

BEVERLEY TOWN COUNCIL

FULL COUNCIL - BUDGET

20th November 2017

Held at 6.30 pm at 12 Well Lane, Beverley

Present: Councillors Willis (Mayor), Aird, P Astell, T Astell, Begnett, G Cooper, Dodsworth, Elvidge, Jack, McGrath, Peacock and Pearson.

In attendance: Helen Watson (Town Clerk) and Carol Oliver (Deputy Town Clerk)

A minute's silence was held in memory of former Councillor and Honorary Freeman Michael Guest MBE who had passed away.

0 Members of the Press

3 Members of the Public

437 To receive apologies for absence

Apologies were received from Cllr B Cooper and Machen.

438 (a) To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared:

Cllr Elvidge declared a non pecuniary interest in Agenda item 8 relating to the SSAFA Flower Festival, as he is a member of the Charity SSAFA who is joining forces with St Mary's Church.

(b) To note dispensations given to any member of the council in respect of the agenda items listed below:

There were no dispensations.

439 To confirm the minutes of the Full Council Meeting on 23rd October 2017:

Cllrs Aird and B Cooper were not present at the meeting of Full Council on 23rd October 2017 and asked these be amended. Following amendment the minutes were confirmed.

Resolved: Following amendment of the to reflect Cllrs Aird and B Cooper were not present, the minutes of the Full Council Meeting on 23rd October 2017 were confirmed and signed as a correct record.

440 To receive and adopt the minutes of the Planning Property & Services – 7th November 2017

Resolved: The minutes of the Planning Property & Services meeting on the 7th November 2017 were confirmed and signed as a correct record.

441 To note the working group minutes of Christmas Lights dated 7th November 2017

Resolved: The working group minutes of Christmas Lights dated 7th November 2017 were noted.

442 To receive a review of the recorded actions from the previous minutes

The Council received a review of the recorded actions from previous minutes. The Mayor reported the ERNLLCA Conference was full and Beverley Town Councillors were unable to attend.

443 Mayor's Announcements

The Mayor reported she had attended 13 events with the Deputy Mayor attending 3. She reported that there were over 100 people at the Civic Service on Sunday 19th November 2017. The Mayor also reported that she and the Town Clerk had been invited to speak at the NALC Larger Councils Conference in December.

444 To consider supporting the Flower Festival Remembrance - 9-11th August 2018 - St Mary's Church, Beverley

Resolved: Members agreed to support the Flower Festival Remembrance on the 9th-11th August 2018 at St Mary's Church and to take funds from reserves to help support this. Policy Committee is to discuss the matter further following a meeting with SSAFA and make recommendations to Full Council.

445 To receive the Battle's Over - A Nation's Tribute 11th November 2018 UPDATE

Cllr P Astell reported he is obtaining prices for a beacon which must be accessible to all and easy to light. It was agreed a working party should be formed.

Resolved: A working party is to be formed to deal with the Works War 1 Commemorations, to include Battle's Over – a Nation's Tribute 11th November 2018.

446 To consider participating in the WW1 Project Exhibition

The Town Clerk reported the Yorkshire Regiment is keeping the Town Council informed and asking for involvement in what they are doing. At present they are ascertaining interest.

447 To receive response from East Riding of Yorkshire Council and to provide response to overview and scrutiny committee of when the Police Force have withdrawn from duties they used to perform to enable the committee to be fully advised

Members said the Police Force have withdrawn from traffic issues, supporting parades and low level crime. The Town Clerk is to inform East Riding of Yorkshire Council.

Resolved: The Town Clerk is to inform East Riding of Yorkshire Council that members felt the Police have withdrawn from traffic issues, supporting parades and low level crime.

448 To receive for information:

- (i) **Letter from Yorkshire Water with progress report on the Water Treatment Works.**

Resolved: The letter from Yorkshire Water with progress report on the Water Treatment Works was received.

- (ii) **Cherry Tree Statistics**

Resolved: The Cherry Tree Statistics for October were received

449 To consider the 2018-2019 draft budget

		2014/15 Budget	2015/16 Budget	2016/17 Budget	2017/18 Budget	Draft 2018/19	Comments from Full Council 20.11.17
	Staff Costs						
1	Salaries (Town Clerk (37 hrs p/w), Deputy Town Clerk (25 hrs p/w), Admin Assistant (15 hours p/w) Handyman (10 hrs p/w) plus 150 additional hours worked for watering over the summer period), Cleaner (1 hr p/w) To consider additional administrative support throughout the year £8000	£62,386.00	£66,107.00	£65,000.00	£60,995.00		Members expressed concern at raising the staff costs. Council needs to work smarter and more efficiently. Council needs to ensure staff can work within their Contracts. Council needs to consider the impact of staff hours before taking on new activities. Councillors need to assist at activities. Food Festival is self sustaining and any costs relating to this should be added to stall fees. Staff

							costs are to be referred to a Personnel Meeting for discussion in relation to staff roles and hours before the January meeting
2	Additional costs required to under right the operation of Town Events or pay for events	£7,800.00	£7,918.00	£3,296.00	£5,000.00		£5000 - To be carried forward
3	External Contractors				£3,000.00	£3,000.00	Work undertaken but invoice awaited
4	Youth Salaries		£6,767.00				
5	Staffing Contingency	£12,000.00	£10,000.00	£9,000.00	£9,000.00		Additional Food Festival and Christmas Festival of Food and Drink additional hours paid from Festivals' income. £7500 to be carried forward
6	Employers NI @ 13.8%	£9,686.00	£9,123.00	£8,970.00	£8,420.00	£9,690.00	Subject to change following Personnel Meeting
7	Employers Pension Contribution @ 23.3%	£17,407.00	£16,395.00	£16,120.00	£16,834.00	£16,361.00	Subject to change following Personnel Meeting
8	Officer Training/Conference	£1,500.00	£1,500.00	£1,500.00	£1,500.00	£1,500.00	Invoices awaited for training - recommend maintaining the budget to allow for staff training and CPD
9	Officer Travel	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£750.00	To be reduced.
10	Recruitment Advertising		£2,000.00	£2,000.00	£2,000.00		To be carried forward together with £2000 (budget lines can only be carried forward from current year
	Administration						
11	Insurance	£6,500.00	£5,940.00	£5,940.00	£5,940.00	£5,000.00	Town Clerk negotiated a reduced premium for 2 years
12	Stationery	£1,200.00	£1,250.00	£1,250.00	£1,250.00	£1,250.00	
13	Photocopier	£3,000.00	£3,500.00	£3,600.00	£3,600.00	£3,600.00	Town Clerk negotiates to keep a reduced cost
14	Newsletter/Community Liaison	£1,000.00	£500.00	£500.00	£500.00	£500.00	
15	Telephone	£1,500.00	£1,500.00	£1,500.00	£1,500.00	£1,500.00	
16	Internet Access	£250.00	£500.00	£500.00	£500.00	£500.00	
17	Staff Mobiles	£270.00	£400.00	£400.00	£400.00	£400.00	
18	Postage	£1,200.00	£1,250.00	£1,500.00	£1,500.00	£1,500.00	
	Publications/Subscriptions/Fees						
19	Newspapers	£30.00	£30.00	£70.00	£140.00	£140.00	
20	NALC/ERNLLCA	£1,100.00	£1,100.00	£1,500.00	£1,500.00	£1,800.00	This needs to be increased to allow for increase membership fee of ERNLLCA/NALC
21	SLCC	£500.00	£500.00	£700.00	£700.00	£700.00	
22	Charter Towns	£150.00	£150.00	£0.00		£0.00	

23	Computer Equipment updating and training	£1,750.00	£1,800.00	£1,800.00	£1,800.00	£3,600.00	Microsoft Office friendly tablet to be purchased to install Allotment software. Need budget for new computer if an officer's computer fails. Recommend increasing budget line for external storage of computer data.
24	Website	£400.00	£120.00	£120.00	£120.00	£120.00	
25	Audit Fees	£2,500.00	£2,500.00	£2,500.00	£2,500.00	£2,500.00	
26	Bank Charges						
27	Payroll processing fees	£400.00	£450.00	£450.00	£550.00	£550.00	
	Accommodation						
28	Office rent	£14,500.00	£14,000.00	£14,000.00	£14,000.00	£14,000.00	
29	Room Hire (external room hire)	£1,000.00	£500.00	£500.00	£2,500.00	£650.00	Reduce this line for the hire of Guildhall for Mayor Making, Hon Freeman, Remembrance Sunday
30	Rates	£7,000.00	£7,000.00	£7,000.00	£7,000.00	£7,000.00	Exempt small business rates apply for the new unit.
31	Utilities/Maintenance (water, gas, electricity, paint, light bulbs, water cooler, recycling costs/refuse collection)	£5,000.00	£4,000.00	£4,000.00	£4,000.00	£4,000.00	
32	Decoration	£150.00					£1000 Decorating costs to come from reserves
33	Alarm Maintenance	£1,000.00	£1,000.00	£1,000.00	£750.00	£1,000.00	<i>Increase as new unit needs an alarm</i>
34	Handyperson accommodation/storage	£750.00	£3,000.00	£3,000.00	£3,000.00	£5,000.00	Handyman accommodation 2017/18 garage on Well Lane £80, 24/7 Storage Barmston Road £220 (plus VAT) and Christmas Lights container £40 (plus VAT) totalling £340. Proposed 2018/19 budget is £80 garage on Well Lane and Unit 2 £350 (plus VAT)
	Civic and Democratic						
35	Mace Bearer	£500.00	£500.00	£1,000.00	£1,000.00	£1,000.00	
36	Councillor Training/Conference	£1,500.00	£2,000.00	£1,000.00	£1,000.00		Recommend this budget line remains for continuing Councillor training and Councillor pack preparation

							Invoice awaited for twinning and balance to be carried forward. Nogent-sur-Oise has 20 year celebration in 2018/19 and the Mayor and Consort are invited. The invitation had been extended to all Cllrs and the Clerk. It had been agreed previously that Mayor, Consort and Clerk would be paid for.
37	Twinning, travel, hospitality	£2,500.00	£2,500.00	£2,500.00	£0.00		
38	Mayoral Allowance to Mayor	£1,500.00	£1,500.00	£1,500.00	£1,500.00	£1,500.00	
39	Deputy Mayor expenses		£200.00	£200.00	£200.00	£200.00	
40	Members Allowance	£3,500.00	£3,500.00	£2,000.00	£1,750.00	£1,750.00	Reserves to be used if additional Cllrs claim their members allowance
41	Councillor travel and subsistence	£500.00	£1,000.00	£1,000.00	£1,000.00		Recommend this budget line is maintained
42	Robes/Civic Maintenance	£500.00	£100.00	£100.00	£300.00	£300.00	Deputy Mayor's robes need to be cleaned
43	Civic Budget	£4,000.00	£4,000.00	£4,000.00	£4,000.00	£4,000.00	
44	Election Provision	£9,000.00	£4,000.00	£4,000.00	£4,000.00	£4,000.00	To be allocated for elections
	Grants						
45	Pensioners Lunches	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	
	Beverley FM - payment for the What's On Guide		£1,200.00	£1,200.00	£1,200.00	£1,200.00	
46	Grant to Cherry Tree	£5,000.00	£5,000.00	£5,000.00	£5,000.00	£5,000.00	
47	Grants	£15,000.00	£15,000.00	£10,000.00	£12,500.00	£12,500.00	Cllr Begnett said an information evening had been held with Beverley Community Lift and ERYC regarding Community Transport. It is still in the consultancy stage at present.
48	Cycle Race		£750.00	£750.00	£750.00	£750.00	
49	Detached Youth Workers	£6,767.00					
50	Beverley Against Poverty	£500.00					
51	Youth Town Council (Coalition)	£200.00					
	Town Maintenance						
52	Skatepark	£500.00	£4,000.00	£2,500.00	£2,500.00	£2,500.00	Inspection to take place in January
53	Town Council Plants/Hanging baskets	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	The income of £2100 is taken into account. This income is reducing year on year due to businesses not purchasing the hanging baskets. This figure does not allow for officer time or watering time. The Town Council do the hanging baskets which businesses purchase the lamp post and BiB does the rest.

54	Maintenance	£3,000.00	£3,000.00	£3,000.00	£3,000.00	£3,000.00	New racking for warehouse to be purchased.
55	Litter/Salt Bins and associated items (salt/grit),	£5,000.00	£2,500.00	£2,500.00	£2,500.00	£2,500.00	Invoices awaited
56	Transport (current Van MOT, insurance, servicing and tax together with fuel)	£4,000.00	£4,000.00	£4,000.00	£4,000.00	£4,000.00	
57	Replacement Van		£3,500.00	£2,000.00	£2,000.00	£2,000.00	£2000 Allocated reserves
58	SLA Street Lights	£17,500.00	£17,850.00	£18,000.00	£18,000.00	£18,000.00	There is no reduction available as the replacement LED lighting is assisting with reduction of costs
59	Street lighting improvements	£4,000.00	£4,000.00	£4,000.00	£4,000.00	£4,000.00	
60	CCTV Town 40% maintenance and power costs	£7,110.00	£6,660.00	£7,000.00	£8,200.00	£13,600.00	
61	CCTV Cherry Tree	£3,000.00	£2,640.00				
62	Wi-Fi in Beverley	£1,000.00					
	Town Events						
63	Beverley Bonfire - Erection and Dismantle - ERYC	£1,800.00	£1,800.00	£1,800.00	£1,800.00	£1,800.00	
64	Christmas Lights	£5,000.00	£7,500.00	£7,500.00	£15,000.00	£10,000.00	£10000 will cover infrastructure cost. The Christmas Lights Appeal Committee will continue to raise money to purchase new lights.
65	Brighter Beverley			£1,000.00			
66	Town Event						
67	WW1						WW1 remembrance to come from reserves - figure to be agreed by Policy
68	Events Budget			£2,000.00	£2,000.00	£2,000.00	
69	Agincourt						
70	Beverley in Bloom	£2,000.00	£2,000.00	£2,000.00	£2,000.00	£3,000.00	
71	Food Festival						Self sustaining
	Allotments						
73	Allotments Upkeep	£2,000.00	£2,000.00	£2,000.00	£2,000.00		£2925 (117 bonds held). Potential rental income is £7000 if allotment sites are fully tenanted. This does not allow for any staff time and it may not be fully tenanted all year.
74	Allotments - Queensgate Rental	£1,200.00	£1,200.00	£1,200.00	£1,200.00	£1,200.00	
75	Community Allotment Plot						
76	Annual Allotment - Lairgate and Keldgate Rental	£170.00	£170.00	£170.00	£170.00	£180.00	
77	Skip Hire	£600.00	£600.00	£600.00	£900.00		To come out of income for allotments
78	Water pipe/maintenance at Sparkmill Terrace Allotments				£500.00	£500.00	To remove tree on Sparkmill allotment

	Total Precept	£273,776.00	£278,470.00	£256,236.00	£267,469.00	£189,091.00	
	Tax Base for Band D property	£5,731.15	£5,857.12	£5,929.90	£6,079.20	£6,156.20	
	Band D	£47.77	£47.54	£43.21	£44.00	£30.72	

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Meeting closed at 8 pm.

Signed.....Date.....