



# PRINCES RISBOROUGH TOWN COUNCIL



## ESTIMATES

**MINUTES OF AN ESTIMATES MEETING OF THE FINANCE COMMITTEE  
HELD ON TUESDAY 28<sup>th</sup> JANUARY 2020 AT 6.00 PM  
IN THE PRINCES CENTRE, PRINCES RISBOROUGH**

### **PRESENT**

Cllr A Turner (Chairman)

Cllrs J Coombs, M Walsh, N Davis, L Byrne, J Roberts, I Pearce, A Ball and D Knights

Susanne Griffiths, Town Clerk

Kirsty Pope, Deputy Clerk

### **1. TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE**

The Town Clerk reported that apologies had been received from Cllrs I McLauchlan who had work commitments.

**RESOLVED:** To receive and note the following apologies from Cllr McLauchlan.

### **2. MINUTES OF ESTIMATES MEETING OF THE FINANCE COMMITTEE HELD ON 10<sup>th</sup> December 2019**

**RESOLVED:** To agree and sign as a correct record the minutes of the Estimates meeting of the Finance Committee on the 10<sup>th</sup> December 2019.

### **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, N Davis, J Roberts, L Byrne, G Hall, I Pearce and A Ball 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 2020/2021**

#### Administration and Human Resources

Following receipt of independent salary reviews from BMKALC, a revised budget for administration of £131,350 was agreed by all present. The total personnel cost including pensions for the office staff is £103,890 this year.

The cost of Administration including the rent for the office is £27,460.

The budgets for the Civic and Democratic, Town, Market, Economic Regeneration Committees and Grants were agreed at the Estimates meeting on the 10<sup>th</sup> December 2019.

#### Commercial Services Committee

A total estimated budget of £59,643 was agreed by all present for the Commercial Services Committee. This estimate includes the budgets for the Market House, 39 High Street and the Community Centre.

#### Market House

An estimate of £6,235 was agreed by all present for the cleaning supplies, utilities charges and the cost for a cleaner.



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A Working Group reviewed the hire charges for the Market House and recommended that the charges are reduced to encourage more use of the facility. The proposed charge would be an hourly rate of £12.00 per hour for local/charity/not for profit organisations and £21.00 per hour for commercial hirers. Previously bookings were on the basis of half- or whole-day bookings and equated to £13.00 per hour for local hirers and £28.00 per hour for commercial hirers. Bookings can now 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. **All present agreed** the recommendations from the Working Group.

The estimated income from the Market House is £2,581.

## 39 High Street

An estimate of £3,600 was agreed by all present for minor repairs to the roof and insurance. The estimated income from 39 High Street is £5,600.

## Community Centre

An estimate of £49,808 was agreed by all present for the cleaning supplies, utilities charges, maintenance and salaries. The estimated income from the Community Centre is £52,357.

Income from land rent was estimated to be £1,477.

Cllr D Knights joined the meeting 6.25pm

Cllr A Ball left the meeting 6.25pm

## Public Relations & Events Committee

An estimate of £53,350 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, Art Event, Outdoor Cinema, Volunteers recognition event and other events. This budget also includes £2,500 contribution towards the Christmas lights.

## Subscriptions

A figure of £1,620 was agreed which includes the membership fee of £1,304 for the Buckinghamshire Association of Local Councils.

## Capital Projects

- A sum of £2,500 was agreed for legal costs.
- £ 1,710 was agreed towards the cost of repairing footpaths
- £10,000 was agreed for work to the trees following a tree survey report
- £9,749 was agreed to fund a heritage trail.
- £677,776 was agreed for the Phase 1 of the refurbishment and extension of the Community Centre.
- £20,000 was agreed for resurfacing St Dunstan's basketball court
- £5,000 was agreed for parking initiatives in New Road
- £12,866 was agreed for a new mower
- £3,500 to finish the Storage facility/rest facilities project
- £11,000 to replace Community Centre Boiler
- £10,000 for a S106 Environment project



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## CIL Projects

A sum of £5,000 was agreed for additional road modelling in Askett and Mill Lane

A sum of £7,685 was agreed for SMG phase 2.

## 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 £23,337. It was agreed to increase the hourly rate for each operative to £21.00.
- The Commercial Services Committee recommended to increase the hire charges for the Community Centre across the board by 1%. All present agreed.
- It was agreed to increase the charge for the markets under the Market House to £1483.20 per annum for the Saturday Market and £21 per week for the Thursday market from 1<sup>st</sup> April 2020.
- The total income, including the income from the burial ground but excluding the precept and loan for the extension of the Community Centre, was estimated at £345,692

## **4. LEVEL OF PRECEPT FOR THE FINANCIAL YEAR 2020/2021 FOR RECOMMENDATION TO THE TOWN COUNCIL**

The Clerk was forecasting a balance in hand of £562,518 as at 1<sup>st</sup> April 2020. With a total expenditure of £1,466,932 including the capital projects, Cllr A Turner proposed that a precept of £388,995 s recommended to the Town Council for approval. Seconded by Cllr I Pearce. All present agreed.

There being no further business the meeting closed at 6.35pm

Chairman..... Date .....