



Woodbridge Town Council

Shire Hall Market Hill Woodbridge Suffolk IP12 4LP

Town Clerk: Mr G E Diaper

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To Members of the Finance Committee

Cllr Bale

Cllr Gillard

Cllr Holdcroft

Cllr Miller

Cllr O’Nolan

Cllr Page

Cllr Sanders

Cllr Sutton

Cllr Sylvester

You are hereby summoned to attend the **meeting** of the **Finance Committee** to be held at the **Shire Hall** on **Tuesday 20th December 2022 at 5pm**

Greg Diaper

Town Clerk

15th December 2022

Public Attendance

Members of the public and press are welcome to join this 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 fifteen minutes duration but may be extended at the discretion of the Mayor.

Agenda

1. Apologies

To receive apologies for absence.

2. To receive declaration 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 dispensation

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. Public Question Time

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

5. To receive and approve the minutes of the meeting held 29th November 2022

6. To consider draft 3 of the 2023/24 budget and to discuss the Council's financial requirements.

7. Closure.

Woodbridge Town Council

Minutes of the meeting of the **Finance Committee** held at the **Shire Hall** on **Tuesday 29th November 2022** at **7pm**

Councillors:

Present: G Holdcroft, E O’Nolan, S Miller, R Sanders, and M Sutton.

Apologies: S Bale, P Gillard, C Page.

Absent
without apologies: M Sylvester.

In Attendance: Town Clerk and no members of the public.

509. Apologies for Absence

Apologies for absence had been received Councillors Bale, Gillard and Page.

510. To receive Declarations of Interest

Councillor Sutton declared a non-pecuniary interest in item 516 as a Director of the Woodbridge Riverside Trust and Trustee of the Tide Mill Trust.

Councillor Holdcroft declared a non-pecuniary interest in item 516 as a director of Choose Woodbridge and a member of the Woodbridge Regatta Committee.

511. To consider request for Dispensations

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

512. Public Question Time

There were no members of the public present.

513. To receive and approve the minutes of the meeting held 25th October 2022

The Committee received and approved the signing of the minutes of the meeting held 25th October 2022 as a true record.

514. To consider the Statement of Rental Charges for the 2023/24 Financial Year

The Committee agreed the Woodbridge Town Council Statement of Rental Charges for the period April 1st 2023 to March 31st 2024 (attached).

515. To consider quotations received from the Council's Computer Maintenance contractor

The Committee considered the quotation received from the Council's Computer Maintenance contractor regarding a wide-ranging update of the current IT facilities, and agreed to recommend to Town Council:

- That the sum of £8,180 (rounded up from £8,179.50), is allocated to budget line 4645 (Computer Maintenance Contact) to update the Council's IT.
- To request, in accordance with section 4.2 of Financial Regulations (provided below), that funds are vired from budget lines 4503 (Shire Hall loss of income) and 4504 (Shire Hall removal during maintenance) against which no expenditure is expected in the current financial year, leaving a current balance of £10,000.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

516 To consider draft 2 of the 2023/24 budget and to discuss the Council's financial requirements

The Committee considered draft 2 of the 2023/24 budget and agreed the following changes:

Income

Wedding income – Increase to £10,000

Expenditure

Grant scheme – Increase to £14,500

Contribution to General Reserve – Remove

Contribution to Discretionary Hardship Fund – Remove

Market Square seating – Request the Amenities Committee to undertake from its own budget.

Christmas Event – Increase to £4000.

517. Closure

The meeting was closed at 8.24pm.

Councillor Sutton
Chair

Item 6

To consider draft 3 of the 2023/24 budget and to discuss the Council's financial requirements.

Following the changes agreed at the November meeting, draft 3 of the 2023/24 budget currently forecasts a precept request of £431,689, an increase of 6.6% on the current year.

Hypothetically, were the current draft to be recommended the budget headlines would be recorded as follows:

Precept	£431,689
Band D Equivalent	3389.95
Band D Council Tax	£127.34
Net Band D Increase	£7.85
Percentage Terms	6.6%
Cost per week	£2.45
Increase per week	£0.15

The Committee may wish to consider at this meeting what it considers to be an acceptable precept request, and should it wish to see an increase or decrease in the above, how this could be achieved.

Potential budget requirements

Theatre Street toilets – Full Council will be considering a recommendation from the Amenities Committee to seek planning permission to demolish the Theatre Street toilets, and whilst that Committee have agreed to cover the expenses of draining down the toilets and installing construction site hoarding from its own budget, the potential costs for demolition, and any future legal or other costs will need to be met elsewhere from the Council's budget. In the likelihood that planning permission will be required, works would be delayed until the 2023/24 financial year, therefore some consideration must be given to the potential costs of this project.

20mph zone – In an effort to ensure that the Council has a resilient budget Officers have been re-considering previously agreed decisions of the Council which could have a financial impact long after that decision was taken. The following decision was taken at Full Council on February 16th 2021.

894. TO AGREE TO COMMISSION AND PART-FUND THE COSTING OF THE 20MPH SCHEME AS AGREED WITH SUFFOLK COUNTY COUNCIL IN 2017

The Council agree to commission and part-fund the costing of the 20mph scheme as agreed with Suffolk County Council in 2017, and to include the balance of £14,150 in the 2022/2023 budget. The Council thanked County Councillor Page for her £24,000 contribution from her local highways budget.

The Council noted the likely completion date for the costing work as May 2022 and agreed to delegate to the Highways Committee any decisions on detailed design arising during the costing process.

No such balance (£14,150) was included in the current year's budget therefore the Council is currently at risk of receiving an invoice from Suffolk County Council upon the completion of the work they have been instructed to undertake (Purchase order no. 2508). There is a line in the Council's budget for the 20mph scheme (4861), however no funds have been allocated to this line. In the current year there is £6,135 allocated for the repayment of a loan for the 20mph zone, which in reality is likely to be unspent. Members may wish to consider that if the Council achieves an overall underspend a year end, that the balance of this budget line and potentially additional funds be transferred into a 20mph Ear Marked Reserve.

Members are asked consider draft 3 of the 2023/24 budget and to discuss the Council's financial requirements.

RBS Code	Budget item	Cost Centre	Location	2022/23	Current year	2023/24	Income type
INCOME							
1100	Hire of Elmhurst Park	110	Elmhurst Park	£1,000.0	£1,607.00	£1,200	Variable
1110	Lease of Kitchen Garden	110	Elmhurst Park	£75.0	£0.00	£90	Fixed
1200	Hire of Kingston Field	120	Kingston Field	£100.0	£160.00	£200	Variable
1210	Pavilion Property income	120	Kingston Field	£7,500.0	£8,021.00	£8,000	Fixed
1216	Whisstocks Development Income	160	Organisation	£5,866.0	£270.00	£1,000	Variable
1217	Museum Income	160	Organisation	£575.0	£69.00	£300	Variable
1218	WRT Income	160	Organisation	£1,625.0	£168.00	£650	Variable
1220	Tennis Court income	120	Kingston Field	£2,050.0	£0.00	£2,165	Fixed
1230	Allotment rents	120	Kingston Field	£500.0	£643.00	£525	Fixed
1400	Theatre Street Wayleave	140	Other	£227.0	£250.00	£250	Fixed
1500	Hire of Shire Hall (Inside)	150	Shire Hall	£500.0	£358.00	£500	Variable
1505	Hire of Shire Hall (Market Square)	150	Shire Hall	£500.0	£1,518.00	£1,000	Variable
1510	Shire Hall (1st floor) rental income	150	Shire Hall	£5,160.0	£2,598.00	£5,200	Fixed
1520	Hire of Whisstocks Place	160	Organisation	£2,150.0	£561.00	£1,500	Variable
1620	Wedding income	160	Organisation	£8,500.0	£21,492.00	£10,000	Variable
1690	Interest received	160	Organisation	£3,000.0	£52.00	£2,000	Variable
1700	Market Rents received	170	Comm. Wellbeing	£5,000.0	£3,506.00	£5,500	Variable
1720	Art Club rent	170	Comm. Wellbeing	£1,500.0	£888.00	£1,850	Fixed
1871	Tide Mill Quay income	170	Comm. Wellbeing	£1,500.0	£344.00	£650	Variable
RBS Code	Budget item	Cost Centre	Location	2022/23	Current year	2023/24	Exp. type
EXPENDITURE							
4000	Grounds Maintenance	100	General	£64,575.0	£67,966	£80,000	Fixed
4000	Grounds Maintenance	100	General	£1,751.0		£0	Fixed
4005	Routine Maintenance	100	General	£8,317.7	£1,512.00	£3,151	Variable
4005	Routine Maintenance	110	Elmhurst Park	£836.9	£597.78	£1,514	Variable
4005	Routine Maintenance	120	Kingston Field	£2,639.6	£721.69	£2,000	Variable
4005	Routine Maintenance	130	Fen Meadow	£0.0	£0.00	£500	Variable
4005	Routine Maintenance	140	Other	£1,216.7	£3,366.75	£1,500	Variable
4005	Routine Maintenance	150	Shire Hall	£4,179.0	£325.00	£1,658	Variable
4005	Routine Maintenance	160	Organisation	£3,458.9	£0.00	£500	Variable
4005	Routine Maintenance	200	Whisstocks Place	£3,900.0	£800.00	£3,450	Variable
4100	Utilities	110	Elmhurst Park	£675.0	£218.78	£743	Variable
4100	Utilities	140	Other	£115.0	£499.29	£968	Variable
4100	Utilities	150	Shire Hall	£2,846.4	£1,730.19	£3,416	Variable
4100	Utilities	200	Whisstocks Place	£300.0	£0.00	£150	Variable
4110	Garden Supplies Inc. wheel bins	110	Elmhurst Park	£1,200.0	£0.00	£200	Variable
4125	Toilets - Cleaning	110	Elmhurst Park	£5,266.4	£2,525.00	£5,793	Variable
4126	Upgrade to EP toilets	110	Elmhurst Park	£20,000.0	£0.00	£0	n/a
4128	EP Changing places + clean	110	Elmhurst Park	£22,000.0	£0.00	£0	n/a
4131	Events/ Activities	120	Kingston Field	£20,000.0	£19,178.51	£0	Variable
4131	Events/ Activities	160	Organisation	£2,575.0	£2,575.00	£3,000	Fixed
4200	KF Other Work	120	Kingston Field	£250.0	£0.00	£250	Variable
4405	Theatre St. Toilets Clean/Util	140	Other	£5,716.4	£2,036.00	£5,295	Variable
4410	Allotment expenses	140	Other	£135.0	£133.00	£149	Variable
4503	Shire Hall loss of income	150	Shire Hall	£5,000.0	£0.00	£0	Variable
4504	Shire Hall removal during maintenance	150	Shire Hall	£5,000.0	£0.00	£0	Variable
4510	Telephone	150	Shire Hall	£1,831.2	£974.00	£2,014	Fixed
4515	Cleaning	150	Shire Hall	£2,399.3	£891.00	£2,400	Fixed
4600	Salaries	160	Organisation	£91,650.0	£40,346.00	£107,127	Variable
4601	Salaries PAYE Tax/NI	160	Organisation	£31,911.0	£12,864.00	£20,822	Variable
4602	Salaries Pension Contribs	160	Organisation	£28,590.0	£15,517.00	£34,918	Variable
4620	Mayors expenses	160	Organisation	£1,500.0	£227.00	£1,500	Variable
4625	Mayors reception/ Civic event	160	Organisation	£2,000.0	£0.00	£2,000	Variable
4630	Deputy Mayors expenses	160	Organisation	£100.0	£0.00	£100	Variable
4635	Hospitality	160	Organisation	£150.0	£7.00	£150	Variable
4636	Staff Vacancy advertising	160	Organisation	£500.0	£831.00	£500	Variable
4640	Stationary	160	Organisation	£1,440.0	£462.00	£1,450	Variable
4642	Website	160	Organisation	£6,000.0	£0.00	£0	n/a
4645	Computer Maintenance Contract	160	Organisation	£8,445.0	£4,685.00	£9,290	Fixed
4650	Staff training	160	Organisation	£1,500.0	£0.00	£1,500	Variable
4655	Councillor training	160	Organisation	£1,500.0	£43.00	£1,000	Variable
4660	Photocopier	160	Organisation	£1,675.8	£1,174.00	£1,424	Fixed
4670	Postage	160	Organisation	£300.0	£71.00	£300	Variable
4675	Wedding expenses	160	Organisation	£1,690.0	£358.00	£1,700	Variable
4685	Maintenance Officer supplies	160	Organisation	£1,500.0	£317.00	£1,500	Variable
4690	Wedding license	160	Organisation	£900.0	£1,800.00	£600	Fixed
4700	Petty cash	160	Organisation	£200.0	£0.00	£0	Variable
4750	Surgeries and External Meeting	160	Organisation	£1,800.0	£145.00	£800	Variable
4800	Grants	170	Comm. Wellbeing	£12,000.0	£12,025.00	£14,500	Fixed
4805	Regatta grant	170	Comm. Wellbeing	£588.0	£0.00	£600	Fixed
4810	Tide Mill grant	170	Comm. Wellbeing	£7,500.0	£7,500.00	£7,500	Fixed
4814	New play equipment	110	Elmhurst Park	£20,000.0	£50,000.00	£0	n/a
4815	Play area inspections	170	Comm. Wellbeing	£1,911.0	£735.00	£2,000	Fixed
4820	Car free day road close	170	Comm. Wellbeing	£4,000.0	£0.00	£0	n/a
4825	Remembrance Day	170	Comm. Wellbeing	£630.0	£1,264.00	£950	Variable
4826	Public Works Loan Board - Repayment	170	Comm. Wellbeing	£7,769.5	£0.00	£0	n/a

4828		Public Works Loan Board - Repayment	170	Comm. Wellbeing	£6,135.0	£0.00	£0	n/a
4830		Foreshore Rent	170	Comm. Wellbeing	£2,375.0	£2,375.00	£2,375	Fixed
4835		Tide Mill pond rent	170	Comm. Wellbeing	£300.0	£0.00	£300	Fixed
4840		Plastic bag recycling point	170	Comm. Wellbeing	£700.0	£0.00	£0	n/a
4855		Army Parade Expenses	170	Comm. Wellbeing	£525.0	£115.00	£600	Variable
4881		Whisstocks floodgate - opening and closing	200	Whisstocks Place	£3,465.0	£942.00	£1,250	Variable
4900		Bank charges	180	Fees and charges	£361.2	£142.00	£380	Variable
4905		Insurance	180	Fees and charges	£11,000.0	£0.00	£11,500	Variable
4910		Audit & Accountancy Charges	180	Fees and charges	£1,800.0	£0.00	£1,965	Fixed
4915		Other subscriptions (inc. SALC)	180	Fees and charges	£2,000.0	£1,888.00	£2,000	Fixed
4920		Internal auditor	180	Fees and charges	£992.0	£35.00	£1,250	Fixed
4925		Legal fees	180	Fees and charges	£15,000.0	£0.00	£0	Variable
4925		Legal fees	180	Fees and charges	£5,000.0	£4,533.00	£10,000	Variable
5100		Amenities Committee budget	190	Committee Expd.	£11,000.0	£3,289.00	£11,000	Variable
5250		CEE Committee budget	190	Committee Expd.	£10,000.0	£1,776.00	£10,000	Variable
5310		Pest control	200	Whisstocks Place	£500.0	£0.00	£500	Variable
5330		Cleaning of Whisstocks Place	200	Whisstocks Place	£500.0	£0.00	£0	Fixed
AC		Market Square seating					£0	
AC		Christmas event in Woodbridge					£4,000	
AC		Improvements to Tide Mill Way					£5,000	
CEE		App based bike hire scheme					£8,000	
TC		Purchase of Christmas Lights					£2,000	
FC		Update of the Councils IT					£0	
					£495,587.9		£384,000	

New Projects					£200,130.5		£19,000
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6001	375	EMR WTC Major Asset Reserve	160	Organisation	£8,000.0		£8,000
6001	360	EMR - Community Project	160	Organisation	£20,000.0		£10,000
6001	330	EMR KF Play Area Equipment	160	Organisation	£12,200.0		£9,450
6001	335	EMR Elections	160	Organisation	£2,000.0		£2,000
6001	345	EMR EP Play Area Equipment	160	Organisation	£0.0		£2,500
6001	365	EMR Fen Meadow Play Area Equip	160	Organisation	£0.0		£2,500
6001	390	EMR Flood Defences	160	Organisation	£2,000.0		£2,000
6001	395	EMR POS Defences	160	Organisation	£1,000.0		£1,000
6001	315	EMR Future Years Maintenance Reserve	160	Organisation	£25,477.0		£33,820
6001	310	General Reserve	160	Organisation	£0.0		£0
6001	362	EMR Discretionary Hardship Fund	160	Organisation	£0.0		£0
Contributions to Ear Marked Reserves					£70,677.0		£71,270

6001	340	EMR SH Building Maintenance	160	Organisation	-£17,769.5		£0
6001	375	EMR WTC Major Asset Reserve	160	Organisation	-£37,000.0		£0
6001	381	EMR CIL 2022-23	160	Organisation	-£28,000.0		£0
6001	345	EMR EP Play Area Equipment	160	Organisation	-£30,000.0		£0
6001		Contribution from Elmhurst Park Toilet	160	Organisation	-£20,000.0		£0
6001	365	EMR Fen Meadow Play Area Equip	160	Organisation	-£30,625.0		£0
Contributions from Ear Marked Reserves					-£163,394.5		£0

Total income (inc Precept)					£432,870.4		£474,269
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Total income (ex Precept)					£47,328.0		£42,580
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Total expenditure					£596,264.9		£455,269
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Income minus expenditure					-£163,394.5		£19,000
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Net Requirement					2022/23		2023/24
Total income (ex Precept)					£47,328		£42,580
Annual Repetitive Maintenance Funding					£24,549		£14,273
Future Years Maintenance Reserve					£25,477		£33,820
Basic requirements					£346,109		£407,177
Net Requirement (Precept)					£348,806		£412,689
Net requirement plus new projects					£548,937		£431,689

PRECEPT REQUIREMENT					£343,100.6		£385,542		£431,689
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Highlights					2020/21		2022/23		2023/24
Band D Equivalents					3100.12		3226.36		3389.95
Band D Council Tax					£ 110.67		£ 119.50		£ 127.34
Net Band D Increase					£ 8.50		£ 8.82		£ 7.85
Percentage Terms					8.3%		8.0%		6.6%
Cost per week					£ 2.13		£ 2.30		£ 2.45
Increase per week							£ 0.17		£ 0.15