tree Warden duty and the scheme has been rather dormant since. So we are now looking to reinvigorate the Tree Wardens in Worcestershire.

So as Parish Clerks would you confirm if you are still engaged with the scheme or would like to be, if you haven't been before, and if so **who is your current Tree Warden in post?**, so we can update our records and remove anyone who has stood down or no longer wishes to participate.

For more information on the Tree Warden scheme see [Become a Tree Warden - Tree Council Volunteer Tree Wardens](#)

From the hyperlink provided:

What Tree Wardens do?

Tree Wardens plant, protect and promote their local trees. No training or experience in tree management is needed – just a love of trees and a few hours to spare. Some of the projects Tree Warden groups have done include:

- Arranging local tree planting days
- Pruning, watering caring for local trees
- Working with local authorities to plant & care for street trees
- Rejuvenating local woodlands
- Raising funds and finding land for tree planting projects
- Going into schools to talk about the value of trees.

Additionally, the email included:

Would you like to enhance your Parish for wildlife?

Natural Networks offers grants and advice to projects which aim to create or restore wildlife-rich habitats that people can also enjoy. Worcestershire County Council and Worcestershire Wildlife Trust are working as a partnership to deliver this exciting opportunity. The programme will support you to deliver habitat improvements to benefit wildlife across Worcestershire, offering practical advice and up to 40% funding for projects. For information on eligibility and how to apply please click [here](#). Or better still call to chat about a potential project and we can help you get started.

- c) **Adoption of the following policies:**
c.i. Biodiversity policy.

FINSTALL PARISH COUNCIL

BIODIVERSITY POLICY

Adopted date	/2023	Minute reference:
Next review date	12/2025	

INTRODUCTION

Finstall Parish Council acknowledges the importance of preserving and enhancing biodiversity within our community. This policy aims to outline our commitment to safeguarding local ecosystems, promoting biodiversity, and integrating conservation efforts into our decision-making processes.

OBJECTIVES

Wherever possible, Finstall Parish Council will seek to:

1. **Preserve natural habitats** – through the protection and conservation of existing natural habitats within the parish.
2. **Promote Biodiversity** – by encouraging the proliferation of diverse flora and fauna species.
3. **Engage the Community** – by fostering awareness and engagement among residents to participate in biodiversity and conservation efforts.
4. **Practice Sustainability** – by incorporating sustainable practices in council operations to minimise negative impacts on biodiversity.

GUIDING PRINCIPLES

Finstall Parish Council will be guided by the following principles:

1. **Conservation.** This means we shall support the preservation of local biodiversity hotspots, including green spaces, woodlands, water bodies and wildlife corridors.
2. **Education and Outreach.** This means we shall support educational programmes and initiatives to raise awareness and encourage community involvement in biodiversity conservation.
3. **Partnerships.** This means we shall collaborate with local organisations, conservation groups and experts to make use of their expertise and resources for biodiversity initiatives.
4. **Planning and Development.** This means we shall integrate biodiversity considerations into our decision-making processes to ensure minimal adverse impact on the environment.
5. **Monitoring and Review.** This means we shall regularly monitor the effectiveness of biodiversity initiatives and policies, making adjustments as necessary to achieve objectives.

ACTIONS

Finstall Parish Council will aim to improve the biodiversity of the area in the following ways:

1. Consider the potential impact on biodiversity represented by **planning applications**.
2. Arrange for regular biodiversity assessments to be carried out where possible on **land** to which we have access, to monitor the status of local ecosystems.
3. Support **local community** activities to enhance and promote biodiversity.
4. Establish and maintain wildlife-friendly areas by planting native vegetation and providing suitable habitats for wildlife.
5. Support initiatives that promote sustainable land management practices, such as organic gardening, reduction of pesticide use, and habitat restoration.

1. Planning applications: we shall-

- When commenting on planning applications, support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
- Support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- Consider development proposals in terms of biodiversity net gain.
- Include policies in support of biodiversity within the neighbourhood plan.

2. Land and property management: we shall-

- Carry out a biodiversity audit of its landholdings.
- Consider the conservation and promotion of local biodiversity with regard to the management of our open spaces. This will include adopting beneficial practices with regarding to cutting and removal of vegetation, application of chemicals and timing of maintenance work.
- Ensure special care is taken in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
- Consider biodiversity issues and the implementation of changes when managing any buildings.

3. Local community: we shall-

- Raise public awareness of biodiversity issues, including through our website and newsletters.
- Engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- Where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

IMPLEMENTATION AND REVIEW

The Parish Council will implement this policy through collaboration with relevant stakeholders and regularly review its effectiveness. Adjustments will be made based on feedback, monitoring data, and changing circumstances to ensure ongoing commitment to biodiversity conservation.

~End~

FINSTALL PARISH COUNCIL

TRAINING POLICY

Adopted date	/2023	Minute reference:
Next review date	12/2025	

INTRODUCTION

All council members and staff are expected to work for the benefit of, and on behalf of, the parish and its residents. This requires a level of skill and knowledge that is not always inherent in newly-elected members or newly-appointed staff, hence the council's commitment to this policy.

OBJECTIVE

Finstall Parish Council will foster the continuous professional development of all councillors and staff. This policy aims to provide guidelines for identifying, facilitating, and evaluating training opportunities to enhance their skills, knowledge, and effectiveness in fulfilling their roles.

TRAINING NEEDS ASSESSMENT

Finstall Parish Council will:

1. Conduct regular assessments to identify the training needs of councillors and staff based on their roles, responsibilities, and emerging requirements, and
2. Consider individual development plans and performance evaluations to tailor training programs to specific needs.

TRAINING OPPORTUNITIES

1. **Internal Training:** We may arrange in-house workshops, seminars and knowledge-sharing sessions facilitated by experienced staff or external experts.
2. **External Training:** We shall encourage participation in external courses, conferences, and accredited programmes relevant to the roles and responsibilities of councillors and staff. These are likely to be those offered by the Worcestershire County Association of Local Councils (WorcsCALC) and the National Association of Local Councils (NALC).
3. **Online Resources:** We shall encourage members and staff to access online platforms, courses, and learning materials to supplement training opportunities.

TRAINING TOPICS

1. **Governance and Legislation.** Understanding local government laws, policies, and procedures.
2. **Community Engagement.** Techniques for effective communication, public relations, and engagement with constituents.
3. **Leadership and Management.** Skills development in leadership, team management, conflict resolution, and decision-making.
4. **Financial Management.** Training related to budgeting, financial regulations, and responsible fiscal practices.
5. **Special Topics.** Tailored training based on specific roles (e.g., clerk, responsible financial officer) and emerging needs within the council.

TRAINING IMPLEMENTATION

1. **Planning and Scheduling.** We shall develop an annual training plan in consultation with councillors and staff, considering their availability and needs.
2. **Resource Allocation.** We shall allocate necessary resources, including budget and time, to support training initiatives.
3. **Registration and Participation.** We shall facilitate registration, attendance, and participation in selected training programmes.
4. **Evaluation.** We shall assess the effectiveness of training programmes through feedback surveys, post-training evaluations, and application of acquired knowledge and skills.

RESPONSIBILITIES

1. **Council Support.** The council will support and encourage councillors and staff to engage in continuous learning opportunities.
2. **Individual Commitment.** We shall encourage councillors and staff to take ownership of their professional development by actively seeking out and participating in relevant training opportunities.

REVIEW AND IMPROVEMENT

The Parish Council will maintain a record of all training undertaken by members and staff, and regularly review this training policy to ensure its relevance, effectiveness, and alignment with evolving needs and priorities within the parish council.

~End~

FINSTALL PARISH COUNCIL

HEALTH AND SAFETY POLICY

Adopted date	/2023	Minute reference:
Next review date	12/2025	

INTRODUCTION

Finstall Parish Council believes establishing a comprehensive health and safety policy is crucial for a parish council to ensure the well-being of its employees, councillors, volunteers, and members of the public who interact with council activities.

POLICY STATEMENT

Finstall Parish Council is committed to maintaining a safe and healthy environment for all individuals involved in council activities. This policy aims to promote a culture of safety, prevent accidents and injuries, and comply with relevant health and safety legislation.

RESPONSIBILITIES

Finstall Parish Council undertakes to demonstrate its commitment to health and safety by providing necessary resources, training, and support to ensure compliance with statutory regulations and individual health and wellbeing.

We shall encourage active participation in maintaining a safe environment for all employees, council members, volunteers and members of the public by adhering to established health and safety guidelines, reporting hazards, and contributing to risk assessments.

RISK ASSESSMENT AND MANAGEMENT

The Parish Council will:

1. **Identify hazards.** This means we shall regularly conduct risk assessments to identify potential hazards in council premises, activities, and at events.
2. **Establish mitigation strategies.** This means we shall implement control measures to minimize or eliminate identified risks, ensuring the safety of individuals involved.
3. **Set out emergency procedures.** This means we shall develop and communicate clear procedures for responding to emergencies, including fire drills, first aid provisions, and evacuation plans.

HEALTH AND SAFETY TRAINING

The Parish Council will support the following training:

1. **Induction.** Comprehensive health and safety induction training for new employees, councillors, and volunteers.
2. **Ongoing.** Regular training sessions to ensure individuals are equipped with the necessary knowledge and skills to handle health and safety issues effectively.
3. **Specific.** Specialized training for handling equipment, hazardous substances, and specific tasks to mitigate risks associated with them.

SAFETY MEASURES AND CONTROLS

The Parish Council will support and expect the following measures:

1. **Workplace Environment**, such as council meetings, will be a clean, organized, and hazard-free space through the implementation of proper housekeeping practices.
2. **Equipment and Machinery**, such as used by contractors and volunteers, will be regularly maintained and inspected to ensure safe operation at all times.
3. **Personal Protective Equipment (PPE)**, will be provided as appropriate and will ensure it is used properly.
4. **Reporting and Investigating**. Establish a clear procedure for reporting accidents, incidents, or near misses, and in the event of an occurrence, will conduct thorough investigations to prevent recurrence.

CONSULTATION AND COMMUNICATION

The Parish Council will:

1. Encourage open communication and consultation with employees, councillors, and volunteers regarding health and safety matters.
2. Regularly communicate health and safety information, policies, and updates through appropriate channels including the parish notice boards and website.

REVIEW AND IMPROVEMENT

We shall regularly review this health and safety policy, procedures, and practices to ensure they remain effective and align with current legislation and best practices.

~End~

FINSTALL PARISH COUNCIL

EQUALITY POLICY

Adopted date	/2023	Minute reference:
Next review date	12/2025	

INTRODUCTION

An equality policy is vital for ensuring fairness, inclusion, and non-discrimination within a parish council and in keeping with the Equality Act 2010 and the Public Sector Equality Duty 2011. Public bodies are required to consider all individuals when carrying out their day-to-day work – in shaping policy, in delivering services and in relation to their own employees.

POLICY STATEMENT

Finstall Parish Council is committed to promoting equality, diversity, and inclusion in all its activities. This policy aims to ensure no individual is discriminated against or disadvantaged based on their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation which are collectively known as the protected characteristics.

PRINCIPLES

Finstall Parish Council will comply with the following principles:

1. **Equality.** This means we will ensure equality of opportunity for all individuals associated with the council, including employees, councillors, volunteers, and members of the public.
2. **Inclusion.** We shall foster an inclusive environment where everyone feels respected, valued, and able to contribute irrespective of their background or characteristics.
3. **Non-Discrimination.** We shall prohibit discrimination, harassment, victimisation and unfair treatment based on protected characteristics.
4. **Reasonable Adjustments.** We shall make reasonable adjustments to accommodate individuals with disabilities or specific needs, ensuring they have equal access to council services and opportunities

RESPONSIBILITIES

1. **The Council** will demonstrate leadership and commitment to promoting equality and fostering an inclusive culture within the council.
2. **Council members, staff and volunteers** will encourage adherence to the equality policy and participation in promoting equality and diversity.

EQUALITY OBJECTIVES

Finstall Parish Council will work to:

1. **Eliminate discrimination** by promoting equal opportunities for all.
2. **Promote diversity** by encouraging diversity within the council and the community it serves, valuing the contributions of individuals from all backgrounds.
3. **Ensure inclusivity** by implementing inclusive practices in recruitment, decision-making processes, service delivery, and community engagement.

IMPLEMENTATION STRATEGIES

Finstall Parish Council intends to meet this policy's objectives by:

1. **Training and Awareness.** We shall provide equality and diversity training to councillors, employees, and volunteers to raise awareness and promote understanding.
2. **Policies and Procedures.** We shall review and revise policies and procedures to ensure they are inclusive and do not inadvertently discriminate against any individual or group.
3. **Monitoring and Reporting.** We shall regularly monitor and review equality-related data to identify areas for improvement and report progress on equality objectives.
4. **Consultation and Engagement.** We shall engage with diverse groups within the community to understand their needs and involve them in decision-making processes.

COMPLAINTS AND RESOLUTION

Finstall Parish Council has adopted a clear procedure for handling complaints which will cover those related to discrimination, harassment, or unfair treatment. We aim to ensure confidentiality, impartiality, and the prompt resolution of complaints.

REVIEW AND IMPROVEMENT

The Parish Council will regularly review this equality policy and associated practices to ensure we remain effective, relevant, and compliant with legislation and best practices.

~End~

FINSTALL PARISH COUNCIL

COMMUNITY ENGAGEMENT POLICY

Adopted date	/2023	Minute reference:
Next review date	12/2025	

INTRODUCTION

As the only tier of local government that is closest to, and operates exclusively within the community it represents, a community engagement policy is crucial for the parish council to effectively interact with and involve the local community in its decision-making processes and initiatives.

POLICY STATEMENT

Finstall Parish Council is committed to fostering meaningful and inclusive engagement with the local community. This policy aims to highlight how we will encourage active participation, transparent communication, and collaboration between the council and residents to ensure decisions reflect the community's needs and aspirations.

OBJECTIVES

1. **Openness and transparency.** The parish council will, wherever possible, ensure transparency in council activities, decisions, and communication with the community.
2. **Inclusivity.** We shall encourage the participation of diverse community members, including residents, local businesses, community groups, and marginalized populations. See Appendix 1 for the latest census information.
3. **Information sharing.** We shall provide accurate and timely information to the community about council initiatives, decisions, and opportunities for engagement.
4. **Consultation and collaboration.** We shall seek input from the community on matters that affect them and collaborate on projects and initiatives.

ENGAGEMENT STRATEGIES

Finstall Parish Council will use the following strategies:

1. **Communication Channels:** We shall make use of various communication channels such as newsletters, social media, website, public meetings to disseminate information and engage with residents.
2. **Consultation Processes:** We shall implement diverse consultation methods such as surveys, public forums and focus groups to gather community feedback on key issues and decisions.
3. **Accessibility:** We shall ensure information and engagement opportunities are accessible to all residents, including those with disabilities or language barriers.
4. **Timely Feedback:** We shall provide timely feedback to the community on how their input has influenced council decisions

COMMUNITY INVOLVEMENT

Finstall Parish Council will undertake the following actions:

1. **Partnerships and Collaborations.** We shall foster partnerships with local organisations, schools, businesses, and community groups to maximize community involvement in council initiatives.

2. **Volunteer Opportunities.** We shall provide opportunities for residents to actively participate in council-led projects, committees, or volunteering roles.
3. **Engagement with Marginalised Groups.** We shall take proactive measures to engage marginalised or under-represented groups to ensure their voices are heard.

EVALUATION AND IMPROVEMENT

1. **Regular Evaluation.** We shall continuously assess the effectiveness of community engagement strategies and methods.
2. **Feedback Integration.** We shall incorporate community feedback into decision-making processes and adapt engagement strategies based on community needs and preferences.
3. **Learning and Development.** We shall provide training or resources to councillors and staff on effective community engagement practices.

COMMUNICATION PROTOCOL

We will establish clear guidelines for council members and staff to communicate with the community, ensuring consistent and respectful engagement.

REVIEW AND ENHANCEMENT

We will regularly review this community engagement policy and practices to ensure alignment with evolving community needs, technological advancements, and best practices in engagement methods.

~End~

Appendix 1.

To support Community Engagement activities, it will help the parish council to understand the parish demographic, as identified in the 2021 Census excerpt below.

Finstall Parish Census 2021 information

Number of households		295
Number of residents		671
- of which Female		324
- of which Male		347
Number of residents aged 15 years and under	Query the results of this data.	84
- Aged 16 to 64 years		694
- Aged 65 years and over		185
Number of residents with some disability		151
Economically active (includes 12no unemployed)		349
- Of which: Managers, directors and senior officials		73
- Professional occupations		81
- Associate professional and technical occupations		40
- Administrative and secretarial occupations		39
- Skilled trades occupations		42
- Caring, leisure and other service occupations		21
- Sales and customer service occupations		9
- Process, plant and machine operatives		13
- Elementary occupations.		20
Economically inactive		231
Ethnicity (white) out of a total of 662 who answered		651
Number of households with access to car or van (292 answers)		276



FINSTALL PARISH COUNCIL

GRANT AWARDING POLICY

Adopted date	/2023	Minute reference:
Next review date	12/2025	

INTRODUCTION

Finstall Parish Council's grant awarding policy will help to outline the criteria, procedures, and guidelines for allocating funds to support community projects and initiatives.

POLICY STATEMENT

Finstall Parish Council is committed to supporting community development and local initiatives through the fair and transparent allocation of grants. This policy aims to provide guidelines for the efficient and equitable distribution of funds to eligible individuals, groups, or organizations within the parish

OBJECTIVES

The parish council's objectives include:

1. **Community Development**, whereby we shall support projects and initiatives that contribute to the social, cultural, environmental, or economic well-being of the parish.
2. **Transparency** by ensuring an open and fair process for the assessment, allocation, and monitoring of grants.
3. **Impact and Accountability**, by assessing the impact of funded projects and holding recipients accountable for achieving specified outcomes.

GRANT CRITERIA

Applicants must be able to meet most of the following criteria whereby the application:-

1. Must be for the benefit of parish residents.
2. Is for a parish-based organisation and delivered within the parish.
3. Is for a specific purpose.
4. Will encourage enjoyment of sport, recreation and outdoor activities.
5. Will provide environmental improvements within the parish.
6. Will encourage enjoyment of, and participation in, entertainment and the arts.
7. Will attract match-funding.
8. Will support inclusivity and the principles of equality and diversity.

Finstall Parish Council will not support applications:-

1. From single applicants for their own benefit.
2. From organisations that are funded by local government.
3. From organisations that seek to further political aims.
4. For national charities that have no specific business in the parish.
5. That are for day-to-day revenue activities.

Additionally, the Parish Council expects the applicant to align with the council's objectives and priorities, addressing community needs and enhancing the parish's well-being.

GRANT LIMITS

The Parish Council sets a budget each year, stating the amount of funding that will be made available over the next 12 months. Finstall Parish Council has restricted funds but will set aside an annual amount to provide funding support.

APPLICATION PROCESS

1. All applicants must provide a completed application form (attached) which will contain details of the project, the budget available, the projected timeline and a copy of the organisation's latest bank statement and annual accounts.
2. There are two opportunities during the year to seek funding. The dates by which applications must be submitted are 15th September and 15th March for consideration at the subsequent council meetings in October and April.
3. Each application will be initially assessed by the Clerk for completeness and to check with the applicant if any paperwork is missing, prior to consideration by the council at its meeting in either October or April.
4. If required, the applicant may be asked to attend the council meeting to talk through the application. The council will decide whether to award the grant either at that meeting, or at the following meeting if more information is to be provided. All applicants will be notified whether the application has been successful or not.

GRANT MANAGEMENT

1. All successful recipients of a grant will be required to report back to the council on progress and impact of the project within one year of receiving the grant.
2. The agreed funding amount will be provided by online banking paid directly into the applicant's bank account.
3. The Parish Council will publish on its website and regular newsletter, the outline details of the grant including the name of the applicant (organisation's name), the reason for the funding and the amount granted.

POLICY REVIEW AND EVALUATION

The Parish Council will regularly review and assess the effectiveness and impact of all funding that has been granted, against the council's stated objectives.

We shall ensure the grant funding is relevant, used efficiently and in keeping with the council's ethos.

~End~

Application form attached below.



FINSTALL PARISH COUNCIL GRANT APPLICATION FORM

It is important that you read the attached Grant Awarding Policy before completing this form.

If any part of the application is not completed or any of the financial or other information not enclosed, you must state the reasons, but please note, failure to provide the required information may delay your request or render it invalid.

If you are uncertain about any of the questions on the form, please contact the Clerk to the Parish Council, contact details at the end.

Please complete the form in BLOCK CAPITALS if hand-written.

Applicant (name of group).....

Are you a Registered charity? Yes / No

If yes, please provide your Charity Registration No.....

Your contact details: Name.....

Address.....

..... Tel. No.....

Email address:

Web site address:.....

What is your role / position in group

Is the organisation a member of Worcestershire Community First? Yes / No

Please explain the aims of the group

Purpose of grant

Total cost of project: £

Amount of grant applied for: £

If this is not a one-off event, how will you be funding the running costs of your project / group in future years?

How many people from the Finstall community will benefit if your funding request is successful?

.....
Has your group previously applied for a grant from Finstall Parish Council? Yes / No

If 'Yes', please give details

Has a grant application been made to any other body or organisation for the purpose of this application?

Yes / No

If 'Yes', please give details including name of grant provider, amount requested and whether funding is to be provided.

MEMBERSHIP

Please state the number of people involved in your group

.....

Approximately what percentage of your members live in Finstall?

.....

What is the annual subscription, if any?

.....

FINANCIAL

Please enclose a copy of your latest audited accounts and / or business plan if you are a new group and other information such as the following:

1. Income and expenditure (receipts & payments) account / business plan ☐
2. Balance sheet with bank reconciliation and latest bank statement(s). ☐
3. Club / group's constitution or rules. ☐
4. Is your group registered for VAT? ☐
5. Are you a profit-making group? ☐

FUNDRAISING

What additional fundraising events or activities will you be holding this year?

I certify that the above information is true to the best of my knowledge and belief, and that I am authorised to make this application for grant aid. I confirm that I have read the Finstall Parish Council Grant Awarding Policy and agree to comply with it.

Signed Date

Upon completion please return to Finstall Parish Council by post to Grange Cottage, Birmingham Road, Hopwood, Birmingham B48 7AJ

or by e-mail to clerk@finstallparishcouncil.gov.uk

Confirmation of receipt and the date of the relevant Parish Council meeting will be sent to you via e-mail, wherever possible.

Please note all communications with Finstall Parish Council are subject to Freedom of Information and Data Protection regulations.

Agenda item 10d. To agree the date of the Annual Parish Meeting, 2024.

This annual meeting can be held at any time between 1st March and 1st June – members are asked to set a date.

Agenda item 10e. To consider tree maintenance at the allotments due to overshadowing issues.

To note the allotments are overshadowed by neighbouring trees and agree what steps can be taken to deal with this.

Agenda item 10f. To note and discuss the draft budget for 2024/25, to prepare for confirmation of the precept at the next parish council meeting on 2nd January 2024.

See next two pages.

Summary of receipts and payments to date compared to the last full financial year and the current year v budget.

YEAR	ACTUAL	CURRENT YEAR			Suggested	Notes
	FULL YEAR	2023-2024			Budget for	
	2022/23	Budget	Actual to 17/11	Forecast	2024/25	
RECEIPTS						
Precept	£8,090.00	£8,710.00	£8,710.00	£8,710.00	TBA	1
Worcs CC Lengthsman reimbursement	£1,984.50	£2,700.00	£1,935.75	£1,935.75	£3,500.00	2
HMRC re VAT / PAYE Repayment	see comment no. 3.					3
Allotments	£0.00	£45.00	£45.00	£45.00	£45.00	4
Interest	£6.58	£85.00	£361.38	£361.38	£350.00	5
Other / Grants	£0.00	£100.00	£0.00	£0.00	£0.00	6
SUB-TOTAL	£10,081.08	£11,640.00	£11,052.13	£11,052.13	TBA	
From earmarked funds	0	0	£2,115.50	£2,115.50	£4,000.00	7
TOTAL	£10,081.08	£11,640.00	£13,167.63	£13,167.63	TBA	
PAYMENTS						
Staff salary	£3,064.61	£3,090.00	£2,137.48	£4,200.00	£5,513.00	8
Expenses / Training	£0.00	£250.00	£119.12	£250.00	£250.00	9
Subscriptions / Memberships	£379.08	£400.00	£417.26	£530.00	£550.00	10
Insurance	£495.02	£500.00	£531.78	£531.78	£570.00	11
Highways: Lengthsman, bus shelters, tubs	£3,497.00	£3,300.00	£1,375.50	£2,000.00	£4,320.00	12
Communications: IT / Website / Ffocus	£83.32	£300.00	£396.00	£500.00	£550.00	13
General Admin / Chair Allowance	£1,211.79	£1,600.00	£575.34	£1,400.00	£1,400.00	14
Audit / professional fees	£160.00	£200.00	£282.40	£282.40	£300.00	15
Elections	£0.00	£0.00	£156.60	£156.00	£200.00	16
Section 137 OR General Power	£0.00	£0.00	£20.00	£20.00	£100.00	17
Playing Field	£1,534.00	£1,300.00	£1,346.00	£2,346.00	£2,500.00	18
Grants	£250.00	£250.00	£300.00	£300.00	£500.00	19
Allotments	£0.00	£50.00	£0.00	£50.00	£50.00	20
VAT	As for comment 3 above.					21
Contingency	£0.00	£100.00	£0.00	£100.00	£100.00	22
SUB-TOTAL	£10,674.82	£11,340.00	£7,657.48	£12,666.18	£16,903.00	23
Payments from earmarked reserve						
New laptop			207.50	207.50		24
New website			569.00	569.00		25
Playground maintenance			927.00	927.00		26
Playground installation			412.00	412.00		27
Projects 2024/25					4,000.00	28
TOTAL	10,674.82	11,340.00	9,772.98	14,781.68	£20,903.00	29

Notes:

1	Increase in precept will reflect national cost increases such as appropriate staff costs (salary and SLCC sub); communications (newsletter, website); elections reserve; playing field maintenance and general cost of living increases. See impact of increasing the precept on next page..
2	The actual amount allocated to Finstall PC for Lengthsman services 2023/24 was £3,361.83 and is likely to be repeated. FPC cannot claim for Lengthsman's work until IDG has completed the training March 2024.
3	Not required for budgeting purposes, since the VAT amount received is the same as VAT paid.
4	Allotment rent received from each tenant is currently £15 pa.
5	£10,000 held in interest bearing account; could go up or down? Say 3.5% to 5% for one year: worst case scenario.
6	Are any grant opportunities to be sought?
7	Transfer from earmarked funds to support up to £4,000 expenditure on capital projects during the year.

8	Forecast shows new rate for SCP 23 from 01/04/2023 is £16.67 p/hr: backdated pay + pay to 31/03/2023 @ 6 hours p/wk. For the following year, £5,201.04 + potentially another £1per hour, could increase to £5,513.
9	Councillors and staff are expected to attend training in their roles. Expenses cover travel costs.
10	Annual subscription to WorcsCALC + subscription to SLCC membership for clerk (not the clerks' union).
11	Annual insurance premium is likely to rise.
12	£3,500 Lengthsman income is mirrored as expenditure, + £520 bus shelters maintenance and flower tubs £300
13	Communications covers newsletters printing, website hosting and maintenance, microsoft admin.
14	Chair's allowance is £660pa + printing inks, paper, postage, telephone, payroll, hall hire and other general admin.
15	Internal audit annual cost; FPC claims exemption from external audit fees.
16	Elections usually occur every 4 years; putting funds aside each year helps to even-out the cost should there be a contest.
17	FPC now using General Power of Competence, and therefore no need to include a column for s137.
18	Grass cutting and bin emptying is a regular expenditure; will need to include hedge cutting and tree maintenance.
19	FPC has provided one grant so far this financial year of £300. Future grants may cover support to churchyard maintenance following amendment of statute that previously disallowed it.
20	To review the council's duties as allotment landlord.
21	The VAT payments figure mirrors the VAT receipts figure.
22	Is this an appropriate amount to use to cover incidental possibilities?
23	The sub-total shows the amount of payments from the revenue budget.
	Payments 24 - 27 relate to payments made from earmarked funds during this financial year.
28	The ear-marked fund is to be used to support capital expenditure projects during 2024/25.

The impact of the 2023/24 precept on council tax payers in Finstall parish.

For financial year 2023/24 (the council's financial year runs from 01/04 to 31/03)		Band A (6/9)	Band B (7/9)	Band C (8/9)	Band D (9/9)	Band E (11/9)	Band F (13/9)	Band G (15/9)	Band H (18/9)
PC Precept	8,710.00	18.47	21.55	24.63	27.70	33.86	40.02	46.17	55.41
Council tax base figure	314.40								

The precept amount is divided by the council tax base figure (provided by Bromsgrove DC, mid-December) to give the Band D figure. Each of the other council tax bands are x/9ths of Band D, as shown above.

The national average Band D precept amount for 2023/24 was £79.35.

If the precept is set at the balancing figure of £13,008.00, and assuming the council tax base remains the same as last year, the Band D impact will be £41.37 for the year, an increase of £13.67.

PC Precept	13,008.00	27.58	32.18	36.78	41.37	50.57	59.76	68.96	82.75
Council tax base figure	314.40								

To express this as a percentage increase would be to skew perception of the actual amount involved, but in the spirit of transparency, the increase is 49%.