

## Kingsbridge Town Council (KTC)

### MINUTES OF THE MEETING OF THE FINANCE COMMITTEE HELD AT 6.30 P.M. ON THURSDAY 9 JANUARY 2025 IN QUAY HOUSE

**Present:** Cllr Julia Wingate (Chairman)  
Cllr Philip Cole  
Cllr Martina Edmonds  
Cllr Mike Jennings

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

#### 24/35 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Anne Balkwill, Chris Povey and Graham Price,

#### Public Open Forum

There were no statements from members of public present.

#### 24/36 DECLARATIONS OF INTEREST

None.

#### 24/37 MINUTES OF THE LAST MEETING

Members received the minutes of the last meeting held on 26 November 2024 which were approved as a correct record.

#### 24/38 BANK RECONCILIATIONS

Members received recent bank statements and reconciliations for the Barclays' business current and savings accounts alongside the CCLA's Public Sector Deposit Fund statement and valuation. It was **RECOMMENDED** to note the bank reconciliations for the bank statements dated 7 November 2024, 9 December 2024 and 7 January 2025 plus the CCLA statement dated 5 January 2025 and for the Chairman to sign the same.

#### 24/39 QUARTERLY REPORT

Members received the following reports for the end of the 3<sup>rd</sup> quarter in the current financial year at 31 December 2024:

- A report on Capital receipts, Revenue and Earmarked Reserves.
- An income and expenditure report.
- A cost code analysis reporting significant variance in under spend/over spend from the estimated budget.
- A budgetary projection to financial year end at 31 March 2025.

It was **RECOMMENDED** to note:

- Capital Receipts at £133,197.99 (£33,197.99 in the Barclays Business Premium savings account and £100,000 in the CCLA Public Sector Deposit Fund).
- Revenue Reserves at £105,213.64 (ditto above Barclays Business Premium savings account).
- Earmarked Reserves at £9,939.37 (held in Barclays Business Premium current account).
- The income and expenditure net accumulative variance reported an under spend at £1,707.53 from the estimate budget.
- The cost code analysis reported various explanations for deviations from the agreed budget.
- The budget projection report, which included anticipated income and expenditure within the 4<sup>th</sup> quarter to 31 March 2025, estimated an over spend at £2,892.14 at financial year end.
- A listing of key expenditure anticipated in the 4<sup>th</sup> quarter was distributed to Members.

## **24/40            DRAFT BUDGET FOR FINANCIAL YEAR 2025/26**

Members had already considered draft income and expenditure estimates at the previous committee meeting which had been reviewed at the council meeting held on 10 December 2024. Subsequently a revised Council Tax Base Rate (CTBR) had been received from South Hams District Council which would be increased from the current 2,292.59 to 2,446.25 i.e. plus 153.66 points. The figure included a 2<sup>nd</sup> homes premium at 128.51 and excluding 2<sup>nd</sup> homes an increase at 25.15. Given the current financial year council tax Band D rate at £91.91, and Precept at £210,711, this equated to an additional £11,811.35 from 2<sup>nd</sup> homes and £2,311.54 excluding 2<sup>nd</sup> homes at a total of £14,122.89. The Office of National Statistics data issued on 18 December 2024 reported the Consumer Price Index had increased by 3.5% in the 12 month period to November 2024. Discussion revealed that Members wished to retain KTC's purchasing power, sustain its investment in the town and wished to deliver identified community projects in the next financial year 2025/26.

Further to previous discussions Members supported increases for Quay House burglar alarm maintenance, grounds maintenance contract, Christmas Lights installation and Christmas carol service PA system to be incorporated into the draft budget.

It was **RECOMMENDED** to propose approval of the income and expenditure budget for financial year 2025/26 at Annex A: Precept at £277,913 realising an increase of £67,202 at 31.89% with a Kingsbridge Town Council Band D council tax contribution at £113.61 realising an increase of £21.70 (42 pence per week) at 23.61%.

## **24/41            DATE OF NEXT MEETING**

6.30 p.m. on Tuesday 22 April 2025 (4<sup>th</sup> quarter FY 2024/25 income and expenditure report and close of end of financial year accounts).

*The meeting closed at 7.46 p.m.*

Annex:

A. Draft budget and precept for financial year 2025/26.

**DRAFT INCOME & EXPENDITURE BUDGET FOR FINANCIAL YEAR 2025/26 (FINANCE COMMITTEE 9 JANUARY 2024)**

Cost Code	Item	Actuals 2023/24	Budget 2024/25	Estimates 2025/26	Comments 2025/26
<b>Cost Centre 2: Bank</b>					
<i>Income</i>					
30	Bank Interest	4,684	3,000	6,800	CCLA £4,800 & Barclays £2,000
	<b>Sub Total</b>	<b>4,684</b>	<b>3,000</b>	<b>6,800</b>	
<i>Expenditure</i>					
30	Bank Commission	121	150	150	Barclays current account charges
	<b>Sub Total</b>	<b>121</b>	<b>150</b>	<b>150</b>	
<b>Cost Centre 3: Quay House</b>					
<i>Income</i>					
60	QH Rent (Permanent)	20,648	21,162	21,495	reviewed by Finance Ctte 26 Nov 24
61	QH Rent (Casual)	6,915	8,000	8,250	weddings x 40 at £8,000 & casual rent £250
	<b>Sub Total</b>	<b>27,563</b>	<b>29,162</b>	<b>29,745</b>	
<i>Expenditure</i>					
50	QH Council Tax	11,229	11,790	12,472	£11,833 FY 24/25 plus 5%
51	QH Utilities	8,416	9,500	9,500	2 year contract with Octopus Energy from 1 Jul 24
		636	800	850	water
52	QH Building Maintenance	288	300	375	burglar alarm maintenance
		539	500	550	fire alarm maintenance
		686	300	550	fire extinguishers/equipment check
		2,313	2,000	2,400	casual cleaning
		0	0	350	3 yearly portable appliance testing (last actioned FY 22/23)
		4,424	500	750	minor works/repairs e.g. window cleaning
		0	0	3,000	re-pointing Quay House front elevation
		0	0	350	Garage/store doors repainting
		3,254	0	0	ground floor heating
		0	4,500	0	1st & 2nd floor heating (Rooms 4, 8, 9, 10 & 12)
		0	3,000	0	redecorating hallway, main stairwell, Council Chamber
53	QH Grounds Maintenance	1,176	500	250	courtyard clearance
		96	250	250	tree surgery & shrubbery cut
		0	0	600	grass cutting
54	QH Sundries	767	1,000	1,000	towel rental, cleaning equipment, key cutting etc.

		60	150	150	weddings/venue promotion
	<b>Sub Total</b>	<b>33,884</b>	<b>35,090</b>	<b>33,397</b>	
<b>Cost Centre 4: Cemetery &amp; Churchyard</b>					
<i>Income</i>					
90	Cemetery Fees	1,780	1,000	1,250	£847 at 7 Nov 24
	<b>Sub Total</b>	<b>1,780</b>	<b>1,000</b>	<b>1,250</b>	
<i>Expenditure</i>					
80	Cemetery Tax & Water	734	770	850	£807 FY 24/45 plus 5%
		80	110	125	water
81	Cemetery Grounds Maintenance	5,097	5,352	4,850	grounds maintenance in Cemetery & Churchyard
		336	370	375	mole & rabbit control
		0	500	500	miscellaneous e.g. gates repainting
		554	580	600	waste disposal via SHDC
92	Cemetery Tree Surgery	3,630	250	1,000	to include pollarding of T13 Holm Oak
93	Cemetery & War Memorial maintenance	300	2,000	500	gravestone uprighting & War Memorial cleaning
	<b>Sub Total</b>	<b>10,731</b>	<b>9,932</b>	<b>8,800</b>	
<b>Cost Centre 5: Allotments</b>					
<i>Income</i>					
110	Treblepark	1,380	1,410	1,410	6 full size & 37 half size plots at £50 & £30
	<b>Sub Total</b>	<b>1,380</b>	<b>1,410</b>	<b>1,410</b>	
<i>Expenditure</i>					
110	Treblepark	310	325	325	ground rent
		329	1,085	1,085	tree surgery, vegetation & rubbish clearance, repairs
	<b>Sub Total</b>	<b>639</b>	<b>1,410</b>	<b>1,410</b>	
<b>Cost Centre 6: Section 137</b>					
<i>Expenditure</i>					
130	Grant Aid (Recreational & Social)	4,000	2,000	3,000	limit £10.81 per elector for current FY 24/25 Grants for recreational, social & sports groups
131	Grant Aid (Community Projects)	1,650	1,735	1,820	1. Citizens Advice (weekly drop-in at Quay House)
		550	580	610	2. Kingsbridge Celebrates Christmas 6 Dec 25 (town event)
		2,200	2,310	2,425	3. Cookworthy Museum (town heritage)
		7,700	8,085	0	4. Kingsbridge In Bloom (town floral displays)
		1,401	1,000	1,000	5. Kingsbridge Climate Action (environment)

**Sub Total**

0	0	5,000	6. Kingsbridge Area Food Bank
<b>17,501</b>	<b>15,710</b>	<b>13,855</b>	5% increases for 1. 2. & 3.

**Cost Centre 7: Administration***Expenditure*

170	Insurance	10,924	11,070	12,365	£11,777 FY 24/25 plus 5%
171	Stationery & Office Equipment	633	650	750	
172	Telephones	1,006	1,100	1,100	
173	Postage	60	100	50	
174	Computer Equipment & Maintenance	1,285	1,100	1,115	Scribe £780, Microsoft £85 & maintenance £250
175	Travel & Subsistence	31	200	0	
176	Training	0	250	1,000	including training for new Town Clerk
177	Audit fees	1,420	1,460	1,900	external £1,050 (increased precept) & internal £850
178	Adverts & Notices	112	500	500	
179	Subscriptions	1,170	1,534	1,620	NALC & DAPC £1,275 and SLCC £345
180	Sundries	602	1,000	750	payroll service charge etc.
181	Election Expenses	0	1,811	0	
183	Legal Fees	0	0	0	
184	Photocopier	1,197	1,250	1,250	
186	Website	100	100	100	website support
	<b>Sub Total</b>	<b>18,540</b>	<b>22,125</b>	<b>22,500</b>	

**Cost Centre 8: Official Entertainment***Expenditure*

200	Mayor's Allowance	0	578	600	
201	Town Crier's Allowance	550	578	600	
202	Hospitality	185	210	250	including Community Champions' expenses
	<b>Sub Total</b>	<b>735</b>	<b>1,366</b>	<b>1,450</b>	

**Cost Centre 9: Staffing***Expenditure*

220	Salaries/PAYE	65,207	68,835	70,118	including 2% pay rise
221	NI/PAYE	5,067	5,366	8,223	related to above
222	Pensions	14,017	14,387	14,725	related to above
				8,000	Town Clerk handover period
	<b>Sub Total</b>	<b>84,291</b>	<b>88,588</b>	<b>101,066</b>	

**Cost Centre 10: Entertainment & Arts**

*Expenditure*

240	Fair Week	450	450	450	fireworks
		100	100	100	fun run
		404	500	475	waste disposal via SHDC
		129	150	175	town criers' competition
		160	460	500	Town Hall & Town Square PA system
		175	200	200	Glove Hanging Silver Band
		45	300	350	ceilidh band for Town Square
		0	0	150	children's prizes & miscellaneous expenses
242	Embankment festoon lighting	602	1,000	750	maintenance
		0	0	3,000	repainting of x 14 lighting posts
243	Bandstand	0	400	400	cleaning
		0	250	250	electrical testing
		180	200	190	premises licence
		274	350	275	electricity
		303	200	200	miscellaneous repairs
244	Christmas Lights	6,300	6,300	7,500	preparation, fitting, removal & cherry picker hire
		1,628	3,000	2,500	new/repairs to lights/cabling/eyebolts/catenary wires
		1,962	1,000	1,150	Christmas tree, fencing, new baubles, install & removal
		383	400	700	electricity cross-street & street lamp displays plus Mill St
		0	2,200	0	catenary wire & eyebolt testing (every 3 years due 2024)
		0	2,000	0	Mill St power supply, watertight junction boxes & extras
		173	150	500	carol service
245	Bunting	953	1,000	0	replacement coloured bunting for town centre
		1,650	1,000	1,500	installation & removal
246 new	Remembrance Sunday	0	1,500	2,000	including road closures, Silver Band & PA system
	<b>Sub Total</b>	<b>15,871</b>	<b>23,110</b>	<b>23,315</b>	

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

*Income*

269	Grass verge cutting & weed spraying	822	850	875	DCC funding for grass verge cuts
270	Solar Farm - Community Benefit	4,104	4,104	4,104	circa £41k over 10 years (final year 10 of 10)
	<b>Sub Total</b>	<b>4,926</b>	<b>4,954</b>	<b>4,979</b>	

*Expenditure*

260	Potholes	2,093	2,000	2,000	cold lay tarmac & labour costs
262	Trim Trail	221	230	250	SHDC play space inspections

		1,692	1,000	500	general maintenance
		0	0	0	full repaint of exercise equipment (from Revenue Reserves)
263	CCTV security cameras	0	150	150	external licences & electricity
		884	930	1,200	maintenance contract
		453	650	1,000	replacement/repairs
266	Street furniture & parks maintenance	5,035	5,000	6,000	seats, bollards, litter bins, VAS, bus shelters, signage, graffiti etc.
		0	0	2,250	3 x recycled plastic public seats in Highfield Drive & Redford Way
267	Play Area maintenance & refits	0	0	0	from Reserves
268	Defibrillator	472	0	150	new battery (5 yrs life) & pads (2 yrs life) in May 23
269	Grass verge cutting & weed spraying	2,834	3,000	3,000	grass verge cuts x 7 per annum
		2,063	2,250	3,000	vegetation cuts across town
		758	750	1,000	highways weed spraying
270	Solar Farm - community benefit projects	1,000	4,104	4,104	Project to be determined
272	Parks & open spaces improvements	3,638	0	0	Love Your Park family fun day
		800	0	0	bus shelter & highway signs cleaning to cost code 266 in FY 24-25
		20,172	0	0	street furniture maintenance to new cost code 266 in FY 23-24
		0	550	550	local bus service 160 subsidy
		13,194	0	0	maintenance in parks to new cost code 266 in FY 23-24
		3,400	0	0	Movies on the Squares ended FY 23/24
		790	2,500	2,500	town marketing strategy
		20,445	16,192	75,000	OSSR & community projects (funding for pump track or padel court, Ropewalk/Tumbly Hill/Duncombe St lighting & Memorial Shelter refit)
		0	350	350	Recreation Ground putting green management
274	Skate Park	50,000	0	0	KTC 20% contribution to new skatepark March 24
279	Flood Resilience/Winter Weather	160	100	150	salt & grit bins
		1,099	500	500	flood resilience, sand & sandbags
		1,930	2,500	2,500	surface water gullies clearance
	<b>Sub Total</b>	<b>133,133</b>	<b>42,756</b>	<b>106,154</b>	
<b>Grand Totals</b>					
	<b>Income</b>	<b>40,333</b>	<b>39,526</b>	<b>44,184</b>	
	<b>Expenditure</b>	<b>315,446</b>	<b>240,237</b>	<b>312,097</b>	
	<b>Transfer to Revenue Reserves</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>Sinking fund for OSSR projects</b>
	<b>Miscellaneous income</b>	<b>10,224</b>	<b>0</b>	<b>0</b>	
	<b>Miscellaneous expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>Balance to be met by Precept</b>	<b>198,675</b>	<b>210,711</b>	<b>277,913</b>	<b>New Precept for 2025/26 at 31.89% increase estimate £644,194 turnover</b>

**NOTES FOR FINANCIAL YEAR 2025/26:**

1. The Council Tax Band D rate for current FY 2024/25 is £91.91 calculated by a Council Tax Base Rate of 2292.59 for a Precept at £210,711
2. A new Council Tax Base Rate for next FY 2025/26 has been confirmed by SHDC on 20 December 2024 at 2446.25 (a change at plus 153.66)
3. The above Council Tax Base Rate increase at 153.66 is made up of a 'standard' non-2nd homes addition at 25.15 and a 2nd homes premium at 128.51
4. The Office of National Statistics data issued 18 December 2024 reported CPI had increased by 3.5% in the last 12 months to November 2024
5. If the current Council Tax Band D rate at £91.91 is increased by the current rate of inflation at 3.5% it would realise a new rate at £95.13 (plus £3.22)
6. If the new draft Precept at £277,913 is divided by the new Council Tax Base Rate at 2446.25 it realises a revised Council Tax Band D rate at £113.61 an increase at £21.70 (42 pence per week) or 23.61%
7. Current Revenue Reserves are circa £105k and Capital Receipts circa £133k
8. Kingsbridge is anticipated to receive S.106 funds for Open Space, Sport & Recreation as follows: £112k for football facilities and £207k for rugby facilities or grass pitches or 3G pitches