

November 2021 Councillor briefing notes

1. Apologies – none received so far
2. Declarations of Interest – again none at time of writing
3. Acceptance of October Minutes
4. Meeting with Duchy of Cornwall re Sitka plantation and skatepark site – nothing arranged although I hope to see Tom Stratton this week to ask him.
5. Devon and Somerset Fire and Rescue Service - draft Community Risk Management 2022-2027 now available for comment at [draft Community Risk Management Plan \(CRMP\)](#). Do we want to formulate a response? Possible Zoom meeting to discuss?
6. Recruitment of new Parish Clerk – window for applications open until 26th November. 2 applications received so far which we will NOT be discussing at this meeting.
7. Recruitment of new Councillor – no one applied for an election to be held so we are proceeding to co-option. However we discovered that the information pages that we refer prospective councillors to were not on the website. We are trying to solve that problem (as at the weekend).
8. DCC Winter Community aid funding – details were sent out by email, also see <https://www.devon.gov.uk/coronavirus-advice-in-devon/keeping-safe-well/covid-19-outbreak-management-grant-self-isolation-guidance/> Did anyone have any ideas about possible use of funds if we were successful in applying?
9. DFPC risk review – we need to carry out the Risk Review, attached to this email or available on the website.
10. Purchase of Jubilee mugs
11. Appointment to Fundraising Committee – Stephen King's resignation has left this committee inquorate so we need to appoint another councillor or place decisions re fundraising back with full Council.
12. Burial procedure update – Nigel has brought this procedure up to date. It should be available on the website by Monday for review by Councillors.
13. Snow Tourism progress update – no progress with this. I cannot fit this in and feel we will have to wait until we have a clerk in position. Ally Kohler is retiring so also may be good to check Richard Drysdale is in post when arranging this meeting.
14. Lengthsman training – I have got details of companies possibly providing training and need to talk to Dave Cole to see when would be best to arrange this.
15. Purchase of Uninterruptible Power Supply for CCTV system – David has found a suitable device and is going to check with Bob Castle that it is suitable. He will also try and get a firm quote for maintenance of the system. However David reports that Mr Castle is very busy and this may take a while.
16. Warmer Healthier Homes update – emailed Kate Royston on 9/11/21 about any budget available for distribution of leaflets, hire of hall etc. but have not received any response
17. Skate Park Fundraising and update
18. Planning
 - a. 0570/21 Forest Inn, Hexworthy, partial change of use
 - b. 0572/21 Emergency service tower at Bellever

19. PUBLIC SESSION
20. Financial management. Payments to be approved; Bank reconciliation; FOO -
See appendix 1 for report and appendix 2 for budget proposals
21. Reports from Committees, Sub Groups and Special Interests
 - a. Councillor Advocate Scheme report from Gregg
 - b. Princetown Food Bank associated meeting – Wendy S has emailed a report 16/11
 - c. PTFA – Wendy S has emailed a report 15/11
22. Urgent decisions since last meeting
23. Exchange of information:
 - a. DNPA No Parking sign on Station Road
 - b. DCC CEO visitation frequency – I haven't chased this yet but have mentioned lines o/s PO which should be on Highways list for next year.
 - c. Churchyard grass cutting donations box
 - d. 'Tidy Princetown' equipment needs
 - e. Siting of new seating bench in Duchy Square
 - f. Mention Climate Declaration – should be on agenda each time. No response has been received to email dd 4/11/21 about Electric car Charging points
24. PUBLIC SESSION
25. Date of next meeting – 14th December 2021

PLEASE NOTE THE LIST OF 2022 MEETINGS IS ATTACHED TO THIS EMAIL. If anyone needs a printed copy please let me know

Agenda Item 20 - Financial Management**Cheques to be signed this month:**

<u>Ref</u>	<u>Chq No</u>	<u>Date</u>	<u>Payee & Details</u>	<u>Amount</u>
1463	1670	23/11/21	Nigel Tigwell - expenses - gloves, stamps, envelopes, certificate paper, burial plot marker	£ 64.04
1464	DD	23/11/21	ICO - renewal with DD discount	£ 35.00
1466	1671	23/11/21	Alison Geen - expenses - dongle	£ 31.98
1467	1672	23/11/21	David Cole - Pay	£ 528.00
1468	1673	23/11/21	Tindle Newspapers - advert for Clerk	£ 172.80
1469	1674	23/11/21	Josh Cook - Litter Picker fee	£ 40.00
1470	1675	23/11/21	Steve Cox - expenses - Vinnicombe funeral	£ 32.40
1471	1676	23/11/21	Vinnicombe funeral overpayment refund	£ 100.00

Bank Reconciliation: The monthly bank reconciliation has been completed and is correct.

Outstanding Income:

- a. Vinnicombe funeral plan payment £100.

Outstanding Payments/Liabilities:

- a. New printer. A broad order cost for replacement is £200-300.
- b. UPS for CCTV. Broad order cost £150-200.

Outstanding Actions:

- a. Churchyard grass cutting back pay for David Cole.

Actions Completed since last month:

- a. Cllr Henson is now a signatory on the bank account.
- b. Bank statements will be sent to Cllr Tigwell until the new Clerk takes post.
- c. Direct debit mandate for Information Commissioner has been implemented and associated £5 (12.5%) discount in fees obtained.
- d. Direct debit mandate for WDBC has been implemented.
- e. Grant application submitted to Vision Zero South West Road Safety Partnership (see below).

Grass Cutting: David Cole has been paid his normal amount this month as the anticipated £500 donation from the Walkhampton Church Wardens did not arrive before the payroll run. This will be paid in December. As discussed last month, a decision on whether to pay David for more of his 'volunteer hours' cutting the churchyard will be made by March 2022. He is 'owed' around a further £450.

Cemetery: We have received and banked £350 from the Vinnicombe family in payment for two plots and one interment. However, Charlie Vinnicombe apparently had a funeral plan that should have covered £100 of this cost. This has now been paid by the Funeral Director so DFPC will reimburse the Vinnicombe family by £100. Some legal paperwork concerning the funeral still needs to be processed.

Steve Cox has declined payment for his work as volunteer burials clerk. However, he incurred the expenses of two round trips from home to the cemetery (72 miles). This has been paid at the higher rate of £0.45 per mile.

Vision Zero South West Road Safety Partnership Grant Application: A grant application was made for £6306.21. The outcome of the scheme should be available from 21 November and will be briefed at the meeting.

Precept 2022/23: Rather than present a detailed spreadsheet, a list of assumptions has been prepared to guide the development of the budget. Councillors are requested to agree or propose amendments to these assumptions so I can proceed to develop the budget. (See Appendix 2).

Councillors are requested to approve the precept/budget assumptions subject to any agreed amendments.

Parishscapes Grant Fund and Other Similar Funds: We deferred discussion on this at the last meeting. This could prove nugatory, but could equally give the parish a nice 'freebie' if we are prepared. Options the Council may wish to consider developing are (from the list circulated in February 2020):

- a. Bench seats and a 'chat bench' in Princetown village centre.
- b. The same but on a smaller scale at Postbridge.
- c. A chat bench in the Play Area (new bench or new sign on existing bench).
- d. Footpath restoration work – eg from Community Centre to Devonport Leat.
- e. Better footpath signposting before Station Cottages.
- f. Provision of seating in the bus shelters.
- g. Princetown/Parish Christmas lights.
- h. Play area ground reinforcement by gate.
- i. Upgrade path by community centre.
- j. Any other good idea.

Councillors are requested to select which potential grant applications are to be developed for possible submission in January.

Risks: The main financial risks identified are listed below.

- a. Undetected liabilities and responsibilities missed during the hiatus. Mitigation: conduct a careful review of the 400+ unread emails. Reduced from last month.
- b. WDBC challenge to the council's adopted position on public toilet funding. Mitigation: find/create records of discussions and agreements reached; do not reallocate budget until certain risk will not materialise; maintain allocated and unallocated reserves to cover potentials costs not covered by budget. No change from last month.

Report of Accounts:

The report of Accounts is shown on the page below. Items changed from last month are:

Clerk's Pay: The budget for the Clerk's pay has been reduced to reflect the gapping of the post and the lower hourly rate for the new clerk. (-£1236) The budget will be increased again if a locum clerk is contracted in for a period.

Dog Bins: Dog bins are underspent and the budget has been reduced accordingly.
(-£142)

Play Area: The £300 provision for repairs following the March 2020 inspection was not utilised and has been removed from budget. (-£300)

Training: The budget for training has been increased to cover courses for an unqualified new Clerk. It also includes provision for the new Councillor and one existing Councillor to undertake the New Councillor online course. (+£86)

Admin Costs: Although generally underspending, the Admin Costs are overspent owing to unbudgeted advertising costs and computer services. The budget has been increased accordingly. (+£250)

Tools and Equipment: This budget has been increased to cover the CCTV UPS. (+£200)

Improve and Repair: Repairs to the mower have put this area into overspend. The budget has been increased accordingly. (+£250).

Net effect of adjustments: -£1092.

Forecast:

The current end-of-year forecast has been reduced to predict an underspend against original budget of around £2000-£2300. This is dominated by the underspend against toilets (£2938) and Clerk's pay (£1236), and the unbudgeted churchyard donation (£500); all offset by the unbudgeted mower repairs (£546), unbudgeted advertising (£480), unbudgeted CCTV UPS (est £200) and the remaining full cost of churchyard maintenance (est £450).

NKT

PRECEPT 2022/23 NOTES AND ASSUMPTIONS

Overarching assumptions:

1. Any increase in Precept will be kept to the current rate of inflation or less.
2. Budgets will be cut as necessary to achieve (1) above.

Specific assumptions for each budget area:

Litter Picking

Litter Picker wages will increase in line with National Minimum Wage for 16-17 year olds, rounded up to the nearest £1 per month. Increase of £24 per year.

Dog Bins

Following last year's increase in charges, it is assumed there will be no further increases in charges next year.

Play Area

No provision is made for repairs, which will be funded from reserves.

Running Costs

Defibrillator servicing will be required for both defibrillators.

One set of defibrillator replacement pads will be required.

The ride on mower and strimmer will require servicing.

Estimates will be sought for CCTV equipment maintenance.

Improve and Repair

Provision for regular repair costs (Christmas tree lights, grass cutting equipment etc) will be in line with average spend over previous 5 years.

Tools and Equipment

No new tools and equipment are planned.

Donations including s137

These will be in line with average spend over previous 5 years.

Fees

Fees, on average, will rise in line with current CPI inflation of 3%.

Admin Costs

Admin costs, on average, will rise in line with current CPI inflation of 3%.

Clerk's Pay

The new Clerk will start on £10.86ph, rising to £11.07 after 1 year and then to £11.29 when CiLCA qualification is achieved.

It is assumed the new Clerk will work 35 hours per month.

Training

In 2021-22 the new Clerk will attend DALC Clerk Essentials modules 1, 2 & 3 (£90), Budgeting for Clerks (£30), and Year End Accounts & Audits (£30) courses.

In 2022-23 the new Clerk will register for the CiLCA qualification (£410).

Councillors who have not yet undertaken new councillor training will do so in the 2021-22 financial year (£36).

Skate Park

All expenditure and income will be managed in a 'project budget' outside the precept calculations.

Cemetery

Postbridge cemetery is self-financing and non-profit making. (Broadly, one funeral or 2½ plot purchases covers the cemetery costs for one year.)

Income for one funeral will be assumed.

Grass Cutting

Grass cutting times for each area will remain the same as for 2021/22.

DCC and Duchy grass cutting income will continue at the current rates.

DNPA cutting areas and income will be removed.

The costs of Churchyard Grass Cutting will be separated out for ease of management and accounting (see below).

Churchyard Grass Cutting

DFPC will fund grass cutting in the churchyard up to budget (tbc), with the Lengthsman working the remainder as a volunteer.

DFPC will cover all fuel costs and permit its equipment to be used without charge whenever the Lengthsman is working as a volunteer.

A £500 donation from Walkhampton Church Wardens is assumed (in the knowledge this is not guaranteed).

A total of £50 donations from parishioners is assumed, whether by the collecting box in the Post Office or by other means (in the knowledge this is not guaranteed).

Toilets

DFPC will resume contributions towards Princetown public toilets.

DNPA will no longer contribute towards the toilets.

The contribution will be a fixed amount and not the previous unpredictable variable invoices.

The DFPC contribution will be conditional on minimum opening hours agreed between DFPC and WDBC.

The arrangements for this must be agreed/negotiated with WDBC in advance of setting the precept.

It is assumed the contribution will be in the region of £2000-£2500.