



# NEWPORT (Shropshire) TOWN COUNCIL

*DRAFT UNTIL SIGNED AT SUBSEQUENT MEETING*

## MINUTES OF A MEETING RESOURCE & FINANCE COMMITTEE

held on  
Wednesday 20th November 2019  
at  
The Guildhall, High Street, Newport

a. **PRESENT:** Cllrs: Resource & Finance Committee

Cllrs  
Ian Perry (Chairman)  
Lyn Fowler  
Tim Nelson  
Alan Lloyd

**IN ATTENDANCE:** Louise Tunks – RFO  
Sheila Atkinson – Town Clerk

**R&F/  
25/19-20**      **APOLOGIES FOR ABSENCE**

Nil

**R&F/  
26/19-20**      **DECLARATIONS OF INTEREST**

Nil

**R&F/  
27/19-20**      **MINUTES**

Members **RESOLVED** that the minutes of the meeting held on 21<sup>st</sup> August 2019 to be a true record and that they be duly signed by the Chairman.

**R&F/  
28/19-20**      **PUBLIC SESSION**

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

**R&F/  
29/19-20**      **CCLA INVESTMENT**

Members Welcomed Mark Davies, from CCLA Relationship Manager, Local Government who gave a brief on investing with CCLA property fund.

**R&F  
30/19-20**      **TOWN COUNCIL FINANCES**

Members received a copy of the latest Income & Expenditure report

**R&F/  
31/19-20**

## **TOWN COUNCIL INVESTMENT**

Members reviewed the performance of the CCLA Property Investment Fund for the period to 30 September 2019 and were satisfied that the fund was performing adequately and in line with expectations. (the Town Council has £100k invested in a property fund)

**R&F/  
32/19-20**

## **ALLOTMENTS**

Members received a report with regards to Allotment charge comparison.

Members discussed the rising costs in water usage including the latest very large invoice received for Meadow View Road allotments and discussed options for reducing the charges. Members also discussed the rising costs in skip hire for both sites.

Members expressed that they envisage the allotments becoming cost neutral.

Members asked the RFO to;

- Turn off the water immediately at the mains on both sites and monitor the readings to rule out a possible water leak.
- Continue to dispute and investigate the large invoice received for 3 months usage.
- Cancel the direct debit for both allotment sites and pay via invoice by debit card until the dispute is resolved.
- Discuss further action required at the next L & ES meeting.

**R&F/  
33/19-20**

## **BUDGET 2020/21**

Members reviewed the 1<sup>st</sup> draft budget and proposals originally tabled at the Town Council meeting on Wednesday 9<sup>th</sup> November. They also received a revised version of the line by line budget and a number of supplementary documents.

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.

Members asked that the RFO include the amendments onto a revised budget summary sheet (with a general reserve output figure at the end of FY 20/21 of £200K and distribute it to members of the R&F committee prior to the issue of the next Town Council agenda, **draft provided at Appendix 1.**

Members **RESOLVED to review the annual budget line by line on the cost centre analysis sheet.** The following process was followed:

1. Members scrutinised the predicted spends for each budget line in the current year and **resolved to recommend to the Town Council the following changes;**

- a. N/L 4055 electronic ways of working – increase budget line to £14k, to replace 2 laptops and New N:/ Drive as advised by NTC’s IT contractor and upgrade to website to comply with new accessibility legislation
  - b. N/L 4215 parking enforcement – to continue to budget £15k to fund the Integrated Community Management Team partnership based on 20 hrs per week of parking enforcement being undertaken in Newport as identified by Angie Astley at the Town Council meeting in November.
  - c. N/L 4510 – 4520 grants general inc. CAB, Youth worker - increase budget lines to an overall budget of £45k
  - d. N/L 4388 cycle race nocturne - increase budget line to £15k and earmark the 2019-20 £4.5k budget.
  - e. N/L 4352 canal maintenance – carry forward underspend to FY 20/21 to complete maintenance projects.
  - f. N/L 4355 canal enhancements – carry forward underspend to FY 20/21 to complete projects.
  - g. N/L 4057 Additional Service provision – reduce FY 2020-21 budget to £1k
  - h. N/L 4080 Civic Events – Increase the budget to £5K to incorporate the purchase of two sets of bunting at a cost of £2k to be used for community events.
  - i. N/L 4310 Burials – Grave digging – reduce the budget to £5,300
  - j. N/L 4380 Xmas Light switch on – increase budget from £3k to £4.5k due to the increase in the cost of the event being larger.
  - k. N/L 4387 – Council floral comp – reduce budget from £2k to £1k to facilitate an annual floral display competition, to be run for the best floral display for the Elderly assisted living Complexes
  - l. Members considered the levels of increase in taxation and aim towards for budgetary setting purposes that is to recommend an increase of in the region of 1.5% - 2% maximum.
  - m. Earmark £10k for Newport x-ray machine to be taken from 2019-20 reserves
2. Members were generally content with the draft fees Town Council services. Members **Resolved to recommend to the Town Council the following fees with effect from 1 April 2020 be adopted as per draft;** attached appendix 2.

### Fees

Allotment fees – Increase by 2%

Cemetery fees – increase by 3% *(to include the new legislation regarding the re-charges of fees and the ability to reclaim, in relation to children’s’ burials)*

**Ceremonies (room hire) – Increase standard fees by 10% - No change to concessionary fee**  
**Guildhall room hire – No change.**

Clerks Note: Cllr Lloyd left the meeting at 9.05pm due to work commitments

**R&F/  
34/19-20**

### **FINANCIAL REGULATIONS**

Members reviewed and considered adopting the updated Model Financial Regulations produced by National Association of Local Councils (NALC), Members **RESOLVED for the clerk to amend the regulations to show a completed document and recommend to the Town Council that they be adopted.**

**R&F/  
35/19-20**

### **EXCLUSION OF PRESS AND PUBLIC**

Members **RESOLVED that in view of the special nature of the business about to be conducted, that is “Grounds Maintenance tenders and staffing matters related to the budget element) 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/  
36/19-20**

### **TENDERS**

Members reviewed the tenders submitted for the Grounds maintenance contract and considered a report Members **RESOLVED to award the following contracts;**

**St Nicholas Church - F & DR Perry**

**Amenity Areas – Idverde**

**Cemetery – F & RD Perry**

**Allotments - (Bougey Road & meadow View Road) – Idverde**

**Planting – Countrywide Ground Maintenance**

**R&F/  
37/19-20**

### **STAFFING & BUDGET**

- a. Members considered and **RESOLVED staffing elements of the proposed budget**
- b. Members received confirmation that Cllr Perry has undertaken the Clerks appraisal and that other staff members are scheduled to be undertaken and that once completed the Town Council will be in a better position to evaluate the necessary skill set that is required for future staffing structure

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

Cost Centre	Expenditure	18/19 Actual	19/20 Budget	19/20 predicted spend	20/21 Budget
102	Admin Members	6,946	9,730	9,730	9,250
103	Admin Services & Supplies	10,452	29,125	10,000	21,115
109	Admin Other	23,164	45,570	35,000	29,590
111	Guildhall Caretaking Cleaning	212	400	400	400
112	Guildhall Services	6,773	7,660	7,660	8,515
113	Guildhall Maintenance	20,590	5,850	10,200	5,515
114	Guildhall 3/3a	8,557	475	8,500	500
115	Community Assets	40,960	67,000	112,000	20,000
161	Grants	31,194	26,000	21,000	33,300
162	Grants S142 (CAB)	5,500	6,030	5,500	5,600
200	Loan repayments	11,607	4,907	4,907	0
130	LES Cemetery services	17,125	23,935	19,500	19,590
131	LES Burials	5,027	7,770	6,700	7,580
140	Devolved Svc & Street	18,832	48,935	21,000	23,410
141	St Nicholas Church	6,348	11,500	8,500	7,400
142	LES - MVR allotments	1,310	1,850	1,850	2,075
143	LES - BR allotments	425	435	400	1,110
144	LES-Council Events	67,351	40,358	34,000	52,470
160	Hub Grant (youth café)	0	5,500	5,500	5,500
120	CS - Public lighting	30,805	33,700	19,500	29,500
121	Community Safety - CCTV	335	44,290	40,000	4,090
129	CS - Other	39,761	36,684	32,500	22,150
145	CS Toilets	17,043	21,715	21,715	21,015
101	Admin Employees	142,732	156,300	140,150	159,451
Expenditure Sub Total		513,049	635,719	576,212	489,126
<b>Income other than precept</b>					
100	Admin income	531,646	475,492	115,000	4,800
110	Guildhall Income	5,572	3,800	4,587	7,500
130	LES - Cemetery Services	32,619	30,000	30,000	30,000
142	LES - MVR allotments	687	1,850	2,008	2,047
143	LES - BR allotments	452	439	745	463
144	LES - Council Events	20	0	475	0
Income Sub total		570,996	511,581	152,815	44,810
<b>Net Expenditure Total</b>		<b>-57,947</b>	<b>568,043</b>	<b>423,397</b>	<b>444,316</b>
<b>General Reserve</b>				263,704	241,299
<b>less expenditure from reserves in current year</b>				50,000	53,896
<b>Precept</b>				450,992	471,500
<b>Sub Total</b>				664,696	658,903
<b>Less net expenditure</b>				423,397	444,316
<b>Balance in hand</b>				241,299	214,587
Council Tax Base			3963.4		
<b>£116.64</b>	Band D Equivalent		<b>£118.96</b>	% increase =	<b>1.99</b>

**Allotments Fees WEF 1<sup>st</sup> April 2020**

Plot Size (Approx.)	¼	½	¾	Full
Newport Residents	£10.77	£21.55	£32.33	£43.18
Concessionary Rate	£9.44	£18.86	£28.29	£37.72
Non-Newport Residents	£16.17	£32.33	£48.50	£64.67

**Guildhall Room Hire (meetings) Fees WEF 1<sup>st</sup> April 2020**

	Standard	Concession
<b>Room Hire (Meetings)</b>		
Chamber: (Per hour)	£25.50	£13.00
Ante Room: (Per hour)	£20.00	£10.00
<b>Refreshments</b>		
<b>Tea/Coffee &amp; biscuits:</b>		
For Up to and including 5 delegates	£14.00	£14.00
For 6 and up to 10 delegates	£18.00	£18.00

**Guildhall Room Hire**  
**(Civil Ceremonies) Fees WEF 1<sup>st</sup> April 2020**

<b><u>Use of Main Chamber</u></b>	Standard Fee	Concession Fee
Friday/ Saturday	£326.70 + vat	£291.49 + vat
Sunday/ Bank Holidays additional admin fee	£202.40 + vat	£180.25 + vat
<b><u>Use of Ante-Room</u></b> (in conjunction with civil ceremony)	£63.80 + vat	£56.65 + vat

## Cemetery Fees – 1<sup>st</sup> April 2020

*Concession fees apply where the person to be interred was a resident within the 4 boundary wards of Newport at the time of death or immediately prior to entering under the care of a hospital, hospice or nursing home. The fee for the burial of persons who do not qualify as residents will be charged at the standard rate”.*

<b><u>BURIALS</u></b>	<b>Standard</b>	<b>Concession*</b>
Purchase of Grave Space (50 years)*	£1,363	£765
“ “ “ Children’s section*	£259	£182
“ “ “ “ Stillborn *	£149	£ No Charge

<b>Interment -</b>		
Administration fee*	£ 360	£169
Single depth*	£ 500	£250
Double depth*	£ 540	£270
Surcharge for casket shaped coffins	£ 65	£ 32
Additional out of hours charge	£945	£945

<b><u>CREMATED REMAINS</u></b>	<b>Standard</b>	<b>Concession*</b>
Purchase of Garden of Rest Plot for 50 years*	£684	£466
Interment - Administration fee*	£360	£169
- single depth*	£105	£ 51
- double depth*	£126	£ 61
Additional out of hours charge	£390	£390

<b><u>MEMORIAL CHARGES</u></b>	<b>Standard</b>	<b>Concession*</b>
Approval of design / inscription and period of Permission -- 50 years.	£240	£240
Additional inscription/ replacement	£ 56	£ 56
To add a Kerb Set - (not permitted on all lawns)	£170	£170

<b><u>WOODLAND BURIALS</u></b>	<b>Standard</b>	<b>Concession*</b>
Charge in lieu of Exclusive right*	£1363	£765
Cost of tree- (Incl contribution for future upkeep for natural life span of tree)	£ 263	£263

<b><u>ADDITIONAL CHARGES</u></b>	<b>Standard</b>	<b>Concession*</b>
Use of Chapel - per hour (min 1 hour)	£100	£100
Search of records - per hour	£ 38	£ 38
Memorial Wall Plaque (10 year lease)	£250	£250

----- End -----

**Notes:**

- Out of hours’ fees apply other than Monday to Friday and bank holidays 10 am through to 3pm.
- Fees will be waived to parents or the family arranging a burial for a child under the age of 18 years or stillborn after 24 weeks of pregnancy which fall within the CFF criteria.

Note EROB Charges for CFF reclaim for children’s section

<b><u>BURIALS</u></b>	<b>Standard</b>	<b>Concession*</b>
Purchase of Grave Space (50 years)*	£ 267	£187
“ “ “ Children’s section*	£ 267	£187
“ “ “ “ Stillborn *	£ 267	£187