

Taverham Parish Council meeting held on Monday, 25th January 2021 at 7.50pm via Zoom, when there were present:

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| Mr J Pennells in the Chair | |
| Mrs L Barrington-Smith | Mrs P Mooney |
| Mrs B Clarke | Mrs S Parkinson |
| Mrs C Karimi-Ghovanlou | Mr P Savage |
| Mrs J Latchford | Mrs M Temple |
| Mr S Matthews | Mrs J Tyler |

Also present: Clerk, Responsible Financial Officer and Assistant Clerk

15/21 Apologies for Absence Mr C Wilson-Town – Attending another meeting.

16/21 Declarations of Interest None. Mrs Temple and Mr Pennells reminded the meeting that they were members of the District Council's Standards Committee.

17/21 Adoption of Main Council and Committee expenditure budgets for 2021/22

The committee expenditure budgets had been proposed by the relevant Committees on 14th December 2020. The draft Council expenditure figures had been provided to Councillors in advance of the meeting along with explanatory notes.

The Responsible Financial Officer explained the change in Tax Base was primarily due to Broadland District Council's increase for a non-collection adjustment from 0.5% to 1%. In respect of any projects which had been planned for 2020/21 which had not gone ahead due to Covid-19 working guidelines and regulations, the RFO confirmed the budget for the work had been marked as an underspend when calculating the Precept for 2021/22. These works to be carried out had been included in the proposed budget for 2021/22. A discussion took place in which it was agreed that if any further monies were required to assist local residents/groups due to difficult situations, if monies were available and remaining under alternative budget heads with Council approval these could be transferred to the Grants or Section 137 budgets.

| Main Council | Budget Heading | £ |
|---------------------|---|----------|
| Administration | Office sundries, stationery, website, postage, copier (lease and usage), phone/internet, room hire, office rent (incl Petty Cash £1,000) etc | 8,500 |
| Miscellaneous | Insurance, internal/external audit fees, subscriptions, licences, fees, journals, warden items, staff/Councillor training, PATCH sundries, publicity, minutes binding, maintenance of noticeboards / bins / youth shelters / office equipment | 15,500 |
| Salaries | Clerk, RFO, Assistant Clerk, Warden/Handyman, Weekend Warden, Keyholder, PATCH Administrator, Hmdow Cleaner, payroll bureau, Employer's NI and pension costs, Warden absence cover | 130,940 |
| Contingency | Unexpected costs | * 1,500 |
| Painting Contract | Play equipment, car park markings, fencing and gates | 8,000 |
| Minor Projects | Projects arising in the year | 5,000 |
| Grants | Support for local groups in need of small-ish sums /churchyard maintenance | * 725 |

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| Recycling | Purchase of appropriate items from recycling bank receipts | 1,000 |
| Youth Provision | Youth worker's pay, youth room rent, minor repairs | 12,775 |
| Section 137 | Items which the Council considers would be beneficial to the community but which cannot be funded under any parish council statutory powers plus Churchfield grass cutting | * 1,270 |
| Allotments | Lease, upkeep, allowance to support improvements, Reserve | 3,000 |
| Streetlighting | Energy costs | 9,200 |
| | Maintenance contract | 2,000 |
| | Repairs – items not covered by contract eg, vandalism | 1,500 |
| | Lamp upgrade programme | 0 |
| | Structural/Electrical testing | 3,000 |
| Community Safety | Winter-weather safety and other safety issues | * 1,000 |
| Office Ext Project | This replaces old Hinks Meadow loan/when costs arise | * 2,000 |
| Agencies | Verge cutting (on behalf of County Council) | 7,030 |
| Neighbourhood P | Neighbourhood Plan – Consultancy | 0 |
| General Reserves | General Reserve | * 6,000 |
| | TOTAL | £219,940 |

18/21 Executive Committee expenditure budget bids for 2021/22 were before the Meeting for approval

Executive Committees' expenditure budget confirmed as follows:-

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|--------------|----------------|
| Recreation | £29,720 |
| Sports | £50,015 |
| Woodlands | £14,400 |
| Total | £94,135 |

19/21 Precept Requirement Calculation

The following information on estimated 2020/21 year-end balances and projected income for 2021/22 was before the Meeting:-

A 2020/21 Income (excess/shortfall):

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|------------------------------|------------------|
| Council (including Agencies) | £ -539.90 |
| Recreation Committee | 0.00 |
| Woodlands Committee | 0.00 |
| Sports Committee | -14,568.27 |
| Grants – Covid Related | 16,477.43 |
| Total income excess | £1,369.26 |

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B 2020/21 Expenditure (under/-overspend):

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|------------------------------|------------|
| Council (including Agencies) | £30,720.00 |
| Recreation Committee | 7,196.22 |
| Woodlands Committee | 1,125.36 |
| Sports Committee | 6,248.76 |

Total expenditure underspend £45,290.34

Net surplus projected for 2020/21 year end (A+B) £46,659.60

C Estimated income for 2021/22

| | |
|---|----------|
| Hinks Meadow - Hall Hire | 6,000.00 |
| Hinks Meadow – Football Pitch Hire | 6,435.44 |
| Allotment Rents | 2,000.00 |
| County Council – for library garden maintenance | 170.00 |
| Recycling | 1,000.00 |
| Agency Fees – County Council (Verge Cutting) | 3,295.00 |
| Bank Interest | 60.00 |

Total £18,960.44

Total (A+B) + C To be taken off gross expenditure budget £65,620.04

| | |
|--|-------------------|
| Gross expenditure budget (Council & Committees) | £314,075.00 |
| Less 2020/21 net surplus and 2021/22 projected income | £65,620.04 |

Equals net expenditure (Precept Amount) £248,454.96

Councillors discussed the proposed budget and Mrs Latchford proposed the Council's Precept of £248,455, Mrs Karimi-Ghovanlou seconded, and this was unanimously agreed.

The District Council had confirmed a Council Tax Base figure of 3518 for Taverham for 2021/22. A Precept of £248,455 would therefore result in an approximate "per household" cost of £70.62, a 32p increase per household per year.

Mrs Latchford thanked the Responsible Financial Officer for the work that had been put into the budget preparation.

The meeting closed at 8.10pm.

Signed

Dated