

# City of Durham Parish Council

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03 December 2018

Dear Councillor,

## **In accordance with the Local Government Act 1972**

I hereby give you notice that a **MEETING** of the **FINANCE COMMITTEE** will be held in **ROOM 2, ALINGTON HOUSE, 4 NORTH BAILEY, DURHAM, DH1 3ET** on **FRIDAY 7 DECEMBER 2018 AT 16:00** to transact the following business:-

- 1. WELCOME AND RECEIPT FOR APOLOGIES OF ABSENCE**
- 2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS**
- 3. MINUTES OF THE PREVIOUS MEETING HELD ON 19 NOVEMBER.**
- 4. PUBLIC PARTICIPATION ON FOLLOWING AGENDA ITEMS.**
- 5. TO HOLD FURTHER DISCUSSIONS ON THE PREPARATION OF THE 2019/2020 BUDGET. TO ASSESS THE IMPLICATIONS OF COMMITTEES WANTING TO SPEND MONIES IN 2019/2020.** The Committees we have are Full Council, Environment (likely to be biggest spenders), Finance, Licensing, Personnel and Planning.
- 6. CONFIRMATION OF COUNCIL TAX BASE AND LOCALISATION OF COUNCIL TAX SUPPORT GRANT 2019/2020 - See attached information.**
- 7. DATES OF FUTURE MEETINGS – 4 and 11 January at 2:00pm in Room 2 Alington House, 4 North Bailey, Durham DH1 3ET.**

**And** pursuant to the provisions of the above-named act, **I Hereby Summon You** to attend the said meeting.



Stephen Ragg  
Interim Clerk City of Durham Parish Council

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## **CITY OF DURHAM PARISH COUNCIL**

### **Minutes of a meeting of the Finance Committee held on Monday 19 November 2018 at 14:00 in Room 2, Alington House, 4 North Bailey, Durham, DH1 3ET**

#### **Present:**

Councillors J Ashby, V Ashfield & A Doig  
Also present S Ragg and A Shanley.

#### **1. Election of Chair**

Councillor A Doig was elected chair until the AGM in May 2019.

Cllr A Doig in the chair

#### **2. Election of Vice Chair**

Councillor J Ashby was elected Vice Chair until the AGM in May 2019.

#### **3. Apologies of absence**

Apologies for absence were received from Cllr J Elmer. He was unable to attend due to work commitments. Members approved the reasons for absence. It was also reported that Cllr Elmer had resigned from this committee as he was unable to attend future meetings. It was resolved to ask Council to augment the committee to make it more operational.

#### **4. Declarations of Interest**

There were no declarations of interest submitted by members.

#### **5. Public Participation**

There were no members of the public present at this meeting.

#### **6. To receive details of known spend against budget at 18 November 2018**

Members were informed of the known spend of £28, 968.82 to 18 November 2018. They were also informed that other expenditure had been incurred that were not included in this figure. This included expenditure for Human Resources assistance during the recruitment process for the clerk. This is estimated to be in the region of £1,500. Further expenditure had been incurred on printing costs etc which need to be taken into consideration.

When a new bank account is established DCC will undertake a bank reconciliation of expenditure paid on behalf of the City of Durham PC, provide full details of total expenditure (including invoices etc) and pay over the remaining balance to the parish council. This would be placed in reserves until committed by the parish council.

#### **7. Council tax base and localisation of council tax support grant 2019/20**

Members noted the detail of the 2019/20 provisional Council Tax Base of 4,310.2 and the information that the parish council would not be receiving any 2019/20 Localisation of Council Tax Support Grant.

Members were informed that a final Council Tax Base would be issued shortly by DCC for 2019/20 and that this should be the figure to be used in any budget and precept calculations.

## **8. Initial Discussion on 2019/20 budget**

Member discussed the formation of the 2019/20 budget and the process that could be used to compile the budget.

Members resolved to ask each of the individual committee to determine what their budget requirement would be in order to assess their budget requirements. Individual committees were to notify the Finance Committee before its next meeting on the 7 December to enable the budget setting process to commence.

These could be added to the standard budget requirement for the clerks salary NI and Pension contribution along with printing stationery, postage, utility costs etc.

To assist with the budgetary control members were to be supplied with a copy of the councils Financial Regulations.

As there is a possibility of transfer of allotments from the principal authority members asked if we could ascertain how many allotments sites there are within our area.

It was also likely that in the future DCC will start to transfer play areas to parish councillors to run at a very local level.

Members agreed that there would be a need to set aside a sum of money to provide grants to other bodies and organisations within the area.

A discussion ensued concerning ward budgets for parish councillors, the chairman convinced members that this was not required for the parish and it was resolved that there would not be any ward councillors budget provided.

It was decided that the council needs a premise to operate from which is within the city area and that investigations should be made to find a suitable venue for the new clerk and to hold future parish council meetings.

**9.** The dates for the next meetings were discussed and it was agreed to hold meetings at 4:00pm on 7 December, 4 January and 11 January 2019.

Signed

Chair City of Durham Finance Committee  
7 December 2018

**AGENDA ITEM 5: CONFIRMATION OF COUNCIL TAX BASE AND LOCAL COUNCIL TAX REDUCTION SCHEME GRANT 2019/2020**

At the previous meeting held on 19 November members were informed of the provisional Council Tax Base figure for 2019/2020.

Since then the 2019/2020 Council Tax base has been confirmed by Durham County Council as 4,362.6.

Therefore, should the council decide to keep its council tax Band D property charge at the 2018/19 rate of £34.87, i.e. a zero percent increase in council tax, it will be able to generate a precept of £152,124 – an increase of £2,124 over the current year.

Unfortunately, the council has not been allocated any Localisation of Council Tax Reduction Scheme Grant for 2019/2020.

<b>DECISION REQUIRED</b>	For members to note the above actual Council Tax Base figure shown above and to use this in its precept deliberations for 2019/20.  For members to note that the City of Durham has no LCTRSG issued to it.
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