



# Helsby Parish Council

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7<sup>th</sup> December 2023

**To: Members of the Parks, Cemetery and Allotments Committee**

You are hereby summoned to attend a Parks, Cemetery and Allotments Committee meeting of Helsby Parish Council on Wednesday 13<sup>th</sup> December 2023 immediately after the close of the Environment Committee meeting (expected around 7.30pm) in the parish office at Helsby Community Sports Club for transaction of the undermentioned business.

The press and public are welcome to attend. Reports referred to in this agenda are available in advance on request from the Clerk. The Clerk shall record the meeting for the purpose of assisting in taking minutes, following which the recording will then be deleted.

Yours sincerely,

Claire Jones, Clerk and Responsible Financial Officer

## AGENDA

1. Public Participation. A period of up to 10 minutes for members of the public to ask questions or submit comments.
2. To note any apologies for absence. Apologies should be submitted to the Parish Clerk in advance of the meeting.
3. Declarations of Members' Interests. To receive declarations of personal, prejudicial and pecuniary interests from members relevant to items under discussion at the meeting.
4. Confirmation of Previous Minutes. To receive and confirm the minutes of the previous meeting held on 30<sup>th</sup> October 2023.
5. Clerk's report from the previous meeting not covered elsewhere in the agenda (for information only).
6. To consider tenders for the Cemetery, Allotments and General Maintenance Contract 2024-2027.
7. To consider quotes for 8 new trees on the parish field.

8. To discuss the Parks, Cemetery and Allotments Committee budget for the year 2023/24 and for the forthcoming fiscal year 2024/25 as follows:

Budget Heading Code	Description	Budget 2023/24 £	Budget Spend to Date £	Predicted To 31/03/24 £	Business Plan Budget 2024/25 £
201	Allotment maintenance	3000	3,058.54	4,148.54	3,150
202	Allotment water charge	300	171.77	251.77	315
211	Cemetery repairs/renewals	1,000	438.06	508.06	1,050
212	Cemetery maintenance	3,500	3,091.21	3,291.21	3,675
213	Parks and general maintenance	12,000	8,245.30	11,140.30	12,600
214	Park grass cutting	5,000	2,939.02	2,939.02	5,250
215	Park equipment	2,500	1,555.95	2,455.95	2,500
501	Play area improv./upgrades	9,000	0	9,000 <sup>1</sup>	9,000
502	Future burial provision	4,105	0	4,105 <sup>2</sup>	7,000 <sup>3</sup>
<b>TOTAL</b>		<b>40,405</b>	<b>19,499.85</b>	<b>37,839.85</b>	<b>44,540</b>

All figures above exclude VAT.

Footnotes:

- i) Code 201 – see new contract costs. Includes costs to repair QD and OCR allotment gates in 2023/24 (£1,090). Hedge maintenance contract for 2024/25 = £88.
- ii) Code 202 – paid up to 23 September. Water now turned off for winter. Still difficulties reading meter.
- iii) Code 211 – to budget for memorial testing in 2024 (around £3 per memorial, £350 full survey). Includes work to repair cemetery gates in 2023/24 £70 (but not to add additional strut supports).
- iv) Code 212 – see new contract costs. Also to add various ad-hoc work such as spoil heap clearance.
- v) Code 213 – see new contract costs. Also to include ad-hoc work such new planter installation and bench installation. Also to add in costs of 8 additional trees on parish field/play area. Hedge maintenance contract for 2024/25 = £154.
- vi) Code 214 – contract with Countrywide for grass cutting is £3,023. Additional £1,500 for weekly cuts to parish field.
- vii) Code 215 – includes Northwich TC inspections at £900 over 12 months. Also to include costs of park inspection app and training package with CloudyIT of £112.50 set up and then an annual subscription fee of £120.
- viii) Code 501 – now also includes budgeting for any future gate/railing maintenance. £41,000 expected in earmarked reserves by 31/3/24.

<sup>1</sup> Monies being saved under earmarked reserves. No funds spent in 2023/24

<sup>2</sup> Monies being saved under earmarked reserves. No funds spent in 2023/24

<sup>3</sup> Business plan figure is £7,000 but actual income in 2022/23 was £7,900

- ix) Code 502 - Figure for 2024/25 is 100% of the cemetery income from 2022/23 as shown in 31 March 2023 financial statement (£7,900). £35,252 expected in earmarked reserves by 31/3/24.

Monies also in earmarked reserves for the following projects: Code 504 - Cemetery extension area design project (£5,000) and Code 507 - Wheelchair accessible roundabout (£5,000). Code 506 - Cemetery garage roof (£7,500); Expenditure was £1,708.33 so £5,791.67 surplus.

Members to consider a request to allocate earmarked reserves for a parks masterplan project in 2024/25.

9. Miscellaneous matters

- 9.1 To consider the results of the health and safety inspections carried out at the cemetery and allotments on 15<sup>th</sup> November.
- 9.2 To consider a request to replace a bench in the cemetery.

10. To discuss any urgent matters requiring immediate attention – for info only.

11. Date of next meeting – Monday 29<sup>th</sup> January 2024.

Core members of this committee: Cllrs. Nicklin, Temple, Branigan, Ellams and Stothard.

Claire Jones – Parish Clerk - Email: [parishclerk@helsbyparish.org.uk](mailto:parishclerk@helsbyparish.org.uk) Phone: (01928) 726433