



WOODBIDGE TOWN COUNCIL

Shire Hall Market Hill Woodbridge Suffolk IP12 4LP

Locum Town Clerk: Mr G E Diaper

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TO MEMBERS OF THE FINANCE COMMITTEE

Cllr Bale	Cllr Sanders
Cllr Gillard	Cllr Sutton
Cllr Holdcroft	Cllr Sylvester
Cllr O’Nolan	Cllr Walsh

You are hereby summoned to attend the **MEETING** of the **FINANCE COMMITTEE** to be held virtually on: **TUESDAY 24TH NOVEMBER 2020 at 7.00PM**

Greg Diaper
Locum Town Clerk
17th November 2020

Public Attendance

Members of the public and press are welcome to join the Zoom meeting. Members of the public will be invited to give their views/questions the Town Council on issues on the agenda, or raise issues for consideration or inclusion at future meetings. This item will be limited to 15 minutes duration but may be extended at the discretion of the Mayor. The Zoom login details are provided below;

Join Zoom Meeting

<https://us02web.zoom.us/j/88046282197?pwd=am5EMnFjZEtDbUg1WGNlb3hpODltZz09>

Meeting ID: 880 4628 2197

Passcode: 245997

AGENDA

- 1. APOLOGIES**
To receive apologies for absence.
- 2. TO RECEIVE DECLARATIONS OF INTEREST**
Members and officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the

meeting if it becomes apparent that this may be required when a particular item or issue is considered.

3. TO CONSIDER REQUEST FOR DISPENSATIONS

Councillors with a Pecuniary Interest in an item on this Agenda, who wish to remain, speak and/or vote during consideration of that item, may apply for a dispensation in writing to the Town Clerk prior to the meeting. Applications may also be considered at the meeting itself should the nature of the interest become apparent to a Councillor at the time of the meeting.

4. TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD 27TH OCTOBER 2020

5. PUBLIC QUESTIONS

For the public to ask questions of the Committee or raise issues for consideration at a future meeting of the Committee.

6. TO CONSIDER FUTURE FINANCIAL DEMANDS ON THE COUNCIL AND THE IMPLICATIONS THEREOF AND THE SECOND DRAFT BUDGET– ATTACHED

To consider future financial demands on the Council and the implications thereof and the second draft budget

7. CLOSURE

WOODBIDGE TOWN COUNCIL

Minutes of an **on-line** meeting of the **FINANCE COMMITTEE** held on **TUESDAY 27TH OCTOBER 2020** at **6pm**

Councillors:

Present: S Bale, P Gillard, G Holdcroft, E O’Nolan, R Sanders, M Sutton

Absent without
Apologies: M Sylvester and C Walsh

In Attendance: Locum Town Clerk and Locum Deputy Town Clerk

Action

522. APOLOGIES FOR ABSENCE

There were no apologies for absence.

523. TO RECEIVE DECLARATIONS OF INTEREST

Councillor Sutton declared a local non-pecuniary interest in item 527 as a Director of Woodbridge Riverside Trust.

Councillor Holdcroft declared an interest in item 527 as a Director of Choose Woodbridge and as Chair of the Regatta Committee.

Councillor Gillard declared a local non-pecuniary interest in item 527 as the Community Centre representative.

No other Members had any interest in matters on the agenda.

524. TO CONSIDER REQUEST FOR DISPENSATIONS

There were no requests from Councillors with a pecuniary Interest in an item on this Agenda for a dispensation.

525. TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON 15TH SEPTEMBER 2020

The Committee received and approved the signing of the minutes of the meeting held 15th September 2020 as a true record.

526. PUBLIC QUESTIONS

There were no members of the public present.

527. TO CONSIDER FUTURE FINANCIAL DEMANDS ON THE COUNCIL AND THE IMPLICATIONS THEREOF AND THE SECOND DRAFT BUDGET

The Committee considered the future financial demands on the Council and the implications thereof and the second draft budget and that: -

- a) The Suffolk Disability Forum would be consulted on the appropriate surfacing to enable wheelchair access to the play area on Kingston Field.
- b) Individual Committees would be asked to submit their wishes for projects to be funded in 2021/22 by the 24th November.
- c) The Budget Spreadsheet would be updated to show the current reserves.
- d) The Town Clerk would confirm with Suffolk County Council the exact cost of the comprehensive 20mph scheme.
- e) The Town Clerk would engage with Commercial Property Agents with a view to establishing its value on the open market.
- f) The Income Generation Working Group would reconvene.
- g) The Town Clerk would compile a schedule of all previously agreed projects being, or yet to be, undertaken.

528. CLOSURE

The meeting was closed at 7.30pm.

Councillor Sutton
Chair

ITEM 6

TO CONSIDER FUTURE FINANCIAL DEMANDS ON THE COUNCIL AND THE IMPLICATIONS THEREOF AND THE THIRD DRAFT BUDGET

The third draft budget, distributed separately, contains a new tab detailing the future revenue and capital projects identified by Committees for 2021/22. As one of these was contained in the second draft budget (the path on Kingston Field), that £25,000 has been removed from the budget and placed into the list of projects.

The list of projects does not contain reference to the 20mph scheme – this information is expected on Monday 23rd November. Nor does it contain any information regarding replacement of the Art Club roof – this has yet to be agreed by Full Council and there is up to four year's life left in the existing roof.

Members will need to decide which projects to proceed with in 2021/22

	BUDGET	OUT-TURN	NOTES	BUDGET	ACTUAL	BUDGET	Based on	QUESTIONS	Notes
	2019/2020	2019/2020		2020/2021	TO 31/7/20	2021/2022			
	£			£					
EXPENDITURE									
GENERAL AMENITY									
Grounds Maintenance Contract	48,000	48,196	New contract price from 1/1/20	61,500	15,451	61,500	Contract price	Is there inflation in the contract or is it fixed term	Agreed at Full Council 12/11/19
Total	48,000	48,196		61,500	15,451	61,500			
ELMHURST PARK									
Utilities	650	475		675	138	675	(4 x £42 elec) +(£490 water) + 3% inflation		
Building Maintenance Inc. Bandstand	2,000	3,179		1,250	0	0		NO MAINTENANCE	No schedule of outstanding works or overdue maintenance
Garden Supplies inc. wheel bins	3,000	934		2,500	204	2,132	(4*158 empty wheely bins)+£500 est incidentals + £1,000 towards Melong Pit raised beds		Allows for additional wheely bin emptying + £500 incidentals +£1,000 towards Melon Pit raised beds
Bedding Plants	3,000	1,352		2,500			Guestimate		
Play Area Maintenance	500	470		850		0	Guestimate based on asset Register * 0.05%	NO MAINTENANCE	
Toilets (cleaning/Utilities)	3,000	6,433	Decision made to open throughout year	5,775	512	5,092	((£343 x 12 cleaning) + (4 x £45 electric) + (£110 x 4 water/sewage) + (£52 x 4 sanitary bins)) x 1.03	NO MAINTENANCE	For full year
Total	12,150	12,843		13,550	854	7,899			
KINGSTON FIELD									
Play Area Maintenance	1,000	15,820	New fence	850	0	0	Guesstimate based on asset Register * 0.05%	NO MAINTENANCE	
Other Work (inc stream/allotment area)	500	418		250	0	250	Guestimate		
Pavilion Expenses (building repairs)	500	29,005	Refurbished	500	660	0		NO MAINTENANCE	
Total	2,000	45,243		1,600	660	250			
OTHER AMENITY AREAS									
War-Memorial-Electricity Charges	300	90		100	48	103	(£25 x 4) * 1.03		
Theatre Str. Toilets/Maintenance	4,000	6,314	Decision made to open throughout year	7,055	1,614	6,088	=(12 x 344 cleaning) + (£1075 rates) + (£50 x 4 electric) + (£75 x 4 water/sewage) + (£52 x 4 sanitary bin)) x 1.03	NO MAINTENANCE	For full year
Allotment Expenses	120	208		125	39	135	Based on usage - water rates - RECHARGED TO ALLOTMENT HOLDERS		
Total	4,420	6,612		7,280	1,701	6,326			
WHISSTOCKS SITE									
Annual Maintenance of Floodgate & Repairs	1,938	1,290		1,938	177	1,200	From Maint		

	<u>BUDGET</u>	<u>OUT-TURN</u>	<u>NOTES</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>Based on</u>	<u>QUESTIONS</u>	<u>Notes</u>
	<u>2019/2020</u>	<u>2019/2020</u>		<u>2020/2021</u>	<u>TO 31/7/20</u>	<u>2021/2022</u>			
	£			£					
Pest Control	500	0		500	0	500			Likely to be needed with new restaurant opening
Annual Maintenance of Drainage/Sluice Gate	2,000	850		2,000	0				
Cleaning of Public Open Space & Repairs	1,800	0		1,800	0	500			Cleaning inc in Grounds Maint Contract
Lease from Crown Estates	2,375			2,375	0	3,250			Guestimate based on full year lease of whole area inc Tide Mill pond and slipway
Utilities for use of POS	300	42		300	0	300			Guestimate
Whisstocks from Crown Estate	0			0	0	0			
Whisstocks (other) Exp	8,000	4,840		4,000	0	2,500			
Total	16,913			12,913	177	8,250			
SHIRE HALL									
Rates	800	0		0	0	0			Qualify for Small Business Exemption
Utilities	3,500	2,994		2,650	1,150	2,865			=((£1072 x 2 + £171 x 2 electric) + (£74 x 4 water/sewage)) x 1.03
Routine Repairs/Maintenance (day to day)	5,000	8,452		3,575	255	1,943			=((£160 mayoral boards) + (£45 x 12 window cleaning) + (£71 x 2 fire alarm test) + (£206 emergency light test) + (£68 fire extinguisher test) + (£170 carpet cleaning) +£600 clocks) x 1.03
New Chairs for Shire Hall	2,000	0		0		0			NO MAINTENANCE
Refurbishment of Shire Hall Kitchen	3,500	0		0		0			NO MAINTENANCE
Refurbishment of Shire Hall Toilet	1,500	0		0		0			NO MAINTENANCE
Routine Repairs/Maintenance (day to day) UP	1,000	376		325	0	322			=((£60 x 2 fire alarm test) + (£125 emergency light test) + (£68 fire extinguisher test)) x 1.03
Telephone, including Internet lines/Mobiles	3,000	1,926		2,000	588	2,315			=(12 x £46 mobile charges) + (12 x £49 wifi) +(4 x £240 call charges)
Cleaning	2,000	2,296		2,175	63	2,172			=(£181 x 12)
Christmas	3,000	2,206		1,850		3,090			=(4 * £200 trees)+(1200 erection)+(£1,000 grants)) x 1.03
Total	25,300	18,250		12,575	2,056	12,708			
ORGANISATION									
Salaries (+ On-costs)	134,676	140,513		144,675		146,991			From Staffing Budget
Mayors Expenses	1,500	680		1,500	860	1,500			
Mayors Receptions/Civic Tea	2,000	599		2,000	0	2,000			

	BUDGET	OUT-TURN	NOTES	BUDGET	ACTUAL	BUDGET	Based on	QUESTIONS	Notes
	2019/2020	2019/2020		2020/2021	TO 31/7/20	2021/2022			
	£			£					
Deputy Mayors Expenses	50	59		50	0	100			
Hospitality (other at SH)	150	61		150	0	150			
Staff Vacancy Advertising/Recruitment Expenses	0	0		0	0	1,500			From earmarked reserves as needed
Stationery & Printing	1,400	1,222		1,400	30	1,442	Guestimate based on pre-COVID usage		
Computer Maintenance Contract	3,500	8,894		7,575	2,611	7,905	=(12 x £356 maint/backups) + (£100 miscellaneous) + (£40 x 12 exchange archiving) + (Payroll Manager Licence x2 x £100) + (RBS Data Back-up x £240) + (ICO Registration x £40) + (RBS Omega x £875) + (Best Host Domain Name Mgmt x £49) + (£172 x Adobe) + (Barracuda £96*12)+(Moneysoft x £95) x 3%		
Training (Staff)	2,000	2,309		1,500	0	1,500	Guestimate		Review for 21/20 following appraisals
Training (Councillors) + Expenses	1,500	835		1,500	0	1,500	2nd year after elections		
Photocopier Costs	1,300	1,467		1,875	799	1,881	=(£269 x 4 lease) + (£150 x 4 copy charges) + (£75 x 2 staple units) x 1.03		
Mayors printing, photocopying & postage costs	150	6		0	0	0	Included in general admin		
Newsletter	1,000	2,177		1,000	0	0	Discontinued		
Postage (General)	200	276		300	79	300	Guestimate		
Wedding Expenses (Caretaker/Adverts)	1,500	1,741		2,100	345	2,100	=(£1050 - wedding attendants) +(4 x £85 advert East Anglian)+(4 x £175 advert Suffolk Ceremonies)		
Legionella Inspections	4,000	3,095		4,000	0	2,000	Guestimate		Future review of attenuation measures
Handyman Supplies	0	226		500	0	1,500	Guestimate		
Bi-Annual Wedding Licence/Stat. Notice	2,000	1,800		900	0	900	=(1/2 x £1800)		
Petty Cash	700	89		200	0	200	Guestimate		
Miscellaneous Admin Exp	0	105		0	0	0			
Tide Mill Building Exp	0			0	0	0			
Museum Building Exp	0			0	0	0			
Art Club Property Exp	200			500	0	0			
Surgeries and External Council Meetings	0	134		250	0	800			
Elections	9,500	6,429		0	0	0	Met from earmarked		From Reserve as needed
Total	167,326	172,717		171,975	4,724	174,269			
COMMITTEE EXPENDITURE									
Amenities	11,000	10,593		11,000	373	11,000			
Climate Emergency	0	670		10,000	84	10,000			
Planning	1,000	500		1,000	45	1,000			
Highways	500	348		500	0	0			
Total	12,500			22,500	502	22,000			

	BUDGET	OUT-TURN	NOTES	BUDGET	ACTUAL	BUDGET	Based on	QUESTIONS	Notes
	2019/2020	2019/2020		2020/2021	TO 31/7/20	2021/2022			
	£			£					
PARTNERSHIP AND COMMUNITY WELLBEING									
Grants Scheme	12,000	12,000		12,000	4,568	12,000	Unchanged		Need to review grant scheme to address issues of complimenting Council policies, recurring grant requests, and accountability
Regatta Insurance	500	527		550	0	560	Based on past costs		
Tide Mill Grant	6,000	7,500	Decision to increase	7,500	7,500	7,500	Unchanged		
Play Area Inspections	2,000	1,820		1,820	175	1,875	£35 x 52 weeks x 1.03%	LOOK AT IN HOUSE#	
Remembrance Day Expenditure	1,000	519		1,000	0	600	Guestimate		
Crown Estates Rent	2,350	232		2,350	0	0	Inc above		
Army Parade Expenses	0	0		500	0	500			
Total	23,850	22,598		25,720	12,243	23,035			
FEES & CHARGES									
Bank Charges	650	1,137		870	118	318	=(4 x £60 HSBC fees) + (12 x £6.5 current account fees)		
Insurance Costs	18,000	9,511		13,570	0	14,000	=(Renewal price Nov 19 x 3%)		
Audit & Accountancy Charges	1,500	7,298		1,000	802	1,401	=(800 Ext Audit + £560 RBS) *1.03		
Other Subs (inc. SALC)	3,000	2,355		2,000		2,000	=(SLCC Membership x 1 @ £273) + (SALC Membership @ £1,173) + (IDEA Membership @ £468) + (Harbourmaster Assn @ £110) + (Safekey @ £36) + (Suffolk Preservation Soc @ £30) + (River Deben Assn @ £15) x 3%		
Internal Auditor Charges (SALC)	1,200	1,159		600		992	=(£275+(2*345)+0.18*150)		
Legal Fees	5,000	8,643		0	1,693	5,000	Foreshore, Comm Centre		Set aside £2,000 per annum to earmarked reserves for next three years
Total	29,350	30,103		18,040	2,613	23,711			
Total Expenditure	341,809			347,653	40,981	339,948			
INCOME									
Whisstocks Income									
Whisstocks Development Income (Service Ch	7,000	2,436		2,500	0	2,436			
Museum Income (including insurance recharg	1,150	417		1,500	0	1,150			
WRT Income (including insurance recharges)	2,700	810		2,700	0	2,700			
Total	10,850			6,700		6,286			
Other Income									
Hire of Kingston Field & other Income (inc Bo	500	450		500	0	300	Guestimate		
Hire of Elmhurst Park	1,500	500		1,500		500	Guestimate		

	BUDGET	OUT-TURN	NOTES	BUDGET	ACTUAL	BUDGET	Based on	QUESTIONS	Notes
	2019/2020	2019/2020		2020/2021	TO 31/7/20	2021/2022			
	£			£					
Market Rents (from Stallholders)	5,000	4,984		5,000		5,000			
Hire of Shire Hall (Grd. Floor) & Market Square	3,000	3,031		3,000		1,075	Strawberry Cafe £555) Quakers at 26 x £29		
Hire of Whisstocks Waterfront POS	0	662		500		500	Guestimate		
Income from Moorings/Tide Mill Quay	300	642		300		250	Guestimate		
Wedding Rental Income	10,000	11,623		3,750		7,500	Based on 12 weddings#		Based on only six weddings and may be further reduced by maintenance closure of Shire Hall
Property Rents - Art Club	1,500	1,663		1,500		1,500			Lease sum. Need to review lease to see if reviews are in lease
Property (& other) Rents (H&S) - Kingston Pa	6,800			0		3,750	Half-year rent only		Gratis until 30/9/21
Property Rent - 1st floor Shire Hall	5,125	5,503		5,125		5,125			Lease sum. Need to review lease to see if reviews are in lease
Allotment Rents	500	510		500		500			
Interest from Bank Accounts	4,000			3,500		3,000	Guestimate		
Lease on EP Kitchen Garden (Inc. Water Cha	75	75		80		75			
Tennis Court Income	2,050	2,050		2,050		2,050			Lease sum. Need to review lease to see if reviews are in lease
Theatre Street Wayleave (for the Galley Resta	220	220		220		220			Lease sum. Need to review lease to see if reviews are in lease
Legionella Recharges (To buildings on estate	1,600			1,600		0	Each responsible for their own		
CIL Income	0	43,280		0			Not included in budget		Exclude from budget for Precept purposes
Total	42,170			29,125		31,345			
Total Income	53,020			35,825		37,631			
TOTAL Exp.-Inc.	288,789			311,828		302,317			
NEW PROJECTS									
Tarmacking Outised Kingston Pavilion	8,000	0	Still outstanding	0		0	Guestimate		
Community Event				0		0	Apply for funding - up to £10k		East of England under-represented in Awards4All applications. GRANTS ONLY FOR ONE YEAR.
Hire of a Mobile Toilet Block				3,000		1,000	Whisstocks - quote for 2 x daleks - CONSIDER PERMISSIVE SCHEME		Quotation for 2 x portaloos x 52 weeks
Total	8,000			3,000		1,000			
Contributions to/Movement From Earmarked Reserves									
Legal Fees				2,000		0			
EMR Elections				2,000		2,000	2 known vacancies		
EMR - Flood Defences				2,000		2,000	Legal Condition S106		
EMR - POS Defences				1,000		1,000	Legal Condition S106		
Total				7,000		5,000			

	<u>BUDGET</u>	<u>OUT-TURN</u>	<u>NOTES</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>Based on</u>	<u>QUESTIONS</u>	<u>Notes</u>	
	<u>2019/2020</u>	<u>2019/2020</u>		<u>2020/2021</u>	<u>TO 31/7/20</u>	<u>2021/2022</u>				
	£			£						
Contributions from General Reserves										
Youth Work Project				5,000		5,000				From General reserves
Total				5,000		5,000				
Revenue Maintenance as per Main Programme										
Long term Maint due 21/22						12,917				
Net Maint Contribution to Earmarked from Maint Programme less due 2122						17,000				
						19,432				
						49,349				
Total	312,025			326,828		362,666				
To be funded by										
Parish Charge	312,100	312,100		321,828						
						362,666				
Annual Cost to a Band D house (equivalent 3,149.75 in 2020/2021)										
3149.75	£ 99.97			£ 102.18						Parish Charge/ Band D equivalent
Weekly Cost				£ 1.96		£ 115.14				Cost per Band D equivalent/weeks per year
				2.21%		£ 2.21				Future precept-current precept/ current precept
						12.69%				
Based on Expected Reduction due to Council Tax Benefits										
2960.765										
						£ 122.49				
						£ 2.36				
3090.34						19.88%				
						£ 117.35				