

POCKLINGTON TOWN COUNCIL POLICY & RESOURCE COMMITTEE

The Policy & Resources Committee of Pocklington Town Council met at **7pm** on Wednesday 23rd January 2019 in the Town Meeting Room, The Old Courthouse, George Street, Pocklington.

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

In attendance: G. Scaife (Town Clerk)

1. Notice of meeting
The Notice of meeting was proposed by Cllr Cooper 2nd Cllr Ratcliffe and agreed
2. To accept apologies for absence. Apologies for absence were received from Cllr Perry (Illness) and Cllr Sharpe (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 review the current budget and financial position for Pocklington Town Council.

The accounts below were presented which are up to the end of December 2018 and are for three quarters.

| Description | Income | Budget | Variance | % spent |
|--------------------------------|----------------|----------------|-----------------|---------------|
| Allotment rent | 0 | 500 | 500 | 0.0% |
| Burial Fees | 9,890 | 9,000 | (890) | 109.9% |
| Room Hire | 1,225 | 750 | (475) | 163.3% |
| Shop rents | 8,725 | 12,400 | 6,925 | 70.4% |
| Hire of West Green | 1000 | 500 | 500 | 200.0% |
| Payment Arts Centre Loan | 750 | 0 | 250 | 0.0% |
| Feed in tariff | 1,455 | 1650 | 195 | 88.2% |
| Grants received | 16,704 | 0 | 16,704 | 0.0% |
| Miscellaneous income | 1,861 | 0 | 1,861 | 0.0% |
| Mayor's Charity Account | 7,230 | 0 | 7,230 | 0.0% |
| Precept | 258,562 | 258,562 | 258,562 | 100% |
| Interest received | 318 | 50 | (268) | 636.7% |
| Ticket Sales Bonfire Night | 3,300 | 3,000 | (300) | 110% |
| Totals | 311,111 | 286,412 | (24,699) | 108.6% |
| | | | | |
| Description | Expenditure | Budget | Variance | Percentage |
| Salaries, pensions and NI | 84,478 | 105,622 | 48,885 | 46.3% |
| Councillor training and travel | 383 | 500 | 117 | 76.5% |

| | | | | |
|------------------------------------|----------------|----------------|-----------------|---------------|
| Staff training and travel | 510 | 1000 | 490 | 51.0% |
| Rates | 4,062 | 3,800 | (262) | 106.9% |
| Utilities | 2,567 | 4000 | 1,433 | 64.2% |
| Admin Overheads | 3,054 | 3500 | 446 | 87.3% |
| Subscriptions | 1,541 | 1500 | (41) | 102.7% |
| Insurance | 5269 | 7240 | 1971 | 72.8% |
| Bank charges | 165 | 220 | 55 | 75% |
| Waste collections | 1890 | 850 | (1040) | 222.4% |
| Advertising/Publicity | 2,080 | 4,000 | 1,920 | 52% |
| Fuel | 786 | 1,300 | 514 | 60.4% |
| Property Maintenance | 28,769 | 17,000 | (11,769) | 169.2% |
| Grounds Maintenance | 17,742 | 16,300 | (1,442) | 108.8% |
| Street Furniture | 1,328 | 3500 | 2,172 | 37.9% |
| Plants and trees | 1,136 | 2,300 | 1,164 | 49.4% |
| Equipment | 314 | 2,380 | 2,066 | 13.2% |
| Equipment Maintenance | 2,825 | 2,000 | (825) | 141.2% |
| CCTV Maintenance | 1000 | 2,500 | 1,500 | 40% |
| Lighting for paths | 2148 | 4,400 | 2,252 | 48.8% |
| Neighbourhood Development Plan | 0 | 5,000 | 5,000 | 0.0% |
| Professional fees | 4,117 | 3,000 | (1,117) | 137.2% |
| Audit Fees | 1300 | 3,000 | 1700 | 43.3% |
| Contingency | 9,337 | 10,000 | 663 | 93.4% |
| Loan Repayments | 20,099 | 40,500 | 40,500 | 49.6% |
| Grants to organisations | 2,380 | 3,500 | 1,120 | 68% |
| Mayors Allowance | 2,000 | 2,000 | 0 | 100% |
| Deputy Mayors Expenses | 19 | 300 | 281 | 6.3% |
| Events | 13,967 | 14,400 | 433 | 96.9% |
| Dev. And Marketing Projects | 2000 | 2000 | 0 | 100.0% |
| Christmas Lights and Tree | 5,952 | 9,600 | 3,648 | 62% |
| Transport Projects | 0 | 3,000 | 3,000 | 0.0% |
| Town Bus Service | 3,600 | 6,200 | 2,600 | 58.1% |
| Miscellaneous expenditure | 25,259 | 0 | (25,259) | 0.0% |
| Total | 252,745 | 286,412 | 33,668 | 88.2% |
| | | | | |
| Total Income | 311,111 | 286,412 | (24,699) | 108.6% |
| Total Expenditure | 252,745 | 286,412 | 33,668 | 88.2% |
| Net income over expenditure | 58,367 | | | |

Income

Burial Fees are a little ahead of budget

Room Hire is a head of the budget.

Shop rents – The income will be slightly reduced as 20 Market Place was vacant for 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 were here in October so a further £500 of rent was collected.

Feed in tariff – The solar panels on the Arts Centre. The income from the solar panels was paid to us in January so will appear in the next budget figures. The income was £311.20 for September – December.

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 calculated by East Riding of Yorkshire Council.

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.

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 Mouse House Kitchen has been completed and the expenditure has been coded to the contingency part of the budget.

Grounds Maintenance – The budget is overspent due to the need to fell the large tree on West Green in July and the need to do additional grass cutting at All Saints Churchyard. There are additional tree works to do in Primrose Wood and at All Saints Churchyard.

Queen Elizabeth II Playing Fields Car Park is in a dangerous state and requires some immediate repairs or closing. The reason for this is the increased use the car park is getting Monday – Friday with approx. 80 vehicle movements a day. The car park isn't designed to take this amount of traffic.

Grants – Section 137. The section 137 grants have been all been used for this year.

Cllr Green asked about the stationary expenditure. The clerk reported that the increase is due to the purchase of specialist stationary to record burials and the purchase of grave plots at Pocklington Cemetery. There is only one company that produces this specialist materials and are required to ensure that the records are kept in accordance with the cemetery and burial ground rules.

Cllr Cooper has requested that the spend from reserves is recorded so it can be reported to council. Agreed that this would be done.

Pocklington Town Council Bank Account Balances as at 31st December.

Current Account – £6,759.92

Deposit Account - £142,214.63

7. To consider the budget for the Neighbourhood Development Plan.

The Clerk reported that work was progressing well with the development of the Neighbourhood Development Plan. The household/business survey will be distributed in late March with the closing date for the survey being in late April. The survey will be delivered door to door by a distribution company who will also be delivering the precept notice at the same time. The clerk is obtaining quotes for the printing of the survey.

The draft Neighbourhood Development Plan will be produced by early March so that it can up loaded to the Council's website. The clerk reported that the consultant already procured will write the draft plan as to change consultants now would cause delays to the production of the plan. Councillors agreed to continue. The budget for the production of the plan is within the budget for next year. The NDP will form a large part of the work programme for the Council this year.

The budget and finance will be placed on each agenda for the Neighbourhood Development Plan Steering Group and the project will be reported at each council meeting.

The budget for the Neighbourhood Development Plan for the next financial year is £15,000.

8. To consider the quote for carrying out emergency repairs to Queen Elizabeth II Playing Fields Car Park, West Green.

The clerk has produced a report showing the state of the car park. The problem is that the car park was never designed to be used five days a week with over 80 vehicle movements a day. The car park is mainly used by staff, parents and 6th formers from the neighbouring Pocklington School.

The surface of the car park is made of rolled road plainings which become lose over time. The long term would be to resurface the car park using tarmac.

There was a discussion about the current use and whether the council should close the car park. This however would put pressure on the other car parks in the town. It was agreed to write to the school to explain the situation regarding parking in the town and request a donation towards the repair and maintenance of the car park.

Cllr Cooper proposed accepting the quote 2nd Cllr Sykes and agreed. The clerk will ask if the works can be done in February half term to avoid putting extra pressure on the town's other car parks.

9. To consider any proposed changes to the Pocklington Arts Centre Management Team Constitution and return to the Pocklington Arts Centre Management Team for comment.

Cllr Hutchinson has produced some suggested amendments to the constitution for the Pocklington Arts Centre Management Team. The constitution mixes some operational aspects with an advisory role. It is suggested that these need to be disentangled.

Cllr Green was concerned about the current reporting arrangements for Pocklington Arts Centre as the financial reports are reported at the end of each quarter and questioned if the reporting shouldn't go back to each month. The Arts Centre is supported by public money and council is therefore responsible for how the centre runs.

There was a discussion about whether arts specialists should be involved in a purely advisory role. PACMT's current constitution allows for co-options if this is seen as necessary.

Cllr Ratcliffe has been a duty manager and a council representative of PACMT. The training is essential for the volunteers who are duty managers. None of the current councillors are duty managers.

Cllr Cooper reported that PACMT recognised that councillors couldn't now serve as the Duty Managers due to work commitments. There are currently three council representation.

Cllr Jones suggested that councillors might like to shadow a duty manager for one of their daytime or evening shifts so they could better understand the role.

The suggestion was that meetings between the Council and PACMT should be held twice a year.

Cllr Cooper said that in his role as one of the representatives on PACMT he liaises with the Arts Centre Director and Manager on a weekly basis. The other council representatives are Cllr Hodgson and Cllr Sharpe. Cllr Cooper suggested the following should be included "The role of Council representatives on PACMT is defined as to liaise with members of PACMT council information as well as represent PACMT and members/volunteers of to the council working within their own Standing Orders and Code of Conduct."

There was a discussion on the role of the councillors who are – Discussion with PACMT on the role.

Cllr Hodgson is to see the Arts Centre Director and Manager to discuss this further.

The suggestions made will be taken back to the Pocklington Arts Centre Management Team's next meeting.

10. To consider any further actions from the clerk's report

There were no further actions to consider.

Meeting closed at 7.43 pm