

MELTHAM TOWN COUNCIL

MINUTES OF A MEETING OF THE PROPERTIES, ADMINISTRATION AND FINANCE COMMITTEE HELD ON MONDAY 06 JANUARY 2020

Present: Councillor Bampton (Chair), Councillor Buchanan, Councillor Haigh, Councillor Millward and Councillor White.

PUBLIC SESSION: There were no members of the public present.

20/01 NOTICE OF MEETING

Public Notice of the meeting was taken as read.

20/02 ADMISSION TO THE PUBLIC

As printed agenda.

20/03 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Keighley.

20/04 DECLARATIONS OF INTEREST

No declarations were made.

20/05 INTERNAL CONTROLS

Councillors considered the Schedule of Payments for October and November 2019 circulated with the agenda and

RESOLVED: That the Schedule of Payments for October 2019 in the sum of £8375.12 be approved.

RESOLVED: That the Schedule of Payments for November 2019 in the sum of £8195.48 be approved.

Councillors deferred checking that the petty cash balanced with the petty cash book and that the monthly bank reconciliations matched the relevant current account bank statements until the next meeting.

20/06 QUARTER 3 BUDGET MONITORING

Councillors noted the Quarter 3 budget monitoring information circulated with the agenda.

20/07 BUDGET PLANNING / PRECEPT 2020/2021

Councillors considered a report from the Clerk providing information for the 2020/21 budget and precept discussions circulated with the agenda in order to make a recommendation to Council on the 20 January 2020.

It was noted:

- that the Clerk had incorporated the comments made at the October Properties Administration and Finance (PAF) Committee meeting into the report.
- that the Committee needed to make a clear initial recommendation to the Extra Ordinary Council meeting proposed for the 20 January 2020 firstly regarding the 20/21 budget and then the precept demand.
- that Kirklees Council have provided the 2020-21 tax base figure for Meltham as 2859.75 (subject to approval by Kirklees Council on the 15 January) and also confirmed (again

subject to approval by Kirklees Council on the 15 January) that the Town Council will receive no CTR grant from Kirklees Council this year as the tax base for the Town is now higher than the 2012-13 tax base of 2843.

- that in previous years the Town Council has met once in January to look at the recommendations of the Committee in respect of the budget and precept and then again in February to formally agree the precept demand. Kirklees Council are this year asking for the final precept figures by Friday 7 February as their budget Council meeting is scheduled for Wednesday 12 February. It was further noted that if the Town Council are to comply with this deadline the Town Council either need to formally agree the budget and precept demand at its meeting on the 20 January or another extra ordinary Council meeting will be required.

Proposed budget 20/21

It was noted that for the current financial year 19/20 the Town Council were currently projecting an underspend of approximately £4,500 and that the underspend figure is taken off the proposed budget for next year 20/21 which is used to set the precept.

It was agreed that the Committee recommend to Council that the Town Hall rent be used to replenish capital reserves rather than to offset the precept.

RESOLVED: That the Committee recommend to Council that the Town Hall rent be used to replenish capital reserves rather than to offset the precept.

Councillors considered three 20/21 budget scenarios in the report prepared by the Clerk, ranging from making no provision for any additional spend on new projects in 20/21 e.g. Ask Meltham priorities, events spend or anything above the current spend for park through to an illustrative £10,000 spend on such projects.

Councillors agreed to recommend to Council that funds in the sum of £10,000 should be raised via the precept for 20/21 (budget scenario 2 in the report) to be spent on priorities identified as a result of the Ask Meltham exercise and events in the Town

RESOLVED: That the Committee recommend to Council that funds in the sum of £10,000 should be raised via the precept for 20/21 to be spent on priorities identified as a result of the Ask Meltham exercise and events in the Town.

Councillors went through each budget line, considered the draft budget and commentary prepared by the Clerk and suggested some adjustments which are identified in Appendix A to these minutes. It was agreed to recommend to Council that the draft budget for 20/21 should be as per Appendix A to these minutes.

RESOLVED: That the Committee recommend to Council the draft budget for 20/21 be as per Appendix A to these minutes.

Councillors considered the precept demand and agreed to recommend to Council the precept demand (as set out in scenario 2 of the report subject to the amendments to the budget for 20/21 recommended by the Committee) should be as per Appendix A to these minutes.

RESOLVED: That the Committee recommend to Council that the precept demand for 20/21 should be as per Appendix A to these minutes.

20/08 ROBERT ASHTON MEMORIAL PARK

- a. Councillors decided to defer consideration of any issues arising from the inspection of the park in early December to the next meeting.
- b. Councillors considered the scoping document and quotes for the production of a park master plan and accompanying consultancy services drawn by Kirklees Council following a meeting with the Clerk and circulated with the agenda. Councillors agreed to recommend to Council that they approve the initial scoping document and the quote for the production of a park master plan / accompanying consultancy services drawn up by Kirklees Council and recommend that Council approve the necessary expenditure.

RESOLVED: That the Committee recommend to Council the approval of the initial scoping document and the quote for the production of a park master plan / accompanying consultancy services drawn up by Kirklees Council and further recommend that Council approve the necessary expenditure.

- c. Councillors decided to defer consideration of issues regarding the pond raised by the Councils contractor and the subsequent circulation of the pond survey to members of the committee to the next meeting.
- d. Councillors decided to defer consideration of the further advice received on the use of bark chippings on the children's play area and the ongoing repairs that are required to the next meeting.

20/09 SHOP FRONTAGES GRANT SCHEME

Councillors received an update from the working group as to progress regarding this matter and considered a document produced by the working group. It was decided to recommend to Council that this document form the basis of the shop front grant scheme.

RESOLVED: That the Committee recommend to Council that the document created by the working group form the basis of the shop front grant scheme.

APPENDIX A

Administration (Statutory compliance, communications and operating costs)	Budget 2019 / 2020	Actual expenditure	Underspend / overspend	Projected year-end	DRAFT budget 2020/21	Commentary
Annual report & newsletters	£2,500.00	£2,073.60	£426.40	£2,500.00	£3,400.00	Draft budget increased subject to Council approving an increase in the frequency and size of council newsletters. Also includes approx. £400 for design and print of Council Plan
Audit and accounting fees	£980.00	£900.00	£80.00	£900.00	£1,300.00	Suggested budget increased to cover annual Scribe accounting system fees previously approved by Council
Bank charges	£100.00	£0.00	£100.00	£0.00	£100.00	
Chairman's expenses	£600.00	£357.00	£243.00	£600.00	£600.00	
Chairman's and Civic expenses c/f 2018/2019 and ticket receipts	£1,450.00	£1,605.85	-£155.85			Delete this budget head.
Civic expenses	£1,512.50	£727.00	£785.50	£1,512.50	£1,512.50	Approval of civic protocol simplifies budget arrangements
Conference, training and travel	£525.00	£372.94	£152.06	£525.00	£525.00	
Copier costs	£400.00	£338.67	£61.33	£450.00	£400.00	
Election costs	£3,522.00	£291.13	£3,230.87	£3,522.00	£3,522.00	
Insurance	£1,575.00	£0.00	£1,575.00	£1,575.00	£2,150.00	Increased to include Town Hall insurance (approx. £850) - this element also added to income line below, as will be reimbursed
IT costs	£535.60	£346.96	£188.64	£535.00	£535.00	
Postage & petty cash	£570.00	£369.40	£200.60	£570.00	£570.00	

Rent and room bookings	£6,000.00	£4,892.00	£1,108.00	£6,500.00	£6,500.00	Slight increase in budget to enable room bookings. At time of this report spend on room bookings for this year is already £400.
Salaries	£44,500.00	£28,666.92	£15,833.08	£43,000.00	£44,500.00	May need to be reviewed in future years depending on national pay award, changes to NI/pension contributions
Stationery & publications	£250.00	£200.24	£49.76	£250.00	£250.00	
Subscriptions	£1,365.00	£1,061.00	£304.00	£1,315.00	£1,365.00	
Telephone	£900.00	£563.88	£336.12	£900.00	£900.00	
Community Support Fund / Sundry	£2,000.00	£1,284.95	£715.05	£2,000.00	£2,000.00	Spend to date includes Keep Britain Tidy campaign materials. Also, Ask Meltham catering (£180), costs involved with Operation London Bridge and purchase of Pride of Meltham shields.
Library Funding	£5,000.00	£0.00	£5,000.00	£5,000.00	£5,000.00	
Professional Fees	£2,000.00	£690.00	£1,310.00	£2,000.00	£2,000.00	Further monies will need to be spent from this budget head for the website accessibility audit and implementation
	£76,285.10	£44,741.54	£31,543.56	£73,654.50	£77,129.50	
Robert Ashton Memorial Park						
Caretaker	£4,000.00	£3,060.17	£939.83	£4,000.00	£4,000.00	
Electricity	£702.98	£181.76	£521.22	£702.00	£703.00	
Litterpicker	£5,000.00	£3,358.27	£1,641.73	£5,000.00	£5,000.00	
Park - general maintenance	£0.00	£0.00	£0.00	£0.00		Delete this budget head
Park - upkeep and maintenance	£24,462.50	£12,071.47	£12,391.03	£24,462.50	£25,000.00	
Play Inspection	£650.00	£306.49	£343.51	£650.00	£650.00	
Waste collection	£440.00	£434.20	£5.80	£575.00	£575.00	

Sundry expenses	£1,000.00	£816.00	£184.00	£1,000.00	£1,000.00	
Salaries (Toilet cleaning)	£2,500.00	£1,599.43	£900.57	£3,000.00	£3,500.00	Additional contingency added in the event living wage increased
Water rates	£1,622.25	£821.48	£800.77	£1,622.25	£1,625.00	
Park Investment Fund	£4,000.00		£4,000.00	£4,000.00	£4,000.00	
	£44,377.73	£22,649.27	£21,728.46	£45,011.75	£46,053.00	
Services						
CCTV	£605.00	£0.00	£605.00	£605.00	£605.00	
CCTV Investment Fund	£3,000.00		£3,000.00	£3,000.00	£3,000.00	
Church clocks	£300.00	£0.00	£300.00	£300.00	£300.00	
Devolved Services	£5,000.00	£1,505.92	£3,494.08	£2,500.00	£2,500.00	Reduced from £5000.00 to £2500.00 to reflect underspend in 19/20
Partnership schemes	£0.00	£0.00	£0.00	£0.00		Delete this budget head
Revenue Grants	£2,000.00	£229.54	£1,770.46	£2,000.00	£3,500.00	A further grant of £600 has been awarded but not paid yet. Suggest 2020/21 budget increased - for one year only - by £1500, to cover agreed grant in principle for VE day
Miscellaneous	£0.00	£9,145.01	-£9,145.01	£0.00	£0.00	These costs relate to expenditures which have or will be reimbursed, therefore not an actual overspend. These are the business rates for the Town Hall (£6404.13) and charity collection monies received in cash and cheques written to Mayors charities (2 * £257.20). Also £2,200 in cash withdrawals to provide over 70s gifts, approved by Council. Potentially will be reimbursed by Poors Allotment fund as in previous years..

Town Centre Enhancement Fund	£2,000.00	£671.56	£1,328.44	£2,000.00	£2,000.00	VE day flags, as agreed by Council, to come out of this budget in the sum of £300
	£12,905.00	£11,552.03	£1,352.97	£10,405.00	£11,905.00	
Ask Meltham project funding / events funding					£10,000.00	Suggest additional £10k for funding Ask Meltham priorities, events in the Town
TOTAL	£133,567.83	£78,942.84	£54,624.99	£129,071.25	£145,087.50	
		Minus total projected over/under spend		£4,496.58	£140,590.92	

INCOME						
Rental income	£900.00	£2,546.12	-£1,646.12	£900.00	£900.00	This represents allotment rent only on the basis that Town Hall rent will be paid back into capital reserves.
Interest	£0.00	£1,113.96	-£1,113.96	£1,800.00	£0.00	
Precept	£125,707.00	£125,707.00	£0.00	£125,707.00	£137,981.92	This figure is based on projected year end underspend.
Sundry	£859.00	£1,413.99	-£554.99	£2,200.00	£859.00	
Loan repayments - (loan made from capital budget)	£0.00	£4,056.61	-£4,056.61	£4,056.61	£0.00	
Reimbursement of Town Hall insurance			£0.00		£850.00	
TOTAL	£127,466.00	£134,837.68	-£7,371.68	£134,663.61	£140,590.92	
<u>Earmarked Revenue Reserves</u>	2018 / 2019	2019 / 2020	2020 / 2021			
Partnership Schemes	£8,000.00	£8,000.00	£8,000.00			
Election costs	£9,479.00	£12,709.87	£16,231.87			
CCTV	<u>£3,000.00</u>	<u>£3,000.00</u>	£6,000.00			
	Total	£23,709.87	£30,231.87			
<u>Earmarked Capital Reserves</u>						
Park Investment Fund	£4,000.00	<u>£8,000.00</u>	£12,000.00			
	Total	£8,000.00	£12,000.00			

Year	How much a household pays in Band D for Meltham Town Council	Precept demand	% increase in precept from previous year	
				Council tax support grant
2016/2017	£27.34	£79,554	40.67%	£7,054.13
2017/2018	£30.31	£89,101	12.00%	£7,054.13
2018/19	£36.74	£112,117	25.83%	£7,054.13
2019/20	£43.96	£125,707	12.12%	£858.94
2020/21	£48.25	£137,982	9.76%	0

The tax base for Band D for 2019/20 is 2859.75

The proposed budget for 2019/2020 suggests a precept and grant totaling £137,981.92

The Council Tax Support Grant allocation will be £0.00

Calculating how much a household in a Band D property will have to pay for Meltham TC if the precept is:

Precept divided by Council Tax Base of 2859.75 = £48.25

This will mean that someone in a band D property will pay £48.25 per annum

This will mean that someone in a band D property will pay £0.93 per week

This is a per annum increase compared to last year of: £4.29