

TOWN CLERK's REPORT – 8TH NOVEMBER 2016 FACILITIES COMMITTEE

12. Budget Planning and Precept Setting – to receive and approve the budget plan and the formation of the relevant nominated reserves as part of the Council's Budget and Precept Setting.

12.1 Background – in considering the revision of the budgets for the next budget and precept setting exercise the following should be noted:

12.2 House Completions and Tax Base Impact – Cornwall Council have been contacted regarding the supply of information on the number of house completions within the town boundary and the impact that will have in increasing the size of the tax base. That information is awaited and will help inform setting of the corporate budget and precept.

12.3 External Grant Support – from investigations to date it would appear, that the Public Hall Refurbishment Project proposed by the Council would attract grant support from several sources with an anticipated grant receipt to cover 50% of the total project cost.

12.4 Public Hall Refurbishment Project – The estimated gross project cost is £125,000. In the draft budgets attached the Town Council element would be covered in the following way from the current approved budget:

Budget Heading	Amount
Nominated Reserve Public Hall 2015/2016	£12,700
Public Hall (Projects Budget) 2016/2017	£25,000
Devolution 2016/2017 Budget	£10,000
Dilapidations 2016/2017 Budget	£15,500
Total	£63,200
Amount required – 50% of £125,000 = £62,500	£62,500

In this way, the Town Council contribution to the project cost could be accommodated from within a revised Facilities Committee Capital Programme. Consequent upon receipt of written confirmation the actual amount of Town Council contribution might need to be varied either increased or decreased. Should the Town Council contribution need to be increased it might be adjusted in the following manner:

Budget Heading	Amount
Devolution 2017/2018 Budget	£10,200
Dilapidations 2017/2018 Budget	£21,310
Total – to assist with any grant shortfall	£31,510

12.5 Facilities Committee – Financial Plan 2017/2018 – 2021/2022 (see attached EXCEL spreadsheet)

Councillors are asked to pay particular attention to the next financial year, that is, 2017/2018 which year is in bold on the attached EXCEL spreadsheet. Future years are broadly indicative and include certain items discussed at the last Committee meeting such as, Dean Street Toilets and Amenity Scheme and certain events not directly within the control of the Council but of which we need to take account such as the transfer of the amenity land at Maudlin Farm.

12.6 Items of Note and Town Clerks Comments:

n 1 - 2017/2018 Public Hall Income -£15,500 – this has been reduced to take account of the disruption in the income stream.

n 2 – 2017/2018 Nominated Reserve Public Hall Income -£12,700 – this is the carry forward from the 2015/2016 financial year to fund n 5 below.

n 3 – 2017/2018 Grants External -£62,500 – anticipated external grants to support the Public Hall Refurbishment Project.

n 4 – 2017/2018 Salaries £11,530 – increase as a result of the Council approvals of the Salaries and Grading Report of the External Consultant and the Caretaker and Handyman Team review approved by Town Council at its 5th September 2016 meeting.

n 5 – 2017/2018 Public Hall £158,795 is the combined £125,000 cost of the Refurbishment Project and the normal annual operating costs of the Public Hall £33,795.

n 6 – 2016/2017 Public Hall from this £25,000 should be carried into next financial year as a nominated reserve for the Public Hall total at n 5.

n 7 – 2016/2017 Devolution £10,000 should be put into a nominated reserve and transferred to n 5 to fund the Public Hall project.

n 8 – 2016/2017 Dilapidations £15,500 should be put into a nominated reserve to fund n 5 the Public Hall project.

12.7 Project Codes (used in EXCEL spreadsheet)

Public Hall – pb

Foresters Hall – fh

Guildhall – gh

Westbourne Gardens – wg

Dean Street Toilets / Amenity Project – ds

Eastern Avenue – ea

Maudlin Farm – mf

12.8 Nominated Reserves 2016/2017 Carry Forward

To assist in creating the Council financial contribution to fund the Public Hall Refurbishment Project it is recommended that the following are combined into a nominated reserve and carry forward into the 2017/2018 financial year.

Budget Setting	Amount
Nominated Reserve Public Hall 2015/2016	£12,700
Public Hall (Projects Budget) 2016/2017	£25,000
Devolution 2016/2017 Budget	£10,000
Dilapidations 2016/2017 Budget	£15,500
Total	£63,200

RECOMMENDATION: That the Committee RECOMMENDS to Finance and General Purposes Committee and the Council that the attached Financial Plan is adopted and relevant nominated reserves £63,200 be authorised.

13. Allotments Administration – to delegate to the Facilities Manager or Town Clerk as appropriate in conjunction with the Committee Chair, administrative decisions in accordance with allotments rules, such as, permission to erect a shed or transfer to another plot.

To facilitate a timely progression of administrative matters in relation to the allotments, it is recommended that where decisions conform with the Council's Allotments Rules, the decision making is delegated to the Facilities Manager (or Town Clerk) in conjunction with the Chair of the Facilities Committee.

RECOMMENDATION: That delegation be given to the Facilities Manager or Town Clerk as appropriate in conjunction with the Committee Chair, to make administrative decisions in accordance with allotments rules, such as, permission to erect a shed or transfer to another plot.