

WHITEHAVEN TOWN COUNCIL

Clerk to the Council:

Marlene Jewell

Telephone: 01946 67366

Chairman:

Councillor Charles Maudling

To: Members of the Policy and Resources and Finance Committee

You are duly **SUMMONED** to attend a **MEETING of THE POLICY AND RESOURCES AND FINANCE COMMITTEE** which will be held at **St James Community Centre Meeting Room, High Street, Whitehaven on Tuesday 27th September 2022 at 6.00pm**

Signed.....*Marlene Jewell*.....Dated.....*21st September 2022*.....
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 Policy and Resources and Finance Committee held on 13th October 2021

6. Public Participation

7. Finance Report

8. Working Group

WHITEHAVEN TOWN COUNCIL

Minutes of the Policy and Resources and Finance Committee held 13th October 2021

Present: Councillor R Gill (Chairman); Councillor E Dinsdale; Councillor C Hayes; Councillor B O’Kane; Councillor G Roberts

M. Jewell, Clerk and Responsible Financial Officer

V. Gorley, Assistant Clerk

23/21 Apologies for Absence

There were no apologies for absence

24/21 Appointment of Chairman

Councillor Hayes nominated Councillor Gill as Chairman for the ensuing year and this was seconded by Councillor Roberts. A vote was taken and it was unanimously

RESOLVED – That Councillor Gill be appointed as Chairman for the ensuing year

25/21 Appointment of Deputy Chairman

Councillor Hayes nominated Councillor Roberts as Chairman for the ensuing year and this was seconded by Councillor Gill. A vote was held and it was unanimously

RESOLVED – That Councillor Roberts be appointed as Deputy Chairman for the ensuing year

26/21 Declarations of Interest

There were no declarations of interest

27/21 Public Participation

There was no public participation

28/21 **Minutes of the Policy and Resources and Finance Committee Meeting held on 15th October 2020**

It was proposed by Councillor Hayes and seconded by Councillor Roberts that the Minutes of the Meeting held on 15th October 2020 be approved and signed by the Chairman as a correct record. A vote was held 3 Councillors voted for and 1 Councillor abstained and it was unanimously

RESOLVED – That the Minutes of the Meeting held on 15th October 2020 be approved and signed by the Chairman as a correct record

Councillor O’Kane entered the Meeting

29/21 **Finance Report**

The Committee considered a finance report containing budget monitoring figures and showing the amount allocated to the budget to the budget categories, the net expenditure to date, the estimated expenditure to 31/03/22 and the likelihood of any overspend or underspend

The Assistant Clerk explained that the report showed that the Council had received grants and that these had been added into the budget. The Committee went through the finance report page by page and following a discussion it was proposed by Councillor Roberts and seconded by Councillor Hayes that a recommendation be made to full Council that the report and the budget monitoring figures be noted and approved. A vote was held and it was unanimously

RECOMMENDED - That a recommendation be made to full Council that the report and the budget monitoring figures be noted and approved.

30/21 **Electricity Contract**

The Committee agreed to deal with a matter which was not on the Agenda but which was urgent.

The Assistant Clerk informed the Council that it had taken over a year with numerous telephone calls and emails to the electricity company to get them to supply a contract for the electricity supply to the Council Office. 3 contracts had been received that day as follows- 1 year at £3,743 pa; 2 years at £3,285 pa and 3 years at £3,099 pa. Following a discussion it was proposed by Councillor Roberts and seconded by Councillor Hayes that a recommendation be made to full Council that a 3 year contract be entered into at a cost of £3,099 pa. A vote was held and it was unanimously

RECOMMENDED - That a recommendation be made to full Council that a 3 year contract be entered into at a cost of £3, 099 pa.

31/21

Budget Working Group

It was proposed by Councillor Hayes and seconded by Councillor O’Kane that as in previous years Budget Working Group be set up comprising those on the Policy and Resources and Finance Committee to work on setting the Budget for 2022/23 and make recommendations to full Council. A vote was held and it was unanimously

RECOMMENDED - That as in previous years A Budget Working Group be set up comprising those on the Policy and Resources and Finance Committee to work on setting the Budget for 2022/23 and make recommendations to full Council.

The Meeting closed at 6.45pm

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 2022/2023 Budget shown at Appendix 1 was discussed at the Full Council meeting held on 27th January 2022 and it was resolved that the Revenue Budget and Precept of £455,593.93 be approved for 2022/2023, minute ref 1938/22 (iii) 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 30th September 2022, the estimated expenditure to 31st March 2023 (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 2022/23 BUDGET

Appendix A

BUDGET 2022/23		
	EXPENDITURE (Net of VAT)	2022/23 Budget
	CORE ACTIVITIES	
Employees & Allowances	Salaries	105000.00
	Office Consumables	500.00
	Members Expenses (Travel and Subsistence)	700.00
	Mayor's Allowance (for expenses incurred whilst in office)	3063.00
	Staff Development & Training	2000.00
	Member Development & Training	2000.00
Premises	Water Rates	600.00
	Energy Charges	7000.00
	Annual Safety Checks	2500.00
	Repair & Maintenance	5000.00
	Architect Costs	9000.00
	Refuse Collection	100.00
	Office Renovation	25000.00
	Meeting Room Hire	1500.00
	NNDR (former Whitehaven News Office)	11500.00
Supplies & Services	Telephone & Broadband (BT)	1200.00
	IT (Westcom)	2000.00
	Website maintenance	2500.00
	Zurich Insurance	4000.00
	Photocopier/Printing	2000.00
	Stationery	500.00
	Postage	400.00
	Advertising	4000.00
	Subs - CALC	2000.00
	Subs - Other	500.00
	Miscellaneous	500.00
3rd Party	Internal Auditor	500.00
	External Auditor	3000.00
	Allotments	12000.00
	Elections	5000.00
	Ranger	35005.88
	Assistant Ranger	22269.97
SUB TOTAL		£ 272,838.85
	OPTIONAL ACTIVITIES - to be decided	
3rd Party	Ward Grants	24000.00
	Community Grants	10000.00
	Grounds Maintenance (grass cuttings)	20455.08
	Christmas Lights infrastructure (for repairs and pu	15000.00
	Christmas Lights (erection of)	24800.00
	Other Environmental Improvements	35000.00
	Bus Shelters, Bins and Seats	10000.00
Events	Civic Hospitality	1500.00
	Whitehaven in Boom	12000.00
	Events	25000.00

	Contingency Sum for Unforeseen Events	5000.00
	TOTAL EXPENDITURE	£ 455,593.93

Whitehaven Town Council	Budget	Expenditure to 30.09.2022	Estimated expenditure to 31.03.2023	+/-
Employees & Allowances				
Salaries, Pension & HMRC	£ 105,000.00	£ 46,809.96	£ 100,000.00	£ -£5000.00
Mayor's Allowance	£ 3,063.00	£ 829.49	£ 3,063.00	-
Members/Staff Expenses (Travel and Subsistence)	£ 700.00	£ 141.65	£ 500.00	£ -£200.00
Member Development and Training	£ 2,000.00	£ 40.00	£ 500.00	£ -£1500.00
Staff Development and Training	£ 2,000.00	-	£ 1,000.00	£ -£1000.00
Office Consumables	£ 500.00	£ 31.27	£ 200.00	£ -£300.00
Premises				
Water Rates	£ 600.00	£ 235.87	£ 600.00	-
Energy Charges	£ 7,000.00	£ 940.58	£ 7,000.00	-
Annual Safety Checks	£ 2,500.00	£ 50.00	£ 2,500.00	-
Repairs & Maintenance	£ 5,000.00	-	£ 2,500.00	£ -£2500.00
Architect Costs	£ 9,000.00	£ 3,391.00	£ 13,000.00	£ +£4000.00
Renovation Costs	£ 25,000.00	£ 1,500.00	£ 25,000.00	-
Refuse Collection	£ 100.00	£ 47.79	£ 100.00	-
Meeting Room Hire	£ 1,500.00	£ 420.00	£ 1,500.00	-
NNDR (new office accommodation)	£ 11,500.00	£ 10,603.75	£ 10,603.75	£ -£896.25
Supplies and Services				
Telephone & Broadband (BT)	£ 1,200.00	£ 518.67	£ 1,200.00	-
IT (Westcom)	£ 2,000.00	£ 270.00	£ 2,000.00	-
Website Maintenance (Cumbria Media)	£ 2,500.00	£ 356.00	£ 1,000.00	£ -£1500.00
Zurich Insurance	£ 4,000.00	£ 3,157.29	£ 3,500.00	£ -£500.00
Photocopier/Printing (Sharp)	£ 2,000.00	£ 326.14	£ 1,000.00	£ -£1000.00
Stationery	£ 500.00	£ 244.58	£ 500.00	-
Postage	£ 400.00	£ 47.50	£ 200.00	£ -£200.00
Advertising	£ 4,000.00	£ 219.00	£ 4,000.00	-
Subs - CALC	£ 2,000.00	£ 1,914.98	£ 1,914.98	£ -£85.02
Subs - Other	£ 500.00	£ 20.00	£ 100.00	£ -£400.00
Miscellaneous	£ 500.00	£ 312.36	£ 500.00	-
Third Party Payments				
Internal Auditor	£ 500.00	£ 250.00	£ 500.00	-
External Auditor	£ 3,000.00	£ 1,000.00	£ 1,000.00	£ -£2000.00
Allotments	£ 12,000.00	£ 5,052.57	£ 12,000.00	-
Elections	£ 5,000.00	-	-	£ -£5000.00
Grounds Maintenance (grass cutting)	£ 20,455.08	£ 10,227.54	£ 20,455.08	-

Christmas Lights - infrastructure	£ 15,000.00	£	179.00	£	10,000.00	-£5000.00
Christmas Lights Ranger	£ 24,800.00	£	-	£	24,800.00	-
Assistant Ranger	£ 35,005.88	£	17,502.96	£	35,005.88	-
Other Environmental Improvements	£ 22,269.97	£	11,134.98	£	22,269.97	-
Bus Shelters, Bins and Seats	£ 35,000.00	£	-	£	35,000.00	-
	£ 10,000.00	£	-	£	6,000.00	-£4000.00
Events						
Events - use to be agreed by Council	£ 25,000.00	£	21,484.64	£	25,000.00	-
Civic Hospitality	£ 1,500.00	£	159.85	£	500.00	-£1000.00
Whitehaven In Bloom	£ 12,000.00	£	7,385.50	£	12,000.00	-
Grants						
Councillor Ward Grants - against approved criteria	£ 24,000.00	£	1,486.31	£	24,000.00	-
Grants to Local Organisations	£ 10,000.00	£	2,931.90	£	10,000.00	-
Contingencies and Contributions to and From Reserves						
Contingency Sum for Unforseen Events	£ 5,000.00	£	-	£	-	-£5000.00
Total Expenditure	£ 455,593.93	£	151,223.13	£	422,512.66	
Income						
Allotments	£ 4,240.00					
Other, including bank interest	£ 500.00					
Precept						