



PRINCES RISBOROUGH TOWN COUNCIL



ESTIMATES

MINUTES OF AN ESTIMATES MEETING OF THE FINANCE COMMITTEE HELD ON WEDNESDAY 12TH JANUARY 2022 AT 7.00 PM AT THE PRINCES CENTRE, PRINCES RISBOROUGH

PRESENT

Cllr S Coombs (Chairman)
Cllrs J Coombs, G Hall, A Shipley, A Frost, I Parkinson, S Marshall, C Campbell, A Ball, J Rampin, A Turner, J Biss
Kirsty Pope, Deputy Clerk
Cate Holloway, Town Council Administration Support Officer
In Attendance: Bucks Cllr M Walsh

1. TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

The Town Clerk reported that apologies had been received from Cllr M Roberts,
RESOLVED: To receive and note the apologies from Cllr Roberts

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

Members were asked to declare any pecuniary or non-pecuniary declarations of interest and any relevant dispensations. Cllrs J Coombs, S Coombs, G Hall, A Shipley, A Frost, I Parkinson, C Campbell, A Turner, J Biss, S Marshall, 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 2022/2023

EXPENDITURE

Cllr S Coombs noted that this meeting was a continuation of the Estimates meeting held on 14th December 2021 when detailed budget discussions had taken place but had not been finalised. The Clerk and Deputy Clerk had prepared revised budget figures for consideration amounting to a 3.8% increase in the precept if agreed. To achieve this, the proposed capital projects had to be removed from the initial budget figures.

All present agreed that the proposal to end free weekend parking would be disappointing but agreed to make further approaches to Buckinghamshire Council to reduce the fees payable. It was noted that grant funding should be applied for where and when available to support future capital projects.

Administration and Human Resources

A revised budget for administration of £153,005 was agreed, by all present. The total personnel cost including pensions for the office staff is £123,035 this year.
The cost of Administration including the rent for the office is £29,970.

Civic and Democratic

A revised budget for civic and democratic of £5350 was agreed by all present.
Councillors' expenses are remaining the same at £200 per person per annum, totalling £2600.

Town Committee

A revised budget of £260,725 was agreed by all present for the Town Committee. This figure includes £35,096 for the loan repayments for the Stratton Memorial Garden (SMG), Wades Park and Market House.

£7080 was agreed for the cost of dog waste collection in the Parks which includes extra collections in St Dunstan's Park.

£400 for the maintenance of the War Memorials



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£5000 for the repair of existing playground equipment.
£16000 was agreed to cover the cost of the town planting for winter and summer, tree work identified by the Arboriculturalist and £750 for the maintenance of the new trees planted under the Queen's Canopy initiative.
£25,500 was agreed for lighting which includes energy charges, maintenance of existing posts and lights and new installations.
£41,030 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 £123,269 this year.
£6600 for new street furniture, equipment and signage.
The income from the SMG for the year was estimated at £12,500, from the parks for the year was estimated at £850 and from the Maintenance Team £24,985 totalling £38,335.

Market

The existing budget of £3,750 was agreed by all present for the Market budget.
£750 each for equipment and marketing. The estimated income from the Market is £6,480.

Commercial Services Committee

A revised budget of £150,056 was agreed by all present for the Commercial Services Committee. This estimate includes the budgets for the Market House £2050, £600 for 39 High Street, £7,1079 for the Wades Centre and £68,299 for the Brushwood Suite which includes loan repayments of £20,765.
The estimated income from the Market House is £2,880, from 39 High Street is £30,000 subject to any government lockdowns and from the Wades Centre £34,893 and the Brushwood Suite is £39,998 which are both cautious estimates due to Covid:19. The total income is estimated at £107,771

Market House

A revised budget of £2050 was agreed by all present for the cleaning supplies, utilities charges and the cost for a cleaner.
All present agreed to maintain the current hire charges for the Market House which is an hourly rate of £12 per hour for local/charity/not for profit organisations and £21 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 £2,880 including the rents received for pitches under the Market House.

39 High Street

A revised budget of £600 was agreed by all present for insurance.
The estimated income from 39 High Street is £30,000.

Wades Centre

A revised budget of £79,107 was agreed by all present for the cleaning supplies, utilities charges, maintenance and salaries.
Income from the Wades Centre was estimated to be £34,893 due to Covid:19 restrictions.

Brushwood Suite/Café Expenditure

A revised budget of £68,299 was agreed by all present for the set-up costs, cleaning supplies and services, utilities charges, maintenance, loan repayments and staff salaries.
Income from the Café and Brushwood Suite was estimated to be £39,998 due to Covid:19 restrictions.



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Public Relations & Events Committee

A revised budget of £53,176 was agreed by a majority of the members, for the cost of producing a newsletter, the web site and marketing materials and to cover the administration and costs of the Festival, Christmas Lights switch on, Art Event, Jubilee event and Farmers Markets. This budget also includes £5,000 contribution towards the ongoing costs of Christmas lights.

Grants

Grant applications were agreed for: -

St Mary's PCC	£2580
St Dunstan's PCC	£1500
PR Baptist Church	£ 230
Remembrance Wreath	£100
Risborough Youth Centre	£1000
Chinnor & PR Railway Assoc Ltd	£950

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 £8860.00

Subscriptions

A figure of £2000 was agreed which includes the estimated membership fee of £1417.00 for the Buckinghamshire Association of Local Councils.

Capital Projects

- A sum of £2500 was agreed for legal costs and planning applications.

4. LEVEL OF PRECEPT FOR THE FINANCIAL YEAR 2022/2023 FOR RECOMMENDATION TO THE TOWN COUNCIL

The Clerk was forecasting a balance in hand of £305,295 as at 1st April 2022.

With a total expenditure of £639,422 including the capital projects, Cllr J Coombs proposed that a precept of £407,000 is recommended to the Town Council for approval. Seconded by Cllr A Ball. All present agreed.

There being no further business the meeting closed at 7.50pm.

Chairman **Date**..... **Page 3/22**