WHITEHAVEN TOWN COUNCIL

**Clerk and Responsible Financial Officer: Chairman:**

Marlene Jewell Telephone: 01946 67366 Councillor Chris Hayes

To: **Members of Whitehaven Town Council**

You are duly **SUMMONED** to attend a **MEETING of THE POLICY AND RESOURCES AND FINANCE COMMITTEE** which will be held in **ST JAMES' COMMUNITY CENTRE at HIGH STREET, WHITEHAVEN CA28 7PY on Wednesday 13th October 2021 at 6:00pm**

Signed..... . ············ Dated.'-/:- :. .0. cw. . . { Marlene Jewell, Clerk and Responsible Financial Officer

**AGENDA**

1. **Apologies for Absence**
2. **Declarations of Interest**

To receive declarations of interest by elected Members in respect of Agenda items.

If a Member requires any advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote he/she is advised to contact the Clerk at least 24 hours in advance of the meeting.

1. **Public Participation**
2. **Minutes of the Policy Resources and Finance Committee held on 15th October 2020**
3. **Finance Report**

**WHITEHAVEN TOWN COUNCIL**

# Minutes of the Virtual Policy and Resources and Finance Committee held on the Zoom Platform on 15th October 2020

**Present:** Councillor B O' Kane (Chairman); Councillor Hayes; Councillor C Maudling; Councillor C Walmsley

M. Jewell, Clerk and Responsible Financial Officer

V. Gorley, Assistant Clerk

# 17/20 Apologies for Absence

Apologies for absence were received from Councillor Arrighi and Councillor Gill.

# 18/20 Declarations of Interest

There were no declarations of interest

# 19/20 Public Participation

There was no public participation

**20/20**

**21/20**

# Minutes of the Policy and Resources and Finance Committee Meeting held on 30th September 2019

It was proposed by Councillor O' Kane and seconded by Councillor

Hayes that the Minutes of the Meeting held on 30th September 2019 be approved and signed by the Chairman as a correct record. A vote was held and it was unanimously

**RESOLVED** - That the Minutes of the Meeting held on 30th September 2019 be approved and signed by the Chairman as a correct record

# Finance Report

The Committee considered a finance report containing budget monitoring figures. It was reported that there was no overspend and the Council was well within budget due to coronavirus and the Council not being able to do what originally had been planned.

Councillor Maudling entered at this point and was given a resume of the position.

It was proposed by Councillor O'Kane and seconded by Councillor Hayes that recommendations be made to full Council (i) that the Finance Report and the Budget Monitoring Figures be noted and approved and (ii) it was proposed by Councillor Maudling and seconded by Councillor Hayes that it be

recognised that due to covid there was an estimated underspend on the budget and that this be left for 4 weeks for Councillors to consider possible projects for the Parish of Whitehaven and then reported back to the appropriate Council Meeting. A vote was held and it was unanimously

**RESOLVED** - That recommendations be made to full Council (i) that the Finance Report and the Budget Monitoring Figures be noted and approved and that (ii) that it be recognised that due to covid there was an estimated underspend on the budget and that this be left for 4 weeks for Councillors to consider possible projects for the Parish of Whitehaven and then reported back to the appropriate Council Meeting

**22/20**

**Councillor Ward Grants**

The Council considered the position with regard to Councillor Ward Grants. It was proposed by Councillor Maudling seconded by Councillor Hayes that

1. There should be a requirement that the Town Council be informed how the ward grant has been spent, and how it has helped the community and who has benefitted from it

1. The application form makes reference to a bank account and this should be

amended to specifically state the bank account of the organisation

u1. When a ward grant cheque is being presented to an organisation it should be made clear that the cheque is being presented on behalf of the Town Council by the Ward Councillor who has made the grant.

A vote was taken and it was unanimously

**RESOLVED** - The recommendations made in (i) to (iii) above be presented to The Annual Meeting of the Council for decision.

The Meeting closed at 4.55pm

Chairman

**P & R & FIN COM 13.10.2021**

**Item 5**

**FINANCIAL REPORT**

**Purpose of the Report**

To inform Members of the current position regarding Council expenditure to date, and to identify if any funds need vired to meet any Budget overspend.

* 1. **INTRODUCTION**
	2. The 2021/2022 Budget shown at Appendix 1 was discussed at the Virtual Full Council meeting held on 28.01.2021 and it was resolved that the Revenue Budget and Precept of £433,573 .86 be approved for 2021/2022, minute ref 1675/21 (iii) refers.
	3. **FINANCIAL POSITION**
	4. Attached at Appendix 2 is a spreadsheet which shows the Budget categories, the amount allocated in the budget to each of those categories, the net expenditure to date (06.10.2021), the estimated expenditure to 31.03.2022 (based on current spending) and whether there will be any overspend (highlighted in red) or underspend.
	5. **RECOMMENDATION**
	6. Members are asked to note the information provided and to decide if any monies should be vired from a project where there is a significant underspend to cover any overspends elsewhere.

**WHITEHAVEN TOWN COUNCIL 2021/22 BUDGET Appendix A**

|  |  |  |
| --- | --- | --- |
|  | **BUDGET PROPOSALS 2021/22** |  |
|  | **EXPENDITURE (Net of VAT)** | **2021/22 Budget** |
|  | **CORE ACTIVITIES** |  |
| **Employees**& **Allowances** | Salar ies | 103000.00 |
|  | Office Consumables | 800.00 |
|  | Members Expenses (Travel and Subsistence) | 1000.00 |
|  | M ayor's Allowance | 3063.00 |
|  | Staff Development & Train ing | 2000.00 |
|  | Member Development & Training | 3000.00 |
|  | Ranger | 33254.35 |
|  | Assist ant Ranger | 21990.27 |
| **Premises** | Water Rates | 600.00 |
|  | Energy Charges | 4000.00 |
|  | Refuse Coll ect ion | 100.00 |
|  | Meeting Room Hire | 500.00 |
|  | NNDR (former Whitehaven News Office) | 11500.00 |
| **Supplies** & **Services** | Telephone & Broadband (BT) | 1100.00 |
|  | IT (Westcom) | 2000.00 |
|  | Websit e maintenance | 2000.00 |
|  | Samsung Telephone Financ e | 1300.00 |
|  | Samsung Telephone Maintenance | 210.00 |
|  | Zurich Insurance | 4000.00 |
|  | Phot ocopier/ Printing | 2000.00 |
|  | Stationery | 500.00 |
|  | Postage | 400.00 |
|  | Advert isi ng | 4000.00 |
|  | Su bs - CALC | 2000.00 |
|  | Subs - Other | 1000.00 |
|  | Miscellaneous | 1000.00 |
| **3rd Party** | Internal Auditor | 1000.00 |
|  | Ext ernal Auditor | 4000.00 |
|  | Allotments | 12000.00 |
|  | Elections | 8000.00 |
|  | **SUB TOTAL** | £ | **231,3 17. 62** |
|  | **OPTIONALACTIVITIES - to be decided** |  |
| 3rd **Party** | Ward Grants | 24000.00 |
|  | Community Grants | 10000.00 |
|  | Gro un ds M aint enance (grass cuttings) | 19956.24 |
|  | Christmas Light s infr ast ructure | 10000.00 |
|  | Christmas Light s | 24800.00 |
|  | M arket s (50% cost of) | 10000.00 |
|  | Other Env ironm ental Improvements | 34000.00 |
|  | Bus She lt ers, Bins and Seats | 20000.00 |
| **Events** | Civic Hospitali ty | 2500.00 |
|  | Whitehaven in Boom | 20000.00 |
|  | Events | 17000.00 |
|  | Con t ingency Sum for Unfo rseen Ev ents | 10000.00 |
|  | **TOTAL EXPEND ITURE** | £ | **433,573.86** |

|  |  |
| --- | --- |
|  |  |
|  | **INCOM E** | **20 21 / 22****Budget** |
|  |
|  | Pr ecept | 433573.86 |
| Allotments/Pigeon Lofts | 5000.00 |
| Bank Interest | 500.00 |
|  | Gr ant Received - CCC (Gazebos) | 3290.00 |
| Grant Received - CCC (Advertsing) | 3737.00 |
| Spons orship - Sellafi eld Lt d (Science Show) | 3000.00 |
|  | **Total Income** | **449100 .86** |

**COUNCIL RESERVES ESTIM ATED**

**Reserve** General reserve **Total reserves**

1--

Estimate at 1/4/21

450,000.00

**45 0, 000. 00**

**Policy and Resources and Finanace Committee**

**13.10. 2021**

**Appendix 2**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Whitehaven Town Council** | **Annual Budget** | **Expenditure to Date (06.10.2021)** | **Estimated Expenditure to 31.03.2022** | +/- |
| Employees & Allo wances | £168,107.62 | £73,524.96 | £160,944.64 | -£7,162.98 |
| Premises | £16,700.00 | £12,161.94 | £16,285.75 | -£414.25 |
| Supp li es and Services | £21,510.00 | £11,787.72 | £20,982.28 | -£527.72 |
| Third Party Payments | £143,756.24 | £20,518.60 | £121,856.24 | -£21,900.00 |
| Events | £39,500.00 | £13,857.92 | £38,000.00 | -£1,500.00 |
| Grants | £34,000.00 | £1,180.00 | £34,000.00 |  |
| Cont ingencies | £10,000.00 | £2,940.23 | £5,000.00 | -£5,000.00 |
| **Total** | £433,573.86 | £135,971.37 | £397,068.91 | -£36,504.95 |

**Whitehaven Town Council Budget Expenditure to Date (06.08.2021) Estimat ed expenditu re to 31.03.2022** +/-



|  |  |
| --- | --- |
| **Employees & Allowances** |  |
| Clerk, Trainee Assistant Clerk, | £ 103,000.00 | £ | 45,043 .68 | £ | 103,000.00 |  |  |
| Mayor's Allowance | £ 3,063.00 | £ | 842.50 | £ | ,2 500.00 | -£563.00 |  |
| Members Expenses (Travel and Subsitence) | £ 1,000.00 | £ |  | £ | 100.00 | -£900.00 |  |
| Member Development and Training | £ 3,000.00 | £ |  | £ |  | -£3,000.00 |  |
| Staff Development and Training | £ 2,000.00 | £ |  | £ |  | -£2,000.00 |  |
| Ranger | £ 33,254.35 | £ | 16,627.20 | £ | 33, 254.40 |  |  |
| Assistant Ranger | £ 21,990.27 | £ | 10,995.12 | £ | 21,990.24 |  |  |
| Office Consumables | £ 800.00 | £ | 16.4 6 | £ | 100.00 | -£700.00 |  |
| **Premises** |  |  |  |  |  |  |  |
| Energy Charges | £ 4,000.00 | £ | 888.86 | £ | 4,000.00 |  |  |
| Water Rates | £ 600.00 | £ | 293.40 | £ | 600.00 |  |  |
| Refuse Collection | £ 100.00 | £ | 3S.93 | £ | 82.00 | -£18.00 |  |
|  |  |  |  |  |  |  | resumed face to face |
|  |  |  |  |  |  |  | meet ings increase to hourly |
| Meeting Room Hire | £ 500.00 | £ | 340.00 | £ | 1,000.00 |  | room hire |
| NNDR | £ 11,500.00 | £ | 10,603.75 | £ | 10,603.75 | -£896.25 |  |
| **Supplies and Services** |  |  |  |  |  |  |  |
| Telephone & Broadband (BT) | £ 1,100.00 | £ | 416.07 | £ | 1,100.00 |  |  |
| IT (Westcom) | £ 2,000.00 | £ | 286.19 | £ | 2,000.00 |  |  |
| Website Maintenance (Cumbria Media) | £ 2,000.00 | £ | 1,341.89 | £ | 2,000.00 |  |  |
| Samsung Telephone Finance | £ 1,300.00 | £ |  | £ | 50.00 | -£1,250.00 |  |
| Samsung Telephone Maintenance | £ 210.00 | £ |  | £ |  | -£210.00 |  |
| Zurich Insurance | £ 4,000.00 | £ | 3,233.79 | £ | 3,233.79 | -£766.21 |  |
| Photocopier/ Print ing (Midshire) | £ 2,000.00 | £ | 2,844.79 | £ | 4,000.00- |  | purchase of new photocop ier |
| Sta t ionery | £ 500.00 | £ | 93.76 | £ | 300.00 | -£200.00 |  |
| Postage | £ 400.00 | £ | 172.51 | £ | 400.00 |  |  |
| Advertising | £ 4,000.00 | £ |  | £ | 4,000.00 |  |  |
| Subs - CALC | £ 2,000 .00 | £ | 1,878.49 | £ | 1,878.49 | -£121.51 |  |
| Subs - Other | £ 1,000.00 | £ | 20.00 | £ | 20.00 | -£980.00 |  |
|  |  |  |  |  | - |  | annual property safety |
| Miscellaneous | £ 1,000.00 | £ | 1,500.23 | £ | 2,000.00 |  | certificates |
| **Third Party Payments** |  |  |  |  |  |  |  |
| Intern al Auditor | £ 1,000.00 | £ | 250.00 | £ | 500.00 | -£500.00 |  |
| External Auditor | £ 4,000.00 | £ | 1,000.00 | £ | 1,000.00 | -£3000.00 |  |
| Allotments | £ 12,000.00 | £ | 5,116.40 | £ | 12,000.00 |  |  |
| Elections | £ 8,000.00 | £ |  | £ | 6,000.00 | -£2000.00 |  |
| Grounds Maintenance (grass cutting) | £ 19,956.24 | £ | 9,978.12 | £ | 19,956.24 |  |  |
| Chri stmas lights - infrastructure | £ 10,000.00 | £ |  | £ | 10,000 .00 |  |  |
| Chr ist mas lights | £ 24,800.00 | £ |  | £ | 24,400.00 | -£400 .00 |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Markets (50% of cost) | £ 10,000.00 | £ |  | £ |  | -£10000.00 |
| Other Environmental Improvements | £ 34,000.00 | £ |  | £ | 34,000.00 |  |
| Bus Shelters, Bins and Seats | £ 20,000.00 | £ | 4,174.08 | £ | 14,000.00 | -£6,000.00 |
| **Events** |  |  |  |  |  |  |
| Events - use to be agreed by Council | £ 17,000.00 | £ | 5,932.36 | £ | 17,000.00 |  |
| Civic Hospitality | £ 2,500.00 | £ | 56.50 | £ | 1,000.00 | -£1,500.00 |
| Whitehaven In Bloom | £ 20,000.00 | £ | 7,869.06 | £ | 20,000.00 |  |
| **Grants** |  |  |  |  |  |  |
| Councillor Ward Grants - against approved criteria | £ 24,000.00 | £ | 180.00 | £ | 24,000.00 |  |
| Grants to Local Organisations | £ 10,000.00 | £ | 1,000.00 | £ | 10,000.00 |  |
| **Contingencies and Contributions to and From Reserves** |  |  |  |  |  |  |
| Contingency Sum for Unforseen Events | £ 10,000.00 | £ | 2,940.23 | £ | 5,000.00 | -£5,000.00 |
| Contribution to Capital Investment Reserve - use to be determined by Council |  |  |  |  |  |  |
| **Total Expenditure** | £ 433,573.86 | £ | 135,971.37 | £ | 397,068.91 |  |
| **Income** |  |  |  |  |  |  |
| Allotments | £ 4,570.00 |  |  |  |  |  |
| Other, including bank interest | £ 500.00 |  |  |  |  |  |
| Precept | £ 433,573.86 |  |  |  |  |  |
| Grant received - Cumbria County Council (Gazebo's) | £ 3,290.00 |  |  |  |  |  |
| Grant Received - Cumbr ia County Council (Adv ert sing) | £ 3,737.00 |  |  |  |  |  |
| Sponsorship Received - Sellafield Ltd (Science Show) | £ 3,000.00 |  |  |  |  |  |