

POCKLINGTON TOWN COUNCIL POLICY & RESOURCE COMMITTEE

The Policy & Resources Committee of Pocklington Town Council met at **7pm** on Wednesday 19th December 2018 in the Town Meeting Room, The Old Courthouse, George Street, Pocklington.

Present: Cllr Cooper, Cllr Green, Cllr Hutchinson, Cllr Perry, Cllr Ratcliffe, Cllr Sinton and Cllr Sykes
In attendance: Gordon Scaife (Town Clerk)

In the absence of both the Mayor Cllr Hodgson and Deputy Mayor Cllr Jones. Cllr Ratcliffe proposed that Cllr Sykes should chair the meeting 2nd Cllr Cooper and agreed.

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 Hodgson (Work) and Cllr Jones (Prior engagement)
3. Declarations of Interest 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 review the current budget and financial position for Pocklington Town Council

The accounts below were presented and is the Council's financial position at 30th November 2018

Description	Income	Budget	Variance	% spent
Allotment rent	0	500	500	0.0%
Burial Fees	9,200	9,000	(200)	102.2%
Room Hire	1,165	750	(415)	155.3%
Shop rents	7,642	12,400	6,925	61.6%
Hire of West Green	1000	500	(500)	200.0%
Payment Arts Centre Loan	750	0	(750)	0.0%
Feed in tariff	1,455	1650	195	88.2%
1844 Map Income	91	0	(91)	0.0%
Grants received	16,704	0	16,704	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%
Ticket Sales Bonfire Night	3,300	3,000	(300)	110%
Totals	308,789	286,412	(22,377)	107.8%
Description	Expenditure	Budget	Variance	Percentage
Salaries, pensions and NI	62,308	105,622	43,314	41.00%

Councillor training and travel	363	500	137	72.5%
Staff training and travel	510	1000	4904	51%
Rates	3,599	3,800	201	94.7%
Utilities	1,711	4000	2,289	57.2%
Admin Overheads	1,452	2,500	1,048	58%
Subscriptions	1,254	1500	246	83.6%
Insurance	5269	7240	1971	72.8%
Bank charges	110	220	110	50%
Waste collections	1890	850	(1040)	222.4%
Advertising/Publicity	1,880	4,000	2,120	47.0%
Fuel	786	1,300	514	60.4%
Property Maintenance	27,670	17,000	(10,670)	162.8%
Grounds Maintenance	17,018	16,300	(718)	104.4%
Street Furniture	1,705	3500	1,795	48.7%
Plants and trees	1,401	2,300	899	60.9%
Equipment	253	2,380	2,127	10.6%
Equipment Maintenance	2,398	2,000	398	119.9%
CCTV Maintenance	925	2,500	1,575	37%
Lighting for paths	1,881	4,400	2,519	42.8%
Neighbourhood Development Plan	0	5,000	5,000	0.0%
Professional fees	3,615	3,000	(615)	120.5%
Audit Fees	1300	3,000	1,700	43.3%
Contingency	9,337	10,000	663	93.4%
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	19	300	281	6.3%
Events	11,946	14,400	2,454	17.04%
Dev. And Marketing Projects	2000	2000	0	100.0%
Christmas Lights and Tree	1,966	9,600	7,634	20.47%
Transport Projects	0	3,000	3,000	0.0%
Town Bus Service	3,060	6,200	3,140	49.4%
Miscellaneous expenditure	25,259	0	(25,259)	0.0%
Total	230,610	286,412	55,803	80.5%
Total Income	308,789	286,412	(22,377)	107.8%
Total Expenditure	230,610	286,412	55,803	80.5%
Net income over expenditure	78,180		(78,180)	

Income

The rent for the allotments is paid around January after the allotment holders have paid their rents for the year.

The burial fees are on track and are ahead of the budget. The income will help to offset the amount of maintenance that has been undertaken at the Cemetery this year.

Room hire at the Old Courthouse is ahead of budget and I have been able to increase the income target for next year.

There have been two commercial hires of West Green this year. Usually we only have one. The arts centre is repaying the loan on the projector with the last payment due in December 2019.

Expenditure

National Insurance – I have been working off an old budget figure and so have increased this for next year to ensure the budget for National Insurance has increased.

Miscellaneous expenditure is the grant expenditure and the mayor's charities income. Waste Collections – East Riding have increased the costs for waste collections for this year. It is a one off yearly payment so there should be no more expenditure against this code.

Property maintenance – More health and safety work was required on the cemetery and the closed churchyard and this is the reason for the overspend.

Grounds maintenance – health and safety work on the tree at West Green cost £2,000 so once this is taken into account the overall spend is within the budget.

Professional fees – These have increased due to registering West Green with the land registry and the need for a new lease at 20 Market Place.

The Council has spent £9,000 from reserves in the cemetery on tarmac works.

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

Current Account – £6,759.92

Deposit Account - £172,214.63

Councillor Perry asked if we should be budgeting for a replacement photocopier.

The Clerk will investigate a new rental in the new year but the current photocopier is fit for purpose as its main purpose is to produce agenda and papers for councillors.

7. To Consider the draft budget and precept level to recommend to the budget setting meeting scheduled for Wednesday 2nd January 2019.

The Clerk presented the budget and the following information to the meeting.

Revised Budget 19th December allowing for 3% rise		
Income	2018 19	2019 20
Budget 2018		
Description		
Allotment Rents	500	500
Burial Fees	9000	9500
Room hire	750	1000
Shop Rents	12400	12400
Hire of West Green	500	550
Arts Centre Loan Repayment		2250
Feed in tariff	1650	1650
Precept	258562	272906
Interest	50	60
Ticket Sales	3000	3000
Total	286412	303816

Expenditure	2018/19	2019/20
Description		
Salaries	86492	93000
Employers NI	6000	12000
Pension contributions	13130	17000
Travel expenses	500	500
sub total	106122	122500
Rates	3800	4500
Water Charges	400	400
Electricity	1200	1200
Gas	1600	1600
Cleaning	400	400
sub total	7400	8100
photocopier rental	600	500
Training	1000	1200
Telephone	800	1150
Postage	200	100
Stationery	1300	1000
Waste Collections	850	2000
Insurance	7242	5500
Bank Charges	220	320
Subscriptions	1500	1800
professional fees	3000	3500
Audit Fees	3000	3000
Contingency	10000	10000
Election	0	
Loan repayments - Capital	27000	28000
Loan repayments - Interest	13500	12500
CAB	1500	1500
Grants Section 137	2000	2500
Mayors Allowance	2000	2000
Deputy Mayors Allowance	300	300
Internet and website	1000	2000
Sub Total	77012	78870
Land and Property		
Property Maintenance	19250	15500
Grounds Maintenance	15100	16300
Play Areas	2500	2500
Street Furniture	3800	3500
Equipment	2000	2000

Floral Displays	2400	2000
Fuel	1500	1600
Equipment maintenance	2000	2000
Sub Total	48550	45400
Development and Marketing		
Advertising publicity	4073	4000
Bands and Music	1500	1400
Events	12000	12000
Town Promotion	2500	0
Christmas Lights	9600	9600
Sub Total	29673	27000
Transport, Lighting and Road Safety		
Street Lighting	4400	3000
CCTV	2500	2500
Bus Service	3000	6200
Sub Total	9900	11700
Neighbourhood Development Plan	5000	15000
Sub Total	5000	15000
Total	283657	308570

Draft budget.

Income.

Following Full Council on 12th December I have reworked the precept on a 3% increase. I have increased the income for the burial fees based on a typical year and increased the rental income for West Green.

Expenditure

The pay awards for 2019 have just been announced and so have included these in the salary budget. The pay award has to go to personnel so have requested that they met early in the new year and to then make a recommendation to Full Council which is the correct procedure to follow.

This increased the expenditure on NI and pensions accordingly.

Other costs that have increased are the rates and waste whilst the insurance costs have decreased as we have changed brokers. I have increased the professional fees as there are likely to be more fees associated with the Arts Centre.

I have rebalanced the capital and interest payments for the loan as the figure will be the same but the amount in each budget was incorrect.

I have increased the section 137 grants by £500.

I have increased the website and internet costs as we are on a new host for the Council's cloud which means we can work remotely and have a secure storage and back up away from the office.

I have had to reduce the property maintenance budget and increase the grounds maintenance budget. In 2018/19 a significant number of projects have been

undertaken and completed. This means there is less property maintenance to do this year. I haven't included replacing the courthouse windows this financial year as would like to concentrate on completing the Neighbourhood Development Plan.

I have reduced the street furniture budget as there are fewer requests for benches and bins.

The cost of the street lighting to footpaths and Canal Lane has decreased as more lights are now lit with LED lights.

The budget is still out by £5,000 which would need to come from reserves.

Councillors requested an increase in the budget for the website and for professional fees.

Following discussions about the need to increase the budget.

Cllr Cooper proposed that a 3.9% increase in the precept be proposed as the recommendation from the Policy and Resources committee to the Full Council budget and precept meeting which is scheduled to be held on Wednesday 2nd January 2019 at 7pm in The Old Courthouse, 37 George Street, Pocklington 2nd Cllr Ratcliffe and agreed (Cllr Hutchinson abstained from the vote)

Meeting closed at 7.27 pm