



Shaw & Crompton Parish Council

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NOTICE OF MEETING

There will be a remote meeting of the

RESOURCES COMMITTEE

via the Zoom platform

on

Wednesday 20 January 2021

starting at 7:00pm

when the business set out in the following agenda will be transacted.

Committee membership

Councillors Ali, Bland (Vice-Chair), Gloster, Hamblett, Moore and Sykes (Chair).

The meeting will be open to the public for the whole or part of the proceedings.

Dated: 14 January 2021

Tony Hilton

Tony Hilton, Clerk to the Council

AGENDA

- 1 To receive and record **apologies** for absence.
- 2 To receive and record **declarations of interest** in any contract or matter to be discussed.
- 3 To approve as a correct record the minutes of the Resources Committee meetings held on the 17 November 2020.
- 4 **Public Participation**
A period not exceeding 15 minutes set aside to listen to matters raised by members of the public.
- 5 **Financial report for the period 1 April – 31 December 2020**
To approve the attached reports for the period 1 April - 31 December 2020.
 - a) Executive Summary
 - b) Cost Centre level – Central Administration
 - c) Cost Centre level – Environment Committee
 - d) Cost Centre level – Events, Promotions and Grants Committee
 - e) Cost Centre level – Resources Committee
- 6 **Resources Committee 2021/22 Budget**
To consider the attached draft budget for 2021/22 and agree further action (for reference see attached Business Plan extracts relating to this Committee).
- 7 **Medium Term Financial Plan (MTFP)**
To consider the principles of and approach to establishing a Medium Term Financial Plan for the Council.

8 Parish Council building

To receive an update regarding

- (i) the redecoration of the Parish Council offices
- (ii) cleaning
- (iii) building security checks
- (iv) occupancy

9 Internal audit

To receive an update on the procurement of an annual internal audit service and agree further action.

10 Citizen's Advice Bureau

To consider the attached latest report (see separate attachment)

11 Dates of Future Meetings

Tuesday 7:00pm – 16 March 2021.

**SHAW & CROMPTON PARISH COUNCIL
Resources Committee**

Minutes of the meetings held
remotely via the Zoom platform on the
17 November 2020

The meeting started at 7:00pm

Present: Councillors Ali, Bland, Gloster (notes/minutes), Hamblett, Moore and Sykes.

Councillor Sykes in the Chair.

- 1 **Apologies for absence:** None.
- 2 **Declarations of Interest:** Councillor Sykes declared a personal non-prejudicial interest in matters relating to Groundwork(/Prince's Trust).
- 3 **Minutes:** Draft minutes of the Resources Committee meetings held on the 15 and 29 September 2020 were approved as a correct record.
- 4 **Public Participation**
As there were no members of the public present, the meeting continued to the next item without the need for an adjournment.
- 5 **Financial report for the period 1 April 2020 – 31 October 2020.**
The financial report for the period 1 April 2020 – 31 October 2020 which had been circulated with the papers was approved as follows:-
 - a) at Executive Summary level
 - b) at Cost Centre level – Central Administration
 - c) at Cost Centre level – Environment Committee
 - d) at Cost Centre level – Events, Promotions and Grants Committee
 - e) at Cost Centre level – Resources Committee

Committee noted that the projected expenditure in respect of the cleaning contract should indicate an anticipated overspend not an underspend as detailed in the report – this to be reflected in future reports

- 6 **Resources Committee budget 2021/22**
Committee noted the report whilst acknowledging that a move to a Medium Financial Term Strategy (MTFS) was not mentioned in the report. Therefore, it was agreed to include a specific agenda item to discuss and consider future draft MTFS at the next meeting (26 January 2021).

7 Parish Council building improvements

7 (i) Internal decorating

The quote that was previously approved, was for £2,200 which included the glossing of the doors.

The latest quote received does not include the glossing of the doors so is not the same and is not a full re-decoration.

Accordingly, the Committee resolved to:-

- a) Approve spend of up to £2,500 for the office re-decoration;
- b) Accept the quote submitted to the meeting;
- c) Urgently task the Clerk to get the work commissioned and completed over the Christmas period and query why the quote did not include the same work as the previous quotation which included the glossing of doors and architrave (this may have been an oversight);

7 (ii) Purchase of pictures/frames etc be deferred until next meeting following the completion of the decorating.

8 Internal audit

The Job Description and Person Specification were reviewed, and the Committee agreed to:-

Job Description

Insert as the first point - The role and duties should comply with NALC practitioners guide;

Person Specification

Remove - To hold the Certified Internal Auditor (CIA) Qualification

Insert - The CCAB or AAT Qualification is desirable but not essential.

Remove - To have the ability to drive and provide own transport

Insert - Appropriate travel expenses will be reimbursed.

9 Clerk's report

a) Loan of the UDC chains to the Parish

Having reviewed the relevant information, the Committee agreed to take no further action.

b)

(i) to repair/update the Parish Council's Chairman's Chains of Office
and

(ii) to purchase past chairman's/consorts medals

Having reviewed the information provided by Arjento's, the Committee agreed to:-

(i) Approve the repair work and engraving of the 4 shields to bring them up to date;

(ii) Approve the purchase of 10 new medals;

The redesign of the medals was not felt to be necessary.

The finance is to be sought from Council Reserves, the total amount being £7,600.00

Committee also acknowledged the need to include a budget line in financial reports for the ongoing costs in relation to Civic and Ceremonial activities.

10 **COVID-19 Risk Assessment of the Parish Council premises**

Committee noted the Parish Council's own risk assessment which had been circulated with the meeting papers.

11 **Groundwork/Prince's Trust and Greater Manchester Police COVID-19 Risk Assessment of the Parish Council premises**

Both Groundwork and the Police are exempt from full lockdown so will continue to utilise the Parish Council premises but both have submitted comprehensive risk assessments.

In order to ensure that the building is fully accessible and safe during the Clerk's absence, it was agreed that:-

- a) Cllr Hamblett will attend the premises on a weekly basis to check that all is in order;
- b) The Chairman's keys should be provided to the current Chairman as a matter of urgency with instructions;
- c) Keys for ALL rooms and any other locked area/container in the building be provided to the Chair of Resources, with instructions.

12 **Dates of Future Meetings**

Tuesday 7:00pm - ~~26 January~~*, 16 March 2021.

*As the meeting scheduled for the 26 January 2021 clashed with another meeting, it was agreed to rearrange this to take place on **Wednesday the 13 January 2021 at 7:00pm**

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Executive Summary : Financial report for the period 1 April – 31 December 2020					Item 5 (a)
EXPENDITURE	Budget	Actual to date	Outstanding commitments	Outturn Projection	Balance
	£	£	£	£	£
Central Administration	4,890	5,604	547	6,151	-1,261
Environment	35,090	14,126	21,919	36,045	-955
Events, Promotions & Grants	5,200	1,923	3,277	5,200	0
Resources	<u>51,620</u>	<u>38,462</u>	<u>12,143</u>	<u>50,605</u>	<u>1,015</u>
TOTAL	96,800	60,115	37,886	98,001	-1,201
INCOME	£				
Bank Statement – Current Account	100,236.19				
Bank Statement – Reserves Account	99,740.30	Comprises (i) Earmarked Reserves and (ii) General Reserves			
Earmarked Reserves					
1.Proceeds of sale of High Street offices	69,000				
- of which	50,000	To be reinvested (nothing invested/spent to date)			
	19,000	To be spent on Parish Council building enhancements			
expenditure to date	4,360.80	Prowise screen			
	600.00	Website development costs			
	435.00	Fob entry system			
	9,661	CCTV system			
	<u>2,878</u>	Intruder alarm system			
sub-total	17,934.80				
balance	1,065.20				
plus	<u>2,434.80</u>	Planned decoration works and improvements			
balance	3,500				
plus	4,074.89	Subject to approval			
	500	Restoration of 1 x cast iron boundary sign			
expenditure to date	<u>285</u>				
balance	215				
Total balance	57,789.89				
2. Election expenses	27,625				
3. Sickness contingency fund	800				
		£			
Total Earmarked Reserves		86,214.89			
Total General Reserves		<u>13,525.41</u>			
TOTAL RESERVES		99,740.30			

Cost Centre : Central Administration					Item 5 (b)
Col1	Col2	Col3	Col4	Col5	Col6
EXPENDITURE	Budget	Actual to date	Outstanding commitments	Outturn Projection	Balance
	£	£	£	£	£
	4,890				
Microsoft - Office Business 365 subscription		85	29	114	
Zoom – Pro package licence		108	36	144	
Canon – Image runner lease/copier costs		472	196	668	
Franking machine (lease)		362	121	483	
Viking (sundries/handtowels)		56	0	56	
BT – broadband/calls		444	127	571	
InSynclT – IT support		270	0	270	
Clerk’s mobile phone		81	38	119	
Insurance premium (Zurich Insurance)		973	0	973	
LALC subscription		1,756	0	1,756	
SLCC subscription		202	0	202	
RBS licence		360	0	360	
ICO subscription		35	0	35	
PKF Littlejohn (external audit)		400	0	400	
Total Central Administration		5,604	547	6,151	-1,261

Cost Centre : Environment Committee					Item 5 (c)
Col1	Col2	Col3	Col4	Col5	Col6
EXPENDITURE	Budget	Actual to date	Outstanding commitments	Outturn Projection	Balance
	£	£	£	£	£
A. Groundwork contract	11,550	5,635	5,915	11,550	0
B. Floral display service	4,200	5,155	0	5,155	-955
C. Projects (1 – 14)	10,340				
<i>see note 1</i>	<u>9,000</u>				0
Projects (1 – 14) sub-total	19,340	3,336	16,004	19,340	0
Total Environment	35,090	14,126	21,919	36,045	-955
C1. VE Day bench - Fabrications Northeast (supply/delivery)		780	0	780	0
C2. VE Day bench - OMBC (site preparation/installation)		0	375	375	0
C3. VJ Day bench - Fabrications Northeast (supply/delivery)		830	0	830	0
C4. Groundwork - to add bark mulch to oak tree at Cheetham Hill		103	0	103	0
C5. Groundwork – to remove discarded felled tree branches from unadopted road off Cowlshaw Lane/Scowcroft Lane		190	0	190	0
C6. Groundwork – replace timber risers/backfill (Cowlshaw)		0	635	635	0
C7. Groundwork – prune overhanging branches/remove from site (17 Longfield Park, Cowlshaw)		80	0	80	0
C8. Groundwork – tree stump removal (Millennium Gardens)		0	250	250	0
C9. Groundwork – stock netting clad fence reinforcements (Beal Riverside Walk)		360	0	360	0
C10. Groundwork – replacement treads/mesh reinforcement to boardwalk		823	0	823	0
C11. Groundwork - cutback the footpath route at Charlbury Way/Swinford Grove		170	0	170	0
C12. National Tree Charter – associated costs		0	250	250	0
C13. Updating of the Crompton Circuit leaflet		0	1,000	1,000	0
C14. Other projects		0	13,494	13,494	0
sub-total		3,336	16,004	19,340	0
Balance remaining for 'Projects' expenditure assuming current earmarked allocations (Outstanding Commitments) are realised					

Cost Centre : Events, Promotions & Grants Committee					Item 5 (d)
EXPENDITURE	Budget	Actual to date	Outstanding Commitments	Outturn Projection	Balance
	£	£	£	£	£
Events					
Family Fun Weekend/Vehicle Rally	Due to the COVID-19 pandemic, it was agreed to cancel all this Committee's 2020/21 events as listed and to vire the £9,000 Events budget to the Environment Committee <i>See Note 2</i>				
Lancashire Day					
Wren's Nest Christmas tree					
Civic Service/Reception					
Charity Markets					
sub-total					
Promotions and communications					
Parish Magazine	0	0	0	0	0
Marketing and information	700	0	0	700	0
Banners and signs	100	0	0	100	0
Website	400	0	0	400	0
Total Web Development (TWD):-					
website accessibility compliance work		400			
annual website hosting fee		100			
123 Reg:-					
annual domain registration fee		23			
sub-total	1,200	523	677	1,200	0
Grants	4,000	1,400	2,600	4,000	0
	<i>See Note 1</i>				
Total Events, Promotions & Grants	5,200	1,923	3,277	5,200	0

Note 1 – At the Council meeting on the 28 July 2020, it was agreed to amend the Grants and Donations Policy for the remainder of this financial year, whereby the grant award limit increased from £250 to £500. Therefore, the new Grants budget has increased from the original £2,000 to £4,000 and the original Family Fun Weekend/Vehicle Rally budget has decreased by £2,000 from £11,000 to £9,000 as a result.

Note 2 – Approved by the Resources Committee on 15/29 September – minute 8

Cost Centre : Resources Committee					Item 5 (e)
EXPENDITURE	Budget	Actual to date	Outstanding commitments	Outturn Projection	Balance
Salaries	£	£	£	£	£
Clerk salary (incl. pension costs)	25,300	19,356	6,688	26,044	-744
Salary		17,054	5,892	22,946	
Employer NI contributions		1,445	510	1,955	
Pension contributions		<u>857</u>	<u>286</u>	<u>1,143</u>	
Expenses/training	200	875	0	875	-675
Chairman's allowance	1,800	0	0	0	1,800
sub-total	27,300	20,231	6,688	26,919	381
Premises - utilities					
Gas	750	63	100	163	587
Electricity	550	565	140	705	-155
Water	405	<u>312</u>	<u>100</u>	412	-7
sub-total	1,705	940	340	1,280	425
Premises – repair, maintenance and cleaning					
General	100	0	0	0	100
Shutters	350	0	0	0	350
Heating	200	190	10	200	0
Fire alarm & associated costs	450	0	450	450	0
Intruder alarm	200	0	200	200	0
CCTV	200	0	200	200	0
Cleaning	3,600	2,662	1,320	3,982	-382
Trade waste	240	<u>177</u>	<u>35</u>	<u>212</u>	<u>28</u>
sub-total	5,340	3,029	2,215	5,244	96
Furniture and equipment	200	164	0	164	36
Loan repayment (PWL B)	9,350	9,350	0	9,350	0
Professional services					
Citizens Advice Bureau	5,625	3,375	2,250	5,625	0
Internal Audit	650	0	650	650	0
External Audit	450	400	0	400	50
Insurance	<u>1,000</u>	<u>973</u>	<u>0</u>	<u>973</u>	<u>27</u>
sub-total	7,725	4,748	2,900	7,648	77
Total Resources Committee	51,620	38,462	12,143	50,605	1,015

Resources Committee : 2021/22 draft budget

	2020/21 budget £	2021/22 draft budget £	Increase £
Salaries	27,300	32,011	4,711
Notes : 3% increase on <ul style="list-style-type: none"> Salaries actual costs in 2020/21 ER NIC's actual costs in 2020/21 Pension actual costs in 2020/21 No change to Expenses/Training and Chairman's allowance budgets			
Premises - utilities	1,705	1,923	218
Notes : 3% increase on <ul style="list-style-type: none"> Gas 2020/21 budget (NB. A credit received in 2020/21) Electricity actual costs in 2020/21 Water actual costs in 2020/21 			
Premises – repairs, maintenance and cleaning	5,340	5,872	532
Notes : 3% increase on <ul style="list-style-type: none"> All 2020/21 budgets apart from Cleaning, where the increase is applied to the new Cleaning contract monthly actual of £330 			
Furniture and equipment	200	210	10
Notes : 3% increase on the 2020/21 budget			
Loan repayment (PWL B)	9,350	9,350	0
Notes : Fixed cost therefore no change			
Professional Services	7,725	7,957	232
Notes : 3% increase on all 2020/21 budgets			
Total Resources Committee	51,620	57,323	5,703

Business Plan extract for Resources Committee

Priority – A Value for Money and Efficient Council		
Action	Lead Body	Timescale
1. To develop an investment strategy which will ensure that Council resources are maximised as much as possible with as little risk as possible.	Resources Committee	By March 2020
2. Seek to diversify income	Resources Committee	Throughout the lifetime of the plan
3. To seek better use of Parish Council assets, such as the Parish Council building	Resources Committee	Throughout the lifetime of the plan

7. Medium Term Financial Plan (MTFP)

To consider the principles of and approach to establishing a Medium Term Financial Plan for the Council.

8. Parish Council building

To receive an update regarding

- (i) the redecoration of the Parish Council offices
- (ii) cleaning
- (iii) building security checks
- (iv) occupancy

9. Internal audit

To receive an update on the procurement of an annual internal audit service and agree further action.

There are no written reports associated with these items, therefore

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**Citizen's Advice Bureau
(Quarterly report – see separate attachment)**