

IRTHLINGBOROUGH TOWN COUNCIL



MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON WEDNESDAY 28TH SEPTEMBER 2022 AT 7:00PM AT THE COMMUNITY CENTRE, FETTLINEDINE ROAD, IRTHLINGBOROUGH NN9 5XF.

PRESENT: Councillors P Boyer (substituting for Cllr E Hopkinson), S Boyer, R Powell and J Farrar (ex officio)

IN ATTENDANCE: A Daly (Clerk to the Council)

12. APOLOGIES – TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE RECEIVED IN ADVANCE OF THE MEETING

The following apologies were received:

Councillor J Gray – prior commitment

Councillor E Hopkinson – work commitment

Councillor T Walton – work commitment

RESOLVE P&R/09(22)/13 – That Councillor’s J Gray, E Hopkinson and T Walton’s apologies be accepted.

13. DECLARATIONS OF INTEREST – TO RECEIVE DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST AND OTHER INTERESTS AND THE NATURE OF THOSE INTERESTS RELATING TO ITEMS ON THE AGENDA

No declarations were made.

14. MINUTES – TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING HELD ON TUESDAY 5TH JULY 2022

Chairman: _____

Date: _____

RESOLVE P&R/09(22)/14 – That the minutes of the Policy and Resources Committee of Tuesday 5th July 2022 be approved and signed as a correct record of proceedings.

15. MATTERS ARISING (UNLESS COVERED BELOW)

There were no matters arising.

16. TO RECEIVE AND NOTE ACTIONS TAKEN AGAINST THE POLICY AND RESOURCES COMMITTEE'S RESOLUTIONS UP TO 20TH SEPTEMBER 2022 (COPY HEREWITH)

Nothing was raised.

RESOLVE P&R/09(22)/15 – That the report detailing the actions taken against the Policy and Resources Committees resolutions up to 20th September 2022 is received and noted.

17. DEFINITION OF CAPITAL PROJECTS

The committee noted the contents of the report drawn up by the Finance Officer detailing the definition of capital projects.

RESOLVE P&R/09(22)/16 – That the report detailing the definition of capital projects be accepted.

18. REPORT ON DEBTORS – CONSIDER ANY ACTION ON AGED DEBTORS

Councillor S Boyer enquired regarding the following Debtors:

Line 10 - £620 – The Clerk informed him that this was the former occupier of the Allen Road garages. All necessary action has been taken with the aim to recover what is due, the debt has been chased on a monthly basis. The likelihood of recovering this debt was discussed and it was thought that there was no reasonable prospect of recovery and therefore this debt should be written off.

RECOMMENDATION – That the Council agree to write off the debt of £620 owed by the former occupier of the Allen Road garages due to there being no reasonable prospect of recovery.

Line 12 - £585 – The Clerk informed members that this has since been paid.

Line 13 - £177.50 – The Clerk informed members that this was for an event scheduled for December and therefore was not currently due.

Line 15 - £400 – The Clerk informed members that this was for an Amnesty Day previously arranged and cancelled due to COVID.

Chairman: _____

Date: _____

Line 16 - £175 – The Clerk informed members that this has since been paid.

Line 22 - £262.50 – The Clerk informed members that £148 had since been received and now £114.50 was left owing which was the equivalent of one month's booking.

No further concerns were raised.

19. REVIEW OF BUDGET FORECASTS 2022-23

Discussions took place regarding the rise of energy costs and the likelihood that there would be an overspend generally on the electricity and gas nominal codes across all areas of the budget. The Clerk recognised that this would most likely be the case but explained that the finds could be vired at a later date if required as there would be money to cover from other budget heads within the individual areas so at present this was not of concern.

It was noted that the Grounds Maintenance budget was below the expected expenditure, the Clerk explained this was based on the last year's actuals, it would be expected to be slightly underspent as contingency is allowed for the upkeep of transferred land.

Discussions took place regarding the increase in expenditure related to the Community Centre. The Clerk explained that an office mobile had been agreed for the Caretaker that hadn't been part of the budget but again overall the Community Centre was not set to overspend.

The Community Centre income was discussed, Councillor Powell would like to see a detailed breakdown of 2021/22 and year to date this year.

RESOLVE P&R/09(22)/17 – That the Budget Forecast for 2022/23 as presented at the meeting is accepted. The queries regarding Community Centre Income would be referred to the Finance Officer.

20. TO RECEIVE TRIAL BALANCE REPORT AND SUPPORTING CASH & INVESTMENT RECONCILIATION FOR AUGUST 2022

RESOLVE P&R/09(22)/18 - That the Trial Balance report and supporting cash and investment reconciliation statements as presented at the meeting are accepted.

21. REVIEW OF EARMARKED RESERVES 2022/23

A full breakdown had been included as per **RESOLVE P&R/07(22)/09**, members agreed this was useful.

Discussions regarding play equipment purchases and the tarmacking of the car park took place, although it was agreed that the Earmarked Reserves would remain the same at present.

Councillor Powell requested that the Committee consider increasing the General Capital fund to allow for future major projects.

Chairman: _____

Date: _____

The possibility of devolved services was discussed, it was thought that the current Earmarked Reserves was adequate.

RESOLVE P&R/09(22)/19 – That the Earmarked Reserve figures as presented at the meeting are accepted.

22. REVIEW OF ADEQUACY OF INSURANCE COVER

Councillor S Boyer suggested that the insurance provider be invited to the next P&R meeting to discuss the cover currently provided with particular attention being given to:

Page 20 – Part O – Personal Accident – it is felt that this may need to be increased

General exclusions to the Policy.

RESOLVE P&R/09(22)/20 – That a representative is invited from the current insurance provider to talk to the Committee at their next meeting to allow a RECOMMENDATION to be put to full Council if any changes are required to the Policy.

23. PRELIMINARY BUDGET DISCUSSIONS FOR 2023/24

i) PRELIMINARY REPORT BUDGET FIGURES 2023/24

Discussions took place regarding proposed projects for FY 2023/24. It was agreed that due to the current economic situation it would be prudent to cut spending to allow for the lowest possible rise to the precept. However due to the rising costs of energy and the general cost of living it was agreed to a minded to budget with an increase of 2.5% be presented to the next meeting for discussion.

RESOLVE P&R/09(22)/21 – That preparation of an indicative budget with an increase of 2.5% be prepared to allow for discussions at the next P&R meeting.

ii) CONSIDER RESOLVE P&S/07(22)/24 – BUDGET FOR DOG WASTE BINS

It was agreed that a specific budget would not be created for the replacement of dog waste bins. Should these be required these would be taken from the Recreation Grounds and Open Spaces, Repairs and Maintenance budget.

iii) BUDGET FORECAST EARMARKED FUNDS 2023/24

It was agreed that at present the Earmarked Reserves Funds for 2023/24 would remain as currently presented. Consideration would be given to the following projects should there be an underspend at 2022/23 year end:

- Car Park – Tarmacking project (awaiting quotes)
- General Reserves – to increase the Revenue Reserves Account

Chairman: _____

Date: _____

- Play Equipment

RESOLVE P&R/09(22)/22 – That the Earmarked Reserve figures as presented at the meeting are accepted.

iv) REVIEW OF CHARGES FOR CEMETERY, COMMUNITY CENTRE AND PAVILION FOR 2023/24

Members reviewed the fees for the Cemetery and considered they were in line with other local Councils and therefore should remain at the current set rates.

RESOLVE P&R/09(22)/23 – That the Cemetery Fees remain unchanged for Financial Year 2023/24.

Discussions took place regarding the Community Centre hire charges, members noted the increase of Community Centre usage and were reluctant to increase fees as they would like to see the Community Centre usage increase further.

RESOLVE P&R/09(22)/24 – That the Community Centre hire charges remain unchanged for Financial Year 2023/24.

RESOLVE P&R/09(22)/25 – That the Pavilion hire charges remain unchanged for Financial Year 2023/24.

v) PRECEPT 2023/24

A budget would be presented at the next meeting detailing a 2.5% increase, if this was to be agreed to be RECOMMENDED to full Council, the Precept for 2023/24 would be £554,073.

Date of the next meeting is 22nd November 2022 at the Community Centre, Fettleline Road, NN9 5XF.

There being no further business the meeting closed at 8:37pm

Chairman: _____

Date: _____