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**DRAFT MINUTES FOR THE EXTRAORDINARY PARISH COUNCIL MEETING HELD ON  
30<sup>th</sup> November 2023**

**Present:** Cllr. Meads (Chair), Cllr. Dickin (Vice-Chair), Cllr. Green, Cllr. Shephard, Cllr. Spencer, Cllr. Stansfield, Cllr. Lowden, Cllr Teasdale, and Cllr Trevarthern. Cllr J. Cruse (Cornwall Council).

**23-11 E/1 Apologies:** None

**Locum Clerk:** Carolyn May

**23-11E/2 Declarations of Interest:** No declarations of interest, or gifts, were made.

**AGENDA**

**23-11E/3 Public Forum** – No Member of the public in attendance.

**23-11E/4 BUDGET SETTING 2024/25**

Members considered the income and expenditure for the financial year 2023/24 (to date). Attention was given to those heads of budget that would likely be exceeded by the end of the extant financial year.

Cllr Spencer was of the opinion that, for the 2024/25 financial year the grouping of some budget headings should be re-arranged, with some expenditure streams being amalgamated.

**23-11E/5** Discussions surrounding (inter alia) grant funding, and the potential cost of maintaining/ improving the Institute were considered.

It was **agreed** that the following budget would be accepted for the 2024/25 Financial Year:

<b>Description</b>	<b>Proposed 24/25 Budget</b>
Audits	700
Insurance (instiute & green)	600
Subscriptions (CALC, NALC, CiLCa, NFN)	600
Stationery/ Postage	300
Office consumables (printer cartridges etc)	200
Websites (BPC & Community)	400
Printing - poster/ leaflets etc	100
Cllr Training & travel expense	300
Advertising	100
Mobile Telephone	200
LMP	950
Play Inspections	100
Grass Cutting - Village Green & verges	3500
Roads, signage & grit boxes	500
Tree Works	1000
Institute & public toilets maintenance	700
Institute WiFi	100
Institute & Temple defib Electricity	1500
Defibrillators support contract	600
S.137 Grants	2500
Public convenience consumables	200
Water	250
Salaries (Clerk, Cleaner, training, pensions, PAYE)	25000
<b>Total</b>	<b>40400</b>
<b>Reserves of £50,000 at 31-Mar-24</b>	
<b>Less</b>	
<b>Earmarked reserves</b>	<b>£</b>
Institute windows	20000
<b>Capital reserves (~£30,000)</b>	<b>£</b>
Tree works contingency	2000
Defib replacement contingency	2000
Elections	5000
<b>Total</b>	<b>9000</b>

**25-11E/6**

Members considered the projected income streams for the 2024/25 Financial Year (detailed below). It **agreed** that, in order to meet the Parish Council's commitments and potential project costs, the Parish Precept should be raised by 8%, which amounts to the sum of £2,500.

It was **proposed** by Cllr Shephard, **seconded** by Cllr Stansfield and **RESOLVED** that the budget presented would be approved, and that the Parish Council precept would be raised by the sum of £2,500 (8%). Unanimous. **Carried.**

**Projected Income for 2024/25 compared to 2023/24**

<b>Income per annum</b>	<b>2023/24</b>	<b>2025/25 8% precept increase</b>
Precept	31000	33500
LMP	802	800
Institute	3000	3000
Donations	100	100
VAT refund	5000	5000
	<b>39902</b>	<b>42400</b>

The meeting closed at 16.10 hrs