



NEWPORT (Shropshire) TOWN COUNCIL

DRAFT UNTIL SIGNED AT SUBSEQUENT MEETING

MINUTES OF A MEETING RESOURCE & FINANCE COMMITTEE

held on
Wednesday 15th November 2017
at
The Guildhall, High Street, Newport

PRESENT: Cllrs: Phil Norton – Chairman
Tim Pryce
Lyn Fowler
Tim Nelson
Ian Perry

IN ATTENDANCE: Cllr Derick Eggerton –
Lee Jakeman – Town Clerk

**R&F/
25/17-18**

APOLOGIES FOR ABSENCE

Nil

**R&F/
26/17-18**

DECLARATIONS OF INTEREST

Nil

**R&F/
27/17-18**

MINUTES

Members **RESOLVED** that the minutes of the meeting held on 30th August 2017 to be a true record and that they be duly signed by the Chairman.

**R&F/
28/17-18**

PUBLIC SESSION

There being no members of the public present wishing to ask questions the meeting continued.

**R&F
29/17-18**

TOWN COUNCIL FINANCES

Members noted receipt of an Income & Expenditure report dated 9th November 2017.

**R&F
30/17-18**

INVESTMENTS

Members reviewed the performance of the CCLA Property Investment Fund and were satisfied that the fund was performing adequately and in line with expectations.

R&F/
31/17-18

GENERAL DATA PROTECTION REGULATION (GDPR)

Members receipt of NALC Legal Briefs L04-17 and L05-17 (previously circulated) and the ICO booklet '*Preparing for the General Data Protection Regulation – 12 steps to take now*'.

The Clerk provided members with a general overview of the potential implications of the new legislation.

Members were mindful that additional resource might well be required to become compliant. However, they were unsure as to whether that would be required internally or through the engagement of a contractor, or a mixture of both. Members were minded to include some appropriate amount in next year's budget.

R&F/
32/17-18

STREET LIGHTING LED UPGRADE PROGRAMME

Members received an overview of the project plan for the Street lighting Upgrade and costing estimate and **RESOLVED**

To increase the Street Lighting budget 4206 (to £95,000) and transfer £13,000 of the Street lighting earmarked fund (to the general reserve).

Members were assured by the clerk that all reasonable steps had been taken to address the questions posed at the previous meeting satisfactorily:

- a) Is the Council confident that there are no other technologies on the near horizon that might offer better savings? - Answer (*nothing financially viable currently*)
- b) Are there any adverse environmental impacts on a change of light (is light pollution increased, lessened or not change very much)? – Answer (*no material impact, the technology is widely used by other authorities*)
- c) Is there now an opportunity to reduce the number of street lights (because the new lights are better)? Answer – (*Removing undesirable lamps would incur significant cost; in addition footway lighting is generally installed to a recommend best practice standard to provide a consistent level of light appropriate for public safety*).

R&F/
33/17-18

BUDGET 2018/19

Members reviewed the 1st draft budget report and proposals originally tabled at the Town Council meeting on Wednesday 8th November. They also received a revised version of the line by line budget and a number of supplementary documents.

Members were mindful that the 1st draft of the budget had produced an unacceptably low predicted general reserve at the end of FY 2018/19 (£25k).

**R&F/
34/17-18**

Members **RESOLVED to review the annual budget line by line on the cost centre analysis sheet** (*that which was tabled on the evening*). The following process was followed:

1. Members scrutinised the predicted spends for each budget line in the current year and revised a number of them (generally downwards).
2. Members scrutinised the estimates for last year against last year's actual spend, the current year-to-date spend with a feel for inflationary pressures and any contractual agreements. A number of proposed budget lines were changed, some upwards and some downwards.

A summary of the proposed budget changes is provided at **Appendix 1**.

Members asked that the Clerk include the amendments onto a revised budget summary sheet (with a general reserve output figure at the end of FY 2018/19 of at least £50k) and distribute it to members of the R&F committee prior to the issue of the next Town Council agenda, **draft provided at Appendix 2**.

(Clerk's Note: Cllr Pryce departed the meeting at 9:30pm)

**R&F/
35/17-18**

At 10pm members **RESOLVED to extend the meeting beyond the 3 hour limit set by standing orders in order that all items on the agenda be addressed**.

(Meeting closed at 10:50pm)

**R&F/
36/17-18**

General Comments Regarding the Budget

Members were keen to document more clearly a number of the more prominent amendments to the budget:

- Significant increases (circa £34k) in elements of the Community Safety budget seek to provide funding for the distribution of 'Smart Water' to a significant number of Newport households; the opportunity to purchase, install and maintain several Speed Indicator Devices.
- Investment in LED technology is likely to reduce annual street lighting costs by circa £18k.
- The cost of additional resource to deliver Town Council aspirations and comply with new legislation has resulted in £20k to be added to the Admin – Services and Supplies budget.
- Grant funding requests had been received for £52k (an increase of circa £36k), a summary of the requests is provided at Appendix 2. There is scope for these to be reduced. However it was felt that the specific allocation of funds should be considered by the Full Town Council and once some detailed evidence of costs had been provided.
- Nocturne Cycle race funding, initial £20k provision supported.
- The planned CCTV upgrade in the Current year in association with West Mercia Police will not be delivered and the funding (£35k) has been carried forward to next year.

**R&F/
37/17-18**

EXCLUSION OF PRESS AND PUBLIC

Members **RESOLVED** that in view of the special nature of the business about to be conducted, that is a staffing matters, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to **withdraw**".

CONFIDENTIAL SESSION

(Clerk's Note: elements of the discussion and any contractual details are confidential however the nature of decisions made are for public record.)

**R&F/
38/17-18**

STAFFING BUDGET

Members discussed some of the individual data provided regarding staffing costs and suggested that the budget should include an appropriate inflationary increase.

**R&F/
39/17-18**

STAFFING STRUCTURE

Members noted that there is some potential for increased staffing and/or contractor costs. These were dependent on such things as: the implementation of GDPR; the desire to have some 'marketing of the Town' led by the Council, possible increases in council services; and/or the need for an additional skill set within the staffing structure. How these extra demands on the Council would be addressed (by recruitment, outsourcing or a combination of both) would need to be considered more fully by the Resource & Finance Committee in due course.

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Summary of Proposed Budget Changes from the Resource & Finance Committee Meeting held on Wed 15th Nov

Cost Centre No	Nominal Ledger No	Title	Draft budget recommendation £	Proposed Revised budget total £	Comment
100	1190	Interest Received	2,000.00	2,400.00	Revised following recent level of quarterly return from CCLA Investment
102	4034	Councillor Training	400.00	1,000.00	Increased to allow opportunity to press matters at regional and national level (NALC regional and national conference attendance)
103	4051	Photocopying/ Printing	1,400.00	1,200.00	revised estimate based on current year expenditure
103	4055	Electronic ways of working	3,700.00	5,700.00	to fund improvements to communication methods (e.g. tablets)
103		Additional service provision	0.00	20,000.00	To fund General Data Protection Regulation obligations (new legislation and additional resource to operate additional services (either internally or externally).
109	4080	Civic Events	3,550.00	8,000.00	To provide contingency for civic Sunday/Christmas lights and remembrance
110	1001	Income - Weddings	2,500.00	3,000.00	Revised to match current year income.
111	4101	Cleaning materials	228.00	100.00	Revised to match more closely current year expenditure
112	4121	Gas Guildhall	2,250.00	2,000.00	Revised to match more closely current year expenditure
113	4130	Building repairs maintenance	5,000.00	15,000.00	Painting of front façade of Guildhall (c'fwd from current year)

Cost Centre No	Nominal Ledger No	Title	Draft budget recommendation £	Proposed Revised budget total £	Comment
120	4201	Public lighting maintenance contract	10,250.00	7,500.00	reduction in maintenance costs anticipated due to impending LED upgrade
120	4205	Public lighting non routine maintenance	8,000.00	7,000.00	Anticipate less lighting failures in first year of upgrade
120	4206	Public lighting new works	2,500.00	2,000.00	Contingency for the provision of an additional street light.
121	4214	CCTV upgrade	7,500.00	38,000.00	Planned upgrade in current year now likely in next FY therefore current budget £35k carried forward to next FY and £3k provision for CCTV in Norbroom Park
121	4230	Cycle racks	500.00	0.00	Remove from budget and fund if necessary thru 4343 (street furniture)
130	1010	Income - Cemetery	32,500.00	35,000.00	Revised to match current year income.
130	4301	Cemetery Misc Maintenance	3,500.00	3,000.00	Downward revision considered manageable
140	4351	New benches / bins	1,000.00	0.00	Remove from budget and fund if necessary thru 4343 (street furniture)
144	4381	Xmas light contractor charges	22,500.00	18,000.00	Revised downwards in light of current tender process seeking to reduce revenue costs
144	4385	Christmas lights miscellaneous	4,000.00	2,000.00	Reduce in line with previous FY expenditure.

Amended Summary Budget – (Taking into Account Items at Appendix 1)

Cost Centre	Expenditure	16/17 Actual	17/18 Budget	17/18 predicted spend	18/19 Budget
102	Admin Members	6,119	8,010	8,010	8,710
103	Admin Services & Supplies	7,847	8,500	8,350	30,615
109	Admin Other	31,713	30,900	37,140	34,940
111	Guildhall Caretaking Cleaning	290	593	400	460
112	Guildhall Services	5,112	7,694	6,630	7,053
113	Guildhall Maintenance	2,758	17,430	2,130	17,330
114	Guildhall 3/3a	2,523	2,540	663	300
161	Grants	11,068	15,560	16,060	52,000
162	Grants S142 (CAB)	5,250	5,740	5,500	5,650
200	Loan repayments	18,308	18,308	11,607	4,906
130	LES Cemetery services	29,583	28,519	29,410	26,005
131	LES Burials	5,751	7,250	5,500	7,250
140	Devolved Svs/ St Scape	16,303	54,639	35,692	47,361
141	St Nicholas Churchyard	2,143	3,500	2,500	3,600
142	LES - MVR allotments	1,083	1,665	1,665	1,665
143	LES - BR allotments	495	424	365	380
144	LES-Council Events	27,310	39,485	30,645	45,735
149	Church Uplighter mtce	0	500	500	500
160	Hub Grant (youth café)	4,500	5,000	4,500	4,500
120	CS - Public lighting	36,834	48,100	140,600	28,500
121	Community Safety - CCTV	12,102	38,950	3,750	44,050
129	CS - Other	79	16,160	15,100	47,160
145	CS Toilets	17,103	22,050	18,050	20,445
101	Admin Employees	135,207	141,433	146,940	150,050
Expenditure Sub Total		379,481	522,950	531,707	589,165
Income other than precept					
100	Admin income	3,271	1,200	24,600	24,900
110	Guildhall Income	7,479	4,200	4,325	4,300
130	LES - Cemetery Services	34,411	38,500	34,400	35,000
142	LES - MVR allotments	1,995	1,842	1,842	1,878
143	LES - BR allotments	420	410	423	418
144	LES - Council Events	0	0	60	0
Income Sub total		47,576	46,152	65,650	66,496
Net Expenditure Total		331,905	476,798	466,057	522,669
				General Reserve	220,423
				less expenditure from reserves in current year	47,350
				Precept	422,257
				Sub Total	595,330
				Less net expenditure	466,057
				Balance in hand	129,273
Council Tax Base			3805.8		
£114.78	Band D Equivalent		£116.51	% increase=	1.50