

Dear Councillor

Your attendance is required at the forthcoming meeting of St. Lawrence Parish Council to be held at the Village Hall on **WEDNESDAY 17th. MAY 2023 following the AGM** for the purpose of transacting the business ONLY shown on the agenda

KB Money - Kevin B. Money Clerk/RFO to the Council – 10th. May 2023

Tel: 07810781509; email slparishclerk@gmail.com

FULL COUNCIL MEETING AGENDA

079/2023 Chairman's welcome

080/2023 Apologies for Absence

081/2023 Declaration of Interest

To declare any Pecuniary, Registerable or non-Registerable Interest relating to items on the agenda

082/2023 Minutes

To confirm and sign the Minutes of the Parish Council meeting held on 26th. April 2023

To confirm and sign the Annual Parish Meeting Minutes held on 26th. April 2023

083/2023 Chairman's report and any update since last meeting

084/2023 Essex County Councillors Report – ECC Cllr Wendy Stamp

2022/2023 ECC Annual report from Cllr W. Stamp can be found at

<https://e-voice.org.uk/stlawrenceparishcouncil/ecc-information/>

085/2023 District Councillor/s Report

086/2023 Public Participation Session with Respect to items on the agenda

A total maximum time of **20 minutes** is allowed for all public participation sessions

- a) St. Lawrence Residents Association report from the Chairman of the RA
- b) Costing and a detailed Risk Assessment for Firework event
- c) Update on the King's Coronation event in the village
- d) Update on Parish Newsletter – Cllr A. Gardner

Following item 086/2023 there is no more public participation in the Council meeting

087/2023 Representative Reports

- a) Greening of the village – To receive a written report from Cllr C. Thorne
- b) Asset Management report – To receive a written update report from Cllr C. Thorne

088/2023 Elections 2023 / Co-Option process update – Parish Clerk

089/2023 Planning Application/s

23/00402/HOUSE - Colonsay Seaview Parade St Lawrence Southminster

Single storey front extension Location:

Documents can be found at

<https://cdp.maldon.gov.uk/planning/planning-documents?SDescription=23/00402/HOUSE>

St. Lawrence Parish Council Full Council Meeting Agenda 17th. May 2023

PARISH COUNCIL NEW WEBSITE ADDRESS IS

<https://e-voice.org.uk/stlawrenceparishcouncil/>



St Lawrence Parish Council

090/2023 Planning decision/s made by MDC affecting St. Lawrence

WTPO/MAL/23/00107 - Stonewaters 89 Main Road St Lawrence Southminster

Quercus Robur - 1.5 metre reduction in height of the crown, 2.5 metre reduction in lateral growth of the crown, removal of dead wood and snapped branches overhanging the main road and removal of dead hedra helix (Ivy) in the upper crown. **APPROVE** subject to conditions

091/2023 Planning Appeal/s made affecting St. Lawrence**092/2023 2022/2023 Annual Return**

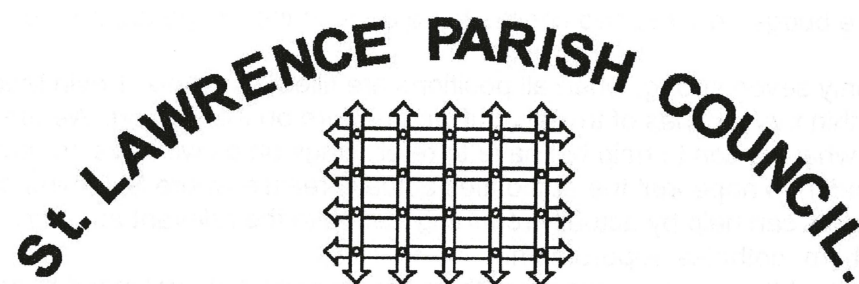
- 1) To Receive the Internal Auditors report for 2022/23
- 2) To Receive and, if agreed, sign Section 1 - Annual Governance Statement of AGAR 2022/23
- 3) To Receive and, if agreed, sign Section 2 - Accounting Statement of AGAR 2022/23

093/20232 Finance

- a. To receive the Bank reconciliations as at 30th. April 2023
- b. To receive the comparison of Actual to Budgeted for 2023/24
- c. To approve the payment of Accounts for May 2023 and to agree a transfer of funds to meet the Parish Council financial requirements
- d. SLPC website – The Clerk to update Councillors on the new website at <https://e-voice.org.uk/stlawrenceparishcouncil/>
- e. To sign the UTB submission form adding Cllrs R. Millett and J. Pollock as signatories for Unity Trust Bank

094/2023 Councillors to list any defective streetlights with location/s in the village**095/2023 Items for Next Agenda****096/2023 Next meeting will be held on 21st. June 2023 at 7pm in the village hall****097/2023 Closure of the Meeting**

To close the Meeting having considered and determined all items of business.



Minutes of the Parish Council meeting held on Wednesday 26th. April 2023 following the APM in the Village Hall.

Present: Cllrs M. Gibson (Chairman), Cllr C. Thorne, A. Gardner, R. Millett, J. Pollock, MDC Cllr P. Channer and Kevin B. Money (Clerk to Parish Council). There were also 3 members of the public present.

054/2023 Chairman's welcome. The Chairman welcomed everyone to the meeting

055/2023 Apologies for Absence were received from ECC Cllr W. Stamp and MDC M. Helm

056/2023 Declaration of Interest

To declare any Pecuniary, Registerable or non-Registerable Interest relating to items on the agenda
None Declared

057/2023 Minutes

To confirm and sign the Minutes of the Parish Council meeting held on 22nd. March 2023. **All Agreed**
To confirm and sign the Planning Minutes of the Parish Council meeting held on 17th. April 2023.

All Agreed

058/2023 Chairman's report and any update since last meeting

I would like to start by thanking our outgoing District Councillors, Penny Channer and Michael Helm for the work they have done on behalf of St Lawrence over many years and wish them both a happy retirement.

I would also like to thank our clerk, Kevin Money for the constant support and advice he gives the Council as well as my fellow Councillors for their work throughout the year.

2022/23 saw the Jubilee celebrations with an enormous crowd turning up to see the beacon lit and lots of people on the Field for the celebrations there. Members of the Residents' Association did most of the organising the event on the field, with assistance from the WI and the Parish Council. The Residents' Association also organised a number of other events during the year including a public screening of the funeral of the Queen at the Church Centre.

2023/24 sees the celebrations around the Coronation and Gilly Terkelsen has stepped up as lead to organise this event.

Hopefully we will have a year when weather conditions enable projects to be completed as the extremes of 2022/23 made work difficult to say the least. The Jubilee Field has varied from rock hard and brown – other than a green patch where a burst water main irrigated it beautifully, then heavy rainfall and icy conditions, when the bottom end of the field resembled a skating rink. Then it has been back to rain with the field so wet it has been unusable. And the net effect has been that works have all been delayed. However, we have a number of proposals for new and replacement play equipment and quotations have been received. Now we need to try to find some grant funding to help us to improve the facilities. Maintenance projects are put out to tender – but it is not easy to get more than one quotation, and sometimes we struggle to get just one.

The routine maintenance jobs - grass and hedge cutting, maintaining street lights along most of Main Road and administration costs including insurance on the parish's assets have continued throughout. The defibrillators by the Sailing Club, the Church Centre and the Village Hall are maintained by the Parish Council and are checked every month. Pads and batteries have to be replaced from time to time. If the machine is used we get a message telling us we need to check its status.

The Greening the Village project is ongoing. The trees planted in 2022 have miraculously survived, thanks largely to the watering team during dry spells, and more will be planted. The area at the entrance to the Jubilee Field car park by the new notice board is the next target. The hedges around the Jubilee Field and along Main Road have had a big cut back. They did look a bit sparse initially but now new growth has come though they look much better.

The damage to the seawall immediately to the west of the village was repaired during Spring last year but there is now another area that needs repairing. We have been assured by the Environment Agency that the work is in the budget for 2023/24 but have no more detail at this point in time.

The Parish Council have budgeted for speed checks to be done in the village during the 2023 /24 year.

The Parish Council is only seven strong, when all positions are filled. Our clerk, Kevin Money works very part time keeping us within the confines of the law but we are here on the ground. We are volunteers. We are all happy to do what we can to help but have to refer things on as we have no remit to sort so many of the issues – and then hope that the authorities actually realise where St Lawrence is! But this an area where all residents can help by actually reporting issues to the relevant authority. If there are parking issues, report them, potholes, report them.

We are of course aware that there are always more things to be done but our limited budget – which comes by way of the Council Precept as part of residents' Council Tax bill means that we always have to prioritise in order to get best value for residents' money.

059/2023 Essex County Councillors Report – ECC Cllr Wendy Stamp

I am finalising my annual report that would normally be submitted in time for the annual parish meeting. I am concerned that some of the meetings are scheduled within the pre-election period and the contents of my report may be challenged under this period. I have also taken guidance.

I considered submitting the good positive news only but that would totally unbalance the context of the whole report.

Based on the above, can I ask that you schedule my report for a later meeting and explain at the annual meeting why the report will be later this time

060/2023 District Councillor/s Report – MDC Cllr Penny Channer

Maldon District Council Elections for the Maldon District Council and Parish Councils - elections are to take place on 4th May 2023. Please see the web site for details. Voter ID comes in at the elections so it is important electors ensure that they have Voter ID if voting at a polling station.

Voter ID Animation – Please find attached a short animation for social media to remind residents about Voter ID

Find It Friday, 21st April – In the run up to Friday 21st April, the council will be reminding residents to make sure they know where their Voter ID is, **or apply for a Voter Authority Certificate by 5pm on Tuesday 25 April 2023**. There is a video for people to watch.

Ride London Classique Route Announced – The council welcomes back the RideLondon Classique teams who will be taking on the #maldondistrict #essex challenge once again. Sat 27th May 2023, starting & finishing in #maldon <https://www.ridelondon.co.uk/the-classique/about-the-classique>. Details are awaited for the traffic management processes to be completed between ECC and Ride London and these will provide the precise details and timings of the rolling road closures and closures which will be required along the route.

MDC understand the BBC will be broadcasting live from Maldon during the event, so the Council will work with the team to ensure we capitalise on promotion of the District by providing information for their commentary.

New Emergency Alert – The new Emergency Alerts service is now live with a test is scheduled for 23 April. The system will enable people to be contacted via their mobile phone if their lives are at risk in an emergency. The service will be used to warn about life- threatening emergencies such as severe flooding.

Emergency Alerts are messages sent to all compatible 4G and 5G mobile phones when there's a danger to your life, health or property in the area you're located. They don't need your location or phone number. Only the government and the emergency services can send them. If you don't have a mobile, you'll still be kept informed through other channels.

If you get an Emergency Alert on your phone, you'll hear a loud, siren-like sound. A message on your screen will tell you about the emergency and how best to respond. You'll be able to check an alert is genuine at www.gov.uk/alerts

To learn more about Emergency Alerts, look out for the nationwide information campaign and visit www.gov.uk/alerts

Essex County Council (B1010 Maldon Road, Burnham-on-Crouch, Maldon) (40mph Speed Limit) Order 2023 (TRAF/7724) - ECC have issued a new 40mph speed limit, see attached sealed order in respect of the B1010 Maldon Road, Burnham on Crouch. Details as the sealed order attached.

National Coronation Update - A main one stop shop is available at coronation.gov.uk. Don't forget that if you've got any events to add them here and do share the link so that anyone who's organising something can add them too if they want <https://coronation.gov.uk/events/>.

This year, millions of people across the UK will come together to share friendship, food and fun and celebrate the Coronation of HM The King and HM The Queen Consort with a Coronation Big Lunch in their communities.

Following tremendous support in 2022 for the Platinum Jubilee, please enable as many residents as

possible to join the celebrations by:

Spreading the word about the Coronation Big Lunch and how to get involved. Residents can sign up for free Coronation Big Lunch resources.

Reducing red tape for road closures, and make them free where possible Organising a public Coronation Big Lunch to bring people together

The Big Lunch: If anyone is looking for more information on the Big Lunch, it can be found at <https://www.edenprojectcommunities.com/the-big-lunch/councils>. They also have a map of Big Lunch events which can be found at <https://www.edenprojectcommunities.com/pop-your-big-lunch-on-the-map>. Any streets, schools, groups and communities that take part could also be in with a chance of winning a Community Garden specially designed and planted by Eden Project, as well as £2,500 towards their next project and a Big Lunch hamper. Three runners up will also win £1000 to make community projects happen locally: https://www.edenprojectcommunities.com/coronation-communities?utm_source=EPHomepage&utm_medium=webbanner&utm_campaign=big_lunch23

Tourism Activity Update – Attached is a PDF which gives an indication of the recent activity that the Tourism Team have been undertaking to promote the District. Tourism is important to the District for the revenue it brings into businesses and others within the District and the employment opportunities the tourism sector offers.

New Concessions – From Saturday 1st April 2023 there is an ice cream van operating in Riverside Park weekends, school holidays & Bank Holidays. It should be sited adjacent to the Beacon on the grass, not on the seawall itself. Also, from 1st April 2023 there is a photographer starting to sell his photos in Promenade Park and he is sited between Rossi & the top kiosk (weather permitting).

The beach huts in Promenade Park area also officially open for weekends only at the moment from Saturday, 1st April 2023.

Best Growth Hub Temporary Closure - South East Local Enterprise Partnership (SELEP) have advised that owing to delays in funding confirmation from Government, the Business Essex, Southend and Thurrock Growth Hub service (BEST) will close for a temporary period from 1st April 2023. BEST Growth Hub provides business support and navigation covers Greater Essex. BEST has historically been the first point of referral for local businesses seeking support. Although the number of Maldon District businesses accessing their services has always been relatively low. BEST and Maldon District

Council's websites will be updated from next week to reflect this change. Backing Essex Businesses, who are funded by ECC, will take over as the primary referral route for business support.

Essex Rural Partnership – Please see the latest bulletin

Essex Library of Things- Let's Get Active: Libraries- Let's get Active announced that on Saturday 1 April there was the launch of a borrowing scheme for family sport and games equipment. Essex Library of Things: Let's Get Active is a list of free items that you can borrow from the library and use at home. You can pick them up from your local library and borrow them for up to a week at a time (and renew them provided no-one else has reserved them).

You can find out more about the Library of Things: Let's Get Active!

From the relevant web site.

Helping keep women and girls safe on the streets: Essex Residents could become an 'Active Bystander' by taking part in a new initiative that aims to address sexual harassment and inappropriate behaviour towards women and girls. Anyone in the county can sign up to take part in 45-minute online module. Residents will gain a better understanding of what to do if they see inappropriate or threatening behaviour, with advice on how to tackle it in a safe way. Supporting careers in Health & Social Care
Essex County Council's Adult and Community Learning (ACL) service has announced the extension of its Nightingale Care Bursary. The bursary helps people in health and social care jobs access courses and qualifications for free.

So, whether you're looking to start a new and fulfilling career in care or want to upskill - ACL can support you. If you're a health and care provider, you can also access the bursary to support staff training and development opportunities. Access the relevant web site for details.

Essex Climate Action: Many areas in Essex are at risk of flooding when it rains heavily. Surface water flooding happens when rain from major storms overwhelms local drainage systems and cannot soak into the ground, lying or flowing over the ground instead. This can be prevented through appropriate front garden design. Watch the video on the Essex Flood and Water Management Facebook page to learn how you can reduce your garden's flood risk and how you can be the winner of £250 worth of Royal Horticultural Society vouchers.

Wasting food at home feeds climate change - If food is thrown away in general rubbish, it'll likely end up in landfill. Here, rotting food emits methane, a potent greenhouse gas. If global food waste was a country, it would be the third highest emitter of greenhouse gases behind the US and China.

At Love Essex, it is helping residents with easy tips to prevent food from going to waste – and

encouraging them to take the Essex Food Waste Pledge.

Every month this year, Love Essex will set a new food waste challenge. Residents who complete challenges (and sign the pledge) have the chance to win £60 in supermarket vouchers. This is the amount of money that the average Essex household wastes every month by throwing away food that could have been eaten. The video and how to take the pledge can be found on its (Love Essex) web site.

Solar Together Essex registration extended - Over 6,600 Essex residents have signed up for Solar Together Essex, a group buying scheme for solar panels and battery storage. It is the fourth time that Essex County Council has run the scheme and the most successful to date.

By using the buying power of the group, residents can expect a competitive price compared to the open market. This year's applicants will receive an average discount of 32% based on an installation of 12 panels.

Applicants will have until 21 April 2023 to make a decision. If they decide to proceed, once the details are passed to the installer, then a date will be set for a technical survey.

Owing to the popularity of this year's scheme, the closing date will be extended until 21 April 2023 to allow any new applicants to join the group and benefit from the discounted rates.

Essex County Council's Environment and Climate Action team - will this year be participating in a range of events. If you would like to learn more about what we can all do to reduce our carbon footprint, you can join the team at one of the following events.

If you're a business, there is The Big Green Business Expo on Thursday, 20 April, where core businesses will teach you how to make your company more sustainable.

The Essex Business Partnership is hosting their annual Business Show on Tuesday, 23 May. The event will be full of exciting speakers, business-related exhibition stands, and it will provide the opportunity to network with other local businesses.

There is the Essex Green Weekend in Othona at Bradwell on Sea. The event will take place between Friday, 28 April and Monday, 1 May. You can enjoy a weekend out in fresh air, whilst also learning more about what climate actions you can take at home to reduce your carbon footprint.

061/2023 Public Participation Session with Respect to items on the agenda

a) St. Lawrence Residents Association report from the Chairman of the RA.

A total maximum time of 20 minutes is allowed for all public participation sessions

b) Costing and a detailed Risk Assessment for Firework event

No report was given

c) Update on the King's Coronation event in the village

The event is being organised and is well in hand. See SLPC Facebook for further information
Cllr R. Millett proposed that SLPC pay for the Banner (cost about £35 +VAT). Cllr A. Gardner seconded.
All Agreed

d) Update on Parish Newsletter – Cllr A. Gardner

The newsletter has been published. The cost has been covered by The Dairy

e) TruCam location/s update – Parish Clerk

The Parish Clerk informed the meeting that all suggested locations for the TruCam was still at MDC being investigated.

Representative Reports

f) Greening of the village – To receive a written report from Cllr C. Thorne

The weather as we all know has been extremely wet and has hampered our weeding efforts; hopefully this will soon be completed.

The St Lawrence WI has asked if they could supply and plant another tree in Jubilee Field, to celebrate the forthcoming Kings Coronation. I have taken the liberty of saying yes, and have suggested that it is planted in between the 2 existing commemorative trees (I hope that everyone is in agreement with this). The tree that was planted earlier in the year as part of the Queens green canopy campaign is standing up to the weather as is the one recently planted by the St Lawrence WI.

Now that the new sign board for the car park has been installed I think that it would be nice to clear and plant up the area in front of it, we had the hedge cut back last year and managed to plant in some roses that have survived the summer drought (with the aid of some watering by the team), this has obviously been hampered by the weather.

g) Asset Management report – To receive a written update report from Cllr C. Thorne

Play equipment: 26-04-23: The general state of condition is good, although the play bark is showing signs of settlement and will require topping up in the not too distant future

Toddler Multiplay equipment. 26/10/22: Please see attached documents. 23-01-23: We are now in possession of estimates from 2 suppliers for this equipment. **26-04-23:** We now need to **build up the**

funds to allow us to replace this item of equipment and the play Bark. Are there any grants available for this? **PLAY AREA:** There are several sections of Arris temporary fencing that are stored adjacent to the Portacabin, these are large items of fence that always present a safety issue as far as falling/toppling onto people is a possibility. It is recommended that these are sold off and cleared from site, to make the area safe and clear.

Play Area Gate:26-04-23: Is binding in its frame at times due to exceptionally wet weather.

Jubilee Field: 26-04-23: The main entrance gate to the field has been damaged by the high winds and that the bolt retaining hole in the ground gets full of stones which inhibits its locking operation. Can I suggest that we fit an easy clean bolt socket that would hopefully solve the problem as long as the **people that open the large gate ensure the bolt socket is kept clear of stones?**

Basketball equipment: 23-01-23: We now have 2 estimates for new equipment. **26-04-23:** As before

Portacabin in Play area: It is in a poor state of repair in some aspects. 22-02-23: We have instructed Messrs. A Lipscombe to proceed with these works, as soon as is practicable. **26-04-23:** The start of the repair work has been delayed by the very wet weather, but it is now under way.

Key Holders: Marian Gibson, Chris Thorne, Rosemary Millet

Car park: 26-04-23: is in a sound condition.

Signage: 26-04-23: The new sign to Jubilee Field Car Park is still looking smart, and I would once again like to give our thanks to Mr Jez Mc Coy of Planet Graphics who carried out the Art work and installation of said art work totally free of charge.

Hedges: 26/10/22: As agreed at the last meeting, R Garwood has been instructed to reduce the height of the hedge adjacent to the play area/ village hall. **14-12-2022:** This work has now been carried out. **26-04-23:** As before

River Viewing Shelter: 26/10/22: This requires Re Decoration. We have been supplied with a professional Specification by Dulux Trade. **We require the nomination of contractors to obtain prices, can we have some recommendations please,** and perhaps put out on our Facebook page that contractors are required to price this item. **14-12-2022:** We have received some feedback from our Facebook page, but to date NO enquires from Decorating contractors. These contractors are required as a matter of some urgency so that we can form our budget costings. **26-04-23: As before. Is it possible to post this on Facebook again?**

Dog Bins: 26/10/22: It was suggested at the last meeting to move the lower Dog bin in the jubilee field and place it nearer to the main gate, is this agreeable? If so, we will obtain a costing. **23-11-2022:** This is ongoing. We have also been asked to contact Gerry Lewsey regarding the Dog Bin situation in Seaway, hopefully to get agreement on the siting of the previously requested and purchased, new bin. **14-12-2022:** I have spoken to Gerry Lewsey, but he is NOT aware on any agreement on residents on this matter. **26-04-23:** We are waiting on further clarification on this item from local residents in that road.

CCTV Equipment: H & D security have been called in to adjust the angle of the camera and to look at the reason for fogging of the image on screen. The seal to the camera is apparently failing and will require replacement; a Costing for this will follow in due course. **22-02-23:** Although the mast that supports the camera and light may not meet safe access requirements by ladder. It does appear to be structurally sound. Therefore I suggest that we need to look at other means of accessing the camera and light, maybe H & D and A J lighting utilising joint access platforms/maintenance times. **26-04-23:** As before Key Holders: CCTV Room- Marian Gibson, Christopher Thorne, and Rosemary Millet.

CCTV Cabinet- Marian Gibson, Rosemary Millet, Christopher Thorne

Table Tennis Table (external by Water sports Club): This is in a sound condition.

Goal Posts: These are in a reasonable state of repair.

Field gates main entrance to Jubilee Field: 26-04-23: Please see Jubilee Field section.

Village Sign adjacent to Bradwell road: Is in sound condition.

SLPC display Notice board (opposite Stone Pub): Is in sound condition

SLPC display Notice board (by Dairy Stores): Is in a sound condition. **23-01-23:** It has been reported that it is difficult to access this board, some of the time. **26-04-23:** As before.

New equipment for older children: Please see Estimate from Playdale, and Zip wire costing Via John Pollock. **26-04-23:** As Before

Disability Access: This is an area that I feel we will have to have a closer look at in the near future, especially the entrance gate to Jubilee Field. **26/10/22:** Play area gate has been attended too.

Single bar play equipment: We have accepted an estimate from Richard Garwood & Sons to have the hollow in the ground levelled and seeded. And they are supplying a section of rubber stabilizing matt Free of Charge. This will make a **saving** of approximately £200.00. **26-04-23:** This work has now been carried out.

Following item 061/2023 there is no more public participation in the Council meeting

062/2023 Elections 2023 update – Parish Clerk. The Parish Clerk updated the meeting on the 2023 Elections by saying that 5 Councillors had been elected in an Uncontested Election. The Parish Clerk also stated that the Co-Option process to fill the 2 vacancies can take place after 9th. May 2023. Advertising of these positions will be done via the website, Facebook and Notice Boards.

063/2023 Planning Application/s. No further planning applications have been received

064/2023 Planning decision/s made by MDC affecting St. Lawrence
HOUSE/MAL/23/00074 - Cornerstone Moorhen Avenue St Lawrence Essex
 Proposed part garage conversion. **APPROVE** subject to conditions

065/2023 Planning Appeal/s made affecting St. Lawrence. No appeals have been submitted

066/20232 Finance

- a. To receive the Bank reconciliations as at 31st. March 2023
 Councillors noted the Bank reconciliations as at 31st. March 2023
- b. To receive the comparison of Actual to Budgeted for 2022/23 and 2023/2024
 Councillors noted the comparison of Actual to Budgeted for 2022/23 and 2023/2024
- c. To approve the payment of Accounts for April 2023 and to agree a transfer of funds to meet the Parish Council financial requirements. **All Agreed**
- d. SLPC website – The Clerk to update Councillors on the new website at

<https://e-voice.org.uk/stlawrenceparishcouncil/>

The Parish Clerk informed the meeting of the NEW SLPC website and gave out the website address

- e. To discuss adding another Councillor/s as signatories for Unity Trust Bank
 The RFO recommended to Council to add 2 further Councillors as signatories to the Unity Trust Bank. Cllr M. Gibson proposed Cllrs R. Millett and J. Pollock to be added to the signatories. Cllr C. Thorne seconded. **All Agreed**

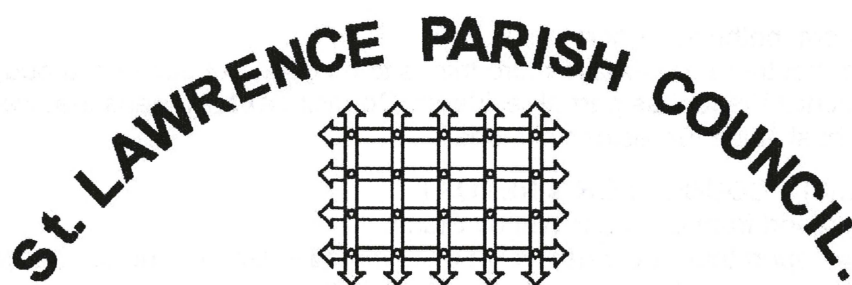
067/2023 Councillors to list any defective streetlights with location/s in the village
 No defective streetlights have been reported

068/2023 Items for Next Agenda

069/2023 Next meeting will be held on 17th. May 2023 at 7pm in the village hall

070/2023 Closure of the Meeting
 To close the Meeting having considered and determined all items of business.

The Chairman then closed the meeting at 8pm and thanked everyone for attending.



Minutes of the Annual Parish Meeting held on Wednesday 26th. April 2023 at 7pm in the Village Hall.

Present: Cllrs M. Gibson (Chairman), A. Gardner, R. Millett, J. Pollock, C. Thorne, MDC Cllr P. Channer and Kevin B. Money (Clerk to Parish Council). There were also 2 members of the public present.

1. **WELCOME.** The Chairman welcomed everyone to the meeting
2. **APOLOGIES FOR ABSENCE** were received from ECC Cllr W. Stamp and MDC Cllr M. Helm
3. **2022-23 CHAIRMAN'S REPORT**

I would like to start by thanking our outgoing District Councillors, Penny Channer and Michael Helm for the work they have done on behalf of St Lawrence over many years and wish them both a happy retirement.

I would also like to thank our clerk, Kevin Money for the constant support and advice he gives the Council as well as my fellow Councillors for their work throughout the year.

2022/23 saw the Jubilee celebrations with an enormous crowd turning up to see the beacon lit and lots of people on the Field for the celebrations there. Members of the Residents' Association did most of the organising the event on the field, with assistance from the WI and the Parish Council. The Residents' Association also organised a number of other events during the year including a public screening of the funeral of the Queen at the Church Centre.

2023/24 sees the celebrations around the Coronation and Gilly Terkelsen has stepped up as lead to organise this event.

Hopefully we will have a year when weather conditions enable projects to be completed as the extremes of 2022/23 made work difficult to say the least. The Jubilee Field has varied from rock hard and brown – other than a green patch where a burst water main irrigated it beautifully, then heavy rainfall and icy conditions, when the bottom end of the field resembled a skating rink. Then it has been back to rain with the field so wet it has been unusable. And the net effect has been that works have all been delayed. However, we have a number of proposals for new and replacement play equipment and quotations have been received. Now we need to try to find some grant funding to help us to improve the facilities. Maintenance projects are put out to tender – but it is not easy to get more than one quotation, and sometimes we struggle to get just one.

The routine maintenance jobs - grass and hedge cutting, maintaining street lights along most of Main Road and administration costs including insurance on the parish's assets have continued throughout. The defibrillators by the Sailing Club, the Church Centre and the Village Hall are maintained by the Parish Council and are checked every month. Pads and batteries have to be replaced from time to time. If the machine is used we get a message telling us we need to check its status.

The Greening the Village project is ongoing. The trees planted in 2022 have miraculously survived, thanks largely to the watering team during dry spells, and more will be planted. The area at the entrance to the Jubilee Field car park by the new notice board is the next target. The hedges around the Jubilee Field and along Main Road have had a big cut back. They did look a bit sparse initially but now new growth has come though they look much better.

The damage to the seawall immediately to the west of the village was repaired during Spring last year but there is now another area that needs repairing. We have been assured by the Environment Agency that the work is in the budget for 2023/24 but have no more detail at this point in time.

The Parish Council have budgeted for speed checks to be done in the village during the 2023 /24 year.

The Parish Council is only seven strong, when all positions are filled. Our clerk, Kevin Money works very part time keeping us within the confines of the law but we are here on the ground. We are volunteers. We are all happy to do what we can to help but have to refer things on as we have no remit to sort so many of the issues – and then hope that the authorities actually realise where St Lawrence is! But this an area where all residents can help by actually reporting issues to the relevant authority. If there are

Signed

Marian Gibson – Chairman of SLPC

17th. May 2023

parking issues, report them, potholes, report them.

We are of course aware that there are always more things to be done but our limited budget – which comes by way of the Council Precept as part of residents' Council Tax bill means that we always have to prioritise in order to get best value for residents' money.

4. ESSEX COUNTY COUNCILLOR'S REPORT

To receive a report from ECC Cllr Wendy Stamp

I am finalising my annual report that would normally be submitted in time for the annual parish meeting. I am concerned that some of the meetings are scheduled within the pre-election period and the contents of my report may be challenged under this period. I have also taken guidance.

I considered submitting the good positive news only but that would totally unbalance the context of the whole report.

Based on the above, can I ask that you schedule my report for a later meeting and explain at the annual meeting why the report will be later this time.

5. MALDON DISTRICT COUNCILLOR'S REPORT

To receive a report from MDC Cllr Penny Channer

The year 2021/22 had been a challenging one for Maldon District Council both financially and operationally. The Council looked forward to 2022/2023 being a year of consolidation following all the efforts applied during the main Covid pandemic and the start of recovery from it. The municipal year of 2022/3 needing to be a year of consolidation, building on the strategic priorities which had been embedded within its recently published Commercial Strategy, Climate Action Strategy and the emerging partnership of One Maldon District developed with a view to bring together key partners across the District to address the strategic issues around health, economy and community safety and support that affect us all. The strategies and One Maldon District are further mentioned below. However, this past year 2022/23 the council's challenges centred very much on the cost of living. The financial year of 2022/3 will be remembered first and foremost for the cost-of-living crisis that the country has faced. Like all individuals, businesses, other establishments and public services the Council has been impacted by the increased costs, which put pressure on the Council budget, and will also impact on future years. That has however not stopped the Council from continuing to deliver on the programme of planned work focussing on what it needed to be doing and seeking opportunities that will benefit the district and residents. The Council adopted the understanding that in times of austerity, simply everything cannot be delayed due lack of funds. It was important that the Council's approaches, behaviours, and governance acted as positive enablers and not as barriers that prevented the Council from doing the right thing. It is easy to forget and recognise looking back that the Council does things now for less money, with better outcomes. The past year has not been an easy one but it has sharpened the thinking of the Council. The Council had to continue to prioritise its resources, work in partnership where possible and invested time and effort in areas that fulfilled core services, while applying the need to help support its residents and communities to improve quality of life and increase social value and support them with the increased cost of living that all are experiencing, including the Council.

The Council remained committed to adding value ensuring that its core services were and still are being delivered effectively and efficiently while focussing on its finances and the need to deliver a balanced budget. Through services being delivered effectively and efficiently and complementing the wider initiatives and partnership working. This year demonstrates the Council took a co-ordinated approach to the Cost-of-Living Crisis including supporting partnership actions and with the effective management of cost-of-living grants and support to individuals through its Revenues and Benefits Team. The Council continued to seek opportunities with other authorities to identify where services could be shared and will continue to do so, something that is becoming common practice for all financially pressured local authorities. In March 2022 the Council published its Commercial Strategy, which is essential to its financial sustainability in the long term. This strategy and commercial thinking are vital to generate income from the Council's assets and estate and to realise the projects in its commercial pipeline. As well as bringing forward commercial projects, one of the key aims of the approved commercial strategy is to 'Be more commercial in the Council's approach across all viable activities'. Through the Council's new updated Corporate Strategy, it is important to see the same approach to quality of life and social value, in that the Council looks at how it achieves them through the way in which it delivers its services, and that the authority is taking the opportunity to build social value into everything it does. The Corporate Plan has been built on the evidence base presented so ensuring the Council has a Corporate Plan based on clear evidence, with clear priorities underpinned by clear guiding principles and a defined Golden Thread which will steer the Council over coming years and enable the budget challenges of future years to be addressed through a clear process of service planning to match resources to priorities.

Signed

Marian Gibson – Chairman of SLPC

17th. May 2023

It is this evidence based, strategic prioritisation of outcomes and allocation of resources accordingly that will enable the Council to navigate the future successfully, not from unevidenced motions rather than sound evidence. The Council's new Corporate Plan puts Quality of Life at the heart of everything the Council does. The Council's vision is to be a sustainable council, promoting growth and investment at every opportunity. To support the districts communities through excellent partnership working and to maintain and improve quality of life. The six priorities for the Council will be: • Supporting our communities • Enhancing and connecting our place • Helping the economy to thrive • Smarter finances • A greener future • Provide good quality services. As well as setting out within the document how the Council will deliver each of these priorities, the whole plan is underpinned by the Council's ways of working.

The Council is committed to running a local authority that puts residents first, is a great place to work, providing quality services whilst working in partnership to support communities. To deliver this plan, the Council will build on good practice and continue to: • Focus on the needs of our residents • Make best use of resources • Adopt modern and efficient ways of working • Be digitally efficient • Deliver commercial projects and be commercially focused • Strengthen our partnership working to benefit the district • Strive to be modern and innovative • Champion the Council's Core Values as they set its culture and behaviours and support the welfare of its Staff and Councillors • As a smaller local authority in the county, we will lobby for infrastructure and state our case • Bid for funding

• Be more visible and promote the good work we do. This Plan is a clear, robust, and evidence-based document that sets out what the Council will do, how it will do it and how it will measure success and it also sets out the process through which the Council will allocate its resources. As such it provides a blueprint for the ongoing success of the Council. A good example of how the Council ensures that it maximises the health and wellbeing outcomes is from its leisure contracts. As well as ensuring value for money, the Council wants to ensure that they are accessible to all of our residents and enable health benefits that will contribute to the wellbeing of the whole community. The pandemic's impacts placed, as does the legacy of them, a tremendous strain on the NHS and the Council must help to prevent additional burden on the NHS and enable residents to live healthier, more active lives. In March 2022, the launch and first meeting of the new 'One Maldon District' Group took place. Residents' health and wellbeing is influenced by a range of factors, including access to housing, employment, education, exercise and living in a safe community. One Maldon District, a partnership, brings together key strategic Partners across the District, encompassing the public, private and voluntary sectors with agencies such as the police, NHS, schools, and Maldon District Council, alongside businesses and voluntary groups looking at how, collectively, they can improve the health and wellbeing of the District. Through this group the Council wants to build on the learning and partnership working with others developed through the Districts covid response. So, the past year has seen the successful development and delivery of the One Maldon District Partnership. The partnership has played a key role in the development of the Councils UK Shared Prosperity Fund programme and has focused partnership working in addressing the impact of the cost-of-living crisis on Maldon District Residents.

The One Maldon District Community Services guide has recently been featured by the Local Government Association as national best practice, alongside the innovative Storage Centre for Household Essentials, which was developed as a community resource. The Community guide provides key information and support on health and wellbeing, energy saving tips, financial support and community groups that can help residents across the District. The work of the Partnership is developing, and its emerging Plan includes priorities including, Health and wellbeing, focussing on obesity, mental health and addressing the suicide rate in the District. These issues as embedded in the Council's Corporate Plan are vital to the overall wellbeing of the District's communities and it is through this partnership working, addressing the wider determinants of health such as Housing, economic opportunities, and community safety that we will address many of the issues and priorities within the Corporate Plan. Partnership working is enshrined in that document and One Maldon District is the primary partnership for the District. A Council priority was work on funding bids and investment plans in respect of Levelling Up and the UK Shared Prosperity Fund (UKSPF). All funding successfully secured for the District is going to help bring forward exciting projects that achieve outcomes for our people, place, and communities. The Council's share of the UKSPF is approximately £1m over three years and will enable delivery of the projects the Council put forward in its investment plan to Government and which Government gave agreement to. The Council has also been allocated approx. £430,000 in respect of the Rural England Prosperity Fund and recently was advised its submission has been approved. The Council's Climate Action Strategy, Our Home, Our Future continues to deliver activities against its pledges and officers worked with Essex County Council to develop a transport strategy. The new Climate Action Officer started with the authority at the end of August and the officer is engaging with

Signed

Marian Gibson – Chairman of SLPC

17th. May 2023

communities and other bodies to enable further positive change. The District is open again for tourism and inward investment, both of which were impacted by the pandemic. The Council must ensure it helps to promote the District and will be doing this through working with partners at Essex County Council through the Promoting Essex project and through the launch of its Investment Prospectus. The Splash Park opened again in the summer of 2022 this summer, delivered through the authority's latest contracts with Places Leisure and Amphora. We mustn't forget however that a lot of time and effort still goes into event planning and delivery. To avoid becoming victims of our own success and to support this, I expect to see an events and concessions strategy come forward in the autumn. During the year work on updating the Council's Customer Engagement Strategy has been taking place. There have been great strides in developing improved online access to the authority's services and support, and we've had good feedback on how accessible our online services are. Even so, the council is ensuring that the new Customer Engagement Strategy takes an Equality led approach to ensure that all members of the community have a route to contacting us and accessing our services that is appropriate to them and their needs. Currently if an in-person appointment is required this can be arranged at our reception desk and will be offered between 9am and 4pm Monday-Friday. The Local Development Plan Review which commenced in 2021 continued/progressed during 2022/2023 with the Council formally reviewing the comments and opinions people kindly gave in response to the Issues and Options Document consultation. The Council appreciates the time invested by residents, businesses, and communities to make responses and it will consider this feedback when reviewing the LDP, as well as how it can ensure the council meets its legal and national policy obligations. The Council has engaged when/where appropriate, in opportunities to support climate action, recover and boost our economy, build the capacity and resilience of our communities. However, challenges remain for the Council and it must continue to look and work with its partners in areas like:

Economic and cultural renewal; following the pandemic and development of jobs that underpin our wellbeing (ii) Equality of opportunity; through connectivity infrastructure, public transport, access to education and skills, that will maximise potential and supporting our young people in getting the best start in life. (iii) Tackling social challenges, social isolation, physical and mental well-being, access to health and care and pockets of deprivation. The Levelling Up White Paper and subsequent Bill presents an opportunity to reset the relationship between central and local government and put councils at the heart of delivering the Government's ambitious programme to improve opportunities in all parts of the country. The Council is already playing an active role in the North Essex Economic Board. Together with 5 other North Essex authorities, the Board is responsible for driving and delivering growth to a population of 835,000 and 41,000 businesses. Through engagement at the appropriate level of Officers and Members of all Essex Councils discussions about Levelling Up and devolution, via working groups, explored the potential opportunities that devolution could offer in terms of improving outcomes for residents and businesses. The Council approved a re-organisation of its Service Delivery Directorate to improve efficiency in the use of resources and to re-align our structure into a more cohesive operational approach. Also, the Council recently endorsed the Memorandum of Understanding for the establishment of the North Essex Association of Councils. This initiative will bring together the Councils across the North half of Essex to work more closely, look at potential for greater strategic alignment and coordination on the key challenges that councils face around, housing, climate, and economic growth. It will also explore, at pace the opportunities for shared services to increase the capacity and resilience of all the partner organisations. The Council's budget was developed through a collegiate and inclusive approach, encompassing, officers and Members and utilising the Finance Working Group, Strategy and Resources Committee and member budget briefings. The approach taken was to develop a balanced budget that protects services, whilst also seeking savings and efficiencies. Some of the savings included: • Increased income from Council assets. • Increased income from recycling. • A reduction in staffing numbers where efficiencies have been realised. The Council is also using its reserves to maintain vital services to the public in the face of the cost-of-living crises and allow a proper and strategic review of budgets during the 23/24 financial year. Utilisation of reserves was fully justified as they have been built up over recent years and which belong to the local community as well as the Council and which now protect services for residents in these hard-pressed times. The budget also included investment in public assets such as new play equipment.

The Council tax increase agreed by Council was well below inflation and equates to an additional 12p a week/£6-36p a year for a Band D property. It was part of an overall strategy that the budget avoided rash service cuts and salami slicing of budgets. The Council's budget, alongside the structural changes agreed for the Service Delivery Directorate, protects services, and builds resilience. For the coming financial year 23/24 the budget brings stability and resilience. The Council has achieved a lot in the last two years even though gripped for much of those in the restrictions and impacts of the pandemic. This

report informs what it has done in the last year. It continues to go forward positively with ambition and with intent on collaborative working to enable delivery of the best outcomes for the Districts communities.

6. PUBLIC FORUM

Local government electors, included on the current electoral roll in the parish of St. Lawrence, may ask questions of the Council, which will usually be answered by the Chairman, the Clerk to the Council, or a designated Councillor. It is sometimes helpful to let the Clerk have prior notice of any matters you may wish to raise.

No questions from the public

7. CLOSURE OF THE MEETING

To close the Meeting at the conclusion of all business.

The Chairman then closed the meeting at 7.20pm and thanked everyone for attending.

Signed

Marian Gibson – Chairman of SLPC

17th. May 2023

SLPC Meeting 17 th May 2023

Greening the Village

We have been able to complete approximately 90 % of the weeding, with the remainder adjacent to the Car Park sign board. The roses that were planted in this area have started to bloom and should in the future give a nice display, I have planted some Day lilies in this section of ground that were split from some in my garden and we intend to purchase some suitable plants to bulk up this area.

We erected some bunting on the dinghy for the Kings coronation, which has now been removed.

Chris Thorne

SLPC Meeting, 17 th May, 2023

Asset Management:

This is a new description for items of equipment that comes under the control of SLPC, our aim is to record the conditions and state of repair for all Play equipment, Buildings, Fences, Signs, Green keeping and all associated items. This list will be updated on a monthly basis as to the current state of condition. This list will now require to be referred back to October 2022 for comparison. This is to reduce the amount of paperwork that is produced.

1. **Play equipment: 17-05-23:** The general state of condition is good, although the play bark is showing signs of settlement and will require topping up in the not too distant future
2. **Toddler Multiplay equipment.** 26/10/22: Please see attached documents. 23-01-23: We are now in possession of estimates from 2 suppliers for this equipment. **17-05-23:** We now need to **build up the funds to allow** us to replace this item of equipment and the play Bark. Are there any grants available for this? **This is now becoming a priority due to the time span and upcoming inspection. PLAY AREA:** There are several sections of Arris temporary fencing that are stored adjacent to the Portacabin, these are large items of fence that always present a safety issue as far as falling/toppling onto people is a possibility. It is recommended that these are sold off and cleared from site, to make the area safe and clear. **17-05-23:** This was agreed at the last meeting.
3. **Play Area Gate:26-04-23:** Is binding in its frame at times due to exceptionally wet weather.
4. **Jubilee Field: 26-04-23:** The main entrance gate to the field has been damaged by the high winds and that the bolt retaining hole in the ground gets full of stones which inhibits its locking operation. Can I suggest that we fit an easy clean bolt socket that would hopefully solve the problem as long as the **people that open the large gate ensure the bolt socket is kept clear of stones?** **17-05-23:** I am trying to source this bolt socket.
5. **Basketball equipment:** 23-01-23: We now have 2 estimates for new equipment. **17-05-23:** As before
6. **Portacabin in Play area:** It is in a poor state of repair in some aspects. 22-02-23: We have instructed Messrs. A Lipscombe to proceed with these works, as soon as is practicable. **17-05-23:** These works have now commenced, but are being hampered by the poor weather. A new dead lock has been fitted to the external door and the door metal facing has been reinforced with some through bolts.

Key Holders: Marian Gibson, Chris Thorne, Rosemary Millet

7. **Car park: 26-04-23:** is in a sound condition.
8. **Signage: 17-05-23:**The new sign to Jubilee Field Car Park is still looking smart, and I would once again like to give our thanks to Mr Jez Mc Coy of Planet Graphics who carried out the Art work and installation of said art work totally free of charge.

9. **Hedges:** 26/10/22: As agreed at the last meeting, R Garwood has been instructed to reduce the height of the hedge adjacent to the play area/ village hall.
14-12-2022: This work has now been carried out. **17-05-23:** As before
10. **River Viewing Shelter:** 26/10/22: This requires Re Decoration. We have been supplied with a professional Specification by Dulux Trade. **We require the nomination of contractors to obtain prices, can we have some recommendations please,** and perhaps put out on our Facebook page that contractors are required to price this item. 14-12-2022; We have received some feedback from our Facebook page, but to date NO enquires from Decorating contractors. These contractors are required as a matter of some urgency so that we can form our budget costings. **17-05-23: As before. Is it possible to post this on Facebook again?**
11. **Dog Bins:** 26/10/22: It was suggested at the last meeting to move the lower Dog bin in the jubilee field and place it nearer to the main gate, is this agreeable? If so, we will obtain a costing. 23-11-2022: This is ongoing. We have also been asked to contact Gerry Lewsey regarding the Dog Bin situation in Seaway , hopefully to get agreement on the siting of the previously requested and purchased, new bin. 14-12-2022; I have spoken to Gerry Lewsey, but he is NOT aware on any agreement on residents on this matter. **26-04-23;** We are waiting on further clarification on this item from local residents in that road.
12. **CCTV Equipment:** H & D security have been called in to adjust the angle of the camera and to look at the reason for fogging of the image on screen. The seal to the camera is apparently failing and will require replacement; a Costing for this will follow in due course. 22-02-23: Although the mast that supports the camera and light may not meet safe access requirements by ladder. It does appear to be structurally sound. Therefore I suggest that we need to look at other means of accessing the camera and light, maybe H & D and A J lighting utilising joint access platforms/maintenance times. **17-05-23:** As before
Key Holders: CCTV Room- Marian Gibson, Christopher Thorne, and Rosemary Millet.
CCTV Cabinet- Marian Gibson. Rosemary Millet, Christopher Thorne
13. **Table Tennis Table (external by Water sports Club):** This is in a sound condition. **17-05-23:** Several of the bricks to the steps from the road are loose and require repair, as does some cracking to the floor in this area. We have asked for quotations for these works.
14. **Goal Posts:** These are in a reasonable state of repair.
15. **Field gates main entrance to Jubilee Field:** **17-05-23** Please see Jubilee Field section.
16. **Village Sign adjacent to Bradwell road:** Is in sound condition.
17. **SLPC display Notice board (opposite Stone Pub):** Is in sound condition
18. **SLPC display Notice board (by Dairy Stores):** Is in a sound condition. 23-01-23; It has been reported that it is difficult to access this board, some of the time. **17-05-23:** As before.
19. **New equipment for older children:** Please see Estimate from Playdale, and Zip wire costing Via John Pollock. **17-05-23-23:** As Before
20. **Disability Access:** This is an area that I feel we will have to have a closer look at in the near future, especially the entrance gate to Jubilee Field.
26/10/22: Play area gate has been attended too. **17-05-23:** As before
21. **Single bar play equipment:** We have accepted an estimate from Richard Garwood & Sons to have the hollow in the ground levelled and seeded. And they are supplying a section of rubber stabilizing matt Free of Charge. This will make a **saving** of approximately £200.00.
17-05-23: This work has now been carried out.
22. **Other items of note/concern:**

MICHAEL J. LAWSON

45 Heycroft Way

Tiptree

Essex

CO2 9QB

Email: michaeljlawson1952@gmail.com

ST. LAWRENCE PARISH COUNCIL INTERNAL AUDIT 2022/2023

Once again, with the full use of internet banking the security of the finances has been robust.

Full details were provided at each Meeting and these match the records now reviewed.

Meetings of the Parish Council were held at reasonable intervals through the year. These were open to the public and correctly publicised. Parish Councillors raised sound questions, reviewed the Budget regularly and thoroughly examined the Precept.

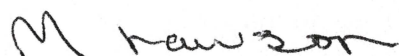
All expenses were confirmed by appropriate paper invoices.

Income matched that expected including the mooring fees.

The records are well kept, meticulously recorded and neatly stored so it is easy to follow the accounting trail.

Therefore, I recommended that the Accounts for the Year Ending 31st March 2023 be based on the figures recorded.

Signed:



Name: Michael J. Lawson

Date: 14th. April 2023

Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2022/23

ST. LAWRENCE PARISH COUNCIL

<https://e-voice.org.uk/stlawrenceparishcouncil> WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			N/A
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			N/A

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

14/04/2023

MICHAEL LAWSON

Signature of person who carried out the internal audit

M Lawson

Date

14/04/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

ST. LAWRENCE PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed			‘Yes’ means that this authority:
	Yes	No		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
			✓	

***Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

17/05/2023

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

<https://e-voice.org.uk/stlawrenceparishcouncil> THE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for

ST. LAWRENCE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	42,092	40,932	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	24,570	26,763	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	8,189	5,579	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	6,290	6,502	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	27,629	20,075	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	40,932	46,698	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	40,932	46,698	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	132,890	132,890	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

17/05/2023

I confirm that these Accounting Statements were approved by this authority on this date:

17/05/2023

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

ST. LAWRENCE PARISH COUNCIL

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 2023; 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 2022/23

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return 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. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2022/23

We certify/do not 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 2023.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Explanation of variances – pro forma

Name of smaller authority: St. Lawrence Parish Council
County area (local councils and parish meetings only): Maldon, Essex

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- New from 2020/21 onwards: variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2021/22 £	2022/23 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	42,082	40,932					
2 Precept or Rates and Levies	24,570	26,763	2,193	8.93%	NO		
3 Total Other Receipts	8,189	5,579	-2,610	31.87%	YES		Only 1 payment of Mooring fees in 2022/2023 of £2610
4 Staff Costs	6,290	6,502	212	3.37%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	27,629	20,075	-7,554	27.34%	YES		Play equipment bought in 2021/2022 of £2486. New fencing in 2021/2022 of £2490 . Additional mooring fee of £2578 in 2021/2022
7 Balances Carried Forward	40,932	46,697			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	40,932	46,698				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	132,890	132,890	0	0.00%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Bank reconciliation – example

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed "Year ending 31 March 2023" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis

Name of smaller authority: St. Lawrence Parish Council

County area (local councils and parish meetings only): Maldon - Essex County

Financial year ending 31 March 20xx

Prepared by (Name and Role):

Kevin B. Money Clerk/ RFO

Date:

14/04/2023

	£	£
Balance per bank statements as at 31/3/xx:		
e.g Current Account	43,563.55	
EMR account	3,133.97	
	<hr/>	46,697.52
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/23 (normally only current account)		
	<hr/>	0.00
Add: any un-banked cash as at 31/3/23 e.g Allotment rents banked 30/3/xx (but not credited until 2 April)		-
	<hr/>	-
Net balances as at 31/3/23 (Box 8)		<u>46,697.52</u>

Contact details

Name of smaller authority: **St. Lawrence Parish Council**

County Area (local councils and parish meetings only): **Maldon Essex**

Please complete this form and send it back to us with the AGAR or exemption certificate

	Clerk/RFO (Main contact)	Chair
Name	Kevin B. Money	Cllr M. Gibson
Address	c/o 7 Roach Vale Colchester Essex CO4 3YN	c/o 7 Roach Vale Colchester Essex CO4 3YN
Daytime telephone number	07810781509	07810781509
Mobile telephone number	07810781509	07810781509
Email address	sparishclerk@gmail.com	sparishclerk@gmail.com

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: **St. Lawrence Parish Council**

County Area (local councils and parish meetings only): **Maldon Essex**

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on Monday 5th. June 2023

and ending on Friday 14th. July 2023

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2023 (i.e. Monday 3 July – Friday 14 July).

We have suggested the following dates: Monday 5 June – Friday 14 July 2023. The latest possible dates that comply with the statutory requirements are Monday 3 July – Friday 11 August 2023.)

Signed: *KB Money*

Role: Parish Clerk / RFO

This form is only for use by smaller authorities subject to a review:

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation – this form is not for publication on your website.

BANK RECONCILIATION - Financial year ending 31.03.24			
Bank Balance as at		30.04.23	
Unity Trust Bank - Current a/c	£	75,262.06	
Unity Trust Bank - EMR	£	3,133.97	
	Total:	£ 78,396.03	
Less Unpresented cheques			
Total of unpresented cheques	£	-	
Net Bank Balances	£	78,396.03	
CASH BOOK			
Balance as at 01.04.23	£	46,697.52	
Plus Receipts	£	34,254.00	
Total	£	80,951.52	
Less Payments	£	2,555.49	
Grand Total	£	78,396.03	
Difference	£	0.00	
<hr/>			
Bank Balance as at			
Unity Trust Bank - Current a/c			
Unity Trust Bank - EMR			
	Total:		
Less Unpresented cheques			
Total of unpresented cheques			
Net Bank Balances			
CASH BOOK			
Balance as at 01.04.23			
Plus Receipts			
Total			
Less Payments			
Grand Total			
Difference			
<hr/>			
Bank Balance as at			
Unity Trust Bank - Current a/c			
Unity Trust Bank - EMR			
	Total:		
Less Unpresented cheques			
Total of unpresented cheques			
Net Bank Balances			
CASH BOOK			
Balance as at 01.04.22			
Plus Receipts			
Total			
Less Payments			
Grand Total			
Difference			

ST. LAWRENCE PC BUDGET AGAINST ACTUALS REPORT 2023/2024

		2023/23 Budget	Total Income / Spend to May '23	Left in Budget as at May '23
Inc	Precept	33214	£ 33,214.00	
	Aylett Charity Trustees	50	£ -	
	Other Income/Newsletter Adverts / VAT Refund	0	£ -	
	Bank Interest	10	£ -	
	Mooring Fees	2580	£ 1,040.00	
	TOTAL	35854	£ 34,254.00	£ 1,600.00
Exp.				
	Salary	7016	£ 1,146.00	£ 5,870.00
	Office Allowance	180	£ -	£ 180.00
	Payroll	120	£ -	£ 120.00
	Office Expenses	125	£ 60.69	£ 64.31
	Audit Fees	475	£ 125.00	£ 350.00
	Meeting Cost	110	£ -	£ 110.00
	Travel	400	£ -	£ 400.00
	TOTAL	8426	£ 1,331.69	£ 7,094.31
	Chairmans Allowance	300	£ -	£ 300.00
	E.ON Street Electricity	1200	£ 171.64	£ 1,028.36
	Lighting Maintenance (A&J)	1000	£ 59.80	£ 940.20
	Insurance	893	£ 966.31	-£ 73.31
	EALC/NALC/RCCE/Zoom Subscriptions	675	£ 412.56	£ 262.44
	Bank Charges	80	£ -	£ 80.00
	Website	150	£ -	£ 150.00
	Cllr & Clerk Training	1000	£ -	£ 1,000.00
	Councillor Expenses	250	£ -	£ 250.00
	S137 Donations	1225	£ -	£ 1,225.00
	S137 Litter Picking & Equipment	900	£ -	£ 900.00
	Recreation Ground / Equipment	6000	£ -	£ 6,000.00
	Repairs - Maintenance to equipment and site	2000	£ 116.00	£ 1,884.00
	Repairs to Portacabin	1000	£ -	£ 1,000.00
	Greening of the Village	500	£ -	£ 500.00
	Grass Cutting	5000	£ 423.21	£ 4,576.79
	CCTV - Service & Repairs	1000	£ -	£ 1,000.00
	Defibrillator	300	£ -	£ 300.00
	Play Equipment inspection	75	£ -	£ 75.00
	MDC - Tu-Cam	800	£ -	£ 800.00
	Coronation Event	500	£ 35.00	£ 465.00
	Mooring Fees to Crown Estate	2580	£ 1,040.00	£ 1,540.00
	TOTAL	27428	£ 3,224.52	£ 24,203.48
	GRAND TOTAL	35854	£ 4,556.21	£ 31,297.79
	Plus VAT	£ 124.32		
	Total Expenditure	£ 4,680.53		

SLPC FINANCE MAY 2023 PAYMENTS						
Income:						
Chq No.	Invoice No.	Payee	Cost	VAT	Total	SLPC Ref. No.
DD		A&J Lighting - Monthly maintenance	£ 29.90	£ 5.98	£ 35.88	10
BACS	May '23	Kevin B. Money - Clerk salary	£ 461.40	£ -	£ 461.40	11
BACS	May '23	HMRC - Tax on Clerk salary	£ 111.60	£ -	£ 111.60	12
BACS	5894	MSJ Garwood - Grass cutting	£ 423.21	£ 84.64	£ 507.85	13
BACS	2023/24	Zurich Municipal Insurance 2023/24	£ 966.31	£ -	£ 966.31	14
BACS		Urban Design - Banner	£ 35.00	£ 7.00	£ 42.00	15
TOTAL:			£ 2,027.42	£ 97.62	£ 2,125.04	