

POCKLINGTON TOWN COUNCIL POLICY & RESOURCE COMMITTEE

The Policy & Resources Committee of Pocklington Town Council met at **7pm** on Wednesday 24th October 2018 in the Town Meeting Room, The Old Courthouse, George Street, Pocklington.

Present: Cllr Hodgson (Chair), Cllr Cooper, Cllr Green, Cllr Jones, Cllr Perry, Cllr Ratcliffe, Cllr Sinton and Cllr Sykes

In attendance: two members of the public and G. Scaife (Town Clerk)

1. Notice of meeting
The Notice of meeting was proposed by Cllr Ratcliffe 2nd Cllr Cooper and agreed
2. To accept apologies for absence. Apologies for absence were received from Cllr Hutchinson (prior engagement) Cllr Sharpe (Illness) and J. Farmer Arts Centre Director (illness)

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 and consider the report from the External Audit from Littlejohns.

Councillors were asked to look at the final page of the report which is the external auditor report and certificate. The externally auditor reported this for 2017/18. On the basis of the review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR) in our opinion the information in section 1 and 2 of the AGAR is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The internal auditor has drawn attention to weaknesses in relation to controls over the reporting of the Arts Centre financial results and risk assessments to the Council and the Council's review of the Standing Orders and Financial Regulations. The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner.

The Clerk reported that the Council's standing orders have been reviewed and formally adopted (Full Council Wednesday 11th July paragraph 9 page 18). The financial regulations will be placed on a future agenda for the Council.

The remainder of this item was deferred to the next Full Council meeting on Wednesday 14th November.

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	6,280	9,000	2,720	69.8%
Room Hire	780	750	(30)	104%
Shop rents	5,475	12,400	6,925	44.2%
Hire of West Green	500	500	0	100.0%
Payment Arts Centre Loan	250	0	250	0.0%
Feed in tariff	1,455	1650	195	88.2%
Grants received	16,318	0	16,318	0.0%
Miscellaneous income	1,040	0	1,040	0.0%
Mayor's Charity Account	7,230	0	7,230	0.0%
Precept	258,562	258,562	258,562	100%
Interest received	149	50	(99)	297.1%
Totals	160,794	286,412	125,618	56.1%
Description	Expenditure	Budget	Variance	Percentage
Salaries, pensions and NI	56,737	105,622	48,885	46.3%
Councillor training and travel	54	500	446	10.8%
Staff training and travel	639	1000	361	63.9%
Rates	2,673	3,800	1,127	70.3%
Utilities	1,402	4000	2,598	35%
Admin Overheads	1,274	3500	2,226	36.4%
Subscriptions	1,219	1500	281	81.3%
Insurance	5269	7240	1971	72.8%
Bank charges	110	220	110	50%
Waste collections	1890	850	(1040)	222.4%
Advertising/Publicity	1,325	4,000	2,675	33.1%
Fuel	602	1,300	698	46.3%
Property Maintenance	27,489	17,000	(10,489)	161.7%
Grounds Maintenance	11,020	16,300	5,280	67.6%
Street Furniture	1,328	3500	2,172	37.9%
Plants and trees	1,136	2,300	1,164	49.4%
Equipment	139	2,380	2,241	5.9%
Equipment Maintenance	1,180	2,000	820	59%
CCTV Maintenance	775	2,500	1,725	31%
Lighting for paths	0	4,400	4,400	0.0%
Neighbourhood Development Plan	0	5,000	5,000	0.0%
Professional fees	759	3,000	2,242	25.3%
Audit Fees	549)	3,000	2,451	18.3%
Contingency	4,335	10,000	5,665	43.4%
Loan Repayments	20,099	40,500	40,500	49.6%
Grants to organisations	2,130	3,500	1,370	60.8%
Mayors Allowance	2,000	2,000	0	100%
Deputy Mayors Expenses	0	300	300	0.0%
Events	8,857	14,400	5,543	61.5%
Dev. And Marketing Projects	2000	2000	0	100.0%
Christmas Lights and Tree	969	9,600	8,631	10.1%
Transport Projects	0	3,000	3,000	0.0%
Town Bus Service	2,040	6,200	4,160	32.9%

Miscellaneous expenditure	25,259	0	(25,259)	0.0%
Total	185,635	286,412	100,777	64.8%
Total Income	298,084	286,412	(11,672)	104.1%
Total Expenditure	185,635	286,412	100,777	64.8%
Net income over expenditure	112,449			

The explanations below are for the 2nd quarter which is from 1st July – 30th September. Income is slightly up and expenditure is up.

Income

Burial Fees are a little ahead of budget and the income from the Cemetery should be on track for this year. The income may be over that budgeted for.

Room Hire is a head of the budget.

Shop rents – The income will be slightly reduced as 20 Market Place was vacant was 1 month and 2 weeks.

Hire of West The circus that visited in September paid £500 for the hire of West Green and the fair are here in October.

Feed in tariff – The solar panels on the Arts Centre generated an income of £764-79 this quarter. It was very sunny over the summer. The next period is September – December so the income generated will be lower.

Grants, Miscellaneous income and Mayor's Accounts have all increased the income but there is expenditure incurred on these and it is in the Miscellaneous Expenditure column below.

Precept – The second and final precept payment has been made. The precept is lower than last year due to the fall in the tax base.

Interest received – The interest received from the bank is slightly higher as the interest rate has risen.

Expenditure

Staffing costs have risen and the pensions and National Insurance contributions have increased the expenditure.

Rates The rateable value of our property holdings has risen. The rateable properties include the Cemetery and The Courthouse.

Waste collections – Waste collection costs have risen. The rises were after the budget was set. It was agreed to obtain quotes for waste collections.

Property Maintenance – The Council's properties have required more investment. There are still some outstanding projects to be completed in quarters 3 and 4. The largest project still to be completed is the new kitchen for 26 Market Place (Mouse House).

Grounds Maintenance – The budget is on track but may come under pressure due to emergency tree works that were required to a large horse chestnut on West Green. There has been further works to a tree in the cemetery. There are other planned tree works which will occur over the winter.

Grants – Section 137. A grant in the Section 137 budget should be placed elsewhere in the budget. The clerk is keeping a list of organisations who have received grants and donations from the Town Council. This was circulated at the meeting and will be published on the website.

Neighbourhood Development Plan. – Good progress is being on the plan but this will require more investment next year.

Pocklington Town Council Bank Account Balances as at 30th September.

Current Account – £18,270.71

Deposit Account - £192,044.85

8. To receive and consider the Clerks Report.
The Clerk reported that work had started on preparing next year's budget.
9. To re-confirm the Data Protection Policy and GDPR documentation.

The clerk explained that this had come from the internal audit as it didn't appear the new data protection policy had been adopted formally by the Council. The Clerk has now found the minute where the policy was formally adopted. This was at the Full Meeting of Pocklington Town Council held on Wednesday 11th April 2018 at 7pm in The Old Courthouse. The minute reference is paragraph 10 on page 77 of the minutes. The minutes show that the policy and GDPR documents were formally adopted at this meeting.

Meeting closed at 7.22 pm