

PANNETT PARK | WHITBY | YO21 1RE
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Dear Councillor,

10 December 2020

You are summoned to attend a meeting of the **FINANCE POLICY & GENERAL PURPOSES COMMITTEE** to be conducted on-line, via Zoom¹, on **Tuesday 15 December 2020 at 6:00pm**, the agenda for which is set out below.



Michael King
Town Clerk

To: Councillors Mrs H Coughlan, R Dalrymple, J Harston,
G Jackson, L Wild, Mrs N Wilson and C Winspear
Sub.

NOTICE OF MEETING – Public notice of the meeting is given in accordance with schedule 12, paragraph 10(2) of the Local Government Act 1972.

AGENDA

- 1. APOLOGIES FOR ABSENCE**
To receive and resolve upon apologies for inability to attend.
- 2. DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION**
To declare any interests which members have in the following agenda items.
- 3. PUBLIC PARTICIPATION**
Standing Orders will be suspended for up to 15 minutes to allow for questions or statements about business items on the agenda, submitted by members of the public (limited to 3 mins per person).

General Purposes & Policy

- 4. MINUTES**
To approve as an accurate record the minutes of the committee meeting held on 12 November 2020. **(attached)**
- 5. ACTION OUTSTANDING FROM PREVIOUS MEETINGS**
Verbal update from the Clerk on items outstanding from earlier meetings.

¹ Log: <https://us02web.zoom.us/j/83999338790?pwd=MnZOQjlGb2dKbC8xSCtYdVYvb1JQZz09>
Meeting ID: 839 9933 8790
Passcode: 354514

6. APPROVAL OF EXPENDITURE

To approve payments and receipts on behalf of the Council to 14 December 2020.

Note: to ensure that Invoiced expenditure up to the date of the meeting is included, the list for approval will be circulated on Monday 14 December.

7. DRAFT BUDGET 2021/22

(attached)

To approve a draft budget for recommendation to Council at its meeting of 12 January 2021.

WHITBY TOWN COUNCIL

Minutes of the meeting of the **Finance, Policy and General Purposes** Committee held via Zoom on Tuesday 17 November 2020 at 6:00pm.

Present: Councillors G Jackson (Chair), Mrs H Coughlan, B Dalrymple, J Harston, Mrs L Wild, Mrs N Wilson and C Winspear (from item 095/20).

Also: M King, Town Clerk.

NOTICE OF MEETING – Public Notice of the Meeting was given in accordance with Schedule 12, paragraph 10 (2) of the Local Government Act 1972

F056/20 APOLOGIES FOR ABSENCE

It was noted that G Stephenson (substitute) had resigned as a councillor.

F057/20 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION

None.

F058/20 PUBLIC PARTICIPATION

No members of the public were present.

GENERAL PURPOSES & POLICY

F059/20 MINUTES

Proposed by Councillor Mrs N Wilson, seconded by Councillor Mrs L Wild and unanimously

RESOLVED that the Minutes of the Finance Policy & General Purposes Committee meeting, held 20 October 2020, be taken as read and confirmed as a correct record and signed by the Chairman.

F060/20 ACTION OUTSTANDING FROM PREVIOUS MEETING

The Clerk provided a verbal update on an item resolved at Full Council further to minute F063/20, whereby Cllrs Derrick and Lapsley had been appointed as representatives to the Whitby Hospitality Group.

Proposed by Councillor B Dalrymple, seconded by Councillor Mrs L Wild and unanimously

RESOLVED that Clerk write to Cllr Lapsley to establish his availability to attend the next meeting of the Whitby Hospitality Group.

FINANCE

F061/20 APPROVAL OF EXPENDITURE

To approve payments and receipts on behalf of the Council to 15 November.

Proposed by Councillor Mrs N Wilson, seconded by Councillor Mrs H Coughlan and unanimously

RESOLVED that the schedule of payments up to 15 November 2020 in the sum of **£31,938.17** (in respect WTC) and of **£1,010.34** (in respect PAG) as attached hereto is approved and submitted to Full Council.

F062/20 NOTICE OF COMPLETION OF LIMITED ASSURANCE REVIEW

Proposed by Councillor Mrs L Wild, seconded by Councillor J Harston and unanimously

RESOLVED that the committee notes the receipt of an unqualified certificate from the council's external auditor concluding the 2019/20 Annual Accountability and Governance Review, to be published on the town council's website by 30 November 2020.

F063/20 BUDGET PREPARATION 2021/22

Submitted: a report setting out a preparation timetable for the 2021/22 budget, the major pressures to be considered in preparing the budget and seeking Members' views and direction on the principles to be adopted for 2021/22.

Proposed by Councillor J Harston, seconded by Councillor Mrs L Wild and unanimously

RESOLVED that the budget preparation assumptions on inflationary pressure be noted and that the timetable and mechanism be adopted for preparation of the 2021/22 budget.

WHITBY TOWN COUNCIL
FINANCE POLICY & GENERAL PURPOSES COMMITTEE – 17 NOVEMBER 2020

APPROVAL OF EXPENDITURE

1. Expenditure transactions (WTC) - approval list

Tn no	Gross	Heading	Details
1171	£478.29	5000/4/2	Total Gas and Power - Electricity Charges September
1184	£46.97	5000/4/6	Rentokil Initial UK Ltd - Sanitary Bins November 2020
1174	£7.53		Pitney Bowes - Postage
	£6.00	5000/2/4	Paper Invoice Fee
	£1.53	5000/2/4	Royal Mail Underpayment and Fee
1172	£14.39		Barclaycard - Statement to 16 October
	£14.39	5000/2/9	Zoom Subscription
1180	£418.70	5000/4/4	Scarborough Borough Council - Commercial Waste Charges 20/21
1178	£10,106.29	5000/5/7	Castle Water Limited - Water Annual - New Quay Road
1179	£180.00	5000/4/10	Brian Oakley - External Windows October
1173	£1,802.00		Scarborough Borough Council - NDR Toilets
	£499.00	5000/4/5	NDR Toilet 1
	£86.00	5000/4/5	NDR Toilet 2
	£127.00	5000/4/5	NDR Toilet 3
	£55.00	5000/4/5	NDR Toilet 4
	£511.00	5000/4/5	NDR Toilet 5
	£524.00	5000/4/5	NDR Toilet 6
1169	£37.00	5000/3/11	Royal British Legion - Donation - 2 off wreaths
1175	£370.78		Siemens Financial Services Ltd - Lease Rental
	£267.40	5000/2/5	Lease Rental
	£103.38	5000/2/5	Asset Protection Charge
1176	£23.40	5000/4/6	Cathedral Hygiene - Hygiene Contracts
1170	£28.16	5000/2/1	Normans Business Solutions - Stationery
1181	£481.50	5000/4/7	Lewis Hart Security Services - October Patrols
1182	£1,200.00	5000/2/7	PKF Littlejohn - Limited Assurance Annual Fee 19/20
1177	£6.80	5000/2/13	Barclays Bank - e-payment plan charges
1183	£570.00	5000/3/3	C W Sellors - Restoration Deputy Mayor's Chain
	£16,166.36		Confidential Transactions
Total	£31,938.17		

2. Expenditure transactions (PAG) - approval list

Tn no	Gross	Heading	Details
23	£133.34	5002	Global Payments - Card Processing Charges
25	£6.80	5001	Barclays - e-payment Plan Charges
26	£595.20	5014	David Duggleby Ltd - Laura Knight Sketch (at auction)
Total	£1,010.34		

WHITBY TOWN COUNCIL
FINANCE POLICY & GENERAL PURPOSES COMMITTEE – 15 DECEMBER 2020
DRAFT BUDGET 2021/22

1. Introduction

- 1.1. This report examines the whole of the proposed budget, including any growth submissions from the other committees, in the context of known national controls and predicted funding levels. The recommendations formulated will then be presented to the Full Council meeting scheduled for 12 January 2021.

2. Inflationary/Other Factors to Be Taken Into Consideration

- 2.1. Scarborough Borough Council has confirmed the tax base for 2021-22. This is 4,907.89, which is a 1.42% reduction on the current year figure of 4,978.78. The borough council has stated that this is principally due to two reasons:
- An increase the number of Holiday Let properties transferring from Council Tax to Business Rates. This was exacerbated as owners looked to take advantage of the payments being made under the Small Business, Retail, Leisure and Hospitality Grant scheme.
 - An increase in Council Tax Support Scheme costs due to a higher number of households having to rely on the scheme following reductions in household incomes.

3. Projects and Growth

- 3.1. Growth items were identified by the Town Development and Improvement Committee:

• War Memorial	250.00
• Harbour Story Board (R&M)	1,500.00
• Welcome to Whitby sign maintenance	1,500.00
• Climate Emergency Engagement	1,000.00
• Victoria Spa Well maintenance	5,000.00

- 3.2. A corresponding assumed income to balance expenditure on the Victoria Spa Well has been included.

4. Conclusion

- 4.1. The following recommendations are made to assist the processes and issues to be considered at the Committee meeting scheduled for 15 December when careful consideration will need to be given to any new items or projects for onward transmission to Council.

Recommendation – That the draft budget attached at Appendix A is recommended to council at its meeting on 12 January 2021.

Michael King
Town Clerk & RFO

Appendix A

Whitby Town Council	2020-21	Draft 2021-22	Change
	(£)	(£)	(%)
TOWN COUNCIL EXPENDITURE			
Heading			
Staff Costs			
Nett Salaries, Employers pension cont, employers NI	191,000.00	195,000.00	2.09
Staffing Contingency	7,000.00	-	-100.00
Staff Training	1,000.00	750.00	-25.00
Administration			
Stationery	1,250.00	750.00	-40.00
Photocopying	1,500.00	1,500.00	0.00
Adverts (not elections)			
Postage	700.00	700.00	0.00
Telephones/broadband/email	1,800.00	2,500.00	38.89
Office Equipment		500.00	-100.00
Audit	1,800.00	1,800.00	0.00
Subscriptions	1,800.00	1,800.00	0.00
IT/hosted applications	1,700.00	1,800.00	5.88
Website	500.00	500.00	0.00
Computer Maintenance	500.00	200.00	-60.00
Insurance	10,750.00	10,750.00	0.00
Bank Charges	300.00	300.00	0.00
Health & Safety	100.00	400.00	300.00
Petty cash Misc.			
Data Protection Annual Subscription	35.00	35.00	0.00
HR Advisory Service	1,800.00	1,800.00	0.00
Travel training	500.00	500.00	0.00
Civic & Councillors			
Mayors Allowance	2,000.00	2,000.00	0.00
Councillors Training	500.00	500.00	0.00
Civic Regalia	500.00	500.00	0.00
Elections/Polls			
Mayoral Board	100.00	100.00	0.00
Honorary Citizenship	300.00	200.00	-33.33
Annual Report/newsletter	100.00	100.00	0.00

Whitby Town Council	2020-21	Draft 2021-22	Change	
	(£)	(£)	(%)	
Plaques/pennants/gifts	200.00	200.00	0.00	
Hospitality	500.00	500.00	0.00	
Contingencies	5,000.00	4,000.00	-20.00	
Free Resource (Section 137)	150.00	150.00	0.00	
Events	6,000.00	6,000.00	0.00	
Armed Forces Bench	1,100.00	-	-100.00	
Event Freelance project co ordinator	5,000.00	2,000.00	-60.00	
Legal Cost Community Asset Transfer	500.00	500.00	0.00	
War Memorial		250.00		TD&I
Town Plan	-	-		
Harbour Story Board (R&M)		1,500.00		TD&I
Yorkshire Day	250.00	-	-100.00	
Twinning	200.00	100.00	-50.00	
Welcome To Whitby sign maintenance	-	1,500.00		TD&I
Climate Emergency Engagement	-	1,000.00		TD&I
Victoria Spa Well maintenance	-	5,000.00		TD&I
Building Management				
Gas	6,000.00	6,000.00	0.00	
Electricity	9,500.00	8,000.00	-15.79	
Water Rates	3,000.00	2,000.00	-33.33	
Refuse Collections	550.00	500.00	-9.09	
Rates				
Hygiene contracts	1,700.00	1,800.00	5.88	
Security Patrols	5,000.00	5,000.00	0.00	
Fire, Alarms callouts				
ADT Contracts	3,000.00	4,000.00	33.33	
Repairs & Maintenance	7,000.00	7,000.00	0.00	
Cleaning/Hygiene Supplies	1,000.00	2,000.00	100.00	
Fixtures & Fittings	500.00	500.00	0.00	
Maintenance Reserve	3,000.00	3,000.00	0.00	
CCTV system upgrade				
Other Services				

Whitby Town Council	2020-21	Draft 2021-22	Change
	(£)	(£)	(%)
Allotments	3,000.00	3,000.00	0.00
Allotment fence Stakesby			
Allotment Fencing Cala Beck	2,000.00	2,000.00	0.00
Cholmley Allotment Caedmons	1,000.00	1,000.00	0.00
Trod Project			
Modern apprentice	3,500.00	3,500.00	0.00
Grants			
Christmas Lights		12,000.00	
Notice board			
East Side Facility Project			
Public conveniences	7,500.00	20,000.00	166.67
Spital Bridge - Residents Parking site			
Footbridge extension	6,000.00	6,000.00	0.00
Contribution to Reserves	4,615.00		
	314,300.00	334,985.00	6.58

TOWN COUNCIL INCOME**Heading**

other refunds misc.			
Other refunds PAG			
Allotments	1,300.00	1,300.00	
PPM Office rental	2,500.00	2,500.00	
PPM Office telephone refund			
Christmas Lighting SBC	10,000.00	10,000.00	
WTC Bank Interest & loyalty	150.00	150.00	
Reward			
PAG Commission	600.00	600.00	
Refunds Lit & phil	2,750.00	10,000.00	
Art Galley/Museum - Admission	41,000.00	41,000.00	
Sales			
Capital/Heritage Grants		5,000.00	*TD&I
Armed Forces WP income			
Christmas Festival income			
Transfers from reserves			
Community Donation Toilets	6,000.00	6,000.00	
Residents Parking			
Public Toilets	30,000.00	35,000.00	
Total	94,300.00	111,550.00	18.29

Whitby Town Council	2020-21	Draft 2021-22	Change	
	(£)	(£)	(%)	
Net Expenditure	314,300.00	334,985.00		£20,685.00
Net Income	94,300.00	111,550.00		£17,250.00
Precept to balance	220,000.00	223,435.00	1.56	£3,435.00
Tax Base	4,978.78	4,907.89	-1.42	-70.89
Band D Equivalent	44.19	45.53	3.03	£1.34