

Kingsbridge Town Council

MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD REMOTELY VIA VIDEO CONFERENCING AT 7.00 P.M. ON TUESDAY 24 NOVEMBER 2020

Present: Cllr Anne Balkwill (Chairman)
Cllr Martina Edmonds
Cllr Barrie Fishman
Cllr Julia Wingate

In Attendance: Martin Johnson (Town Clerk)

20/20 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Philip Cole, Mike Jennings, Chris Povey and Peter Ralph.

Public Open Forum

There were no members of public present.

20/21 DECLARATIONS OF INTEREST

There were no declarations of interest.

20/22 MINUTES OF THE LAST MEETING

Members received the minutes of the last meeting held on 27 October 2020 which were approved as a correct record.

20/23 FEES AND CHARGES

Members were in receipt of Fees and Charges effective from 1 April 2020, alongside a report of historical charges, and a thorough review was completed. It was **RECOMMENDED** to retain all current Fees and Charges for next financial year 2021/22 at Annex A.

20/24 BUDGET FOR FINANCIAL YEAR 2021/22

Members received a draft budget for financial year (FY) 2021/22 and then considered individual cost codes for projected income and expenditure. In particular, Members noted/agreed the following:

- South Hams District Council (SHDC) had already identified stoppage of the Council Tax Support Grant which was £3,435 for the current FY.
- SHDC would notify local councils of the Council Tax Base Rate for FY 2021/22 in mid-December whereupon a draft Band D council tax rate could be calculated. However, the CTBR was likely to reduce by 2%.

- Given the current Covid-19 pandemic, likely economic outfall and impact on local households in 2021, the Town Council (KTC) should aim to retain the current Precept for the following FY without any increase.
- Cost code 93 (Cemetery maintenance & monuments). Increased by £500 to provide the commemorative lead lettering to be repaired/repainted.
- Cost codes 220,221 & 222 (Staffing). A 1.5% increase had been included which could be adjusted if further news was received before January 2021.
- Cost code 244 (Christmas Lights). £3,500 had been provided to pay for the 3 yearly cycle of catenary wire and eyebolt testing plus new electricity supplies from street lamps (electricity previously taken from private businesses).
- Cost code 245 (Bunting). £1,000 provided for new Fore Street coloured polyester bunting. The bunting duration to be extended again meaning total replacement every 2 years.
- Cost code 272 (Parks & Open Space improvements). £25,000 to be provided again for public realm improvements to include: new seating, planters, trees, waymarking signs and litter bins.

It was **RECOMMENDED** to progress the draft Income and Expenditure Budget for financial year 2021/22 at Annex B to be re-considered at the next meeting.

Members took the opportunity to review some current FY business and it was then **RECOMMENDED** to:

- Note the AONB unit's 60th anniversary fundraising project.
- Make a bid to the South Hams District Council administered Re-opening the High Street Safely fund by the deadline of Friday 27 November 2020.
- Offer a rental holiday, with a 20% discount, for Quay House tenants unable to carry on their business for the duration of Covid-19 Lockdown 2.
- Note Kingsbridge Gym Club's funding requirements should the OSSR budget expenditure be available.

20/25 DATE OF NEXT MEETING

Thursday 7 January 2021 at 7.00 p.m. (3rd quarter FY 2020/21 income & expenditure report and to re-consider the draft budget for FY 2021/22).

Annexes:

- A. Draft Fees & Charges with effect from 1 April 2021.
- B. Draft Income & Expenditure Budget for Financial Year 2021/22.

The meeting closed at 7.42 p.m.

KINGSBRIDGE TOWN COUNCIL

QUAY HOUSE FEES AND CHARGES

(with effect from 1 April 2021)

Leases

Room/Ground Rent	Annual Rent
Rear Hall (TQ7 Hairdressers)	£8,000 (leased from March 2016 for 9 years)
Age Concern/Rest Centre	£1,750 (10 year fixed rent until April 2022)
Bin Store (Creeks End)	£360 (revised from August 2020 for 5 years)

Room Rentals

Room	Annual Rent
Room 4 (Start Point Finance)	£1,135
Room 8 (Kingsbridge Websites)	£1,830
Room 9 (K. & Saltstone Caring)	Rent free
Room 10 (Start Point Finance)	£1,495
Room 12 (Start Point Finance)	£1,610

Casual Room Hire

Room/Event	Per session (morning, afternoon or evening)
Council Chamber	£30
• Weddings	£100
• DCC Social Services	£50 (includes refreshments)
• Commercial hire	£50
Consultancy Rooms 3 & 7	£15

Notes:

1. One session is a half day or evening (or part thereof).
2. The above fees are waived for meetings held by the local Member for Parliament, County and District Councillors, and organisations which are recognised "Outside Bodies" of the Town Council.
3. Registered Charities will be offered a reduction of 50% on the standard rates.

TREBBLEPARK ALLOTMENT RENT
(with effect from 1 April 2021)

Full Plot	£45.00
Half Plot	£30.00

Notes:

1. Fees due 1 April 2020 for year to 31 March 2021 (or part thereof).
2. A reduction in fees may be applied to tenants taking on a plot late in the growing season or taking on a plot which is in an unsatisfactory condition.

Approved by Council
8 December 2020

KINGSBRIDGE TOWN COUNCIL

HIRE CHARGES FOR BANDSTAND

(with effect from 1 April 2021)

Per Hour	£ 10.00
Per Half-Day or Evening	£ 30.00
Per Day	£ 60.00
Per Week	£ 300.00

Notes:

1. Bands and other performing groups (other than for Town Council sponsored Bandstand Concerts) will be charged at the standard hourly rate of £10.00 but may cover this charge by making a collection.
2. Registered charities using the Bandstand for fund-raising events will not be charged.
3. Electricity (metered) may be charged extra.

EQUIPMENT HIRE

(with effect from 1 April 2021)

Gazebos	£50 each per day
Bunting	£20
Stacking chairs	£50
Tables	£5
Projector/screen	£25
Display boards	£5
Play equipment	£10 per sport

Notes:

1. Fees apply to commercial enterprises/limited companies and charities/community groups located outside the Kingsbridge parish boundary.
2. Fees will not be charged for registered charities or local community groups located within the Kingsbridge parish boundary.
3. A £50 refundable deposit is required for all bookings.

PHOTOCOPYING

(with effect from 1 April 2021)

A4 Black & White	single sheet 7p.	double side 10p.
A4 Colour	single sheet 12p.	double side 20p.
A3 Black & White	single sheet 10p.	double side 20p.
A3 Colour	single sheet 20p.	double side 40p.
Laminate	copy price as above plus A4 15p. & A3 30p.	

Approved by Council
8 December 2020

KINGSBRIDGE TOWN COUNCIL

EMBANKMENT ROAD CEMETERY – SCALE OF FEES

(with effect from 1 April 2021)

1. INTERMENT

(Undertakers to be responsible for grave digging and backfilling)

- | | |
|---|----------|
| a. Interment fee | £ 225.00 |
| b. Interment fee in respect of a casket of cremated remains | £ 90.00 |

2. EXCLUSIVE RIGHT OF BURIAL IN EARTHEN GRAVES (see note 3)

(For the purchase of the exclusive right of burial for 100 years)

- | | |
|--|----------|
| a. 2.5m by 1.2m | £ 245.00 |
| b. 60cm by 60cm for casket of cremated remains | £ 100.00 |

3. MONUMENTS, GRAVESTONES, TABLETS AND MONUMENTAL INSCRIPTIONS

For the right to erect or place:

- | | |
|--|----------|
| a. A headstone which should not exceed 1 m in height | £ 130.00 |
| b. A flat stone not exceeding 50cm by 50cm | £ 85.00 |
| c. A tablet on any grave | £ 85.00 |
| d. Any inscription after the first on a gravestone or tablet | £ 45.00 |

Notes:

1. Embankment Road Cemetery is exclusively for the use of residents of Kingsbridge and the following non-residents:
 - a. People who die in Kingsbridge
 - b. Past residents of Kingsbridge
 - c. Next-of-Kin of Kingsbridge residents
2. The above fees are doubled for non-residents of Kingsbridge.
3. Exclusive rights may be purchased only in respect of an occupied grave and not for a vacant plot.
4. All new graves to be dug at double depth.

Approved by Council
8 December 2020

Annex B to KTC Finance Committee minutes dated 24 November 2020

DRAFT Income & Expenditure Budget for Financial Year 2021/2022 (for Finance Committee 24 November 2020)

Cost Code	Item	Actuals 2019/20	Budget 2020/21	Estimates 2021/22	Comments 2021/22
Cost Centre 2: Bank					
<i>Income</i>					
30	Bank Interest	1,206	640	400	Barclays savings
			180	100	Barclays current
	Sub Total	1,206	820	500	
<i>Expenditure</i>					
30	Bank Commission	205	180	150	Barclays current
	Sub Total	205	180	150	
Cost Centre 3: Quay House					
<i>Income</i>					
60	QH Rent (Permanent)	15,928	16,200	16,180	reviewed Finance Ctte 24 Nov 20
61	QH Rent (Casual)	5,505	5,000	3,000	£1,370 end Oct 20
	Sub Total	21,433	21,200	19,180	
<i>Expenditure</i>					
50	QH Council Tax	11,490	11,750	12,100	£11.8k FY 20/21 plus 2.75%
51	QH Utilities	5,931	6,000	6,200	electricity (new 5 year deal from Jun 19)
			1,700	1,700	water (including KIB bowser use)
52	QH Building Maintenance	12,401	125	125	burglar alarm maintenance
			350	350	fire alarm maintenance
			250	250	fire extinguishers/equipment check
			1,000	1,000	casual cleaning
			0	0	portable appliance testing (every 3 years)

			750	750	minor works/repairs e.g. window cleaning
			5,000	0	conversion attic store & stairwell decoration
53	QH Grounds Maintenance	670	300	300	courtyard clearance
			500	250	tree surgery & shrubbery cut
			1,500	0	art/sculpture project (to be funded from Reserves)
54	QH Sundries	1,407	1,000	1,000	towel rental, cleaning equipment, key cutting etc.
			150	150	weddings/venue promotion
			600	600	waste disposal weekly via SHDC sacks
	Sub Total	31,899	30,975	24,775	
Cost Centre 4: Cemetery & Churchyard					
<i>Income</i>					
90	CEM Fees	2,730	2,500	1,500	£170 at end Oct 20
	Sub Total	2,730	2,500	1,500	
<i>Expenditure</i>					
80	CEM Tax & Water	680	660	720	council tax
			75	80	water
81	CEM Grounds Maintenance	4,678	4,120	4,180	grounds maintenance (Cemetery & Churchyard)
			375	345	mole control
			500	500	miscellaneous repairs
			500	470	waste disposal via SHDC bin
92	CEM Tree Surgery	3,530	500	500	Nil major tree felling anticipated
93	CEM Maintenance & Monuments	1,005	500	1,000	Repairs, War Memorial washing & inscription painting
	Sub Total	9,893	7,230	7,795	
Cost Centre 5: Allotments/Land					
<i>Income</i>					
110	Treblepark	1,140	1,350	1,380	6 full size & 37 half size plots at £45 & £30
	Sub Total	1,140	1,350	1,380	
<i>Expenditure</i>					
110	Treblepark	310	310	310	ground rent

	Sub Total	310	1,040 1,350	1,070 1,380	tree surgery, vegetation & rubbish clearance, repairs
Cost Centre 6: Section 137					
<i>Expenditure</i>					
130	Grant Aid (Recreational & Social)	150	0	0	<i>limit £8.32 per elector FY 20/21</i> Nil grants scheme & no exceptional requests to be considered
131	Grant Aid (Community Projects)	8,500	1,500	1,500	Citizens Advice (weekly drop-in at Quay House)
			500	500	Kingsbridge Celebrates Christmas
			2,000	2,000	Cookworthy Museum
			7,000	7,000	Kingsbridge In Bloom
			400	0	Royal British Legion VE Day celebrations
	Sub Total	8,650	11,400	11,000	
Cost Centre 7: Administration					
<i>Income</i>					
182	Kitchen caddy liners	530	0	0	Discontinued Aug 19
187	Neighbourhood Plan	5,092	0	0	
	Sub Total	5,622	0	0	
<i>Expenditure</i>					
170	Insurance	6,409	7,850	7,300	
171	Stationery & Office Equipment	801	800	800	
172	Telephones	1,299	1,000	1,400	
173	Postage	422	450	300	
174	Computer Equipment & Maintenance	540	800	1,185	NAS £700, Scribe £400, Microsoft Office £85
175	Travel & Subsistence	70	200	200	
176	Training	155	400	200	
177	Audit fees	1,560	1,760	1,800	external £1k & internal £800
178	Adverts & Notices	464	400	400	
179	Subscriptions	1,004	1,000	1,050	NALC, DAPC & SLCC
180	Sundries	716	750	750	including Payroll Service Charge & VAS transfer
181	Election Expenses	0	177	0	
182	Kitchen Caddy Liners	331	0	0	Discontinued Aug 19

183	Legal Fees	0	0	0	
184	Photocopier	1,254	1,400	1,300	
186	Website	70	200	200	
187	Neighbourhood Plan	3,433	1,500	1,500	consultations & website (to supplement government grant)
	Sub Total	18,528	18,687	18,385	

Cost Centre 8: Official Entertainment

Expenditure

200	Mayor's Allowance	260	500	500	
201	Town Crier's Allowance	500	500	500	
202	Hospitality	210	400	300	
	Sub Total	970	1,400	1,300	

Cost Centre 9: Staffing

Expenditure

220	Salaries/PAYE	53,570	55,000	55,900	pay increase 1 Apr 21? Estimate 1.5%
221	NI/PAYE	3,636	3,675	4,000	related to above
222	Pensions	11,535	11,300	12,000	related to above
	Sub Total	68,741	69,975	71,900	

Cost Centre 10: Entertainment & Arts

Income

243	Bandstand	77	0	0	Farmers Market
244	Christmas Lights	200	200	200	Christmas tree
	Sub Total	277	200	200	

Expenditure

240	Fair Week	2,739	450	450	fireworks
			100	100	fun run
			500	500	waste disposal via SHDC (new for Jul 20)

			150	150	town criers' competition
			160	150	Glove Hanging PA system
			500	500	Mayor's civic reception & cup presentation
			700	0	bunting installation (see new cost code 245)
242	Embankment festoon lighting	200	150	150	Glove Hanging Silver Band
243	Bandstand	2,794	750	750	maintenance
			250	250	cleaning
			275	200	electrical testing
			200	200	premises licence
			450	300	electricity
			0	500	repaint every 2 years inner framework
			250	250	miscellaneous repairs
244	Christmas Lights	6,468	5,000	5,000	installation & removal
			1,500	1,500	new/repairs to lights/electrics/eyebolts/catenary wires
			300	300	Christmas tree (including removal)
			400	1,500	electricity supply for cross-street & street lamp displays
			0	2,000	catenary wire & eyebolt testing (every 3 years)
245 new	Bunting		0	1,000	replacement coloured bunting for Fore Street (every 2 years)
			0	850	installation & removal
	Sub Total	12,201	12,085	16,600	
Cost Centre 11: Special Projects					
<i>Income</i>					
264	Covid-19 (former c/c for Communities Together Fund)	3,638	0	0	likely to be discontinued
269	Grass verge cutting & weed spraying	730	752	750	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 5 of 10)
	Sub Total	8,472	4,856	4,854	
<i>Expenditure</i>					
260	Potholes	835	0	0	remaining DCC restricted reserves available

261	Local history/tourism project	0	6,000	0	in conjunction with Cookworthy Museum
262	Trim Trail	1,260	225	225	SHDC play space inspections
			750	750	general maintenance
263	CCTV security cameras	1,099	100	100	Fire Station licence & electricity
			50	50	St Edmunds Church electricity
			800	800	maintenance contract
			500	500	replacement/repairs
264	Covid-19 (former c/c for Communities Together Fund)	4,140	0	0	contra entry
265 new	High Streets Re-opening Fund		0	0	to be funded from Reserves
267	Play Areas Refits	30,000	0	0	to be funded from Reserves
268	Defibrillator	332	350	350	new pads & battery
269	Grass verge cutting & weed spraying	3,493	2,000	2,000	grass verge cuts x 7 per annum
			2,000	2,000	vegetation cuts across town
			750	750	highways weed spraying
270	Solar Farm - community benefit projects	0	4,104	4,104	Priorities & Ambitions/OSSR project (to be confirmed)
272	Parks & Open spaces improvements	17,492	2,000	2,000	Love Your Park fun day Sunday tbc Aug 20
			1,000	1,000	maintenance of all public seats & picnic benches
			300	300	Plymouth Road bus shelter & highway signs cleaning
			650	650	new goalposts & disposal of old
			25,000	25,000	public realm improvements: seating, bins, planters & waymarking
			1,000	1,000	youth project (to be worked up)
			500	500	local bus service 160 subsidy
			3,000	3,000	OSSR plan projects (to be worked up)
			1,000	250	red telephone box/world's smallest night club refit
			500	500	KTC equipment maintenance in parks e.g. putting
274	Skate Park (Quay Car Park)	130	250	250	cleaning
279	Flood Resilience/Winter Weather	1,086	250	250	salt & grit bins
			500	500	sand & sandbags
			2,500	2,500	surface water drains clearance
	Sub Total	59,867	56,079	49,329	

Grand Totals

Income	40,880	30,926	27,614	
Expenditure	211,264	209,361	202,614	
Transfer from Capital Receipts/Revenue Reserves	0	0	0	
<i>Miscellaneous income</i>	138	0	0	
<i>Miscellaneous expenditure</i>	100	0	0	
Council Tax Support Grant (cost code 280)	6,871	3,435	0	CTSG ended FY 20/21
Balance to be met by Precept	148,645	175,000	175,000	Same Precept as current FY 20/21

Notes:

1. Current council tax Band D rate FY 20/21 is £80.70
2. New Council Tax Base Rate for FY 21/22 likely to reduce by 2% and will be confirmed in December
3. Current CTBRate is 2168.56 so a probable reduction provides 2125.19
4. Draft Precept at £175,000 divided by new CTBRate provides a council tax Band D rate at £82.35
5. Therefore, Council tax Band D rate increases from £80.70 to £82.35 i.e. £1.65 at 2.05% notwithstanding nil Precept increase
6. In order to maintain the present Band D rate at £80.70 the Precept needs to reduce to circa £171,500 i.e. cuts of £3,500 are required