

Kingsbridge Town Council

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE HELD AT 7.00 P.M. ON TUESDAY 8 JANUARY 2019 IN QUAY HOUSE

The meeting commenced later than earmarked

Present: Cllr Anne Balkwill (Chairman)
Cllr Martina Edmonds
Cllr Barrie Fishman
Cllr Irene Jeeninga
Cllr Mike Jennings

In Attendance: Martin Johnson (Town Clerk)

18/27 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Chris Povey.

Public Open Forum

There were no members of public present.

18/28 DECLARATIONS OF INTEREST

There were no declarations of interest.

18/29 MINUTES OF THE LAST MEETING

Members received the minutes of the last meeting held on 27 November 2018 which were approved as a correct record.

18/30 BANK RECONCILIATIONS

Members received recent bank reconciliations for the Barclays' business current and premium accounts and reviewed the same. It was **RECOMMENDED** to note the bank reconciliations for the bank statements dated 7 December 2018.

18/31 QUARTERLY REPORT

Members received the following reports:

- A report on Capital, Revenue and Restricted Reserves.
- A report on an investment in the CCLA Public Sector Deposit Fund.
- The income and expenditure report for the 3rd quarter of the current financial year 2018/19 ending 31 December 2018.
- A cost code analysis reporting significant variance in over spend/under spend from the estimated budget.
- A projection to financial year end at 31 March 2019.

The net accumulative variance reported an under spend at £82,729.73 however, taking account of expenditure from allocated Reserves, sale of CCLA Property Fund shares and late receipts from the previous financial year a reconciliation provided an under spend at circa £2,839.69.

Members carefully considered all the reports and it was **RECOMMENDED** to note:

- Capital receipts, Revenue Reserves and CCLA Public Sector Deposit Fund totalling £266,376.59.
- CCLA Public Sector Deposit Fund annual dividends at circa 0.75% and the current holding at £28,178.64 (31 November 2018) should be researched for transfer to a high street bank.
- The 3rd quarter income and expenditure report and cost code analysis.
- A projected under spend at financial year end. The Town Centre Task Force budget at £25k had realised current expenditure at £8,560.90 and any balance at financial year end to be transferred to Revenue Reserves. Publicity costs for Kingsbridge In Bloom to be spent from said budget.

18/32 BUDGET FOR FINANCIAL YEAR 2019/20

Members received the following reports:

- Further suggestions for works/projects for the operational budget or reserves.
- Draft estimates of income and expenditure for the operational budget for financial year 2019/20.

Members had already considered income and expenditure estimates at the previous committee meeting which were agreed at the full council meeting held on 11 December 2018. Subsequently a revised Council Tax Base Rate had been received from SHDC.

It was **RECOMMENDED** to:

- Agree the following additional works/projects to be funded from the current financial budget 2018/19 and/or reserves:
 1. Petanque court (Recreation Ground) re-surfacing,
 2. Eastern & Western Backways graffiti over paint,
 3. Bus Station electronic sign re-alignment,
 4. Bus Station information board supply/fitting, and
 5. Community Resilience Store supply/build (restricted reserves already held at £1,500).
- Request SHDC for Tumbly Hill (access route between Quay & Cattle Market car parks) new lighting to be included in the proposed Ropewalk hotel development/Cattle Market car park re-configuration scheme.
- Note potential Cemetery tree surgery to be considered by the next full council meeting.
- Propose approval of the income and expenditure budget for financial year 2019/20 at Annex A (Precept at £148,645 realising an increase of £12,645 at 9.30%; KTC Band D council tax contribution at £68.37 realising an increase of £5.43 at 8.63%) subject to re-consideration of Fore Street public toilets pay-on-entry at the next full council meeting.

18/33 DATE OF NEXT MEETING

Tuesday 23 April 2019 at 7.00 p.m. (draft end of financial year 2018/19 accounts).

Annex:

A. Draft Budget for Financial Year 2019/20.

The meeting closed at 8.25 p.m.

DRAFT Income & Expenditure Budget for Financial Year 2019/20 (Finance Committee 8 Jan 19 for Full Council Meeting 15 Jan 19)

Cost Code	Item	Actuals 2017/18	Budget 2018/19	Estimates 2019/20	Comments 2019/20
Cost Centre 2: Bank					
Income	Bank Interest	4,424	3,500	400	Barclays savings
30				120	Barclays current
				150	CCLA Public Sector Deposit Fund dividends
	Sub Total	4,424	3,500	670	
Expenditure	Bank Commission	0	0	200	Barclays current
20	Sub Total			200	
Cost Centre 3: Quay House					
Income	QH Rent (Permanent)	17,426	15,773	15,993	reviewed Finance Cttee 27 Nov 18
60	QH Rent (Casual)	2,110	4,000	4,000	£2,545 by end Nov 18
61	Sub Total	19,536	19,773	19,993	
Expenditure	QH Council Tax	16,127	10,800	11,280	£11k FY 18/19 plus 2%
50	QH Utilities	4,654	5,200	4,200	electricity
51				1,300	water (including KIB bowser use)
52	QH Building Maintenance	11,850	8,104	120	burglar alarm maintenance
				300	fire alarm maintenance
				250	fire extinguishers/equipment check
				900	casual clearing
				250	guttering clearance
				8,000	repaint windows fascia soffits gutters downpipes W&N elevation
				200	portable appliance testing (every 3 years)
				500	miscellaneous minor works/repairs e.g. window cleaning
53	QH Grounds Maintenance	530	1,000	250	courtyard clearance
54	QH Sundries	498	600	300	tree surgery & shrubbery cut
				600	towel rental, cleaning equipment, key cutting etc.

	Sub Total	33,659	25,704	300 weddings/venue promotion 28,750
Cost Centre 4: Cemetery & Churchyard				
<i>Income</i>				
90	CEM Fees	2,360	2,000	2,000 £1,685 to date FY 18/19
	Sub Total	2,360	2,000	2,000
<i>Expenditure</i>				
80	CEM Tax & Water	555	600	585 council tax £574 FY 18/19 75 water
81	CEM Grounds Maintenance	4,670	5,000	4,075 grounds maintenance (Cemetery & Churchyard) 375 mole control
92	CEM Tree Surgery	2,000	1,000	500 general
93	CEM Maintenance & Monuments	829	1,250	1,000 Cemetery woodland management plan year 5 of 5 1,250 planting, monument repairs, War Memorial washing, painting
	Sub Total	8,054	7,850	7,860
Cost Centre 5: Allotments/Land				
<i>Income</i>				
110	Treblepark	1,025	1,086	1,145 reviewed Finance Ctte 27 Nov 18 (8 full & 33 half size plots)
	Sub Total	1,025	1,086	1,145
<i>Expenditure</i>				
110	Treblepark	1,086	1,086	310 ground rent
111	Rack Park	445	500	835 tree surgery, vegetation & rubbish clearance, repairs 0 Proposed sale of land at Derby Road early 2019
	Sub Total	1,531	1,586	1,145
Cost Centre 6: Section 137				
<i>Expenditure</i>				
130	Grant Aid (Recreational & Social)	2,000	0	<i>limit £8.12 per elector FY 19/20</i>
131	Grant Aid (Community Projects)	6,909	6,350	0 Nil funding FY 18/19; consideration by Finance Ctte 27 Nov 18 1,500 Citizens Advice (weekly drop-in at Quay House) 500 Kingsbridge Celebrates Christmas 0 Twinning Association 2,000 Cookworthy Museum

Sub Total 8,909 6,350 3,500 Kingsbridge In Bloom (national Champion of Champions 2019
7,500

Cost Centre 7: Administration

<i>Income</i>	Kitchen caddy liners	1,950	2,500	2,500 contra entry 2,500
Sub Total	1,950	2,500		
<i>Expenditure</i>				
170	Insurance	7,618	7,750	7,850 £7,700 FY 18/19 with estimate 2% increase
171	Stationery & Office Equipment	703	750	750
172	Telephones	994	1,000	1,100
173	Postage	521	500	500
174	Computer Equipment & Maintenance	626	800	Scribe accounts licence £385, Microsoft Office £85 & mainten: 200
175	Travel & Subsistence	32	200	200
176	Training	290	400	400
177	Audit fees	1,360	980	1,360 external £600 & internal £760
178	Adverts & Notices	234	250	250
179	Subscriptions	952	974	1,000 NALC, DAPC & SLCC
180	Sundries	2,745	500	500 including Payroll Service Charge £240
181	Election Expenses	0	0	0
182	Kitchen Caddy Liners	1,566	2,500	2,500 contra entry
183	Legal Fees	0	0	0
184	Photocopier	1,350	1,400	1,500
186	Website	60	150	150
187 new	Neighbourhood Plan	0	0	500 administratiton (to supplement government grant)
Sub Total		19,051	18,154	19,360

Cost Centre 8: Official Entertainment

<i>Expenditure</i>				
200	Mayor's Allowance	63	500	500
201	Town Crier's Allowance	500	500	500
202	Hospitality	317	450	450
Sub Total		880	1,450	1,450

Sub Total 8,909 6,350 3,500 Kingsbridge In Bloom (national Champion of Champions 2019
7,500

Cost Centre 9: Staffing

Expenditure			
220	Salaries/PAYE	49,965	50,900
221	Ni/PAYE	3,384	3,380
222	Pensions	10,785	10,450
223	Service Charge	0	0
	Sub Total	64,134	64,730

Cost Centre 10: Entertainment & Arts

Income			
243	Bandstand	210	150
	Christmas Lights	5,282	250
	Sub Total	5,492	400
Expenditure			
240	Fair Week	1,676	1,670
			450 fireworks
			100 fun run
			150 town criers' competition
			150 Glove Hanging PA system
			300 Mayors' community reception/civic event
			650 bunting installation
			1,000 supply of new bunting
			150 Glove Hanging Silver Band
			550 maintenance
			250 cleaning
			200 electrical testing
			200 premises licence
			350 electricity
			500 repaint every 2 years inner framework
			1,200 repaint every 5 years inner roof
			5,000 installation & removal
			1,500 new/repairs to lights/electric eyebolts/catenary wires
			300 Christmas tree (including removal)
			400 electricity for street lamp displays
	Sub Total	14,897	13,420

Cost Centre 11: Special Projects

	<i>Income</i>			
264	Communities Together Fund	0	2,000	1,500 contra entry
269	Grass verge cutting & weed spraying	481	709	730 DCC funding for grass verge cuts
270	Solar Farm - Community Benefit	4,104	4,104	4,104 contra entry, circa £41k over 10 yrs (yr 4 of 10)
272	Parks & Open Spaces improvements	1,500	0	0
	Sub Total	6,085	6,813	6,334
	<i>Expenditure</i>			
260	Potholes	0	0	0 SHDC play space inspections
262	Trim Trail	155	600	200 SHDC maintenance including full repaint of all Trim Trail exercise eq.
263	CCTV security cameras	797	1,000	1,200 historical funding earmarked for Town Centre public realm imp
				150 Fire Station licence & electricity
264	Communities Together Fund	3,433	2,000	50 St Edmunds Church electricity
267	Play Areas & Trim Trail Refit	0	0	800 maintenance contract
268	Defibrillator	75	0	500 replacement/repairs
269	Grass verge cutting & weed spraying	4,520	3,500	1,500 contra entry
270	Solar Farm - community benefit projects	4,814	4,104	0 historical funding earmarked for Town Centre public realm imp
272	Parks & Open spaces improvements	15,632	28,746	75 new pads
				2,500 DCC devolved grass verge cuts x 7 & weed spraying
				1,000 vegetation cuts across town
274	Skate Park	0	0	4,104 Town Centre public realm improvements/projects
279	Flood Resilience/Winter Weather	528	500	1,000 Fore Street toilets in lieu of pay on entry
				650 public seats x 18 & picnic benches x 3 cleaning/oiling
				300 Plymouth Road bus shelter & highway signs cleaning
				600 new goalposts & disposal of old
				20,000 Town Centre public realm improvements/projects
				1,000 youth project (to be worked up)
				1,900 local bus service 160
				3,000 Open Space, Sport & Recreation plan projects
				150 Fore Street red telephone box/world's smallest night club
				200 play area inspections via SHDC
				250 salt & grit bins
				250 sand & sandbags
				500 rain & river gauges maintenance
				1,000 surface water drain clearance
	Sub Total	29,954	40,450	43,129

Grand Totals	40,872	36,072	33,042
<i>Income</i>	181,069	179,694	188,558
<i>Expenditure</i>	0	0	0
<i>Transfer from Reserves</i>	2,596	0	0
<i>Miscellaneous income</i>	193	0	0
<i>Miscellaneous expenditure</i>	8,455	7,622	6,871
Council Tax Support Grant	130,084	136,000	148,645
Balance to be met by Precept			9.30% increase in Precept for FY 2019/20

Notes for FY 2018/19:

1. Current Band D council tax rate FY 18/19 is £62.94 & council tax base rate is 2160.89
2. New CTBRate for FY 19/20 confirmed at 2174.03
3. Draft Precept £148,645 divided by above CTBRate provides a council tax Band D rate at £68.37
4. Draft council tax Band D rate increases from £62.94 to £68.37 i.e. £5.43 at 8.63%