



HOCKLEY PARISH COUNCIL

The Old Fire Station, 58 Southend Road, Hockley, Essex, SS5 4QH

Telephone: 01702 207707

e-mail: enquiries@hockley-essex.gov.uk

Website: hockley-essex.gov.uk

**Members of the Parish Council are hereby summoned to attend a
FULL PARISH COUNCIL MEETING**

**to be held at The Old Fire Station, 58 Southend Road, Hockley on
Monday 12th June 2023 at 7.30pm for the purpose of transacting the following
business. Members of the press and public are welcome to attend excepting
where they will be excluded under the Public Bodies (Admissions to
Meetings) Act 1960, s.1(2).**

KHawkes

Karen Hawkes BSc (Hons)

Parish Clerk

6th June 2023

1. Chairman's Announcements

2. Recording of Meetings

To receive notification from any persons present of intent to record the meeting

3. Apologies for absence

**4. Acceptance of the minutes from the meeting held on 15th May 2023
(previously circulated).**

**5. To receive member's declarations of interests in items on
the agenda**

6. Public Participation Session

There will be 15 minutes available for this session where members of the public may speak regarding items on the agenda. A maximum of 3 minutes per speaker will be permitted.

7. Finance

- a. To note copy of internal audit report completed by Heather Heelis, report to be circulated at the meeting as audit is being carried out on the 12th June
- b. Members to consider and approve Section 1 of the Annual Report 2022 / 2023. Please note the document is not circulated completed as Councillors approve the items individually within the Council meeting
- c. To consider and approve the Income and Expenditure and Balance Sheets as at 31st March 2023
- d. To consider and approve Section 2 of the Annual Return 2022 / 2023

- e. Members to approve a minimum of two additional cheque / BACS signatories

8. Terms of Reference Council

To note that the Public Toilets will now be the remit of Full Council

9. Staffing Committee

Request from Councillor Macpherson to join the staffing committee, this would increase the membership to 5 committee members

10. Training requirements

Members to receive the EALC training calendar and notify clerk of any training requirements.

11. Reports from Committee

Minutes from all meetings have been circulated, committee chairman to provide clarification on any items if required.

Finance and Governance:	Meeting held on 30 th May 2023
Environment and Open Spaces:	Meeting held on 1 st June 2023
Planning Committee:	Meeting held on 1 st June 2023

12. Members to verbally report any updates from Outside Bodies

EALC	Martin
Hockley Community Centre	M Carter, T, Carter
Hockley Public Hall	B Thorogood
RHALC	Martin / Hedges / Thorogood
Citizen Advice	Hedges
Rochford Transport Meeting	Hedges
Poores Fund	T Carter

13. To receive reports from District and County Councillors

14. Items for the next agenda

15. Future meeting date

Next Meeting 17th July 2023

Section 1 – Annual Governance Statement 2022/23

3 of 33

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

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>

*For any statement to which the response is 'no', an explanation must be published

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

DD/MM/YYYY

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

Information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.	Yes	No

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward			<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			<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			<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			<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			<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			<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			<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			<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			<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			<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

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED



End of Year Financial Reports

2022 – 2023

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ANNUAL RETURN - ENGLAND
FOR THE YEAR ENDED 31 MARCH 2023
Hockley Parish Council 2022-2023

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1	Balances brought forward	231,382	252,221	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.
2	(+) Precept or Rates and Levies	293,492	302,296	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3	(+) Total other receipts	12,976	7,190	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4	(-) Staff costs	132,949	140,702	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.
5	(-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6	(-) All other payments	152,680	210,324	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7	(=) Balances carried forward	252,221	210,681	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total value of cash and short term investments	250,094	219,318	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.
9	Total fixed assets plus long term investments and assets	845,869	841,493	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.
10	Total Borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

The following documents should accompany the accounts when submitted to the auditor:

- * A brief explanation of significant variations from last year to this year in Section 2;
- * Bank Reconciliation as at 31 March

26/05/2023

Hockley Parish Council Current Year

11:02

Balance Sheet as at 31st March 2023

31st March 2022

31st March 2023

	Current Assets		
8,083	VAT Control	6,670	
1,469	Prepayments	0	
35,776	Barclays Current Account	29,332	
114,167	Barclays Premium Account	54,385	
50,000	Nationwide Instant Saver	50,366	
50,151	Barclays Rate Reward Account	50,226	
0	Unity Trust Bank	35,010	
<u>259,646</u>		<u>225,987</u>	
259,646	Total Assets	225,987	
	Current Liabilities		
0	Trade Creditors	15,306	
7,425	Accruals	0	
<u>7,425</u>		<u>15,306</u>	
252,221	Total Assets Less Current Liabilities	210,681	
	Represented By		
171,101	General Fund	123,453	
13,180	EMR Vehicle Replacement	13,180	
0	EMR Project Fund	20,000	
520	EMR St Peter's Road Land	0	
3,000	EMR Elections	3,000	
32,403	EMR Public Toilets	9,828	
3,365	EMR Health and Safety	3,365	
1,118	EMR Hall Office Move	1,118	
5,000	EMR Play Areas	25,000	
2,896	EMR Refurbishment of Hall	804	
1,093	EMR Training/Recruitment	1,093	
5,539	EMR Allotments	5,539	
645	EMR Trees	0	
5,000	EMR Environment Project	1,300	
3,000	EMR Special Constables	3,000	
3,000	EMR Festive Lights	0	
1,360	EMR Litter Bins	0	
<u>252,221</u>		<u>210,681</u>	

Date : 26/05/2023

Hockley Parish Council Current Year

Time: 11:01

Trial Balance for Month No: 12

User : KAREN

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
105	VAT Control			6,669.50	
201	Barclays Current Account			29,331.67	
202	Barclays Premium Account			54,384.79	
203	Nationwide Instant Saver			50,365.80	
204	Barclays Rate Reward Account			50,226.00	
206	Unity Trust Bank			35,009.64	
310	General Fund				151,100.94
321	EMR Vehicle Replacement				13,180.46
322	EMR Project Fund				20,000.00
329	EMR Elections				3,000.00
333	EMR Public Toilets				9,828.31
334	EMR Health and Safety				3,365.01
335	EMR Hall Office Move				1,118.45
337	EMR Play Areas				25,000.00
338	EMR Refurbishment of Hall				803.92
339	EMR Training/Recruitment				1,093.00
340	EMR Allotments				5,539.00
342	EMR Environment Project				1,300.00
343	EMR Special Constables				3,000.00
500	Trade Creditors				15,305.91
1010	Letting Income - Block Booking	111	Parish Hall		1,865.00
1011	Letting Income - W/d casual	111	Parish Hall		1,198.45
1012	Letting Income - Sat Casual	111	Parish Hall		257.97
1020	Pitch Hire Fees	301	Community Engagement and Event		450.00
1076	Precept	101	Administration		302,296.00
1078	Grants Received Capital	301	Community Engagement and Event		2,760.00
1090	Interest Received	101	Administration		658.74
4001	Salaries & Wages	101	Administration	102,678.67	
4004	Cleaning	101	Administration	0.43	
4004	Cleaning	111	Parish Hall	48.00	
4008	Training	101	Administration	1,340.00	
4012	Water and Sewage	111	Parish Hall	1,378.62	
4014	Electricity	111	Parish Hall	3,352.66	
4015	Gas	111	Parish Hall	921.61	
4017	Cleaning Materials	111	Parish Hall	90.90	
4018	Waste Bin Service/Recycling	111	Parish Hall	1,582.22	
4019	green waste disposal	219	Environment and Open Spaces	116.67	
4021	Telephone & Mobile Phones	101	Administration	1,994.46	
4022	Postage	101	Administration	219.98	
4023	Stationery & Printing	101	Administration	545.22	
4024	Subscriptions/Publications	101	Administration	1,487.46	
4025	Insurance	101	Administration	4,267.84	
4026	Photocopy Hire / Charges	101	Administration	1,530.97	
4027	Computer Software & IT	101	Administration	6,402.07	
4027	Computer Software & IT	111	Parish Hall	2,092.00	
4029	Web site expenses	101	Administration	898.00	
4036	Property Maintenance	111	Parish Hall	3,670.28	
4037	General Maintenance	219	Environment and Open Spaces	353.47	
4039	Grounds Maintenance	219	Environment and Open Spaces	26,720.54	
4040	New & Replacement Equipment	101	Administration	250.00	
4040	New & Replacement Equipment	111	Parish Hall	546.52	
4040	New & Replacement Equipment	219	Environment and Open Spaces	5,012.50	
4042	Equipment Maintenance/Running	101	Administration	250.00	

Continued over page

Date : 26/05/2023

Hockley Parish Council Current Year

Time: 11:01

Trial Balance for Month No: 12

User : KAREN

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4042	Equipment Maintenance/Running	111	Parish Hall	338.00	
4043	Vehicle Running Costs	219	Environment and Open Spaces	583.72	
4046	Floral Displays Town Centre	219	Environment and Open Spaces	3,048.75	
4050	Finger Posts	219	Environment and Open Spaces	500.00	
4051	Bank Charges	101	Administration	4.70	
4055	Legal Fees	101	Administration	8,754.00	
4056	Accountancy Fees	101	Administration	150.60	
4057	Audit Fees	101	Administration		35.00
4060	Other Professional Fees	101	Administration	11,523.46	
4061	Lock/unlock Playspaces	219	Environment and Open Spaces	10,130.39	
4062	Street light maintenance	219	Environment and Open Spaces	9,115.45	
4063	Street Light Energy	219	Environment and Open Spaces	13,642.66	
4065	Festive Lighting Installation	301	Community Engagement and Event	25,230.15	
4067	I/Tax & NHI	101	Administration	19,162.66	
4069	Community Activities	301	Community Engagement and Event	1,720.00	
4070	employer pension contribution	101	Administration	18,860.83	
4071	Payroll Administration	101	Administration	508.67	
4072	Festive Lighting Event	101	Administration	16.00	
4073	Newsletter printing	301	Community Engagement and Event	248.99	
4074	HR Support	101	Administration	2,000.00	
4078	Hall Hire Deposit Refunds	111	Parish Hall	1,390.00	
4083	Sanitary/Nappy Bags	111	Parish Hall	916.69	
4102	Broad Parade	219	Environment and Open Spaces	100.00	
4103	Marylands Nature Reserve	219	Environment and Open Spaces	10,750.00	
4104	Plumberow Mount Open Space	219	Environment and Open Spaces	485.00	
4105	Laburnum Grove Playspace	219	Environment and Open Spaces	1,500.00	
4106	Plumberow Mount Playspace	219	Environment and Open Spaces	1,180.00	
4107	Land at St Peters Rd	219	Environment and Open Spaces	500.00	
4108	Allotments	219	Environment and Open Spaces	2,899.00	
4111	Play Area Maintenance	219	Environment and Open Spaces	1,892.08	
4116	Public Toilets	301	Community Engagement and Event	8,534.45	
4201	Chairman's Allowance	102	Civic	211.86	
4202	Councillors' Allowances	102	Civic	7,627.16	
4213	Remembrance Wreaths	102	Civic	156.50	
4215	veg control, Spa Bridge	219	Environment and Open Spaces	2,324.00	
4711	Grants Power of competence	101	Administration	300.00	
4981	Events	301	Community Engagement and Event	13,389.65	
4982	Verge tree maintenance	219	Environment and Open Spaces	3,614.00	
6000	Transfers from EMR	111	Parish Hall		2,092.00
6000	Transfers from EMR	219	Environment and Open Spaces		6,225.00
6000	Transfers from EMR	301	Community Engagement and Event		5,574.75
Trial Balance Totals :				577,047.91	577,047.91
Difference				0.00	

Hockley Parish Council Current Year

Income and Expenditure Account for Year Ended 31st March 2023

31st March 2022		31st March 2023
	Income Summary	
293,492	Precept	302,296
293,492	Sub Total	302,296
	Operating Income	
10,218	Administration	659
2,758	Parish Hall	3,321
0	Community Engagement and Event	3,210
306,468	Total Income	309,486
	Running Costs	
110,802	Administration	183,111
13,821	Civic	7,996
153	Admin Payroll	0
35,727	Parish Hall	16,328
2,229	Plumberow Play Area	0
4,458	Marylands Nature Reserve	0
584	Broad Parade	0
53,553	Environment and Open Spaces	94,468
2,434	Street Scene	0
900	Verges /Trees	0
305	Community Engagement and Event	49,123
19,045	Festive Lighting	0
195	Heritage	0
12,008	Facilities - Toilets - Wheelc	0
28,737	Street Lighting	0
678	Community Acitivites	0
285,629	Total Expenditure	351,026
	General Fund Analysis	
123,108	Opening Balance	171,101
306,468	Plus : Income for Year	309,486
429,576		480,587
285,629	Less : Expenditure for Year	351,026
143,946		129,562
(27,155)	Transfers TO / FROM Reserves	6,108
171,101	Closing Balance	123,453

26/05/2023

Hockley Parish Council 2022-2023

12:43

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>101 Administration</u>							
1076 Precept	293,492	302,296	302,296	0			
1077 Grants Received	10,193	0	0	0			
1090 Interest Received	25	659	50	(609)			
Administration :- Income	303,710	302,955	302,346	(609)			0
4000 Sub Contract / Casual Wages	2,856	0	0	0		0	
4001 Salaries & Wages	45,382	102,679	98,100	(4,579)		(4,579)	
4002 Overtime	0	0	1,000	1,000		1,000	
4004 Cleaning	0	0	0	(0)		(0)	
4007 Courses / Conferences	0	0	250	250		250	
4008 Training	650	1,340	1,500	160		160	
4009 Travel	48	0	250	250		250	
4012 Water and Sewage	437	0	0	0		0	
4020 Misc Establishment Costs	234	0	0	0		0	
4021 Telephone & Mobile Phones	1,983	1,994	2,543	549		549	
4022 Postage	17	220	50	(170)		(170)	
4023 Stationery & Printing	444	545	750	205		205	
4024 Subscriptions/Publications	1,479	1,487	2,000	513		513	
4025 Insurance	2,559	4,268	3,500	(768)		(768)	
4026 Photocopy Hire / Charges	1,071	1,531	1,500	(31)		(31)	
4027 Computer Software & IT	3,102	6,402	4,000	(2,402)		(2,402)	
4029 Web site expenses	41	898	500	(398)		(398)	
4037 General Maintenance	20	0	0	0		0	
4040 New & Replacement Equipment	36	250	250	0		0	
4042 Equipment Maintenance/Running	0	250	250	0		0	
4051 Bank Charges	0	5	0	(5)		(5)	
4055 Legal Fees	501	8,754	0	(8,754)		(8,754)	
4056 Accountancy Fees	1,200	151	800	649		649	
4057 Audit Fees	1,259	(35)	815	850		850	
4060 Other Professional Fees	2,400	11,523	6,000	(5,523)		(5,523)	
4067 I/Tax & NHI	24,674	19,163	25,000	5,837		5,837	
4070 employer pension contribution	19,850	18,861	34,770	15,909		15,909	
4071 Payroll Administration	560	509	850	341		341	
4072 Festive Lighting Event	0	16	0	(16)		(16)	
4074 HR Support	0	2,000	2,000	0		0	
4711 Grants Power of competence	0	300	2,000	1,700		1,700	
Administration :- Indirect Expenditure	110,802	183,111	188,678	5,567	0	5,567	0
Net Income over Expenditure	192,908	119,844	113,668	(6,176)			

26/05/2023

Hockley Parish Council 2022-2023

12:43

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>102 Civic</u>							
4001 Salaries & Wages	6,553	0	0	0		0	
4007 Courses / Conferences	2,384	0	1,000	1,000		1,000	
4069 Community Activities	0	0	500	500		500	
4201 Chairman's Allowance	0	212	350	138		138	
4202 Councillors' Allowances	3,170	7,627	16,000	8,373		8,373	
4211 Civic Regalia	0	0	50	50		50	
4212 Honours Board	0	0	50	50		50	
4213 Remembrance Wreaths	0	157	70	(87)		(87)	
4251 Election Expenses	1,714	0	500	500		500	
Civic :- Indirect Expenditure	<u>13,821</u>	<u>7,996</u>	<u>18,520</u>	<u>10,524</u>	<u>0</u>	<u>10,524</u>	<u>0</u>
Net Expenditure	<u>(13,821)</u>	<u>(7,996)</u>	<u>(18,520)</u>	<u>(10,524)</u>			

26/05/2023

Hockley Parish Council 2022-2023

12:43

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
111 Parish Hall							
1010 Letting Income - Block Booking	2,216	1,865	4,000	2,135			
1011 Letting Income - W/d casual	335	1,198	1,000	(198)			
1012 Letting Income - Sat Casual	207	258	500	242			
1013 Letting Income - Sun Casual	0	0	250	250			
Parish Hall :- Income	<u>2,758</u>	<u>3,321</u>	<u>5,750</u>	<u>2,429</u>			<u>0</u>
4001 Salaries & Wages	23,018	0	0	0		0	
4004 Cleaning	163	48	0	(48)		(48)	
4006 Protective Clothing	0	0	250	250		250	
4012 Water and Sewage	1,228	1,379	1,500	121		121	
4014 Electricity	4,568	3,353	2,000	(1,353)		(1,353)	
4015 Gas	1,151	922	860	(62)		(62)	
4017 Cleaning Materials	307	91	1,000	909		909	
4018 Waste Bin Service/Recycling	1,380	1,582	2,500	918		918	
4027 Computer Software & IT	0	2,092	0	(2,092)		(2,092)	2,092
4036 Property Maintenance	1,142	3,670	7,000	3,330		3,330	
4037 General Maintenance	2,390	0	500	500		500	
4040 New & Replacement Equipment	378	547	750	203		203	
4042 Equipment Maintenance/Running	0	338	0	(338)		(338)	
4078 Hall Hire Deposit Refunds	0	1,390	0	(1,390)		(1,390)	
4083 Sanitary/Nappy Bags	0	917	450	(467)		(467)	
Parish Hall :- Indirect Expenditure	<u>35,727</u>	<u>16,328</u>	<u>16,810</u>	<u>483</u>	<u>0</u>	<u>483</u>	<u>2,092</u>
Net Income over Expenditure	<u>(32,969)</u>	<u>(13,006)</u>	<u>(11,060)</u>	<u>1,946</u>			
6000 plus Transfers from EMR	508	2,092					
Movement to/(from) Gen Reserve	<u>(32,460)</u>	<u>(10,914)</u>					

26/05/2023

Hockley Parish Council 2022-2023

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Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>219 Environment and Open Spaces</u>							
4001 Salaries & Wages	13,421	0	0	0		0	
4006 Protective Clothing	0	0	500	500		500	
4012 Water and Sewage	0	0	50	50		50	
4019 green waste disposal	263	117	500	383		383	
4035 Vandalism	0	0	250	250		250	
4037 General Maintenance	409	353	1,500	1,147		1,147	
4039 Grounds Maintenance	25,038	26,721	26,750	29		29	2,525
4040 New & Replacement Equipment	0	5,013	300	(4,713)		(4,713)	
4041 Equipment Hire	0	0	100	100		100	
4042 Equipment Maintenance/Running	0	0	150	150		150	
4043 Vehicle Running Costs	2,275	584	2,000	1,416		1,416	
4044 Public Seats	0	0	100	100		100	
4045 Bus Shelters	0	0	50	50		50	
4046 Floral Displays Town Centre	0	3,049	3,000	(49)		(49)	
4050 Finger Posts	0	500	500	0		0	
4061 Lock/unlock Playspaces	5,197	10,130	7,800	(2,330)		(2,330)	2,100
4062 Street light maintenance	0	9,115	12,000	2,885		2,885	
4063 Street Light Energy	0	13,643	11,640	(2,003)		(2,003)	
4079 Heritage Plaques	0	0	500	500		500	
4080 Street Light New Installations	0	0	5,000	5,000		5,000	
4102 Broad Parade	0	100	100	0		0	
4103 Marylands Nature Reserve	0	10,750	5,000	(5,750)		(5,750)	1,600
4104 Plumberow Mount Open Space	0	485	500	15		15	
4105 Laburnum Grove Playspace	358	1,500	1,500	0		0	
4106 Plumberow Mount Playspace	173	1,180	500	(680)		(680)	
4107 Land at St Peters Rd	480	500	500	0		0	
4108 Allotments	3,040	2,899	5,000	2,101		2,101	
4111 Play Area Maintenance	1,353	1,892	2,000	108		108	
4112 Litter Bins	1,546	0	500	500		500	
4215 veg control, Spa Bridge	0	2,324	2,256	(68)		(68)	
4982 Verge tree maintenance	0	3,614	5,000	1,386		1,386	
Environment and Open Spaces :- Indirect Expenditure	53,553	94,468	95,546	1,078	0	1,078	6,225
Net Expenditure	(53,553)	(94,468)	(95,546)	(1,078)			
6000 plus Transfers from EMR	9,501	6,225					
6001 less Transfers to EMR	539	0					
Movement to/(from) Gen Reserve	(44,591)	(88,243)					

26/05/2023

Hockley Parish Council 2022-2023

12:43

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>301 Community Engagement and Event</u>							
1020 Pitch Hire Fees	0	450	0	(450)			
1052 Sponsorship Income	0	0	1,000	1,000			
1078 Grants Received Capital	0	2,760	0	(2,760)			
Community Engagement and Event :- Income	0	3,210	1,000	(2,210)			0
4033 Newsletter distribution	166	0	500	500		500	
4065 Festive Lighting Installation	0	25,230	23,000	(2,230)		(2,230)	3,000
4069 Community Activities	0	1,720	1,450	(270)		(270)	
4073 Newsletter printing	139	249	500	251		251	
4116 Public Toilets	0	8,534	0	(8,534)		(8,534)	2,575
4117 Wheelchair Hire	0	0	100	100		100	
4981 Events	0	13,390	15,000	1,610		1,610	
Community Engagement and Event :- Indirect Expenditure	305	49,123	40,550	(8,573)	0	(8,573)	5,575
Net Income over Expenditure	(305)	(45,913)	(39,550)	6,363			
6000 plus Transfers from EMR	0	5,575					
Movement to/(from) Gen Reserve	(305)	(40,338)					

26/05/2023

Hockley Parish Council 2022-2023

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Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>502 Community Activities</u>							
4069 Community Activities	678	0	0	0		0	
Community Activities :- Indirect Expenditure	<u>678</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net Expenditure	<u>(678)</u>	<u>0</u>	<u>0</u>	<u>0</u>			
Grand Totals:- Income	306,468	309,486	309,096	(390)			
Expenditure	285,629	351,026	360,104	9,078	0	9,078	
Net Income over Expenditure	<u>20,839</u>	<u>(41,539)</u>	<u>(51,008)</u>	<u>(9,469)</u>			
plus Transfers from EMR	31,754	13,892					
less Transfers to EMR	4,599	0					
Movement to/(from) Gen Reserve	<u>47,993</u>	<u>(27,648)</u>					

Hockley Parish Council
Asset Register as at 31/3/2023

	<u>31/03/2022</u>	Sub Total	<u>31/03/2023</u>	Notes
Freehold Land and Buildings inc fixtures				
Parish Hall inc buildings and fixtures	461,250	Revalued 28.4.2021	461,250	
Ancillary Buildings at rear of hall	47,500		47,500	
Maintenance Workshop	11,250		11,250	
Totals	<u>520,000</u>	520,000	<u>520,000</u>	
Hall Equipment				
Hoover	0		-	
Square Tables hall	939		939	
Tressel Tables hall	0		-	
Chairs hall	2,595		2,595	
Gas Cooker hall	1,600		1,600	
Crockery hall	0		-	
Kettles - water heater	0		-	
Hearing Loop hall	3,500		3,500	
Blinds	1,479		1,479	
Legionella Thermometer	0		-	
Window Vac and Pole	0		-	
Refrigerator and Microwave	0		-	
75" Interactive Screen			2,092	Javalin
Totals	<u>10,113</u>	10,698	<u>12,205</u>	
Office Equipment				
Flip Charts and Easel	0		-	
Digital Camera	0		-	
Document Safe	0		-	
Overhead Projector and Screen	0		-	
Projector and Kit	597		597	
Computers and Printers	9,678		9,678	new laptop purchased £980.00
Phones	0		-	
New Phones	0		-	
Laminator	0		-	
Photocopier	0		-	
Office furniture	4,710		4,710	
Total	<u>14,985</u>	15,752	<u>14,985</u>	
Gardening and Maintenance Equipment				
Portable Halogen lighting equipment	0		-	
Small scaffold tower	0		-	
Lawn Mowers	540		540	
Strimmers	506		506	
Hedge Cutter	0		-	
Small gardening and maintenance equip	322		322	
Hydro Petrol Mower	750		750	
Hedge Trimmer	0		-	
Leaf Blower and Attachment	350		350	
Ladders	0		-	
Additional Equip	0		-	
Total	<u>2,468</u>	3,345	<u>2,468</u>	
Nissan Pick Up Truck	<u>16,134</u>	16,134	<u>16,134</u>	

Play Equipment

Plumberow Play surface	18,225		18,225
Plumberow Play Equipmnt	51,054		51,054
Plumberow add Equipment	15,490		15,490
Labunrum Play Surface	9,435		9,435
Total	94,204	94,204	94,204

Festive Lights and Equipment

Festive Lights and Equipment	10,406		-	lights disposed of rental scheme
Xmas Lights Storage Container	2,175		2,175	
2 New Cone Trees	1,150		1,150	
Banners Xmas Lights	0		-	
Street signs road closure			1,000	
Total	13,731	13,889	4,325	

Water Bowser	Total	1,120	1,120		
3 Defibrillators	Total	2,645	2,645	4420	7,065 Apex Corner/ Spa/
New Flag	Total			-	

Infrastructure Assets**Gates and Fencing and Railings**

Railings at Plumberow Mount Play Space	10,110		10,110
Railings at Plumberow Mount Monument	10,135		10,135
Gate at Marylands Open Space	1,500		1,500
Fence at Land in Rosslyn Close	1,734		1,734
Fencing St Peters Road	7,166		7,166
Total	30,645	30,645	30,645

Bus Shelters	Total	3,447	3,447	3,447
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Parish Seats	Total	2,860	2,860	2,860
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Street Lighting Columns	Total	60,108	60,108	60,108
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Notice Boards	Total	8,670	8,670	8,670
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Information Boards Nature Reserve and Mount

Total	6,000	6,000	6,000
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Waste Bin Nature Reserve	Total	881	881	881
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Footpaths Map Town Centre	2025		2,025
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Community Assets

War Memorial	24,828		24,828
Regalia Chair and Vice Chair	783		783
Total	25,611	25,611	25,611

Marylands Nature reserve	Freehold	1		1
Marylands Pathway and 4 benches		29,853		29,853
Plumberow Mount Open Space	Leasehold	1		1
Footpath Part Section	Freehold	1		1
Laburnham Grove Playspace		1		1
Plot of Land Beckney Wood		1		1
Land at Broad Parade		1		1
Land at St Peters Road		1		1
Public Conveniences Southend Road Leased			Taken over management 27.7.2021	
		29,860	29,860	29,860
Final Total			845,869	841,493

Hockley Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 March 2023

		<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>				
1	31/03/2023	Barclays Current Account	32,398.75	
2	31/03/2023	Barclays Premium Account	54,384.79	
4	31/03/2023	Barclays Rate Reward Account	50,226.00	
6	31/03/2023	Nationwide Instant Saver	50,365.80	
7	31/03/2023	Unity Trust Bank	35,009.64	
				222,384.98
<u>Other Cash & Bank Balances</u>				
		Petty Cash	0.00	
				0.00
				222,384.98
<u>Unpresented Payments</u>				
1	28/10/2022	205470	19.20	
1	28/11/2022	205479	686.76	
1	28/11/2022	205484	1,503.60	
1	28/02/2023	BACS	857.52	
				3,067.08
				219,317.90
<u>Receipts not on Bank Statement</u>				
0	31/03/2023	All Receipts Cleared	0.00	
				0.00
Closing Balance				219,317.90
<u>All Cash & Bank Accounts</u>				
1		Barclays Current Account		29,331.67
2		Barclays Premium Account		54,384.79
4		Barclays Rate Reward Account		50,226.00
6		Nationwide Instant Saver		50,365.80
7		Unity Trust Bank		35,009.64
		Other Cash & Bank Balances		0.00
		Total Cash & Bank Balances		219,317.90

Date: 26/05/2023

Hockley Parish Council Current Year

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Time: 10:40

Bank Reconciliation Statement as at 31/03/2023
for Cashbook 1 - Barclays Current Account

User: KAREN

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Barclays Current Account	31/03/2023		32,398.75
			<u>32,398.75</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
28/10/2022 205470 Ice Digital		19.20	
28/11/2022 205484 Stambridge Group		1,503.60	
28/11/2022 205479 Breeze Air Conditioning		686.76	
28/02/2023 BACS CAM Facilities Limite		857.52	
			<u>3,067.08</u>
			29,331.67
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			29,331.67
		Balance per Cash Book is :-	29,331.67
		Difference is :-	0.00

Date: 26/05/2023

Hockley Parish Council Current Year

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Time: 10:37

Bank Reconciliation Statement as at 31/03/2023
for Cashbook 2 - Barclays Premium Account

User: KAREN

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Barclays Premium Account	31/03/2023	1	54,384.79
			<u>54,384.79</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			54,384.79
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			54,384.79
		Balance per Cash Book is :-	54,384.79
		Difference is :-	0.00

Date: 26/05/2023

Hockley Parish Council Current Year

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Time: 10:38

Bank Reconciliation Statement as at 31/03/2023
for Cashbook 6 - Nationwide Instant Saver

User: KAREN

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Nationwide Instant Saver	31/03/2023		50,365.80
			<u>50,365.80</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			50,365.80
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			50,365.80
		Balance per Cash Book is :-	50,365.80
		Difference is :-	0.00

Date: 26/05/2023

Hockley Parish Council Current Year

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Time: 10:32

Bank Reconciliation Statement as at 17/04/2023
for Cashbook 7 - Unity Trust Bank

User: KAREN

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Unity Trust Bank	31/03/2023		35,009.64
			<u>35,009.64</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			35,009.64
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			35,009.64
		Balance per Cash Book is :-	35,009.64
		Difference is :-	0.00

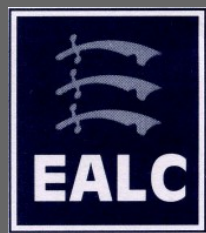
26/05/2023

Hockley Parish Council Current Year

10:49

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
321 EMR Vehicle Replacement	13,180.46		13,180.46
322 EMR Project Fund	0.00	20,000.00	20,000.00
323 X	0.00		0.00
324 X	0.00		0.00
325 X	0.00		0.00
326 X	0.00		0.00
327 EMR St Peter's Road Land	520.00	-520.00	0.00
328 X	0.00		0.00
329 EMR Elections	3,000.00		3,000.00
330 X	0.00		0.00
331 X	0.00		0.00
332 X	0.00		0.00
333 EMR Public Toilets	32,403.06	-22,574.75	9,828.31
334 EMR Health and Safety	3,365.01		3,365.01
335 EMR Hall Office Move	1,118.45		1,118.45
336 X	0.00		0.00
337 EMR Play Areas	5,000.00	20,000.00	25,000.00
338 EMR Refurbishment of Hall	2,895.92	-2,092.00	803.92
339 EMR Training/Recruitment	1,093.00		1,093.00
340 EMR Allotments	5,539.00		5,539.00
341 EMR Trees	645.00	-645.00	0.00
342 EMR Environment Project	5,000.00	-3,700.00	1,300.00
343 EMR Special Constables	3,000.00		3,000.00
344 EMR Festive Lights	3,000.00	-3,000.00	0.00
345 EMR Litter Bins	1,360.00	-1,360.00	0.00
	<u>81,119.90</u>	<u>6,108.25</u>	<u>87,228.15</u>



ESSEX ASSOCIATION OF LOCAL
COUNCILS

2023 Training Calendar

Courses, Briefings,
Workshops & Forums

Date		Month	Half/Whole	Tutor	Course Location	Price + VAT
		June 2023 *Courses, Briefings, Workshops & Forums*				
5 th	Monday	WorkNest – Introduction to the Membership	2.00pm-3.00pm	Annabelle Carey	Zoom	FREE
6 th	Tuesday	Councillor Training Day 1 Modules 1 & 2	10.00am – 4.00pm	Judith Farr & Clare Milligan	Office	£95.00
7 th	Wednesday	**New Course for 2023** Rural Affordable Housing – Exploring your options	7.30pm – 9.30pm	Laura Atkinson RCCE	Zoom	£50.00
8 th	Thursday	**New Course for 2023** Rural Affordable Housing – Exploring your options	7.30pm – 9.30pm	Laura Atkinson	Office	£50.00
10 th	Saturday	Introduction to Planning Briefing Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Adriana Jones	Office	£95.00
13 th	Tuesday	Councillor Training Day 2 Modules 3 & 4	10.00am – 3.30pm	Judith Farr & Clare Milligan	Office	£95.00
15 th	Thursday	Law & Procedures Course Core Course required for new Clerks & CiLCA qualification	10.00am – 3.30pm	Abi Wood	Office	£95.00
17 th	Saturday	Councillor Training Day 1 Modules 1 & 2	10.00am – 4.00pm	Stephanie Gill & Adriana Jones	Office	£120.00
20 th	Tuesday	Chairman's Day 1 Modules 1 & 2	10.00am – 3.30pm	Judith Farr & Clare Milligan	Office	£95.00
20 th	Tuesday	EAP Health Assured Introduction Briefing to Membership	10.45am – Midday	Margaux Thiel	Zoom	FREE

21 st	Wednesday	WorkNest – Module 1 The Employment Framework	10.00am – 1.00pm	Christian Vincent	Zoom	£80.00
24 th	Saturday	Councillor Training Day 2 Module 3 & 4	10.00am – 3.30pm	Stephanie Gill & Adriana Jones	Office	£120.00
26 th	Monday	Councillor Training Day 1 Module 1 & 2	10.00am – 4.00pm	Stephanie Gill & Michelle Harper	Office	£95.00
27 th	Tuesday	Chairman's Day 2 Modules 3 & 4	10.00am – 3.30pm	Judith Farr & Clare Milligan	Office	£95.00
28 th	Wednesday	Safeguarding – Level 1	10.00am – 1.00pm	Alan Smart	Zoom	£75.00
		July 2023 *Courses, Briefings, Workshops & Forums*				
3 rd July	Monday	Councillor Training Day 2 Modules 3 & 4	10.00am – 3.30pm	Stephanie Gill & Michelle Harper	Office	£95.00
4 th	Tuesday	Chairman's Day 3 Modules 5 & 6	9.30am – 3.30pm	Judith Farr & Clare Milligan	Office	£95.00
5 th	Wednesday	WorkNest – Module 2 Managing Sickness Absence	10.00am – 1.00pm	Christian Vincent	Zoom	£80.00
5 th	Wednesday	Risk Assessment & Health & Safety Certificated Course – Level 2 Including cost of Exam Paper & Course Book	9.30am – 4.30pm	Alan Smart	Office	£165.00
6 th	Thursday	ICCM – Garden of Remembrance Course	9.00am – Midday	ICCM Mathew Crawley	Office	£95.00
6 th	Thursday	Councillor Training Evening Module 1	7.00pm – 9.00pm	Tutors to be advised	Zoom	£300 for all 4 modules
12 th	Wednesday	Councillor Training Day 1 Modules 1 & 2	10.00am – 4.00pm	Stephanie Gill & Michelle Harper	Office	£95.00

13 th	Thursday	Councillor Training Evening Module 2	7.00pm – 9.00pm	Tutors to be advised	Zoom	£300 for all 4 modules
15 th	Saturday	Councillor Training Day 1 Modules 1 & 2	9.30am – 3.30pm	Stephanie Gill & Michelle Harper	Office	£120.00
18 th	Tuesday	New Clerks Course – Now a full days course Joined by the Essex Branch of the SLCC.	10.00am – 3.30pm	Suzanne Walker	Office	£95.00
19 th	Wednesday	*New Course for 2023* Understanding Neighbourhood Plans	10.00am – 3.30pm	David Kaiserman	Office	£95.00
20 th	Thursday	Councillor Training Evening Module 3	7.00pm – 9.00pm	Tutors to be advised	Zoom	£300 for all 4 modules
22 nd	Saturday	Councillor Training Day 2 Modules 3 & 4	9.30am – 3.30pm	Stephanie Gill & Michelle Harper	Office	£120.00
25 th	Tuesday	*New Course for 2023* Function of Committees & Delegated Powers	10.00am – 1.00pm	Suzanne Walker	Office	£75.00
26 th	Wednesday	Councillor Training Day 2 Modules 3 & 4	10.00am – 3.30pm	Stephanie Gill & Michelle Harper	Office	£95.00
27 th	Thursday	WorkNest – Module 3 Managing Grievances	10.00am – 1.00pm	Christian Vincent	Zoom	£80.00
27 th	Thursday	Councillor Training Evening Module 4	7.00pm – 9.00pm	Tutors to be advised	Zoom	£300 for all 4 modules
		September 2023 *Courses, Briefings, Conferences & Forums*				
2 nd	Saturday	Councillor Training Day 1 Modules 1 & 2	9.30am – 3.30pm	Stephanie Gill & Michelle Harper	Office	£120.00

4 th	Monday	CiLCA Introductory Stand Alone Compulsory Module Workshop – Commencement of Group 6	9.30am – 11.30am	Abi Wood	Zoom	£30.00
September 2023		CiLCA – Commencement of Group 6 Session dates to be confirmed with tutor on Compulsory Stand Alone Module Workshop	6 sessions	Abi Wood	Zoom	£675.00
16 th	Saturday	Councillor Training Day 2 Modules 3 & 4	9.30am – 3.30pm	Stephanie Gill & Michelle Harper	Office	£120.00
21 st	Thursday	EALC 79th AGM – Colchester Stadium	All Day Event			FREE
23 rd	Saturday	Chairman's Day 1 – Modules 1 & 2	10.00am – 3.30	Judith Farr & Clare Milligan	Office	£120.00
27 th	Wednesday	Fire Safety Certificated Course – Level 2 Including cost of Exam Paper & Course Book	9.30am – 4.30pm	Alan Smart	Office	£165.00
28 th	Thursday	Financial Regulations Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Ann Wood	Office	£75.00
28 th	Thursday	Budget & Precept Course Core Course required for new Clerks & CiLCA qualification	1.30pm – 4.30pm	Anne-Marie Bates	Zoom	£75.00
30 th	Saturday	Chairman's Day 2 – Modules 3 & 4	10.00am – 3.30pm	Judith Farr & Clare Milligan	Office	£120.00
		October 2023 *Courses, Briefings & Forums*				
5 th	Thursday	First Aid – Level 3 Including cost of Exam Paper & Course Book	9.30am – 4.00pm	Alan Smart	Office	£165.00
7 th	Saturday	Chairman's Training Day 3 Modules 5 & 6	10.00am – 3.30pm	Judith Farr Clare Milligan	Office	£120.00

10 th	Tuesday	Councillor Training Day 1 Modules 1 & 2	10.00am – 4.00pm	Stephanie Gill & Adriana Jones	Office	£95.00
11 th	Wednesday	Allotment Course – Session 1 Tenancy Agreements & Policies	2.00pm – 3.30pm	National Allotment Society	Zoom	£160.00 for 3 sessions
12 th	Thursday	Introduction to Planning Briefing Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Adriana Jones	Office	£75.00
12 th	Thursday	Code of Conduct Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Karen Kuderovitch	Zoom	£75.00
17 th	Tuesday	Exclusive Right of Burial & Cemetery Customer Care	9.30pm – 4.00pm	ICCM Mathew Crawley	Office	£160.00
18 th	Wednesday	Allotment Course – Session 2 Site Facilities and Health & Safety	2.00pm – 3.30pm	National Allotment Society	Zoom	£160.00 for 3 sessions
24 th	Tuesday	Councillor Training Day 2 Modules 3 & 4	10.00am – 3.30pm	Stephanie Gill & Adriana Jones	Office	£95.00
25 th	Wednesday	New Clerks Course – Now a full days course Joined by the Essex Branch of the SLCC.	10.00am – 3.30pm	Suzanne Walker	Office	£95.00
		November 2023 *Courses, Briefings & Forums*				
1 st	Wednesday	Allotment Course – Session 3 Self-Management for Associations/Local Authorities	2.00pm – 3.30pm	National Allotment Society	Zoom	£160.00 for 3 sessions
2 nd	Thursday	Budget & Precept Course Core Course required for new Clerks & CiLCA qualification	1.30pm – 4.30pm	Anne-Marie Bates	Zoom	£75.00

7 th	Tuesday	Roles & Responsibilities Course Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Sarah Gaeta	Office	£75.00
8 th	Wednesday	Councillor Training Evening Module 1	7.00pm – 9.00pm	Tutors to be advised	Zoom	£ for 4 modules
9 th	Thursday	Village Halls	10.00am – 3.30pm	RCCE Danielle Frost	Office	£160.00
13 th	Monday	Standing Orders Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Karen Kuderovitch	Zoom	£75.00
14 th	Tuesday	Minutes & Agendas Course Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Sarah Gaeta	Office	£75.00
15 th	Wednesday	*New Course for 2023* Function of Committees & Delegated Powers	10.00am – 1.00pm	Suzanne Walker	Office	£75.00
15 th	Wednesday	Councillor Training Evening Module 2	7.00pm – 9.00pm	Tutors to be advised	Zoom	£300 for all 4 modules
21 st	Tuesday	Law & Procedures Course Core Course required for new Clerks & CiLCA qualification	10.00am – 3.30pm	Abi Wood	Office	£95.00
22 nd	Wednesday	Councillor Training Evening Module 3	7.00pm – 9.00pm	Tutors to be advised	Zoom	£300 for all 4 modules
29 th	Wednesday	Councillor Training Evening Module 4	7.00pm – 9.00pm	Tutors to be advised	Zoom	£300 for all 4 modules

		December 2023 *Courses, Briefings & Forums*				
5th	Tuesday	Advanced Councillor Training The Next Steps Day 1	10.00am – 4.00pm	Stephanie Gill & Michelle Harper	Office	£95.00
12th	Tuesday	Advanced Councillor Training The Next Steps Day 2	10.00am – 4.00pm	Stephanie Gill & Michelle Harper	Office	£95.00
		January 2024 *Courses, Briefing, Conferences & Forums*				
Feb 2024		Evening CiLCA Introductory Stand Alone Module Workshop – Group 7	Evening TBA	Kelly Holland	Zoom	£30.00
March 2024		Evening CiLCA – Commencement of Group 7 Session dates to be confirmed with tutor on Compulsory Stand Alone Module Workshop	Evening TBA 6 Sessions	Kelly Holland	Zoom	£675.00



The Essex Association of Local Councils wishes to thank Essex County for the continued support and financial commitment to subsidise the EALC training strategy and courses run for the parish sector councils in Essex. The courses on this calendar are greatly reduced in price thanks to a Training Grant supplied to EALC.

Clerks in the County with a precept of less than 80k may make an application twice a year to the Essex Clerks Bursary fund to pay the cost of 75% of the training up to £500 in anyone financial year. Application must be made to EALC.

All booking forms to be sent to

pearl.willcox@ealc.gov.uk