



WOODBIDGE TOWN COUNCIL

Shire Hall Market Hill Woodbridge Suffolk IP12 4LP

Locum Town Clerk: Mr G E Diaper

Tel: 01394 383599

Email: townclerk@woodbridge-suffolk.gov.uk



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 27TH OCTOBER 2020 at 6.00PM**

Greg Diaper
Locum Town Clerk
21st October 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/87551839164?pwd=cTNydi8zdXphbW45RkZCNCVZ3Q2JVZz09>

Meeting ID: 875 5183 9164

Passcode: 506523

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 15TH SEPTEMBER 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 15TH SEPTEMBER 2020** at **6pm**

Councillors:

Present: S Bale, P Gillard, G Holdcroft, R Sanders, M Sutton and C Walsh (except item 375)

Apologies: E O’Nolan

Absent without Apologies: M Sylvester

In Attendance: Locum Deputy Town Clerk and no members of the public

Action

375. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor O’Nolan.

376. TO RECEIVE DECLARATIONS OF INTEREST

Councillor Sutton declared a local non-pecuniary interest in item 381 as a Director of Woodbridge Riverside Trust.

Councillor Holdcroft declared an interest in item 381 as a Director of Choose Woodbridge and as Chair of the Regatta Committee.

Councillor Gillard declared a local non-pecuniary interest in item 381 as the Community Centre representative.

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

377. TO CONSIDER REQUEST FOR DISPENSATIONS

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

378. TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELDON 19TH AUGUST

The Committee received and, subject to adding the name of Councillor Sutton to the Working Party, approved the signing of the minutes of the meeting held 19th August 2020 as a true record.

379. PUBLIC QUESTIONS

There were no members of the public present.

380. TO CONSIDER FUTURE FINANCIAL DEMANDS ON THE COUNCIL AND THE IMPLICATIONS THEREOF

The Committee agreed the budget process timetable with the option of a further delay to setting the Precept until February, as shown in italics below.

Date by	Meeting	Notes
15 th September	Finance Committee	First draft with options to 7.5% increase. Committee to assess acceptable amount of financial increase in Precept demand
27 th October	Finance Committee	To agree draft budgets for issue to Committees – as per Fin Regs
30 th November		Committees to have finalised draft budgets – as per Fin Regs
8 th December	Finance Committee	To draw together Committee budgets and prepare second draft

And either

19 th January	Finance Committee	Consider final comments from Committees and confirm final budget
26 th January	Full Council	Agree Precept

Or

<i>19th January</i>	<i>Finance Committee</i>	<i>Consider final comments from Committees and prepare third draft budget</i>
<i>26th January</i>	<i>Full Council</i>	<i>Further input into the budget process</i>
<i>9th February</i>	<i>Finance Committee</i>	<i>Final version of budget</i>

16 th February	Full Council	Agree precept
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The Committee agreed to notify the Town Clerk of any other items to be added to the routine maintenance schedule.

The Locum Deputy Town Clerk was asked to circulate details of the reserves and CIL monies held.

381. CLOSURE

The meeting was closed at 7.56pm.

Councillor Sutton
Chair

DRAFT

Nom Code		BUDGET 2019/2020	OUT-TURN 2019/2020	NOTES	BUDGET 2020/2021	ACTUAL TO 31/7/20	BUDGET 2021/2022	Based on	QUESTIONS	Notes
		£			£					
EXPENDITURE										
GENERAL AMENITY										
4000	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										
4100	Utilities	650	475		675	138	675	(4 x £42 elec) +(£490 water) + 3% inflation		
4105	Building Maintenance Inc. Bandstand	2,000	3,179		1,250	0	0		NO MAINTENANCE	No schedule of outstanding works or overdue maintenance
4110	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
4115	Bedding Plants	3,000	1,352		2,500			Guestimate		
4120	Play Area Maintenance	500	470		850		0	Guestimate based on asset Register * 0.05%	NO MAINTENANCE	
4125	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										
4120	Play Area Maintenance	1,000	15,820	New fence	850	0	0	Guesstimate based on asset Register * 0.05%	NO MAINTENANCE	
4200	Other Work (inc stream/allotment area)	500	418		250	0	250	Guestimate		
4205	Pavilion Expenses (building repairs)	500	29,005	Refurbished	500	660	0		NO MAINTENANCE	Based on unknown terms of lease following refurbishment
	Total	2,000	45,243		1,600	660	250			
OTHER AMENITY AREAS										
4100	War-Memorial-Electricity Charges	300	90		100	48	103	(£25 x 4) * 1.03		
4405	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
4410	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		

Nom Code		BUDGET 2019/2020	OUT-TURN 2019/2020	NOTES	BUDGET 2020/2021	ACTUAL TO 31/7/20	BUDGET 2021/2022	Based on	QUESTIONS	Notes
		£			£					
	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			
4881	Whisstocks (other) Exp	8,000	4,840		4,000	0	0			
	Total	16,913			12,913	177	5,750			
	SHIRE HALL									
4500	Rates	800	0		0	0	0	Qualify for Small Business Exemption		
4100	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		
4505	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	NO MAINTENANCE	
	New Chairs for Shire Hall	2,000	0		0		0		NO MAINTENANCE	Defer pending decision on refurbishment
	Refurbishment of Shire Hall Kitchen	3,500	0		0		0		NO MAINTENANCE	Defer pending decision on refurbishment
	Refurbishment of Shire Hall Toilet	1,500	0		0		0		NO MAINTENANCE	Defer pending decision on refurbishment
4506	Routine Repairs/Maintenance (day to day) UPPER FLOOR	1,000	376		325	0	322	=((£60 x 2 fire alarm test) + (£125 emergency light test) + (£68 fire extinguisher test)) x 1.03		
4510	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)		
4515	Cleaning	2,000	2,296		2,175	63	2,172	=(£181 x 12)		
4520	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									
4600	Salaries (+ On-costs)	134,676	140,513		144,675		146,991	From Staffing Budget		
4620	Mayors Expenses	1,500	680		1,500	860	1,500			
4625	Mayors Receptions/Civic Tea	2,000	599		2,000	0	2,000			

Nom Code		BUDGET 2019/2020	OUT-TURN 2019/2020	NOTES	BUDGET 2020/2021	ACTUAL TO 31/7/20	BUDGET 2021/2022	Based on	QUESTIONS	Notes
		£			£					
4630	Deputy Mayors Expenses	50	59		50	0	100			
4635	Hospitality (other at SH)	150	61		150	0	150			
4636	Staff Vacancy Advertising/Recruitment Expenses	0	0		0	0	1,500			From earmarked reserves as needed
4640	Stationery & Printing	1,400	1,222		1,400	30	1,442	Guestimate based on pre-COVID usage		
4645	Computer Maintenance Contract	3,500	8,894		7,575	2,611	7,894	=(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 £38) + (£172 x Adobe) + (Barracuda £96*12)+(Moneysoft x £95)) x 3%		
4650	Training (Staff)	2,000	2,309		1,500	0	1,500	Guestimate		Review for 21/20 following appraisals
4655	Training (Councillors) + Expenses	1,500	835		1,500	0	1,500	2nd year after elections		
4660	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		
4665	Mayors printing, photocopying & postage costs	150	6		0	0	0	Included in general admin		
4642	Newsletter	1,000	2,177		1,000	0	0	Discontinued		
4670	Postage (General)	200	276		300	79	300	Guestimate		
4675	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)		
4680	Legionella Inspections	4,000	3,095		4,000	0	2,000	Guestimate		Future review of attenuation measures
4685	Handyman Supplies	0	226		500	0	1,500	Guestimate		
4690	Bi-Annual Wedding Licence/Stat. Notice	2,000	1,800		900	0	900	=(1/2 x £1800)		
4700	Petty Cash	700	89		200	0	200	Guestimate		
4790	Miscellaneous Admin Exp	0	105		0	0	0			
	Tide Mill Building Exp	0			0	0	0			
	Museum Building Exp	0			0	0	0			
4415	Art Club Property Exp	200			500	0	0			
4750	Surgeries and External Council Meetings	0	134		250	0	800			
4632	Elections	9,500	6,429		0	0	0	Met from earmarked		From Reserve as needed
	Total	167,326	172,717		171,975	4,724	174,258			
	COMMITTEE EXPENDITURE									
5100	Amenities	11,000	10,593		11,000	373	11,000			
	Climate Emergency	0	670		10,000	84	10,000			
5150	Planning	1,000	500		1,000	45	1,000			
5200	Highways	500	348		500	0	0			
	Total	12,500			22,500	502	22,000			

Nom Code		BUDGET 2019/2020	OUT-TURN 2019/2020	NOTES	BUDGET 2020/2021	ACTUAL TO 31/7/20	BUDGET 2021/2022	Based on	QUESTIONS	Notes
		£			£					
PARTNERSHIP AND COMMUNITY WELLBEING										
4800	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
4805	Regatta Insurance	500	527		500	0	560	Based on past costs		
4810	Tide Mill Grant	6,000	7,500	Decision to increase	7,500	7,500	7,500	Unchanged		
4815	Play Area Inspections	2,000	1,820		1,820	175	1,875	£35 x 52 weeks x 1.03%	LOOK AT IN HOUSE#	
4825	Remembrance Day Expenditure	1,000	519		1,000	0	600	Guestimate		
4835	Crown Estates Rent	2,350	232		2,350	0	0	Inc above		
4855	Army Parade Expenses	0	0		500	0	500			
	Total	23,850	22,598		25,720	12,243	23,035			
FEES & CHARGES										
4900	Bank Charges	650	1,137		870	118	318	=(4 x £60 HSBC fees) + (12 x £6.5 current account fees)		
4905	Insurance Costs	18,000	9,511		13,570	0	14,000	=(Renewal price Nov 19 x 3%)		
4910	Audit & Accountancy Charges	1,500	7,298		1,000	802	1,401	=(800 Ext Audit + £560 RBS) *1.03		
4915	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%		
4920	Internal Auditor Charges (SALC)	1,200	1,159		600		992	=(£275+(2*345)+0.18*150)		
4925	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	337,437			
INCOME										
Whisstocks Income										
1216?	Whisstocks Development Income (Service Charge Recovery)	7,000	2,436		2,500	0	2,436			
1217	Museum Income (including insurance recharges)	1,150	417		1,500	0	1,150			
1218	WRT Income (including insurance recharges)	2,700	810		2,700	0	2,700			
	Total	10,850			6,700		6,286			
Other Income										
1200	Hire of Kingston Field & other Income (inc Bootcamps)	500	450		500	0	300	Guestimate		
1100	Hire of Elmhurst Park	1,500	500		1,500		500	Guestimate		

Nom Code		BUDGET 2019/2020	OUT-TURN 2019/2020	NOTES	BUDGET 2020/2021	ACTUAL TO 31/7/20	BUDGET 2021/2022	Based on	QUESTIONS	Notes
		£			£					
1700	Market Rents (from Stallholders)	5,000	4,984		5,000		5,000			
1500	Hire of Shire Hall (Grd. Floor) & Market Square	3,000	3,031		3,000		1,075	Strawberry Cafe £555) Quakers at 26 x £29		
1520	Hire of Whisstocks Waterfront POS	0	662		500		500	Guestimate		
1871	Income from Moorings/Tide Mill Quay	300	642		300		250	Guestimate		
1620	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
1720	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
1210	Property (& other) Rents (H&S) - Kingston Pavilion	6,800			0		3,750	Half-year rent only		Gratis until 30/9/21
1510	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
1230	Allotment Rents	500	510		500		500			
1690	Interest from Bank Accounts	4,000			3,500		3,000	Guestimate		
1110	Lease on EP Kitchen Garden (Inc. Water Charges)	75	75		80		75			
1220	Tennis Court Income	2,050	2,050		2,050		2,050			Lease sum. Need to review lease to see if reviews are in lease
1400	Theatre Street Wayleave (for the Galley Restaurant)	220	220		220		220			Lease sum. Need to review lease to see if reviews are in lease
1680	Legionella Recharges (To buildings on estate)	1,600			1,600		0	Each responsible for their own		
1870	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		299,806			
	NEW PROJECTS									
	Tarmacking Outised Kingston Pavilion	8,000	0	Still outstanding	0		25,000	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		26,000			
	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			

Nom Code	BUDGET 2019/2020	OUT-TURN 2019/2020	NOTES	BUDGET 2020/2021	ACTUAL TO 31/7/20	BUDGET 2021/2022	Based on	QUESTIONS	Notes
	£			£					
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						9,250			
Long term Maint due 21/22						17,000			
Net Maint Contribution to Earmarked from Maint Programme less due 2122						23,099			
						49,349			
Total	312,025			326,828		385,155			
To be funded by									
Parish Charge	312,100	312,100		321,828		385,155			
Annual Cost to a Band D house (equivalent 3,149.75 in 2020/2021)									
3149.75	£ 99.97			£ 102.18		£ 122.28			Parish Charge/ Band D equivalent
Weekly Cost				£ 1.96		£ 2.35			Cost per Band D equivalent/weeks per year
				2.21%		19.68%			Future precept-current precept/ current precept
Based on Expected Reduction due to Council Tax Benefits									
2960.765						£ 130.09			
						£ 2.50			
						27.32%			