

AT A MEETING OF FAVERSHAM TOWN COUNCIL held in The Guildhall, Market Place, Faversham on Monday, 15 January 2018

Present: The Mayor, Cllr S Campbell, the Deputy Mayor, Cllr T Abram and B Mulhern, E J Wilcox, A J Walker, D H S Simmons, N A Kay M Cosgrove, G Wade, B Martin, C Belsom, P Flower,

373. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Hook. It was proposed by the Mayor, Cllr S Campbell, and, on being put to the meeting, it was: **RESOLVED to accept apologies from Cllr A Hook**

374. DECLARATIONS OF INTEREST

None

375. TOWN CLERK'S REPORT

DRAFT BUDGET – FINANCIAL YEAR 2018/19

Members considered the Draft Budget for the Financial Year 2018/19 as follows:

Cllr Wilcox noted that it was important to increase the Town Council's general reserves, as advised by the Internal Auditor, Mr Buckett. Cllr Wilcox proposed, seconded by Cllr Cosgrove and on being put to the meeting it was: **RESOLVED to allocate £10,000 to General Reserves and to agree a policy to maintain an increase over the next three years.**

Civic Expenditure

The Mayor proposed, and on being put to the Meeting, it was **RESOLVED to set the budget under this heading in the sum of £7,200.**

Staffing and Professional

Appendix 'A' – it was agreed that this Appendix be discussed in Private Session at the conclusion of the meeting. The Mayor proposed, and on being put to the Meeting, it was **RESOLVED that all other items of expenditure as identified in the draft budget were approved.**

Office and Administration

Cllr Wilcox proposed, and Cllr Simmons seconded and on being put to the Meeting, it was **RESOLVED to set the budget under this heading in the sum of £56,250.**

The Alexander Centre

The Mayor proposed and on being put to the meeting it was: **RESOLVED to set the budget at £10,100**

The Guildhall

Cllr Abram proposed, seconded by Cllr Walker and, on being put to the Meeting, it was **RESOLVED to allocate a budget for registering the Guildhall as a wedding venue, a further £5,000 into the reserves for the Guildhall and to set the budget under this heading in the sum of £19,200.**

Front Brents Jetty

The Mayor proposed and, on being put to the Meeting, it was **RESOLVED to reduce the budget under this heading to the sum of £3,900.**

Grants

It was proposed by the Mayor and on being put to the meeting it was: **RESOLVED to maintain the budget at £26,000**

Faversham Business Support

It was agreed that faversham.org website required upgrading and that a Business Support Officer would take on the role of selling advertising space on the website and newsletter. Cllr Flower considered that the position should be offered on an incentive scheme, rather than a full salary. However, Cllr Wade felt there was a delicate balance to strike and it would be dangerous to have different remuneration packages for staff. It was agreed instead to limit the position to an initial 12 month contract. It was proposed by the Mayor and on being put to the meeting it was: **RESOLVED to allocate £10,000 for business support**

Tourism

Cllr G Wilcox proposed, seconded by Cllr Wade and, on being put to the meeting it was: **RESOLVED that the expenditure under Tourism should be £19,600**

Events

The Mayor proposed and on being put to the meeting it was **RESOLVED that expenditure under Events should be £7,000**

Public Realm Group

Cllr Wilcox proposed and Cllr Mulhern seconded and on being put to the meeting, it was: **RESOLVED to allocate £1,000 for the Public Realm Group budget.**

Special Provision

The following allocations were agreed:

- WW1 Projects allocated £20,000 as a one off budget for 2018/19
- Allotments allocated £10,000 with a particular view to getting St Nicholas allotments back into use
- Skate Park at Faversham Recreation Ground allocated £15,000 towards refurbishment as a one off provision
- 20's Plenty for Faversham allocated a further £5,000

The Mayor proposed and, on being put to the Meeting, it was **RESOLVED that all other items of expenditure as identified in the draft budget were approved at a total of £57,500**

Town Council Income

Members noted the proposed income and recommendation. Cllr Wilcox stressed the need for the Town Council to be making an income from all its assets. The Mayor proposed and, on being put to the meeting, it was: **RESOLVED to agree the proposed income of £35,140.**

Earmarked Reserves

	Estimated EMR Balance @ 31/3/18
Regalia Fund	2,932
Election Fund	1,084
Front Brents Jetty	14,241
Guildhall	15,000
Youth	2,000
Public Realm Group	24,750
Planting Fund	9,349
Highways Fund	25,650
Traffic Management Plan	8,000
Neighbourhood Plan	6,500
Planning Consultant	7,000
ZF5 Footpath	5,000
12 Market Place building works	200,000
General Reserves	100,000
	£414,506

It was agreed that the additional £10,000 for reserves would be taken from surplus funds.

The Mayor proposed and, on being put to the meeting, it was:

RESOLVED to agree the reserves subject to expenditure between now and 31st March 2018.

IN PRIVATE SESSION

It was moved by the Mayor that in pursuance of section 1(2) of the Public Bodies (Admission to Meetings Act) 1960, the press and public be excluded from the meeting during the discussion of the following item on the grounds it was exempt information as defined in the Act.

376. APPENDIX A STAFF SALARIES

The Mayor proposed, and being put to the Meeting, it was ***RESOLVED that the following pay scales and pay rates should apply from 1 April 2018:***

- a) Town Clerk: to be paid at Pay Scale Banding SCP44
- b) Deputy Town Clerk to be paid at Pay Scale Banding SCP30
- c) Tourism Officer to be paid at Pay Scale Banding SPC29
- d) Finance Officer to be paid at Pay Scale Banding SPC 19
- e) Town Sergeant and Deputy Town Sergeant 2% increase
- f) Guildhall Caretaker 2% increase

Taking the above into account it was agreed that the sum to be included for Staffing section of the budget be set at £120,888 and that the total figure for Staff and Professional be set at £134,200.

377. 2017/2018 PRECEPT

The Town Clerk informed the meeting that the net expenditure figure of £364,160 divided by the tax base given for the relevant period of 6279.21 would give a precept for Band D of £57.99, resulting in a 9.29% increase on the previous year.

The Mayor proposed and, on being put to the meeting, it was:

RESOLVED to adopt the Draft Budget as so presented and which forms part of these Minutes, and agreed that Swale Borough Council be informed that the amount of Faversham Town Council's expenses for the Financial Year 2018/2019 were £399,300, offset by £35,140 income. The total precept requirement, therefore, was £364,160.

Faversham Town Council

Budget for the year ended 31 March 2019

	Year ended 31 March 2019	Year ended 31 March 2018
	£	£
Budgeted expenditure		
Civic	7,900	6,850
Staffing & professional (see note 1 below)	150,200	120,471
Office & administration	34,500	30,450
Alexander Centre -rent	10,100	10,100
The Guildhall	19,700	19,000
Front Brents Jetty	3,900	5,980
Community grants	26,000	26,000
Business support	-	10,000
Tourism	19,600	26,000
Community events	7,000	-
Public Realm Group	1,000	5,000
<u>Special provision</u>		
Town Council Regalia and Artefacts	2,000	1,000
Neighbourhood Planning	-	8,000
Transport Management Plan	-	8,000
Allotments	10,000	5,000
Swing Bridge loan interest	-	4,000
20's Plenty	5,000	5,000
Contingency	3,500	3,000
Youth Council	2,000	-
World War 1 Commemoration	20,000	-
Skate Park	15,000	-
Heritage Hub	21,900	7,387
Acquisition and adaption of 12 Market Place (see note 2 below)	43,500	43,500
Total budgeted expenditure	402,800	344,738
Budgeted income		
Civic	600	500
Office & administration	40	-
The Guildhall	4,500	-
Front Brents Jetty	9,000	8,100
Website income	10,000	-
Visit Faversham subscriptions	5,500	7,500
Community events	7,500	-
Heritage Hub.	1,500	-
Total budgeted income	38,640	16,100
Total budgeted expenditure net of budgeted income	£364,160	£328,638
The precept for Council Tax Band D properties	£57.99	£53.06

Note 1

The figures for Staffing & professional includes £24,000 (2017/18 £nil) for the costs of the Apprentice and the cost of the Business Support Officer.

Note 2

The purchase of the freehold and the adaption of 12 Market Place into a Town Hall and Heritage Hub was financed by a loan repayable over 50 years with interest fixed at 2.99%. The amount budgeted represents the repayments on that loan, which will remain constant over the 50 year period.