

## ESTIMATES

### PRINCES RISBOROUGH TOWN COUNCIL MINUTES OF AN ESTIMATES MEETING OF THE FINANCE COMMITTEE HELD ON TUESDAY 21<sup>ST</sup> NOVEMBER 2017 AT 7.00 PM IN THE PRINCES CENTRE, PRINCES RISBOROUGH

#### PRESENT

Cllr A Turner (Chairman)  
Cllrs A Ball, J Coombs, M Walsh, A Turner, D Knights, I Pearce, N Davis, P Summerbell,  
J Roberts and A Rolfe.  
Mrs K Pope (Deputy Clerk)

#### APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Iain McLauchlan

#### DECLARATION OF INTERESTS

Cllrs D Knights, Cllr Walsh & Cllr Turner declared an interest in the consideration of a grant for an organisation in which they are members.

#### ESTIMATES FOR THE FINANCIAL YEAR 2018/2019

##### EXPENDITURE

###### Administration and Human Resources

A budget for administration of £117,927 was agreed by all present. The total personnel cost including pensions for the office staff is £96,086 this year.

The cost of Administration including the rent for the office is £21,841 .

###### Civic and Democratic

A budget for civic and democratic of £3750 was agreed by all present. .

Councillors' expenses are remaining the same at £200 per person totalling £2600.00.

###### Town Committee

An estimate of £236,126 was agreed by all present for the Town Committee. This figure includes £35,095 for the loan repayments for the SMG, Wades Park and Market House. £4,820 was agreed for the cost of dog waste collection in the Parks.

£300 for the maintenance of the War Memorials

£4,000 for the repair of existing playground equipment.

£8,500 was agreed to cover the cost of the town planting for winter and summer and tree work identified by the Arboriculturalist.

£25,000 was agreed for lighting which includes energy charges, maintenance of existing posts and lights and new installations.

£28,886 for the cost of maintenance of the parks, SMG and the town including the listed buildings and war memorial and the risk inspections.

The total personnel cost including pensions for the Maintenance staff is £98,475 this year.

£18,500 for the Maintenance expenditure for the CCTV and

£8,250 for capital expenditure including new youth shelter in the KGV, park signage for Wades and path repair to the entrance of St Dunstan's.

###### Market House

An estimate of £2020 was agreed by all present for the cleaning supplies, utilities charges and the cost for a cleaner.

###### Market

An estimate of £3060 was agreed by all present for the equipment, marketing materials and subscriptions. The total salary cost is £2100.

###### Public Relations

An estimate of £12,861 was agreed by all present for the newsletter, web site and marketing materials. The total salary cost is £3381.

### Events Committee

A budget of £27,820 was agreed by all present for the Events Committee to cover the administration and costs of the Festival, Art Event, Volunteers recognition event and Public meetings. The summer/Christmas budget was increased to £20,000 due to the higher than expected level of income. This budget also includes £2300 contribution towards the Christmas lights. The salary cost is £3470 which relates to the administration of running the events.

### Subscriptions

A figure of £1,620 was agreed which includes the membership fee of £1,250 for the Buckinghamshire Association of Local Councils.

### Grants

Cllrs A Turner & M Walsh declared an interest before the discussion on the provision of a grant to the RBL for Remembrance Wreaths as they are members of the RBL and did not take part in the discussion or decision.

Cllr D Knights declared an interest before the discussion on the provision of a grant to the Risborough Youth Club as he is on the management committee and did not take part in the discussion or decision.

### **Grant applications were agreed for: -**

Chinnor & PR Railway	£1000
St Mary's PCC	£2580
St Dunstan's PCC	£1500
PR Baptist Church	£230
Remembrance Wreath	£100
Risborough Youth Centre	£1000

A sum of £2500 was agreed to be included in the budget for Minor Grant Applications of up to £250 that might be received throughout the year.

The Princes Risborough Town Council's Grant Awarding Policy is on the website and grants will only be considered if the application is submitted on an application form and meets the criteria set out in the policy.

The total budget for Grants was agreed at £8910.

### Capital Projects

- £6732 for the agreed 5% retention fee relating to the work on the Market House refurbishment
- £1000 was agreed towards the Local Plan for potential meetings and administration costs
- £10,000.00 was agreed for supporting the Town Regeneration project
- £5,000 was agreed to introduce a Heritage Trail in the town to assist with increasing tourism within the area.
- £150,000 was agreed for the upgrade of the street lights to LED
- £5,000.00 was included in the budget to cover the final work needed for the storage facility/MT rest facility at Wades Park
- £1000 was agreed for new office furniture
- A sum of £2,000.00 was agreed for legal costs.

### INCOME

- It is forecast that the income received from other parishes and B.C.C. to do Devolved Services including grass cutting and other Administrative and Maintenance work is £24,199
- The total income, including the income from the burial ground but excluding the precept, was estimated at £52,449

Summary

The Clerk was forecasting a balance in hand of £448,077  
as at 1<sup>st</sup> April 2018.

With a total expenditure of £594,826 including the capital projects, it was proposed that an  
increase of 1%, is recommended to the Town Council for approval.

There being no further business the meeting closed at 9.10 pm

Chairman..... Date .....