

Malmesbury Town Council

Town Hall
Malmesbury
Wiltshire
SN16 9BZ
4th December 2007.

You are summoned to a Meeting of the Policy and Resources Committee to be held on Tuesday 11th December 2007 in the Council Chamber, Town Hall, Malmesbury, commencing at 7pm.

J Penfold
Town Clerk

Cllr. J Bowen
Cllr. Mrs C C Doody
Cllr. J Lawton
Cllr. M Snell

Cllr. Mrs A Davis
Cllr. P J Goldstone
Cllr R F Sanderson
Cllr. C M Vernon (Chair)

A G E N D A

1. Apologies.
2. Public Question Time.
3. To receive declarations of interest in accordance with the Local Councils (Model Code of Conduct) Order 2007.
4. To receive, and adopt the minutes from the meeting held on 30th October 2007.
5. To consider a request from Scottish and Southern Electricity Company for a wayleave consent on the Flying Monk Playing Field as indicated in the attached Report No.1.
6. To examine the draft budget proposals for the financial year 2008/9 contained in Report No.2 and consider an appropriate recommendation to the Town Council.
7. To consider a request from the Friends of Athelstan Museum for the Town Council to enter into a building contract on their behalf as explained in Report No.3

Report No.1

Report to Policy & Resources Committee 11th December 2007.

Wayleave consent at the Flying Monk Playing Field

1. Background.

As members may be aware, in order to provide an adequate electricity supply to the new school, it will be necessary to provide a new substation adjacent to the new build.

2. The Proposal

2.1 The new substation will need to be connected to the existing high voltage underground network to the north west corner of the football ground – see attached plan. Two underground cables will need to be installed and cables to the existing one. We are assured that this will have no impact on the football club's playing surface but we have suggested that the football club seek reassurance.

2.2 In order to comply with the requirements of the Electricity Act 1989, wayleave consent is required.

3. Financial Considerations

No financial considerations other than receipt an annual wayleave payment of £1.15.

4. Recommendation

Policy & Resources Committee is requested to confirm the content of the proposal. However it is suggested that the football club provide us with confirmation that it is also happy with the proposal; particularly that the pitch will continue to be available for use as indicated by SSE Power Distribution.

Report No.2.

Report to Policy & Resources Committee 11th December 2007.

Draft Budget Proposals for 2008/9

1. Purpose of the report

- 1.1 The Committee is requested to consider the attached draft budget proposal included as Appendix A to this report. It incorporates the requests made by standing committees and is compiled on the assumption that the current phase of the Town Hall Project will be completed during the early part of the financial year 2008/9.

2. Explanation

- 2.1 In general terms the budget has been compiled using the base data included in the budget for the current year with adjustments for forthcoming inflation and known increases in expenditure reported to the committee in October.
- 2.2 The total salary budget, with the exception of those employees whose duties are directly related to operation of the Town Hall, is shown under the Policy & Resources Committee in an attempt to simplify the presentation.
- 2.3 The Joint Burials Board has agreed the budget requirements for next year and the relevant figures have been included in the table. The fee for the Service Level Agreement has been increased by 3%.

3. Budget Pressures

- 3.1 The known or anticipated budget pressures for next year were reported to committee in October and have been factored into the draft budget for 2008/9.
- 3.2 An assumption has been made that recharges or grants received from North Wiltshire District Council will continue next year unless information has been received to the contrary.

4. Comment

- 4.1 There is expected to be an increase on the tax base of 1857 band D equivalents to a revised figure of 1901. Confirmation will not be received from the District Council until early in January.

5. Growth Bids

- 5.1 All requests received from standing committees have been included within the spreadsheets. The committees have recognised the necessity of reducing expenditure wherever possible and have restricted requirements on the understanding that this committee will recommend that unspent budget items will be carried forward into next financial year
- 5.2 Office furniture needs replacing to comply with the requirements of Health and Safety and it had originally been assumed that the cost would be included within the within Town Hall project and the office move. This has not proved possible and replacement items will need to be funded through the revenue budget.

- 5.3 The telephony and computer systems are obsolete and the budget includes for replacement and improvements to provide the facilities required and avoid reliance upon the District Council for computer support.
- 5.4 The total expenditure, if the draft budget were accepted, would require £295,840 to be funded through the precept, the majority of reserves already having been allocated towards the costs of the Town Hall Project. The approximate precept for a band D property would rise from £142 to £155.65, an increase of £13.50 or approximately 9.5%.
- 5.5 The reduction of financial support from North Wiltshire District Council for next year amounts to a total of £11,825; the national pay award was below the anticipated 3% but the employer's contribution to the pension fund increased by another 2.3%.
- 5.6 The specific pressures mention in paragraph 5.5 when added to the cost of servicing the additional loan amount to an increase of approximately £22,000 which is reflected as £11.57 on the charge for a Band D property.

6 Financial Implications

This is a financial report with all relevant information contained therein.

7 Recommendation and Conclusion

Members are requested to consider the information presented within the draft budget and determine the recommendation to be made to Council for adoption of the final budget proposals for 2008/9.

Jeff Penfold
Town Clerk
4.12.2007

Report No. 3

Report to Policy & Resources Committee 11th December 2007

Friends of Athelstan Museum building contract

1. Purpose of the report

- 1.1 The Friends of Athelstan Museum now have funding in place to enable the commencement of improvements to the museum space and request that the building contract with Beam Construction Ltd is entered into by the Town Council.

2. Background

- 2.1 The Friends of Athelstan Museum obtained lottery funding to enable the necessary improvements to be undertaken to that space within the Town Hall that will be occupied for use as a museum.
- 2.2 The funding received from the lottery has proved to be insufficient to meet all of Foam's aspirations but if the contract with the building company were to be let through the Town Council then it would be possible to recover the value-added tax on the work to the building.
- 2.3 The building company selected to undertake the work is the same contractor currently undertaking the refurbishment for the Town Council.

3. Proposal

- 3.1 It is proposed that the Town Council enter into a contract with Beam Construction to undertake the building work to the proposed museum space, including the installation of stone flooring to meet the conditions of planning approval.
- 3.2 In recognition of 3.1 the FOAM will pay the cost of the contract to the Town Council and will remain responsible for any unforeseen or additional work found necessary.

4. Financial implications

- 4.1 The building is in the ownership of the Town Council and is in the process of being taxed in order that value added tax may be reclaimed for any expenditure on refurbishment or repair.
- 4.2 The request made by FOAM would have no detrimental financial impact upon the Town Council provided agreement was in place to ensure the funding was available without obstruction and received by the Town Council in advance of any invoices received.

5. Recommendations

Members of the Policy & Resources Committee note the report and consider the request made on behalf of FOAM that the Town Council enters into a building contract on their behalf with Beam Construction Ltd.