

CALDICOT TOWN COUNCIL

Minutes of meeting of Estimates Committee as part of Full Town Council held at 6.30 pm on Tuesday, 18th November 2008 at Caldicot Town Council.

Present: Cllrs: D Evans, Mayor
P Watts, Deputy Mayor
A Easson
K Harris
R J Higginson
V Lloyd
A Perrett [7pm]
M Stevens
S Webb

[In attendance: G McIntyre, Clerk, A Sandiford]

1 Apologies

Apologies were received from Cllrs C Ashwin, D Ashwin, J Bond, J Haskey, R Stewart

2 Declarations of Interest [Form Circ]

Cllr R J Higginson declared an interest in The Zone

Further declarations of interest to be identified under the relevant item.

3 To Consider/Approve Revised Estimates 2008/2009 [Circ]

Town Council considered and approved the Revised Estimates 2008/2009.

Ref: P3 Item 7 – It was clarified that the Sale of Assets was based on insurance values for Town Council equipment in the compound, should Town Council agree to the sale of assets.

Item 26 – Bowls Club Fees/Insurance Recharged was clarified

4 To Consider/Approve Fees for 2008/2009 [Circ]

a) Burial

Town Council considered burial fees in detail.

It was resolved to approve burial fees subject to:

- i) increase Reserved Spaces to £160**
- ii) increase Reserved Cremation Area to £55**

b) Allotment

Town Council considered allotment fees in detail.

It was resolved to approve allotment fees

c) Building Hire

Town Council considered hire fees in detail.

It was resolved to increase Town Council hire fees as follows:

- Community Groups - £6 for 1st hour and £5/hour each subsequent hour or part [applicable also to weekend bookings]**
- Business Organisations - £15/hour**

5 To Consider DRAFT ESTIMATES 2009/2010 [Circ]

Town Council considered the draft estimates 2009/2010 in detail.

Ref: P4	1002/14 – It was resolved to amend Courses and Seminars	- £500
	1002/27 – It was resolved to amend Rental Advice/Sols – Tymperleys	- £250
	1002/34 – It was resolved to amend Staff Training/SLCC Membership	- £500
	1002/42 – It was resolved to amend Professional Fees	- £250
	1002 - Other Administration	- £24,172
Ref: P5	1004/16 – It was resolved to amend Playscheme	- £6,000
	It was agreed to carry forward Mon CC report on playscheme 2008 to Town Council meeting 26.11.08. It was stated that charges should be proportionate to all participating councils.	
	1004/45 – It was resolved to amend Shopmobility	- £300
Ref: P4	1004 - Section 137	- £21,100
Ref: P6	1015 – Reference was made to future quarterly payments for CCTV	
Ref: P7	1018/10 – Reference was made to AFC being responsible for pitch maintenance	
	- Total	- £190,117

It was resolved to approve the draft Estimates 2009/2010 subject to the above amendments.

Proceedings were suspended to consider Page 8 as Trustees of King George V Playing Fields [KGVPPF]

Ref: P9 Reserves Analysis Projection

- increase Bus Shelters by £10,000. Town Council increased the amount of proposed bus shelters to be installed from 2 to 9 with any shortfall in funds to be taken from Reserves
- reduce Reserves by £5,300 to reduce the precept figure to £163,382

Total Income [P3]	- £21,435
Total Expenditure [P7]	- £193,817 to £190,117
Total Net Balance	- £172,382 to £168,682

It was resolved to deduct £5,300 from reserves to reduce the precept on the Council Tax payers of Caldicot - £163,382 [£168,682 - £5,300]

Precept required 2009/2010 - £163,382

Cllrs A Easson and R J Higginson declared an interest in Caldicot Youth Group and left the room during consideration of the item.

Cllr V Lloyd declared an interest in Citizens Advice Bureau.

It was advised to Cllr D Evans that no declaration of interest required to be made re: Twinning.

6 To Fix the Precept for Submission to Mon CC for 2009/2010

Town Council resolved to fix the Precept for submission to Mon CC for 2009/2010 in the sum of £163,382 [One hundred and sixty-three thousand, three hundred and eighty-two pounds]

The Mayor thanked the Clerk for her efforts in preparing the Draft Estimates, together with the Administrative Assistant.

7 To Consider Re-investment of Town Council Bond [21.1.09]

It was resolved to re-invest Town Council Bond, on maturity 21.1.09, for a further six months.

8 To Consider Financial Regulations [Circ]

Town Council made no amendments to its financial regulations.

9 To Consider Risk Management Assessment Report [Circ]

NB: Internal Audit Recommendation 5.3 Risk Assessment reports should be more comprehensive and should in all cases identify the risks and clearly show for each risk either:

- What action is being taken to alleviate it; or**
- The justification for acceptance of the risk**

It was resolved to defer the Risk Management Assessment Report to Health & Safety Committee for consideration and recommendation to Town Council

The meeting closed at 7.25pm

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Mayor/Deputy Mayor