



Finance & General Purposes Committee

Pye Green Community Centre, Bradbury Lane, Hednesford

10:00 am Tuesday 15 December 2015

Present: Cllrs D J Davis (Chairman), G Adamson, B Gamble, D Grice, B Hardman, S. Hardman, C Mitchell and A Pearson

In attendance P Harrison (Town Council Manager/Clerk) and L Bowman (Assistant Clerk)

1. Minutes

The Minutes of the Meeting held on 16 December 2014 were approved

2. Report of the Town Council Manager/Clerk

a. Estimates of Income and Expenditure – 2016-17

Consideration was given to estimates of income and expenditure for 2016-17. Members were provided with information from Cannock Chase Council relating to the calculation of the Council Tax base

Arising from this matter members expressed appreciation to the Town Council Manager/Clerk and his staff for their day to day management and operation of the Pye Green Community Centre

RECOMMENDED:

That the estimates of income and expenditure as set out in Annex 1 be approved and a precept in the sum of £130,000 be demanded from Cannock Chase Council for 2016-17

b. Applications for Financial Assistance

Consideration was given to requests for Financial Assistance. Members agreed to consider 2 late applications from the Staffordshire Regimental Association and the Friends of Hednesford Park

RECOMMENDED

i) That the following grants be awarded:

| | |
|----------------------------|------|
| AFC Greenheath | £500 |
| Chase Parkinson's Group | £300 |
| Friends of Hednesford Park | £250 |

| | |
|---------------------------------------|------|
| (Sponsorship for 1 event) * | |
| Hednesford Town FC Supporters Group | £250 |
| Katharine House Hospice | £500 |
| Monthly Alzheimer's Support Evening | £500 |
| Staffordshire Regimental Association* | £200 |

* Cllr A Pearson declared an interest as a member of these organisations

- ii) That the request from Cannock Chase Community First Responder Vehicle be declined at this stage
- iii) That the application from Staffordshire Women's Aid be deferred for further information

c. Town Centre Christmas Event

Consideration was given to recognising the contribution of various organisations etc. to the Christmas Event

RESOLVED:

- i) That in recognition of, assistance given, entertainment or other services provided in connection with the Christmas event the following payments be made

| | |
|---|------|
| West Hill Primary School | £100 |
| Hednesford Valley High | £100 |
| Redhill Primary School | £100 |
| St. Peter's Primary School | £100 |
| Pye Green Academy* | £100 |
| Kingsmead Technology College | £100 |
| Staffordshire University Academy# | £100 |
| Lions | £100 |
| Burntwood Rotary | £100 |
| Littleton Green Community School | £100 |
| Cannock Chase High | £100 |
| Heart of Hednesford Restoration Project | £100 |
| Hednesford in Partnership* | £100 |
| Friends of Hednesford Park | £100 |

* Cllr A Pearson declared an interest as a Governor and Committee Member

Cllr G Adamson declared an interest as a Governor

- ii) That it be noted that a debriefing meeting regarding the event would be held in the near future when consideration would need to be given to the organisation of future events

3. Exclusion of the Public

RESOLVED:

That the public be excluded from the meeting due to the confidential nature of the business to be transacted

4. PR, Marketing and Website Support

RESOLVED:

That the terms negotiated by the Chairman of the Committee for the continued provision of services by the Marketing Room be confirmed

The meeting ended at 10:35 am

Signed:

Dated:

Annex 1

HEDNESFORD TOWN COUNCIL BUDGET 2016/17

| | Budget 2015/16 | Actual to 30.11.15 | Expect to Spend | Budget 2016/17 |
|---|-------------------|-----------------------|--------------------|-------------------|
| Expenditure | | | | |
| £ | | | | |
| Clerks Department | | | | |
| Salaries | 38,000 | 23,093 | 38,000 | 40,000 |
| Travelling | 150 | 25 | 50 | 100 |
| | 38,150 | 23,118 | 38,050 | 40,100 |
| Council Running Costs | | | | |
| Telephone/Broadband | 800 | 641 | 1,000 | 1,000 |
| Stationery Items | 300 | 72 | 120 | 250 |
| Postage | 650 | 495 | 650 | 650 |
| Photocopying | 650 | 515 | 650 | 700 |
| Computer software & Maintenance | 300 | 1,392 | 1,392 | 1,400 |
| Furniture & Equipment | 200 | | | 200 |
| Subscriptions | 1400 | 1,215 | 1,400 | 1,400 |
| Insurance | 1300 | | 1,300 | 1,400 |
| Audit Fees | 480 | 400 | 400 | 400 |
| Professional Fees | 480 | 470 | 470 | 500 |
| Councillor Training | 150 | 0 | 0 | 150 |
| Clerk Training | 50 | 0 | 0 | 50 |
| Conference Fees | 100 | 0 | 0 | 100 |
| Chairmans Allowance | 1,000 | 596 | 1,000 | 1,000 |
| Bank Charges | 300 | 210 | 300 | 300 |
| | 8,160 | 6,005 | 8,682 | 9,500 |
| Pye Green Community Centre | | | | |
| PGCH - Electric | 6,000 | 4,992 | 7,500 | 7,500 |
| PGCH - Annual Utilities Checks, Fire Exting Srv | 600 | 495 | 600 | 600 |
| PGCH - Water Rates | 1,500 | 1,274 | 1,274 | 1,500 |
| PGCH - Insurance | 1,000 | 0 | 1,000 | 1,100 |
| PGCH - Salaries & Payroll costs | 19,500 | 13,515 | 20,000 | 20,000 |
| PGCH - Rates | 8,000 | 5,760 | 7,200 | 8,000 |
| PGCH - Licencing | 200 | 180 | 180 | 200 |
| PGCH - Rubbish Collection | 1,150 | 953 | 953 | 1,000 |
| PGCH- Sanitary Disposal | 350 | 0 | 350 | 350 |
| PGCH - Minor Repairs, Uniform, Gardening, Equip | 1,000 | 1,263 | 1,500 | 1,200 |
| PGCH - Cleaning Materials | 1,000 | 556 | 800 | 800 |
| PGCH - Security | 800 | 1,360 | 680 | 800 |
| PGCH- Furniture & Equipment | 200 | 1,945 | 1,945 | 200 |
| PGCH - Building Maintenance & Upgrades | 0 | 0 | 0 | 3,000 |
| PGCH - Advertising & Marketing Cost | 250 | 110 | 250 | 150 |
| PGCH - Loan Repayment | 17,432 | 8,716 | 17,432 | 17,432 |
| | 58,982 | 41,120 | 61,664 | 63,832 |
| Activities | | | | |
| S.31 CCTV - Running Expenses | 23,000 | 22,183 | 22,183 | 23,000 |
| S.19 Youth Provision | 2,000 | 0 | 0 | 1,000 |
| Publicity & Promotion | 4,000 | 2,126 | 3,526 | 4,000 |
| S137 Donations, grants, CAB, misc | 10,200 | 4,500 | 10,200 | 10,200 |
| S.144 Events & Christmas | 6,000 | 362 | 2,000 | 5,000 |
| Heritage | 4,000 | 2,425 | 4,000 | 4,000 |
| Election costs | 10,000 | 11,984 | 11,984 | 0 |
| Misc | 1,000 | 969 | 1,000 | 1,000 |
| | 60,200 | 44,549 | 54,893 | 48,200 |
| Total Expenditure | 165,492 | 114,792 | 163,289 | 161,632 |

HEDNESFORD TOWN COUNCIL
BUDGET 2016/17

| | Budget 2015-16 | Actual to date | Expected Income | Budget 2016-17 |
|------------------------|-------------------|-------------------|--------------------|-------------------|
| | £ | £ | £ | £ |
| <u>Income</u> | | | | |
| Precept | 130,000.00 | 130,000.00 | 130,000.00 | 130,000.00 |
| Interest Received | 600.00 | 100.46 | 700.00 | 700.00 |
| Miscellaneous Income | 100.00 | 10.00 | 10.00 | 100.00 |
| CIL | | | | |
| General Income | 130,700.00 | 130,110.46 | 130,710.00 | 130,800.00 |
| PGCC - Lettings | 25,000.00 | 19,518.00 | 26,500.00 | 26,000.00 |
| PGCC - Bar Takings | 750.00 | 656.00 | 900.00 | 800.00 |
| Community Hall Income | 25,750.00 | 20,174.00 | 27,400.00 | 26,800.00 |
| | | | | |
| Total Income | 156,450.00 | 150,284.46 | 158,110.00 | 157,600.00 |
| | | | | |
| Less Total Expenditure | 165,542.00 | 114,792.00 | 163,339.00 | 161,632.00 |
| Surplus/-Deficit | -9,092.00 | 35,492.46 | -5,229.00 | -4,032.00 |

Estimated Reserves

| | | | | |
|----------|------------|------------|------------|------------|
| Reserves | 158,902.67 | 194,039.39 | 153,317.93 | 149,285.93 |
|----------|------------|------------|------------|------------|

Y/E Reserve analysis 2016/17

| | |
|------------------------------------|-------------------|
| IT Suite Computer Replacement Prog | 1,500.00 |
| Council Computer Replacement Prog | 2,000.00 |
| Election Costs | 9,000.00 |
| Building Repairs & Renewals | 80,000.00 |
| General reserve | 26,785.93 |
| Community Support Fund | 30,000.00 |
| | <u>149,285.93</u> |