

Kingsbridge Town Council

MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD REMOTELY VIA VIDEO CONFERENCING AT 7.00 P.M. ON THURSDAY 7 JANUARY 2021

Present: Cllr Anne Balkwill (Chairman)
Cllr Barrie Fishman
Cllr Peter Ralph
Cllr Julia Wingate

In Attendance: Martin Johnson (Town Clerk)

20/26 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Martina Edmonds and Mike Jennings.

Public Open Forum

There were no members of public present.

20/27 DECLARATIONS OF INTEREST

There were no declarations of interest.

20/28 MINUTES OF THE LAST MEETING

Members received the minutes of the last meeting held on 24 November 2020 which were approved as a correct record.

20/29 INTERNAL AUDIT

Members received the Internal Auditor's interim audit report from his visit on 4 November 2020 and noted 6 in number observations which were reviewed with no action deemed to be required. It was **RECOMMENDED** to note IAC Audit & Consultancy Ltd's report dated 12 November 2019.

20/30 BANK RECONCILIATIONS

The Chairman had received recent bank statements and reconciliations for the Barclays' business current, business premium and savings accounts prior to the meeting and reviewed/signed the same. It was **RECOMMENDED** to note the bank reconciliations for the bank statements dated 7 December 2020.

20/31 MAYOR'S ALLOWANCE ACCOUNT

It was reported that all disbursements from the Mayor's Allowance cost code were made via the Barclays business current account and consultation between the Town Mayor, Chairman and Town Clerk had revealed that an independent bank account was no longer required. It was **RECOMMENDED** to close the Mayor's Allowance

bank account due to inactivity and to manage all future expenditure from the current account.

20/32 QUARTERLY REPORT

The following reports were received:

- A report on Capital receipts, Revenue and Restricted Reserves.
- An income and expenditure report for the 3rd quarter of the current financial year 2020/21 ending 31 December 2020.
- 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 2021.

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

- Capital receipts, Revenue Reserves and Restricted Reserves totalling £339,173.02.
- The 3rd quarter income and expenditure report/cost code analysis identified a net accumulative variance under spend at £6,173.93. However, taking account payments from Reserves (potholes, Neighbourhood Plan, allotments and High Streets Re-opening) and non-budgeted funds received (Neighbourhood Plan and High Streets Re-opening) a reconciliation provided an under spend at circa £1,035.79. However, the reconciliation had not taken account the agreed extra Reserves expenditure on the Christmas Lights as all invoices had not been paid to date and income/expenditure on the same needed to be completed.
- A projection to financial year end was dependent on how much expenditure was made on public realm improvements for Fore Street.

20/33 BUDGET FOR FINANCIAL YEAR 2021/22

Members had already considered draft income and expenditure estimates at the previous committee meeting which had been agreed at the full council meeting held on 8 December 2020. Subsequently a revised Council Tax Base Rate had been received from South Hams District Council.

It was **RECOMMENDED** to propose approval of the income and expenditure budget for financial year 2021/22 at Annex A with retention of the Precept at £175,000 and the Town Council's Band D council tax contribution at £82.08.

20/34 EXCLUSION OF PUBLIC AND PRESS

Not required however, agenda item 20/35 (consideration of Grant Aid) remained confidential.

20/35 GRANT AID

KTC Members only (for confidential session at council meeting 12 January 2021).

20/36 DATE OF NEXT MEETING

Thursday 22 April 2021 at 7.00 p.m. (4th quarter FY 2020/21 income & expenditure report and close of financial year accounts).

Annex:

A. Draft Income & Expenditure Budget for Financial Year 2021/22.

The meeting closed at 7.40 p.m.

Annex A to KTC Finance Committee minutes dated 7 January 2021

2nd DRAFT Income & Expenditure Budget for Financial Year 2021/2022 (for Finance Committee 7 January 2021)

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 Commisison	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

53	QH Grounds Maintenance	670	5,000 300 500 1,500	0 300 250 0	conversion attic store & stairwell decoration courtyard clearance tree surgery & shrubbery cut art/sculpture project (to be funded from Reserves)
54	QH Sundries	1,407	1,000 150 600	1,000 150 600	towel rental, cleaning equipment, key cutting etc. weddings/venue promotion 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 75	720 80	council tax water
81	CEM Grounds Maintenance	4,678	4,120 375 500 500	4,180 345 500 470	grounds maintenance (Cemetery & Churchyard) mole control miscellaneous repairs 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 1,040	310 1,070	ground rent tree surgery, vegetation & rubbish clearance, repairs

	Sub Total	310	1,350	1,380	
Cost Centre 6: Section 137					
<i>Expenditure</i>					
130	Grant Aid (Recreational & Social)	150	0	0	limit £8.32 per elector FY 20/21 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)
			150	150	Glove Hanging Silver Band
242	Embankment festoon lighting	200	750	750	maintenance
243	Bandstand	2,794	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

Income

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	775	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	4,879	

Expenditure

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	375	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	49,354	
Grand Totals					
	Income	40,880	30,926	27,639	

Expenditure	211,264	209,361	202,639	
Transfer from Capital Receipts/Revenue Reserves	0	0	0	
Miscellaneous income	138	0	0	
Miscellaneous expenditure	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. Current Council Tax Base Rate is 2168.56
3. New Council Tax Base Rate for FY 21/22 has been confirmed at 2132.07 (14 Dec 20)
4. Draft Precept at £175,000 divided by new CTBRate provides a council tax Band D rate at £82.08
5. Therefore, Council tax Band D rate increases from £80.70 to £82.08 i.e. £1.38 at 1.71% notwithstanding nil Precept increase
6. In order to maintain the present Band D rate at £80.70 the Precept would require reduction to circa £172,058 i.e. further cuts of £2,942 are required