



76 Front Street
Newbiggin by-the-Sea
Northumberland
NE64 6QD

To: Members of the Finance Committee:
Councillors M Boon; L Burns; M Cholerton;
M Peden; A Thompson.

Tel: 01670 851833

09 December 2020

Dear Councillor

You are requested to attend a meeting of the **Finance Committee** to be held on **Wednesday 16 December 2020** via Zoom commencing 7:00 pm.

AGENDA PART I

1. **Apologies for absence**
2. **Minutes** of the previous meeting held on 28 October 2020
3. **DECLARATION OF MEMBERS INTERESTS**
Members are invited to disclose any Disclosable Pecuniary Interests or other personal interests they may have in any of the items of business on the agenda in accordance with the Code of Conduct.
4. **Budget Expenditure and Projections**
5. **3 Year Project Plan**
6. **Budget Planning – draft proposals**

Yours faithfully

A handwritten signature in black ink, appearing to read 'Dennis Earl', is written over a thin horizontal line.

Dennis Earl Town Clerk

NEWBIGGIN-BY-THE-SEA TOWN COUNCIL

Minutes of a Meeting of the Finance Committee held on Wednesday 28 October 2020 at 7.00 pm at via Zoom.

PRESENT:

Councillors: A Thompson (Chairperson)
M Boon, L Burns, M Cholerton and M Peden.

Officer: D Earl – Town Clerk, E Brown – Deputy Town Clerk

Also present: Public: 0

FC11/20 APOLOGIES FOR ABSENCE

None.

FC12/20 MINUTES

RESOLVED that: the minutes of the previous meeting held on 12 August 2020 were approved as a true record and would be signed by the Chairperson out of meeting.

FC13/20 DISCLOSURE OF INTERESTS

No new interests were declared.

FC14/20 PAYMENTS SECOND QUARTER

Members considered the updated schedule of payments in full to 30th September 2020 which had been circulated and published on the website.

RESOLVED that: the report be received.

FC15/20 REPORT ON BUDGET RECEIPTS AND PAYMENTS AND BANK RECONCILIATION

The bank reconciliation was balanced to 30th September 2020 and had been circulated.
The report and expenditure for the 2020/21 budget to 30th September 2020 had been circulated.

RESOLVED that: the reports be received for information.

The meeting closed at 7.08pm

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

1. Budget Expenditure and Projections

Attached at Appendix I is the current year Budget and expenditure to the end of month 7. While most expenditure takes place in the second half of the year there is a significant underspend to date and owing to the ongoing uncertainty of restrictions it is not possible to calculate the projected expenditure to the end of March.

Members are aware that there have been difficulties accessing appropriate officers developing schemes or obtaining contractors and estimates during this time meaning that while the schemes will progress and there may still be some expenditure before March that cannot be guaranteed.

It is suggested that this year Members assume that all Budget allocations will either be spent or committed and that under-spends for projects be carried forward to 2021-22 financial year. Actual under-spends from other budgets will accrue to balances as normal and be available to support the adjustment in the Property Base likely to equate to £8083.

RECOMMENDED that the report be agreed with project allocations carried forward to 2021-22 where not fully spent in the current financial year.

2. 3-year Project Plan

Taking account of the above information it is necessary to amend the 3-year Project Plan to take account of likely expenditure from allocations over the 3-year period and seek to advance approved schemes.

Expenditure in most cases will take place over 2 or 3 financial years as shown in Appendix II.

RECOMMENDED that the revised project allocations set out in Appendix II be agreed.

3. Budget Planning – draft proposals

In light of the above reports it is suggested that the next Budget for 2021/22 can remain similar to the present one with minor alterations to achieve an all year round enhanced service tailored to incorporate the desired enhancements in services with play area inspections and some dog control enforcement subject to agreement with the County Council.

Contractual matters will be considered at the January Council meeting but for the purpose of budget planning and recommendations the draft is attached at Appendix III for consideration.

The contribution from balances will almost certainly not be required in the current financial year so is available for 2021/22 with other balances to cover the Property Base adjustment and there will be no need to increase the Precept.

RECOMMENDED that Members agree the draft Budget for recommendation to the Town Council.

	Budget 2020.21	Expenditure To 30/10/20	Projected or carried forward Exp 03/21
ADMINISTRATION MANAGEMENT & SUPPORT			
Employees costs & contributions	74260	Redacted	74260
OFFICE/MEETING COSTS Utilities; Phone IT; Copier; Web	3000	1900	3000
Room Hire; Printing; Stationery; Postage	800	639	800
Equipment & Furniture	200	197	200
Insurances	1200	1080	1200
FEES & CHARGES Audit Fees; Subscriptions; Fees	6200	1706	6200
Publications; Publicity; Bank charges			
CIVIC & MEMBER EXPENSES	1350	0	1350
Civic and Councillors expenses;			
Training costs; Town Assembly			
ENVIRONMENTAL SERVICES Local & Enhanced Services (cleansing Bus Shelters; Public Seating; Memorials)	46389	0	46389
Play Areas Inspections; Floral Bedding			
ASSET REPAIRS AND REPLACEMENTS	27500	7977	27500
Bus Shelters; Play Areas; Public Seats;			
Public Waste Bins; The Bungalow; Office			
Facilities upgrade;			
ENVIRONMENTAL PROJECTS	10000	0	10000
Bay Town & Gateway			
TOWN IMPROVEMENT SCHEMES	20000	4259	20000

CAR PARKING IMPROVEMENTS AND SIGNAGE	8000	0	8000
PLAY PARK REFURBISHMENT AND UPGRADE	20000	00	20000
RECREATION & LEISURE			
Children's holiday and leisure schemes	18800	9140	18800
Christmas Lighting	16000	0	16000
GRANTS & SUBSIDIES			
Small Grants scheme	6000	1300	6000
Newbiggin Nipper service	2580	1170	2580
Newbiggin Food Bank	1000	1000	1000
Larger Grants and support: Music; Sports; Special events; community volunteering	10000	3000	10000
OTHER SERVICES			
Neighbourhood Plan	2500	3440	3440
Events Leaflet	<u>1200</u>	<u>00</u>	<u>1200</u>
	<u>277009</u>	<u>82812</u>	<u>2779496</u>
INCOME			
Precept		254981	254981
Rents		6375	16129
Grants		6910	6910
Bank interest		<u>260</u>	<u>600</u>
		<u>268526</u>	<u>278020</u>

Regeneration Schemes	Regeneration Fund	Town Council Budget and Balances	Regen Fund	Town Council Budget and Balances	Regen Fund	Town Council Budget	Regen Fund	Agreed Total Contributions
	2019/20	2019/20/21	2020/21	2021/22	2021/22	2022/23	2022/23	
	45428	156297	32955*	95928*	16500*	65000*	16500*	428607*
Promenade Safety/ Boat Ramp		31316	16477	14464				62257
Milburn Park/South Bay Regeneration								
Playground		20000		20000		20000		60000
Repair & Maint.		15000		15000		15000		45000
Beach Huts		35909	16477	14464				66850
Observation Platform		5000		10000	8250			23250
Bankside Boardwalk		5000		10000	8250	20000	16500	39750
Environment		10000				10000		20000
TC Banners		3500						3500
CCTV		25000						25000
Gateway Feature				12000				12000
			NCC ES					
Public Toilets	45428	5572	20000					71000

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2019/20 BUDGET		Appendix III
Draft Budget Recommendations		
	2020/21 Budget	2021/22 Proposals
MANAGEMENT & SUPPORT		
Employees costs & contributions	74260	75950
Office/Meeting Costs		
Rates; Utilities; Phone; IT & Web site dev & maintenance	3000	3000
Room Hire; Printing; Stationery; Postage	800	800
Equipment & Furniture	200	200
Insurances	1200	1200
Fees & Charges		
Audit; Subscriptions; Newsletters; Bank charges	6200	4370
Civic & Members Expenses	1350	850
Civic; Remembrance; Training; Assembly		
	<u>87010</u>	<u>86370</u>
ENVIRONMENTAL SERVICES		
Local & Enhanced Service Delivery	46389	57760
Bus Shelters; Seating; Litter Bins; War Memorials		
Play Areas Inspections		
Floral Bedding displays		
Asset Repairs and Replacements	27500	33469
Bus Shelters; Play Areas; Public Seats; Litter Bins		
Accommodation; Facilities upgrade		

Environmental Projects		
Bay Town & Gateway	10000	10000
Town Improvement Schemes	20000	20000
Car Parking improvements and signage	8000	0
Play Park refurbishment and upgrade	20000	20000
	<u>131889</u>	<u>141229</u>
RECREATION & LEISURE		
Children's holiday and leisure schemes	18830	18830
Christmas Lighting	16000	13000
	<u>34830</u>	<u>31830</u>
GRANTS & SUBSIDIES		
Small Grants scheme (under 300)	6000	6000
Support Schemes:		
Newbiggin Nipper Service	2580	2580
Newbiggin Food Bank	1000	1000
Larger Grants and support:	10000	8000
Special events; Leaflets; Music; Sports;		
Youth & Adult; Community Volunteering		
	<u>19580</u>	<u>17580</u>
OTHER SERVICES		
Neighbourhood Plan	2500	0
Events Leaflet	1200	0
	<u>3700</u>	<u>0</u>
BUDGET TOTAL	<u>277009</u>	<u>277009</u>