



**MINUTES OF THE EXTRAORDINARY TOWN COUNCIL MEETING
HELD IN THE BACK MEETING ROOM OF THE GUILDHALL,
MONDAY 15 JANUARY 2024 AT 6PM**

PRESENT

Council Members The Mayor, Cllr S Billett, Cllrs, C Billett, J Byng, C Edginton White, P Gittins, P Harrison, S Harvey, H Lacy, I Latimer, L Stanczyszyn and R Stanczyszyn.

In attendance: T Bodley – Town Clerk

9964 APOLOGIES FOR ABSENCE

Apologies were received and recorded below:

Cllr	Reason
E Bourne	Unable to attend
N Harper	Unable to attend

9965 DECLARATIONS OF INTEREST

Councillors were reminded to submit their Register of Interests and to declare any Disclosable Pecuniary and/or Other Disclosable Interests in items on the agenda and their nature.

Cllr Edginton White has a standing declaration as a Trustee to Friends of Riverside North Park. Any comments made at town council meetings on agenda items in connection to the above declarations are made prior to possession of the full facts and would not amount to pre-determination.

9966 COUNCILLOR'S DISPENSATIONS

Following a declaration of interest at minute reference 9965, it was noted that Cllr Edginton White in her capacity as a Trustee to Friends of Riverside North Park has a dispensation in place up to May 2027 for discussion and voting on agenda items relating to Riverside North Park.

9967 OPEN SESSION TO HEAR FROM MEMBERS OF THE PUBLIC

No members of the public in attendance.

9968 FINANCE

- i) To receive budget recommendations for 2024/2025, approved budget can be found at Pages 1358.

RESOLVED: That the budget recommendations for 2024/2025 be approved.

- ii) To approve the precept for 2024/2025 of £290,922 (Band D impact of £78.52 pa)
It was stated that this would be an annual increase on a Band D property of £3.06, a monthly increase of 26p and a weekly increase of 6p.

RESOLVED: That the recommendation that the 24/25 precept be set at £290,922 (band D impact £78.52pa) be approved.

9969 POLICIES TO REVIEW

- i) Reserves and Virement Policy – It was reported that following completion of budget setting that recommended practice dictates review and approval of the Reserves and Virement Policy.


RESOLVED: That approval of the Reserves and Virement Policy be deferred and reviewed at the Finance and Facilities Committee on 29 January before being ratified at the Town Council Meeting on 12 February.

9970 DATE AND TIME OF NEXT ORDINARY MEETING

There will be a Budget Working Group held on Monday 29 January 2024 at 3pm in the back meeting room of the Guildhall to finalise figures for the Reserves and Virement Policy prior to ratification at the Town Council Meeting on Monday 12 February.

The next Town Council Meeting will be held on Monday 12 February 2024, 6pm, The Wyre Room, St Georges Hall.

The meeting concluded at 18:11 hours.

Signed 
Emily Bourne (Feb 12, 2024 16:10 GMT)
 Mayor
 12 February 2024

	2023/24	2024/2025
	Approved Budget	Approved Budget
Staff/Training/Allowances		
Staff costs to include O/T Budget	132500	147,250
WFDC Payroll Admin Charge	790	600
Expenses	500	500
Councillor Allowances - travel and parking	100	0
Training- Staff	1000	1200
Training- Councillors	300	300
Mayor's Expenses	3000	2500
Total Staff/Training/Allowances	138190	152350
Administration		
Advertising & Official notices	600	700
Audit Fees	1100	1150
Legal Fees	5000	3000
Photocopier	600	300
Postage	400	150
Software & Support	6500	5500
Stationery	1200	600
Subscriptions & Licences	5350	4000
Bank Charges	300	350
Meeting Room Hire	400	500
Guildhall Lease Hire	660	660
Election Costs	11000	8500
Website	420	420
Total Administration	33530	25830
Office Running Cost		
Insurance & Valuations	5000	6200
Broadband & Landline	1000	1000
Office Energy & Utilities	4000	3500
Intruder Alarm	400	400
Maintenance (office cleaning and maintenance etc)	3000	3500
Refreshments	200	200
Total Office Running Cost	13600	14800
Garage Rent- rear 14 Load St		
Garage Rent- rear 14 Load St	4500	4500
Service Charge & Business rates - Garage	2900	3000
Total Garage Rent	7400	7500
Town Environs / Highways		
Bus Shelters cleaning & maintenance	1500	1700
General Maintenance work outside the Lengthsman Scheme	1000	500
VAS sign maintenance	200	200
Lifebuoy Maintenance	0	0
Bench Maintenance	2500	2500

Signs & Notice Boards	150	150
Street Poles, Tubs & Baskets	2600	3865
Town Clock Maintenance and running costs	150	150
War Memorials (cleaning and lighting)	500	600
Defib Machine & Bleed Control Kit maintenance		250
Lengthsman	3329	3329
Total Town Environs / Highways	11929	13244
Load Street Toilets		
Load Street Toilets-Consumables	1500	1500
Waste Hygiene Contract	900	1000
Energy	3500	3500
Water	2200	3400
General Maintenance	4000	2500
Toilet Cleaner holiday cover	1200	1200
Total Toilets	13300	13100
Riverside North Park		
Grounds Maintenance Contract	9500	9500
Waste Collection Contract	600	600
Annual Tree Inspection	0	0
Tree Maintenance	4500	3500
Annual Play Equipment Checks	150	150
Play Equipment Maintenance/Repair	1000	1000
General Maintenance to include graffiti removal	1500	1500
Total Riverside North Park	17250	16250
Millennium Green		
Millennium Green Maintenance Grant	500	500
Total Millennium Green	500	500
Wyre Hill Play Area		
Annual Safety Checks	150	150
Play Equipment Maintenance/Repair	1500	1500
Play Area Maintenance	1800	1800
Total Wyre Hill Play Area	3450	3450
Civic		
Badges, Shields & Civic Award	1050	1000
Civic Ceremonies	1000	1000
Hats & Robes Maintenance	500	600
Mayor's Chain Maintenance	0	0
Mayoral Roll	250	275
Total Civic	2800	2875
Community		
Neighbourhood Plan	1000	2000
Grants/Donations	7500	10000
Total Community	8500	12000
Capital Expenditure		
Notice Boards & Town Signs	0	0
Hats & Robes	0	1000
Lifebuoys	250	250

Play Equipment replacement	0	0
Bench replacement	0	0
Street Poles Replacement - Load Street	0	2700
Town Council Office Refurbishment	6000	0
Office Equipment	1500	1500
VAS Signs	0	0
Wyre Hill Play Area Equipment	0	0
Cllr IT Equipment Replacement	4000	0
Total Capital Expenditure	11750	5450
Town Events / Projects		
D-Day 80	0	250
Christmas Event	5000	9500
Christmas Lights Contract	14702	14702
Civic Events	0	2400
Feasibility Study Future Projects	1000	1000
Remembrance Sunday	2800	2800
Summer Event - TBC	0	500
Kings Coronation	3000	0
Total Town Events	26502	31152
TOTAL EXPENDITURE	288,701	298,501

<u>Income</u>	23/24	24/25
Calculated Income Required	281,522	290,922
Christmas Event Income	0	1,500
Interest Received	1,500	1,500
Lengthsman Scheme	3,329	3,329
Localism income	0	0
Markets	1,500	1,000
Noticeboard income	350	100
Field Hire - RNP	500	150
Total other Income	7179	7579
	2022-23	2023/2024
Total Expenditure	288,701	298,501
Total Other Income	7,179	7,579
From or To Reserves		
Precept Request	276,622	290,922

Percentage Increase from 23/24 to 24/25 Precept

5.17%






Minutes Extraordinary Town Council Meeting 15 January 2024

Final Audit Report

2024-02-14

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