

MINUTES of the Finance Committee of Melksham Without Parish Council held on Tuesday 7 January 2020 at 1 Swift Way, Bowerhill at 7.00 p.m.

Present: Cllrs. Richard Wood (Council Chair), John Glover (Council Vice-Chair & Committee Chair), Alan Baines (Committee Vice Chair), Paul Carter, Nick Holder, Paul Taylor and Stuart Wood

Officers: Teresa Strange (Clerk), Lorraine McRandle (Parish Officer) and Marianne Rossi (Finance & Amenities Officer).

Housekeeping & Announcements: Cllr Glover welcomed all to the meeting and explained the evacuation procedure in the event of a fire.

327/19 Apologies

None.

328/19 Declarations of Interest

Cllr R Wood declared an interest in the Chair's Allowance.

The Clerk explained that officers present had an interest in staffing pay.

329/19 Dispensation Requests for this Meeting

None.

330/19 Dispensation for Precept Setting

It was noted that those Councillors living in the parish had a previously approved Dispensation for setting the Precept for the current Council Term, 2017-2021 (*Min 010/17b Annual Council 15 May 17*).

331/19 Public Participation

There was one member of public present, who did not wish to speak to an item, but observe the meeting.

332/19 To note Background Information

a) Minutes of Finance Committee meeting held on 7 January 2019

The minutes of the Finance Committee meeting held on 7 January 2019 relating to budget setting had been circulated to Members for their information prior to budget setting and noted by those present.

b) Government Announcement “No Referendum Principles for Parish/Town Councils for 2020/21”

Members noted that the Government had announced it did not propose to set ‘referendum principles’ for town and parish councils in England for 2020/21 and remained concerned at the pressure placed on taxpayers from town/parish councils across England and expected them to exercise ‘even greater restraint’ for 2020/21. Cllr Glover reminded members that the Government did recognise that parish councils were increasing their precept to take on assets in some cases.

333/19 Community Infrastructure Levy (CIL)

a) To note Parish Council’s agreed uses of CIL and to consider more project specific spend for current and next financial year

Members were informed at the Finance Meeting on 7 January 2019 that parish councils had wider spending powers than Wiltshire Council for CIL, provided that it met the requirement to “support the development of the area”. However, CIL contributions are a finite amount and have to be spent within 5 years of receipt, and thus could not be relied upon as permanent, regular income. Additionally, the number of eligible dwellings that are used to calculate CIL can fluctuate, and members at the time considered that it was prudent to ensure that the Parish Council continued to maintain adequate Reserves.

The members reviewed the CIL spreadsheet which detailed income and planned expenditure.

The Parish Council’s CIL income for 2018/19 was £24,381 and £260,563.69 for the current year 2019/20. As payments are only received twice per year from Wiltshire Council, in April and October, no further CIL funds were anticipated in this current financial year. The amount received in CIL this current financial year was much higher than was originally budgeted at £77,807.50 (£44k Land North of Sandridge Common £33,807 Land East of Semington Road) this was because at the time there was no visibility or confirmation of what amounts were to be paid from new developments in the pipeline as they were still only at outline planning application stage or not yet approved at Reserved Matters or started on site (Land to the south of Western Way, now known as Pathfinder Place; and Land to the east of Spa Road, now known as “Hunters Wood”).

CIL Income anticipated to year end 2019/20:

Land north of Sandridge Common	£ 53,049.72
Land east of Semington Road	£ 73,249.59 (<i>two tranches</i>)
Land east of Spa Road	£100,501.46
Land south west of Western Way	<u>£ 33,762.92</u>
	£260,563.69

It was very difficult to anticipate any funding to come from CIL for the next financial year 2020/21 as the payments for Land south west of Western Way (Pathfinder Place) and Land east of Spa Road (East of Melksham) had been paid in the current year in phases, and in the case of Western Way in advance, and for Spa Road from different

developers; it was not the case of seeing the first of 3 tranches as per Semington Road and Sandridge Common so that it was easy to anticipate the funding in the future. The figures used in the CIL spreadsheet were a guesstimate of a third of the anticipated income being paid, as one of the tranches. The last tranche of 3 payments for Semington Road was not anticipated to be paid until full occupation in the year after 2021/22, and the final payment for Sandridge Common had been received in 2019/20.

CIL Income anticipated to year end 2020/21:

Land north of Sandridge Common	NIL
Land east of Semington Road	NIL
Land east of Spa Road	£108,000 (<i>guesstimate</i>)
Land south west of Western Way (Pathfinder Way)	<u>£ 56,400 (<i>guesstimate</i>)</u>
	£164,400

Some decisions on the principles of spending CIL funding have already been well established for some of the developments. It was noted that unlike s106 funding, CIL spending does not have to be related to the development or surrounding area. However, the CIL funding from the Land east of Semington Road development is all budgeted to the new village hall within that development; likewise, the CIL funding from the Land east of Spa Road is budgeted to the new community centre within that development or at an alternative site more central to the East of Melksham community.

It was agreed that as CIL funding was finite, that it should not be used for ongoing maintenance or regular items of expenditure but for projects and capital expense. Solar Farm community funding from Sandridge Solar Farm was far more suited to ongoing expenses as had a 20-year lifespan. So, for example, the new SID (Speed Indicator Device) would be funded from CIL and the ongoing expense of moving and erecting every 14 days would come from Solar Farm funding as the funding would outlast the life of the SID. This principle was applied throughout the budget for both the current year 2019/20 and the planned expenditure for 2020/21. This meant a change for the original planned expenditure from CIL for the current year 2019/20 as recommended by the Finance Committee in January 2019 and 16th December 2019 with grasscutting, bin emptying and ROSPA play areas inspections now not to be funded from CIL.

Recommendation:

1. The parish council revise their original Budgeted spend from CIL (Community Infrastructure Levy) for 2019/20 to be as follows:

	2019/20 Budget Provision (agreed Jan 2019)	2019/20 Anticipated Expenditure (up to 31.03.20)
Contribution to CATG schemes (including Redstocks signage)	£5,500	£382
Redstocks noticeboard	£381.50	0
Grass cutting and bin emptying in play areas	£3,000	0
Grass cutting and bin emptying in sports field	£7,990	0

<i>ROSPA play area annual inspections</i>	£490	0
<i>Play area safety surfacing cleaning</i>	£1,300	0
<i>Roundabout maintenance</i>	£2,500	£2,340
<i>Top up art contribution for enhancing Bowerhill development (from Pathfinder Way CIL)</i>	£5,000	£5,000
<i>Actual project spend on new village hall at Berryfield</i>		£12,100
<i>Shurnhold Fields (Capital Expense)</i>		£14,458
<i>“We’re watching you” anti-dog fouling campaign</i>		£1,050
<i>New Speed Indicator Device (SID)</i>		£2,300
<i>Water refill stations (Bowerhill & Shaw Playing Fields) and installation</i>		£6,000
	£26,161.15	£43,630.00
<i>Reserve for future village hall at Berryfield</i>	£33,807.50	£73,249.59
<i>Reserve for future community centre East of Melksham</i>		£100,501.46
TOTAL	£59,968.65	£217,381.05

The Members then reviewed the spend from CIL for the forthcoming financial year, 2020/21 based on the principles agreed against the anticipated costs in the Expenditure part of the Budget documents.

As in previous years, to budget £5,500 for match funding for CATG (Community Area Transport Group) projects plus additional funds for highway schemes that the parish council has already committed or have received requests for. With £6,000 for a new bus shelter on Falcon Way, outside Kingfisher Drive; £2,000 to improve the bus shelters in Bowerhill with some side panels; £750 for a planter/“Welcome to Bowerhill” sign on Portal Road as part of the new entrance being formed from the development of a new Dick Lovett car sales building; totalling £14,250.

Recommendation:

2. *The parish council spend from CIL (Community Infrastructure Levy) for 2020/21 to be as follows:*

	2020/21 Anticipated Expenditure
<i>Contribution to CATG schemes (including Redstocks signage)</i>	£14,250
<i>Match funding for new equipment to enhance Bowerhill Sports Field (from Pathfinder Way CIL)</i>	£20,000
<i>Contribution to TransWilts for furniture for Community Hub at Melksham Railway Station</i>	£3,500
<i>Match Funding for Area Board grant for Generator for CAWS CEG (Community Action: Whitley & Shaw Community Emergency Group)</i>	£360
<i>Top up art contribution for enhancing Bowerhill existing development (from Pathfinder Way CIL)</i>	£2,000
<i>Actual project spend on new village hall at Berryfield</i>	£20,300

Street furniture/Play area benches	£6,400
Shurnhold Fields (Capital Expense)	£3,500
	<u>£70,310</u>
Reserve for future village hall at Berryfield	0
Reserve for future community centre East of Melksham	£108,000
TOTAL	<u>£178,310</u>

The balance of CIL funds at the end of each financial year is put into a Reserve as the funds are restricted to funding community infrastructure only and to aid tracking of the expenditure.

Total in CIL Reserve at end of 2018/19	£ 15,360.43
Confirmed CIL Income for 2019/20	<u>£260,563.69</u>
TOTAL	<u>£275,924.12</u>

Anticipated Expenditure from CIL for 2019/20	- <u>£ 43,630.00</u>
Transfer CIL into dedicated project Reserves :	
New Village Hall, Berryfield	- £ 73,249.59
New Community Centre, East of Melksham	- £100,501.46
TOTAL in CIL Reserve at end of 2019/20	<u>£ 58,543.07</u>

Total in CIL Reserve at end of 2019/20	£ 58,543.07
Confirmed CIL Income for 2020/21	<u>£164,400.00</u>
TOTAL	<u>£222,943.07</u>

Anticipated Expenditure from CIL for 2020/21	- <u>£ 70,310.00</u>
Transfer CIL into dedicated project Reserves :	
New Community Centre, East of Melksham	- £108,000.00
TOTAL in CIL Reserve at end of 2019/20	<u>£ 44,633.07</u>

It was noted that the CIL funds for the new village hall at Berryfield and the community centre at East of Melksham would be in the parish council's earmarked Reserves and bank account for a period of time whilst waiting for the s106 funds to be paid on staged payments triggered by occupation. Cllr Holder asked if there was an opportunity to invest any CIL funding in the short term. The Clerk explained she was looking into potential investment opportunities but was experiencing difficulties finding different banking institutions that the parish council did not already bank with, to ensure coverage by the FSCS (Financial Services Compensation Scheme) as limited to a maximum cover of £85k per institution; that also met the council's Financial Regulations. Many banks allowed the officers to both set up and authorise online payments, and the council looked to find banks/building societies that let the officers set up payment but not authorise them; only Unity bank had been found to date.

334/19 Reserves:

a) Financial Reserves Policy

Members were reminded of the Council's Financial Reserves Policy, which members noted prior to discussing spend from reserves and considering further contributions to reserves.

b) To consider contribution to Earmarked Reserves and spending from Earmarked Reserves for current and next financial year

Members reviewed the amounts to put into Earmarked Reserves at the end of 2019/20 as detailed in the Budget setting in January 2019 and did not make any changes, however, the CIL income received was reflected in the Reserves for the new village hall at Berryfield, the new community centre at East of Melksham and the residual funds into a general CIL Reserve.

Recommendation: 1: *The parish council put the following into Earmarked Reserves at year end 31 March 2020.*

Reserves for major projects for 2019/20

<i>New Village Hall, Berryfield (from CIL)</i>	£ 73,249.59
<i>New Community Centre, East of Melksham (from CIL)</i>	£100,501.46
<i>Crown Chambers/Office accommodation/relocation</i>	£ 2,000.00
<i>Photocopier replacement</i>	£ 400.00
<i>Bowerhill Sports Field & Pavilion LONG TERM REPLACEMENT OF CAPITAL ITEMS</i>	£ 5,000.00
<i>Bowerhill Sports Field & Pavilion ANNUAL SUM TO MAKE UP SHORTFALL</i>	£ 18,000.00
<i>Replacement Play Area Safety Surface & Equipment LONG TERM CAPITAL</i>	£ 10,000.00
<i>Recreation & Sports Facility Enhancement</i>	£ 2,500.00
<i>Defibrillator replacement (every 6 years)</i>	£ 2,000.00
<i>General Highways/Footpath/Lighting</i>	£ 2,000.00
<i>Community Projects/Match Funding</i>	£ 1,375.00
<i>Elections</i>	£ 4,000.00
<i>General Contingency</i>	£ 2,000.00
<i>Contribution to Wiltshire Council/Env Agency bid to DEFRA for flood prevention Whitley</i>	£ 5,000.00
<i>CIL (Community Infrastructure Levy) funds received</i>	<u>£ 86,812.64</u>
	£314,121.69

Members then reviewed the amounts to put into Earmarked Reserves for Major Projects for 2020/21.

It was anticipated that the occupation trigger (76) for 25% of the s106 funding for the new village hall at Berryfield would be reached during 2020/21 and therefore £125,000 was shown as going into this reserve from the funds that will be received, but no CIL was anticipated for next year, as it was assumed that it would be paid at the end of the development occupation, which is anticipated to be in 2021/22. However, CIL is shown as coming into the Reserve for the new community centre East of Melksham based on one third of the overall amount expected.

It had previously been agreed (Min. 358/18b) to put £400 per year into a photocopier

replacement Reserve, and this was shown.

Cllr Glover explained it had been agreed at the January 2019 budget meeting (Min. 358/18b) to put £5,000 into the Bowerhill Sports Field Capital Replacement Fund each year however, it was felt that moving forward it would be prudent to use any CIL funding from Pathfinder Way for replacing capital items for Bowerhill Sports Field and Pavilion over the lifetime of the building of the new development and CIL payments over the next 2/3 years.

The £18k annual amount to make up the shortfall between income and expenditure for Bowerhill Sports Field and Pavilion (Min. 358/18b) had been increased to £20,000 for 2020/21 to reflect the increased spend from that Reserve in 2019/20.

As for the current financial year, another £10,000 to be put into the Reserve for replacing play area equipment and safety surfacing in the future as the parish council now has 5 play areas that have all be refurbished in the last couple of years and are likely to need capital replacement in approximately 10 years' time.

Regarding the Shurnhold Fields Project, the £96,264.73 George Ward Gardens s106 contribution was held as a Reserve for the Shurnhold Fields Open space Maintenance Contribution and regular payments were drawn down from this Reserve for ongoing maintenance by the parish council, town council and Friends of Shurnhold Fields as the Contribution was held in the parish council's bank account as lead council for the project. Capital expenditure is to be funded by both the parish and town council, as well as grant funding to be sought for the project for this financial year and for the following, for the car park and entrance for example and it had been agreed (above) that this project was a good candidate for CIL funding as it was clearly used by residents of Melksham Town and not just the parish of Melksham Without. Therefore, no further funds were to be paid into the Shurnhold Fields Capital Reserve as future capital expense to come from CIL.

The Reserve for replacing the existing defibrillators continues to show £2,000 to be added each year however no separate funds have been put in to buy new defibrillators for new housing developments as this will come from CIL funding.

It was noted that there was a current vacancy for the Bowerhill Ward following the resignation of Cllr Kaylum House, and the outcome of whether an election would be called would not be known until 15 January 2020. Therefore, £6,000 was shown to be put into the Elections Reserve to replace the estimated cost of an election if called in 2019/20. Councillors discussed whether this amount should still be paid into the Reserve if an election was not called and agreed that as the cost of elections was not really known due to limited information from Wiltshire Council that this addition to the Reserve should still be made regardless. It was noted that any councillor resignation after November 2020 would not trigger an election, as it would be within 6 months of the main elections to be held in May 2021.

Recommendation: 2. *The parish council put the following into Earmarked Reserves for the year 2020/21.*

<u>Reserves for major projects for 2020/21</u>	
<i>New Village Hall, Berryfield (from s106)</i>	£ 125,000
<i>New Community Centre, East of Melksham (from CIL)</i>	£ 108,000
<i>Photocopier replacement</i>	£ 400
<i>Bowerhill Sports Field & Pavilion ANNUAL SUM TO MAKE UP SHORTFALL</i>	£ 20,000
<i>Replacement Play Area Safety Surface & Equipment LONG TERM CAPITAL</i>	£ 10,000
<i>Defibrillator replacement (every 6 years)</i>	£ 2,000
<i>Elections</i>	£ 6,000
<i>CIL (Community Infrastructure Levy) funds received</i>	£ 56,400
	£ 327,738

Members reviewed the spend from Earmarked Reserves for this financial year, 2019/20.

Plans for the new village hall at Berryfield are beginning to take shape, with the project requiring planning permission to be applied for before 17 May 2020. Following on from the dedicated Finance Committee on 16 December 2019, the parish council has appointed a Project Manager to manage this part of the project, with an estimated spend split between this and the next financial year of £12,100 for this year and £20,300 next year. This is based on the project manager's fee for this part of the project, and an estimated £30,000 for planning application costs including the drawings up to building tender specification, and the planning consultancy.

New Goal Posts (£820) were purchased to allow another pitch (11 vs 11) to be marked up and used at Bowerhill Sports Field, to come from the Long-Term Capital Replacement Reserve for the Sports Field and Pavilion

In addition to the annual sum of £18,000 to fund the maintenance of Bowerhill Sports Field and Pavilion, a sum of £1,154 is shown to cover the agreed cost to paint the Pavilion metal doors and the potential to paint the hand rail to the ramped entrance, of which a quote had been sought.

It had been agreed at the 9 December 2019 Full Council meeting (Min. 307/19g) to contribute to the Area Board for an Age Friendly Consultant, and it had been agreed to take from the Age Friendly Reserve. However, the Clerk had subsequently realised that this Reserve was actually the Area Board grant funding for the Age Friendly seating project and therefore £1,071 agreed for the consultant contribution was to now come from the Community projects/Match funding Reserve. The £1,250 in the Age Friendly Seating Reserve had been spent in 2019/20 as the benches had been purchased and installed. The Area Board grant had been received in 2018/19 but not spent, hence why it had been put into an Earmarked Reserve.

As detailed above, £6,000 is shown as spend from the Elections Reserve if one called against the current Bowerhill vacancy which would be held before mid March 2020.

£5,766 had been used from the General Contingency Reserve to cover the work at Briansfield Allotment to clear waste and to undertake groundworks to accommodate plaining from the A350 to resurface the car park (£2,462) and towards the shared cost with the Town Council for the Neighbourhood Plan as all current Locality grant funding for the Plan has been used (£3,304).

A cost of £6,026 has been shown coming from Shurnhold Fields Open Space Maintenance Contribution which is held as an Earmarked Reserve. This is based on bin emptying for the last 4 months of the financial year, caretaker visits for 12 months and expenditure on a noticeboard for the Friends of Shurnhold Fields and petrol reimbursement for the volunteer cutting the grass and the contractor's work on site. It was noted that the frequency of bin emptying by Town Council staff would be discussed at the next Joint Working party of the two councils on 29 January 2020.

Recommendation: 3. The parish council spend the following amounts from Earmarked Reserves in 2019/20:

Spending from Reserves 2019/20:

	2019/20 Budgeted Spend (agreed Jan 2019)	2019/20 Anticipated Expenditure (up to 31.03.20)
<i>New village hall, Berryfield ACTUAL SPEND</i>	£0	£12,100
<i>Bowerhill Sports Field & Pavilion LONG TERM REPLACEMENT OF CAPITAL ITEMS</i>	£0	£820
<i>Bowerhill Sports Field & Pavilion ANNUAL SUM TO MAKE UP SHORTFALL</i>	£18,000	£19,154
<i>Community Projects/Match Funding</i>	£0	£1,071
<i>Elections</i>	£0	£6,000
<i>General Contingency</i>	£0	£5,766
<i>Area Board Grant – Age Friendly Seating Project</i>	£0	£1,250
<i>Shurnhold Fields Open Space Maintenance Contribution</i>	£0	£6,026
	£18,000	£52,187
<i>CIL Expenditure from CIL Reserve</i>	£59,968.65	£31,530
	£77,968.65	£83,717

Recommendation: 4. The parish council spend the following amounts from Earmarked Reserves in 2020/21:

Spending from Reserves 2020/21:

<i>New village hall, Berryfield ACTUAL SPEND</i>	£20,300
<i>Bowerhill Sports Field & Pavilion ANNUAL SUM TO MAKE UP SHORTFALL</i>	£18,000
<i>Shaw Playing Field Improvement Project</i>	£16,500
<i>Shurnhold Fields Open Space Maintenance Contribution</i>	£5,252
	£60,052
<i>CIL Expenditure from CIL Reserve</i>	£50,010
	£110,062

Summary of Reserves:

<i>Opening Balance of Reserves as at 1/4/2019</i>	<u>£323,413.69</u>
<i>Revised Reserves for Major Projects 2019/20</i>	£314,838.69
<i>Revised Spending from Reserves 2019/20</i>	<u>-£83,717.00</u>
<i>Revised Adjustment to/from Reserves 2019/20</i>	<u>£231,121.69</u>
Total Reserves at end of 2019/20	£554,535.38
<i>Opening Balance of Reserves as at 1/4/2020</i>	<u>£554,535.38</u>
<i>Reserves for Major Projects 2020/21</i>	£327,800.00
<i>Spending from Reserves 2020/21</i>	<u>- £110,062.00</u>
<i>Adjustment to/from Reserves 2020/21</i>	<u>£217,738.00</u>
Total Reserves at end of 2020/21	£772,273.38

335/19 Solar Farm Community Funding

It was noted that the income received by the Parish Council for 2018/19 was £5,703 and 2019/20 was £5,842. As the income is calculated proportionately between eligible parishes and on the number of dwellings within a 2.75km radius of Sandridge Solar Farm, the income is liable to fluctuations. As it was unknown what housing numbers would be in the other parishes that could affect this number. It was therefore estimated that income for 2020/21 would be in the same region of £5,842.

The Clerk reminded Members that she had been tasked to query the response from the Solar Farm that they were unable to adjust the proportional share to the parish council to reflect the 100 dwellings that had just been built very close to the entrance to the Solar Farm and definitely within the 2.75km eligibility radius (Land to the North of Sandridge Road 17/01096/REM) as the legal agreement only allowed for boundary changes. A response had been received "*I have undertaken some further research and subject to internal acceptance (these decisions must follow certain procedures and double checking) next year's grant should be more beneficial to Melksham Without Parish Council*". However, as this was not guaranteed or quantifiable the income for 2020/21 was still shown as £5,842.

It had been discussed and agreed earlier in the meeting (Min. 339/19a) to utilise funding from Sandridge Solar Farm for maintenance as this was a long-term funding stream (25 years) with monies from CIL being allocated towards capital expenditure as this was short term (5 years).

Recommendation: *The following spend from Sandridge Solar Farm to be on the following:*

<u>Expenditure 2019/20:</u>	
<i>Erection of SID (Speed Indicator Device) every 2 weeks</i>	£900
<i>Water testing and maintenance for Water Refill Stations at Bowerhill & Shaw Playing Fields</i>	<u>£300</u>
TOTAL	£1,200

Expenditure 2020/21:

Erection of SID (Speed Indicator Device) every 2 weeks	£3,900
Water testing and maintenance for Water Refill Stations at Bowerhill & Shaw Playing Fields	£1,800
Shaw & Whitley Flood Resource	£450
Weed spraying (x 2 visits, every road in Parish)	£2,690
TOTAL	£8,840

Summary of Solar Farm Fund:

Opening Balance of Solar Farm Fund as at 1/4/2019	£0
Income from Solar Farm Fund for 2019/20	£5,842
Expenditure from Solar Farm Fund for 2019/20	-£1,200
Closing Balance of Solar Farm Fund as at 31/3/20	£4,642

Opening Balance of Solar Farm Fund as at 1/4/2020	£4,642
Income from Solar Farm Fund for 2019/20 (estimated)	£5,842
Expenditure from Solar Farm Fund for 2019/20	-£8,840
Closing Balance of Solar Farm Fund as at 31/3/20	£1,644

336/19 Budget

a) To review and consider Budget for 2019/20 against anticipated position at year end and estimate for 2020/21

The Committee reviewed the Income and Expenditure for the current financial year, and the proposals for the financial year 2020/21. The Chair, Cllr Glover explained that he had spent some time during the previous week reviewing the figures with the Clerk and Cllr Baines (Vice Chair of Finance Committee) and had made a few changes to the initial Budget discussion document so that the overall impact could be reviewed at this meeting.

It was noted that Officers had added a column to the budget which indicated the legal power that the expenditure item would comply with. The addition of this on budget documentation meant that this double check took place before expenditure had been made, to ensure that the council were acting within their legal powers and remit. Members welcomed this useful addition.

INCOME

The anticipated income for 2019/20 was very much in line with what was originally budgeted for, except for CIL income. This was because the council had only budgeted for 2019/20 for CIL that it had visibility of, it had not included any CIL amounts from

developments that at the time had not received Reserved Matters planning permission (Land to the East of Spa Road “Hunters Wood” and Land to the South of Western Way “Pathfinder Place”). The council had originally budgeted for an income of £285,976 (including the Precept) but is estimated to receive £469,674, this is due to £182,756 more CIL received than anticipated.

For 2020/21 there is an expectation that £164,400 would be received in CIL for Pathfinder Way and Hunters Wood. Also anticipated is £125,000, 25% of £500,000 from the Semington Road development which would be moved into Reserves for the new Berryfield Village Hall project. It was noted that this amount would be index linked, and was payable before the occupation of the 77th dwelling, with the current occupation level at 24, with 41 sold.

Allotment income was estimated to be £3,536 by year end, however it was noted that the allotment year runs from 1st October and not 1st April like the financial year, and was therefore expected to be £1,000 lower after accruals adjustments had been made at year end.

Income for Bowerhill Sports Field was anticipated at £2,850 for 2019/20 and £2,900 for 2020/21 which is higher than £2,220 for 2018/19 based on the increased usage of the pitches and changing rooms with more home teams, and now playing on Saturday and Sunday.

Recommendation 1:

General Account Income (Excluding Precept but including CIL):

<i>Budgeted for 2019/20</i>	<i>£ 84,868</i>
<i>Anticipated for 2019/20</i>	<i>£268,566</i>
<i>Proposed for 2020/21</i>	<i>£297,902</i>

Jubilee Sports Field Income:

<i>Budgeted for 2019/20</i>	<i>£ 2,220</i>
<i>Anticipated for 2019/20</i>	<i>£ 2,850</i>
<i>Proposed for 2020/21</i>	<i>£ 2,900</i>

Allotment Income:

<i>Budgeted for 2019/20</i>	<i>£ 2,059</i>
<i>Anticipated for 2019/20</i>	<i>£ 3,536 to be adjusted</i>
<i>Proposed for 2020/21</i>	<i>£ 2,059</i>

EXPENDITURE

It was noted that the parish council's Expenditure used the following budget headings to reflect the information included with residents' Council Tax bills, namely; Administration, Parish Amenities, Community Support.

Administration Costs:

The Clerk explained that an increase of 1.75% had been used when calculating the costs for consumables, this is in line with the council's standard practice to use the Rate of Inflation in September as used by the Government for setting benefits for the following April.

As previously discussed, given the recent resignation of Cllr House, £6,000 had been allocated for a potential election prior to year end from the Election Reserve. However, if an election were not called this would be transferred back into the Election Reserve.

It was noted that room hire costs were lower than budgeted for in the current year, and next, as the council has been using the facilities provided by Gompels at 1 Swift Way free of charge, provided as a community benefit. It was also noted that there were no "office costs" as the parish council offices were now in the pavilion, saving £10,000 per year until the move into the Campus accommodation anticipated at the end of 2021.

The cost of the quarterly newsletter had been increased this year and next, as the council were now writing a full page spread for the Melksham Independent News, rather than half a page due to the amount of project work currently taking place and the addition of councillors' images and contact details.

Staffing costs for 2019/20 were budgeted at £91,117, with estimated year end staffing costs for 2019/20 being £78,539. It was noted that the previous part time Parish Officer left in mid-September, with her replacement starting early December, therefore staffing costs were saved in 2019/20. Staffing costs for 2020/21 were estimated at £113,481. This reflected the change for all 3 officers to work full time from Christmas and the on costs for pension and National Insurance contributions. The scale points also reflected a 2% increase as a standard estimate for a nationally negotiated cost of living increase and scale point increases as per new job appointment reviews and to reflect potential changes in qualifications and responsibilities in the next financial year. There was an increased amount shown for staff training, to reflect potential qualifications for Officers (ILCA and CILCA) and the requirement for the new staff member to undertake first aid and fire marshall training. In addition, a webinar for Officers on the new legislation regarding accessibility regulations for websites.

It was noted that staffing costs for the grounds team appeared under a different budget heading (Parish Amenities).

Recommendation: 2

Administration Costs (including office staffing):

<i>Budgeted Expenditure for 2019/20</i>	<i>£108,352</i>
<i>Anticipated Expenditure for 2019/20</i>	<i>£107,807</i>
<i>Proposed Expenditure for 2020/21</i>	<i>£127,224</i>

Parish Amenities Costs:

It was acknowledged that the contract for grasscutting and bin emptying at the Sports Field, Allotments and Play Areas was in its last year of its 3 year contract, so costs were static for this financial year, but show an increase for 2020/21 and also to include the increased commitment to undertake grass working and aeration works at Hornchurch Road public open space.

At the December Full Council meeting quotes were approved for tree work, which gave a cost of £860 in this financial year, that had not been budgeted for, and a cost of £750

is shown for tree inspections for 2020/21 as per the council's risk assessment, these are conducted every 27 months and so are due in March 2021.

It is anticipated that the parish council's two new equipped play areas will come on stream in the latter part of 2020/21 and therefore the cost of additional hours to conduct weekly and annual ROSPA inspections had been included.

As Dick Lovett has generously agreed to take over the maintenance of the roundabout previously sponsored by Carsons Tyres no expenditure has been shown for this in 2020/21. No amount for this had been budgeted for in 2019/20 as it was understood that sponsors had been found by the contractor, and therefore it had been agreed earlier to take the cost of this £2,340 from CIL in 2019/20. The cost of the "We're watching you" anti-dog fouling campaign of £1,050 shows as unbudgeted for 2019/20 but had been agreed earlier to be funded from CIL as a one-off expense.

The contributions for CATG (Community Area Transport Group) projects were shown as an underspend for 2019/20 as only £382 was anticipated for spend for the signage at Redstocks, although a new ruling from the Area Board the night before meant that this may not be invoiced due to the admin costs of raising invoices; it has been agreed that no invoice will be raised for invoices under £500. For 2020/21 the costs of £14,250 had been budgeted for, all to be funded by CIL and detailed in Min. 333/19a above. Also to be paid for from CIL is the new SID (Speed Indicator Device) that has been purchased this financial year (£2,300) that had not been budgeted for, and the cost of erecting every 2 weeks from the Solar Farm funding. Likewise, the cost of the Water Refill Stations to be purchased to be funded by CIL including the installation plumbing costs, but the ongoing water testing costs to be funded from the Solar Farm funding. Funding for street furniture and new seating in play areas are also shown to be funded by CIL.

Cost for the new village hall at Berryfield have already been discussed earlier in the meeting as to be funded from CIL, and the expenditure budgeted for in both this and the next financial year to achieve planning permission later in 2020.

The expenditure for the Shurnhold Fields project, both from the Open Space Maintenance Contribution and also capital expense from CIL and grant funding have been already agreed earlier in the meeting too.

Costs for the Allotments and Bowerhill Sports Field were in line with the budgeted costs for this year, and next. Any additional expenditure on maintenance has been agreed to be funded from Reserves, as detailed in Min. 334/19 b above.

Recommendation: 3

Parish Amenities Costs (including Allotment and Bowerhill Sports Field):

<i>Budgeted Expenditure for 2019/20</i>	<i>£ 54,031</i>
<i>Anticipated Expenditure for 2019/20</i>	<i>£105,892</i>
<i>Proposed Expenditure for 2020/21</i>	<i>£142,683</i>

Community Support Costs:

The Grant funding provided to local groups and organisations for 2019/20 were presented at the Annual Parish meeting on 1st April 2019, this meant that the cheques

were authorised in 2018/19 and so were accounted for in the previous financial year. Budgeted amounts for grant funding for 2020/21 are based on those grant amounts given out for 2019/20 which include a 3-year commitment to pay Young Melksham £2,500 per year and £3,500 to TransWilts for outdoor and indoor furniture for the new Community Hub at Melksham Rail Station. The contribution to the shared costs of the Market Place Public Toilets has been included for this year and next, and the maximum spend agreed of £7,500. Funds have also been shown for the Neighbourhood Plan also jointly funded with the Town Council as although its expected to be submitted for approval during the calendar year 2020, and automatic review will start for the new Plan period to 2036. This Review may be eligible for grant funding from Locality as the current Plan work is now over the maximum grant spend limit.

An additional £2,000 has been budgeted for to top up the Public Art project in Bowerhill in case the signage explaining what/who roads are named after is extended to the existing development and not just in Pathfinder Place, although funded from CIL.

Recommendation: 4

Community Support Costs (including Joint Ventures):

<i>Budgeted Expenditure for 2019/20</i>	£ 39,950
<i>Anticipated Expenditure for 2019/20</i>	£ 20,760
<i>Proposed Expenditure for 2020/21</i>	£ 36,450

TOTAL PROPOSED EXPENDITURE FOR 2020/21

<i>Administration Costs (including office staffing)</i>	£127,224
<i>Parish Amenities Costs (including Allotment and Bowerhill Sports Field)</i>	£142,683
<i>Community Support Costs (including Joint Venture)</i>	<u>£ 36,450</u>
TOTAL	£306,357

Of this expenditure, £21,752 to be funded from Reserves, £70,310 from CIL and £8,840 from Solar Farm funding.

These headings do not analyse any profit or deficit against the Allotments or Sports field, as historically reported (although they do on the detailed Budget spreadsheets) so for analysis, the following figures show this.

Allotments:

Income 2020/21	£2,059
Expenditure 2020/21	<u>£2,062</u>
Difference 2020/21	- £ 3

This analysis will inform the Asset Management Committee in considering whether to raise its Allotment Rent from 1st October 2020.

Sports Field:

Income 2020/21	£ 2,900
Expenditure 2020/21	<u>£24,086</u>
Difference 2020/21	- £21,186

This analysis supports the parish council's ongoing commitment to allocate £18,000 from the Precept to subsidise this facility annually, which is demonstrated through the

Reserves spreadsheet. In addition, some of these additional costs are shown as coming from the Bowerhill Sports Field reserves, as detailed in Min. 334/19 b.

- b) **To recommend virements against budget for 2019/2020:** Any expenditure over the allocated budget heading has been shown as coming from Earmarked Reserves and therefore no virements between budget headings is required for 2019/20.

337/19 Precept

- a) **To note 'Town & Parish Councils' council Tax Factsheet Nov 2019**

Members noted the "Town and Parish Council Tax Factsheet Nov 2019".

- b) **To note Taxbase number for 2020/21**

Members noted the Tax Base Number for 2020/21 of 2,754.09.

- c) **To recommend parish Council Precept for 2020/2021**

For the forthcoming financial year 2020/21 the following Precept calculation was made: **Expenditure less Income = Precept**

Expenditure

Allotments	£2,062
Sports Field	£24,086
General	<u>£280,209</u>
Total Expenditure	<u>£306,357</u>
Adjustment to/from earmarked reserves	<u>£217,738</u>
TOTAL	<u>£524,095</u>

Income

Allotments	£2,059
Sports Field	£2,900
General	<u>£297,902</u>
TOTAL	<u>£302,861</u>

Shortfall to fulfil with Precept £221,234

It was noted that the Precept in the current financial year 2019/20 was £201,108.10 with a taxbase of 2,656.84 which meant that there was a contribution of £75.69 for an average Band D household.

Recommendation:

The Parish Council set the Precept for 2020/21 at £221,234.00 against a taxbase of

2,754.09. A rise of £20,126.00 (10.01%) on last year's Precept. An average Band D household contributing £80.33 for the year, an additional £4.64 on last year, which is a rise of 6.13%.

338/19 Section 137 Spend Limit for 2020/21

It was noted that Section 137 of the Local Government Act 1972 allowed councils to spend a specific amount per elector on anything which benefited the parish but for which it has no specific power. There is a limit to this spend which for 2020/21 has been set by the Ministry of Housing, Communities and Local Government at £8.32 per elector.

The Clerk explained that the number of electors would be confirmed on a new register dated December 2019, which had not yet been published, therefore last year's figure of 5,421 electors had been used to calculate the figure for Melksham Without (£8.32 x 5,421 electors = £45,102.72); this is the maximum amount permitted to be spent under S137 for 2020/2021.

339/19 To consider future use of CIL (Community Infrastructure Levy) funding 2021/2022 onwards

Cllr Glover sought advice from the Clerk whether the Member of public present needed to be excluded from discussions relating to this item. The Clerk explained the reasons members of the public could be excluded from a meeting. However, during discussions, the Member of public excused themselves, given the lateness of the meeting.

However, it was proposed and agreed to hold this item in closed session, given the possibility of the Council entering into negotiations for a contractual arrangement with Melksham Town Council.

Cllr Glover explained the matter of CIL had been raised at a recent Neighbourhood Plan meeting and was therefore was seeking Members' thoughts on this issue. Initial thoughts had been discussed at the Finance Committee meeting on 16th December 2019, with a further agenda item agreed at this meeting after the Christmas break. Min. 326/19 refers.

It was clarified that CIL receipts would not increase to 25% until the Joint Neighbourhood Plan had been adopted in hopefully late 2020, early 2021, therefore any CIL receipts would relate to any planning applications submitted after this time, given the Melksham Community Area have met their housing allocation, this would probably not be until after 2026 when a new Local Plan will be in place. It was also clarified that in early April/March 2017 both councils had agreed some higher-level generic areas for CIL expenditure spending, rather than seeking to identify specific projects, for inclusion within the Neighbourhood Plan:

- Highway Improvements
- Recreational Improvements
- Health & Wellbeing facility improvements
- Public Transport Improvements
- Provision of Youth Facilities
- Pedestrian and Cycleway Improvements

The Clerk also explained she had sought advice on the legalities of CIL monies being used in another parish from Wiltshire Council's CIL Officer who had suggested that the parish could enter in a legal agreement, such as a mini Section 106 or asset transfer, it was also confirmed CIL payments went to the parish the development sits in at the time of payment.

It was also noted that if the parish shared any CIL payments with the Town Council, there should be a reciprocal arrangement.

The Clerk had also queried with the CIL Officer what would happen if there was a delay in the payment of S106 funds for Berryfield Village Hall which meant that the CIL assigned to this project build could not be spent within the required 5 years and had received the following reply. *"My interpretation of this is that the money must be spent or, committed to a project / scheme. In view that the project in mind is large and costly, I would have no objection to the CIL receipts being shown as committed on the Parish Council report. However, I would also suggest an agreed time frame of project completion between the parties to ensure transparency and should questions arise we would have an approximate project completion date."*

Recommendation:

That the position of the Parish Council remains the same as agreed in early 2017 with both councils, that higher level generic areas for CIL expenditure as above, be included in the Joint Neighbourhood Plan and welcome discussions and negotiations on future projects with the Town Council.

Meeting closed at 9.30 pm

Chairman, Monday 20 January, 2020