



Garstang Town Council

Town Clerk: Mrs E Parry

Tel: 07592 792 801

Email: clerk@garstangtowncouncil.gov.uk

Web: www.garstangtowncouncil.org

Garstang Police Station

Moss Lane

Garstang

PR3 1HB

Full Council Meeting, 7th December 2020 Minutes

Minutes of the virtual Town Council meeting, held on 7 December 2020, 7.30pm.

Present

Chairman: Cllr Webster

Councillors present: Allan, Atkinson, Dyer, Leech, Mitchell, Pearson, Ryder and Webster

Also present: Town Clerk Edwina Parry, Wyre Councillor Robert Atkins and 1 member of the press.

181(2020-21) Apologies for Absence

Councillors Brooks and Halford.

Wyre Councillor Dulcie Atkins, County Councillor Shaun Turner and Sergeant Hamlett, Local Policing, Garstang

182(2020-21) Declaration of Interests and Dispensations

189(2020-21), Councillor Atkinson and Pearson both declared an 'other interest'. Both are Trustees and Town Councillor representatives of Kepple Lane Park Trust.

190(2020-21), Councillors Atkinson and Webster both declared an 'other interest'. Cllr Atkinson was a volunteer of Garstang Volunteer Force during lockdown 1 and 2. Cllr Webster is one of a number of office managers for GVF. Cllr Webster volunteered during lockdown 1 but not lockdown 2.

189(2020-21) The Clerk reported that she had received a dispensation form from Cllr Dyer, to allow him to participate in the precept and budget discussions. The Council approved the dispensation for Cllr Dyer. Dispensation forms to discuss the precept were on file for Councillors Allan and Ryder who live in the parish of Garstang.

183(2020-21) Public Participation

The meeting was adjourned to allow members of the public to speak.

Wyre Councillor Robert Atkins spoke about the traffic light-controlled road works relating to the building development site at Kepple Lane and the disruption to local traffic. He has contacted County Councillor Shaun Turner (Lancashire County Council are responsible for highways) and Wyre Councillor Dulcie Atkins (Wyre Council are responsible for planning). The traffic problems, associated with the roadworks, had been raised by St Thomas' school, as it is

affecting the pickup and drop off at the school. Entering and exiting the surgery is also proving difficult. Cllr Robert Atkins is awaiting responses from County Councillor Shaun Turner and Wyre Councillor Dulcie Atkins. Cllr Pearson said the issues had been exacerbated by the traffic light roadworks at Garstang golf club. Cllr Dyer reported that the school lollypop lady is having difficulty providing a safe crossing facility for the children and that the pickup/drop off, by parents, at the school is not safe. Cllr Mitchell asked if the building site could be opened prior to 08.00 to allow the wagons to access the site earlier. Cllr Webster reported that the railings around the boundary are not always secure and asked if this could also be addressed.

184(2020-21) Minutes of the last meeting

A copy of the minutes of the Town Council meeting held on 16 November had been circulated.

Resolved: The minutes of the Town Council meeting held on 16 November 2020 were confirmed and signed electronically as a true record.

185(2020-21) Delegated Decisions

Delegated decisions taken since the last Council meeting on 16 November 2020 requiring a resolution minute number:

On 27/11/2020, after receiving correspondence from Wyre council on the 3 Year review of Public Spaces Protection Order – Alcohol Related Anti-Social Behaviour, the Clerk sought views from the Council as to whether or not there would be support to encompass the whole of Garstang within the renewed Public Space Protection Order for alcohol related anti-social behaviour.

Resolved: The Town Council supported the Wyre Council proposal, to encompass the whole of Garstang within the renewed Public Space Protection Order for alcohol related anti-social behaviour.

186(2020-21) Neighbourhood Plan, Cllr Brooks

Cllr Brooks' item was received after the agenda deadline. Adhering to standing orders, point 9b, the report was not included in the agenda.

Councillors noted the following footnote from the Clerk, for information

The Clerk is not involved in the Neighbourhood project; Cllr Brooks is working independently. Therefore, until the Clerk, is included in project meetings, she is not able to provide any advice on the project. An email was sent to the Clerk on 26 November 2020, asking about printing options.

The last meeting that the Clerk was involved in, relating to the Neighbourhood Plan, was on 13 June 2019. The Clerk is drawing the Council's attention to a meeting whereby Councillors Brooks, and Allan (who is no longer on the project team), received advice from Jackie Copley, Planning Manager, CPRE, for a fee of £150.00. Jackie produced a partially completed project planner, based on the meeting. Jackie advised that it ought to be treated as a 'living document' that should be used by the Board/Steering Group to keep track of stages and progress (from Localities website). It needs to have a single administrator – possibly Edwina, to keep it up to date and shared via Dropbox for information.

187(2020-21) Report from MTWG

**a) Implementation Team: Councillor Dyer
Weighted Barriers**

Cllr Dyer reported that with the weather worsening the barriers outside Nationwide are proving unstable. A quote has been obtained from Wyre Council for stable weighted barriers. The cost is £300 (not £600 as stated on the agenda paper) plus delivery and VAT. The cost will come from the Garstang allocation of Wyre RHSSF.

Resolved: That the Council purchase the weighted barriers which will be assembled outside Nationwide, at a cost of £300 plus delivery and VAT. The cost will come from the Garstang allocation of Wyre RHSSF. The Council **further resolved** that Cllr Dyer would check with the other businesses along this section of Church Street to see if they required barriers outside their premises.

188(2020-21) Planning Applications

Councillors are asked to consider the following and respond with their comments:

a) Application Number: 20/01034/FUL

Proposal: Erection of 1 No. detached dwelling & new access to Wyre Lane

Location: Elgan House, 57 Yewlands Drive, Garstang

Resolved: No objections

189(2020-21) Budget and Precept 2021/2022

Having completed the budget review for 2021/2022, Cllr Pearson, Deputy Chair of the Finance Committee advised the Town Council of the following:

The 2021/2022 Annual budget – By Centre 20201207 V1.0 sheet details, that the shortfall of income against expenditure is 94,714. Taking into the Ear Marked Reserves (EMR) figures as detailed in the briefing paper meeting notes, the figure that the Finance Committee is currently looking at is a precept figure of £94,055.

The Finance Committee sought views, of the Full Council, which will be taken forward and addressed by the Finance Committee on 12 January 2021.

The meeting notes of the Finance briefing meeting held on 30th November, are detailed in the Appendix.

The RFO reported that the Tax base figure from Wyre had been received on Friday 4 December 2020. She reported that there had been a reduction for Garstang. Claire James, Corporate Director Resources, had provided the following explanation as to why there was a reduction in the Tax Base.

The tax base calculation uses the actual banded property details as per the Valuation Office Agency as at the end of November combined with details held on the various exemptions and discounts applicable and a forecast of properties we expect to be banded during the year and when they are due to be banded. We then apply a collection rate, and this gives us our tax base. Owing to the pandemic our forecast collection rate is reducing from our normal 98% to 97%, reflecting the difficulties we are experiencing in recovery (with still no

access to the courts currently), which will have had a downward effect on the tax base calculation across the board. We have seen an increase in Single Person Discount claims in Garstang but other than this no trends are really jumping out.

Cllr Leech asked for details relating to any limits on increasing the precept. The RFO responded with an extract from the Wyre Council correspondence, relating to council tax referendum principles. Wyre advised that the Town and parish councils consider the referendum thresholds when preparing their 2021/2022 precept.

Resolved: As per the Town Councils financial regulations, the Council accepted the provisional precept figure of £94,055 and the EMR recommendations as detailed in the Finance briefing meeting notes, 30th November 2020, and the proposed 2021/22 Annual budget detailed on Annual budget – By Centre Note: 20201207 V1.0. The Council **further resolved** to consider the referendum thresholds when preparing the 2021/2022 precept, as guided by Wyre Council. The Council noted that the Finance Committee would meet on 12 January 2021 to adjust any budgetary figures. The precept figure and EMR recommendations would be put forward for approval at the Town Council meeting on 18 January 2021. Wyre Council would be notified on 19 January 2021 of the precept figure.

190(2020-21) Garstang Volunteer Force, transfer of grant monies, Cllr Webster

Cllr Webster reported that Garstang Volunteer Force (GVF) have been successful in a £500 grant application to Wyre Council, facilitated by herself. Cllr Webster has informed the RFO that GVF do not have an official bank account to receive the grant monies. GVF (Charlie Collinson) has asked if Wyre could transfer the funds to Garstang Town Council's account and for the Town Council to be used as a holding account and then the Town Council give the monies, in cash, to GVF.

The RFO has worked closely with the Mayor and Deputy Mayor to discuss the options available to the Town Council. The Mayor also sought advice from Mr Broadhurst, Head of Housing and Community Services, at Wyre Council. The recommendation to Council is based on advice from the RFO and Mr Broadhurst.

Cllr Dyer raised concerns about why the Town Council was been drawn into the transaction as a third party. Why did Wyre Council would not give the cash directly to GVF? Why did GVF not have their own bank account? Cllr Webster responded that setting up a new bank account for GVF had proved difficult during lockdown one. GVF operate on a cash basis.

Resolved: That Wyre Council transfer the £500 grant monies to the Town Council. Once received, the Town Council transfer the money to Cllr Webster. Cllr Webster draws the cash out. A document is drawn up by the RFO which confirms that the Town Council are giving GVF £500 cash. Two volunteers from GVF, most likely Charlie Collinson and Mary Randles, sign to say they have received the cash, Cllr Webster signs to say she has given the cash and the transaction is signed and witnessed by Mark Broadhurst, Wyre Council. The Council **further resolved** that the GVF be encouraged to set up their own bank

account and that the Town Council would not facilitate any further cash transactions, based on the explanation that GVF did not have their own bank account.

191(2020-21) Communications Policy

The Clerk reported that the Town Council's Communications policy had been amended to include Council's internal communication Teams.

Resolved: The Council approved the Communications policy V1.1, with the addition that Councillors use the Full Town Council and Committee email addresses, namely, fullcouncil@garstangtowncouncil.gov.uk, finance@garstangtowncouncil.gov.uk, planning@garstangtowncouncil.gov.uk, personnel@garstangtowncouncil.gov.uk

192(2020-21) Town Council Emergency Plan, Cllr Dyer

The Clerk had circulated the public copy of the Carnforth Emergency Plan. Cllr Dyer proposed that the plan could be created for Garstang with the kind assistance of Mark Bartlett, Civils Contingency Officer for Lancaster City Council and resident of Garstang.

The aim of this plan is to provide a single source of local information to improve Community resilience and provide an effective initial response in an emergency situation.

The plan is to assist an area in times of need, and to have a community response that works alongside the emergency services, although not every emergency may require input from the emergency services, or indeed the emergency services may be overwhelmed so a coordinated community response would be very much of assistance to them.

The plan enclosed also exists in a private form, which is populated with community resource lists.

Resolved: The council agreed to proceed with the proposal to form a group of coordinators to work with Mr Bartlett and form an emergency plan. Cllr Dyer agreed to be the lead Councillor on the project.

193(2020-21) Town Council Facebook administrators

Facebook administrators were reminded that the Facebook pages need to comply with Garstang Town Council's social media standing orders. The Clerk has not been tasked with approving Facebook posts.

Councillor Webster is currently liaising with Wyre Council into the possibility of delivering a virtual social media course for parish and town councillors and will report back to full council once she has the details. Cllr Webster is recommending that anyone who is an administrator of a council Facebook page, attends the social media course (if it is possible of course for Wyre Council to deliver this to parish and town councillors). Cllr Webster will report back once she has further information.

Resolved: The Council approved the following:

Town Council Facebook administrators are the Clerk, Councillors Hynes, Mitchell, Ryder and Webster. Cllr Atkinson is an editor.

This is Garstang Facebook administrators are Councillors Atkinson, Dyer and Allan. There are also 2 non-Councillor administrators.

Councillors, who are administrators, were reminded of the need to adhere to Social Media and Electronic Communication Policy, approved 21/05/2018

194(2020-21) Wyre Flood Forum, Cllr Brooks

Cllr Brooks is the Town Council's Councillor representative on the Garstang Flood Action Group (FLAG). He has received an invitation, as the representative of Garstang FLAG, to the quarterly Wyre Flood Forum to be held on Thursday 10th December. The Town Council have been asked if we wish to nominate one other member. As you are aware we do not have an active group and I have represented it for several years and written reports.

Resolved: No Councillor wished to join Cllr Brooks as a Town Council representative to join him on the FLAG group.

195(2020-21) Garstang Leisure Centre and Swimming Pool, Cllr Webster - for information

Cllr Webster spoke at the Wyre cabinet meeting 25/11/2020 supporting the recommendations in the report and the reasons why. To view the meeting please use the [Council's YouTube page](#) Wyre Council's cabinet have approved the additional subsidy of £340,165 in 2020/2021 for Fylde Coast YMCA to enable the reopening of fitness gyms and classes at Thornton and Garstang leisure centres and the reopening of Garstang Pool to trial public appetite for a return to swimming once Covid 19 restrictions are lifted. I am of course delighted! Yesterday, 1st December 2020, Wyre Council received a call-in request in relation to the cabinet decision on the report and as such it will be taken to the Overview and Scrutiny committee for review on 15th December 2020. I will provide on the outcome of this meeting. I have been advised that the YMCA plan to open the swimming pool at the beginning of January. The outcome has been received well by the swimming pool group. Once the pool is open, it is very important that the community in Garstang and surrounding areas use the pool. It is also important that existing YMCA members return to the swimming pool.

196(2020-21) Finance payments – for decision

Councillors are approved the following payments:

Royal Bank of Scotland Bank account – cashbook 3

Reference	Description	Amount
BACS00304 & BACS00305	Payroll (figures provided by Towers + Gornall) To be paid electronically on 26/11/2020 Clerk: LC2 range SCP 19-32), 'National Agreement on Salaries and Conditions of service of Local Council Clerks in England & Wales 2004'. Lengthsman: scale point SCP 1-4	£2,771.14
Direct Debit 19/12/2020	LCC Pension	£940.12

Reference	Description	Amount
BACS00306	Mrs E Parry – Clerk’s expenses, monthly reimbursement for Zoom account (07/11/2020- 06/12/2020)	£14.39
	Mrs E Parry – Clerk’s expenses, Microsoft teams 27/10/2020 - 26/11/2020; verified Councillors Atkinson & Dyer	£59.28
	Cloud next Basic SSL Certificate (garstangtowncouncil.gov.uk) [minute 88a) (2020/21)]	£29.98 (incl VAT)
BACS00307	Mowerpower – repairs to blower vacuum	£63.11
BACS00308	Preston City Council – Annual report minute 118 (2020/2021) The cost to be met from Code 4830/ 336 EMR ATM (Annual Town meeting)	£70.00
BACS00309	Loyal Company of Town Criers membership	£35.00
BACS00310	HM Revenue Quarter 3 (October to December 2020)	£2,367.55
Direct Debit 11/12/2020	Vodafone – mobile phone	£11.00
Direct Debit 01/12/2020	Three.co.uk - Office internet	£8.00

197(2020-21) Statement of Accounts at 30 November 2020

Councillors noted the statement of Accounts at 30 November 2020

HSBC Current account	£2,340.23
Royal Bank of Scotland	£1,988.61
HSBC Reserve account	£49,465.76
Money Market Account 3 month	£30,615.18
HSBC Christmas Lights account	£ 6,091.46

198(2020-21) Items for Next Agenda

Councillors are asked to raise matters to be included on the agenda and ‘Report of other representatives and projects’, for the meeting of the Town Council on **18 January 2021 by notifying the Clerk by 8 January 2021**. The item should specify the business which it is proposed to transact in such a way that the member who receives it can identify the matters which he will be expected to discuss i.e. it needs to specify either what the proposal is and that a decision is required or whether the item is for information only.

The meeting finished at: 8.43pm

The Mayor wished everyone a Merry Christmas and a peaceful New Year and thanked everyone for their hard work.

For Information Only

199(2020-21) Clerk's Report

a) **Management team meeting**

Mayor (Cllr Webster) & Deputy Mayor (Cllr Allan) and Chair Finance Committee (Cllr Halford) and Cllr Atkinson met on 25 November 2020. Apologies were received from Cllr Leech. Cllr Atkinson was present to advise on website accessibility and project management.

Cllr Atkinson reported that Accessibility (all public bodies must have a website that complies with WCAG 2.1 AA rating so that it meets Accessibility Guidelines as set in the Public Sector Bodies Accessibility regulations) has been somewhat of a challenge, and has lengthened the time it takes to prepare an Agenda, although some time saving has been found with the minutes. As a result of this Councillors must stick to the Friday deadline as the lead time has expanded. The new Town Council website will only display minutes back to September 2019 due to the need for documents to be accessible. Cllr Atkinson is ensuring that all Policies and Procedures are accessible whilst the Clerk does the same for Minutes.

200(2020-21) Youth Council Report

Next meeting of the Youth Council will be held on 16 December 2020

201(2020-21) Councillor Report

a) **Garstang War Memorial, Councillors Webster and Brooks**

Further to the resolution from the council meeting 16/11/20 we have contacted Ian Heywood, Wyre Council's Conservation Officer seeking advice in the sourcing of a plaque which will be aesthetically in keeping with the main memorial and also take into account any conservation area guidelines. We will report back to full council next month.

16/10/20 resolution

Resolved: The Council approved that the late Lance Corporal Jonathan James McKinlay, who was killed in Afghanistan 2011, be added to a new tile/plaque separate to the main memorial.

The plaque will be aesthetically in keeping with the main memorial, take into account the advice provided by the War Memorial Trust and agreed with Wyre's conservation planning Officer.

This research would be carried out by the project team and brought back to council for approval.

The Town Council will now progress the sourcing of the plaque and work with the planning authority, Wyre Council.

202(2020-21) Project Reports

a) **Website update and Emails, Councillors Atkinson, Allan, Dyer and Clerk**

The new Town Council website is now almost in a position to go live. The website as it stands is currently a basic set up where further content

can be added to as Councillors see fit. Any projects etc which Councillors wish to add to the website then please let us know. The new website will be live by the end of December. There will be continual developments made to ensure the website is accessible, secure and providing the best possible resource for residents.

Due to the requirements of meeting Website Accessibility WCAG 2.1 all documents on the Councils website are required to be accessible to the standard of WCAG 2.1 AA (with the exception of AGAR), as a result of this the majority of documents have needed to be reformatted. In order to meet this the new Town Council website will only display minutes dated back to September 2019. SLCC advise that it is better to have less on the site and it be compliant rather than a website full of content that isn't compliant. That is not the remit of a public body website. Making the information clear to understand and accessible to all is the real requirement. Councillors should reference the reformatted policies and procedures on the new Town Council website rather than previous versions.

b) Councillor Emails and Teams, Councillors Atkinson, Allan, Dyer and Clerk

Councillors should be aware that their Council Email Addresses (@garstangtowncouncil.gov.uk) have now been published in the Town Hall Noticeboard, and when the new website goes live, they will also be published on the Councillors and Staff page. As a result of this Councillors should begin to check these email addresses. From the 11th January 2021 the Town Clerk will use these email addresses by default unless otherwise informed. Councillors who require support setting up their email on mobile devices and computers should contact Cllr Atkinson or Cllr Dyer.

The role out of Teams is also underway. Councillors have been added to the corresponding Committees where they will be able to find copies of meeting papers as they are published. Support on where to find these documents and using Teams will be provided with a basic support guide and a 1 to 1 tutorial if required.

Councillors can download the [Teams app](#)

c) MTWG Monthly Update November 2020

We held a full group meeting on 24th November to update the group members on the activities of the Implementation team under Cllr Dyer and the Strategy Plan and Funding team under Cllr Pearson.

The need for the group to be representative of all of the Garstang community was re-emphasised and we have been advised that the business community is planning to meet in January to reorganise their group.

Implementation Team – Councillor Dyer
Christmas 2020 – Cherestanc Square

The outline plan was shared with the full MTWG, the event plan and risk assessment are being drafted. It was agreed that if Garstang was classified in Covid Tier 3 that the event would be postponed.

This is Garstang

Social Media - A request was made for all group members to consider media content. As of now most content is coming from just 3 team members. More input is needed.

Garstang Shop – the website is almost ready to launch.

Quarterly Magazine – Discussions to be held with Wyre Officers. Councillors Allan and Atkinson held initial discussions with Wyre on Friday 26th November. Funding opportunities were explored, and the meeting ended positively.

Heritage leaflets

We requested that Wyre promote our two Heritage trails

Wyre Update

Safety Measures – we are expecting to have some pavement signs in place soon. Wyre are producing shop videos highlighting how shops have adapted to provide safe shopping environments.

Footfall Analysis – Wyre have engaged a company to provide GPS based footfall statistics

Update from Strategy Team – Councillor Alan Pearson

SWOT analysis – it is hoped that the SWOT survey will be distributed to a comprehensive list of community groups and individuals for completion by end of January 2021.

Signage

Christmas Themed Welcome boards are being designed. These will be sighted outside Booths, at the Zebra crossing and at Norah's Garden.

Medium Term Covid plans – we are liaising with Wyre.

Funding - we are going to approach a minimum of 3 specialist Town Planning and Regeneration companies to obtain ballpark figures for producing a high-level report.

203(2020-21) Outside body representatives

a) Garstang Fairtrade – Councillor Ryder

Unfortunately Christmas this year will not be the same so if you have to shop online for Christmas gifts and Christmas treats how about having a look at [Christmas Traid craft shop](#) where you can buy your Fairtrade wine, tea, coffee, decorations, as well as Christmas cards and gifts. And remember buying Fairtrade products will not only give pleasure to the recipient but think of the benefit to the producers.

Garstang Soroptimists usually have a real Christmas Party with a Secret Santa. This year, it will be a virtual Christmas party, but the decision has been made that Fairtrade Divine Chocolate Advent Calendars will be bought and one given to each member.

Finally, the Garstang Fairtrade group would like to wish everyone a peaceful Christmas and thank everyone for their support during a difficult year.

204(2020-21) Written Report from Wyre and Lancashire County Councillors

Not requested by the Clerk.

205(2020-21) Mayor's engagements

Tuesday 17th November - I attended the Garstang Christmas Lights meeting
Wednesday 18th November - I attended Barnacre with Bonds Parish Council meeting as the Town Council representative for the Christmas Lights agenda item.

Monday 23rd November - I switched the lights on at for the big virtual Christmas lights switch on.

206(2020-21) Town Crier's Report

No updates to report.

207(2020-21) Police Report

No updates to report

DRAFT

Appendix

1) Item 9: Budget and Precept 2021/2022

Finance Committee Meeting, 16th November 2020 meeting notes

Meeting notes of the virtual Finance briefing meeting, held on 30 November 2020, 7.30pm.

Purpose of briefing meeting

The briefing meeting is an informal meeting which allows the RFO to advise on the prepared budget. It an opportunity for Finance Committee Councillors and the RFO to discuss the figures.

Footnote from the RFO, minute of Finance Committee refers 019(2020-21) Date of next meeting; 30 November 2020 Budget/precept briefing (not committee) meeting to members of the Finance Committee. [Note As per minute 085(2018-19) Resolved: Full Council agreed that Councillors, who were not on the Finance Committee, could attend the briefing meeting and observe the budget briefing meeting].

Present

Chairman: Cllr Halford

Councillors present: Allan, Atkinson, Halford, Pearson and Ryder

Also present: Town Clerk and RFO Edwina Parry

1) Apologies for Absence

Apologies were received from Cllr Mitchell.

2) Declaration of Interests and Dispensations

Councillors Atkinson and Pearson declared an 'other interest' for any discussion relating to Kepple Lane Park budget heading. They are both trustees of Kepple Lane Park.

The RFO reported that Councillors Allan, Halford and Ryder had a dispensation allowing them to participate in the precept even though they had a pecuniary interest as 'they resided in the parish'.

3) Proposed Budget and Precept 2021/22

Councillors were asked to consider this briefing paper and attached budget, so that the RFO could make recommendations to Full Council on Monday, 7 December 2020.

The Town Council's budget is comprised of its anticipated expenditure for the year, based on the annual running costs and what information the RFO has received from Councillors about any new projects which need to be included.

The TC's principal income is derived from its precept. The precept is calculated as follows:

The Tax base is calculated each year after receipt from the Valuation Office of the latest Valuation list.

A “tax base” is the number of Band D equivalent dwellings in a local authority area. To calculate the tax base for an area, the number of dwellings in each council tax band is adjusted to take account of any discounts, premiums or exemptions.

The Town council is notified of the Tax Base (set by Wyre Council, around 2nd/3rd week of December). The TC will then be able to use this information to calculate the Band D equivalent, by taking the precept requirement divided by the tax base.

The RFO reported that the tax base may be lower this year. Networking Clerks and RFO’s had reported that the tax base may be heavily affected this year due to an increase in council tax support payments and a reduction in the collection rate.

For 2020/21, the Town Council set a precept figure of 76,809

2020/2021 Band D equivalent	2020/2021 precept	Tax base 2020/2021
£41.93	£76,809	£1,831.85
2019/2020 Band D equivalent	2019/2020 precept	Tax base 2019/2020
£41.93	£75,740	£1,806.54

The RFO presented the budget figures to Councillors

4) **Discussion points on the budget figures presented to the Committee:**
Annual budget by Centre, 20201130 V1.0

a) Budget code 4590 Lengthsman Other Expenses

The 2021/2022 budget figure should be decreased from £1,200 to £350

b) Budget code 4702 Lengthsman Assets maintain/repairs

The 2021/2022 budget figure should be increased from £1,025 to £2,325 to include the purchase of a lawn mower as per minute 18 May 2020 19(2020/2021). The lawnmower had not been purchased yet. The purchase around (March 2021) would utilise this budget code to allocate the expenditure.

c) Budget code 4735 Community projects

The 2021/2022 budget figure should be decreased from £500 to zero. £500 had been allocated by the RFO as per minute 166(2020/2021) at the request of Cllr Mitchell, however this was modified as no figure had been provided to the RFO.

d) Budget code 4800 S137 Grants

Budget code 4800 be amended to ‘Grants’.

e) Budget code 4810 Neighbourhood Plan

The 2021/2022 budget figure should be decreased from £500 to zero. £500 had been allocated by the RFO as per minute 166(2020/2021) at the request of Councillors Salisbury and Leech, however this was modified as no figure was requested by the project leader, Cllr Brooks.

f) Budget code 4840 MTWG events and budget code 4841 MTWG projects/admin

The 2021/2022 budget figure of £5,000 had been submitted by Cllr Dyer. Cllr Allan agreed to speak with Cllr Dyer on 1/12/2020 to see if this figure could be reduced. Response from Cllr Allan 1/12/2020, on the basis that an MTWG EMR is included as discussed in our meeting 30th November at a level of £7000 plus I have agreed reductions in the budget proposal from £5,000 to £1,000 for both the MTWG Events and MTWG Projects/Admin headings.

g) Queens Platinum Jubilee

Councillor Halford had requested up to £1k is allowed for a fitting acknowledgement/ tribute of the Queens Platinum Jubilee. The RFO reported that the May Bank Holiday Weekend will be moved to Thursday 2 June 2022 and an additional Bank Holiday on Friday 3 June will see a four-day weekend to celebrate Her Majesty the Queen's Platinum Jubilee. The Committee agreed that this would be included in 2022/2023 financial year and possibly be included under the budget heading of events.

h) Financial regulations introduced item 3.1 3.1.

The Council shall review its three-year forecast of revenue and capital receipts and payments. The accounts package has the facility to calculate the for the 4 years after next year. The RFO has not carried out this step yet and will do so with assistance from the Finance Committee in readiness for the next Finance Committee meeting on 12 January 2021.

5) Ear Marked Reserves (EMR's) - The Councils EMR's were scrutinised and agreed that the following recommendations be made to Full Council as part of the budget review.

a) EMR 324 War memorial

The Committee recommended that the budget code 4705 Amenities monies, £750 be utilised from 1/04/2021 and transferred into this EMR on 1/04/2021. The code heading to be changed to Amenities.

b) EMR 330 New Council website

The Committee recommended that £2,000 surplus monies from this EMR be transferred to be transferred into the EMR 345 RHSSF project. The remaining funds will be utilised for Teams up until March and final website costs (approximately £25). The remaining amount after this expenditure will be approximately £200. This should be left in the EMR which should be renamed IT maintenance.

c) EMR 332 War memorial plaque

The Committee recommended that EMR 332 be changed to a budget heading of War memorial maintenance and that the EMR be reduced from £2,000 to £1,000. The new plaque expenditure will be allocated to this code. The surplus £1,000 to be transferred into the EMR 345 RHSSF project.

d) EMR 338 VE Day 75 weekend

The £1,500, which will not be spent this year, be transferred into the EMR 345 RHSSF project.

e) EMR 345 RHSSF project.

The Committee recommended that the EMR heading be changed to Market Town Working Group. If the recommendations a) – d) were accepted by the Council. The total would be £2,648 +£2,000 + £1,000 +£1,500 = £7,148.

**6) The 2021/2022 budget
Calculation of precept**

Balance held at 31/03/2020	52,360	
Net income over expenditure at 31/03/2021	4,667	
Projected Bank Balance 31/03/2021	57,027	(a)
Projected EMR 26/11/2020	56,368	(b)
Surplus (a-b)	659	(c)
Budget Expenditure	96,240	(d)
Budget Income	1,526	(e)
Net Budget Expenditure (d-e)	94,714	(f)
Precept Required (f-c)	94,055	

7) Date of next meeting

Tuesday 12 January 2021

The Committee thanked the RFO for recommending that a Reserves policy be approved for the Town Council. The RFO was asked to prepare a draft Reserve's policy, considering legal and election reserves, for the Committee meeting on 12 January 2020.