

STOURPORT-ON-SEVERN TOWN COUNCIL

SUE SAUNDERS
TOWN CLERK

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THE CIVIC CENTRE
NEW STREET
STOURPORT-ON-SEVERN
WORCS
DY13 8UN

17th January 2019

SS/AP/TC.23

TO: MEMBERS OF THE PARKS COMMITTEE

Dear Sir/Madam

MEETING OF THE PARKS COMMITTEE – TUESDAY 22ND JANUARY 2019

You are hereby summoned to attend a MEETING of the PARKS COMMITTEE of STOURPORT-ON-SEVERN TOWN COUNCIL to be held at the Mayor's Parlour, Civic Centre, Stourport-on-Severn on TUESDAY 22ND JANUARY 2019, commencing at 3.00pm, for the purpose of transacting the business set out in the Agenda below.

Yours faithfully

Sue Saunders

Town Clerk

A G E N D A

1. To receive apologies for absence.
2. To confirm the Minutes of the Committee held on the 13th December 2018. (Appendix 1)
3. To invite Members to declare any interest in any item on this Agenda.
4. Treasurer's report for priority and budget setting 2019/20. (Appendix 2)
5. Signage at War Memorial Park.

Committee Members

Cllr V M Higgs (Chairman)
Cllr Mrs J P Bennett
Cllr C J Brewer
Cllr D Little
Cllr C Rogers



**MINUTES OF A MEETING OF THE PARKS COMMITTEE
OF STOURPORT-ON-SEVERN TOWN COUNCIL
HELD IN THE MAYOR'S PARLOUR, CIVIC CENTRE, STOURPORT-ON-SEVERN
3 PM ON THURSDAY 13TH DECEMBER 2018**

PRESENT: Councillors Mrs V M Higgs (Chair)
C Brewer
D Little

16. APPOINTMENT OF CHAIRMAN

Following the resignation of Councillor J Shaw, the Committee appointed Councillor V Higgs as Chair until the 2019 Elections.

17. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors R Lloyd and C Rogers. Councillor C Brewer was appointed as substitute for Councillor Lloyd.

18. MINUTES

It was **RESOLVED** that the Minutes of the meeting of the Committee held on 4th December 2018 be confirmed as a correct record and signed by the Chairman.

19. DECLARATIONS OF INTEREST

None.

20. WAR MEMORIAL PARK – GREEN FLAG AWARD

Ian Baggott from Cpf consultants presented a report setting out a potential Action Plan in the event that the Council decides to apply for Green Flag Accreditation. The potential costs and benefits were discussed together with resource implications to achieve the award.

The Parks Manager advised the Committee that it would be feasible to achieve accreditation status within 12 months with a view to an application being submitted in January 2020. The Committee agreed to receive progress reports during the year and inform full Council accordingly.

The Committee thanked Ian Baggott for his work and presentation.

The meeting was closed at 3.49pm.

STOURPORT-ON-SEVERN TOWN COUNCIL

PARKS COMMITTEE
MEETING ON 22ND JANUARY 2019

REPORT OF THE TREASURER ON THE BUDGET 2019/20

1. INTRODUCTION

The financial background to this report is that the Council's current financial position is sound. However, the Factors significantly affecting the Council's overall financial position include:

- that over the 2017-2020 period the Council is losing £30,000 of Council Tax compensation grant per year;
- that the amounts, unknown until now, that the Town Council will have to pay to Worcestershire County Council for its office accommodation are now known to be significantly less than had prudently been provided for;.
- The assumption by the Town Council of responsibility for the paddling pool – more information on this matter will be provided to your meeting following a meeting with a senior representative of WFDC on Monday.

More detail on all of the background to the budget will be provided to the meeting of Finance Committee on 5th February.

The purpose of this report is to help the Committee to formulate budget recommendations to the Finance Committee and to the Council. The Parks Committee section of the Council's draft budget is attached to this report. Members will note that it provides details as follows:

- Actual income and expenditure to 30th December 2018
- Revised estimates for 2018/19
- Draft budget for 2019/20
- Budget projection for 2020/21; and
- Vehicle and plant programme.

These items are considered in the paragraphs below.

2. ACTUAL INCOME AND EXPENDITURE TO 30th DECEMBER 2018

Accepted good accounting practice requires that budgetary control be carried out during each financial year. An important element of that process is to compare actual income and expenditure for the 9 months ended 31st December 2018 with the approved budget for the current financial year 2018/19 to identify any significant additional costs or savings and take any appropriate action. However, as variances have been included in the full year revised estimate for 2018/19, and are dealt with in the next paragraph, there is nothing else to bring to Members attention.

3. REVISED ESTIMATE 2018/19, DRAFT BUDGET 2019/20 and PROJECTION 2020/21

(a) REVISED ESTIMATE 2018/19

The revised estimate for 2018/19 is detailed in the attached Annex and is £5,630 more than the original estimate (£128,475 compared with £122,845). The variations in the revised estimate as compared with the original estimate are:

	£000
<u>Costs greater than budgeted</u>	
Salaries (parks, cemeteries and allotments combined) higher than budgeted*	10.0
Grave-digging	1.8
<u>Spending less than budgeted</u>	
Riverside Paddling Pool – saving arising from delay in implementing new arrangements	-5.8
Other savings	-0.4
Total	<u>5.6</u>

* Arises from regularising pay of Parks staff, last summer, in accordance with proper pay scales.

(b) DRAFT BUDGET 2019/20 & PROJECTION 2020/21

The draft budget is detailed in the attached annex and shows total net expenditure for 2019/20 as £123,354 and for 2020/21 as £131,654. An allowance has been paid for 2% pay inflation but no allowance has been made for price inflation. Allowance has been made for inflation on income on the following basis:

- **cemetery fees** – increase ‘headline’ fee from £700 to £720 with effect from 1st April 2019 and other cemetery fees by around the same percentage (will also be considered by Finance Committee) – this would not make our fees high relative to other cemeteries;
- **rents for allotments** would normally be increased every two years but the rents were increased significantly - from £36 to £40 (large plots) and from £18 to £20 (small plots) from 1st April 2015 and have not been increased since. Inflation has been low but, as it will now have been 4 years since the last increase and the Council does need the income, it is suggested that there be an increase to £42 (large plots) and £21 (small plots) from 1st April 2019 this time but with no increase in 2020. This will also be considered by Finance Committee.

The projection for 2020/21 has been provided to assist with future Budget Strategy.

4. SERVICE OPTIONS

Members are invited to put forward other ‘bids’ for service improvements which the Committee may decide to recommend to Finance Committee, and to the Council, for inclusion in the Council’s final 2019/20 budget.

5. RECOMMENDATIONS

*It is **RECOMMENDED** that:*

- 1 Actual income and expenditure for the 9 months ended 30th December 2018 be noted; and*
- 2 The Committee approve, for referral to the Finance Committee and to the Council:*
 - *the Parks Committee section of the revised estimate for 2018/19, the draft budget for 2019/20 and the Vehicle and Plant Programme;*
 - *its decisions in relation to cemetery fees and allotment rents from 1st April 2019;*
 - *its recommendations in relation to service options.*

This Report has been prepared by Graham Shaw, Treasurer who will be pleased to respond to any questions arising.

2017/18 Actual		2018/19 Budget	2018/19 Actual Apr-Dec	2018/19 Revised Estimate	2019/20 Budget	2020/21 Projection
£	4. MEMORIAL PARK AND TOWN GARDENS ETC.	£	£	£	£	£
	Expenditure					
	Employees					
59,979	Salary and Wages Recharged	62,630	43,691	66,579	69,284	70,859
	Premises Related Costs					
13,452	Maintenance of Grounds	11,900	8,408	11,900	11,900	12,200
	Electricity	500	213	500	500	500
	Business Rates	430	-	-	430	430
	Water Charges	100	67	100	100	100
	Cleaning Materials	150	112	400	400	400
	Fire Extinguishers	30	-	60	60	60
	Transport Related Costs					
2,134	Vehicle and Mower Running Costs	2,000	991	2,000	2,000	2,000
	Contr to Vehicle Renew Fund	1,700	-	1,700	1,800	1,800
	Supplies and Services					
2,366	Equipment	2,000	525	2,000	2,000	2,000
	Tree Survey and Surgery	1,000	-	1,000	1,000	1,000
-	Riverside Paddling Pool	11,624	-	-	11,624	11,624
-	Tree inspection arrangement	3,820	-	3,820	3,820	3,820
-	Playgrnd inspection arrangmnt	240	-	240	240	240
817	Other expenditure	-	-	-	-	-
82,639	Total Expenditure	98,124	54,007	90,299	105,158	107,033
	Income					
- 400	Rent - Land Com Cen Mem Park	- 400	- 400	-400	-400	-400
- 500	Rent - Land Com Cen A Kings Rec	- 500	-	-500	-500	-500
-	Riverside Paddling Pool - WFDC	- 5,812	-	-	11,624	- 5,812
- 2,000	Paddling Pool - Localism Fund	-	-	-	-	-
- 8	Other income	-	- 8	-8	-8	-
- 2,908	Total Income	- 6,712	- 408	- 908	- 12,532	- 6,712
79,730	TOTAL NET EXPENDITURE	91,412	53,599	89,391	92,626	100,321

2017/18 Actual		2018/19 Budget	2018/19 Actual Apr-Dec	2018/19 Revised Estimate	2019/20 Budget	2020/21 Projection
£	5. CEMETERY	£	£	£	£	£
	Expenditure					
	Employees					
53,063	Salary and Wages Recharged	53,640	38,654	58,903	61,296	62,690
	Premises Related Costs					
622	Electricity	500	344	500	500	500
	Refuse Collection/Disposal	4,100	2,581	4,400	4,500	4,500
	Transport Related Costs					
545	Vehicle and Mower Running Costs	400	-	400	400	400
	Supplies and Services					
5,980	Grave-digging	6,450	5,100	8,240	8,300	8,300
	Books-Official Register, etc.	250	-300	300	300	300
	Subscription to ICCM	90	90	90	90	90
	Misc. Expenditure	100	-	-	-	-
64,976	Total Expenditure	65,530	46,469	72,833	75,386	76,780
	Income					
	Customer Receipts					
- 48,710	Burial Fees	- 51,000	- 33,525	- 51,390	- 52,500	- 53,500
- 48,710	Total Income	- 51,000	- 33,525	- 51,390	- 52,500	- 53,500

16,266	TOTAL NET EXPENDITURE	14,530	12,944	21,443	22,886	23,280
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2017/18 Actual		2018/19 Budget	2018/19 Actual Apr-Dec	2018/19 Revised Estimate	2019/20 Budget	2020/21 Projection
£	6. ALLOTMENTS	£	£	£	£	£
	Expenditure					
	Employees					
8,056	Salary and Wages Recharged	8,143	5,868	8,943	9,306	9,517
	Premises Related Costs					
-	Water Charges	1,500	-	1,500	1,500	1,500
	Supplies and Services					
167	Skip hire and disposal	500	333	500	500	500
114	Miscellaneous	-				
359	Commission on rent collection	360	362	362	385	385
8,695	Total Expenditure	10,503	6,563	11,305	11,691	11,902
	Income					
	Customer Receipts					
- 3,586	Allotment Rents	- 3,600	- 3,664	- 3,664	- 3,850	- 3,850
- 3,586	Total Income	- 3,600	- 3,664	- 3,664	- 3,850	- 3,850
5,109	TOTAL NET EXPENDITURE	6,903	2,899	7,641	7,841	8,052

2017/18 Actual		2018/19 Budget	2018/19 Actual Apr-Dec	2018/19 Revised Estimate	2019/20 Budget	2020/21 Projection
£	7. NON-RECURRING EXPENDITURE	£	£	£	£	£
	Expenditure					
4,980	Parks Ctte - improved service provision	10,000	6,373	10,000	-	-
4,980	Total Expenditure	10,000	6,373	10,000	-	-
4,980	TOTAL NET EXPENDITURE	10,000	6,373	10,000	-	-

STOURPORT-ON-SEVERN TOWN COUNCIL
PARKS COMMITTEE
BUDGET 2019/20 - SUMMARY

Agenda Item No. 4
Appendix No. 2

2017/18 Actual		2018/19 Budget	2018/19 Actual Apr-Dec	2018/19 Revised Estimate	2019/20 Budget	2020/21 Projection
£		£	£	£	£	£
79,730	4. MEMORIAL PARK + TOWN GARDENS	91,412	53,599	89,391	92,626	100,321
16,266	5. CEMETERY	14,530	12,944	21,443	22,886	23,280
5,109	6. ALLOTMENTS	6,903	2,900	7,641	7,841	8,052
4,980	7. NON-RECURRING	10,000	6,373	10,000	-	-
106,085	TOTAL NET EXPENDITURE	122,845	75,815	128,475	123,354	131,654

	2018/19		2019/20 Estimate	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate
	Original Estimate	Revised Estimate				
1. Vehicle and Mower Replacements	£	£	£	£	£	£
Balance b/f	887	1,636	3,336	- 2,564	- 764	1,036
General Purpose Van*			- 5,700		-	-
2 Pedestrian Mowers			- 2,000	-	-	-
Annual Contribs from Budget	1,700	1,700	1,800	1,800	1,800	1,800
Balance c/f	2,587	3,336	- 2,564	- 764	1,036	2,836

* Replace based on condition