

## BRIDGNORTH TOWN COUNCIL

**Minutes of the Administration and General Purposes Committee meeting held in the Mayor's Parlour, College House on Thursday 2 March 2017 at 7.15pm**

Present: Councillors R Whittle OBE (Chairman) D Cooper, A Hinton, E Marshall, Mrs J Onions, D Seipel and Mrs C Walden

In Attendance: Town Clerk, Mrs A Wilson  
Minute Secretary and transcribed by Mrs R Williams

0853/1617 **FIRE SAFETY ANNOUNCEMENT**

The meeting commenced with a fire safety announcement by the Chairman, Councillor R Whittle.

0854/1617 **PUBLIC QUESTIONS**

No public questions had been received prior to the meeting and no public questions were received during the meeting.

0855/1617 **APOLOGIES**

**RESOLVED:** to receive the apologies as listed below:

Councillor Mrs C Baines                      Unwell

0856/1617 **DECLARATIONS OF INTEREST**

Councillor D Cooper              Personal Interest              Agenda Item 12

0857/1617 **MINUTES**

**RECOMMENDED:** that the minutes of the Administration and General Purposes Committee meeting held on 2 February 2017, having been previously circulated and presented to Council, be signed by the Chairman as a true record.

0858/1617 **ACCOUNTS REPORTS**

i) Detailed Income & Expenditure Year to Date Cost Centre Report

At the Administration & General Purposes Committee meeting held on 2 February 2017 Members queried the title of the final expenditure figure on the Detailed Income & Expenditure Report. Members noted that RBS had been contacted with regard to this and they are to look into the matter. It appears that the system generates the title from the last cost centre that appears on the report; this should not happen.

The Chairman commented that he thought, in future, it would be beneficial for the Administration & General Purposes Committee and Town Council to view the same reports.

RBS are to be asked if it is possible for the Earmarked Reserve figures to be reported differently as to not affect the budget figures.

Members noted the report.

0859/1617

## **EARMARKED RESERVES AND VIREMENTS**

Members were asked to consider the Town Clerk's report with regard to Earmarked Reserves and Virements and confirm the following:

- The virements
- Budgets underspend amounts to be vired into ear marked reserves
- Reserves movements within ear marked reserves
- Earmarked Reserves to be vired back into general reserves

### **a) Virements**

- 101/4130 Insurance from 901/4926 Earmarked Reserves Insurance £1748
- 101/4560 Accountancy from 101/4000 Salaries £1388
- 110/4032 Election Expenses from 901/4921 Earmarked Reserves Election Expenses £3129
- 110/4293 Floodlighting St Leonards from 901/4933 Earmarked Reserves Floodlighting St Leonards £250
- 205/4157 Waste Disposal Litter from 901/4916 Earmarked Reserves Waste Disposal £119
- 210/4170 Repairs from 901/4912 Earmarked Reserves Property Repairs £567
- 215/4170 Repairs from 901/4912 Earmarked Reserves Property Repairs £1627
- 249/4172 Repairs – Misc Properties from 901/4912 Earmarked Reserves Property Repairs £649
- 250/4180 Equipment Repairs from 901/4900 Equipment Repairs £3579
- 299/4019 Castle Hall Salaries – overtime pay from Earmarked Reserves 901/4936 Salaries Grounds £3311 (locks and opens Castle Grounds daily)

- 302/4647 Events – St George’s Day Events from 901/4929 Earmarked Reserves Events £344

**b) To Earmarked Reserves**

- 110/4031 Training £700 (for new Councillor Training)
- 110/4535 Civic and Ceremonial £1000 (towards purchasing new ladies hats and Members’ white gloves)
- 248/4893 Cyclical Repairs – Buildings £5000 (for quinquennial repairs) (\*see below)
- 265/4204 Castle Grounds – Maintenance General £4000 (to continue the upgrade and refurbishment of Castle Grounds)
- 294/4116 Projects and Improvements – Annexe £104,444 (for upgrade of the Annexe/Mayor’s Parlour)

**c) Earmarked Reserves Movements**

i)	<u>To 4912/901 Property Repairs currently</u>	£51,890
	From 901/4907 Cemetery Lodge Repairs	£ 1,410
	From 901/4914 Repairs 1a High Street	£ 250
	*From 248/4893 Cyclical Repairs	<u>£ 5,000</u>
	Total:	<u>£58,550</u>

The Quinquennial Report on the Town Council properties has highlighted various areas that will require attention therefore this reserves is essential to keep.

ii)	<u>To 4900/901 Equipment Repairs/Maintenance currently</u>	£ 9,925
	From 901/4931 Vehicle Repairs	<u>£ 4,700</u>
	Total:	<u>£14,625</u>

This ear marked reserve covers equipment repair and maintenance and also assists with the funding of replacement equipment.

iii)	<u>To 4938/901 Severn Park Maintenance currently</u>	£ 1,500
	From 901/4939 Severn Park Improvement	<u>£ 4,939</u>
	Total:	<u>£ 6,439</u>

The Severn Park working group are looking at improvements to the park including resurfacing the road, additional litter bins, new noticeboards etc

iv)	<u>To 901/4902 Cemetery Maintenance currently</u>	£32,567
	From 901/4903 Cemetery Land	<u>£ 2,593</u>
	Total:	<u>£35,160</u>

This ear marked reserve is for those people who have pre-purchased plots,

upgrades, repairs and improvements to the cemetery and cemetery extension

NB These figures exclude any virements to be agreed in item a) virements

**d) Earmarked Reserves into General Reserves**

4913 Recruitment	£ 500
4915 Workwear	£ 250
4917 Bench Repairs	£ 573
4918 CCTV Costs	£ 1,431
4919 Castle Hall Costs	£ 1,262
4922 CCTV Staff Training	£ 1,000
4924 Grants	£ 3,901
4925 Ground Stock	£ 1,852
4926 Insurance	£ 2,000
4930 Contingency/Christmas Lights	£ 2,500
4932 Non-reclaimable VAT	£ 7,000
4934 Health and Safety	£ 450
4935 Grounds Planting	£ 4,935
4937 Salaries Car Park Attendant	<u>£ 2,370</u>
Total	<u>£30,034</u>

**e) Other Earmarked Reserves Movements**

- 901/ 4926 Insurance approximately £13,400 to make up shortfall in 2017/18 budget

***Additional information about the ear marked reserves:***

- 4904 Rock Face required in case of any issues at Lavington Gardens
- 4906 Grants Received in advance – this was a grant received from Shropshire Council to place bus stops in Whitburn Street. This will not be used for this purpose so Shropshire Council has agreed the Town Council may keep the grant so long as it is ring fenced for use to purchase or repair bus stops around the town
- 4908 Play Equipment – fund for replacing the play equipment
- 4911 Training and Personnel Costs – Required to keep staff training and statutory training up to date
- 4923 Civic and Ceremonial – replacement ladies hats and white gloves required for the new Council
- 4927 Newsletter – expected over spend in 2016/2017 and some additional costs allowed for in 2017/2018
- 4928 Cemetery Mapping/leaflets – possible new cemetery leaflet or map to be produced
- 4936 Salaries Ground – Required funding towards the grounds staff salaries
- 4941 Members Training – Councillors will require training following the elections – this fund will assist towards the cost

- 4945 LJC Grant for events – match funding grant for specific asset items in relation to events
- 1946 Shopwatch/Radiowatch – -£100 in wrong code – being moved

The Chairman commented that he felt the Earmarked Reserves (EMR) are too detailed; too many different pots. Through the report above the Town Clerk had reduced the number of headings and lumped together certain reserves and explained reasoning behind others. The Chairman stated that any expenditure not budgeted for could be funded out of general reserves at the agreement of Council.

Certain Members felt that EMR should only be used for specific projects and any surplus funds at year end should go back into the General Reserves (GR). It was stated that there are reasons why EMR should be kept; to save for big items of expenditure in the future and any unexpected expenditure. The Town Clerk specifically mentioned the cemetery where part of the funds are for pre-purchased plots, civic and ceremonial where it is known new civic ladies hats and gloves are needed, elections and properties where it was known that there were likely to be a large number for repairs required as evidenced by the cyclical review, a couple of which had substantial earmarked reserves within them.

It was proposed and seconded that apart from any monies that have been allocated for a specific purpose or where monies are to be kept to satisfy statutory requirements all items are moved from EMR to GR.

The Town Clerk informed Members that this proposal was against her advice to Council.

It was then proposed and seconded that all items in section a) above be vired as stated. It was therefore

**RECOMMENDED:** that all virements stated under section a) (Virements) be completed.

**RECOMMENDED:** that all items be moved from EMR to GR, apart from any monies that have been allocated for a specific purpose or where monies are to be kept to satisfy statutory requirements

0860/1617

**BRIDGNORTH GUIDED TOURS 2017**

Members were asked to consider a request from Mr D Crockson of Bridgnorth Guided Tours to contribute towards the cost of his Public Liability Insurance for the 2017 season. The total cost of the insurance is £208.

A proposal was put forward that £200 was paid. An amendment was put forward that the Town Council should contribute £150. There was no seconder. It was therefore

**RECOMMENDED:** that the Town Council contribute towards the cost of the Public Liability Insurance for the 2017 season for Bridgnorth Guided Tours in the sum of £208.

Councillor D Cooper left the meeting at this point.

0861/1617      **AUDIT APPOINTMENTS**

Members were asked to note the Auditors appointments from 2017/18 to 2021/22 as per the correspondence from Smaller Authorities Audit Appointments Ltd (SAAA Ltd).

There are no changes to the existing audit arrangements for 2016/2017.

PKF Littlejohn LLP will be the Auditors for Shropshire for the five year period in relation to accounts for the financial year beginning on 1 April 2017.

Members noted the above.

0862/1617      **PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960**

**RESOLVED** in terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RESOLVED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

0863/1617      **CONFIDENTIAL MINUTES**

**RECOMMENDED:** that the confidential minutes of the Administration and General Purposes Committee meeting held on 2 February 2017, having been previously circulated and presented to Council, be signed by the Chairman as a true record.

0864/1617      **TOWN COUNCIL DEBTORS**

The current situation was outlined at the meeting.

The meeting closed at 8.25pm.