



NEWPORT (Shropshire) TOWN COUNCIL

DRAFT UNTIL SIGNED AT SUBSEQUENT MEETING

**MINUTES OF A MEETING
RESOURCE & FINANCE COMMITTEE
held on
Wednesday 30th September 2020
Virtual - Via Microsoft Teams**

Clerks Note: *Town Councils' are now temporarily, able to hold remote meetings due to the current pandemic Covid-19 health crisis, therefore during the current period and in line with government health guidelines.*

TC/06/20-21 Election of Chairman

- a. *The current chairman/deputy chairman of all standing committees, and representatives nominated on outside bodies will also remain in office until such time as an annual meeting is held.*

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

Cllrs
Ian Perry (Chairman)
Lyn Fowler
Bill Harper
Tim Nelson

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

**R&F/
01/20-21**

APOLOGIES FOR ABSENCE

Cllr Alan Lloyd – family commitment

**R&F/
02/20-21**

DECLARATIONS OF INTEREST

Nil

**R&F/
03/20-21**

MINUTES

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

**R&F/
04/20-21**

PUBLIC SESSION

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

R&F/
05/20-21

TOWN COUNCIL FINANCES

Members received a copy of the latest Income & Expenditure report

R&F/
06/20-21

TOWN COUNCIL INVESTMENT

Members noted copies of the dividend from the CCLA (February – August) previously distributed. To note: The Town Council has £100k invested in a property fund) Members reviewed the performance of the CCLA Property Investment Fund for the period to 31 August 2020 and were satisfied that the fund was performing adequately and in line with expectations during the pandemic.

R&F/
07/20-21

ALLOTMENTS

Allotments- Members noted the Leisure & Environmental Services recommendations with regards to the Allotment charge comparison and the elements of the allotments to be cost neutral (L&ES Minute extract below).

*L&ES/11/20-21 Members **RESOLVED** to;*

- *Switch off the water on both allotment sites “for good” and write to the Allotment Society and ask them to come forward with a proposal for a water harvesting project for both sites and apply for grant funding to fund the project.*
- *Allotment and Cemetery fees be increased by 2% (extract at Appendix 5)*

The Resource & Finance Committee believes there is a financial need into how best to deal with the allotment costing and **RESOLVED that a review of the costing should take place when the MVR allotment extension is in place.**

R&F/
08/20-21

FINANCIAL VIREMENTS

Members considered the following virements to a maximum of £25k endorsed by the emergency committee for Covid-19 pandemic recovery program
Members **RESOLVED** to;

1. **Via £20 K from general reserves to N/L 4356 High Street recovery plan to fund expenditure in FY 20/21**
2. **Via £5 K from general reserves to N/L 4514 Covid-19 (Grants) to fund expenditure in FY 20/21**

And

3. **Via £4k from Nominal code 101 to N/L 4130 building repairs/maintenance for the contracted cleaner for the Guildhall in FY 2020/21**
(to be ratified at the next Town Council meeting)

R&F/
09/20-21

BUDGET 2021/22

Members considered to refine the budget for consideration by the Town Council at its next meeting

- a. Members received and **RESOLVED to approve a copy of the budget timetable attached.**
- b. Members considered a budget request from Cllr Fowler for an increase of £500 to N/L 4055 electronic ways to fund a professional to undertake Facebook/ social media etc. Members **RESOLVED to approve the proposed item onto the FY 21-22 budget.**
- c. Members were asked to consider a draft budget proposal and recommendation for FY 2021-22. 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 considered the amendments on a revised budget summary sheet **draft provided at Appendix 1.**

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

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

- a. **It is recommended that there be no change to Nominal code 101**
- b. **N/L 4356 High Street recovery £2k to be budgeted for FY 21/22**
- c. **N/L 4513 Grants to outside bodies - reduce to £3k from £12.3k**
- d. **N/L 4514 Covid – budget £1k**

Carry forward the following estimated underspends from this financial year to 2021/2022

(which are to be accounted for from general reserves)

- e. **N/L 4510 Seed & Crisis – C/F underspend to FY 21/22**
- f. **N/L 4515 Newport Carnival – C/F underspend for FY21/22 allocation**
- g. **N/L 4516 Newport In Bloom – C/ F underspend for FY21/22 allocation**
- h. **N/L 4386 Heritage open days – C/F underspend for FY 21/22 allocation**

- i. N/L 4218 Smart Water – C/F £2,400
- j. N/L 4514 Covid-19 C/F £2,500

Transfer to earmarked reserves

- k. N/L 4388 Cycle Race / Nocturne – Transfer underspend to earmarked reserves and budget nil for FY 21/22
- l. N/L 4183 Town Council pathways – transfer to earmarked reserves
- m. N/L 4215 Parking enforcement – Transfer £30k from reserves to earmarked funds to allocate £15k per year FY 21-22 & FY22-23 for service level agreement (ICM).

Councillor Budget Requests

- n. 4055 electronic ways - additional £500 - Cllr Fowler - for a professional to undertake NTC Facebook / social media etc

Leisure & Environmental Services Committee

Cllr Nelson

- o. N/L 4355 Canal Enhancements – carry forward any underspend to FY 21-22
- p. N/L 4352 Canal maint (New Owned) - Carry forward under spend to FY 21-22

Cllr Lloyd

- q. N/L 4351 New bench/ bins – increase budget for any replacements
- r. N/L 4355 increase the budget for FY 21-22 with an additional £5,000 + the underspend from this financial year.

Community Safety Committee

Cllr Nelson –

- s. To consider budgeting (5 year plan) to provide footway lighting along the canal towpath from Polly's Lock to Meretown

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 2021 be adopted as per draft; attached appendix 2.**

Fees

- Allotment fees – Increase by 2%**
- Cemetery fees – increase majority of fees by 2%**
- Ceremonies (room hire) – Increase standard fees by 2%**
- Guildhall room hire – increase by 2%.**

R&F/
10/20-21

APPOINTMENT OF INTERNAL AUDITOR

Members considered and **RESOLVED to approve reappointing JDH business services as internal auditor to the Town Council for FY 2020/21 and investigate the options of appointing a new internal auditor for FY 21-22.** (to be ratified at the next Town Council meeting)

R&F/
11/20-21

FINANCIAL REGULATIONS

Members considered the updated Model Financial Regulations and made one amendment. Members **RESOLVED that the Town Council consider the revised regulations be adopted at the next meeting.**

R&F/
12/20-21

BANK ACCOUNTS

Members discussed in depth and considered the options for the following;

- a. The balance of circa £800 in Barclays Savings account accumulated by interest and compensation.
- b. Proposal of spreading current bank account funds with Lloyds between more than one bank to mitigate risk.
Members **RESOLVED to investigate all options available and then review.**

R&F/
13/20-21

NATIONAL SALARY AWARD

Members considered and **RESOLVED to approve that the staff salaries increase in line with the National Joint Council for Local Government Services agreement NALC Employment Briefing E01-20 | 2020-21 National Salary Award and annual leave review.** (to be ratified at the next Town Council meeting)

R&F/
14/20-21

EXCLUSION OF PRESS AND PUBLIC

Members **RESOLVED that in view of the special nature of the business about to be conducted, that is “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/
15/20-21

STAFFING & BUDGET

- a. Members considered and **RESOLVED** staffing elements of the **proposed budget**

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Dated

Signed.....

Appendix 1 to R & F Minutes 30th September 2020

2021/ 2022 Draft budget 2 budget 2

Estimates are on the cautious side due to the uncertainty on FY 20-21 and COVID pandemic

Cost Centre	Expenditure	19-20 Actual	20/21 Budget	20/21 predicted spend	21/22 Budget
102	Admin Members	6,700	9,250	8,260	10,760
103	Admin Services & Supplies	8,572	21,115	18,150	10,750
109	Admin Other	29,970	29,590	20,682	29,300
111	Guildhall Caretaking Cleaning	257	400	130	300
112	Guildhall Services	7,068	8,515	8,485	8,750
113	Guildhall Maintenance	10,076	5,515	4,130	8,725
114	Guildhall 3/3a	8,319	500	3,050	550
115	Community Assets	115,198	20,000	26,000	45,000
161	Grants	22,032	33,300	7,346	10,746
162	Grants S142 (CAB)	5,500	5,600	5,500	5,600
200	Loan repayments	4,907	0	2,453	0
130	LES Cemetery services	16,597	19,590	18,935	20,070
131	LES Burials	7,498	7,580	7,130	7,380
140	Devolved Svc & Street	23,708	23,410	39,650	31,300
141	St Nicholas Church	3,465	7,400	8,721	4,100
142	LES - MVR allotments	1,268	2,075	3,575	2,200
143	LES - BR allotments	859	1,110	850	700
144	LES-Council Events	30,106	52,470	35,500	36,800
145	CS Public Toilets	21,347	21,015	20,850	22,385
160	Hub Grant (youth café)	5,500	5,500	5,500	5,500
120	CS - Public lighting	25,811	29,500	24,100	34,500
121	Community Safety - CCTV	35	4,090	42,090	2,655
129	CS - Other	28,091	22,150	15,550	1,170
101	Admin Employees	137,367	159,451	126,210	159,451
Expenditure Sub Total		520,251	489,126	452,847	458,692
Income other than precept					
100	Admin income	538,754	476,300	41,950	2,100
110	Guildhall Income	4,329	7,500	6,523	9,820
130	LES - Cemetery Services	32,450	30,000	20,000	30,000
142	LES - MVR allotments	2,082	2,047	2,192	2,179
143	LES - BR allotments	494	463	503	450
144	LES - Council Events	725	0	0	0
Income Sub total		578,834	516,310	71,168	44,549
Net Expenditure Total		-58,583	568,043	381,679	414,143
			General Reserve less expenditure from reserves in current year	402,100	259,025
				10,000	0
			Precept	471,500	471,500
			Sub Total	863,600	730,525
			Less net expenditure Earmarked / managed Funds	381,679	414,143
			General Reserves	222,896	222,896
				259,025	93,486

Appendix 2 to R & F Minutes 30th September 2020

Allotments Fees WEF 1st April 2021

Plot Size (Approx.)	¼	+ 2%	½	2 %	¾	2%	Full	2%
Newport Residents	£10.77	10.99	£21.55	21.98	£32.33	32.98	£43.18	43.96
Concessionary Rate	£9.44	9.63	£18.86	19.24	£28.29	28.85	£37.72	38.47
Non-Newport Residents	£16.17	16.49	£32.33	32.98	£48.50	49.47	£64.67	65.96

Guildhall Room Hire (meetings) Fees WEF 1st April 2021

	Standard	+ 2%	Concession	+ 2%
Room Hire (Meetings)				
Chamber: (Per hour)	£25.50	26.01	£13.00	13.26
Ante Room: (Per hour)	£20.00	20.40	£10.00	10.20
Refreshments				
Tea/Coffee & biscuits:				
For Up to and including 5 delegates	£14.00	14.28	£14.00	14.28
For 6 and up to 10 delegates	£18.00	18.36	£18.00	18.36

No increase added in FY 20/21 budget setting

**Guildhall Room Hire
(Civil Ceremonies) Fees WEF 1st April 2021**

<u>Use of Main Chamber</u>	Standard Fee	+2%	Concession Fee	+2%
Friday/ Saturday	£326.70 + vat	333.23 + vat	£291.49+ vat	297.32 + vat
Sunday/ Bank Holidays additional admin fee	£202.40+ vat	206.45 + vat	£180.25 + vat	183.85 + vat
<u>Use of Ante-Room</u>				
(in conjunction with civil ceremony)	£63.80 + vat	65.08 + vat	£56.65 + vat	57.78 + vat

A non –refundable £30 of deposit is required a time of booking.

Full fee must be paid within 60 days of the event. No refund if less than 31 days' notice is given.

Cemetery Fees – 1st April 2021

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”.

<u>BURIALS</u>	Standard +2%	Concession* +2%
Purchase of Grave Space (50 years)*	£1,363 1,390	£765 780
“ “ “ Children’s section*	£259 No charge	£182 No charge
“ “ “ “ Stillborn *	£149 No charge	£ No Charge

Interment -

Administration fee*	£360 367	£169 172
Single depth*	£500 510	£250 265
Double depth*	£540 550	£270 275
Surcharge for casket shaped coffins	£ 65 65	£ 32 32
Additional out of hours charge	£945	£945

CREMATED REMAINS

	Standard	Concession*
Purchase of Garden of Rest Plot for 50 years*	£684 698	£466 475
Interment - Administration fee*	£360 367	£169 172
- single depth*	£105 105	£ 51 51
- double depth*	£126 126	£ 61 61
Additional out of hours charge	£390	£390

MEMORIAL CHARGES

	Standard	Concession*
Approval of design / inscription and period of Permission -- 50 years.	£240	£240
Additional inscription/ replacement	£ 56	£ 56
To add a Kerb Set -	£170	£170

(not permitted on all lawns)

WOODLAND BURIALS

	Standard	Concession*
Charge in lieu of Exclusive right*	£1,363 1390	£765 780
Cost of tree-	£263 268	£263 268

(Incl contribution for future upkeep for natural life span of tree)

ADDITIONAL CHARGES

	Standard	Concession*
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

<u>BURIALS</u>	Purchase of Grave Space (50 years)*	Standard	Concession*
“ “ “ Children’s section*	£259	264	£182 186
“ “ “ “ Stillborn *	£149	152	£No Charge 186