

MINUTES OF THE **MEETING OF THE STRATEGIC PLANNING FORUM HELD ON WEDNESDAY 13TH NOVEMBER 2019** AT 7.00 P.M. AT THE TOWN HALL, GREAT WESTERN HOUSE, 9 DEVON SQUARE, NEWTON ABBOT

PRESENT: Councillors C N Parker (Chairman)
M Hocking (Vice Chairman)

| | |
|--------------|---------------------|
| P Bullivant | R Jenks (Mayor) |
| Mrs C Bunday | Mrs A Jones |
| Mrs K Crout | M Joyce (Dep Mayor) |
| D Howe | M E Ryan |

In attendance: Philip Rowe – Town Clerk
Sam Scott – Deputy Town Clerk
Alex Robinson – Committee Administrator

SP21. APOLOGIES FOR ABSENCE

An apology for absence was received on behalf of Councillor David Corney-Walker.

SP22. INTERESTS

None declared.

SP23. MINUTES

The minutes of the Strategic Planning Forum held on 17th July 2019 were received and signed as a correct record.

SP24. BUDGET 2020/21

Review of Draft Budget 2020/21

The Chairman introduced the **Budget Summary for 2019/20 and draft budget for 2020/21**, previously circulated, and invited the Town Clerk to take Members through the budget and raise questions or seek clarification

The Chairman introduced each Committee and cost centre within the draft budget and Members raised the following points under specific budget lines:

| Page | Budget Line | Item | Proposal |
|------|-----------------------|-----------------------------|---|
| | Administration | | |
| 1 | 101 - 1077 | CIL Income | As CIL applies to Capital will be removed from Revenue budget |
| | 101 - 4000 | Salaries | Increase April 2% Pay Award, 2.4% inflation & £21,240 inc. |
| | 101 - 4080 | CCTV Contribution | Noted future contributions may change |
| | 101 - 4085 | TIC Contribution | Remove contribution |
| | 101 - 4090 | Christmas Lights Equipmentt | Retain budget, refurbishment works this year should not need to be repeated |
| 2 | 101 - 4101 | Subscriptions | Noted DALC 2.5% increase to subs |
| | 101 - 4108 | Photocopier rental | Savings achieved under new contract |

| | | | |
|----|---------------------------|--------------------------------|---|
| | 101 - 4110 | Franking Machine | Savings achieved under new contract |
| | 101 - 4123 | Shop Improvement Grant | Retain current budget |
| | 101 - 4169 | Telephone Maint'ce. | Included under new contract which |
| | 101 - 4170 | Telephone calls | combines maintenance, call charges |
| | 101 - 4171 | Telephone line rental | and line rental £2,714/yr for five years |
| | 101 - 4205 | Omega Support Cost | Inc to £1,700 two addit. modules |
| | 101 - 4270 | Public relations | Currently supplemented by HLF increase to £28,000 |
| 3 | 101 - 4998 | Contingency | Remove no longer required £14,000 |
| | Town Hall | | |
| | 102 - 1100 | Room Hire | Income likely to increase |
| | 102 - 1105 | Coffee mach'e inc'me | Income likely to increase |
| | 102 - 4150 | Rates | Exp unknown due to new occupancy |
| | 102 - 4151 | Gas | 4 year contract negotiated |
| | 102 - 4152 | Electricity | 4 year contract negotiated |
| | 102 - 4153 | Water | Exp unknown due to new occupancy |
| | 102 - 4155 | Refuse Collection | Exp unknown due to new occupancy |
| | 102 - 4160 | Repairs Property | Remove new property under warranty |
| 4 | 102 - 4165 | Town Hall Garden | Remove no longer required |
| | Civic | | |
| 5 | 103 - 4218 | Catering - Civic | Increase to £2,000 Opening and Freedom Celebration |
| | St Leonard's Tower | | |
| 6 | 120 - 4199 | St Leo'ds Tower Business Rates | Noted the introduction of Business Rates |
| | War Memorial | | |
| | 121 - 4164 | War Mem Maint'ce. | Restoration exp from CIL and Grant |
| | 121 - 4168 | War Mem Electricity | Increase to £650 |
| | CIC | | |
| 7 | 130 - 4280 | CIC | Clerk to discuss increased support with Manager of CIC |
| | Newton's Place | | |
| | 291 - 1001 | Grant Income | Income from HLF and other funders |
| 8 | No changes | | |
| 9 | No changes | | |
| | Museum | | |
| 10 | 201 | Museum Budget | £32,800 |
| | Events | | |
| 11 | 210 | Events Budget | £22,000 |
| | Newton In Bloom | | |
| 12 | 211 | Newton In Bloom | £21,500 |
| | 211- 4393 | NIB Contractor Fees | Increase to £26,997 three year contract to incl town centre weeding a rise of £5,250 in 2020/21 |
| | Allotments | | |
| | 220 - 4400 | Allotment Maint | Budget incl amt for Tree Survey |
| | Bradley Leat | | |
| 13 | 225 - 4440 | Bradley Leat Cleans. | Retain budget |
| | Other | | |

| | | | |
|----|---------------------------------|---------------------------------|--|
| | Amenities | | |
| 14 | 290 - 1009 | Grass Verge Income | Noted income from DCC |
| | 290 - 4507 | Grass Verge cutting | New one-year contract £15,600/six cut Increase budget to £7,500 |
| 15 | No changes | | |
| | EMR Election | | |
| 16 | 901 - 9001 | EMR Election | Increase to £4,000/year to cover election expenses |
| | 901 - 9005 | EMR asset opportun'y | Not required remove budget |
| | Admin F& A | | |
| 17 | 100 – 4140 100 - 4142 | Insurance Newton's Place Ins | Only one insurance policy will be required current cover for both properties |
| 18 | No changes | | |
| | | | |
| | Capital Exp | IT Hardware | IT Refresh and software upgrade - circa £6,000 |
| | | Land adjacent NP | Cost of land survey, legal expenses and purchase |
| | | | |

Following a lengthy discussion among Members, accordingly it was;

AGREED to note the draft budget and authorised the Clerk and Deputy Clerk to make the revisions as discussed for a revised draft budget to be presented at the next meeting of the Strategic Planning Forum on 27th November 2019 together with a draft Budget Report for consideration in advance of the Finance and Audit Committee on 15th January 2020.

Members further recorded their thanks to the Clerk and Deputy Clerk for their preparation of the budget and associated papers which helped to inform and clarify the Council's position.

SP25. DATE OF NEXT MEETING

The next meeting would be held on 27th November 2019.