

## NEWBIGGIN-BY-THE-SEA TOWN COUNCIL

**Minutes of a Meeting of the Finance Committee held on Wednesday 09 December 2015 at 7.00 pm at The Bungalow Woodhorn Road Newbiggin by-the-Sea.**

### PRESENT:

Councillors: M Cholerton (Chairperson)

M Boon W Rogers A Thompson S Todd

Officer: D Earl – Town Clerk

Also present: Councillors L Burns and R Dixon.

3 members of the public during the open session

### **FC08/15 APOLOGIES FOR ABSENSE**

Apologies for absence were received from Councillor Peden.

### **FC09/15 MINUTES**

**RESOLVED that:** the minutes of the previous meeting held on 28 September 2015 are approved as a true record.

**FC10/15 DISCLOSURE OF INTERESTS** There were no new disclosures of interests.

### **FC11/15 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** That under Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following items on the Agenda as they involve the likely disclosure of exempt information as defined in paragraphs 1 and 3 of Part I of Schedule 12A of the 1972 Act relating to personal financial and business affairs.

### **FC12/15 BUDGET PLANNING AND REVIEW OF INCOME AND EXPENDITURE**

The Committee agreed to consider these matters in tandem and proceeded to go through all budget heads examining income and projected expenditure. The Town Clerk updated Members as necessary with current and future detailed financial business and personal information and responded to a range of questions to help inform the discussion.

It was felt that in relation to the administration of the Town Council the staffing resources needed to be examined in detail taking account of both current and future expectations and project management. The web site development would also lead to increased costs but the largest impact was time involved in production of the documents and information to be published. While many transparency issues did not legally apply at the present time the Town Council was likely to want to continue to develop its proactive publication of information.

The meeting was advised of the report that the National Association of Local Councils was looking to significantly increase subscriptions and discussed the costs of production and delivery of newsletters wanting to budget for two copies each year. A number of environmental issues impacting on the reputation of the area not least problems of wind-blown sand and promenade flooding would require more detailed examination and costing.

Arrangements for the extended Christmas lighting displays throughout the town were examined and generally considered to be positive despite some power supply issues. The supply of lights to local traders could be extended further and additional motifs considered if the necessary column adaptations could be made.

There remained some issues over responsibility for War Memorials to be investigated further as the Town Council looked to ensure adequate maintenance arrangements for the community. Members wanted to consider a suitable strategy to tackle the issue of proper maintenance and requested a report to a future meeting of the Town Council.

Further safety repairs were required at some playgrounds following inspections and it was agreed to proceed immediately with the additional costs being met by virement from under spent budgets.

The Committee wanted to see a new association supported by input from other local groups to continue environmental enhancement throughout the town. Options to host a biathlon event in the bay and a band competition would be examined. The Active Northumberland holiday and leisure scheme could be provided without increase in cost and Badapples had confirmed arrangements for an Easter Dance and Music programme.

Members paid tribute to the considerable voluntary contributions that helped to keep costs down.

Following detailed discussions draft budget proposals were suggested and agreed to recommend to the Town Council in January. The Town Clerk would work out the Precept projections for consideration at the same meeting taking account of a recommended contribution from balances of £10,000.

**RECOMMENDED that:**

- i) the Town Council consider and approve the draft budget proposals set out in the appendix for 2016-17;**
- ii) based on the draft proposals and a contribution of £10,000 from balances the Precept required for 2016-17 be £197,065.**

**RESOLVED that:**

- i) the safety work required at the playgrounds be ordered now and where necessary additional costs be met by virement from other budgets;**
- ii) following investigation further reports be submitted regarding staffing resources web site development and maintenance of War Memorials.**

**FC13/15 ENHANCED LOCAL SERVICE PARTNERSHIP ARRANGEMENTS**

The Committee considered the partnership arrangements with the County Council to enhance the local service provision in the town throughout the summer months. A number of issues were identified that would be addressed by the Environmental Working Group with Neighbourhood Services Managers and the possible development of a more detailed work plan and explore flexible arrangements as part of the negotiations. Members felt that further planned reductions in the County Council budgets would put pressure on this arrangement and priorities in the town.

**RESOLVED that: the Environmental Working Group meets with Neighbourhood Services to progress negotiations.**

**FC14/15 ENVIRONMENTAL PROJECTS**

During the course of previous discussions the financial details of schemes in the current year were considered alongside current and future budget provision. The Town Clerk referred to detail of the schemes at Atlee Park; Horseshoe Steps; the half pit wheel for the Colliery site which were overdue for completion.

**RESOLVED that: virement between budget heads be approved as necessary.**

Signed by the Chairperson: .....Date:.....

| <b>Summary Budget Proposals 2016.17</b> |        | <b>Proposed Budget 2016.17</b> |
|-----------------------------------------|--------|--------------------------------|
|                                         |        |                                |
| <b>ADMINISTRATION</b>                   |        | <b>37,150</b>                  |
| <b>OFFICE/MEETING COSTS</b>             |        | <b>7,955</b>                   |
| <b>FEES &amp; CHARGES</b>               |        | <b>5,920</b>                   |
| <b>CIVIC &amp; MEMBERS EXPENSES</b>     |        | <b>1,350</b>                   |
| <b>LOCAL SERVICE DELIVERY</b>           |        | <b>59,290</b>                  |
| <b>REPAIRS AND REPLACEMENTS</b>         |        | <b>27,500</b>                  |
| <b>TOWN IMPROVEMENT SCHEMES</b>         |        | <b>20,000</b>                  |
| <b>SPECIAL EVENTS</b>                   |        | <b>6,000</b>                   |
| <b>PROJECT FUNDING</b>                  |        | <b>41,900</b>                  |
|                                         |        | <b><u>207,065</u></b>          |
|                                         |        |                                |
|                                         |        |                                |
| <b>ADMINISTRATION</b>                   |        |                                |
| Salary provision                        | 30,000 |                                |
| NI contributions                        | 3,000  |                                |
| Pension Gratuity                        | 4,000  |                                |
| Travel/Subsistence                      | 50     |                                |
| Training/conference                     | 100    |                                |
|                                         |        | <b>37,150</b>                  |
|                                         |        |                                |
| <b>OFFICE/MEETING COSTS</b>             |        |                                |
|                                         |        |                                |
| Rates                                   | 1,755  |                                |
| Building costs – The Bungalow           | 2,630  |                                |
| Telecommunications                      | 700    |                                |
| IT Domain Web & Equipment               | 470    |                                |
| Room Hire – meetings                    | 250    |                                |
| Printing & Stationery                   | 450    |                                |
| Postage                                 | 100    |                                |
| Equipment & Furniture                   | 100    |                                |
| Insurances                              | 1,500  |                                |
|                                         |        | <b>7,955</b>                   |
|                                         |        |                                |
| <b>FEES &amp; CHARGES</b>               |        |                                |
| Audit – internal and external           | 750    |                                |
| Subscriptions – NALC                    | 1,000  |                                |
| Professional Fees                       | 200    |                                |
| Publications                            | 3,500  |                                |
| Publicity                               | 250    |                                |
| Bank charges                            | 220    |                                |
|                                         |        | <b>5,920</b>                   |
|                                         |        |                                |
| <b>CIVIC &amp; MEMBERS EXPENSES</b>     |        |                                |
| Councillors expenses                    | 600    |                                |
| Training costs                          | 200    |                                |
| Town Assembly                           | 100    |                                |
| Civic Expenses                          | 100    |                                |
| Remembrance Day                         | 350    |                                |
|                                         |        | <b>1,350</b>                   |
| <b>TOTAL ADMIN EXPENSES</b>             |        | <b>52,375</b>                  |

|                                                                                                                           |              |                       |
|---------------------------------------------------------------------------------------------------------------------------|--------------|-----------------------|
| <b>LOCAL SERVICE DELIVERY</b>                                                                                             |              | <b>59,290</b>         |
| Enhanced Services Partnership<br>Environmental work including cleansing of public seating;<br>bus shelters; War Memorials |              |                       |
| Play Area Inspections                                                                                                     |              |                       |
| Floral Bedding displays                                                                                                   |              |                       |
| Newbiggin Nipper service contribution                                                                                     |              |                       |
| Christmas Lighting                                                                                                        |              |                       |
| <b>ASSET REPAIR AND REPLACEMENT</b>                                                                                       |              | <b>27,500</b>         |
| Bus Shelters; Play Areas; Public Seats; Public waste bins                                                                 |              |                       |
| The Bungalow                                                                                                              |              |                       |
| Facilities upgrade                                                                                                        |              |                       |
| <b>TOWN IMPROVEMENT SCHEMES</b>                                                                                           |              | <b>20,000</b>         |
| <b>SPECIAL EVENTS</b>                                                                                                     |              | <b>6,000</b>          |
| Gardens Competition/N in Bloom                                                                                            |              |                       |
| Newbiggin Triathlon                                                                                                       |              |                       |
| Music events programme                                                                                                    |              |                       |
| <b>PROJECT FUNDING</b>                                                                                                    |              |                       |
| Environmental Schemes                                                                                                     |              |                       |
| Bay Town and Gateway Projects                                                                                             | 15,000       |                       |
| Holiday and leisure schemes                                                                                               | 14,400       |                       |
| Youth and adult support schemes                                                                                           | 3,000        |                       |
| Community volunteering support projects                                                                                   | 2,500        |                       |
| Events Leaflet                                                                                                            | 1,000        |                       |
| Small Grants scheme                                                                                                       | 6,000        |                       |
|                                                                                                                           |              | <b><u>41,900</u></b>  |
|                                                                                                                           | Total budget | <b><u>207,065</u></b> |
|                                                                                                                           |              | <b>1</b>              |