



Holt Town Council

Minutes of the Holt Town Council Budget Meeting held on Monday 13th January 2020 at 6.30pm in the Community Centre,

Attending: Cllr Rodney Smith (Mayor), Cllr Phil Wright, Iain Wilson, Cllr Martin Batey, Cllr Ray Moore, Cllr Bryan Payne, Cllr Maggie Prior, Cllr Liz Traynier, Cllr Sarah Tribe, Cllr Simon Williams and Cllr Ben Philo. Town Clerk Gemma Harrison and Finance Manager Glynis Williamson 3 members of the public were present.

1. Welcome

1.1 Cllr Smith welcomed everyone to the meeting.

1.2 The draft budget was circulated to all Cllrs prior to the meeting and can be viewed at Appendix A.

2. Apologies for Absence

2.1 Cllr Curley and Cllr Duncan Baker gave their apologies.

3. To consider requests for dispensations from the restriction of operating in the discussion or voting on a matter in which a member has a disclosable pecuniary interest.

3.1 No declarations were made.

Cllr Tribe and Cllr Wilson joined the budget meeting.

Public Participation

- A member of the public thanked the town council for making the draft budget available for inspection.
- A member of the public asked why the auditing costs were so high last year and asked the reason behind allocating similar costs to this year's budget. The Finance Manager Glynis Williamson responded that the high costs had been down to the amount of work the external auditors had to do because of all the questions asked by members of the public. This years budget is being extra cautious as the same may happen again this year and the town council need to be prepared.
- A member of the public asked for clarification regarding the amount recorded for verge cutting. The town council has budgeted £6000 for verge cutting but it is noted that Norfolk County Council will refund part of this cost (£3000).

- A member of the public asked whether the wording Nelson House could be changed to read Tourist Information Centre.

4. Change of Bank

4.1 Cllrs were asked to consider whether we change who the town council bank with as there have been a number of delays and problems caused by the existing bank. Cllrs all AGREED that the Finance Manager should look at what other options are available and report back at the next full council meeting.

5. New Signatories

5.1 The Finance Officer explained that additional signatures were required for the bank accounts. Cllr Williams PROPOSED that Cllr Smith, Cllr Wright and Cllr Tribe become new signatories this was SECONDED by Cllr Philo and AGREED by all.

6. To agree an increase in the Grant fund

6.1 Cllr Wright PROPOSED to increase the grant fund from £3500 to £5000 this was SECONDED by Cllr Williams, a vote took place with 8 Cllrs voting in favour of the increase, 2 against the increase and one Cllr abstained. The motion was carried with a majority vote and the budget was amended.

7. Cemetery Rates

7.1 Cllr Payne PROPOSED to increase the cemetery rates by approximately 2.5% rounded to the nearest pound, this was SECONDED by Cllr Wright and AGREED by all. The Finance Manager to review the rates and circulate new rates which will apply from 1st April 2020.

8. Precept

8.1 The Cllrs discussed whether the council precept should be increased by 3% or 4%. There are a number of big projects being considered for the next year and Cllrs were keen to ensure there was enough in the budget to cover the costs. Therefore Cllr Batey PROPOSED that the precept should be raised by 4% to one hundred and twenty four thousand five hundred and forty six pounds, this was SECONDED by Cllr Wright and AGREED by everyone.

The meeting ended at 18:52

Appendix A

HOLT TOWN COUNCIL BUDGET CALCULATIONS FOR 2020/2021

PAYMENTS

Costed under	Agreed Budget for 2019/20	Expenditure to 30/11/19	Expected Expenditure to 03/03/20	Over or under spend	Suggested budget for 2020/21	Agreed budget for 2021
Audit	1500	4867	0	3367	4500	4500
Business Rates	4034	1458	2912	336	4000	4000
Room Hire	500	668	132	300	396	396
Stationary inc Postage	930	773	200	43	950	950
Tele/Broadband	850	650	308	108	900	900
IT costs	750	437	100	87	750	750
Website	400	0	750	400	400	400
PAT testing	100	0	100	0	100	100
Data Protection	35	35	0	0	35	35
Bank Charges	350	202	100	48	350	350
Sundries	800	942	0	142	900	900
Nei'hood Plan		3095	0	Sep bud		
Training	500	540		40	300	300
Subscriptions						
NALC	570	556	0	14	570	570
SLCC	190	0	0	190	380	380
RCC	20	0	0	20	20	20
NPFA	30	0	0	30	30	30
Insurance	3000	2270	0	730	3000	3000
Advertising	250	200	0	50	250	250
Election	4676	4216	0	460	4500	4500
Salaries and Services						
Clerk	18,182	17,116	7,580		30,000	30,000
Admin	3,000	495	900		2,000	2,000
Full Time Maint	14,783	10,000	5,000	Total	15,250	15,250
Part Time Maint	7,010	4,800	2,100	2040	7,225	7,225
Pensions	7001	3,201	2,000		6,000	6,000
NI Paye	12,107	9,931	1,000		9,000	9,000
Equipment software	500	714	0	214	700	700
Grants/Donations	3,500	3,500	0	0	3,500	3,500
Nelson House Cont					5,000	5,000

Travel	200	200	0	0	200	200
TOTALS	86,268	70,966	23,182		101,206	101,206
C/Fwd	86,268	70,966	23,182		101,206	101,206
Street Lighting						
Maintenance	3,000	1504	750	746	3,000	3,000
Energy	8,000	6767	1500	267	8,000	8,000
Upgrade	1,000	0	300	700	1,000	1,000
Open Spaces						
Refuse Collection	504	)			504	504
Spouts	0	)				
Peacocks	250	)	500	2327	3500	3,500
Dog Bin	175	) 5256				
Misc	500	)				
Flower Pots	2000	)				
Tree Work	600	545		55	600	600
Verges	3180	3595	1,500	1,915	6,000	6,000
Cemetery						
Water	100	130	50	80	200	200
Rates	1386	924	400	62	1,386	1,386
Maintenance	500	498	0	2	500	500
Contingency	500	631		131	500	500
Grave digging		1190	600	1190	Offset	Receipts
Set Aside					1000	1,000
Vehicles						
Vehicle Machinery	1,500	)				
Consumables	1,600	)3180	700	2720	5,000	5,000
Sundries	500	)				
Repairs	1,500	)				
Fuel	1,500	764	380	351	1,500	1,500
Street Furniture	1,200	1145	0	55	1,200	1,200
Church Street Toilets						
Rates	0	1025	370	1395	1,400	1,400
Electricity	180	136	45	1	180	180
Water	415	292	100	23	400	400
Sani Bins	365	251	100	14	365	365
Contingency	300	857	300	557	2,300	2,300
Car Park						
Sundries		36		36	36	36
S137 out of budget	100	30		70	100	100
Sub Total		100,262	30,777		139,877	139,877

Nelson House		12,352	9,870		20,000	20,000
Totals	117123	112614	40,647		159,877	159,877

HOLT TOWN COUNCIL BUDGET CALCULATIONS 2020/21

RECEIPTS

Costed Under	Agreed Budget for 2019/20	Income to 30/11/10	Expected Income to 30/3/2019	Suggested budget for 2020/21 3%	4%	Agreed Budget for 2020/21
Precept	117,224	117,224	0	123,349	124,546	124,546
Cemetery						
Interment	2200	2717	1,000	3000		3,000
Memorials	2300	1040	200	1500		1,500
Exclusive rights	0	2431	900	2500		2,500
Grave digging	0	1250	750	2000		2,000
Purchase	3000	805	0			
Car Parks						
Permits	8400	8400	0	8400		8,400
Easement	300	300	0	300		300
Office Rent	0	1002	500	2000		2,000
Verge Cutting	3190	2733	0	2750		2,750
Bank	125	80	50	125		125
Other	300	587	0	600		600
VAT		6866				
TOTALS	137039	145435	3,400	146,524	147,721	147,721

Balance as at Barclays Bank 30/11/2019	
Community Account	242,160
Tracker Account	49,256
Saver Account	<u>13,406</u>
Total	<u>304,832</u>

Earmarked Reserves

i)	Street Lights Balance 01/04/19	5750 less spent 700	5050
ii)	Cemetery	9000	9000
iii)	War Memorial	3316	3316
iv)	Church Street Toilets	4000	4000
v)	Play equipment	34200	34200
vi)	Neighbourhood Plan	2586 less spent 2586	0
vii)	MTI grant	17514	17514
viii)	Nelson House	118.750 less spent 22222	96528
	Total amount set aside		169608
	Leaving		<u>135,224</u>
	Expected income 30/11/2019 – 31/03/2020		3,400
			138,624
	Less predicted spend 30/11/2019 – 31/04/2020		30.777
	Predicted funds available 31/03/2020		<u>107,847</u>
	Which includes a general reserve of 96,829		

Expected spend 2020/21 as payments attached	139,877
Expected income 2020/21 as receipts attached	146,524 or 148721
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Notes on the reserves which may help

- i) Street Lights are changing, to better for the environment LED, with the number we have it was agreed to replace the old lights as and when rather than all at once which would be costly. This is a reserve to deal with this.
- ii) Cemetery will always be needed and we need to keep a check on unreserved plots available and look at purchasing a new piece of land probably within the next eight years
- iii) War Memorial this reserve is for the refurbishment of the memorial and is surplus monies raised by the community in 2010.
- iv) This reserve is towards the maintenance of the Church Street Toilets

- v) Play equipment from a section 106 agreement
- vi) Neighbourhood plan grant all money budgeted has now been spent
- vii) MTI grant Yellow Brick Road and Park and Walk. Fish Hill and Planting up the Town monies have not yet been received.
- viii) Nelson House is monies received from NNDC to provide running costs for the TIC as part of Nelson House.

Further information: There is a public works loan outstanding for £390,117 repayable in two instalments per year of £9870 each.

Glynis Williamson
Town Finance Manager

Gemma Harrison
Town Clerk