



PRINCES RISBOROUGH TOWN COUNCIL



ESTIMATES

MINUTES OF AN ESTIMATES MEETING OF THE FINANCE COMMITTEE HELD ON TUESDAY 25TH JANUARY 2021 AT 7.00 PM BY VIDEO LINK VIA ZOOM

PRESENT

Cllr A Turner (Chairman)

Cllrs J Coombs, T Murali, S Baxter A Smith, I Pearce, M Walsh, N Davis, L Byrne, D Knights and A Ball.

Susanne Barter Clerk

Kirsty Pope Deputy Clerk

1. TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

The Town Clerk reported that apologies had been received from Cllr I McLauchlan and that Cllrs D Knights and L Byrne had sent their apologies as they would be late joining the meeting.

RESOLVED: To receive and note the apologies.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

Members were asked to declare any pecuniary or non-pecuniary declarations of interest and any relevant dispensations. Cllrs A Turner, J Coombs, D Knights, A Ball, N Davis, T Murali, S Baxter, I Pearce, L Byrne, A Smith, declared that dispensations had been granted to enable the members to participate in the transaction of business for agenda item 3.

3. ESTIMATES FOR THE FINANCIAL YEAR 2021/2022

EXPENDITURE

Administration and Human Resources

A budget for administration of £135,195 was agreed by all present. The total personnel cost including pensions for the office staff is £107,749 this year. The cost of Administration including the rent for the office is £27,446

Civic and Democratic

A budget for civic and democratic of £5,150.00 was agreed by all present. £10,000 for election expenses was transferred to Ear marked Reserves as unspent in the 2020/2021 budget. Councillors' expenses are remaining the same at £200 per person per annum, totalling £2600.00.

Town Committee

An estimate of £221,592 was agreed by all present for the Town Committee. This figure includes £35,095 for the loan repayments for the SMG, Wades Park and Market House. £6,000 was agreed for the cost of dog waste collection in the Parks.



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£400 for the maintenance of the War Memorials
£5,000 for the repair of existing playground equipment.
£16,000 was agreed to cover the cost of the town planting for winter and summer and tree work identified by the Arboriculturalist.
£ 20,892 was agreed for lighting which includes energy charges, maintenance of existing posts and lights and new installations.
£41,766 for the cost of maintenance of the parks, SMG and the town including the listed buildings and the risk inspections.
The total personnel cost including pensions for the Maintenance staff is £94,739 this year.
£1,700 for new street furniture, fencing and storage facilities.
Cllr L Byrne joined the meeting at 7.12pm

Market

An estimate of £3,750 was agreed by all present for the Market budget.
£1,750 for equipment and marketing. The total salary cost is £2,000. The estimated income from the Market is £6,480

Economic Regeneration

A grant was received for Economic regeneration from WDC in 2019/2020 which has been partly used to provide free parking at the weekends at the towns two car parks during 2020 and 2021. The expenditure for the remaining balance was agreed by all present as follows for 2021/20.
Farmers Markets for the year £4,500; Risborough Basket £11,191, High Street Events £3000, £33,693 for other Economic Regeneration projects.

Commercial Services Committee

A total estimated budget of £67,417 was agreed by all present for the Commercial Services Committee. This estimate includes the budgets for the Market House £1908, £1,610 for 39 High Street and £63,899 for the Community Centre. The estimated income from the Market House is £2,480, from 39 High Street is £15,000 and from the Community Centre is £37,095 totalling £54,575.

Market House

An estimate of £1908 was agreed by all present for the cleaning supplies, utilities charges and the cost for a cleaner.

All present agreed to maintain the hire charges agreed last year for the Market House which is an hourly rate of £12.00 per hour for local/charity/not for profit organisations and £21.00 per hour for commercial hirers. Bookings can be made on the basis of a minimum booking of 2 hours and evening bookings can be arranged when an additional charge of £20.00 would be made to cover the cost of a council representative securing the premises on exit.

The estimated income from the Market House is £2,480 including the rents received for pitches under the Market House.

39 High Street

£1,610 was agreed by all present for insurance and legal/planning fees.
The estimated income from 39 High Street is £15,000.



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Community Centre.

An estimate of £63,899 was agreed by all present for the cleaning supplies, utilities charges, maintenance and salaries.

Income from the Community Centre was estimated to be £37,095 due to Covid:19 restrictions.

Public Relations & Events Committee

An estimate of £40,770 was agreed by all present for the cost of producing a newsletter, the web site and marketing materials and to cover the administration and costs of the Festival, Tea Dance, Art Event, Volunteers recognition event and other community events. This budget also includes £6,820 contribution towards the ongoing costs of Christmas lights.

Grants

Cllrs A Turner & M Walsh declared an interest before the discussion on the provision of a grant to the RBL for Remembrance Wreaths as they are members of the RBL and did not take part in the discussion or decision.

Grant applications were agreed for: -

St Mary's PCC	£2580
St Dunstan's PCC	£1500
PR Baptist Church	£ 230
Remembrance Wreath	£100 (to come from minor grants)
Risborough Youth Centre	£1000
Chinnor & PR Railway Assoc Ltd	£800

A sum of £2500 was agreed to be included in the budget for Minor Grant Applications of up to £250 that might be received throughout the year.

The Princes Risborough Town Council's Grant Awarding Policy is on the website and grants will only be considered if the application is submitted on an application form and meets the criteria set out in the policy.

The total budget for Grants was agreed at £8610

Subscriptions

A figure of £1,850 was agreed which includes the estimated membership fee of £1,350 for the Buckinghamshire Association of Local Councils.

Capital Projects

- A sum of £2,500 was agreed for legal costs.
- £10,000 was agreed for work to the trees following a tree survey report
- £9,750 was agreed to fund a heritage trail.
- £1200 was agreed for the repair of fencing and trees for the SMG

CIL Projects

A sum of £25,000 was agreed to be allocated from CIL funds for landscaping and a patio outside of the Community Centre.

Cllr D Knights joined the meeting at 7.40pm



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Income

- It is forecast that the income received from other parishes and B.C.C. to deliver Devolved Services including grass cutting and other Administrative and Maintenance work will be £23,514
- It was agreed to increase the hourly rate for each operative to £21.30
- The Commercial Services Committee recommended to maintain the current hire charges for the Community Centre. All present agreed.
- It was agreed to maintain the current charge for the markets under the Market House to £1483.20 per annum for the Saturday Market and £21 per week.
- The total income, including the income from the burial ground but excluding the precept was estimated at £101,370

4. LEVEL OF PRECEPT FOR THE FINANCIAL YEAR 2021/2022 FOR RECOMMENDATION TO THE TOWN COUNCIL

The Clerk was forecasting a balance in hand of £429,885 as at 1st April 2021. With a total expenditure of £700,400 including the capital projects, Cllr M Walsh proposed that a precept of £392,100 is recommended to the Town Council for approval. Seconded by Cllr J Coombs. All present agreed.

There being no further business the meeting closed at 8pm

Chairman..... Date