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To: P&R Cllrs; Hale, Harrison, Kennedy, Lovell, Mayall (Chair), Nicklin  
All other recipients for information only.

**12 October 2022**

Dear Councillor

### Summons

You are summoned to the Policy and Resources Committee (P&R) of Shepton Mallet Town Council for the transaction of the business shown on the agenda below. To be held at 7 pm on **Tuesday, 18 October 2022** in the Council Chamber, Mendip District Council

### Public Participation

Members of the public and press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by the Local Government Act 1972 Section 100 unless precluded by the Town Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the beginning of the meeting providing that prior notice has been given by noon on the day of the meeting on: [info@sheptonmallet-tc.gov.uk](mailto:info@sheptonmallet-tc.gov.uk) or 01749 343984.

Any issues raised during the public session should relate to the remit of the committee. No resolution for action can be taken unless already identified on the agenda. A record of public participation shall not be included in the Minutes, but as an appendix note to the Minutes of the meeting.

The public question time shall not exceed 30 minutes unless by resolution to suspend standing orders or at the discretion of the chairman. If a member of public wishes to share a document with council, these documents must be submitted to [Info@sheptonmallet-tc.gov.uk](mailto:info@sheptonmallet-tc.gov.uk) by noon on the day of the meeting.

### The 7 principles of public life

Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership. Members are reminded of their duty under the Code of Conduct.

Yours sincerely

---

Claire Commons FdA (Comm Gov), Fellow SLCC, Town Clerk

### Encs

(document name and page number where it is referenced)

# POLICY AND RESOURCES COMMITTEE

## Agenda

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	To receive and consider for acceptance, apologies for absence .....(1 min) <i>(Local Government Act, 1972 s.85)</i>	
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	To declare interests relating to the business of the meeting and receive dispensation requests from the Clerk. ....(1 min) <i>(Shepton Mallet Town Council Code of Conduct, 2019)</i>	
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	To receive the minutes of the previous meeting of the Policy and Resources Committee.....(1 min) <i>(Local Government Act 1972 Sch 12)</i>	
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	To receive reports pertaining to the Policy and Resources Committee. ....(5 min) <i>(Local Government Act 1972 Sch 12)</i>	
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	To consider upgrade to the current IT provision ..... (10 mins) <i>(Local Government Act, 1972 s.111)</i>	
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	To consider the committee's budget requirements for 2023-24 ..... (40 mins) <i>(Local Government Act, 1972 s.151)</i>	
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	To consider the council's budget requirements for 2023-24..... (40 mins)	
P&R2.8	NEXT MEETING.....	21
	To consider date and business for the next meeting of the committee..... (5 mins) <i>(Local Government Act 1972 Sch 12)</i>	

Anticipated meeting end time 8:45pm

Date of next meeting: Tuesday 3<sup>rd</sup> January 2023

### **P&R2.1 Apologies**

To receive and consider for acceptance, apologies for absence

(1 min)

*(Local Government Act, 1972 s.85)*

Report Author: Town Clerk

#### **P&R2.1.1 Background**

- a The Council (including committees) should approve (or not) the reason for apologies given by absent councillors. If a council member has not attended a meeting of the council (or its committees) or has not tendered apologies which have been accepted by the council (or committee), for six consecutive months, they are disqualified.
- b Councillors are holders of public office and summoned to the meetings of the Council and its committees.

#### **P&R2.1.2 Apologies received and reason**

- a Apologies received from Councillor M Lovell owing to conflicting personal commitments.

#### **P&R2.1.3 Recommendation**

- a That the meeting accepts or rejects each of the apologies presented. A press release is not required for this decision.

#### **P&R2.1.4 Reason for Recommendation**

- a Accepting apologies resets the six-month absence rule.

(End)

## **P&R2.2** Declarations of Interest

To declare interests relating to the business of the meeting and receive dispensation requests from the Clerk. (1 min)

*(Shepton Mallet Town Council Code of Conduct, 2019)*

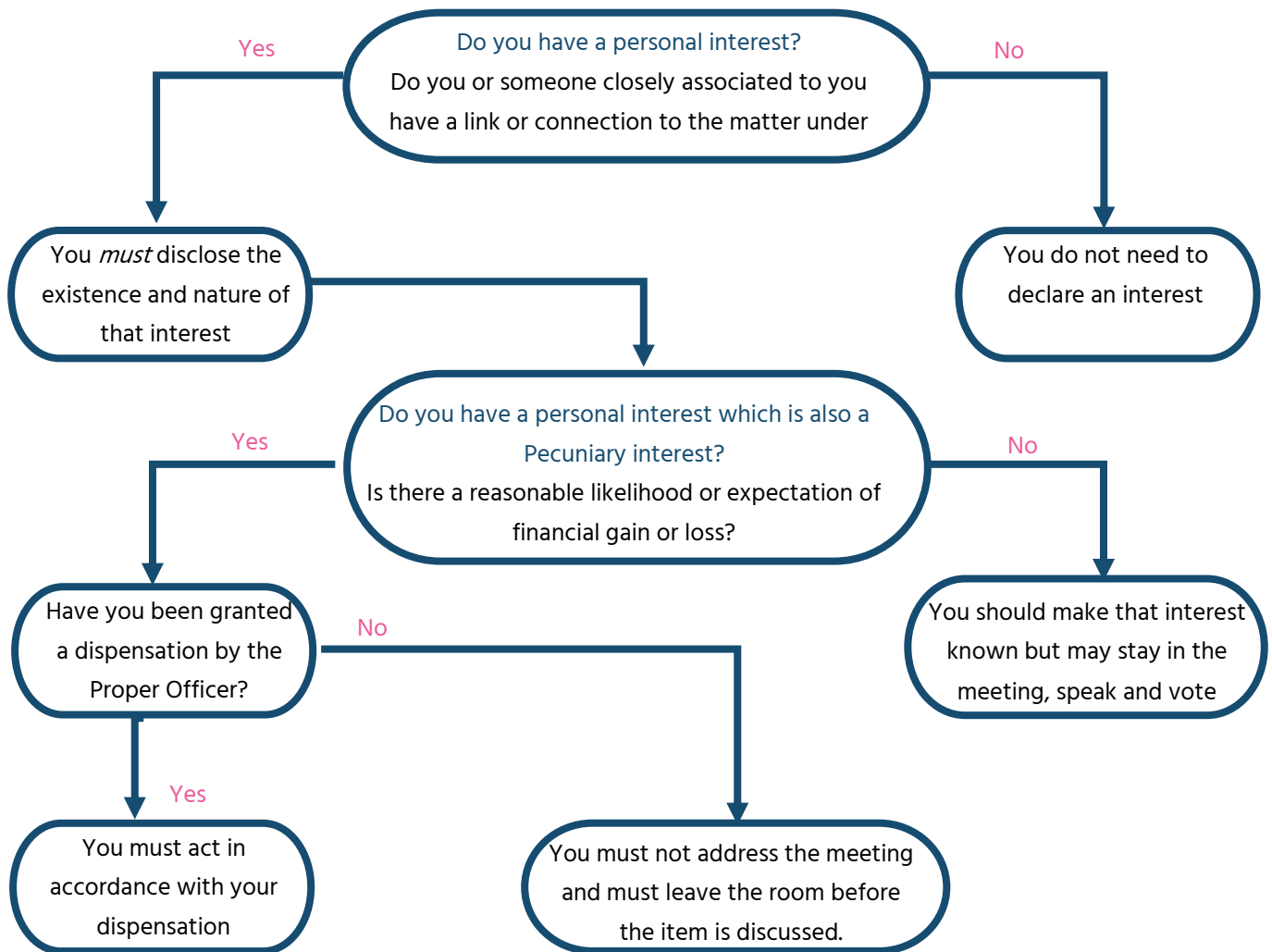
Report Author: Town Clerk

### **P&R2.2.1** Background

- a Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2019. The Clerk will report any dispensation requests received.
- b Where a matter arises at a meeting which relates to a councillor's interest, the councillor has the responsibility of declaring that interest in accordance with the adopted code of conduct. (Shepton Mallet Town Council Code of Conduct, 2019)

### **P&R2.2.2** Recommendation

- a To note the declarations made during the meeting.



(End)

### **P&R2.3 Minutes**

To receive the minutes of the previous meeting of the Policy and Resources Committee.

(1 min)

*(Local Government Act 1972 Sch 12)*

Report Author Town Clerk:

#### **P&R2.3.1 Background**

- a When the meeting is approving the draft minutes of a previous meeting as an accurate record, the only issue for the meeting is whether the minutes accurately record the proceedings of the meeting and the resolutions made at them. It is irrelevant if the chairman or other councillors were not present at the meeting to which the draft minutes relate.
- b If it is necessary for the draft minutes of the previous meeting to be corrected because of inaccuracies then the amendments to the draft minutes must be approved by resolution. (Tharmarajah, 2013, p. 154).

#### **P&R2.3.2 Recommendation**

- a That the minutes of [28<sup>th</sup> June 2022](#) be approved for signing as a true record of the decisions taken.

(End)

**P&R2.4 Officer Report to the Committee**

To receive reports pertaining to the Policy and Resources Committee.

(5 min)

*(Local Government Act 1972 Sch 12)*

Report Author: Town Clerk

**P&R2.4.1 Financial Update**

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Income</b>							
1000 Allotment Rents	0	3,289	3,289			0.0%	
1005 Wayleaves	0	30	30			0.0%	
1016 Other Income	248	0	(248)			0.0%	
1176 Precept	337,708	675,415	337,708			50.0%	
1190 Bank Interest	358	50	(308)			715.3%	
Income :- Income	<b>338,314</b>	<b>678,784</b>	<b>340,470</b>			<b>49.8%</b>	<b>0</b>
<b>Net Income</b>	<b>338,314</b>	<b>678,784</b>	<b>340,470</b>				
<b>200 Office - Administration</b>							
4012 Bank, Accountancy & Audit Fees	1,442	3,800	2,358		2,358	37.9%	
4016 Legal & Professional Fees	1,772	10,000	8,228		8,228	17.7%	
4017 TLG Settlement	0	10,000	10,000		10,000	0.0%	
4024 Office Lease Rates & Services	3,130	7,800	4,670		4,670	40.1%	
4026 Renewals & Improvements	130	2,200	2,071		2,071	5.9%	
4028 Communications	649	2,500	1,851		1,851	26.0%	
4032 Information Technology	3,447	11,500	8,053		8,053	30.0%	
4036 Website	250	500	250		250	50.0%	
4040 Stationery & Printing	371	1,800	1,429		1,429	20.6%	
4044 Postage & Carriage	543	300	(243)		(243)	180.9%	
4048 Sundries & Consumables	0	600	600		600	0.0%	
4052 Marketing	1,217	5,500	4,283		4,283	22.1%	
4056 Subscriptions	1,450	3,000	1,550		1,550	48.3%	
4060 Members Travel Expenses	0	50	50		50	0.0%	
4064 Insurance	3,815	8,200	4,385		4,385	46.5%	
4068 Chairman's Allowance	0	750	750		750	0.0%	
4072 Civic Duties & Events	40	1,200	1,160		1,160	3.3%	
4074 Conferences & Members Training	113	500	387		387	22.6%	
4168 Elections	200	8,000	7,800		7,800	2.5%	
Office - Administration :- Indirect Expenditure	<b>18,569</b>	<b>78,200</b>	<b>59,631</b>	<b>0</b>	<b>59,631</b>	<b>23.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(18,569)</b>	<b>(78,200)</b>	<b>(59,631)</b>				
<b>300 Staff</b>							
4000 Salaries - Gross	48,426	183,282	134,856		134,856	26.4%	
4004 Employers - NI	37	18,579	18,542		18,542	0.2%	
4008 Employers - Pension	7,379	38,123	30,744		30,744	19.4%	
4009 Employees - Travel	16	200	184		184	8.2%	
4010 Staff Training	589	2,200	1,611		1,611	26.8%	
Staff :- Indirect Expenditure	<b>56,447</b>	<b>242,384</b>	<b>185,937</b>	<b>0</b>	<b>185,937</b>	<b>23.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(56,447)</b>	<b>(242,384)</b>	<b>(185,937)</b>				

Policy and Resources Committee meeting, **Tuesday, 18 October 2022**

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>400 Policy &amp; Resources Committee</u>							
4155 Library Grant	0	15,000	15,000		15,000	0.0%	
Policy & Resources Committee :- Direct Expenditure	<b>0</b>	<b>15,000</b>	<b>15,000</b>	<b>0</b>	<b>15,000</b>	<b>0.0%</b>	<b>0</b>
4100 Neighbourhood Plan	1,365	0	(1,365)		(1,365)	0.0%	455
4112 Cenotaph Charity	0	1,000	1,000		1,000	0.0%	
4116 Market Cross Charity	0	1,000	1,000		1,000	0.0%	
4118 Collett Park Charity	0	1,000	1,000		1,000	0.0%	
4120 Town CCTV	0	9,500	9,500		9,500	0.0%	
4122 YMCA - Youth	2,375	9,500	7,125		7,125	25.0%	
4132 Citizens Advice Mendip	0	10,000	10,000		10,000	0.0%	
4140 Mendip Community Transport	1,500	1,500	0		0	100.0%	
4148 Shepton Mallet Carnival	1,300	1,300	0		0	100.0%	
4162 New Grants	10,100	10,100	0		0	100.0%	
4175 Snowdrop Festival	4,000	4,000	0		0	100.0%	
4228 A&IT	3,000	3,000	0		0	100.0%	
Policy & Resources Committee :- Indirect Expenditure	<b>23,640</b>	<b>51,900</b>	<b>28,260</b>	<b>0</b>	<b>28,260</b>	<b>45.5%</b>	<b>455</b>
<b>Net Expenditure</b>							
	<b>(23,640)</b>	<b>(66,900)</b>	<b>(43,260)</b>				
6000 plus Transfer from EMR	455						
<b>Movement to/(from) Gen Reserve</b>							
	<b>(23,185)</b>						
<u>500 Recreation, Amenities &amp; Enviro</u>							
4076 Allotment Land Rent & Rates	332	1,300	968		968	25.6%	
4080 Ground Care - Town Environs	19,681	22,000	2,319		2,319	89.5%	
4084 Town Repairs & Maintenance	165	0	(165)		(165)	0.0%	
4088 Town Improvements	20,103	30,000	9,897		9,897	67.0%	9,546
4128 Christmas Lighting	10,575	20,000	9,425		9,425	52.9%	
4174 Town Signage	60,925	15,000	(45,925)		(45,925)	406.2%	30,770
4177 Capital Replacement Fund	0	25,000	25,000		25,000	0.0%	
4227 Bunting	5,940	5,000	(940)		(940)	118.8%	
Recreation, Amenities & Enviro :- Indirect Expenditure	<b>117,722</b>	<b>118,300</b>	<b>578</b>	<b>0</b>	<b>578</b>	<b>99.5%</b>	<b>40,316</b>
<b>Net Expenditure</b>							
	<b>(117,722)</b>	<b>(118,300)</b>	<b>(578)</b>				
6000 plus Transfer from EMR	40,316						
<b>Movement to/(from) Gen Reserve</b>							
	<b>(77,406)</b>						

Continued over page

Policy and Resources Committee meeting, **Tuesday, 18 October 2022**

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>600 Collett Park Management</b>							
4081 Ground Care - Collett Park	8,476	50,000	41,524		41,524	17.0%	
4202 Other Expenditure	(179)	30,000	30,179		30,179	(0.6%)	
4203 Collett Park Zone 2	0	15,000	15,000		15,000	0.0%	
4210 Park Depot & Toilet Rates	405	1,200	795		795	33.7%	
4220 Trees & habitat	39	7,500	7,461		7,461	0.5%	
4221 New Infrastructure	0	15,000	15,000		15,000	0.0%	
4222 Capital Replacement	1,393	15,000	13,607		13,607	9.3%	
Collett Park Management :- Indirect Expenditure	<b>10,133</b>	<b>133,700</b>	<b>123,567</b>	<b>0</b>	<b>123,567</b>	<b>7.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(10,133)</b>	<b>(133,700)</b>	<b>(123,567)</b>				
<b>700 Collett Park Festival</b>							
1027 Other Income	1,280	6,000	4,720			21.3%	
Collett Park Festival :- Income	<b>1,280</b>	<b>6,000</b>	<b>4,720</b>			<b>21.3%</b>	<b>0</b>
4156 Collett Park Festival	10,776	0	(10,776)		(10,776)	0.0%	
4186 Printing	299	0	(299)		(299)	0.0%	
4193 Licenses	70	0	(70)		(70)	0.0%	
Collett Park Festival :- Indirect Expenditure	<b>11,144</b>	<b>0</b>	<b>(11,144)</b>	<b>0</b>	<b>(11,144)</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>(9,864)</b>	<b>6,000</b>	<b>15,864</b>				
<b>800 Arts, Culture &amp; Tourism</b>							
4223 Tourism	(1,760)	2,000	3,760		3,760	(88.0%)	
4224 Art Projects	(2,000)	0	2,000		2,000	0.0%	
4225 Community Projects	(600)	0	600		600	0.0%	
4226 Events	(1,613)	1,000	2,613		2,613	(161.3%)	
4229 Winter Series	0	10,000	10,000		10,000	0.0%	
4230 Summer Series	4,813	10,000	5,187		5,187	48.1%	
4231 Sunday Markets	0	2,000	2,000		2,000	0.0%	
4232 Arts Forums	0	300	300		300	0.0%	
4233 Community Donations	7,128	10,000	2,872		2,872	71.3%	
4234 Collett Park Day	0	10,000	10,000		10,000	0.0%	
Arts, Culture & Tourism :- Indirect Expenditure	<b>5,968</b>	<b>45,300</b>	<b>39,332</b>	<b>0</b>	<b>39,332</b>	<b>13.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(5,968)</b>	<b>(45,300)</b>	<b>(39,332)</b>				
Grand Totals:- Income	<b>339,594</b>	<b>684,784</b>	<b>345,190</b>			<b>49.6%</b>	
Expenditure	<b>243,623</b>	<b>684,784</b>	<b>441,161</b>	<b>0</b>	<b>441,161</b>	<b>35.6%</b>	
<b>Net Income over Expenditure</b>	<b>95,971</b>	<b>0</b>	<b>(95,971)</b>				
plus Transfer from EMR	<b>40,771</b>						
<b>Movement to/(from) Gen Reserve</b>	<b>136,742</b>						



**P&R2.4.2 Earmarked Reserves**

Account	Opening Balance	Net Transfers	Closing Balance
311 EMR - Local Projects Capital	118,863.51		118,863.51
312 EMR - Skatepark Capital	0.00		0.00
313 EMR - Town Improvements/TCOP	0.00		0.00
314 EMR - Town Capital Replacement	61,066.25	-9,996.03	51,070.22
315 EMR - Skatepark	7,370.12		7,370.12
316 EMR - Neighbourhood Plan	6,911.77	-455.00	6,456.77
317 EMR - Speed Watch	0.00		0.00
318 EMR - Strawberry Line	32,088.99		32,088.99
319 EMR - BMX Track	0.00		0.00
320 EMR - Professional fees & Elec	11,965.71		11,965.71
321 EMR - War I Commemoration	0.00		0.00
322 EMR - CP Feasibility Study	12,455.00		12,455.00
323 EMR - Eden Grove	0.00		0.00
324 EMR - Council Reserve	0.00		0.00
325 EMR - Wayfinding Signage	66,432.50	-30,320.00	36,112.50
326 EMR - CP New infrastructure	30,000.00		30,000.00
327 EMR - CP Capital replacement	44,000.00		44,000.00
328 EMR - Library Support	29,000.00		29,000.00
329 EMR - People & Promotion	8,153.02		8,153.02
330 EMR - Collett Park Play Develo	109,217.30		109,217.30
331 EMR - Twinning	1,400.00		1,400.00
333 EMR - S106	5,731.46		5,731.46
	<b>544,655.63</b>	<b>-40,771.03</b>	<b>503,884.60</b>

**P&R2.4.3 Recommendation**

- a That the report is received and noted and any actions arising identified for future meetings of the Council or its Committees

(End)

## **P&R2.5 IT Upgrade**

To consider upgrade to the current IT provision

(10 mins)

*(Local Government Act, 1972 s.111)*

Report Author: Town Clerk

### **P&R2.5.1 Summary and Background information**

- a The Town Council's IT system has been slowly evolving over the years but is struggling to accommodate the variety of functions needed by the council.
- b The current accounts system needs to be upgraded to accommodate increased financial responsibility and to be ready for additional services which the council may undertake. It is recommended that the change to the new software takes place at the start of the new financial year.
- c Recent issues with emails have brought some of this into sharp relief combined with increased flexible working and numerous ways for councillors and staff requirements to access data and work in person.
- d A proposal for an up-to-date cloud-based work system has been sought through sector experts.
- e Comparison quotes are difficult to obtain in this area because each IT supplier provides different solutions.
- f Officers will continue to seek additional quotes to be as close a match as possible.
- g There are only three known providers who are able to host the sector specific accounts package used by the Town Council.
- h The Council's current contract for IT provision requires 90 written notice.

### **P&R2.5.2 Scheme of Delegation**

- a There is no specific scheme of delegation but as a council resource this is the most logical committee to address this item.

### **P&R2.5.3 Legal Authority and Implication**

- a The Council has the power to do anything which is conducive to delivering its responsibilities
- b Data security and GDPR compliance is key for any IT provision.

### **P&R2.5.4 Financial Implication**

- a Up to £7,400 from the IT budget. It is anticipated that this will overspend the budget line by £2,800. There will be sufficient underspend in Legal and Professional to accommodate this.
- b Extract from income and expenditure report for relevant budget line(s):

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>200 Office - Administration</u>							
4016 Legal & Professional Fees	1,772	10,000	8,228		8,228	17.7%	
4032 Information Technology	3,433	11,500	8,067		8,067	29.9%	

### **P&R2.5.5 Impact Assessment**

- a Equalities – The new system will provide greater opportunity to accommodate additional needs if they arise.
- b Environmental – None
- c Crime and Disorder – None
- d Resources – There will be a reduced annual expenditure after the initial expenditure and installation.
- e Economic – none
- f Risk Management – None

**P&R2.5.6 Recommendation**

- a Implement a new cloud based IT system which hosts councillor and staff emails and documents. Delegate to the Town Clerk all details in discharging this decision. Completion of this resolution to be no later than Friday, 31 March 2023. A press release is not required for this decision.

**P&R2.5.7 Reason for Recommendation**

- a To improve efficiencies with the current IT operation of the council.

(End)

## **P&R2.6 P&R Committee Budget**

To consider the committee's budget requirements for 2023-24

(40 mins)

*(Local Government Act, 1972 s.151)*

Report Author: Town Clerk

### **P&R2.6.1 Summary and Background information**

- a The Council must set its budget and precept each year by the end of January.
- b To ensure that the budget is appropriate to the needs of Shepton Mallet, each committee is asked to consider its work for at least the coming financial year and make budget recommendations to Full Council.
- c Officers have started this process with known areas of expenditure provided below. The Clerk will take the committee through each line to understand the projects that sit behind the requested sums.
- d Councillors may have additional projects they would like the committee to undertake and these estimates should be incorporated at this stage.

### **P&R2.6.2 Scheme of Delegation**

- a The committee is required to consider and make recommendations to the Town Council and / or Policy & Resources Committee on budget estimates to be prepared no later than November each year.

### **P&R2.6.3 Financial Implication**

- a The table below shows last year, current year and first draft proposed budget for next year.

		<u>2021-2022</u>		<u>2022-2023</u>		<u>2023-2024</u>		
400	Policy & Resources Committee	Budget	Actual	Total	Actual YTD	Budget	EMR	Carried Forward
4155	Library Grant	15,000	15,000	15,000	0	15,000	0	0
4100	Neighbourhood Plan	0	3,640	0	1,365	5,000	0	0
4112	Cenotaph Charity	1,000	1,225	1,000	0	1,000	0	0
4116	Market Cross Charity	1,000	1,000	1,000	0	1,000	0	0
4118	Collett Park Charity	1,000	1,0500	1,000	0	1,000	0	0
4120	Town CCTV	9,500	0	9,500	0	0	0	0
4122	YMCA – Youth	6,500	6,500	9,500	2,375	0	0	0
4124	Community Donations	10,000	8,897	0	0	0	0	0
4125	The People's Vote	0	8,751	0	0	0	0	0
4132	Citizen's Advice Mendip	1,00	10,000	10,000	0	0	0	0
4140	Mendip Community Transport	1,500	1,500	1,500	1,500	1,500	0	0
4144	Mid Somerset Show	500	500	0	0	1,000	0	0
4148	Shepton Mallet Carnival	1,300	1,300	1,300	1,300	1,300	0	0
4162	New Grants	11,000	9,500	10,100	10,100			

4175	Snowdrop Festival	4,000	4,000	4,000	4,000	0	0	0
4288	A&IT	0	0	3,000	3,000	3,000	0	0
	<b>Overhead Expenditure</b>	<b>57,300</b>	<b>57,862</b>	<b>51,900</b>	<b>23,640</b>	<b>14,800</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	3,296	0	0	0	0	0

#### P&R2.6.4 Budget detail

- 4155 Library Grant – Agreement until March 2026
- 4100 Neighbourhood Plan – Currently £6456 in Earmarked Reserves. Consider additional £5,000 to take to referendum.
- 4112 Cenotaph Charity - £8,932 currently in the charity account. Consider setting a cap on funds provided by the Town Council.
- 4116 Market Cross Charity - £9,303 currently in the charity account. Consider setting a cap on funds provided by the Town Council.
- 4118 Collett Park Charity - £55,956 currently in the charity account. Consider setting a cap on funds provided by the Town Council.
- 4120 Town CCTV – No invoices received from Mendip last year. Recommend moving unspent funds from this year into an Earmarked Reserve and then re-establishing the budget line in the future if required.
- 4122 YMCA Youth – SLA has ended
- 4124 Community Donations. This is a duplication of the line now sitting in the Arts, Culture & Tourism Committee budget.
- 4125 The People’s Vote – This project has not progressed.
- 4132 Citizen’s Advice Mendip – SLA ends March 2023
- 4140 Mendip Community transport – Annual informal arrangement
- 4144 Mid Somerset Show – Recommend reinstating annual budget to support the town council in communications and marketing.
- 4148 Shepton Mallet Carnival – Continue as previous years
- 4162 New Grants – Consider renaming ‘Community Grants’ This will be populated from the recommendation from the Arts, Culture & Tourism Committee
- 4175 Snowdrop Festival – SLA ended. New request submitted for annual amount of £6k
- 4228 A&iT – Active and In Touch SLA agreement until March 2024

#### P&R2.6.5 Recommendation

- a Recommend to the Full Budget discussion of the same meeting, the budget requirements for the Policy and Resources Committee..

#### P&R2.6.6 Reason for Recommendation

- a The committee must be confident that the budget meets its requirements for work identified for undertaking in 2023-24. The next agenda item will then allow the budget to be reviewed in context of the whole council budget for final recommendation to the Full Council meeting of 8<sup>th</sup> November.

(End)

## **P&R2.7 Budget Setting**

To consider the council's budget requirements for 2023-24

(40 mins)

(Local Government Act, 1972 s.151)

Report Author: Town Clerk

### **P&R2.7.1 Summary and Background information**

- a The Council's budget is presented below and includes all recommendations from all committees. Any recommendations from the previous agenda item P&R2.6 should also be taken into consideration.
- b Following each of the committee meetings the Clerk and RFO have reviewed the budget lines and made further recommendations, where these differ from the committee recommendations the rationale is detailed.
- c The Council must set its budget to inform the precept demand. That demand must be made to the District Council by January 2023.
- d The tax base is used to calculate the 'band D equivalent', which gives an estimated tax per household that will come from the council tax levied by the District Council. The tax base is not yet known.
- e It is important to note that the precept is a small proportion of the council tax and therefore percentages are an ineffective method of informing the value. Councillors are advised to avoid using percentages either for calculation or illustrative purposes.

### **P&R2.7.2 Financial Implication**

- a The full budget to be recommended to Full Council is on the following pages.

### **P&R2.7.3 Scheme of Delegation**

- a The Committee is responsible for recommending the budget to Full Council

### **P&R2.7.4 Recommendation**

- a To Full Council to adopt the budget and issue the precept demand of £680,042 .

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15:41

**Draft Annual Budget - By Centre**

		<b>2021-2022</b>		<b>2022-2023</b>			<b>2023-2024</b>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>100</b>	<b>Income</b>									
1000	Allotment Rents	3,289	3,329	3,289	0	0	0	3,289	0	0
1005	Wayleaves	30	3	30	0	0	0	30	0	0
1006	Grants & Donations	0	25,363	0	0	0	0	0	0	0
1016	Other Income	10,000	31,833	0	248	0	0	0	0	0
1176	Precept	615,970	615,970	675,415	337,708	0	0	0	0	0
1190	Bank Interest	400	334	50	358	0	0	100	0	0
	<b>Total Income</b>	<b>629,689</b>	<b>676,832</b>	<b>678,784</b>	<b>338,314</b>	<b>0</b>	<b>0</b>	<b>3,419</b>	<b>0</b>	<b>0</b>
6001	less Transfer to EMR	0	26,512	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>629,689</b>	<b>650,319</b>	<b>678,784</b>	<b>338,314</b>	<b>0</b>		<b>3,419</b>		
<b>200</b>	<b>Office - Administration</b>									
4012	Bank, Accountancy & Audit Fees	3,800	4,062	3,800	1,442	0	0	4,000	0	0
4016	Legal & Professional Fees	2,800	1,489	10,000	1,772	0	0	5,000	0	0
4017	TLG Settlement	10,000	10,000	10,000	0	0	0	10,000	0	0
4024	Office Lease Rates & Services	7,800	6,168	7,800	3,130	0	0	10,000	0	0
4026	Renewals & Improvements	2,200	-1,780	2,200	130	0	0	2,000	0	0
4028	Communications	2,500	1,573	2,500	649	0	0	2,500	0	0
4032	Information Technology	11,500	7,492	11,500	3,447	0	0	8,500	0	0
4036	Websites	1,000	922	500	250	0	0	1,000	0	0
4040	Stationery & Printing	1,800	1,079	1,800	371	0	0	2,000	0	0
4044	Postage & Carriage	300	-30	300	543	0	0	300	0	0
4048	Sundries & Consumables	500	448	600	0	0	0	500	0	0
4052	Marketing	5,000	2,370	5,500	1,217	0	0	5,000	0	0

Continued on next page

Policy and Resources Committee meeting, **Tuesday, 18 October 2022**

		<b>2021-2022</b>		<b>2022-2023</b>			<b>2023-2024</b>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4056	Subscriptions	3,000	1,351	3,000	1,450	0	0	2,000	0	0
4060	Members Travel Expenses	50	19	50	0	0	0	100	0	0
4064	Insurance	8,000	7,521	8,200	3,815	0	0	8,500	0	0
4068	Chairman's Allowance	750	750	750	0	0	0	7,150	0	0
4072	Civic Duties & Events <sup>1</sup>	2,400	475	1,200	40	0	0	11,500	0	0
4074	Conferences & Members Training	500	145	500	113	0	0	650	0	0
4168	Elections	0	9,725	8,000	200	0	0	0	0	0
	<b>Overhead Expenditure</b>	63,900	53,779	78,200	18,569	0	0	80,700	0	0
6000	plus Transfer from EMR	0	5,924	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	(63,900)	(47,855)	(78,200)	(18,569)	0		(80,700)		
<b>300</b>	<b>Staff<sup>2</sup></b>									
4000	Salaries - Gross	189,143	132,664	183,282	48,426	0	0	241,335	0	0
4004	Employers - NI	19,405	4,870	18,579	37	0	0	18,039	0	0
4008	Employers - Pension	39,391	27,232	38,123	7,379	0	0	37,587	0	0
4009	Employees - Travel	200	47	200	16	0	0	200	0	0
4010	Staff Training	2,200	545	2,200	589	0	0	3,500	0	0
	<b>Overhead Expenditure</b>	250,339	165,359	242,384	56,447	0	0	300,661	0	0
	<b>Movement to/(from) Gen Reserve</b>	(250,339)	(165,359)	(242,384)	(56,447)	0		(300,661)		
<b>400</b>	<b>Policy &amp; Resources Committee</b>									
4155	Library Grant	15,000	15,000	15,000	0	0	0	15,000	0	0
	<b>Direct Expenditure</b>	15,000	15,000	15,000	0	0	0	15,000	0	0

<sup>1</sup> £10,000 added in for coronation event(s)

<sup>2</sup> Increased by 10% based on current guidance. Salaries are a contractual duty and are determined by the National Joint Councils agreement



Policy and Resources Committee meeting, **Tuesday, 18 October 2022**

		<b>2021-2022</b>		<b>2022-2023</b>			<b>2023-2024</b>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4100	Neighbourhood Plan	0	3,640	0	1,365	0	0	5,000	0	0
4112	Cenotaph Charity	1,000	1,225	1,000	0	0	0	1,000	0	0
4116	Market Cross Charity	1,000	1,000	1,000	0	0	0	1,000	0	0
4118	Collett Park Charity	1,000	1,050	1,000	0	0	0	1,000	0	0
4120	Town CCTV	9,500	0	9,500	0	0	0	0	0	0
4122	YMCA - Youth	6,500	6,500	9,500	2,375	0	0	0	0	0
4124	Community Donations	10,000	8,897	0	0	0	0	0	0	0
4125	The People's Vote	0	8,751	0	0	0	0	0	0	0
4132	Citizens Advice Mendip	10,000	10,000	10,000	0	0	0	0	0	0
4140	Mendip Community Transport	1,500	1,500	1,500	1,500	0	0	1,500	0	0
4144	Mid Somerset Show	500	500	0	0	0	0	1,000	0	0
4148	Shepton Mallet Carnival	1,300	1,300	1,300	1,300	0	0	1,300	0	0
4162	New Grants	11,000	9,500	10,100	10,100	0	0	0	0	0
4175	Snowdrop Festival	4,000	4,000	4,000	4,000	0	0	0	0	0
4228	A&IT	0	0	3,000	3,000	0	0	3,000	0	0
	<b>Overhead Expenditure</b>	57,300	57,862	51,900	23,640	0	0	14,800	0	0
6000	plus Transfer from EMR	0	27,391	0	455	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	(72,300)	(45,472)	(66,900)	(23,185)	0		(29,800)		
<b>500</b>	<b><u>Recreation, Amenities &amp; Enviro</u></b>									
4076	Allotment Land Rent & Rates	900	13,778	1,300	332	0	0	1,000	0	0
4080	Ground Care - Town Environs	22,000	23,638	22,000	19,681	0	0	25,000	0	0
4082	Skatepark West Shepton	0	6,550	0	0	0	0	0	0	0
4084	Town Repairs & Maintenance	0	0	0	165	0	0	0	0	0

Continued on next page

Policy and Resources Committee meeting, **Tuesday, 18 October 2022**

		<b>2021-2022</b>		<b>2022-2023</b>			<b>2023-2024</b>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4088	Town Improvements	21,000	106,596	30,000	20,103	0	0	30,000	0	0
4128	Christmas Lighting	20,000	17,328	20,000	10,575	0	0	25,000	0	0
4171	Strawberry Line	0	4,911	0	0	0	0	5,000	0	0
4174	Town Signage	0	20,428	15,000	60,925	0	0	6,000	0	0
4177	Capital Replacement Fund	25,000	0	25,000	0	0	0	25,000	0	0
4227	Bunting	0	-990	5,000	5,940	0	0	6,000	0	0
	<b>Overhead Expenditure</b>	<b>88,900</b>	<b>192,239</b>	<b>118,300</b>	<b>117,722</b>	<b>0</b>	<b>0</b>	<b>123,000</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	131,702	0	40,316	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(88,900)</b>	<b>(60,537)</b>	<b>(118,300)</b>	<b>(77,406)</b>	<b>0</b>		<b>(123,000)</b>		
<b>600</b>	<b>Collett Park Management</b>									
4081	Ground Care - Collett Park	40,000	33,206	50,000	8,476	0	0	40,000	0	0
4202	Other Expenditure	25,750	25,164	30,000	-179	0	0	30,000	0	0
4203	Collett Park Zone 2	2,500	220	15,000	0	0	0	0	0	0
4210	Park Depot & Toilet Rates	1,000	860	1,200	405	0	0	1,200	0	0
4220	Trees & habitat	6,000	2,671	7,500	39	0	0	6,000	0	0
4221	New Infrastructure	15,000	0	15,000	0	0	0	15,000	0	0
4222	Capital Replacement	15,000	0	15,000	1,393	0	0	10,000	0	0
	<b>Overhead Expenditure</b>	<b>105,250</b>	<b>62,120</b>	<b>133,700</b>	<b>10,133</b>	<b>0</b>	<b>0</b>	<b>102,200</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	6,779	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(105,250)</b>	<b>(55,341)</b>	<b>(133,700)</b>	<b>(10,133)</b>	<b>0</b>		<b>(102,200)</b>		
<b>700</b>	<b>Collett Park Festival</b>									
1002	Collett Festival	0	2,395	0	0	0	0	0	0	0

Continued on next page

Policy and Resources Committee meeting, **Tuesday, 18 October 2022**

		<b>2021-2022</b>		<b>2022-2023</b>			<b>2023-2024</b>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1027	Other Income	6,000	-395	6,000	1,280	0	0	6,000	0	0
	<b>Total Income</b>	6,000	2,000	6,000	1,280	0	0	6,000	0	0
4156	Collett Park Festival	20,000	0	0	10,776	0	0	10,000	0	0
4186	Printing	0	0	0	299	0	0	0	0	0
4193	Licenses	0	93	0	70	0	0	100	0	0
	<b>Overhead Expenditure</b>	20,000	93	0	11,144	0	0	10,100	0	0
	<b>Movement to/(from) Gen Reserve</b>	(14,000)	1,907	6,000	(9,864)	0		(4,100)		
<b>800</b>	<b><u>Arts, Culture &amp; Tourism</u></b>									
4223	Tourism	7,000	11,914	2,000	-1,760	0	0	1,000	0	0
4224	Art Projects	11,000	12,560	0	-2,000	0	0	0	0	0
4225	Community Projects <sup>3</sup>	12,000	11,624	0	-600	0	0	2,000	0	0
4226	Events	5,000	4,400	1,000	-1,613	0	0	0	0	0
4229	Winter Series	0	0	10,000	0	0	0	10,000	0	0
4230	Summer Series	0	0	10,000	4,813	0	0	10,000	0	0
4231	Sunday Markets	0	0	2,000	0	0	0	0	0	0
4232	Arts Forums	0	0	300	0	0	0	0	0	0
4233	Community Donations	0	0	10,000	7,128	0	0	10,000	0	0
4234	Collett Park Day	0	0	10,000	0	0	0	10,000	0	0
	<b>Overhead Expenditure</b>	35,000	40,498	45,300	5,968	0	0	43,000	0	0
6000	plus Transfer from EMR	0	3,296	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	(35,000)	(37,202)	(45,300)	(5,968)	0		(43,000)		

<sup>3</sup> Increased from £1400 to £2000 on officer recommendation to cover hire of toilets and first aid.

Policy and Resources Committee meeting, **Tuesday, 18 October 2022**

	<b>2021-2022</b>			<b>2022-2023</b>			<b>2023-2024</b>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Budget Income</b>	635,689	678,832	684,784	339,594	0	0	9,419	0	0
<b>Expenditure</b>	635,689	586,950	684,784	243,623	0	0	689,461	0	0
<b>Net Income over Expenditure</b>	0	91,882	0	95,971	0	0	-680,042	0	0
plus Transfer from EMR	0	175,092	0	40,771	0	0	0	0	0
less Transfer to EMR	0	26,512	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	0	240,461	0	136,742	0		(680,042)		

(End)

### **P&R2.8 Next Meeting**

To consider date and business for the next meeting of the committee

(5 mins)

*(Local Government Act 1972 Sch 12)*

Report Author: Town Clerk

#### **P&R2.8.1 Summary and Background information**

- a The next meeting of the committee is scheduled for 3 January 2023. This day is the first working day after the Christmas break.
- b Due to the office closure and legislative requirements for the timings in issuing agendas, the papers will need to be prepared and issued by 24<sup>th</sup> December 2022.
- c Councillors should consider taking the opportunity for a restful break from council business between Christmas and New Year and that should allow sufficient time to read papers for the meeting after their return.
- d Members should consider whether there is a need to meet on 3<sup>rd</sup> January and, if so, what items of business will need to be transacted.

#### **P&R2.8.2 Recommendation**

- a Cancel the meeting scheduled for 3<sup>rd</sup> January and refer any required business to the meeting of the Full Council on 10<sup>th</sup> January 2023.

#### **P&R2.8.3 Reason for Recommendation**

- a To provide adequate time to issue and read supporting papers relating to the business to be transacted.