



NEWPORT (Shropshire) TOWN COUNCIL

DRAFT UNTIL SIGNED AT SUBSEQUENT MEETING

MINUTES OF A MEETING RESOURCE & FINANCE COMMITTEE

held on
Wednesday 18th November 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.*

PRESENT: **Resource & Finance Committee**

Cllrs: Ian Perry (Chairman)
Lyn Fowler
Tim Nelson

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

**R&F/
16/20-21**

APOLOGIES FOR ABSENCE

Cllr Bill Harper
Cllr Alan Lloyd - unwell

**R&F/
17/20-21**

DECLARATIONS OF INTEREST - Nil

**R&F/
18/20-21**

MINUTES

Members **RESOLVED** that the minutes of the meeting held on 30th September 2020 to be a true record and that they be duly signed by the Chairman.

**R&F/
19/20-21**

PUBLIC SESSION

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

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

TOWN COUNCIL FINANCES

Members noted a copy of the latest Income & Expenditure report

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

TOWN COUNCIL INVESTMENT

Members noted copies of the dividend from the CCLA (September & October) 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 October 2020 and were satisfied that the fund was performing adequately and in line with expectations during the pandemic.

**R&F/
22/20-21**

Town Council Budget

Members were asked to note that a copy of FY 2021/22 draft budget prepared by the R & F Committee on 30th September which was discussed by the Full Town Council at its meeting on 14th October and noted that the Town Council have not issued any recommendations or changes to the proposed draft budget.

Members were asked to consider the draft budget, Budget Report, Annual budget by cost centre and draft budget 3 spreadsheet and to make recommendation to full town council to set the precept for financial year 2021/22 and resolve the fees with effect from 1st April 2021

- a. Cllr Nelson advised members of his concerns on the recent payment for £15k to Telford & Wrekin Council (TWC) for parking enforcement. Members agreed for the Clerk to ask TWC the following questions and report their response to the next Town Council meeting:
 - I. What services would we continue to receive if we did not pay the £15k?
 - II. What are other parishes paying?
- b. Cllr Fowler proposed that a budget item be created to support / fund electric car charging station in the town subsequent of the latest announcement in the media of the following:

Britain's electric car charging point network will have to expand by up to twenty times current levels to cope with increased demand after sales ban on petrol and diesel vehicles in 2030, experts warn:

- *Sale of petrol and diesel cars will be banned in 2030 under a 'green industrial revolution' says Boris Johnson*
- *But motoring experts have warned the electric car charging network will have to expand by 20 times to cope*
- *The Government has promised to pump £1.3billion into scaling up the rollout of charge points across the UK*

Cllr Nelson also proposed a budget item be created to roll out recycling bins on the high street for public use.

Members **RESOLVED to create a new line in the FY 21-22 budget of £6k for environmental projects such as the above.**

c. Precept / Budget Setting

Members considered a copy of draft 3 budget and associated documents including fees.

Members noted the precept is the level of taxation imposed upon the residents of Newport to support the budgeted expenditure. As the Town Council receives some income from the services it runs and can use some of its reserves to fund the in-year budget the precept is likely to differ (by being lower) from the overall budget.

Council Tax Base – Members were informed that Telford & Wrekin Council has advised the Council tax base figure (the notional number of Band D equivalent properties) has risen to 4037.3 from 3963.4 an increase of 73.9).

Council Tax Figure - Members considered the council tax figure, having examined each budget line and taking into account the variations proposed and the proposed precept, in the draft budget for financial year 2021/22, of **£ 480,250.00** (currently £471,500) and the band D equivalent will decrease from the current £118.96 to £118.95 (a reduction of 1p).

Members **RESOLVED to recommend to the Town Council that the precept be issued, requiring Telford & Wrekin Council to pay Newport Town Council £480,250 (Four hundred and eighty thousand, two hundred and fifty pounds) to meet its expenditure for the financial year 2021/22.**

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Signed.....

dated-----

2021/ 2022 budget draft 4 following R&F Nov meeting

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 | 37,300 |
| 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 | 464,692 |
| 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 | 420,143 |
| General Reserve | | | | 402,100 | 259,025 |
| less expenditure from reserves in current year | | | | 18,000 | 0 |
| Precept | | | | 471,500 | 480,250 |
| Sub Total | | | | 855,600 | 739,275 |
| Less net expenditure | | | | 381,679 | 420,143 |
| Earmarked / managed Funds | | | | 214,896 | 214,896 |
| General Reserves | | | | 259,025 | 104,236 |

LT/2020/Fin

9th November 2020

REPORT TO TOWN COUNCIL - BUDGET SETTING 21/22
DOCUMENTED VIEWS TO DATE

R&F Committee Chairman and the finance officers met on the 11th September 2020 and discussed in depth the budget for FY 2021-22 and processed a 1st draft to be considered. Members were asked and reviewed the 1st draft budget report and any further proposals from members of the council and committees at the R & F meeting on Wednesday 30th September.

The Town Council reviewed the 2nd draft of the budget and were asked to make comment, identify, and provide guidance, on priorities and consider individual line entries and levels of fees. Councillors were asked to consider levels of taxation that the R&F committee should focus on at its next meeting (18th November). The Town Council made no new recommendations to draft 2 of the budget proposed

Please also find attached copy of the line by line budget and several supplementary documents.

Members are asked to note the following recommendations from the RFO and Chairman following their meeting in September were ratified by the Town Council at its meeting held on 14th October 2020.

- **Following the retirement of the former cleaner/ caretaker we have instructed a company to undertake the cleaning services of the Guildhall which is more cost effective. Therefore, giving that the expenditure for the cleaner was included in the salary budget we will need to via this amount to N/L 4130 building repairs/maintenance for the contracted cleaner.**
- **It is recommended that there be no change to Nominal code 101**
- **N/L 4356 High Street recovery £2k to be budgeted for FY 21/22**
- **N/L 4513 Grants to outside bodies - reduce to £3k from £12.3k**
- **N/L 4514 Covid – budget £1k**

Budget proposals FY 2021-2022

Carry forward (C/F) the following estimated underspends from this financial year to 2021/2022 as at 9th Nov 2020 (which are to be accounted for from general reserves)

- N/L 4510 - £4.4k - Seed & Crisis – C/F underspend to FY 21/22
- N/L 4515 - £8k - Newport Carnival – C/F underspend for FY21/22 allocation
- N/L 4516 - £6,254 - Newport In Bloom – C/F underspend for FY21/22 allocation
- N/L 4386 - £600 - Heritage open days – C/F underspend for FY 21/22 allocation
- N/L 4218 - £2.4k – Smart water – C/F underspend for FY 21/22
- N/L 4355 - £9,372 – Canal Enhancements - C/F underspend for FY 21/22
- N/L 4352 - £1,868 – Canal Maint (New Owned) - C/F underspend for FY 21/22
- N/L 4514 - £2.5k – Covid - C/F underspend for FY 21/22

Total = £35,394

Transfer the following estimated underspends from this financial year to earmarked reserves (EMR) figures below are as at 9 Nov 2020

- N/L 4388 - £15k - Cycle Race / Nocturne – Transfer underspend to EMR and budget nil for FY 21/22
- N/L 4183 - £25K - Town Council pathways – transfer to EMR
- N/L 4215 - £30k - Parking enforcement FY 21/22 & 22/23 – Transfer to EMR

Total = £70K

FEEES

- 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%.

Current - EARMARKED RESERVES

In addition, the Town Council maintains a number of ear marked reserves. These are for specific projects. In our case they currently include as at 9 Nov 2020:

- Cemetery Development – new land and its development (£40,739.40)
- Cycle Race Nocturne - £4,500
- Guildhall Maintenance - £3,999.79
- Property and Asset Fund - £10,000 (£10k ring-fenced for allotment development)
- Newport Royal British Navy Club Grant - £10,000
- Allotment Fund - £650
- Community Building - £40,000
- Canal Enhancements - £2,000
- Additional Parking - £30,000
- Managed Funds - £2,818.07
- Poston Grave - £188.80

Current Earmarked Reserves £144,896.06

Note: £8k transferred from Cemetery development for cemetery maintenance projects Minute -

MANAGED FUNDS - Managed funds as at 9/11/20 - £3,006.87

Councillor & Committee Budget Requests

Leisure & Environmental Services Committee

- Cllr Nelson
 - N/L 4355 Canal Enhancements – carry forward any underspend to FY 21-22
 - N/L 4352 Canal maint (New Owned) - Carry forward under spend to FY 21-22
- Cllr Lloyd
 - N/L 4351 New bench/ bins – increase budget for any replacements
 - 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
 - To consider budgeting (5 year plan) to provide footway lighting along the canal towpath from Polly's Lock to Meretown

Councillor Budget Requests

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

Council Tax Base – Telford & Wrekin Council has advised that the Council tax base figure (the notional number of Band D equivalent properties) has risen to 4037.3 from 3963.4 an increase of 73.9).

DISCUSSION

Precept / Budget Setting –

Members are asked to consider the proposed budget and recommendations.

Following the last Council meeting in October, No recommendations for amendments to the proposed budget have been received from members of the Council.

Members are asked to consider recommending a final draft budget and fees be approved at the next meeting of the full Town Council. The summary budget (by cost centre) is attached for approval at this meeting.

The precept is the level of taxation imposed upon the residents of Newport to support the budgeted expenditure. As the Town Council receives some income from the services it runs and can use some of its reserves to fund the in-year budget the precept is likely to differ (by being lower) from the overall budget.

Members are recommended to **RESOLVE** that: the **Council Tax Figure** - having examined each budget line and taking into account the variations proposed (mostly detailed above) the proposed precept, in the draft budget for FY21, **is £ 480,250.00** (currently £471,500) and the band D equivalent will decrease from the current £118.96 to £118.95 (a reduction of 1p).

Copies of the draft line-by-line budget and the budget summary spread sheet have been previously distributed.

RECOMMENDATION

A recommendation to the Town Council to resolve a precept be issued, requiring Telford & Wrekin Council to pay Newport Town Council £480,250 (Four hundred and eighty thousand, two hundred and fifty pounds) to meet its expenditure for the financial year 2021/22.

Louise Tunks
RFO
For Newport Town Council

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 |