

Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

Write to: PO Box 124, Brough, HU15 1YH

Telephone: 01482 665600

Website: elloughtonbrough-tc.gov.uk



12 December 2018

Dear Councillor,

Ordinary Meeting of the Town Council

You are hereby summoned to attend an ordinary meeting of Elloughton cum Brough Town Council to be held on **18 December 2018**, commencing at **7pm**, in the **Committee Room, Brough Community Centre, Centurion Way, HU15 1DF**.

The agenda for the meeting is set out below.

Tom Clay
Town Clerk

Agenda

No	Item
	<u>Procedural Items</u>
1	Apologies Council to note any apologies, the reason(s) given for absence and to consider acceptance of them.
2	Declarations of interest Council to receive any declarations of interest in accordance with the requirements of the Localism Act 2011, and to consider any applications for dispensations in relation to disclosable pecuniary interests or personal interests.
3	Public forum The period of time which is designated for public participation shall not exceed 15 minutes. Each member of the public may only speak once and for no longer than 3 minutes.
4	Minutes of the ordinary meeting held on 20 November 2018 Council to consider approving the minutes of the ordinary meeting as a true and accurate record.

Chairman 2018-2019 Councillor Martin Credland

5	<p>Council committee minutes</p> <p>Council to note the minutes of the following committees and to consider any recommendations contained within:</p> <ul style="list-style-type: none"> i. 14 November 2018 – Events & Publicity Committee ii. 14 November 2018 – Planning & Licensing Committee iii. 26 November 2018 - Finance & Strategic Planning
<u>Reports to Council</u>	
6	<p>ERNLLCA and outside bodies reports</p> <p>Council to receive verbal reports from representatives of ERNLLCA, community organisations and outside bodies.</p>
7	<p>East Riding of Yorkshire Council</p> <p>Council to receive reports from the East Riding of Yorkshire Council members for the Town Council area and to consider any issues relating to the East Riding of Yorkshire Council.</p>
<u>Council Finance</u>	
8	<p>A) Schedule of payments</p> <p>Council to consider approval of payments for the period 13 November 2018 to the 12 December 2018 amounting to £18,768.46.</p> <p>B) Bank Reconciliation</p> <p>Council to note and consider the Bank Reconciliation for the period up to 30 November 2018.</p>
<u>Council Business Items</u>	
9	<p>Precept and Town Council budget 2019-20</p> <p>Council to consider Town Council budget for 2019-20 and the associated report.</p> <p>Council to further consider requesting a precept of £160,742 from the East Riding of Yorkshire Council, setting the precept at £41.08 per Band D equivalent household in the Town Council's area.</p> <p>Council to note the recommendation made by the Finance and Strategic Planning Committee on 26 November 2018 (italics below): <i>Cllr T. Galbraith proposed, seconded by Cllr Brogden, proposed that the budget report for 2019-20 be accepted, with some small adjustments to several budget lines and the rectification of typing errors.</i></p> <p><i>It was also proposed that the precept be set at £41.08 (0% increase) for a Band D equivalent property. The Committee's recommendation takes into account the recommendations made by other committees, expected income, expected expenditure, the expenditure in previous years, the level of reserves, and the allowance for contingencies.</i></p>

	<p><i>It was further proposed that the budget report for 2019-20 and the precept recommendation be placed before the December 2018 meeting of Full Council for consideration with a view to approving the budget for 2019-20 at that meeting.</i></p> <p>RESOLVED: Committee resolved to accept the proposal and the Town Clerk was instructed to make minor alterations to the budget report for 2019-20. The Town Clerk was also instructed to place the completed report and the recommendation regarding the precept before the December 2018 meeting of Full Council.</p> <p>Council to further note the recommendation in the ‘<i>Town Council Budget Report for the 2019-20 Financial Year</i>’ report which recommends that (see italics below):</p> <p><i>8.1 It is recommended that Council note and accept the following:</i></p> <ul style="list-style-type: none"> <i>i. Estimates and analysis included in the body of this report;</i> <i>ii. proposed budget for the 2019-20 financial year which includes income and expenditure (appendix 2);</i> <i>iii. a three year projection of income and expenditure (appendix 2);</i> <i>iv. the reserves outlined at paragraphs 7.4 to 7.8 of the report;</i> <i>v. summary of the risk assessment carried out to determine the level of un-earmarked reserves (appendix 3);</i> <i>vi. figures for the Council Tax base supplied by ERYC (appendix 4), and;</i> <i>vii. the ‘precept leaflet’ explaining in summary terms the 2019-20 budget which will be supplied to members of the public and ERYC.</i> <p><i>8.2 It is further recommended that Council set the precept at £160,742 (an increase of 0%) or £41.08 per Band D equivalent for the 2019-20 financial year and that the Town Clerk be instructed to complete the necessary paperwork and inform ERYC of the position of Council.</i></p>
10	<p>Future Office Accommodation Working Party Council to consider adopting Terms of Reference for the Working Party that was established at the November 2018 meeting of Council.</p>
<u>The Next Ordinary Meeting of Council</u>	
11	<p>Date and time of the next meeting Council to confirm date and time of the next ordinary meeting which is scheduled to be held on 15 January 2018, commencing at 7pm, in the Committee Room, Brough Community Centre (HU15 1DF).</p>

ITEM 4

Council Minutes

Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

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Minutes of the ordinary meeting of Council held on **20 November 2018** in the **Committee Room, Petuaria Community Centre, Centurion Way, Brough, HU15 1DF.**

Members Present: Cllr Rowe, Cllr Luckraft, Cllr Brogden, Cllr T. Galbraith, Cllr K. Galbraith, Cllr Davies, Cllr Credland (Chairman), Cllr S. Duckles (Vice Chairman) and Cllr C. Duckles

Meeting Clerks: Tom Clay, Town Clerk

Also in attendance: ERYC Cllr Meredith and one members of the public

Minutes

Minute	Item
	<u>Procedural Items</u>
58/18	<p>Apologies The following apologies we received:</p> <ul style="list-style-type: none"> • Cllr P. Duckles – Work commitment <p>RESOLVED: Council resolved to note the apologies and accept the reasons given for absence.</p>
59/18	<p>Declarations of interest In accordance with the requirements of the Localism Act 2011 the declaration were made:</p> <ol style="list-style-type: none"> i. Cllr Credland – Item 9. Member of the board that made the application for a grant to the Town Council. ii. Cllr T. Galbraith – Item 9. Member of the board that made the application for a grant to the Town Council.
60/18	<p>Public Forum A resident of Chapel Mews attended to enquire about the progress made on several issues relating to tree felling, planning and anti-social behaviour.</p>

Signature: Date:

	<p>The Clerk reported that a letter had been sent and that he would chase the letter up with the East Riding of Yorkshire (ERYC) planning office.</p> <p>Cllr Meredith reported concerns raised by residents about the lack of street cleansing on roads with brick sets, primarily on the new estates. Cllr Meredith enquired if the Town Council could lend assistance with the matter.</p> <p>The Town Council accepted the comments, but were clear that as the highways authority for the area it was the ERYC's responsibility to maintain roads in the area. It was suggested by Town Councillors that ERYC consider changing planning guidelines to ensure that in the future all new estates are built with tarmac roads.</p> <p>Cllr Meredith also reported that residents had requested double yellow lines for Welton Low Road. The advice from ERYC highways officers was that double yellow lines would not be painted as the parked cars acted as a natural chicane and traffic calming measure.</p> <p>The Town Council noted the advice of the ERYC highways officers.</p>
61/18	<p>Minutes of the ordinary meeting held on 16 October 2018 Cllr K. Galbraith proposed, seconded by Cllr Rowe, that the minutes be accepted as a true and accurate record of the meeting.</p> <p>RESOLVED: Council resolved to approve the minutes as a true and accurate record.</p>
62/18	<p>Council committee minutes Cllr K. Galbraith proposed, seconded by Cllr Rowe, that the following committee minutes be noted by Council:</p> <ul style="list-style-type: none"> i. 10 October 2018 - Environment Committee ii. 10 October 2018 - Planning Committee iii. 16 October 2018 – Personnel Committee iv. 22 October 2018 – Finance & Strategic Planning Committee v. 7 November 2018 – Environment Committee <p>RESOLVED: Council resolved to note the committee minutes outlined above.</p>
<u>Reports to Council</u>	
63/18	<p>ERNLLCA and outside bodies reports Council received the following verbal reports from representatives of ERNLLCA, community organisations and outside bodies.</p> <ul style="list-style-type: none"> i. Cllr T. Galbraith – Nothing to report other than the next Executive Meeting would take place on 1 December 2018.

Signature: Date:

	<p>ii. Cllr Brogden – Reported that a recent fire inspection at both the Community centre and Village Hall had gone well. She further reported that the Management Committee was functioning well and that the new Site Manager was doing a good job. Unfortunately a Trustee of the Management Committee had resigned after only a short tenure of office. Finally it was reported that the community centre will have a change of name to the ‘Petuaria Community Centre’.</p> <p>iii. Cllr Credland – Reported that a new gatepost had been installed at the Welton Road entrance. Recent ground penetrating radar work had shown some exciting results which had been covered by the BCC’s Look North. Peter Halkon’s lecture on 18 November 2018 had been well received and that future events were being planned.</p>
64/18	<p>East Riding of Yorkshire Council Council received the following reports from the East Riding of Yorkshire Council members for the Town Council area:</p> <p>Cllr Galbraith reported that:</p> <ul style="list-style-type: none"> • The Local Plan is being reviewed and that on 27 November 2018 there would be a session for town and parish councillors at County Hall. • The future of Beverley Post Office will be considered at a meeting of Full Council soon. • A planning application for exploration that could lead to fracking had been approved near Hedon. <p>Cllr Meredith reported that ERYC’s petition system is being reviewed and will be considered by the Cabinet and Council in the coming months.</p>
	<u>Town Council Finance</u>
65/18	<p>A) Schedule of payments Cllr K. Galbraith proposed, seconded by Cllr Luckcraft, that Council note and approve the payments for the period 10 October 2018 to the 13 November 2018 amounting to £15,247.16 and set out at Appendix A.</p>
65/18.1	<p>RESOLVED: Council resolved to approve the payments for the period 10 October 2018 to the 13 November 2018 amounting to £15,247.16.</p>
	<p>B) Bank Reconciliation Cllr Rowe proposed, seconded by Cllr K. Galbraith, that Council note and approve the bank reconciliation up to 31 October 2018.</p>
65/18.2	<p>RESOLVED: Council resolved to note and approve the bank reconciliation up to 31 October 2018.</p>

Signature: Date:

66/18	<p>Grant Application</p> <p>Cllr Credland and Cllr T. Galbraith left the room (19:58) while the grant application was being discussed.</p> <p>Cllr S. Duckles assumed the chairmanship of the meeting in her role as Deputy Chairman of the Town Council.</p> <p>Cllr K. Galbraith proposed, seconded by Cllr C. Duckles, the Town Council support the PFA's request for a grant of £1,000 for the 'Petuaria Revisited' project with the following conditions:</p> <ol style="list-style-type: none"> i. That it be used for work relating to ground penetrating surveys in the Town Council area as part of the 'Petuaria Revisited' project; ii. That a paid invoice be sent to the Town Council after the work has taken place so that it can be verified that the sums have been spent in the manner described above, and; iii. That if the PFA is unable to spend the funds on the work described above at point (i) that they be returned to the Town Council. <p>RESOLVED: Council approved the proposal above and the Town Clerk was instructed to make the grant funding available to the PFA after the meeting of Council.</p> <p>Cllr Credland and Cllr T. Galbraith re-entered the room (20:12) after the resolution had been made and Cllr Credland resumed in the role as Chairman of the meeting.</p>
<u>Council Business Items</u>	
67/18	<p>Consideration of future arrangements for the Council's offices</p> <p>Cllr S. Duckles proposed, seconded by Cllr K. Galbraith, that:</p> <ol style="list-style-type: none"> i. Council adopt option two of the report, namely, that a Working Party be set up to consider the issue of the future arrangements for the Councils' offices; ii. the Working Party would have no budget; iii. the Working Party would have as its aim to make a recommendation to Council about the future arrangements for offices; iv. after Council had approved the recommendation the Working Party would cease to exist; v. the Town Clerk act as clerk to the Working Party and be instructed to draft Terms of Reference to be approved at its first meeting, and; vi. the membership of the Working Party be: Cllr S. Duckles, Cllr Luckraft, Cllr Rowe and Cllr Credland. <p>RESOLVED: Council approved the proposal above and the Town Clerk was instructed to take the necessary actions.</p>

Signature: Date:

68/18	<p>Update of Council policies Cllr K. Galbraith proposed, seconded by Cllr Credland, that Council accept the recommendation made by the Finance & Strategic Planning Committee and that the following policies be adopted by Council:</p> <ul style="list-style-type: none"> • Code of Conduct • Financial Regulations • Expenses Policy <p>RESOLVED: Council approved the policies described above and the Town Clerk was instructed to take the necessary actions.</p>
69/18	<p>Future meeting dates RESOLVED: Council noted the provisional meeting dates for the remainder of the 2018-19 municipal year and for the whole of the 2019-20 municipal year.</p>
<u>Next Ordinary Meeting of the Town Council</u>	
70/18	<p>Date and time of the next meeting Council confirmed the date and time of the next ordinary meeting to be 18 December 2018 at 7pm, in the Committee Room, Petuarria Community Centre, Centurion Way, Brough HU15 1DF.</p>

Meeting started 7pm and closed 8:30pm

Document published on 21 November 2018

Signed:

Print Name:

Print Position:

Date:

Signature: **Date:**

Appendix A

Schedule of Payments - 10 October 2018 to the 13 November 2018

REFERENCE	INVOICE DATE	INVOICE NUMBER	COMPANY/ORGANISATION	VAT NUMBER	ITEM DESCRIPTION	TOTAL NET	TOTAL VAT	TOTAL PAYABLE
PS31	11.10.18	48688	PPH	5610 673 00	Under for Service Charge	£40.41	£0.00	£40.41
PS32	10.10.18	HTM/KB/8286/12	Andrew Jackson Solicitors	1668 267 28	Lease renewal - 60 Welton Road	£750.00	£150.00	£900.00
PS33	19.10.18	NCH01	Royal British Legion	N/A	Civic Wreath -Remembrance Day	£50.00	£0.00	£50.00
PS34-37	19.10.18	19.10.18	Town Council	N/A	Salary - Oct-Nov	£3,996.03	£0.00	£3,996.03
PS38	24.10.18	19.10.18		N/A	Christmas Tree Lights	£37.58	£0.00	£37.58
PS39	18.10.18	62384484	ERYC	647 4711 23	SLA for lamp columns	£1,530.07	£306.01	£1,836.08
PS40	20.10.18	20.10.18	HMRC	N/A	NIC/PAYE	£2,882.06	£0.00	£2,882.06
PS41	30.10.18	30.10.18	ERPF	N/A	Pension	£846.97	£0.00	£846.97
PS42	31.10.18	31.10.18	Art and Soul	N/A	Petuaria Press Design	£550.00	£0.00	£550.00
PS43	31.10.18	4166	East Riding Engraving	851 1110 77	Memorial Plaque - Sue Shipp	£31.67	£6.33	£38.00
PS44	01.11.18	8104		N/A	Christmas tree Festival banner	£105.75	£21.15	£126.90
PS45	06.11.18	06.11.2018		N/A	Misc for Christmas Tree event	£124.82	£0.00	£124.82
PS46	08.11.18	Office		N/A	Christmas Tree bases	£44.98	£0.00	£44.98
PS47	08.11.18	49003	PPH	5610 673 00	Building Insurance	£81.54	£0.00	£81.54
PS48	09.11.18	1076338		N/A	Ink for printing flyers	£10.40	£0.00	£10.40
PS49	23.10.18	23.10.2018	SSE SOUTHERN ELECTRIC	553 7696 03	Office electric	£68.00	£0.00	£68.00
PS50	30.10.18	61613	Hags SMP	207 8538 51	Play ground inspection	£45.00	£9.00	£54.00
PS51	07.11.18	920977	LITE Ltd	775 8152 93	Christmas lights 2018 season	£1,450.00	£290.00	£1,740.00
PS52	09.11.18	09.11.18	ERPF	N/A	Pension top-up Aug/Sep/Oct 18	£1,746.43	£0.00	£1,746.43
PS53	16.10.18	DD	KCOM	647 2351 37	Office Internet/Calls	£60.80	£12.16	£72.96
TOTALS						£14,452.51	£794.65	£15,247.16

Signature: Date:

ITEM 5

Committee Minutes

**ELLOUGHTON-CUM-BROUGH TOWN COUNCIL
MINUTES OF A PLANNING AND HIGHWAYS COMMITTEE MEETING
HELD ON WEDNESDAY 14 NOVEMBER 2018
AT THE TOWN COUNCIL OFFICE, 60 WELTON ROAD**

Present: Councillors Credland, Davis, Mrs. Duckles (Chairman), C. Duckles, Mrs. Galbraith (Vice-Chairman), Luckraft and Ms. Rowe

Public Forum: Two Members of the Public attended the meeting to speak on a future planning proposal.

1. **TO ACCEPT APOLOGIES FOR ABSENCE** – No apologies received.
2. **TO ACCEPT DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**
Councillor Davis declared an interest on Item 4.4
3. **TO ACCEPT THE MINUTES OF THE DEVELOPMENT, PLANNING HIGHWAYS AND SAFETY MEETING HELD ON 10 OCTOBER 2018**
It was proposed by Councillor Ms. Rowe, seconded by Councillor Mrs. Galbraith and agreed unanimously that the minutes of the meeting held on 10 October be signed as a true and accurate record of the meeting and authorise the Chairman to sign.
4. **TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS**
 - 4.1 **18/03116** – Installation of an Anaerobic Digestion Plant including associated buildings at Land South of Wind Turbines, Gibson Lane South, Melton
No formal objection to the concept as it falls outside the parish.
 - 4.2 **18/03270** – Erection of two storey extension to side at 41 Ash Avenue
No objections
 - 4.3 **18/03372** – Erection of single storey porch extension and extension of existing garage to front, addition of new ground floor window to sides at 27 Oak Avenue
No objections
 - 4.4 **18/03385** – Erection of single storey extensions to kitchen and utility to rear and conversion of existing garage to additional living accommodation (revised scheme of 18/01695) at 15 Thornhams Way
No objections
 - 4.5 **18/03401** – Erection of 0.94m high boundary wall with 1.87m high piers to front at 9 Myrtle Way
No objections, however request the pillars are the same height as the wall.
 - 4.6 **18/03512** – Alterations to integral garage to provide additional living accommodation (retrospective application) at 23 Lady Anne Way
No objections
 - 4.7 **18/01084** – Hybrid application of full planning permission for the construction of access through existing BAE site and form the relief road and Outline Planning permission for the erection of commercial buildings (Use Classes B1, B2 and B8) (Access to be considered) at Humber Enterprise Park, Saltgrounds Road
No objections

Signed as a True and Accurate Record by the Chairman Date

5. **TO NOTE THE FOLLOWING NOTICES OF DECISION**

- 5.1 **18/02624** – Erection of two storey extension to side and single storey extension to rear following demolition of existing conservatory and detached garage at 113 Beech Road – **Granted with conditions**
- 5.2 **18/02702** – Erection of a single storey extension to rear following part demolition of outbuildings, application of render to existing external walls and installation of new windows to front elevation at 17 Main Street – **Granted with conditions**
- 5.3 **18/02849** – Erection of first floor extension to side incorporating dormer window to front and Juliet balcony to rear at 19 St. Mary’s Close – **Granted with conditions**
- 5.4 **18/02954** – Erection of a single storey extension to side and rear following demolition of existing garage at 96. Myrtle Way – **Granted with conditions**

6. **TO NOTE THE FOLLOWING TREE APPLICATIONS AND NOTE THAT THE TOWN COUNCIL TRUST THE RECOMMENDATIONS OF THE EAST RIDING OR YORKSHIRE COUNCIL TREE OFFICER**

- 6.1 **18/03213** – CA – Work to Beech, Fell 6 x Leylandii at 24 Main Street
- 6.2 **18/03304** – CA – Fell Fir & Juniper at 45 Main Street
- 6.3 **18/03200** – CA – Raise canopy to Silver Birch at 45A Main Street
- 6.4 **18/03386** – TPO – Fell Horse Chestnut & reduce Beech at 2 Pine Walk
- 6.5 **18/03038** – CA – Work to trees at 31 Dale Road

7. **TO NOTE THE FOLLOWING TREE DECISIONS**

- 7.1 **18/02963** – CA – Reduce conifer at 2 Church View – **No objections**
- 7.2 **18/02989** – TPO Work to Scots Pine - **Granted**
- 7.3 **18/03131** – CA – Fell Conifer at 9A Sands Lane – **No objections**
- 7.4 **18/03304** – CA – Fell trees at 45 Main Street – **No objections**

8. **TO DECIDE ON MATTERS RELATING TO HIGHWAYS AND ROAD SAFETY**

Councillor Davis raised concerns at traffic matters (gridlock) at Welton Road/Welton Low Road traffic lights and in addition speeding issues along High Road. ERYC to be notified of the problems.

9. **TO NOTE THE DATE OF THE NEXT MEETING** – Wednesday 12 December 2018

Signed as a True and Accurate Record by the Chairman Date

Elloughton cum Brough Town Council

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Minutes of the **Finance & Strategic Planning Committee** meeting held on **26 November 2018** in the **Committee Room**.

Committee Members Present: Cllr Brogden, Cllr Davis, Cllr K. Galbraith and Cllr T. Galbraith.

Meeting Clerk: Tom Clay, Town Clerk

Minutes

Number	Item
	<u>Procedural items</u>
A18.21	Apologies No apologies were received.
A18.22	Declarations of interest No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.
A18.23	Minutes of the meeting held on 22 October 2018 Cllr T. Galbraith proposed, seconded by Cllr Brogden, that the minutes be accepted as a true and accurate record of the meeting. RESOLVED: Committee resolved to approve the minutes as a true and accurate record.
	<u>Business items</u>
A18.24	Updated Draft Town Council Budget 2019-20 Cllr T. Galbraith proposed, seconded by Cllr Brogden, proposed that the budget report for 2019-20 be accepted, with some small adjustments to several budget lines and the rectification of typing errors. It was also proposed that the precept be set at £41.08 (0% increase) for a Band D equivalent property. The Committee's recommendation takes into account the recommendations made by other committees,

Signature: Date:

A18.24.1	<p>expected income, expected expenditure, the expenditure in previous years, the level of reserves, and the allowance for contingencies.</p> <p>It was further proposed that the budget report for 2019-20 and the precept recommendation be placed before the December 2018 meeting of Full Council for consideration with a view to approving the budget for 2019-20 at that meeting.</p> <p>RESOLVED: Committee resolved to accept the proposal and the Town Clerk was instructed to make minor alterations to the budget report for 2019-20. The Town Clerk was also instructed to place the completed report and the recommendation regarding the precept before the December 2018 meeting of Full Council.</p>
A18.25	<p>Insurance</p> <p>Cllr T. Galbraith proposed, seconded by Cllr Brogden, that the Town Clerk be instructed to contact Zurich and arrange for the following to be put in place:</p> <ul style="list-style-type: none"> i. All Risks (including public liability) cover for 12 pieces of play equipment and 6 pieces of outdoor gym equipment at a total value of £80,716.00. The additional premium for 2018-19 would be £344.04 and approximately £647.29 inclusive of tax per annum. ii. All Risks cover for 53 Street Lights, the total replacement value being £53,000. The additional premium for 2018-19 would be £144.82 and approx. £243.27 inclusive of tax per annum. <p>RESOLVED: Committee resolved to instruct the Town Clerk to contact Zurich and arrange for the cover described in the proposal above.</p>
A18.26	<p>Grant Policy</p> <p>Cllr T. Galbraith proposed, seconded by Cllr Brogden, that the proposed grant policy be adopted and that the following approach be taken in advance of the 2019-20 financial year:</p> <ul style="list-style-type: none"> i. The grant policy, along with a letter and application form, are to be sent out to organisations usually receiving an ‘annual grant’ after the Committee meeting; ii. That no specific grant decisions are made until early 2019 in relation to ‘annual grants’; iii. That the organisations be given a deadline in January 2019 to provide information, and; iv. That Council decide the specific levels of spend at the February 2019 Full Council meeting. <p>RESOLVED: Committee resolved to adopt the grant policy and the Town Clerk was instructed to carry out the actions described in the above proposal.</p>

Signature: Date:

A18.27	<p>Bank Mandate Cllr Davis proposed, seconded by Cllr Brogden, that the mandate for the N&SI account held by the Town Council be updated so that the former Town Clerk is removed and the current Town Clerk, Tom Clay, is to be added.</p> <p>RESOLVED: Committee resolved to change the mandate as described above and the Town Clerk was instructed to make the necessary arrangements.</p>
<u>Next meeting</u>	
A18.28	<p>Items for inclusion on the next meeting agenda Members requested that the following items appear on the next Committee meeting agenda:</p> <ul style="list-style-type: none"> • Insurance • Grants update • Third quarter report
A18.29	<p>Date and time of the next meeting Committee confirmed the date and time of the next meeting as Monday 25 February 2019 at 5pm, in the Committee Room of the Council Offices (60 Welton Road).</p>

Meeting started 5.05pm and closed 6:13pm

Document published on 28 November 2018

Signed:

Print Name:

Print Position:

Date:

Signature: Date:

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60 Welton Road, Brough, HU15 1BH

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Minutes of the **Events and Publicity Committee** meeting held on **14 November 2018** in the **Committee Room**.

Committee Members: Cllr S Duckles, Cllr Luckraft, Cllr Brogden, Cllr K. Galbraith, Cllr Credland and Cllr T. Galbraith

Also present: Three members of the public

Meeting Clerk: Tom Clay, Town Clerk

Minutes

Number	Item
	<u>Procedural items</u>
E18.6	<p>Apologies The following apologies we received:</p> <ul style="list-style-type: none"> • Cllr Muzaffar – Ill health <p>RESOLVED: Committee resolved to note the apologies and accept the reason(s) given for absence.</p>
E18.7	<p>Declarations of interest No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.</p>
E18.8	<p>Minutes of the meeting held on 5 October 2018 Cllr K. Galbraith proposed, seconded by Cllr T. Galbraith, that the minutes be accepted as a true and accurate record of the meeting.</p> <p>RESOLVED: Committee resolved to approve the minutes as a true and accurate record.</p>
	<u>Business items</u>
E18.9	<p>To consider matters relating to the Petuaria Press</p> <p>RESOLVED: The Town Clerk was instructed to get in touch with Duncan McMillian and email round to Committee members a timetable for the next edition.</p>

E18.10	<p>To consider on matters relating to the Christmas Tree Festival – 1 December 2018 Cllr Brogden and the Town Clerk gave a brief update. Cllr Credland reported that he was working with Radio Humberside for the event.</p> <p>RESOLVED: Committee resolved that consideration of future Christmas events would take place after the current one had been completed.</p>																																	
E18.11	<p>To consider matters relating to the Art & Photography Exhibition A short update was given by the Town Clerk about dates for the event and Cllr Credland said that he would be in touch with the caterer for the preview night civic event.</p>																																	
E18.12	<p>To consider matters relating to the Petuaria Awards</p> <p>RESOLVED: Consideration of this item would be deferred until the next ordinary meeting of the Committee.</p>																																	
E18.13	<p>To consider matters relating to the Town Council website The Town Clerk asked members to review the website, look at other councils and create a list of suggestions on how the site could be improved.</p> <p>RESOLVED: Committee members to report back to a future meeting with suggestions as outlined above.</p>																																	
E18.14	<p>To decide on the Events Committee request for Precept 2019/20 The Town Clerk set out the details of a report compiled and distributed in advance of the meeting. The report and proposal included within it were discussed at great length.</p> <p>Cllr K. Galbraith proposed, seconded by Cllr Luckraft, that the Finance and Strategic Planning Committee be recommended to consider Committee's budget requirement for the 2019-20 financial year as follows:</p> <table border="1" data-bbox="400 1554 1350 2007"> <thead> <tr> <th>N/C</th> <th>DESCRIPTION</th> <th>AMOUNT £</th> </tr> </thead> <tbody> <tr> <td>1110</td> <td>Sponsorship</td> <td>900</td> </tr> <tr> <td>1115</td> <td>PP Adverts</td> <td>2000</td> </tr> <tr> <td></td> <td>Total Income</td> <td>2900</td> </tr> <tr> <td>4500</td> <td>Events</td> <td>3000</td> </tr> <tr> <td>4505</td> <td>Events Misc. (Awards, paperweight, etc.)</td> <td>200</td> </tr> <tr> <td>4510</td> <td>Petuaria Press</td> <td>5000</td> </tr> <tr> <td>4515</td> <td>Map & walk leaflets</td> <td>300</td> </tr> <tr> <td>4520</td> <td>Website</td> <td>100</td> </tr> <tr> <td></td> <td>Overhead Expenditure</td> <td>11595</td> </tr> <tr> <td></td> <td>Movement to/(from) Gen Reserve</td> <td>(8,695)</td> </tr> </tbody> </table>	N/C	DESCRIPTION	AMOUNT £	1110	Sponsorship	900	1115	PP Adverts	2000		Total Income	2900	4500	Events	3000	4505	Events Misc. (Awards, paperweight, etc.)	200	4510	Petuaria Press	5000	4515	Map & walk leaflets	300	4520	Website	100		Overhead Expenditure	11595		Movement to/(from) Gen Reserve	(8,695)
N/C	DESCRIPTION	AMOUNT £																																
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	Movement to/(from) Gen Reserve	(8,695)																																

E18.14.1	RESOLVED: Committee resolved the proposal be accepted and that the Clerk be instructed to make the recommendation known to the Finance and Strategic Planning Committee at its next ordinary meeting.
<u>Next meeting</u>	
E18.15	Date and time of the next meeting Committee confirmed the date and time of the next meeting to be held at 9 January 2019 in the Committee Room of the Council Offices.

Meeting started 6pm and closed 6:47pm

Document published on 15 November 2018

Signed:

Print Name:

Print Position:

Date:

ITEM 8A

Payment Schedule

Appendix A

Schedule of Payments - 13 November 2018 to the 12 December 2018

REFERENCE	INVOICE DATE	INVOICE NUMBER	COMPANY/ORGANISATION	VAT NUMBER	ITEM DESCRIPTION	TOTAL NET	TOTAL VAT	TOTAL PAYABLE
PS54-57	14.11.2018	20.11.18	Town Council	N/A	Salary - Nov-Dec 2018	£4,135.52	£0.00	£4,135.52
PS58	14.11.2018	964404211	British Gas	684 9667 62	Electricity - (Direct Debit)	£57.68	£2.88	£60.56
PS59	14.11.2018	14.11.18	HMRC	N/A	NIC/PAYE	£1,532.04	£0.00	£1,532.04
PS60	14.11.2018	14.11.18	East Riding Pensions	N/A	Pensions	£1,289.39	£0.00	£1,289.39
PS61	21.11.2018	21.11.18	Playing Fields Association	N/A	Grant for archaeological work	£1,000.00	£0.00	£1,000.00
PS62	21.11.2018	7398946	Altodigital	696 6011 12	Printer supplies	£154.88	£30.98	£185.86
PS63	14.11.2018	2527	Turpin Bookkeeping Services	257 6504 85	Payroll - Oct 2018	£30.00	£6.00	£36.00
PS64	30.09.2018	2526	Turpin Bookkeeping Services	258 6504 85	Payroll - Sept 2019	£30.00	£6.00	£36.00
PS65	26.11.2018	UEEMSF2T	PDF Architect	N/A	PDF Professional Software	£38.95	£0.00	£38.95
PS66	27.11.2018	27.11.2018	SLCC - ERYC Branch	N/A	Network and training event	£20.00	£0.00	£20.00
PS67	27.11.2018	27.11.2018		N/A	Xmas Tree Festival Prize	£200.00	£0.00	£200.00
PS68	29.11.2018	34977940	Zurich Municipal	107 8316 77	Additions to Insurance for 2018-19	£452.38	£0.00	£452.38
PS69	30.11.2018	17848	SWG Nursery	800 7520 69	Supply of 20 Christmas Trees	£283.00	£56.60	£339.60
PS70	4.12.2018	62695269	ERYC Supplies	647 4711 23	Two rolls of business waste sacks	£124.00	£0.00	£124.00
PS71	20.11.2018	CHQ 106373	BVA	N/A	Reimbursement of tree sponsorship	£30.00	£0.00	£30.00
PS72	16.11.2018	DD	KCOM	647 2351 37	Office Internet/Calls	£60.80	£12.16	£72.96
PS73	12.11.2018	DD	Siemens Finance Services	222 4382 92	Photocopier rental	£58.50	£11.70	£70.20
PS74	4.12.2018	49342	PPH	561 0673 00	Rent -Service charge to 24/3/19	£1,950.00	£0.00	£1,950.00
PS75	4.12.2018	49342	PPH	561 0673 00	Rent -Service charge to 24/3/19	£167.02	£0.00	£167.02
PS76	4.12.2018	1408459	ERYC Supplies	647 4711 23	Office supplies	£58.90	£0.00	£58.90
PS77	7.12.2018	7.12.18	Garden Salve	N/A	Gardening and maintenance	£2,835.00	£0.00	£2,835.00
PS78	4.11.2018	921238	LITE	775 8152 93	Installation and removal of lights	£3,045.00	£609.00	£3,654.00
PS79	30.11.2018	2000-6147	Sancton Accounting	878 1972 64	Monthly Fees - IA	£480.00	£0.00	£480.00
TOTALS						£18,033.06	£735.32	£18,768.38

Signature: Date:

ITEM 8B

Bank Reconciliation

ELLOUGHTON CUM BROUGH TOWN COUNCIL

Bank Reconciliation

ACCOUNTS RECONCILED TO: 30/11/2018

General Fund - Movement

Amount Shown Bank Statement 31/10/18		£173,874.09
Add income (Christmas Tree Sponsors)		£350.00
Less payments		£11,418.03
Total		£162,806.06

Section 137 Expenditure 2018-19

	Total	£50.00
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General Fund - Reconciliation

Amount Shown Bank Statement 30/11/18		£162,806.06
Less Unrepresented Cheques		£0.00
Balance A		£162,806.06

Petty Cash - Imprest Account

	Balance B	£200.00
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NS&I Investment

	Balance C	£31,296.08
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TOTAL FUNDS AVAILABLE ON: 30/11/2018

	Balance (A+B+C=D) D	£194,302.14
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Prepared by the Town Clerk and RFO - Tom Clay

Signed:

Date: 07/12/2018

ITEM 9

Budget 2019-20

TOWN COUNCIL BUDGET REPORT FOR THE 2019-20 FINANCIAL YEAR



Committee: Full Council
Report Author: Tom Clay, Town Clerk
Report Date: 12 December 2018

1. Introduction

- 1.1 This report provides a commentary on the Town Council budget for 2019-20 and a proposal relating to the setting of a precept.
- 1.2 The broader context of the budget setting process is similar to others in recent years. There continues to be a squeeze on local government funding, which does not directly impact on the Town Council, but does impact on the services provided by the principal authority.
- 1.3 In December 2017 the government stated as part of 'The Provisional 2018-19 local Government Finance Settlement' that:

"Having noted this work and the sector's request for longer-term certainty to aid financial planning, the Government intends to defer the setting of referendum principles for town and parish councils for three years. However, this is conditional upon:

- *the sector taking all available steps to mitigate the need for council tax increases, including the use of reserves where they are not already earmarked for other uses or for "invest to save" projects which will lower on-going costs, and*
- *the Government seeing clear evidence of restraint in the increases set by the sector as a whole."*

- 1.4 A similar announcement has not yet been made this year, but presumably the Town Council could increase the precept by more than 2% without having to hold a referendum. However, the Government has not ruled out introducing a 'referendum cap' in the future and has urged restraint.
- 1.5 In previous years the Town Council's budget has been a short document, with minimal narrative and has primarily focused on 'cost centre' outgoings.
- 1.6 The 2019-20 budget report will be a more comprehensive document, considering a range of issues and setting out a clear recommendation for members to consider.
- 1.7 This report has also been prepared with reference to the 'Governance and Accountability for Smaller Authorities in England' produced by JPAC.
- 1.8 The Personnel, Environment and Events & Publicity Committees have considered the lines for which they have budgetary control and provided recommendations to the Finance & Strategic Planning Committee. The Planning committee has no budgetary control and has therefore provided no recommendations.

- 1.9 The Finance & Strategic Planning Committee considered a preliminary draft of the budget at a meeting held on Monday 22 October 2018 and an updated draft on Monday 26 November 2018.
- 1.10 This document, with a few minor changes, was agreed by the Finance & Strategic Planning Committee as the version that would be recommended to the December 2018 meeting of Full Council for consideration.

2. Current Financial Year Overview

- 2.1 This report will provide a brief narrative description of the income and expenditure in the current financial year (2018-19) up to 31 October 2018.
- 2.2 The budget for the 2018-19 financial year, set by the Town Council on 16 January 2018, has been included at appendix one.
- 2.3 Please note that any projected end of year figures (those to 31.03.2019) are a 'best guess' and not a forecast or prediction.

Summary

- 2.4 The Council set out in the 2018-19 budget that it expected to collect £159,275 through the precept. It appears that no other sources of income was identified.
- 2.5 As of 31 October 2018 the total figure for income was £161,639. This means that 101.48% of the income set out in the 2018-19 budget had been collected.
- 2.6 The 2018-19 budget set out that the Council expected there to be expenditure of £159,275 for the current financial year.
- 2.7 As of 31 October 2018 the total figure for expenditure was £89,821, which means that 56.39% of the expenditure budgeted for in 2018-19 had been spent.

Income

- 2.8 It appears that in past budgets the only income accounted for was the precept. As of the 31 October 2018 a total of £2,364 of income outside of the precept had been collected. In the future income outside of the precept should be included in the budget even if it is only an estimated figure.

Expenditure

- 2.9 As of 31 October 2018 expenditure seems to be broadly within the parameters set out in the 2018-19 budget.
- 2.10 However, effective budget monitoring is difficult because several lines were effectively set at £0 where expenditure could reasonably have been expected, for instance, 'Allotments' and 'VAT on Expenditure'.
- 2.11 An issue with the 'Agency Worker' line has been effectively managed with no further spend anticipated before 31 March 2019.
- 2.12 It should be noted that the Community Grants budget line has only £2,520 of funds remaining in it for 2018-19 financial year.

- 2.13 It is also worth noting that the current budget's (2018-19) 'Contingencies/Projects/Reserves' line appears to be quite generous given expenditure in previous year. However, it is expected that spend on a festive lighting capital project will be assigned to the budget line.
- 2.14 It is not clear why a separate 'Reserves' line was created. Members may wish to consider closing this budget line and making a virement.
- 2.15 At the August 2018 meeting of the Finance and Strategic Planning Committee the following principals were accepted which relate to future budgets:
- i. Budget monitoring is to be conducted on a quarterly basis;
 - ii. in future years a wider range of income is included in the budget;
 - iii. future budgets are to clearly set out revenue and capital spend;
 - iv. only in very unusual circumstances will future budget lines be set at £0, and;
 - v. budgets are to be risked assessed to ascertain an adequate level of reserves required.

3. Budget Principals

- 3.1 The proposed budget for 2019-20 represents a radical departure from previous budgets, this report will not therefore in any great detail compare what is proposed with what has gone before.
- 3.2 The table below summarises the estimates and principals taken into consideration during the drafting of the proposed budget.

Table 1. Budget setting estimates/principles 2019 to 2022

Type/Item	Estimate 2019-20	Estimate 2020-21	Estimate 2021-22
Expenditure			
Employee Costs	2%	2%	2%
Inflation (CPI)	2.5%	2.5%	2.5%
Business Rates	2.5%	2.5%	2.5%
Utilities	2.5%	2.5%	2.5%
Income			
Fees and Charges	2.5%	2.5%	2.5%
Precept	0%	0%	0%

- 3.3 In considering inflation, the Office for National Statistics reported that the Consumer Prices Index (CPI) 12-month rate was 2.2% in October 2018, unchanged from September 2018 and the 12-month rate was 2.4% in October 2018, also unchanged from September 2018.
- 3.4 An assumption has therefore been made that inflationary costs on most items will be 2.5% in future years. However, for staff it is unlikely, when national historical trends are accounted for, that costs will increase by more than 2%.
- 3.5 The Town Council's employer pension contributions for employees are set to decrease as of 1 April 2019 from 23.3% to 21.3%.

- 3.6 The Town Council's income and expenditure for the current financial year (year to date), together with the budget for 2019-20 and an estimate for future years has been detailed at appendix 2.

4. Capital Expenditure

- 4.1 The Town Council has an obligation to ensure adequate investment is made in its property assets so that they remain fit for purpose, and to establish financial reserves to meet this expenditure.
- 4.2 In addition, it is proposed in the 2019-20 financial year that £5,100 be allocated towards the creation of an earmarked reserve for adult gym equipment.

5. Investments

- 5.1 The Council's Annual Investment Strategy for 2018-2019 outlines investment priorities (reviewed by the Finance & Strategic Planning Committee on 22 October 2018) and is included as an appendix in the Town Council's Financial Regulations (adopted on 20 November 2018).

6. Delegation

- 6.1 The size and the complexity of business undertaken by the Town Council means it is necessary that some payments, particularly those which occur on a regular basis, are delegated to officers.

- 6.2 NALC's model Financial Regulations reflect the need outlined above, stating that:
"5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council or Finance Committee."

"5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made."

- 6.3 Below the RFO has drawn up a list of due payments, based on expenditure lines, which arise on a regular basis:
- Audit Fees
 - Subscriptions & Memberships
 - Insurance
 - Office Rent
 - PPH Servicing & Insurance
 - Utilities
 - Telephone & Broadband
 - Printer Rental
 - Stationery & Postage
 - Sundries/Petty Cash
 - Salary, PAYE & NI & Pension

- Office Testing/Health & Safety
- Office Equipment
- Allotments
- Grounds Maintenance (contractual)
- External Testing/Health & Safety
- Christmas Lighting
- Map & walk leaflets
- Website

7. Precept, risk management and reserves

- 7.1 S. 50 of the Local Government Finance Act 1992 makes clear that town and parish councils must take into account the following when setting the annual budget:
- i. The expenditure it will incur in the year in performing its functions;
 - ii. an allowance for contingencies in relation to expenditure;
 - iii. the financial reserves it will be appropriate to raise for meeting its future expenditure;
 - iv. the financial reserves necessary to meet a revenue account deficit for any earlier financial year;
 - v. the sums which will be payable to it for the year, and;
 - vi. the amount of the financial reserves which the authority estimates it will use.

Risk management and reserves

- 7.2 An assessment of the general fund should take into consideration the Town Council's level of working balances and a risk assessment of contingencies.
- 7.3 The 2017 'Good Councillors Guide to Finance and Accountability' produced by DCLG states that:
- "A council should typically hold between 3 and 12 months expenditure as a general reserve. If the general reserve is too low then it may not be enough to cover unexpected expenditure or emergencies, whilst if the general reserve is too high then local electors have paid a tax which is not being used for the benefit of the local community."*
- 7.4 On the basis of current projections for 2019/20 this would be a sum of between £42,378 and £169,512.
- 7.5 A risk assessment (see appendix 3) has been carried out which suggests that £42,708 of funds in a General Reserve which may be called upon to manage unexpected or emergency expenditure.
- 7.6 Although many risk factors are low, in the current economic climate it remains of utmost importance that the Town Council's financial position is robust enough to withstand any unforeseen shocks.
- 7.7 The total amount held in reserve at 31 March 2018 was £133,552.96 and it is likely that a similar level will be held at end of the current financial year (31 March 2019).
- 7.8 In addition to the General Fund reserve, it is proposed that the Town Council establish or maintain the following earmarked reserves:
- £10,000 - Elections Reserve
 - £80,845 - Buildings and Property Reserve

Precept recommendation

7.9 The precept was set at £159,275 for the current 2018-19 financial year, or £41.08 for a Band D equivalent property which was the same as 2017/18 (0% increase). The Council Tax base figures for the current financial years are described below.

Table 2. 2018-19 Council Tax base figures

Council Tax base figure	3,877.20
Recommended Precept	159,275.00
Band A (2/3 of Band D)	27.39
Band B (7/9 of Band D)	31.95
Band C (8/9 of Band D)	36.52
Band D charge (precept/tax base)	41.08
Band E (11/9 of Band D)	50.21
Band F (13/9 of Band D)	59.34
Band G (15/9 of Band D)	68.47
Band H (Band D * 2)	82.16

- 7.10 The 0% increase last year was achieved largely as a result of the building and occupation of new homes within the Town Council's boundary. It is likely that the trend will continue into the medium term (i.e. the next 5 years), however, members might wish to consider the scope of it extending beyond that.
- 7.11 For the 2019-20 financial year the Finance and Strategic Planning Committee has recommended that the precept be £160,472, which will result in a 0% increase. This will be achieved through close monitoring of budgets and the careful application of public money and resources by the Town Council.
- 7.12 The recommended amount takes into account recommendations made by other committees, expected income, expected expenditure, the expenditure in previous years, the level of reserves, and an allowance for contingencies.
- 7.13 Figures provided by the East Riding of Yorkshire Council (ERYC) suggest that the recommended precept would lead to a Band D equivalent property paying £41.08 in Council Tax (0% or £0 more) more per annum. Details of the figures supplied by ERYC can be found at appendix 4.
- 7.14 The table below seeks to demonstrate, in a summary form, that the Town Council is setting a balanced budget for the 2019-20 financial year.

Table 3. Precept and budget summary for the 2019-20 financial year

TYPE	EXPENDATURE	INCOME	BALANCE
Precept	£0	£160,742	£160,742
Other Income	£0	£8,770	£8,770
Staff Costs	£76,030	£0	-£76,030
Other Payments	£93,482	£0	-£93,482
Totals	£169,512	£169,512	£0

8. Recommendation

- 8.1 It is recommended that Council note and accept the following:
- i. Estimates and analysis included in the body of this report (sections 1-7);
 - ii. the proposed budget for the 2019-20 financial year which includes income and expenditure (appendix 2);
 - iii. a three year projection of income and expenditure (appendix 2);
 - iv. the reserves outlined at paragraphs 7.4 to 7.8 of the report;
 - v. a summary of the financial risk assessment carried out to determine the level of un-earmarked reserves (appendix 3);
 - vi. figures for the Council Tax base supplied by ERYC (appendix 4), and;
 - vii. the 'precept leaflet' explaining in summary terms the 2019-20 budget which will be supplied to members of the public and ERYC.
- 8.2 It is further recommended that Council set the precept at £160,742 (an increase of 0%) or £41.08 per Band D equivalent for the 2019-20 financial year and that the Town Clerk be instructed to complete the necessary paperwork to inform ERYC of Council's position.

Appendix 1 – Previous budgets

Table 4. The Town Council's budgets for the 2017-18 and 2018-19 financial years

	Budgets 2017/18	Budgets 2018/19	
Footway Lighting Maintenance	1,600	2,000	Maintenance
Remuneration	76,000	80,000	Office/play area workers - salaries and associated costs
Agency Workers	5,100	4,500	deliveries, notice posting, ad-hoc litter picks
Administration	7,500	7,500	Admin, insurance, audit fees, Councillor/staff training
Parish Office Accommodation	11,500	11,500	Office accommodation expenses
Village Environment	15,000	15,000	Open spaces, footpaths, street furniture, play area repairs
Arts, Publicity and Fundraising	4,800	4,800	Petuarria Press, newsletter, events
Grants:			
Eloughton-cum-Brough Village Hall	2,000	2,000	Grant for Village Hall maintenance
Eloughton-cum-Brough PCC	2,000	2,000	Grant for Cemetery maintenance
Hull & ER Citizens' Advice Bureau	4,000	2,000	Grant for weekly CAB outreach at the Petuarria Centre
Wold's & Riverbank Countryside Society	800	800	Grant for use within the parish boundary
Eloughton-cum-Brough PFA	600	1,000	Grant for the Burrs playing field
Eloughton-cum-Brough In Bloom	1,000	1,200	Grant to Eloughton-cum-Brough In Bloom
Brough Voluntary Action	2,000	1,200	Grant to Brough Voluntary Action
Community Grants Fund	4,000	4,000	Community Grants Fund
Salt Bin Refills	2,160	2,160	Refills for Town Council salt bins
Contingencies/Projects/Reserves	13,600	15,615	Contingencies
Reserves	2,000	2,000	Reserves
Total	154,860	159,275	

Appendix 2 – The 2019-20 Budget

Table 5. Year to Date (YTD) figures for 2018-19, the proposed budget for 2019-20 (grey/bold column) and an estimate for the next three successive financial years

		YTD 2018-19	2019- 20	2020- 21	2021- 22	2022- 23
100	Administration	£	£	£	£	£
1076	Precept	159,275	160,742	164,761	168,880	173,102
1090	Interest Received	0	220	226	231	237
1990	Other Income	0	50	51	53	54
	Total Income	159,275	161,012	165,037	169,163	173,392
4210	Audit Fees	1,207	1,350	1,384	1,418	1,454
4215	Professional Fees	1,998	500	513	525	538
4220	Subscriptions & Memberships	1,502	1,500	1,538	1,576	1,615
4225	Insurance	828	1,600	1,640	1,681	1,723
4235	Community Grant Fund	11,680	15,000	15,375	15,759	16,153
4245	Section 137 Expenditure	50	350	359	368	377
4300	Office Rent	2,077	7,800	7,995	8,195	8,400
4310	Property Maintenance	124	500	513	525	538
4320	Office Servicing & Insurance	2,466	3,100	3,178	3,257	3,338
4340	Utilities	354	1,120	1,148	1,177	1,206
4350	Telephone & Broadband	754	1,150	1,179	1,208	1,238
4360	Office Printer	565	850	871	893	915
4370	Stationery & Postage	731	800	820	841	862
4530	Other Comms (non-events)	0	100	103	105	108
4990	Sundries	56	52	53	55	56
4995	Contingency	0	5,200	5,330	5,463	5,600
	Overhead Expenditure	24,392	40,972	41,996	43,046	44,122
	Movement to/(from) Gen Reserve	134,883	120,040	123,041	126,117	129,270
110	Personnel					
4000	Salary	25,001	76,000	77,520	79,070	80,652
4010	PAYE & NI	7,192	0	0	0	0
4020	Pension	7,779	0	0	0	0
4060	Staff Other Expenses	3	30	31	32	32
4200	Training Staff	864	1,000	1,025	1,051	1,077
4201	Training Members	216	1,500	1,538	1,576	1,615
4230	Member Travel & Costs	0	70	72	74	75
4335	Office Testing/H&S	0	350	359	368	377
4365	Office Equipment	598	1,000	1,025	1,051	1,077
	Overhead Expenditure	41,653	79,950	81,569	83,220	84,906
	Movement to/(from) Gen Reserve	-41,653	-79,950	-81,569	-83,220	-84,906

		YTD 2018-19	2019- 20	2020- 21	2021- 22	2022- 23
130	Environment	£	£	£	£	£
1130	Allotment	586	600	615	630	646
	Total Income	586	600	615	630	646
4070	Street Cleaning (was Agency Worker)	2,142	2,500	2,563	2,627	2,692
4260	Allotments	586	600	615	630	646
4310	Property Maintenance	360	2,000	2,050	2,101	2,154
4311	Grounds Maintenance	3,110	8,000	8,200	8,405	8,615
4330	External Testing/H&S	373	830	851	872	894
4380	Capital Projects (Adult Gym)	6,974	5,000	5,125	5,253	5,384
4400	Christmas Lighting	38	5,000	5,125	5,253	5,384
4410	Footway Lighting Maintenance	1,530	3,810	3,905	4,003	4,103
4430	Play Area & Equipment	429	3,000	3,075	3,152	3,231
4440	Salt Bins	0	1,250	1,281	1,313	1,346
4450	Street Furniture	833	3,000	3,075	3,152	3,231
	Overhead Expenditure	16,375	34,990	35,865	36,761	37,680
	Movement to/(from) Gen Reserve	-15,789	-34,390	-35,250	-36,131	-37,034
140	Events & Publicity					
1110	Sponsorship	747	900	923	946	969
1115	PP Adverts	0	2,000	2,050	2,101	2,154
	Total Income	747	2,900	2,973	3,047	3,123
4500	Events	763	3,000	3,075	3,152	3,231
4505	Events Misc.	94	200	205	210	215
4510	Petuarria Press	3,144	5,000	5,125	5,253	5,384
4515	Map & Walk leaflets	0	300	308	315	323
4520	Website	0	100	103	105	108
	Overhead Expenditure	4,001	8,600	8,815	9,035	9,261
	Movement to/(from) Gen Reserve	-3,254	-5,700	-5,843	-5,989	-6,138
999	VAT Data					
115	VAT on Receipts	1,031	5,000	5,125	5,253	5,384
	Total Income	1,031	5,000	5,125	5,253	5,384
515	VAT on Payments	3,401	5,000	5,125	5,253	5,384
	Overhead Expenditure	3,401	5,000	5,125	5,253	5,384
	Movement to/(from) Gen Reserve	-2,370	0	0	0	0
	Total Budget Income	161,639	169,512	173,750	178,094	182,546
	Expenditure	89,821	169,512	173,370	177,704	182,147
	Movement to/(from) Gen Reserve	71,817	0	380	390	399

Appendix 3 – Financial Risk Assessment

Table 6. Financial risk assessment with the potential impact expressed as a percentage of the 2019-20 budget figure(s)

RISK	Analysis of Risk	2018/19 Budget	Potential Impact (as a %)	Quantitative Assessment of Risk
Small size of the authority (in comparison to principal authority)	Balance required to withstand budgetary problems due to relatively low asset and resource base.	£169,512	7.5	£12,713
Employee costs are greater than budgeted	Statutory payments increase above the level allowed for in the budget and/or there is a greater need for training.	£76,030	5	£3,802
Contractual inflation is greater than budgeted	A general increase of 2.5% has been assumed on expenditure, however, costs may increase above budgeted inflation.	£30,280	1.5	£454
Sponsorship reduced income	Sponsorship income does not reach the amount estimated in the budget.	£900	50	£450
Petuarria Press Advert reduced income	Petuarria Press Advert income does not reach the amount estimated in the budget.	£2,000	50	£1,000
Salt Bins	Winter might be worse than previous years and more salt will therefore be required.	£1,250	50	£625
Professional fees	In recent years the Council has had to make use of considerable professional and legal advice. The budget might not be enough for 2019-20.	£500	200	£1,000
Grounds Maintenance	Budget allocated to a new grounds maintenance contract is found to be insufficient.	£8,000	25	£2,000
Maintenance	An incident occurs which leads to urgent repair or renewal work.	£14,850	25	£3,713
Environmental Emergency	Funds put aside to assist with the response to natural disasters, such as, flooding and extreme bad weather.	£169,512	10	£16,951
				£42,708

Appendix 4 – Council Tax Base 2019-20

The tax base for 2019-20 is **3912.9** for Band D equivalents.

The figure was determined by ERYC annually in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 and is the baseline for setting council tax charges.

This figure is based upon the estimated number of chargeable dwellings, expressed as the equivalent number of Band D dwellings, after allowing for reliefs, discounts and non-collection. See the information below for a detailed breakdown of the Elloughton cum Brough Town Council's Council Tax base.

PARISH AREA	TAXBASE		% change	PRECEPT		BAND D		% change
	2019/20	2018/19		2019/20	2018/19	2019/20	2018/19	
Elloughton cum Brough	3,912.90	3,877.20	0.92%	£ 160,742.00	£ 159,275.00	41.08	41.08	0.00%

Council Tax Base Figure for 19/20	3912.9
Example Precept	£160,742.00
Band A (6/9 of band D)	£27.39
Band B (7/9 of band D)	£31.95
Band C (8/9 of band D)	£36.52
Band D charge (precept)	£41.08
Band E (11/9 of band D)	£50.21
Band F (13/9 of band D)	£59.34
Band G (15/9 of band D)	£68.47
Band H (18/9 of band D)	£82.16

Appendix 5 – Precept Leaflet 2019-20

Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

Write to: PO Box 124, Brough, HU15 1YH

Telephone: 01482 665600

Website: elloughtonbrough-tc.gov.uk



TOWN COUNCIL BUDGET 2019-20

INTRODUCTION

Elloughton cum Brough Town Council provides a range of services to residents. The Town Council remains in a healthy financial position this year and the 2019-20 budget will see it exercise careful financial management.

This leaflet has been put together to explain the amount the Town Council requests from the precept (Council Tax) paid to the east Riding of Yorkshire Council and how it is spent.

PRECEPT

For the 2019-2020 financial year the Town Council has requested a precept of £160,742. There is a small increase in the total amount of precept collected because of new homes being built. A 'Band D' equivalent property will be charged £41.08 which represents no change from 2017-2018.

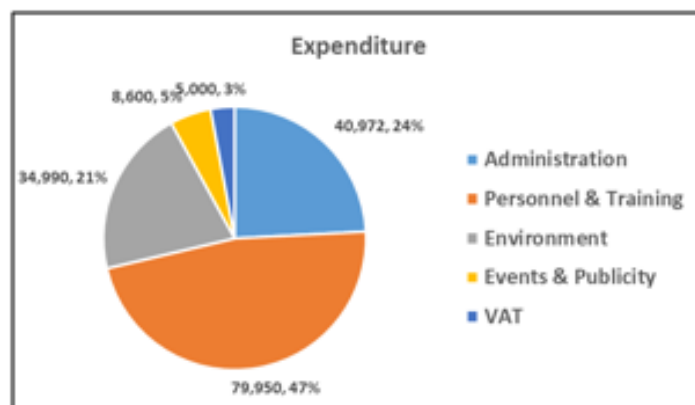
Financial Year	2018-19	2019-20
Receipts	£159,275	£169,512
Payments	£159,275	£169,512
Net Expenditure	£0	£0
Precept	£159,275	£160,742
Band D Equivalent Properties	3877.20	3912.90
Precept per Band D Equivalent	£41.08	£41.08

RECEIPTS

The budgetary situation regarding receipts is straight-forward, with the precept making up 95%. The remaining 5% is made up of VAT reclaims, bank interest and events sponsorship.

PAYMENTS

The situation regarding payments is slightly more complicated. Not unusually for a Council of its size a large proportion of payments are allocated to personnel. 'Environment' payments relate to the maintenance of land and equipment. 'Administration' is made up mostly of payments relating to the office and statutory functions.



Chairman 2018-2019 Councillor Martin Credland

FUNCTIONS AND SERVICES

The Town Council carries out a range of functions as a statutory body and is the most local level of government. It has an important role in promoting the town, representing its interests and supporting the work of different groups in the community. More specifically it:

- Organises community events, such as, the Art Exhibition and Christmas Tree Festival
- Maintains a park and open spaces, such as, Elloughton Road Play Area
- Oversees the production and distribution of the Petuaria Press
- Provides several Bus shelters
- Provides and maintaining noticeboards
- Commissions Christmas Lights and manages 53 lighting columns
- Maintains seats, litter bins, and grit bins
- Maintains the War Memorial at Brough Corner

GRANT FUNDING

Every year the Town Council provides grants to groups and organisations that serve the local community. In 2018-19 grant funding was provided to: Brough Voluntary Action, Elloughton cum Brough in Bloom, Citizens Advice, The Burrs Playing Field Association and the Wolds and Riverbank Countryside Society.

A 'Community Grant Fund' that groups and organisations can apply to which manage a project within the Town Council's area or provide a service to its residents.

PERSONNEL

The Town Council has a comparatively simple personnel structure with four members of staff: Town Clerk, Deputy Town Clerk, Administrative Assistant and Environmental Assistant. Occasionally agency staff or contractors are used, however, this is a separate arrangement outside the formal staff structure. The Town Clerk is the senior officer and fulfils the statutory roles of the Proper Officer and the Section 151 Officer (Responsible Financial Officer).

COUNCILLORS

There are 12 Councillors serving the Town Council. They are elected every 4 years, the last elections having been in May 2015. All 12 Councillors provide their services on a voluntary basis and do not receive any remuneration. A list of current members can be found on the Town Council's website.

MEETINGS AND COMMITTEES

Meetings are open to members of the public and press. Agendas are posted on several Town Council noticeboards and can be accessed via the website. All Town Councillors attend Full Council meetings which take place on the third Tuesday of every month, except August. Many functions of the Council are delegated to Committees, which Town Councillors are appointed to for one year, as follows:

- **Environment** – manages external property, land, functions and services
- **Events and Publicity** – manages issues relating to events and publicity
- **Finance and Strategic Planning** – contributes with setting the strategic direction of the Town Council and manages most financial processes
- **Personnel** – manages staffing issues, training (members and staff) and the office
- **Planning and Highways** – acts as the consultee for planning applications and the respondent on issues relating to licensing and highways

Chairman 2018-2019 Councillor Martin Credland

ITEM 10

Terms of Reference

Terms of Reference for the Office Accommodation Working Party



Type & Function: Committee of the Council
Author: Tom Clay, Town Clerk
Adopted: 18 December 2018
To Be Reviewed: May 2019

<p>Quorate Three voting working party members</p>	<p>Voting Members Four members appointed by the Town Council</p>
<p>Meeting Officer Town Clerk</p>	<p>Meeting Location and Frequency To meet in the Committee Room on an ad hoc basis, but at least twice a year</p>
<p>Non-Voting Members The Working Party will have no non-voting members appointed to it.</p>	
<p>Aim and Roles Aim To consider the issue of the future arrangements for the Town Council’s offices and to make a recommendation to Council. Roles The roles of the Working Party are to:</p> <ol style="list-style-type: none"> i. Draw up a list of the various options open to the Council; ii. carry out research and develop a realistic appraisal of each option, and; iii. make a recommendation to Council about the future arrangements for the Town Council’s offices after which the Working Party will cease to exist. 	
<p>Budgetary Control The Working Party will have no budgetary control.</p>	
<p>Annual Procedural Business The Working Party will have no annual procedural business beyond that set out in Standing Orders and other Town Council policies.</p>	
<p>Delegated Powers of the Committee Members will be advised by the meeting officer (see above) whether or not a particular item under discussion is within the Working Party’s delegated powers. If it is, the minutes will then record the decision as “RESOLVED”. If it is not, then the minutes will show the decision as “RECOMMENDED”. The business will then appear on the next</p>	

appropriate agenda of Council for consideration. The Chairman of the Working Party may wish to introduce the item before Council considers it.

The Working Party has the following delegated powers:

- a. The Working Party may consider the issue of future arrangements for the Town Council's offices. It should be noted that this refers solely to the offices (i.e. the location office staff work from) and the place meetings of the Council.
- b. The working party may research and gather quotes to allow for the development of a realistic appraisal of the various options.
- c. The Working Party may, through the Town Clerk, ask for reasonable assistance from officers in consideration of the issue of future office arrangements.
- d. The Working Party may liaise with partner organisations and outside bodies when considering the issue of future office arrangements.
- e. The Working Party may inspect land or property to allow for the development of various options in relation to future office arrangements.
- f. The Working Party has the power to recommend a course of action to the Council in relation to future office arrangements.
- g. The Working Party may not enter into any contracts, agreements or arrangements on behalf of the Council and has no power to regulate finances (i.e. approve expenditure or establish income).

