

MINUTES OF AN EXTRAORDINARY MEETING OF THE PARISH COUNCIL

DATE: Tuesday 6th January, 2026 **TIME:** 7.00PM

VENUE: Wouldham Village Hall

Present: Cllr Miles, Cllr Collier-Ward, Cllr Timothy,
Tina Miles (Clerk) 2 members of public.

1.	Apologies: Cllr Marr, Cllr Yard, Cllr Church,	
2.	Declarations of interest. Cllr Miles advised that although there is no requirement to declare an interest, she will abstain from voting on the Clerks salary as there is a familial connection.	
PRECEPT:		
3.	Clerks Salary: Clerk explained that her contract identifies a 1 point increase per year. This brings her to point 17 on the scale and she had budgeted a 3% increase. However, rates are usually published around November for the financial year, so the exact amount will not be known until then. Proposed by Cllr Collier-Ward, seconded by Cllr Timothy - Agreed. Cllr Miles did not vote on this item as per the declaration of interest.	
4.	Youth & Community Worker Clerk explained that she had budgeted a 4% increase for the Youth & Community Worker for 26/27. Due to this being a funded project, it does not need to rely on the SLCC scales. Proposed by Cllr Collier-Ward , seconded by Cllr Timothy - Agreed.	
5.	Litter Warden Wages. Clerk explained that Living wage is due to rise in April 2026 and is currently being estimated at around 3.5% increase. She suggested that NLW is maintained for this post. Proposed by Cllr Timothy seconded by Cllr Collier-Ward – Agreed	
6.	Council Administration: Cllr Miles outlined the administration cost centres i.e. Clerks’ expenses, Donations, Audit fee, Legal/banking/election, stationary, subs/training, Insurance, street lighting, donations, and funded projects. Proposed by Cllr Miles, seconded by Cllr Timothy - Agreed	
7.	Grounds Maintenance: Cllr Miles noted that the current contract runs for another 4 years. However, there is an acceptance that there could be additional works required in addition to the budget. This will need to be reviewed during the year. - Agreed	
8.	Allotments: Cllr Miles explained that the budget has remained the same and the additional income will be used to offset any works needed i.e. hedge cutting. Agreed	

Signed _____ Dated _____

<p>9.</p> <p>10.</p> <p>11.</p> <p>12.</p>	<p>Special projects. Cllr Miles outlined the agreed planned projects for the year - Agreed</p> <p>Reserves. Cllr Miles explained that there is currently an underspend of around 10k for projects. If this is not used by the end of the year, it can be transferred to reserves in the new financial year. She also, noted that 3k had been taken from reserves for general expenditure to keep the precept down. All Agreed</p> <p>Cllr Miles explained that the figures represent a 2% decrease i.e. £53.04 instead £54.11 on a band D rating last year. She also noted that for the period 20/21 the cost was £66.54, which has been decreased year on year. This effectively means that there has been an overall decrease of 20% in a band D rate since 2021.</p> <p>VOTE TO APPROVE PRECEPT: Proposed by Cllr Collier-Ward Second by Cllr Miles that this year's Band D precept will be decreased by 2%. (rounded) All agree.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Total Gross Expenditure</td> <td style="text-align: right;">£ 109958.88</td> </tr> <tr> <td>Minus receipts from payments/reserves/funding</td> <td style="text-align: right;">£ 38052.00</td> </tr> <tr> <td>Total precept requirement</td> <td style="text-align: right;"><u>£ 71906.88</u></td> </tr> </table> <p>It was agreed that the Clerk would therefore submit the precept figures to TMBC by January 16th January, 2026</p>	Total Gross Expenditure	£ 109958.88	Minus receipts from payments/reserves/funding	£ 38052.00	Total precept requirement	<u>£ 71906.88</u>	
Total Gross Expenditure	£ 109958.88							
Minus receipts from payments/reserves/funding	£ 38052.00							
Total precept requirement	<u>£ 71906.88</u>							
<p>13.</p>	<p>Any other Business</p> <p>The meeting closed at 7.20pm</p>							