

POCKLINGTON TOWN COUNCIL POLICY & RESOURCE COMMITTEE

The Policy & Resources Committee of Pocklington Town Council met at **7pm** on Wednesday 25th July 2018 in the Town Meeting Room, The Old Courthouse, George Street, Pocklington.

Present: Cllr Hodgson (Chair), Cllr Cooper, Cllr Green, Cllr Jones, Cllr Sharpe and Cllr Sykes

In attendance: one members of the public, Pocklington Arts Centre Director and Pocklington Arts Centre Manager and G. Scaife (Town Clerk)

1. Notice of meeting
The Notice of meeting was proposed by Cllr Cooper 2nd Cllr Jones and agreed
2. To accept apologies for absence. Apologies for absence were received from Cllr Hutchinson and Cllr Ratcliffe (Family engagement)

Declarations of Interest

3. To record declarations of interest by any member of the council in respect of the agenda items listed below. Members were asked when declaring interests to identify the agenda item and type of interest being declared.

No declarations were received.

4. Consider suspending the meeting to allow presentations from members of the public. Meeting wasn't suspended as the member of the public didn't wish to speak
5. Consider continuing the meeting. The meeting hadn't been suspended. There being no further business the meeting closed.
6. To receive a budget and financial report from Pocklington Arts Centre for Quarter 1 (April – June 2018).

J. Farmer gave the following report – The quarter ended 30th June 2018 shows a trading profit of £8,653 ahead of budget and compared to £860 in the same quarter of 2017.

Live events achieved a profit of £8237, against a budget of £3,500 and compared to £6,991 in 2017.

Live broadcast profits came in at £1,869 below the budget set at £2,500 and compared to £1,401 in 2017.

Cinema achieved a profit of £6,592 ahead of budget of £3,500 and compared to £4,204 in 2017.

The bar profit came in at £5,626 ahead of budget at £3,000 and compared to £3,868 in 2017. Confectionary produced a profit of £1,539, ahead of budget of £1,000 and compared to £783 in 2017.

Overheads at £37,956 were below budget and much increased from the £25,565 in 2017. This is due to the increased staff costs for the two new part-time employees plus the equipment to set up their office.

At 30th June the balance sheet showed reserves of £133,507 of which £26,239 represents bank balances.

Traditionally, this is a lean quarter but Pocklington Arts Centre (PAC) has bucked the trend with a positive outcome. Excellent programming on live events resulted in the venue's best season to date with 14 sell-out shows in the quarter (25 sell-outs this year). The bar profit has been enhanced by the decision to present the England World Cup matches on the cinema screen and on the big screen in the Oak Room. This was well received by the public and we will look at other sporting events in the future. The injection of Arts Council England funding has greatly supported the work of PAC.

In conclusion, PAC has achieved an excellent start to its new era as an Arts Council England National Portfolio Organisation and future looks full of promise.

Below is the presented accounts for Q1.

LIVE EVENTS	ACTUAL	BUDGET
Sales	56,800	40,000
Costs	48,563	36,500
Gross Profit	8,237	3,500
LIVE BROADCASTS		
Sales	4,201	5,000
Costs	2,332	2,500
Gross Profit	1,869	2,500
CINEMA		
Sales	9,686	7,000
Costs	3,094	3,500
Gross Profit	6,592	3,500
SUNDRY		
Hire Income	1,429	2,375
Advertising receipts	1,188	1,000
Booking charges	1,712	1,000
Books, CDs and Artworks	280	-
Gross Profit	4,609	4,375
BAR		
Sales	10,975	6,000
Cost of sales	5,349	3,000
Gross Profit	5,626	3,000
Confectionary		

Sales	2,244	2,000
Costs	705	1,000
Gross Profit	1,539	1,000
Gross profit from events	28,472	17,875
Grants and donations	18,137	22,125
Net contribution	46,609	40,000
OVERHEADS		
Wages	16,764	22,625
Telephone	1,013	1,000
Advertising and promotion	2,753	3,875
Licences	2,820	2,325
Printing, postage and stationary	113	625
Website	-	3,500
Light and heat	3,413	3,500
Rates and water	1,653	1,500
Cleaning and waste	225	300
Repairs and maintenance	3,697	1,500
Sundry	1,083	500
Bank and credit card charges	1,325	1,500
Research and travel	3,097	2,000
TOTAL	37,956	44,750
NET PROFIT/(LOSS)	8,653	(4,570)
FIXED ASSETS		126,791
CURRENT ASSETS		
Stock	10,637	
Debtors and prepayments	8,504	
Cash and bank	26,239	
Total	45,380	
CURRENT LIABILITIES		
Creditors and accruals	38,664	
NET CURRENT LIABILITIES		6,716
Total		133,507
PROFIT AND LOSS ACCOUNT		133,507

Cllr Jones asked why the live broadcasts were below budget. This is due to there being fewer programmed live broadcasts in the first quarter. There are some live concerts booked for later in the year. These include Andre Rieu and Cliff Richard. There are now also more venues offering live broadcasts which means that customers have more choice.

Cllr Cooper congratulated the management team on being able to book some well known names including comedian Jon Richardson. Cllr Cooper asked when the audience surveys would be going live. The two new members of staff have been working on the survey. Arts Council England has asked that Audience Finder is used which has to be connected into the box office using some new software. The survey will then be available.

The bar costs don't include the staffing element which is included in the overheads. The bar staff have now been trained to also be projectionists.

Cllr Green made the following comments. It is good that the Arts Centre is now solvent again. The Arts Centre Director said that it had been difficult following the refurbishment to get the audience back. This was due to the long period the venue was closed.

Cllr Green asked why the budget set and approved by Arts Council England was so conservative. It was explained that Arts Council England use a percentage formula based on the venues accounts. The budget for this year is low to give time to train the new members of staff. The budget for certain items such as live events is lower than in previous years. Given the healthy state of the finances Cllr Green suggested that the loan repayments to the Town Council are restarted. The Arts Centre Director confirmed this wouldn't be a problem. The clerk will place this as an item on the next full council agenda.

There were no more questions, the Arts Centre Management Team were thanked for their time.

7. To receive and consider a financial report on the accounts for Pocklington Town Council for quarter 1 (April – June 2018)

The accounts below were presented

Description	Income	Budget	Variance	% spent
Allotment rent	0	500	500	0.0%
Burial Fees	3,240	9,000	5,760	36%
Shop rents	3,100	12,400	9,300	25%
Hire of West Green	0	500	500	0.0%
Feed in tariff	695	1650	955	42.1%
Grants received	16,318	0	16,318	0.0%
Miscellaneous income	518	0	518	0.0%
Mayor's Charity Account	7,180	0	7,180	0.0%
Precept	129,281	258,562	129,281	50%
Interest received	61	50	11	122.8%
Totals	160,794	286,412	125,618	56.1%
Description	Expenditure	Budget	Variance	Percentage
Salaries, pensions and NI	27,423	105,622	78,199	25.9%
Councillor training and travel	54	500	446	10.8%
Staff training and travel	123	1000	877	12.3%
Rates	1,284	3,800	2,516	33.8%
Utilities	823	4000	3177	20.6%
Admin Overheads	691	3500	3059	19.7%
Subscriptions	1184	1500	316	78.9%
Insurance	5269	7240	1971	72.8%
Bank charges	55	220	165	25%
Waste collections	1890	850	(1040)	222.4%
Advertising/Publicity	264	4,000	1,030	6.6%
Fuel	270	1,300	1,030	20.7%
Property Maintenance	13,508	17,000	3,492	79.5%
Grounds Maintenance	3,391	16,300	12,369	24.1%
Street Furniture	0	3500	3500	0.0%

Plants and trees	771	2,300	1,529	33.5%
Equipment	27	2,380	2,353	1.2%
Equipment Maintenance	950	2,000	1,050	47.5%
CCTV Maintenance	150	2,500	2,350	6.0%
Lighting for paths	0	4,400	4,400	0.0%
Neighbourhood Development Plan	0	5,000	5,000	0.0%
Professional fees	(300)	3,000	3,300	(10%)
Audit Fees	(751)	3,000	(3,751)	(25%)
Contingency	0	10,000	10,000	0.0%
Loan Repayments	0	40,500	40,500	0.0%
Grants to organisations	1,330	3,500	2,170	38%
Mayors Allowance	2,000	2,000	0	100%
Deputy Mayors Expenses	0	300	300	0.0%
Events	5,161	14,400	9,278	35.8%
Dev. And Marketing Projects	0	2000	2000	0.0%
Christmas Lights and Tree	17	9,600	9,583	0.2%
Transport Projects	0	3,000	3,000	0.0%
Town Bus Service	420	6,200	5,780	6.8%
Miscellaneous expenditure	24,848	0	(24,848)	0.0%
Total	91,391	286,412	195,021	31.9%
Total Income	160,794	286,412	125,618	56.1%
Total Expenditure	91,391	286,412	195,021	31.9%
Net income over expenditure	69,402			

Accounts explanation.

Property Maintenance

There has been work undertaken on the cemetery footpaths which accounts for much of this expenditure. The Health and Safety work programmed for the gravestones in the cemetery will be taken from an earmarked reserve. This reserve was due to an excess income for the cemetery in 2016/17. Any surplus made on the fees charged in the cemetery are now earmarked into a reserve to ensure future capital works to the cemetery can be undertaken. There is likely to be an overspend on the property maintenance budget this year as there is some work that is required on health and safety grounds.

Grounds Maintenance

The grounds maintenance budget may come under pressure due to the need to fell a large horse chestnut that has become unsafe on West Green.

Neighbourhood Development Plan

Work on the Neighbourhood Development Plan is progressing and consultants are working on the character assessment. The NDP will require a larger budget next year to enable the completion of the plan and to hold the referendum.

Additional expenditure

The miscellaneous expenditure are for the spending of the grant from commuted sums for the new outdoor gym on West Green and the donations from the Mayor's Account to the chosen charities.

The agreement to provide a larger grant to the history society to produce the World War 1 book will need to come from the contingency budget.

Cllr Green asked about the overspend on the Waste Collections and the likely pressure on staff costs. The Council uses East Riding of Yorkshire Council to collect its waste. The waste collections for the Council include the bins at Pocklington Cemetery, West Green and The Old Courthouse. These are all on commercial waste contracts. Given the increases it would be worth getting other quotes for waste collection. The current contracts end on 31st March 2019.

Staff costs have increased due to the number of new employees at Pocklington Arts Centre who have been enrolled in the Town Council's pension scheme.

Cllr Jones asked about the expenditure on the CCTV for the town. The clerk reported that the Town Council pays for the maintenance of the system. The monitoring is undertaken by Humberside Police and the feed is into Pocklington Police Station.

The income for shop rents is likely to fall as 20 Market Place is now empty.

8. To receive the health and safety policy.

Cllr Green reported that as well as employees the policy should include Councillors and volunteers. The clerk to add these and asked for any typos. The Health and Safety Policy will now be placed on the next Town Council agenda for adoption.

9. To receive and consider the risk assessments and the risk register for Pocklington Town Council.

The clerk presented the risk assessments and the risk register.

Cllr Sykes proposed the risk assessments and risk registers be accepted 2nd Cllr Jones and agreed.

10. To receive and consider any actions from the Clerk's report.

The clerk presented a list of projects that require prioritisation. Below is a list of the potential projects together with a possible cost if quotes have been obtained. This list requires further discussion and is not a definitive list. It is likely to change as some items of health and safety work will be required.

Future Projects by Committee	Approx. Cost if known
Land and Property	
Building Maintenance	
Courthouse	
Courthouse replacement windows	Circa £40,000
Courthouse Decoration	
Courthouse replacement carpets	
Courthouse Refurbishment of toilets	
Pocklington Arts Centre	
Pocklington Arts Centre Refurbishment of Toilets	£25,000
Pocklington Cemetery	
Cemetery Footpath	£12,000
Cemetery Notice Boards and signage	£3,000
Cemetery tools container	
West Green	
West Green Notice Board	£2,000
West Green Car Park (Tarmac)	£15,000
Phone Box, Barmby Road	

Restoration of phone box	
Transport, Lighting and Road Safety	
Bus Shelters	£7,500 each
Development and Marketing	
New entrance signage	
Christmas Lights renewal	£2,000
New electricity bollards	£2,500

Councillors are asked to read through the list of projects and these will be presented at a future meeting to prioritise the list.

There was a discussion on the old phone box. The clerk is to report back on what is within the adoption contract.

11. To consider the policy for the use of the Town Crest.

Cllr Green reported that the crest is the property of Pocklington Town Council.

The clerk has been asked to do some more research to check whether the Town Council can grant the use of the crest to other organisations or individuals. This item will be included in the agenda for October,

Meeting closed at 7.56 pm