

IRTHLINGBOROUGH TOWN COUNCIL



MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON TUESDAY
29th OCTOBER 2024 AT 7:00PM AT THE COMMUNITY CENTRE, FETTLINEDINE ROAD,
IRTHLINGBOROUGH NN9 5XF.

PRESENT: Councillors P Boyer, S Boyer, J Farrar, E Hopkinson, D Maxwell, R Powell and T Walton
(Mayor Ex Officio)

IN ATTENDANCE: A Daly (Clerk to the Council) P Smith (Finance Officer)

01. ELECTION OF CHAIRMAN – TO ELECT A CHAIRMAN FOR THE 2024-25 CIVIC YEAR

Nominations for Chairman were requested.

Councillor S Boyer was nominated and seconded. No further nominations were received.

RESOLVE P&R/10(24)/01 – That Councillor S Boyer be elected Chairman of the Policy and Resources Committee for the Civic Year 2024/2025.

02. ELECTION OF VICE CHAIRMAN – TO ELECT A VICE CHAIRMAN FOR THE 2024-25 CIVIC YEAR

Nominations for Vice Chairman were requested.

Councillor J Farrar was nominated and seconded. No further nominations were received.

RESOLVE P&R/10(24)/02 – That Councillor J Farrar be elected Vice Chairman of the Policy and Resources Committee for the Civic Year 2024/2025.

03. APOLOGIES - TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCES RECEIVED IN ADVANCE OF THE MEETING

No apologies

Chairman: _____

Date: _____

04. DECLARATIONS OF INTEREST – TO RECEIVE DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST AND OTHER INTERESTS AND THE NATURE OF THOSE INTERESTS RELATING TO ITEMS ON THE AGENDA

No declarations were made.

05. MINUTES – TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING HELD ON TUESDAY 16th JANUARY 2024

RESOLVE P&R/10(24)/03 – That the minutes of the Policy and Resources Committee of Tuesday 16th January 2024 be approved and signed as a correct record of proceedings.

06. MATTERS ARISING (UNLESS COVERED BELOW)

There were no matters arising

07. TO RECEIVE AND NOTE ACTIONS TAKEN AGAINST THE POLICY AND RESOURCES COMMITTEE’S RESOLUTIONS UP TO 21ST MARCH 2024 (COPY HEREWITH)

Nothing was raised.

RESOLVE P&R/10(24)/04 - That the report detailing the actions taken against Policy and Resources Committees resolutions up to 21st March 2024 is received and noted.

08. REPORT ON DEBTORS – CONSIDER ANY ACTION ON AGED DEBTORS

It was noted that there were no aged debtors, members thanked the Finance Officer for his diligence in chasing debts to ensure they were paid in a timely manner.

RESOLVE P&R/10(24)/05 – To accept the report on debtors.

09. TO RECEIVE TRIAL BALANCE REPORT AND SUPPORTING CASH & INVESTMENT RECONCILIATION FOR SEPTEMBER 2024

Councillor Maxwell raised various questions regarding items within the trial balance, these were answered by the Clerk and the Finance Officer.

RESOLVE P&R/10(24)/06 - That the Trial Balance report and supporting cash and investment reconciliation statements as presented at the meeting are accepted.

Chairman: _____

Date: _____

10. REVIEW OF EARMARKED RESERVES 2024/25

Discussions took place regarding the earmarked reserve funds and the future projects planned.

RESOLVE P&R/10(24)/07 – That the Earmarked Reserve figures as presented at the meeting are accepted.

11. REVIEW OF BUDGET FORECASTS 2024-25

Discussions took place regarding several of the budgeted items and the overall expenditure. It was noted that some items would be drawn down from EMR at year end as per the EMR descriptors.

RESOLVE P&R/10(24)/08 – That the Budget Forecast for 2024/25 as presented at the meeting is accepted.

12. ANNUAL REVIEW OF BANKING ARRANGEMENTS

Members discussed the report detailing banking options and those accounts available to Local authorities. It was noted that some banks do not have the option for dual approval and therefore these were dismissed. It was also noted that some banks had high charges and interest rates on all were pretty similar.

The Finance Officer was asked for his opinion and he reported that although he had been struggling with NatWest several months ago, things had since improved and he would be happy to continue with NatWest.

RESOLVE P&R/10(24)/09 – That the Town Council continue to bank with NatWest.

13. ANNUAL REVIEW OF CHARGES:

1. Cemetery

Members felt it was difficult to review this currently as the Grounds Maintenance Contract extension had not been finalised and therefore they were unclear what the uplift on charges would be.

Members felt it would be beneficial to compare charges made from other local Councils.

RESOLVE P&R/10(24)/10 – That the Cemetery charges are reviewed once the Grounds Maintenance Contract costs are agreed.

RESOLVE P&R/10(24)/11 – That a comparison of Cemetery charges is carried out with other local Councils and brought back to the meeting where charges are reviewed.

Chairman: _____

Date: _____

2. Community Centre

Members felt it was a difficult balance and although the Centre makes a loss, it is a facility provided for the Town.

It was felt that if the prices were increased again, users would look elsewhere. Some hirers complained after the last rate increase and it was thought that it was better that it was used more.

RESOLVE P&R/10(24)/12 – That the Community Centre charges remain unchanged.

3. Pavilion

It was noted that other teams have requested to use the facility at the weekend. At present this had not been agreed and was before the Committee tonight. The Clerk advised that the main problem with additional weekend use was that currently we do not have caretaking facilities for cleaning as this is carried out by the Park Keeper who works Mon-Fri, so cleans on a Monday following the weekend booking by the present team. The current charge would not cover the additional cleaning costs should members decide to employ/contract a Cleaner.

Discussions took place and views were mixed regarding accepting the additional bookings. It was suggested that the Property and Services Committee look at this.

Councillor Maxwell raised that the Pavilion is in need of modernisation, especially the shower/toilet facilities.

RESOLVE P&R/10(24)/13 – That additional bookings and caretaking of the Pavilion are taken to the Property and Services meeting due to be held on 19th November.

RESOLVE P&R/10(24)/14 – That Councillor Maxwells concerns regarding the showers/toilets in the Pavilion requiring modernisation are taken to the Property and Services meeting due to be held on 19th November.

14. PRELIMINARY BUDGET DISCUSSIONS FOR 2025-6

1. Community Centre Inventory List

Discussions took place regarding the items that have gone missing from the Community Centre kitchen since the first inventory list was taken.

RESOLVE P&R/10(24)/15 – On this occasion the inventory list will not be replenished.

RESOLVE P&R/10(24)/16 – Include the following in the Community T&C “Regarding the inventory as stated, we reserve the right to charge for any missing kitchen inventory”

2. Christmas Lights quotation – LITE

Item withdrawn as has been previously dealt with

Chairman: _____

Date: _____

3. Cleaning quote – Clean4Shaw

Item withdrawn as has been previously dealt with.

4. Community Centre Catering request

Members discussed the proposal, however consideration regarding the commercial use of the kitchen and the suitability would need to be established. There were also further questions that they would like to ask of the proposer.

RESOLVE P&R/10(24)/17 – To invite the proposer to the next available Town Council meeting to present a proposal.

5. Pavilion Request

This was dealt with in Item 13.4 above

6. Budgeting consideration NALC information 2025-6

The information from NALC was discussed, it was agreed the document was very useful.

RESOLVE P&R/10(24)/18 – To receive and note the budgeting information provided by NALC.

15. PRELIMINARY BUDGET DISCUSSIONS FOR 2025-6

1. Preliminary Report Budget figures 2025-6

Discussions took place regarding the increase in employers National Insurance and the increase in utility rates and costs in general.

It was agreed that there would need to be a rise to the precept rates to allow for these but to ensure that the increase was minimal to residents, reserves would be used for the shortfall to the budget.

The Community Transport project would be covered by the Devolved Services Earmarked Reserves as agreed at the Town Council meeting. This would continue for the 2025/26 budget year.

Items within the budget were discussed and a 4% increase was proposed.

RESOLVE P&R/10(24)/19 – That a report is brought to the November Policy and Resources meeting based on a 4% increase.

The date of the next meeting is 26th November 2024 @ 19:30 at the Community Centre, Fettleline Road, NN9 5XF.

There being no further business the meeting closed at 20:30

Chairman: _____

Date: _____