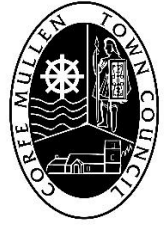


CORFE MULLEN TOWN COUNCIL

Telephone: 01202 698600
Email: katrinablee@corfemullen-pc.gov.uk



FINANCE & ADMINISTRATION COMMITTEE

There is to be a meeting of the above Committee at the Village Hall, Towers Way, Corfe Mullen on Tuesday 14th January 2020 commencing at 7.30 p.m.

K. Blee
Mrs K M Blee
Town Clerk
8th January 2020

Mrs Katrina M Blee
Town Clerk
Corfe Mullen Town Council
Council Office
Village Hall
Towers Way
Corfe Mullen
Wimborne
Dorset
BH21 3UA

Members of the Committee: Cllrs. Craven, Harrison, A Holland, P Holland, Howard, Purvis, Stennett and Sowry-House.

PUBLIC DISCUSSION PERIOD

Members of the Public will have an opportunity to raise issues before the meeting starts. Each member of the public will be limited to a 5-minute slot.

AGENDA

1. To Receive apologies for absence
2. To Record any declarations of interest
3. To Approve the minutes of the meeting held on 8th October 2019
4. To Approve Accounts for Payment
5. To Consider grants:
 - a) Small grants programme 2019-20
 - b) Revenue funding for Corfe Mullen Youth Trust 2020-21
 - c) Capital funding for Corfe Mullen Village Hall 2020-21
6. To Consider Draft Budget and precept for the 2020-21 financial year
7. To Consider options for van replacement
8. Items of Information and Matters for Forthcoming Agendas
9. To Confirm date and time of next meeting as 14th April 2020 at 7.45 pm (*time subject to change*)

3 MINUTES OF PREVIOUS MEETING

Minutes of the FINANCE & ADMINISTRATION COMMITTEE held at the Village Hall, Corfe Mullen on Tuesday 8 January 2019 commencing at 7.45pm.

Present: - Cllr Waterman - Chairman

Cllrs	Alexander	Harrison	Parkin
	Anderson	Honeyman	

Officers in attendance: Sheila Bird (Clerk) and Claire Gamble (Assistant Clerk).
Also in attendance: Cllrs Dix, Everett, A Holland, P Holland and Mattocks.

PUBLIC DISCUSSION PERIOD

There were 2 members of the public present.

18/291 Apologies for Absence

Apologies were received from Cllrs Perry and Stennett.

18/292 Declarations of Interest

Cllr Harrison declared an interest in Item 18/296 as he is a trustee of Corfe Mullen Youth Trust and a member of the Carnival Committee.

Cllr Honeyman declared an interest in Item 18/296 as he is a trustee of Corfe Mullen Youth Trust.

Cllr Parkin and declared an interest in Item 18/296 she is a trustee of the Phelipps Charity.

18/293 Minutes

The minutes of the Finance & Administration Committee held on 9 October 2018 were approved.

Nem Con.

18/294 Accounts for Payment

Subject to some amendments to the cheque numbers the following accounts were agreed for payment:

PARISH COUNCIL ITEMS		
201153	J G Fallon - toilet repair at recreation ground	72.00
201154	Glasdon - salt bin, ice melt and equipment for cemetery	552.11
201155	Kingfisher Electrical Contractors Ltd - light repair at rec toilets	72.00
201156	PHS - annual contract paper towels	81.35
201157	TopCoat printing - Jan newsletter	290.00
201158	B&Q - tools and materials	180.53
201159	Dorset Fire & Electrical - fire detection/alarm check	44.40
201160	Corfe Mullen Village Hall - hall hire Jan-Mar 2019	678.80
201161	Martin Brockett - essential tree works at rec, cem and Springdale	380.00
201162	Borough of Poole - November grounds maintenance	369.60

201163	Broadstone Link - newsletter delivery	201.24
dd	UK Fuels - fuel	70.20
201164	Dorset County Pension Fund - Month 10	2801.34
201165	HMRC - Month10	1861.99
Autopay	Month 10	7853.89
dd 21.12.18	Waste and recycling collections November	145.60
dd 21.12.18	Southern Electric - street light energy November	52.86
dd 24.12.18	UK Fuels Ltd - diesel	71.69
dd 29.12.18	Southern Electric - chapel electricity	19.65
dd 02.01.19	Water2business - allotments water June to December	415.82
dd 02.01.19	Water2business -new cem water June to December	22.05
dd 02.01.19	Water2business- old cem water June to December	15.16
dd 27.12.18	British Gas - office electricity Nov-Dec	162.30
dd 25.01.19	Chubb Fire & Security Ltd - fire extinguisher rental Jan	16.92
dd 01.01.19	EDDC office rates	360.00
dd 01.01.19	EDDC cemetery rates	235.00
card 05.12.18	postage	2.41
card 11.12.18	Xmas meeting refreshments - Chairman's allowance	31.45
card 12.12.18	postage	67.00
	TOTAL	17127.36

VILLAGE HALL ITEMS		
201166	CPS Ltd - audio-visual repair Small Hall	154.09
201156	PHS - annual contract janitorial supplies and services	1416.88
201159	Dorset Fire & Electrical - fire detection/alarm check	44.40
dd 15.12.18	Gazprom - gas usage November	183.00
dd 17.12.18	Dual Energy - electricity November	217.71
dd 02.01.19	Water2Business - water bill 16.6.18-4.12.18	558.97
card 29.11.18	Southern Softflow - salt for water softener	55.00
card 20.12.18	Coffee for bingo and coffee mornings	15.00
	TOTAL	2645.05

Nem Con.

18/295 Update on capital projects

Item	£ Budget	Update	£ Actual cost (net)
New skate park	60000 +60000 grant funding	Opened 4 July 2018. Official opening planned for August 2018. Some snagging and monitoring to take place over the next 2 months. Litter a problem, may ease off. Consider additional or larger bin.	£123495 including professional fees and works incidental to the installation. This includes 2.5% retention still to be paid.

		<i>New dual bin purchased at additional cost to cope with additional litter, awaiting installation of base before it can be fixed.</i>	
<i>Replacement gates at Towers Way Play Area</i>	<i>£2000</i>	<i>Completed</i>	<i>£2175</i>
<i>Mini-refurbishment of Henbury Play Area – replacement components</i>	<i>£5000</i>	<i>Not yet started – likely to take place in 2018-19. Larger refurbishment being considered for a total redesign and hard landscaping to make the play area more accessible. Suggested budget £35000. DCC has now confirmed renewal of licence.</i>	<i>Committee asked to consider increased budget</i>
<i>Plant replacement</i>	<i>£8000</i>	<i>Two new strimmers and ride-on (less part exchange for old ride-on)</i>	<i>£5205.00</i>
<i>Cemetery works</i>	<i>£15000</i>	<i>To be completed early January 2019. Additional works to include strengthened gates and safety drop bolts.</i>	<i>Estimated at £14498</i>

18/296 Grant Applications 2018 - 2019

The Council's budget is £5500 for the year 2018-19. £50 has already been donated to the Royal British Legion Poppy Appeal and therefore it was agreed to recommend the following grants to Full Council:

Organisation	Details	Amount £
Circle of Friends	<i>Educational Trip</i>	<i>100</i>
Citizens Advice East Dorset	<i>Contribution to running costs</i>	<i>1500</i>
Corfe Mullen 5K run and children's one-mile run	<i>To purchase equipment and trophies for CM-based non-club runners</i>	<i>200</i>
Corfe Mullen Afternoon Women's Institute	<i>Coach hire for trips</i>	<i>100</i>
Corfe Mullen Women's Institute	<i>Cream tea/tabletop sale - part funds to go to Carnival Committee</i>	<i>50</i>
Corfe Mullen Carnival	<i>purchase of marquee for tea tent</i>	<i>600</i>
Corfe Mullen Community Foodbank	<i>Survey in CM link and SurveyMonkey to understand how the foodbank is perceived and how it can work on those perceptions.</i>	<i>150</i>
Corfe Mullen Community Foodbank	<i>Free standing banner to put up when open and for use at events</i>	<i>50</i>

Corfe Mullen Day Care Centre	Contribution towards running costs (transport, rent, activities)	0 no application last year and reserves still healthy
Corfe Mullen Girlguiding	new handbooks for new guiding programme	400 Subject to accounts/level or reserves
Corfe Mullen Royal British Legion - Senior Section	Cost of a coach outing	300
Corfe Mullen Sports Association	Phased replacement of showers	1000
Dorset Youth Marching Band	New marching bell	250
East Dorset Tourist Information Centre	contribution to running costs	500
Thomas Phelipps Charity	To award grants in accordance with charitable objects	400
Total		5600
Already donated RBL Poppy Appeal		50
Budget		5500

Nem Con

[Minute Note: the total of £5450 on the agenda was incorrect; to be reviewed at Full Council on 22.01.19 as to whether to adjust grants awarded or increase budget by £150].

18/297 Draft Budget and precept for 2019-20 financial year

- a) The draft capital programme for the next three years (Appendix 1) was considered and agreed for onward recommendation to Full Council with an increase to the new Buildings maintenance reserve of £5,000 for the years 2020-21 and 2021-2022.
- b) Members fully considered the draft budget (Appendix 2) and accompanying notes (Appendix 3) and it was agreed that it should be recommended to Full Council for agreement with the additional £5000 building reserve to be funded from the reserves. It was therefore agreed to recommend to Full Council that the precept for 2019-2020 be set at £297412 (Band D equivalent £76.61 given the tax base of 3882).
- c) The estimated movement in funds (Appendix 4) was noted and members were satisfied with the resultant level of general reserve the budget would provide.

Nem Con.

18/298 Date and time of the next meeting

The date and time of the next meeting was confirmed as Tuesday 9 April at 7.45 pm (time subject to change).

The meeting closed at 8.15p.m.

ITEM 4 ACCOUNTS FOR PAYMENT

TOWN COUNCIL ITEMS		
IB	Longham Garden Machinery - leaf blower handle	90.00
IB	ESPO - toilet roll holders for rec toilets & desk calendars 2020 for office	19.25
IB	K9 - security at rec for November	720.00
IB	K9 - security at rec for December	792.00
IB	K9 - keyholding Jan - Jun 2020	300.00
IB	ESPO - A3 paper & toilet rolls	18.96
IB	Rigby Taylor - parts for line marker	153.00
IB	CMVH - 6 months' water usage for office	41.80
IB	Black Dog Graphics - logo re-set	45.00
IB	AJV Computing - IT support	50.00
IB	DAPTC - Cllr P Holland Budgeting & Precepts Course	60.00
IB	CMVH - hall hire	452.27
IB	Broadstone Link - newsletter delivery	211.20
IB	B&Q - groundstaff materials	121.41
IB	Topcoat Print - newsletter printing	290.00
IB	2nd CM Scouts - electricity bill re groundstaff building 29.03.19 - 03.01.20	622.52
IB	Month 10 Salaries	8592.03
IB	HMRC - PAYE/NIC Month 10	2488.91
IB	DCPF - Month 10	3195.25
dd 29.12.19	British Gas - monthly office electricity usage	117.21
dd 23.12.19	UK Fuels - fuel	79.50
dd 18.12.19	Buzz Connect - office telephone charges November	35.88
dd 18.12.19	Dorset Waste Partnership - recycling & waste collections from rec November	163.05
dd 20.12.19	S Electric - streetlight energy November	62.98
dd 20.01.20	S Electric - streetlight energy December	62.98
dd 02.01.20	Water2business - water usage cemeteries Jun-Dec 19	32.12
dd 25.01.20	Chubb - fire ext. rental g'staff bldg.	17.42
dd 13.01.20	UK Fuels - fuel	72.14
dd 17.01.20	Buzz Connect - office telephone charges December	35.82
dd 21.01.20	Dorset Waste Partnership - recycling & waste collections from rec December	186.15
card 19.12.19	Amazon - overhead cables safety signs	40.89
card 03.12.19	Amazon - keyboard replacement for SB	12.49
card 18.12.19	Tesco - new mobile for head groundsman	30.00
card 13.12.19	Co-op - councillors' teabags	2.00
card 10.12.19	Co-op - wine for FC December meeting	7.00

card 02.01.20	Post Office - postage	3.00
card 02.01.20	Indeed - recruitment advertising	4.72
card 02.01.20	Amazon - spare parts for office hoover	26.54
card 31.12.19	Amazon - padlocks for cemetery & recreation ground compound and 2 x spares	105.96
	TOTAL	19361.45
VILLAGE HALL ITEMS		
IB	ESPO - toilet rolls	9.00
IB	Dorset Fire & Security - emergency lighting repair	257.96
card 26.11.19	Amazon - hiball glasses	20.99
card 18.12.19	Tesco - mobile for new caretaker	19.99
card 11.12.19	Amazon - Christmads decs.	34.97
dd 16.12.19	Gazprom - gas usage for November	242.14
dd 02.01.20	Water2business - water usage Jun - Dec 19	562.05
dd 17.12.19	Dual Energy - electricity usage for November	198.66
dd 16.01.20	Dual Energy - electricity usage for December	197.66

For Decision.

ITEM 5 GRANTS

a) Small grants programme 2019-20

Organisation	No. of beneficiaries	Project for which grant sought	Cash held	Project Cost £	Requested £	Last Year's Grant, if any	Suggested grant	Notes
Broadstone Art Society	85	Tutor costs	4147	300	300	0	0	high reserves
Citizens Advice East Dorset	All residents of East Dorset. In 18/19 they helped 113 people in Corfe Mullen on a total of 387 issues	Contribution to running costs	146,248	2018-19 cost £198,937	1750.00	1500	1650	
Corfe Mullen 5k run and children's one-mile run	All - last year a total of 344 took part	First aid cover for the event	1,032	225	225.00	200	150	some
Corfe Mullen Allotment Association	40	gardening tools and equipment for borrowing amount plot holders, table and a few chairs	661	£300	300.00	-	300	
Corfe Mullen Carnival	Open to all	Health & Welfare costs	7,471	1250	1250.00	600	600	some

Organisation	No. of beneficiaries	Project for which grant sought	Cash held	Project Cost £	Requested £	Last Year's Grant, if any	Suggested grant	Notes
Corfe Mullen Girlguiding	100	new flags for the 3 brownie units	4,048	361.5	300.00	400	150	some
Corfe Mullen Luncheon Club (Wednesday)	30-40	Contribution to running costs of providing meal and venue		700	700.00	-	200	limited reserves
Corfe Mullen Royal British Legion - Senior Section	15	Coach outing and Christmas lunch		c£300	300.00	300	200	no accounts
Corfe Mullen Sports Association	whole local community	Replacement of tennis nets	32012	£300	300.00	1,000	150	some
Corfe Mullen Sports Association	whole local community	Replacement flooring to lounge/kitchen	32012	£1,500	1500.00		750	some
East Dorset Tourist Information Centre		contribution to revenue		£500		500	500	accounts awaited
Growing Compassionate Communities	50+	Magic Table (sensory)		£8,500	5000.00	-	350	no accounts
Legs & Company Legs Club - leg ulcer support group, partnership charity between NHS and community	35	contribution to rent	£106.65	£2,000	2000.00	-	500	starting up and no/little reserves
Rushcombe First School	306 pupils	3 new docking stations for children's computer equipment to replace old and failing machines and provide quicker charging facilities.	-	£2,076	2075.70	-	0	Say are unable to provide accounts submitted and docking stations failed after budget was set.
Thomas Phelipps Charity	Whole Corfe Mullen community	Purchase of Food vouchers for families in need at Christmas and throughout the year	15266		500.00	400		Would such families have access to Food Banks? For Council to decide.
Vision Wimborne Dial a Ride	Anyone in East Dorset district plus Lytchett Matravers and Merley	contribution to running expenses	497	3320	500.00		100	
Totals					16700.70		5600	
Already donated RBL Poppy Appeal	50							
Budget remaining	5600							

b) Revenue Funding for Corfe Mullen Youth Trust 2020-21

The Council previously committed 100% revenue funding for the Youth Trust up to March 2020, clawing back any underspend. The Trust's new office manager is now confident that the Trust can fund its own day to day expenditure bar the salaries and rent and this is now requested for 2020-21 at a level of £36350. This will enable the Youth Club to continue to stay open. The Council may also wish to make a commitment to fund salaries and rent for the next two years. This will motivate the Trust to seek external funding elsewhere for the future.

c) Capital Funding for Corfe Mullen Village Hall

The next phase of improvement involves alterations to the Small Hall to provide better accommodation and allow full disability access and facilities for this area of the complex. Funds held by Village Hall at 31.3.19 were approximately £37000 of which around half needs to be kept as a general reserve. The £15000 from the Council would hopefully help in securing match funding from an external source.

For Decision.

ITEM 6 DRAFT BUDGET AND PRECEPT

	2018-19	2018-19	2019-2020	to	to 31.03.20	2020-21
	BUDGET	ACTUAL	BUDGET	31.12.19	ESTIMATED	BUDGET
INCOME	£	£	£	£	£	£
Precept	294475	294475	297412	297412	297412	312253
Cemetery Fees	16995	17785	14400	13366	17000	12000
Bank interest	625	1852	1650	1286	1715	1650
Allotment Rents	0	33	34	1001	1050	1235
Recreation	1400	803	860	974	974	980
FOI income	5	1	20	0	5	20
Booklet sales	40	17	12	24	25	24
Other income	50	1469	60	71	70	72
Provision: pavilion/tennis income (3m)	0	0	0	0	0	4200
TOTAL INCOME	313590	316435	314448	314134	318251	332434
EXPENDITURE						
Employees	£	£	£	£	£	£
Salary & wages	153592	153219	162413	125415	169500	193933
Provision for new posts	0	0	0	0	0	48434
Travelling expenses	500	444	500	373	500	750
TOTAL	154092	153663	162913	125788	170000	243117
Recreation	£	£	£	£	£	£
Grounds maintenance & staff facility, rec and Springdale	30250	28418	34000	23206	30000	35400
Insurance	575	483	531	440	440	460
Rent - DCC	700	0	550	0	550	650

	2018-19	2018-19	2019-2020	to 31.12.19	to 31.03.20	2020-21
	BUDGET	ACTUAL	BUDGET	ACTUAL	ESTIMATED	BUDGET
Play Equipment maintenance	1400	1607	2500	4065	7500	2500
Dog wardening	4000	3900	4000	3705	3705	5000
Community orchard maintenance	300	280	600	0	100	300
Tree planting	0	0	0	0	0	500
Provision for pavilion/tennis courts maintenance	0	0	2400	0	0	3300
TOTAL	37225	34688	44581	31416	42295	48110
General Admin	£	£	£	£	£	£
Professional services	3100	3402	2882	2954	4250	9950
Staff training and prof fees	1000	580	770	355	355	1430
Member training	360	65	2000	1276	1500	1200
Insurance	2406	2273	2500	2069	2069	2000
DAPTC	1283	1247	1288	1287	1287	1350
Audit fees	1750	1550	1550	200	1750	1850
Hire of rooms	1390	1299	1200	1773	1850	2400
Advertising	250	44	500	69	925	1250
Members travelling exps	180	102	185	72	150	185
Chairman's allowance	1500	2337	1500	63	150	1500
Parish Newsletter	2000	1831	1885	1091	1955	2500
Publications & subscriptions	150	125	200	95	95	200
Website/software/comp maint	1850	1475	1850	2224	2500	2500
PWLB loan interest	2000	1309	1300	1073	1073	1400
Election costs	0	0	10000	4421	4421	2000
Miscellaneous	180	487	170	34	100	36
Lockyers Hub rent (net of CMYT rent)	0	1800	1854	900	900	0
Civic expenses	0	0	0	845	0	0
TOTAL	19399	19925	31634	20801	25330	31751
Office Costs	£	£	£	£	£	£
Postage, Printing & Stationery	1050	1399	915	328	550	750
Telephone/Internet	1380	1581	1680	895	1250	650
Office Expenses	7360	7548	7625	6997	7500	7380
TOTAL	9790	10528	10220	8220	9300	8780
Climate Change event and measures	0	0	0	0	100	2000

	2018-19	2018-19	2019-2020	to 31.12.19	to 31.03.20	2020-21
	BUDGET	ACTUAL	BUDGET	ACTUAL	ESTIMATED	BUDGET
	£	£	£	£	£	£
Vehicles & Plant						
Licence & Insurance	1205	905	990	931	990	1600
Petrol/Repairs	3500	3336	4000	1749	2500	6000
TOTAL	4705	4241	4990	2680	3490	7600
Cemeteries	£	£	£	£	£	£
Insurance	359	339	373	309	309	340
Rates and utilities	2395	2542	2750	2553	2750	2795
Repairs & maintenance	550	1603	2500	4988	5500	3200
TOTAL	3304	4484	5623	7850	8559	6335
Grants to outside organisations	£	£	£	£	£	£
Small grants programme/donations	5500	5900	5650	250	5900	7500
Youth Centre revenue grant	36104	36619	36619	36619	37221	36350
Corfe Mullen Village Hall - contribution to improvements	15000	15000	0	0	0	15000
Carnival Christmas Tree Project	0	3023	0	438	475	500
TOTAL	56604	60542	42269	37307	43596	59350
	£	£	£	£	£	£
Street lighting/signs/bus shelters	1340	574	5500	1793	2200	1800
Allotments	£	£	£	£	£	£
Rent of land	205	0	1	0	1	1
Water	500	660	750	0	0	750
Maintenance	240	60	250	651	2000	2400
Legal fees new site	1250	0	0	1297	1297	0
Compensation	0	5500	0	0	0	0
TOTAL	2195	6220	1001	1948	3298	3151
	£	£	£	£	£	£
TOTAL EXPENDITURE	288654	294865	308731	237804	308068	409994
Net surplus/(deficit)	24936	21570	5717	76330	10183	-77560
EXCEPTIONAL AND CAPITAL INCOME	£	£	£	£	£	£
CIL receipts	0	2352	7055	10273	10273	5000
Capital grant - skate park	0	60000	0	0	0	0
Big Lottery Grant - VH air con		8900			0	0
TOTAL EXCEPTIONAL INCOME	0	71252	7055	10273	10273	5000

	2018-19	2018-19	2019-2020	to 31.12.19	to 31.03.20	2020-21
	BUDGET	ACTUAL	BUDGET	ACTUAL	ESTIMATED	BUDGET
EXCEPTIONAL AND CAPITAL EXPENDITURE	£	£	£	£	£	£
PWLB Loan repayments	8800	8975	8975	9211	9211	9300
Earmarked reserves:	90000	85188	78945	1552	48202	
Plant replacement						2500
Display boards						1200
Litter/dog bin replacements						2500
Accessibility enhancements						5000
Allotments impts	2000	0	2000	0	2000	2000
Highways impts net of CIL 20-21	10000	1264	10000	4766	4766	5000
Towers Way fence (net of CIL)	0	0	0	0	5000	0
Additional on van (£12k in em above)	0	0	0	0	13000	0
CIL expenditure: Henbury 19-20, highways enhancements 20-21	0	0	7055	0	10273	5000
Office air conditioning	0	2200	0	0	0	0
New bin at wheel park	0	711	0	0	0	0
New seating at rec	0	375	0	825	0	0
Upgrade electric pillar/electrical connection for Christmas tree	0	3023	0	0	0	0
New VoIP phones	0	0	0	215	215	0
Live streaming equipment	0	0	0	80	151	0
New bus shelter Wareham Road	0	0	0	0	6295	0
Provision for staffing review/revaluation	0	0	2500	0	0	0
TOTAL EXCEPTIONAL EXPENDITURE	110800	101736	109475	16648	99113	32500
Net exceptional/capital surplus/deficit	-110801	-30484	-102420	-6375	-88840	-27500
NET OVERALL SURPLUS/DEFICIT	-85864	-8914	-96703	69956	-78657	-105060
Transfers to funds	0	0	77422	0	0	0
Funded from reserves	85864	8914	19281	-69956	78657	105060
Balanced Budget:	0	0	0	0	0	0

Estimated Movement in funds									
	At 31.03.19	est. inc. for 2019- 20	est. exp. in 2019- 20	Transfer to funds	Forecast at 31.03.20	est inc 20-21	est exp 20-21	tfrs	forecast 31.3.21
			-						
General	216973	318251	341940	-47500	193284	332434	-419294	0	106424
Earmarked Reserve	69225	0	-54968	47500	61757	0	-18200	0	43557
CIL reserve	0	10273	-10273	0	0	5000	-5000	0	0
	286198	328524	407181	0	255041	337434	-427494	0	164981

Notes to draft budget

Income

Precept

Based on draft budget as it stands, precept would be £312253 or 4.99%, £80.18 for average Band D household (up from £76.91 last year). All this can change if the Council changes any items on the budget, including the 'funded from reserves' figure, which essentially means that we reduce the General Fund to keep the precept increase at a reasonable level.

Cem fees

Showing a reduction as the cemetery is filling up fast, it is always however very difficult to predict accurately the cemetery income.

Bank interest, Allotment rents, Recreation income, FOI income, booklet sales, other income

Have kept static based on this year's actuals.

Pavilion/tennis income

This is new item, and only a provision, as there is a possibility that the Council will not choose to renew the leases to the sports association which expire in December 2020 and January 2021 respectively, in which case income from sports fixtures would come to the Council. Figure estimated from sports association accounts.

Expenditure

Employees

Salary & wages

Based on current clerk leaving 30.6.20 and replacement starting 1.4.20 and an estimated national cost of living increase of 3%.

Provision for new posts

This would cover (subject to job evaluations as salary levels have been estimated) the following new staff posts:

Facilities Officer 30 hpw from 1.6.20

Deputy Head Groundsman 37 hpw from 1.6.20

Caretaker pavilion – 18 hpw from 1.1.21

Cleaner pavilion – 16 hpw from 1.1.21

Additional admin hours ref sports facilities 3 hpw from 1.1.21

The Council has not made any final decisions on what new posts are needed, but this should be a sufficient as a provision.

Staff travel expenses

This has been increased to allow for any new staff.

Recreation**Grounds maintenance**

Increased from current year's budget figure to allow for possible additional security checks at the pavilion from January 2021.

Insurance, rent, play equipment

Kept static on current budget figures.

Dog wardening

Full year figure on new rates (current year actual was part year).

Community orchard

Kept fairly modest based on actual expenditure over the last few years.

Tree planting

New – Council has identified it would like to plant more trees.

Pavilion/tennis courts

New provision – level based on day to day expenditure similar to that currently spent on the facilities by the sports association.

General administration**Professional services**

Additional amount included for professional services to look at potential changes to the pavilion and reorganisation of the recreation ground.

Staff training

Higher figure included in case any new staff need training.

Member training

Increased from budget figures in past to allow for additional training, e.g. planning and other subject areas.

Insurance

Based on current year's premium plus a bit.

DAPTC, Members travel, Chairman's allowance, publications and subscriptions, website/computer/software maint, loan interest, miscellaneous

All kept static

Audit fees

Included at higher band of £1000 for external and £800 for internal, latter is higher as new Clerk/RFO will be in post.

Hire of rooms

Increased due to additional meetings, e.g. Climate Change, Way Ahead etc.

Advertising

Increased to allow for recruitment of new posts.

Newsletter

Increase due to colour copying.

Election costs

Provision in case of a by election.

Office costs

All static apart from phone, which is reduced due to new VOIP phone system.

Climate change

New item – provision for community engagement event and any measures the Council may wish to take.

Vehicles & Plant

Increased in case of having a second grounds staff vehicle.

Cemeteries

Static but repairs and maintenance included for chapel which needs attention.

Small grants programme

Increased to £7500.

Youth Trust grant

As per request from the Trust – see grants item.

Village Hall grant

See grants item.

Christmas tree

Kept to similar amount to this year's contribution

Streetlighting/signs/bus shelter maintenance

Budget figure reduced from last year's based on experience for the maintenance of these council assets.

Allotments

Higher figure included for grounds maintenance as external contractor help will be required at the new site.

[Improvements to site in earmarked reserves].

Exceptional and capital income**CIL receipts**

An estimate.

Exceptional and capital expenditure**Loan repayments**

Estimate based on current year.

Earmarked reserves expenditure

Based on already identified items; Council may identify additional items.

Earmarked expenditure 2020-2022£	
Allotments - enhancements for new site	2000
Highways enhancements	10000
Plant replacement	2500
Display boards	1200
Litter/dog bin replacements	2500
Accessibility enhancements	5000
Sub-total	23200
CIL to contribute to highways	-5000
Total net earmarked reserves exp	18200

Effect on General Fund

As the estimated movement in funds shows, the Council would be able to achieve this budget with a reasonably modest increase on the precept of 4.99% and reducing the General Fund to an estimated £106424 at 31 March 2021. This level of General Fund is 25% of planned expenditure, or 3 months. This is within the recommended General Fund level for parish and town councils of 3-12 months' expenditure.

For Decision.

ITEM 7 VAN REPLACEMENT

The Council currently has a diesel Ford Ranger pickup 4 x 4 with only 2 seats, it is a 53 reg. It is still going, cambelt was changed a couple of years ago. It was budgeted for replacement this current financial year, budget figure £12k based on the fact a second hand one would be bought as a replacement. With very low mileage it has worked well in the past buying second-hand and of course the vehicles does not do enough miles to run in a new engine, so would imagine we would have better reliability too – certainly maintenance costs have been modest.

Our previous pickup was a Toyota Hilux petrol. These are no longer made in petrol and any petrol versions of pickups are few and far between second hand and there are none new. Lack of petrol alternatives meant we had to buy the current diesel.

Since the budget was set Council has expressed a view to replace the van with an electric vehicle, or at least a hybrid. Also it was mooted that the budget was a bit low – maybe look nearer £20-£25k and some councillors also suggested we look into leasing.

A 4 x 4 or something that can cope on slopes is required– e.g. dog walking field and picnic field. When it is really muddy the grounds staff have to go on foot round the rec to empty bins with a wheelbarrow, but the vehicle needs to cope with a bit of mud/uneven ground.

Having done some research, our eco-friendly options are limited.

1. The rather unusual looking Alké ATX330E which is set up for rough terrain use:

<https://www.alke.com/off-road-electric-vehicles-atx330e>

The range starts at around £23k plus VAT – not found any distributor nearer than Oldham. They do a 2 or 4-seater version, but the latter may compromise the pickup space (which is one of the main reasons we have a single cab presently).

2. Stama Maestro, but I am not sure about its rough terrain capacity:

<https://www.overtonukltd.com/products/stama-electric-vehicles/maestro-mt10-2/>

Electric pickups or custom transits are coming but not for a couple of years.

3. Purchase or lease a second hand or new pickup – but this would be diesel.

No hybrid has been found which is suitable for the Council's needs.

Staff needs

We currently have 4 staff, 2 are part time and on Weds and Thurs all year round all four are on duty bar hols and sickness. Then we have the very real possibility of a new Deputy Head Groundsman in 2020. At the moment the Head Groundsman does split the team for certain jobs, but this involves taking equipment and two people to a site, or if two people can work at the rec, the other two go off with the only van – meaning you can't drive over the rec to get to various points for jobs etc. It is considered that two vehicles are needed going forwards.

Subject to test driving it, and clarifying if servicing arrangements are available locally it is suggested that the Alke is purchased AND the Council also keeps the current Ford Ranger until it dies a death by which time an electric pickup or similar may be available.

For consideration.