

POCKLINGTON TOWN COUNCIL POLICY & RESOURCE COMMITTEE

The Policy & Resources Committee of Pocklington Town Council met at **7pm** on Wednesday 24th July 2019 in the Town Meeting Room, The Old Courthouse, George Street, Pocklington.

Present: Cllr D. Hodgson (Chair), Cllr Bryon, Cllr Burton, Cllr Cooper, Cllr Duke, Cllr Green, Cllr R. Hodgson, Cllr Madden, Cllr McCann, Cllr Perry and Cllr Pink In attendance: G. Scaife (Town Clerk) and C. Findlay Deputy Town Clerk

1. To accept apologies for absence. Apologies for absence were received from Cllr Anand (Prior Engagement)

Cllr D. Hodgson welcomed Cllrs Bryon and McCann to their first meeting.

2. 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.

3. Consider suspending the meeting to allow presentations from members of the public. Meeting wasn't suspended as there no members of the public present.
4. Consider continuing the meeting. The meeting hadn't been suspended.
5. To review the current budget and financial position for Pocklington Town Council.

The accounts below were presented by the Clerk for the 1st Quarter (April – June 2019)

Description	Income	Budget	Variance	% spent
Allotment rent	0	500	500	0.0%
Burial Fees	3,480	10,500	7,020	33.1%
Room Hire	75	1,000	925	7.5%
Shop rents	3,250	12,400	9,150	26.2%%
Hire of West Green	550	550	500	100.0%
Payment Arts Centre Loan	500	2,250	1,750	22.2%
Feed in tariff	692	1650	958	41.9%
Grants received	3,484	0	3,484	0.0%
Miscellaneous income	7,124	0	7,124	0.0%
Mayor's Charity Account	0	0	0	0.0%
Precept	137,646	275,291	137,646	50%
Interest received	113	60	(53)	188.9%
Ticket Sales Bonfire Night	0	3,000	0	110%
Totals	156914	307201	150287	51.1%
Description	Expenditure	Budget	Variance	Percentage
Salaries, pensions and NI	26,463	122,000	95,537	21.7%
Councillor training and travel	675	1200	525	56.2 %
Staff training and travel	0	500	500	0.0%
Rates	1,422	4,500	3,078	31.6%
Utilities	520	3,200	2,680	16.3%

Admin Overheads	1,080	3,150	2,070	34.3%
Subscriptions	1,708	1,800	92	94.9%
Insurance	5,412	5,500	88	98.4%
Bank charges	55	320	265	17.2%
Professional Fees	1,123	5,131	4,008	21.9%
Audit Fees	-1,224	3,000	4,224	-40.8%
Waste collections	1,283	2,000	717	64%
Contingency	0	10,000	10,000	0.0%
Loan Repayments	0	40,500	40,500	0.0%
Mayors Allowance	2,000	2,000	0	100%
Deputy Mayors Expenses	0	300	300	0.0%
Grants to organisations	0	4,000	4,000	0.0%
Neighbourhood Plan	13,709	15,000	1,291	91.4%
Fuel	232	1,600	1,368	14.5%
Property Maintenance	230	15,500	15,270	1.5%
Grounds Maintenance	2,651	18,800	13,149	16%
Street Furniture	1,612	3,500	1,888	46.1%
Plants and trees	518	2,000	1,482	25.9%
Equipment	851	2,000	1,149	42.6%
Equipment Maintenance	1,077	2,000	923	53.9%
CCTV Maintenance	225	2,500	2,275	9.0%
Lighting for paths	0	3,000	3,000	0.0%
Town Bus Service	1,054	6,200	5,146	17%
Advertising and Promotion	170	4,000	3,830	4.3%
Events	6,856	13,400	6,544	51.2%
Christmas Lights and Tree	0	9,600	9,600	0.0%
Miscellaneous expenditure	7,064	0	7,064	0.0%
Total	77,415	312,201	234,786	24.8%
Total Income	156,914			24.7%
Total Expenditure	77,415			
Net income over expenditure	79,498			

Income

The explanations below are for 1st quarter which is from 1st April – 30th June 2019. Income is on track for the year.

General Administration Income

Feed in tariff – The solar panels on the Arts Centre. The income from the solar panels for last year was £1,955.00. The first quarter has been sunny and if July and August remain sunny income yields should be good.

Precept – The first precept payment has been made this is made in April each year. The second precept payment is made in October.

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

Expenditure

Staffing costs and pensions are in line with the budget. The National Insurance contributions are lower in the first quarter as the government gives an allowance which the Council has now used.

Training – The training budget although increased this year may come under pressure due to the training needs of the Council.

Photocopier rental – The photocopier hasn't been used since the purchase of the new printer, scanner, photocopier. The question is do we need to keep this machine. It is large old and requires new rollers. The only advantage is that it prints in A3 but I haven't printed anything in A3 for a long time.

Cllr Green proposed that the photocopier is disposed of 2nd Cllr Duke and agreed unanimously. (Vote 12 – 0 in favour of the proposal)

Insurance – The insurance cost is a one off payment.

Neighbourhood Development Plan – There is a further payment due to our consultant of £4,000 which means that the budget is either overspent or it can be coded to the contingency. A grant is being applied for to continue the project as the plan group are close to a draft plan.

Loan Re-payments – The public works board loan was to enable the Council to purchase and improve the arts centre. The payments are made at the end of July and the end of January.

Internet, website and cloud – The budget for these is 4,000 which is in the internet budget. The total expenditure in the first quarter was £649.00.

Grants – The Council has received a grant of £3,000 for litter picking equipment and new planters and £484.00 for the Tour de Yorkshire. These were both grants from East Riding of Yorkshire Council. The litter picking equipment grant came from Defra.

Pocklington Cemetery – Income has so far covered the expenditure for the cemetery. The main cost is for grounds maintenance. The Cemetery has had some investment but there is still more capital works that are required.

Oak House/Pocklington Arts Centre – There is a miss-posting of salaries and Ni that needs to be corrected in the accounts to the general administration cost centre (101).

All the Land and Property budgets are in budget.

Development and Marketing

Street furniture and Pocklington in Bloom (Flower Display) – the new planters and plants were paid for by a grant. I haven't received an invoice for the plant rings. The autumn bedding has been ordered and there is a bulb order to go.

Conclusion

The budget is on track. However, there are likely to be budget pressures in the Neighbourhood Development Plan, new signs for the CCTV and Christmas Lights. The places the Council can save some budget are in the following areas.

Property Maintenance – The Courthouse maintenance could be postponed.

Advertising

Street Furniture – litter bins and benches.

Photocopier rental if the decision is made to dispose of the machine.

There are likely to be a small underspend in Pocklington in Bloom (Flower displays).

6. To review the format for Mayor Making.

There was a discussion about Mayor Making.

The format was discussed and whether Mayor Making should be a formal meeting or be more of a ceremonial meeting. In the past this has been a formal meeting of the Council and has been the annual general meeting for the council with a number of items on the agenda.

It was decided to have a fuller discussion at the next Development, Marketing and Events committee to decide on the format for Mayor Making.

7. Consider the Clerk's report.

The Clerk reported the following.

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

Current Account – £8,536.88

Deposit Account - £147,474.48

The last four years show the following in the bank at the end of each year.

Year	Amount
31 March 2016	£83,335.98
31 March 2017	£79,103.10
31 March 2018	£97,844.48
31 March 2019	£79,051.62

The reason for the drop from 2018 to 2019 is the use of earmarked reserves to undertake works at Pocklington Cemetery and the need to do Health and Safety works in All Saints Churchyard, West Green and Pocklington Cemetery.

Meeting closed at 7.43 pm