

Kingsbridge Town Council

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE HELD AT 7.00 P.M. ON TUESDAY 22 NOVEMBER 2022 IN QUAY HOUSE

Present: Cllr Anne Balkwill (Chairman)
Cllr Philip Cole
Cllr Martina Edmonds
Cllr Barrie Fishman
Cllr Mike Jennings
Cllr Julia Wingate

In Attendance: One Member of Public
Martin Johnson (Town Clerk)

22/22 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Chris Povey.

Public Open Forum

There were no statements from members of public present.

22/23 DECLARATIONS OF INTEREST

None.

22/24 MINUTES OF THE LAST MEETING

Members received the minutes of the last meeting held on 25 October 2022 which were approved as a correct record.

22/25 STAFF PAY AWARD

Members received a report on the National Joint Council for Local Government Services' Pay Agreement 2022/23 dated 1 November 2022 and applicable from 1 April 2022. The pay award was an increase of £1,925 across all pay scales; pro-rata for part-time staff. Plus an increase of one day's annual leave entitlement from 1 April 2023; again pro-rata for part-time staff. It was **RECOMMENDED** to note the Local Government pay award for the current financial year 2022/23.

22/26 FEES AND CHARGES

Members received a listing of current Fees and Charges effective from 1 April 2022, alongside a report of historical charges, and a thorough review was completed. It was **RECOMMENDED** for:

- Quay House and grounds fixed leases for the Rear Hall (TQ7 Hairdressing), Age Concern/Kingsbridge Care Hub and Bin Store (Creeks End Inn) to be noted.

- Quay House rentals for Rooms 4 (Ms Fendick), 10 and 12 (both Start Point Finance) to be increased by 3%.
- Quay House rentals for Rooms 8 (First Peninsula Marine) and The Loft (Ms Pike) to be retained (new tenancies had recently been agreed following room refurbishments).
- Quay House rental for Room 9 (Kingsbridge & Saltstone Caring) to be retained free of charge in lieu of historic Grant Aid.
- Quay House casual/commercial room hire for the Council Chamber and Rooms 3 & 7 to be retained.
- Hire of the Council Chamber for weddings to be retained.
- Allotment rents for full and half-sized plots to be retained.
- Bandstand hire charges to be retained.
- Equipment hire charges to be retained and the recently purchased PA system to be added at £20 plus deposit.
- Photocopying charges to be retained.
- Embankment Road Cemetery fees to be increased by 3% rounded up to the nearest £5 for each charge.

A listing of proposed Fees and Charges for financial year 2023/24 is at Annex A.

22/27 GRANT AID

Members received the current Application Form and Conditions for Grant Aid which were closely reviewed by Members. It was **RECOMMENDED** to:

- Retain the current Application Form and Conditions without amendment.
- Manage one round only of community grants for next financial year 2023/24 to be actioned early in April/May 2023.

22/28 DRAFT BUDGET FOR FINANCIAL YEAR 2023/24

Members received a discussion paper regarding the draft budget for financial year 2023/24 and considered all individual cost codes for projected income and expenditure. In particular, Members noted/agreed the following:

- Cost code 52 (Quay House maintenance). £3,750 budget included for replacement heating on the ground floor (Rooms 1, 2 and 3 plus Hallway). Quotations would be required.
- Cost code 130 (Grant Aid for Recreation & Social). £1,000 budget (see agenda item 22/27).
- Cost code 131 (Grant Aid for Community projects). Retention of current grants plus 10% and a contribution to the Royal British Legion towards Remembrance Sunday costs.
- Cost codes 220,221 & 222 (Staffing). A 2% increase in salaries in anticipation of a Local Government Pay Award and an increase for the Town Crier's Honorarium.
- Cost code 240 (Fair Week). To include a £975 budget for commercial waste disposal.
- Cost code 244 (Christmas Lights). An additional £1,000 towards installation and repairs.

- Cost code 245 (Bunting). £1,850 budget for new multi-coloured bunting in Fore Street and installation/removal.
- Cost code 266 (Street furniture maintenance). £3,500 budget to maintain seating, litter bins, bollards, assets in parks, VAS speed sign and graffiti cleaning.
- Cost code 270 (Solar Farm – community benefit projects). Year 8 of 10 expenditure at £4,104 to be earmarked for a public art project(s).
- Cost code 272 (Parks & Open Space improvements) to include:
 - Love Your Park fun day in the Recreation Ground £3,250 budget.
 - Movies on the Square £4,150 budget for 3 in number movies.
 - Town Marketing Strategy £1,650 budget retained.
 - Community projects £31,293 budget.
- Cost Code 279 (Flood Resilience/Winter Weather). To include £3,500 budget for surface water gullies' clearance.
- A transfer to Revenue Reserves at £10,000 to act as a sinking fund for Open Space, Sport & Recreation projects.
- The current Precept to be retained, without increase, for a further financial year at £193,920.
- SHDC would notify local councils of the Council Tax Base Rate for FY 2023/24 in mid-December whereupon a Band D council tax rate could be calculated.

It was **RECOMMENDED** to progress the draft Income and Expenditure Budget for financial year 2023/24 at Annex B to be re-considered at the next committee meeting and ultimate approval at the full council meeting to be held on 10 January 2023.

22/29 DATE OF NEXT MEETING

7.00 p.m. on Thursday 5 January 2023 (3rd quarter FY 2022/23 income and expenditure report and to re-consider the draft budget for FY 2023/24).

The meeting closed at 8.45 p.m.

Annexes:

- A. Draft Fees & Charges for financial year 2023/24.
- B. Draft Income & Expenditure budget for financial year 2023/24.

KINGSBRIDGE TOWN COUNCIL

QUAY HOUSE FEES AND CHARGES

(with effect from 1 April 2023)

Leases

Room/Ground Rent

Rear Hall (TQ7 Hairdressers)
Age Concern/K. Care Hub
Bin Store (Creeks End)

Annual Rent

£8,000 (leased from March 2016 for 9 years)
£1,750 (10 year fixed rent until April 2032)
£360 (revised from August 2020 for 5 years)

Room Rentals

Room

Room 4 (Ms Fendick)
Room 8 (First Peninsula Marine)
Room 9 (K. & Saltstone Caring)
Room 10 (Start Point Finance)
Room 12 (Start Point Finance)
The Loft (Ms Pike)

Annual Rent

£1,235
£3,600
Rent free
£1,585
£1,710
£2,400

Casual Room Hire

Room/Event

Council Chamber
Council Chamber weddings
Council Chamber commercial hire
Consultancy Rooms 3 & 7

Per session (morning, afternoon or evening)

£30
£150
£50
£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 2023)

Full Plot £50.00
Half Plot £30.00

Notes:

1. Fees due 1 April 2023 for year to 31 March 2024 (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
13 December 2022

KINGSBRIDGE TOWN COUNCIL

HIRE CHARGES FOR BANDSTAND

(with effect from 1 April 2023)

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 2023)

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

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 2023)

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
13 December 2022

KINGSBRIDGE TOWN COUNCIL

EMBANKMENT ROAD CEMETERY – SCALE OF FEES

(with effect from 1 April 2023)

1. INTERMENT

(Undertakers to be responsible for grave digging and backfilling)

- | | |
|---|----------|
| a. Interment fee | £ 240.00 |
| b. Interment fee in respect of a casket of cremated remains | £ 100.00 |

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 | £ 260.00 |
| b. 60cm by 60cm for casket of cremated remains | £ 110.00 |

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 | £ 140.00 |
| b. A flat stone not exceeding 50cm by 50cm | £ 95.00 |
| c. A tablet on any grave | £ 95.00 |
| d. Any inscription after the first on a gravestone or tablet | £ 50.00 |

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
13 December 2022

FIRST DRAFT INCOME & EXPENDITURE BUDGET FOR FINANCIAL YEAR 2023/24 (for Full Council meeting 13 Dec 22)

Cost Code	Item	Actuals 2021/22	Budget 2022/23	Estimates 2023/24	Comments 2023/24
Cost Centre 2: Bank					
<i>Income</i>					
30	Bank Interest	37	100	150	Barclays accounts
	Sub Total	37	100	150	
<i>Expenditure</i>					
30	Bank Commission	90	100	150	Barclays current
	Sub Total	90	100	150	
Cost Centre 3: Quay House					
<i>Income</i>					
60	QH Rent (Permanent)	20,290	18,795	20,510	fees to be reviewed by Finance Cttee 22 Nov 22
61	QH Rent (Casual)	5,965	3,000	6,000	£5,245 at 31 Oct 22 (wedding hire)
	Sub Total	26,255	21,795	26,510	
<i>Expenditure</i>					
50	QH Council Tax	11,629	11,950	11,950	£11.6k FY 22/23 plus 2.75%
51	QH Utilities	5,080	6,500	5,500	electricity (5 year contract until Jun 24)
		829	900	950	water (including KIB bowser use)
52	QH Building Maintenance	14,084	130	160	burglar alarm maintenance
			350	400	fire alarm maintenance
			250	275	fire extinguishers/equipment check
			1,000	1,300	casual cleaning
			250	0	portable appliance testing (every 3 years due 2022)
			1,000	500	minor works/repairs e.g. window cleaning
			4,800	0	repaint of 6 sash windows facade (every 5 years due 2022)
			400	0	repaint front porch (every 3 years due 2022)
			1,100	0	repaint new ground floor plaster & woodwork
			0	3,750	ground floor Rowenta heating (estimate awaited)
53	QH Grounds Maintenance	555	300	500	courtyard clearance & Garage/Store repairs
			250	250	tree surgery & shrubbery cut
54	QH Sundries	746	1,000	850	towel rental, cleaning equipment, key cutting etc.

Sub Total		32,923	125 30,305	26,510 125 weddings/venue promotion
Cost Centre 4: Cemetery & Churchyard				
<i>Income</i>				
90	Cemetery Fees	2,040	1,500	1,500 £755 at end Oct 22
	Sub Total	2,040	1,500	1,500
<i>Expenditure</i>				
80	Cemetery Tax & Water	699	725	720 council tax
		34	85	40 water
81	Cemetery Grounds Maintenance	4,152	4,275	4,700 grounds maintenance (Cemetery & Churchyard)
		336	375	370 mole & rabbit control
		180	500	500 miscellaneous repairs
		459	500	550 waste disposal via SHDC bin
92	Cemetery Tree Surgery	85	500	250 Nil major tree felling anticipated
93	Cemetery Maintenance & Monuments	314	500	500 Repairs & War Memorial washing
	Sub Total	6,259	7,460	7,630
Cost Centre 5: Allotments				
<i>Income</i>				
110	Treblepark	1,380	1,410	1,410 6 full size & 37 half size plots at £50 & £30
	Sub Total	1,380	1,410	1,410
<i>Expenditure</i>				
110	Treblepark	683	325	325 ground rent
			1,085	1,085 tree surgery, vegetation & rubbish clearance, repairs
	Sub Total	683	1,410	1,410
Cost Centre 6: Section 137				
<i>Expenditure</i>				
130	Grant Aid (Recreational & Social)		1,000	limit £8.82 per elector for current FY 22/23
131	Grant Aid (Community Projects)	11,000	1,500	1,000 Grant aid for sports, recreation & social groups
			500	1,650 Citizens Advice (weekly drop-in at Quay House)
			2,000	550 Kingsbridge Celebrates Christmas 2 Dec 23 (town event)
			7,000	2,200 Cookworthy Museum (town heritage)
				7,700 Kingsbridge In Bloom (town floral displays)

Sub Total**11,000**500
12,500150 Royal British Legion Remembrance Sunday
13,250**Cost Centre 7: Administration***Income*

187 Neighbourhood Plan

4,895

0

0

Sub Total**4,895****0****0***Expenditure*

170 Insurance

7,192

7,500

10,000 £9,173 current FY 22/23

171 Stationery & Office Equipment

615

800

650

172 Telephones

1,660

1,500

1,100

173 Postage

460

250

200

174 Computer Equipment & Maintenance

1,829

1,000

750 Scribe £625, Microsoft £95 & maintenance

175 Travel & Subsistence

200

200

176 Training

240

250

250

177 Audit fees

1,360

1,800

1,460 external £660 & internal £800

178 Adverts & Notices

527

500

500

179 Subscriptions

1,027

1,100

1,200 NALC, DAPC & SLCC

180 Sundries

2,676

750

1,000 Payroll Service Charge, online mapping etc.

181 Election Expenses

0

0

183 Legal Fees

0

0

184 Photocopier

1,080

1,200

1,250

186 Website

70

0

100

187 Neighbourhood Plan

7,053

0

0

Sub Total**25,789****16,850****18,660****Cost Centre 8: Official Entertainment***Expenditure*

200 Mayor's Allowance

30

500

550

201 Town Crier's Allowance

35

500

550

202 Hospitality

186

300

200

Sub Total**251****1,300****1,300**

Cost Centre 9: Staffing

Expenditure

220	Salaries/PAYE	55,668	59,000
221	NI/PAYE	3,925	4,160
222	Pensions	11,599	12,450
	Sub Total	71,192	75,610

60,780 Staff salary estimate 2% increase & Town Crier honorium
 4,243 related to above
 12,539 related to above
77,562

Cost Centre 10: Entertainment & Arts

Income

244	Christmas Lights	600	650
	Sub Total	600	650

600 Christmas tree
600

Expenditure

240	Fair Week	0	450
			100
			500
			150
			150
			150
242	Embankment festoon lighting	1,763	750
243	Bandstand	6,693	250
			250
			200
			300
			500
			250
244	Christmas Lights	11,543	6,000
			2,000
			650
			200
			0
245	Bunting	1,865	0
			900
	Sub Total	21,864	13,750

450 fireworks
 100 fun run
 975 waste disposal via SHDC
 150 town criers' competition
 165 Glove Hanging PA system
 175 Glove Hanging Silver Band
 250 maintenance (refit 22/23)
 385 cleaning
 250 electrical testing
 200 premises licence
 280 electricity
 0 repaint every 2 years inner framework
 200 miscellaneous repairs
 6,000 preparation, fitting, removal & cherry picker hire
 3,000 new/repairs to lights/electrics/eyebolts/catenary wires
 850 Christmas tree, fencing & removal
 300 electricity supply for cross-street & street lamp displays
 0 catenary wire & eyebolt testing (every 3 years)
 900 replacement coloured bunting for Fore Street (every 2 years)
 950 installation & removal
15,580

Cost Centre 11: Special Projects (Highways/Crime Prevention/Recreation/Tourism)

Income

265	High Streets Re-opening Fund	2,316	0
269	Grass verge cutting & weed spraying	1,075	800
270	Solar Farm - Community Benefit	4,104	4,104
	Sub Total	7,495	4,904

0 completed 31 Mar 22
 800 DCC funding for grass verge cuts
 4,104 contra entry, circa £41k over 10 yrs (year 8 of 10)
4,904

Expenditure

260	Potholes	1,321	750
261	Local history/tourism project		0
262	Trim Trail	504	225
			500
263	CCTV security cameras	1,492	150
			825
			500
265	High Streets Re-opening Fund	2,316	0
266	Street furniture maintenance		2,500
267	Play Area maintenance & refits	13,317	0
268	Defibrillator		350
269	Grass verge cutting & weed spraying	4,264	2,250
			1,750
			750
270	Solar Farm - community benefit projects	560	4,104
272	Parks & Open spaces improvements	86,868	2,000
			350
			750
			27,500
			2,000
			500
			250
			750
			1,400
			1,650
			5,000
			0
274	Skate Park (Quay Car Park)		2,000
279	Flood Resilience/Winter Weather	1,660	100
			500

750 labour costs (stock of cold lay tarmac already held)
 0 project completed FY 20/21
 225 SHDC play space inspections
 750 general maintenance
 150 Remote licences & electricity
 920 maintenance contract
 600 replacement/repairs
 0 completed 31 Mar 22
 3,500 seating, bollards, litter bins, VAS speed sign, graffiti etc.
 0 from Reserves
 350 new pads & battery
 2,500 grass verge cuts x 7 per annum
 1,575 vegetation cuts across town
 750 highways weed spraying
 4,104 public art project
 3,250 Love Your Park fun day Sunday in Aug 23
 250 Plymouth Road bus shelter & highway signs cleaning
 0 new goalposts & disposal of old
 0 46 seats & 18 litter bins town square & head of estuary
 0 Treblepark basketball improvements part-funding
 550 local bus service 160 subsidy
 100 red telephone box/world's smallest night club
 0 equipment maintenance e.g. park bin cleaning & VAS transfers
 4,150 Movie on the Square x 3 nights (addl. £1.4k for 4)
 1,650 town marketing strategy
 26,368 community projects
 350 Recreation Ground putting green management
 0 initial surveys for new skatepark in Quay Car Park
 100 salt & grit bins
 500 sand & sandbags

Sub Total	112,302	3,000 62,404	3,500 surface water gullies clearance 56,942
Grand Totals			
Income	42,702	30,359	35,074
Expenditure	282,353	221,689	218,994
Transfer to Revenue Reserves	0	2,590	10,000 Sinking fund for OSSR projects
Miscellaneous income	19,727	0	0
Miscellaneous expenditure	100	0	0
Council Tax Support Grant (cost code 280)	0	0	0 CTSG ended FY 20/21
Balance to be met by Precept	175,000	193,920	193,920 New Precept for 2023/2024

The following comments do not relate to the draft figures above

NOTES FOR CURRENT FY 22/23:

1. Council tax Band D rate for FY 21/22 was £82.08.
2. Council Tax Base Rate for FY 21/22 was 2132.07.
3. New Council Tax Base Rate for FY 22/23 confirmed by SHDC on 17 Dec 21 at 2198.41.
4. Precept at £193,920 divided by new CTBRate provides a council tax Band D rate at £88.21.
5. Therefore, Council tax Band D rate increases from £82.08 to £88.21 i.e. £6.13 more per annum at 7.47% (51p per month or 12p per week).
6. Current Revenue Reserves circa £89k and Capital Receipts circa £193k however, the latter will reduce by:
 - a. circa £27.5k when new street furniture is installed at cost code 270 above
 - b. £12.7k KTC contribution to the Urban Tree Challenge Fund tree planting project working alongside SHDC
7. Kingsbridge is anticipated to receive S.106 funds: £112k for football facilities, £207k for rugby facilities-3G-grass pitches, and £10k for Duncombe Park if approved housing developments are completed; the latter to be earmarked to introduce a trampoline at Duncombe Park.