

Councillors are hereby summoned, and members of the public and press are invited, to attend a meeting of the Policy & Resources Committee to be held on Monday 9 January 2023, following the Planning & Highways Committee meeting, and not commencing before 19.00 in the Council Chamber, Town Hall, Market Square, Crewkerne.

Note:

- Members of the public who wish to view the meeting proceedings, either in real time or afterwards, can access the meeting through the following link:
<https://www.youtube.com/channel/UCTA9K-7L4Onjcli2Gtz7tCg>

K. Sheehan, Town Clerk (signed on original)
3 January 2023

Agenda

Open Forum: Questions may be put to the Committee in person during this Public Participation Session of up to 15 minutes and a maximum of 3 minutes per person. Issues notified to the Clerk a minimum of 3 working days before the meeting (i.e., by 5pm on the preceding Wednesday) will receive a response during this session. Issues raised in this session without prior notice may be referred to the Clerk to respond to within 10 working days or listed on a subsequent agenda.

1. To note apologies for absence.
2. Declarations of interest in items on the agenda.
3. To confirm the minutes of the Policy and Resources Committee meeting held on 10 October 2022.
4. Clerk's Progress Report: to receive a verbal update report (for information).
5. Finance:
 - a. Third quarter income and expenditure financial report: to receive a report.
 - b. Earmarked Reserves: to receive a report on predicted Earmarked Reserves as at 31 March 2023 and recommended transfers to support the budget for 23/24.
 - c. General Reserves: to receive a report on the estimated level of general reserves as at 31 March 2023.
 - d. Community grant application awards for 2023/24: to review the draft proposal for award of grants for recommendation to Full Council.
 - e. Budget for 2023/24: to consider the draft of the budget and associated precept calculation, for recommendation to Full Council.
6. To receive Matters of Report (for information only).
7. Next meeting: Monday 13 February 2023 following the Planning and Highways Committee meeting in the Council Chamber, Town Hall.

Quarterly Report: 3rd Quarter 2022/23
Overall Summary

	Actual 2021/22			Budget 2022/23			Income/Expend to date 20/12/22			Yr. End Forecast 2022/23			Net expenditure: comparison of year end f'cast to budget	Prime reason(s) for variance	% +/-
	Expend	Income	Net	Expend	Income	Net	Expend	Income	Net	Expend	Income	Net			
Staff Costs	187480	0	187480	203199	0	203199	161399	0	161399	217136	0	217136	13900	£20.3k drawdown from ER	7%
Admin and bank interest/charges	51437	-26	51463	55650	30	55620	39670	1386	38284	54378	1290	53088	-2500		-4%
Town Hall & Victoria Hall	28264	4998	23266	40094	8050	32044	22244	6223	16021	44818	7632	37186	5100	Overspend on utilities to be drawdown from ER	16%
Grounds Maintenance & Open Spaces	52077	120	51956	40049	2503	37546	48585	9552	39032	62846	16439	46407	8900	£10.9k drawdown from ER for open spaces, drawdown from Playgrounds ER	24%
War Memorial Grounds	3173	1	3172	8550	3500	5050	3002	0	3002	9750	3500	6250	1200	Severalls Hall roof repairs	24%
Cemetery	42906	16101	26805	53,457	28,992	24465	26801	25789	1012	53999	32890	21109	-3400		-14%
Aqua Centre	0	0	0	500	1000	-500	1026	1526	-500	1526	1776	-250	300		-60%
George Reynolds Centre	36262	14783	21480	46430	13000	33430	26280	13264	13016	48736	15597	33139	-300	Overspend on utilities to be drawdown from ER. Gas pipe installation £2k to be taken from GRC project	-1%
Grants	11734	0	11734	13979	0	13979	14136	0	14136	14136	0	14136	200		1%
Youth service	16367	0	16367	17492	0	17492	13119	0	13119	17492	0	17492	0		0%
Public toilets	73758	20851	52907	9100	0	9100	7965	0	7965	11500	0	11500	2400		26%
Projects	19767	6152	13615	21100	0	21100	6127	19901	-13773	12716	19901	-7185	-28300		
Events	16308	5766	10542	14000	0	14000	8278	8196	82	18281	8196	10085	-3900	£815 drawdown from ER for Jubilee event	-28%
TOTAL	539533	68747	470786	523600	57075	466525	378634	85638	292796	567312	107221	460092	-6400		-1%

Within or On Budget	
Over Budget but fully covered by Earmarked Reserves	
Over Budget by < 10% or over budget and partly covered by Earmarked Reserves	
Over budget by > 10%	

Earmarked Reserves

2022/23

	Opening	Forecast			Proposed Transfer of unused expend	Year end total	Comments
		Yr end added	Yr end used	Year end balance			
Tennis Courts Upgrade	9,356.43			9,356.43		9,356.43	
Invest for Crewkerne's Future	6,751.69			6,751.69		6,751.69	
Bincombe	843.75			843.75		843.75	
Youth Town Council	4,940.19			4,940.19		4,940.19	
Playgrounds	2,157.33			2,157.33		2,157.33	
Barn Street rec. ground	2,067.05		631.00	1,436.05		1,436.05	
Town Hall Project	9,355.39			9,355.39		9,355.39	
Staff Costs	20,300.00		20,300.00	0.00		0.00	
Neighbourhood Plan	1,000.00			1,000.00		1,000.00	
New Projects	2,150.00			2,150.00	17,800	19,950.00	
Events	2,000.00		2,000.00	0.00		0.00	
Grounds Maintenance	10,924.34		10,924.34	0.00		0.00	
Christmas Lighting Up	0.00	2,826.93		2,826.93		2,826.93	From Christmas Committee + street collection
CIL Funds	0.00	581.00		581.00		581.00	
Utilities	7,000.00		7,000.00	0.00		0.00	
ABCD	0.00	11,658.92	11,658.92	0.00		0.00	Temporarily held until bank acc set up
Cemetery **	106,109.88	933.77	0.00	107,043.65		107,043.65	
TOTAL	184,956.05	16,000.62	52,514.26	148,442.41	17800	166,242.41	

Cemetery **	Balance brought fwd	Added in year	Used in year	Total	Comments	West Crew 7%	Town Council 93%
Chapels	8,242.00			8,242.00		576.94	7,665.06
Trees	4,650.98			4,650.98		325.57	4,325.41
New Burial Grounds/Paths	8,000.00			8,000.00		560.00	7,440.00
Lodge	34,994.00			34,994.00		2,449.58	32,544.42
Total Allocated Reserves	55,886.98	-	-	55,886.98		3,912.09	51,974.89
Cemetery Unallocated Reserves	58,209.67	1,004.05		59,213.72		4,144.96	55,068.76
TOTAL CEMETERY RESERV	114,096.65	1,004.05	-	115,100.70		8,057.05	107,043.65

Estimated balance of General Reserves for the year ending 31 March 2023

	£	
Cash Balance		
Expenditure to date	378,634	
Forecast Expenditure to Year End	567,312	a
Income to date	85,838	
Forecast Income to Year End including Precept	573,745	b
Overall Cash Balance B/fwd as of 1 April 2022	296,952	c
Forecast Year End Cash Balance	303,385	d = c + b - a
Earmarked Reserves		
Opening Balance 1st April 2022	184,956	
Balance as at		
Forecast Year End Earmarked Reserves	148,442	e
Plus transfer of unused expenditure to Earmarked Reserves	17,800	f
Forecast Year End Balance	166,242	g = e + f
General Reserves		
Forecast Year End Cash Balance	303,385	from d
Less Forecast Year End Earmarked Reserves	166,242	from g
Less West Crewkerne Reserves	8,057	
Forecast General Reserves as at 31st March 2023	129,085	h = d - g
% of Precept	27.7%	

Conclusion

The estimated level of General Reserves at 31 March 2023 of approximately £ 129,085 represents 27.7% of the Precept. The minimum level of General Reserves required to be compliant with the Town Council's policy is 25%.

Crewkerne Town Council

FIFTH DRAFT

PRECEPT 2023/24		22/23 Precept			2023/24 Precept			Comments
SUMMARY PAGE		Expenditure	Income	Net Cost	Expenditure	Income	Net Cost	
SALARIES		203,199	0	203,199	251,104	0	251,104	
ADMIN		55,650	30	55,620	52,800	40	52,760	
TOWN HALL AND VIC. HALL		40,094	8,050	32,044	39,325	8,384	30,941	
GROUNDS MAINTENANCE		40,049	2,503	37,546	96,409	4,330	92,079	
WAR MEMORIAL GROUNDS		8,550	3,500	5,050	3,050	2,750	300	
CEMETERY		53,457	28,992	24,465	42,273	31,856	10,417	
AQUA CENTRE		500	1,000	-500	500	1,000	-500	
GRC		46,430	13,000	33,430	42,093	14,300	27,793	
GRANTS		13,979		13,979	10,000		10,000	
YOUTH PROVISION		17,492		17,492	20,162		20,162	
PUBLIC TOILETS		9,100		9,100	14,500		14,500	
PROJECTS		21,100		21,100	2,500		2,500	
EVENTS		14,000	0	14,000	16,000	400	15,600	
SUB TOTALS		523,600	57,075	466,525	590,716	63,060	527,656	
AMOUNT TO COLLECT FROM CREWKERNE COUNCIL TAX PAYERS		466,525			527,656			
TAX BASE		2,456.25			2,518.38			Tax base now confirmed by SSDC
Equivalent Band D charge		£189.93			£209.52			
% change compared to previous precept		6.0%			13.1%			
£ change in Band D charge		£11.65			£19.59			
% change in Band D charge		6.5%			10.3%			

Signed

Date