

WHITEHAVEN TOWN COUNCIL

Clerk and Responsible Financial Officer: Marlene Jewell
Telephone: 01946 67366
Chairman: Councillor Brian O'Kane

To: **Members of Whitehaven Town Council**

You are duly **SUMMONED** to attend a **VIRTUAL MEETING** of **THE POLICY AND RESOURCES AND FINANCE COMMITTEE** which will be held on **Thursday 8th October 2020** at **4:00pm** on the **Zoom Platform** to transact the business contained in the attached Agenda.

The Meeting takes place under the authorisation scheme outlined in the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) (Regulations) 2020.

Join Zoom Meeting: <https://us02web.zoom.us/j/82137077224?pwd=L1BnOFhpeWRaNEJPWUNmeFVuaItqZz09>

Meeting ID: 821 3707 7224

Password: 664297

Signed.....*Marlene Jewell*..... Dated *2nd October 2020*
Marlene Jewell, Clerk and Responsible Financial Officer

AGENDA

All Councillors and members of the public attending the virtual meeting should be aware that by joining the meeting they are agreeing to the following guidelines:

- a) The meeting may be recorded for the purpose of minute taking and will be disposed of within 24 hours;
- b) All attendees should have their microphones on mute;
- c) To adhere to the Council's Code of Conduct and Standing Orders;
- d) Only unmute microphones when invited to do so;
- e) Speak clearly and look into the camera;
- f) Turn phones to silent;
- g) Be aware of time lags and allow time for participants to respond;
- h) Introduce themselves when raising a point;
- i) Respond to the Chair when their name is called;
- j) Be aware of your background and what others can see behind you

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.

3. Public Participation

4. Minutes of the Policy and Resources and Finance Committee held on 30th September 2019.

5. Finance Report

6. Councillor Ward Grants

WHITEHAVEN TOWN COUNCIL

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

Present: Councillor Hayes; Councillor Arrighi; Councillor O’Kane;
Councillor C Walmsley

M. Jewell, Clerk and Responsible Financial Officer

V. Gorley, Assistant Clerk

10/19 Apologies for Absence

There were no apologies for absence

11/19 Appointment of Chairman

Councillor Walmsley nominated Councillor Hayes as Chairman and this was seconded by Councillor O’Kane.

RESOLVED – That Councillor Hayes be appointed Chairman for the year.

12/19 Appointment of Deputy Chairman

Councillor Hayes nominated Councillor Arrighi as Deputy Chairman and this was seconded by Councillor O’Kane.

RESOLVED – That Councillor Arrighi be appointed Deputy Chairman for the year

13/19 Declarations of Interest

There were no declarations of interest.

14/19 Minutes of the meeting held on 25th September 2018

It was proposed by Councillor O’Kane and seconded by Councillor Hayes that the Minutes of the meeting held on 25th September 2018 be signed and approved by the Chairman as a correct record.

RESOLVED – That the minutes of the meeting held on 25th September 2018 be approved and signed by the Chairman as a correct record

15/19 **Public Participation**

There was no public participation.

16/19 **Finance Report**

The Committee considered a finance report and budget monitoring figures which appeared to be on target and noted that there some very small overspends and that it may be necessary to vire in the future.

- i. 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.

- ii It was proposed by Councillor O’Kane and seconded by Councillor Arrighi that a small Working Group be formed comprising those members on the Policy and resources and Finance Committee to work on the budget for 2020/2021 and make recommendations to full Council.

RECOMMENDED – That a Working Group be formed comprising those members on the Policy and Resources and Finance Committee to work on the budget for 2020/2021 and make recommendations to full Council

The meeting closed at 6.45

Chairman

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.

1.0 INTRODUCTION

- 1.1 The 2020/2021 Budget shown at Appendix 1 was discussed at the Full Council meeting held on 30.01.2020 and it was resolved that the Revenue Budget and Precept of £437,769.52 be approved for 2020/2021, minute ref 1512/20 (a)(b) 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 (30.09.2020), the estimated expenditure to 31.03.2021 (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.

WHITEHAVEN TOWN COUNCIL 2020/21 BUDGET PROPOSALS

Appendix 1

BUDGET PROPOSALS 2020/21		
	EXPENDITURE (Net of VAT)	2020/21 Budget
	CORE ACTIVITIES	
Employees & Allowances	Salaries	90000.00
	Office Consumables	1000.00
	Members Expenses (Travel and Subsistence)	1000.00
	Mayor's Allowance	3063.00
	Staff Development & Training	2000.00
	Member Development & Training	3000.00
	Ranger	32500.00
	Assistant Ranger	21500.00
Premises	Office Rent	1650.00
	Energy Charges	800.00
	Insurance to Copeland Borough Council	120.00
	Service Charge to Copeland Borough Council	860.00
	Refuse Collection	100.00
	Meeting Room Hire	500.00
	NNDR (former Whitehaven News Office)	11000.00
Supplies & Services	Telephone & Broadband (BT)	1100.00
	IT (Westcom)	2000.00
	Website maintenance	2000.00
	Samsung Telephone Finance	1300.00
	Samsung Telephone Maintenance	210.00
	Zurich Insurance	4000.00
	Photocopier/Printing	2000.00
	Stationery	500.00
	Postage	400.00
	Advertising	4000.00
	Subs - CALC	1800.00
	Subs - Other	1000.00
	Miscellaneous	1000.00
	3rd Party	Internal Auditor
External Auditor		1800.00
Allotments		12000.00
Elections		8000.00
SUB TOTAL		213203.00
	OPTIONAL ACTIVITIES - to be decided	
3rd Party	Ward Grants	24000.00
	Community Grants	10000.00
	Grounds Maintenance (grass cuttings)	18926.52
	Christmas Lights infrastructure	10000.00
	Christmas Lights	24800.00
	Markets (50% cost of)	14852.00
	Markets - Salary Market Officer 2.5 days	7988.00
	Other Environmental Improvements	30000.00
	Bus Shelters, Bins and Seats	30000.00
Events	Civic Hospitality	5000.00

	Whitehaven in Boom	20000.00
	Events	17000.00
	Contingency Sum for Unforeseen Events	10000.00
	TOTAL EXPENDITURE	435769.52

	INCOME	2020/21 Budget
	Precept	435769.52
	Allotments/Pigeon Lofts	5000.00
	Bank Interest	1000.00
	Total Income	441769.52
	<i>Net Surplus for re-investment</i>	<i>6,000</i>

COUNCIL RESERVES ESTIMATED	
Reserve	Estimate at 1/4/
General reserve	424,500.00
Total reserves	424,500.00

Whitehaven Town Council	Annual Budget	Expenditure to Date (30.09.2020)	Estimated Expenditure to 31.03.2021	+/-
Employees & Allowances	£ 154,063.00	£ 71,336.57	£ 147,800.00	-£6263.00
Premises	£ 15,030.00	£ 11,076.20	£ 12,851.24	-£2178.76
Supplies and Services	£ 21,310.00	£ 8,731.17	£ 19,463.32	-£1846.68
Third Party Payments	£ 159,366.52	£ 18,818.35	£ 100,626.52	-£58740.00
Events	£ 42,000.00	£ 8,901.53	£ 21,000.00	-£21000.00
Grants	£ 34,000.00	£ 1,300.00	£ 34,000.00	0.00

Whitehaven Town Council	Budget	Expenditure to Date (28.09.2020)	Estimated expenditure to 31.03.2021	+/-
Employees & Allowances				
Clerk, Trainee Assistant Clerk,	£ 90,000.00	£ 43,810.45	£ 90,000.00	-
Mayor's Allowance	£ 3,063.00	£ 524.43	£ 1,500.00	-£1563.00
Members Expenses (Travel and Subsistence)	£ 1,000.00	-	£ 100.00	-£900.00
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
Ranger	£ 32,500.00	£ 16,239.60	£ 32,500.00	-
Assistant Ranger	£ 21,500.00	£ 10,744.98	£ 21,500.00	-
Office Consumables	£ 1,000.00	£ 17.11	£ 200.00	-£100.00
Premises				
Office Rent	£ 1,650.00	-	£ 375.00	-£1275.00
Energy Charges	£ 800.00	£ 196.20	£ 800.00	-
Insurance to Copeland Borough Council	£ 120.00	-	-	-£120.00
Service Charge to Copeland Borough Council	£ 860.00	-	£ 196.24	-£663.76
Refuse Collection	£ 100.00	-	£ 100.00	-
Meeting Room Hire	£ 500.00	-	£ 500.00	-
NNDR (new office accommodation)	£ 11,000.00	£ 10,880.00	£ 10,880.00	-120.00
Supplies and Services				
Telephone & Broadband (BT)	£ 1,100.00	£ 692.93	£ 1,200.00	+£200.00
IT (Westcom)	£ 2,000.00	£ 54.00	£ 2,000.00	-
Website Maintenance (Cumbria Media)	£ 2,000.00	£ 952.31	£ 2,000.00	-
Samsung Telephone Finance	£ 1,300.00	£ 640.00	£ 1,240.00	-£60.00
Samsung Telephone Maintenance	£ 210.00	£ 210.00	-	-
Zurich Insurance	£ 4,000.00	£ 3,230.39	£ 3,230.39	-£769.61
Photocopier/Printing (Midshire)	£ 2,000.00	£ 188.45	£ 2,000.00	-
Stationery	£ 500.00	£ 196.42	£ 500.00	-
Postage	£ 400.00	£ 69.00	£ 300.00	-£100.00
Advertising	£ 4,000.00	-	£ 4,000.00	-
Subs - CALC	£ 1,800.00	£ 1,842.93	£ 1,842.93	-42.93
Subs - Other	£ 1,000.00	£ 96.02	£ 150.00	-£850.00
Miscellaneous	£ 1,000.00	£ 559.26	£ 1,000.00	-
Third Party Payments				
Internal Auditor	£ 1,000.00	£ 250.00	£ 500.00	-£500.00
External Auditor	£ 1,800.00	-	£ 1,800.00	-
Allotments	£ 12,000.00	£ 5,218.24	£ 12,000.00	-
Elections	£ 8,000.00	-	-	-£8000.00
Grounds Maintenance (grass cutting)	£ 18,926.52	£ 9,463.26	£ 18,926.52	-
Christmas Lights - infrastructure	£ 10,000.00	-	£ 2,600.00	-
Christmas Lights	£ 24,800.00	-	£ 24,800.00	-
Markets (50% of cost)	£ 14,852.00	-	-	-£14852.00
Markets - Salary Market Officer 2.5 days	£ 7,988.00	-	-	-£7988.00
Other Environmental Improvements	£ 30,000.00	-	£ 30,000.00	-
Bus Shelters, Bins and Seats	£ 30,000.00	£ 3,886.85	£ 10,000.00	-£20000.00
Events				
Events - use to be agreed by Council	£ 17,000.00	-	-	-
Civic Hospitality	£ 5,000.00	£	£ 1,000.00	-£4000.00

slight overspend due re-location to 148 Queen Street

Whitehaven In Bloom	£ 20,000.00	£	8,901.53	£	20,000.00	-
Grants						
Councillor Ward Grants - against approved criteria	£ 24,000.00	£	1,300.00	£	24,000.00	-
Grants to Local Organisations	£ 10,000.00	£	-	£	10,000.00	-
Contingencies and Contributions to and From Reserves						
Contingency Sum for Unforeseen Events	£ 10,000.00	£	6,764.96	£	10,000.00	-
Contribution to Capital Investment Reserve - use to be determined by Council						
Total Expenditure	£ 435,769.52	£	126,929.32			
Income						
Allotments	£ 4,240.00	£	4,120.66	£	4,525.66	+£285.66
Other, including bank interest	£ 500.00	£	-		£500.00	-

COUNCILLOR WARD GRANTS

Purpose of the Report and Recommendation

To consider the criteria for Councillor Ward Grants and to make recommendations to the next Annual Meeting of the Council for decision.

1.0 INTRODUCTION

- 1.1 Each Councillor has a Ward Grant of £2,000.00 to be spent in their Wards under certain criteria between 1st April and 31st March each year.
- 1.2 The Council has Guidelines for awarding Councillor Ward Grants shown at Appendix 1.
- 1.3 Shown at Appendix 2 is a breakdown of the amount of spend per person in each Ward based on the Ward Grant of £2,000 against the number of electorate in each Ward.
- 1.4 Councillor Maudling asked for an item to be put on the Council Agenda to discuss the criteria for awarding Ward Grants.
- 1.5 The matter was discussed at the Council Meeting on 24th September 2020 where it was resolved that the item be moved to a meeting of the Policy and Resources and Finance Committee to discuss the issues around Ward Grants and to make recommendations to the next Annual Meeting of the Council.

2.0 RECOMMENDATION

- 2.1 It is recommended that Members consider the matter of Councillor Ward Grants and that recommendations be made to the next Annual Meeting of the Council for decision



APPENDIX 1
P&R&F 8/10/20

WHITEHAVEN TOWN COUNCIL

COUNCILLOR WARD GRANTS

(Approved at Full Council on 27.09.2018 - minute ref 1105/18 refers)

BACKGROUND:

1. In 2015/16 the Council decided to allocate each Councillor a Ward Grant of £2,000.00. This has carried on in subsequent years and it appears that some Councillors may not have felt fully confident in making suggestions to utilise their allowance as to date there has not been any guidelines agreed by the Town Council. These guidelines aim to rectify this and to provide Councillors with clear guidelines. These are set out below.

GUIDELINES:

2. Whitehaven Town Councillors have been allocated £2,000.00 a year to support community projects in their local areas. Councillors can use the funding to support community groups in their Wards to help purchase equipment, hold events, or run services that will benefit local residents. The funding can also be used in combination with money from other organisations, to contribute to larger projects.
- a) Funding can be used for new or existing projects or activities carried out by community groups working in the area of Whitehaven Town Council that support the delivery of local priorities.
 - b) While it would be usual for a Councillor to support a project in his or her Ward area, it is possible for more than one councillor to “club together” to support a project that crosses Ward boundaries, or for a Councillor to work together with other funding providers. Projects covering the whole of Whitehaven’s area are not considered suitable for this funding.
 - c) Projects should have the support of the local community. Projects that are included in a community or Town Council plan are particularly suitable for funding from the scheme. Councillors should satisfy themselves that the project or activity being funded would improve the community or environment and enhance the quality of life for local residents.
 - d) The funding is for “community groups” or “not for profit” organisation. The activities of the community group will be primarily for the benefit of the community.
 - e) The payment must be at least £100
 - f) The funding must go to a community group, not an individual, or a business
 - g) The granting of the funding is a one-off and does not imply an on-going commitment by the Council or have a revenue implication for the Council. For this reason, it is preferable not to fund ongoing costs of a group or organisation. It is better to provide funding for a specific, one-off project.
 - h) The project or activity promotes communities working together and does not unfairly discriminate against people from different backgrounds.
 - i) The funding should be used by the community group during the financial year of the application.
 - j) As far as the Member is aware, making the payment to the community group would not result in fraudulent or illegal activity

HOW THE SCHEME WORKS:

3. In October of each financial year, when setting the budget, the Council will decide whether it is feasible to provide each Ward Councillor funding of £2,000 per councillor for expenditure in the following year.

If approved, the £2,000 will be made available to Councillors for the following financial year, after which, any amounts unspent will be returned to the general Council reserve.

AMOUNT TO SPEND PER ELECTOR IN EACH WARD BASED ON WARD GRANT OF £2000

<u>WARD</u>	<u>ELECTORS</u>	<u>AMOUNT PER HEAD</u>
Corkickle North Ward	455	£4.39
Corkickle South Ward	1125	£1.77
Harras Ward	802	£2.49
Hillcrest Ward	3318	£0.60
Kells Ward	1727	£1.15
Mirehouse East Ward	1622	£1.23
Mirehouse West Ward	1513	£1.32
Sneckyeat North Ward	270	£7.40
Sneckyeat South Ward	1467	£1.36
Whitehaven Central North	3520	£0.56
Whitehaven Central South	981	£2.03
Whitehaven South Ward	2200	£0.90

TOTAL AMOUNT OF WARD GRANTS OF £24,000 DIVIDED BY TOTAL NUMBER OF ELECTORS OF 19,000 = £1.26 SPEND PER ELECTOR

**AMOUNT OF WARD GRANT AWARDED IF CALCULATED ON TOTAL WARD
GRANT BUDGET (£24,000) DIVIDED BY TOTAL NUMBER OF ELECTORS (19,000)
= £1.263157894 PER ELECTOR (rounded to £1.263)**

WARD	NO OF ELECTORS	WARD GRANT
Corkickle North Ward	455	£574.67
Corkickle South Ward	1125	£1420.88
Harras Ward	802	£1012.93
Hillcrest Ward	3318	£4190.63
Kells Ward	1727	£2181.20
Mirehouse East Ward	1622	£2048.59
Mirehouse West Ward	1513	£1910.92
Sneckyeat North Ward	270	£341.01
Sneckyeat South Ward	1467	£1852.82
Whitehaven Central North	3520	£4445.76
Whitehaven Central South	981	£1239.00
Whitehaven South Ward	2200	£2778.60