

# WHITEHAVEN TOWN COUNCIL

**Clerk to the Council:**

Marlene Jewell

Telephone: 01946 67366

**Chairman:**

Councillor Brian O'Kane

To: **Members of the Whitehaven Town Council**

You are duly **SUMMONED** to attend a **MEETING of THE POLICY AND RESOURCES AND FINANCE COMMITTEE** which will be held in **the DUNBOYNE HALL, WHITEHAVEN CIVIC HALL, LOWTHER STREET, WHITEHAVEN**

**Date: Monday 30th September 2019**

**Time: 6.00pm**

Signed.....*Marlene Jewell*.....Dated.....*24<sup>th</sup> September 2019*.....  
Marlene Jewell, Clerk and Responsible Financial Officer

## AGENDA

### 1. Apologies for Absence

To receive apologies for absence

### 2. Appointment of Chairman

### 3. Appointment of Deputy Chairman

### 4. Declarations of Interest

To receive declarations of interests 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.

### 5. Minutes of the Council Meeting held on 25th September 2018

### 6. Public Participation

## **7. Finance Report**



# Policy, Resources & Finance Committee

## Terms of Reference

**Composition: 6 Elected Members**

### Delegations are:

- a) Developing and reviewing the Council's strategic plan taking into consideration other relevant documents.).
- b) Ensuring the Council's strategies, policies and procedures are undertaken in accordance with up to date statutory and legislative requirements.
- c) Keeping under review the policies and resources of the Council in relation to services and to advise the Council on the future developments of existing or the introduction of new services and resources including IT.
- d) Making recommendations to the Council on matters which do not fall within the powers and duties of one or more other Committees.
- e) Making recommendations to the Council on the annual financial estimates and the Council's precept as to how these should be determined consistently with the Council's general priorities and policies.
- f) Making recommendations to the Council on the capital programme – content, phasing and monitoring.
- g) Considering and making recommendations to the Council on any policy documents received from other organisations that are outside the scope of other Committees and affect the area.
- h) Advising the Council as required on all matters affecting its scheme of administration (e.g. Standing Orders, Financial Regulations, Delegations, Risk Management) and the procedures applying to the Council and its Committees.
- i) Developing strong links with other organisations and overseeing any partnering agreements including Market Regeneration.
- j) Directing and controlling insurance in respect of the Council's property, members and employees.

- k) Reviewing the Council's financial and treasury management activities and supervising the investment of funds within the Council's control.
- l) Determining the overall strategic asset management priorities on a medium-term basis by maintaining an asset management plan and considering acquisition or disposal of assets.
- m) Making lettings or grant leases for the use of Council's facilities, including in future the Town Hall when appropriate, by any suitable applicants for appropriate purposes, subject to any covenants applicable and to any by-laws, rules or regulations which the Council make or may adopt.
- n) Deciding on initiatives to promote market and publicise the Town Council.
- o) Initiating and participating in economic development initiatives.

# WHITEHAVEN TOWN COUNCIL

## Minutes of the Policy and Resources and Finance Meeting held on 25<sup>th</sup> September 2018

**Present:** Councillor B O’Kane; Councillor J Forster; Councillor C Maudling; Councillor G Roberts

M. Jewell, Clerk and Responsible Financial Officer

V. Gorley, Assistant Clerk

### **1/19 Apologies for Absence**

There were no apologies for absence

### **2/19 Appointment of Chairman**

Councillor Roberts nominated Councillor O’Kane as Chairman and this was seconded by Councillor Forster.

**RESOLVED** – That Councillor O’Kane be appointed Chairman for the year.

### **3/19 Appointment of Deputy Chairman**

Councillor Maudling nominated Councillor Forster as Deputy Chairman and this was seconded by Councillor Roberts.

**RESOLVED** – That Councillor Forster be appointed Deputy Chairman for the year

### **4/19 Declarations of Interest**

There were no declarations of interest.

### **5/19 Public Participation**

There was no public participation.

**6/19**    **Finance Report**

The Committee considered a finance report and budget monitoring figures which appeared to be on target but noted that it may be necessary to vire in the future. It was proposed by Councillor O’Kane and seconded by Councillor Maudling that a recommendation be made to full Council to approve and note the report.

**RECOMMENDED** – That a recommendation be made to Full Council that the Finance Report be approved and noted.

**7/19**    **Asset Register**

The Committee considered the Council’s Asset Register. It was proposed by Councillor O’Kane and seconded by Councillor Maudling that a recommendation be made to full Council that the Asset Register be approved subject to the amendments shown in red at Appendix 1.

**RECOMMENDED** – That a recommendation be made to Full Council that the Asset Register be approved subject to the amendments shown in red at Appendix

**8/19**    **Risk Assessment**

The Committee considered a report on the Council’s Risk Assessment policy. It was proposed by Councillor O’Kane and seconded by Councillor Maudling that a recommendation be made to Full Council that the Risk Assessment be approved.

**RECOMMENDED** – That a recommendation be made to Full Council that the Risk Assessment be approved.

**9/19**    **Financial Regulations**

The Committee considered the Council’s Financial Regulations and noted that they were model NALC Financial Regulations and that there had been no amendments made to them by NALC. It was proposed by Councillor O’Kane and seconded by Councillor that a recommendation be made to Full Council that the Financial Regulations be approved.

**RECOMMENDED** – That a recommendation be made to Full Council that the Financial Regulations be approved.

The meeting closed at 7.00

Chairman

## **FINANCE 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.

## **1.0 INTRODUCTION**

- 1.1 The 2019/2020 Budget shown at Appendix 1 was discussed at the Full Council Meeting held on 31.01.2019 and it was resolved that the Revenue Budget and Precept of £442,558.02 be approved for 2019/2020, minute ref 1204/19 (i) refers.

## **2.0 FINANCIAL POSITION**

- 2.1 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 (23.09.2019), the estimated expenditure to 31.03.2020 (based on current spending) and whether there will be any overspend (highlighted in red) or underspend.

## **3.0 RECOMMENDATION**

- 3.1 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.



		BUDGET 2019-20	
		EXPENDITURE (Net of VAT)	2019-20 Budget
		<b>CORE ACTIVITIES</b>	
Employees & Allowances	Salaries		90000.00
	Mayor's Allowance		3063.00
	Staff Development & Training		2000.00
	Member Development & Training		3000.00
Premises	Office Rent		1600.00
	Energy Charges		800.00
	Insurance to Copeland Borough Council		120.00
	Cleaning to Rosehill Youth Theatre		1500.00
	Service Charge to Copeland Borough Council		810.00
	Refuse Collection		100.00
	Meeting Room Hire		2000.00
	Storage Facilities		3000.00
	NNDR (new office accommodation)		10200.00
Supplies & Services	Telephone & Broadband (BT)		1000.00
	IT (Westcom)		2000.00
	Website maintenance (Cumbria Media)		2000.00
	Samsung Telephone Finance		1300.00
	Samsung Telephone Maintenance		210.00
	Zurich Insurance		3000.00
	Photocopier/Printing		1000.00
	Stationery		500.00
	Postage		400.00
	Advertising		3000.00
	Subs - CALC		1500.00
	Subs - Other		1000.00
	Miscellaneous		3000.00
3rd Party	Internal Auditor		1000.00
	External Auditor		1500.00
	Allotments		15000.00
	Elections (May 2019)		24000.00
		<b>SUB TOTAL</b>	<b>179603.00</b>
		<b>OPTIONAL ACTIVITIES - to be decided</b>	
		<b>PREPARATION OF COMMUNITY PLAN</b>	8000.00
3rd Party	Public Realm Contribution		1,000
	Ward Grants		24000.00
	Community Grants		10000.00
	Grounds Maintenance (grass cuttings)		12000.00
	Christmas Lights infrastructure		12000.00
	Christmas Lights		24000.00
	Christmas Festivities		5000.00
	Markets (50% cost of)		14852.00
	Markets - Salary Market Officer 2.5 days		7988.00
	Other Environmental Improvements		25000.00
	Bus Shelters, Bins and Seats		30000.00

Events	Ranger (Lengthsman Scheme)	31000.00
	Seasonal Operative (Apr - Oct)	10138.44
	Civic Hospitality	5000.00
	Whitehaven in Boom	18000.00
	Events	25000.00
	Contingency Sum for Unforeseen Events	10000.00
<b>TOTAL EXPENDITURE</b>		<b>442581.44</b>

	<b>INCOME</b>	<b>2019-20</b>
		<b>Budget</b>
	Precept	442581.44
	Precept Grant	
	Allotments	3,842
	Bank Interest	100.00
	<b>Total Income</b>	<b>446,523</b>
	<i>Net Surplus for re-investment</i>	<i>3,942</i>

**COUNCIL RESERVES ESTIMATED**

<b>Reserve</b>	<b>Estimate at 1/4/</b>
General reserve	420,503.00
Earmarked reserve	250,000.00
<b>Total reserves</b>	<b>170,503.00</b>

Whitehaven Town Council	Annual Budget	Expenditure to Date (23.09.2019)	Estimated Expenditure to 31.03.2020	+/-
Employees & Allowances	£ 98,063.00	£ 44,144.62	£ 94,500.00	-£3563.00
Premises	£ 20,130.00	£ 9,369.33	£ 13,790.01	-£6339.99
Supplies and Services	£ 19,910.00	£ 7,763.15	£ 17,964.78	-£1945.22
Third Party Payments	£ 222,478.44	£ 54,779.88	£ 193,989.40	-£28489.04
Events	£ 48,000.00	£ 18,335.13	£ 44,000.00	-£4000.00
Grants	£ 34,000.00	£ 11,484.10	£ 34,000.00	

**Whitehaven Town Council**

**Budget Expenditure to Date (23.09.2019) Estimated expenditure to 31.03.2019 +/-**

**Employees & Allowances**

Clerk, Trainee Assistant Clerk, Members Expenses	£ 90,000.00	£	42,674.62	£	90,000.00	-
Mayor's Allowance	£ 3,063.00	£	1,470.00	£	2,500.00	-£563.00
Member Development and Training	£ 3,000.00	£	-	£	1,000.00	-£2,000.00
Staff Development and Training	£ 2,000.00	£	-	£	1,000.00	-£1,000.00

**Premises**

Office Rent	£ 1,600.00	£	750.00	£	1,500.00	-£100.00
Energy Charges	£ 800.00	£	327.00	£	784.80	-£15.20
Insurance to Copeland Borough Council	£ 120.00	£	109.00	£	109.00	-£11.00
Cleaning to Rosehill Theatre	£ 1,500.00	£	-	£	1,500.00	-
Service Charge to Copeland Borough Council	£ 810.00	£	392.48	£	784.96	-£25.04
Refuse Collection	£ 100.00	£	57.90	£	88.30	-£11.70
Meeting Room Hire	£ 2,000.00	£	710.00	£	2,000.00	-
Storage Facilities	£ 3,000.00	£	-	£	-	-£3,000.00
NDR (new office accommodation)	£ 10,200.00	£	7,022.95	£	7,022.95	-£3,177.05

**Supplies and Services**

Telephone & Broadband (BT)	£ 1,000.00	£	371.14	£	900.00	-£100.00
IT (Westcom)	£ 2,000.00	£	75.00	£	2,000.00	-
Website Maintenance (Cumbria Media)	£ 2,000.00	£	442.00	£	2,000.00	-
Samsung Telephone Finance	£ 1,300.00	£	640.00	£	1,300.00	-
Samsung Telephone Maintenance	£ 210.00	£	210.00	£	210.00	-
Zurich Insurance	£ 3,000.00	£	3,020.59	£	3,020.59	-£20.59
Photocopier/Printing (Midshire)	£ 1,000.00	£	975.77	£	2,000.00	+£1000.00
Stationery	£ 500.00	£	164.46	£	300.00	-£200.00
Postage	£ 400.00	£	70.00	£	200.00	-£200.00
Advertising	£ 3,000.00	£	-	£	3,160.00	+£160.00
Subs - CALC	£ 1,500.00	£	1,774.19	£	1,774.19	-
Subs - Other	£ 1,000.00	£	20.00	£	100.00	-£900.00
Miscellaneous	£ 3,000.00	£	-	£	1,000.00	-£2000.00

**Third Party Payments**

Internal Auditor	£ 1,000.00	£	500.00	£	500.00	-£500.00
External Auditor	£ 1,500.00	£	-	£	1,500.00	-
Allotments	£ 15,000.00	£	3,082.65	£	15,000.00	-
Elections	£ 24,000.00	£	9,212.93	£	13,000.00	-£11,000.00
Preparation of a Community Plan	£ 8,000.00	£	-	£	1,100.00	-£6,900.00
Public Realm Contribution	£ 1,000.00	£	-	£	1,000.00	-
Grounds Maintenance (grass cutting)	£ 12,000.00	£	4,401.05	£	10,562.52	-£1,437.48
Christmas Lights - infrastructure	£ 24,000.00	£	-	£	12,000.00	-
Christmas Lights	£ 24,000.00	£	-	£	24,400.00	+£400.00
Christmas Festivities	£ 5,000.00	£	350.00	£	5,810.00	+£810.00
Markets (50% of cost)	£ 14,852.00	£	-	£	14,852.00	-
Markets - Salary Market Officer 2.5 days	£ 7,988.00	£	-	£	7,988.00	-

vired to Seasonal Operative

Other Environmental Improvements	£ 25,000.00	£	6,446.15	£	15,000.00	-£10,000.00
Bus Shelters, Bins and Seats	£ 30,000.00	£	13,659.55	£	20,000.00	-£10,000.00
Ranger (Lengthsman Scheme)	£ 31,000.00	£	12,903.20	£	31,000.00	-
Seasonal Operative	£ 10,138.44	£	4,224.35	£	20,276.88	+£10,138.44 wired from Elections
<b>Events</b>						
Events - use to be agreed by Council	£ 15,000.00	£	7,700.47	£	15,000.00	-
Civic Hospitality	£ 5,000.00	£	153.90	£	1,000.00	-£4,000.00
Whitehaven in Bloom	£ 18,000.00	£	10,433.26	£	18,000.00	-
<b>Grants</b>						
Councillor Ward Grants - against approved criteria	£ 24,000.00	£	5,194.60	£	24,000.00	-
Grants to Local Organisations	£ 10,000.00	£	6,289.50	£	10,000.00	-
<b>Contingencies and Contributions to and From Reserves</b>						
Contingency Sum for Unforeseen Events	£ 10,000.00	£	47.50	£	10,000.00	-
Contribution to Capital Investment Reserve - use to be determined by Council Reserves	£ 250,000.00	£	150,256.00	£	250,000.00	-
<b>Total Expenditure</b>	£ 692,581.44					
<b>Income</b>						
Allotments	£ 4,298.08	£	4,600.07	£	4,856.71	+£558.60
Other, including bank interest	£ 500.00	£	-	£	500.00	-
Precept	£ 442,581.44					