

City of Durham Parish Council

c/o Room 103
Floor 1 County Hall
Durham
DH1 5UF

Telephone 07704 525630
Email: adamshan89@hotmail.com

04 January 2019

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 11th JANUARY 2019 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. TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON 7TH DECEMBER 2018.**
- 4. PUBLIC PARTICIPATION ON FOLLOWING AGENDA ITEMS.**
- 5. TO ASSESS THE DRAFT BUDGET PROPOSALS FROM COUNCIL COMMITTEES FOR THE 2019/2020 BUDGET AND THE IMPLICATIONS ON MONIES FOR 2019/2020.** The Committees we have are Full Council, Environment, Finance, Licensing, Personnel and Planning.
- 6. TO DISCUSS AND PROPOSE A PRECEPT RECOMMENDATION FOR FULL COUNCIL ON THURSDAY 24TH**
- 7. DATES OF FUTURE MEETINGS.**

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

Adam Shanley
Clerk City of Durham Parish Council

c/o Room 103, Floor 1 County Hall Durham. DH1 5UF
Tel 07704 525630
Email adamshan89@hotmail.com
<http://cityofdurham.parish.durham.gov.uk>

CITY OF DURHAM PARISH COUNCIL

Minutes of a meeting of the Finance Committee held on Friday 7 December 2018 at 16:00 in Room 2, Alington House, 4 North Bailey, Durham, DH1 3ET

Present:

Councillors J Ashby, V Ashfield & A Doig (Chair)

Also present A Shanley and Cllr E Ashby

1. Welcome and receipt of apologies of absence

Councillor Doig opened the meeting by welcoming all Members of the Finance Committee and Cllr E Ashby who attended the meeting to provide information pertinent to item 5 of the Committee's Agenda.

2. To receive any declarations of interest from Members

There were no declarations of interest submitted by Members.

3. Minutes of the previous meeting held on 19th November

The Minutes were unanimously agreed as a true and accurate record of the Finance Committee held on 19th November. The Chair signed the Minutes.

Matters arising from the Minutes:

Cllr Doig reminded the meeting that Cllr Elmer had resigned from the committee and there would be a need to augment the Committee further to make it more operational. A further call for new Members would be made at the next Full Parish Council meeting on 20th December.

Cllr Doig asked the Clerk for an update on future banking arrangements for the Parish Council, as discussed under item 6 of the Agenda from the Finance Committee meeting held on 19th November, A Shanley advised that he would be putting a report before the Full Parish Council on 20th December to make a decision on this. A recommendation would be put to Councillors as part of this report along with details of Bank mandates etc. The Clerk reminded Councillors that Banking arrangement could not be devolved to a Committee but rather a decision which needed to be made by Full Council.

The Clerk also reported to the meeting that, since the last Finance Committee meeting, he had researched the number of Allotments within the Parish and discovered there is currently only one Allotment under the ownership of DCC, which recent correspondence suggested they would be looking to transfer to the Parish Council at some stage. Cllr Ashfield made the point that before any transfer took place, the Parish Council would need to assess what the implications would be in terms of the time required by the Clerk to do duties relating to the Allotment.

A Shanley and Cllr Ashfield also reported that, since the last meeting of the Finance Committee meeting, they had met in Durham to have an informal review of potential office sites for the use of the Parish Council. This was for information only at this stage however and it is envisaged that a report would be provided to the Parish Council on this matter on 20th December.

4. Public participation on the following Agenda Items.

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

5. To hold further discussions on expenditure against the 2018/2019 budget and the preparation of the 2019/2020 budget. To assess the implications of committees wanting to spend monies in 2019/2020

The Clerk reminded Members that the known spend to date for Financial year 2018/2019 was approximately £30,000 and therefore the remaining balance of the precept collected for this financial year would be transferred to the Parish Council once banking arrangements had been arranged and the process carried out with the County Council who are currently holding this on behalf of the Parish Council. This would be placed in reserves until committed by the Parish Council.

The Clerk reported that, to date, no Committee had submitted a budget plan for 2019/2020, however the Environment Committee Chair had submitted a work plan for the Committee, which is likely to be the biggest spending committee of the Parish Council, and costs were being worked through.

Cllr J Ashby made the point that no Committee had been asked to submit a budget plan to date. A Shanley advised that he would raise this with each of the Chairs of the Committees as this process needed to be agreed relatively speedily. Cllr A Doig made the point that all budgets needed to be submitted no later than 3rd January so as to allow time for these to be considered and discussed at the Finance Committee meeting on 11th January, with a formal recommendation going to Full Council in January, thereafter a precept request would be submitted accordingly.

At this point Cllr A Doig invited Cllr E Ashby to provide the Committee with her information in relation to potential expenditure against the 2018/2019 budget. Cllr E Ashby advised that the Environment Committee were potentially looking to purchase a multi-use snow plough/grass cutting machine for the use of the Parish Council to clear roads and pavements at times when there is snow and to cut the grass where DCC may not be providing this service at present. Cllr E Ashby advised that she had done some research and received a cost for a brand new grass cutting machine at £14,250 and a further £1,950 (excluding VAT) for the snow plough equipment to be used on the machine. Cllr E Ashby advised that this would be the top scale of the costs associated with the purchase of such a machine and that she was intending to research further on the costs of a second-hand machine. Cllr E Ashby advised that she had had a preliminary discussion with Craig Morgan at the AAP to see whether or not the AAP would be interested in supporting this and had been informed that the AAP may be interested in supporting this but only with the option of the second-hand model. Cllr E Ashby advised that she would also look into the potential of leasing out the vehicle to other neighbouring Parishes at a cost which would therefore bring the costs down for City of Durham Parish Council so that the Council could review the full facts of such a project. Cllr E Ashby advised that the Parish Council would need to employ someone on a part-time basis to carry out this role. Cllr E Ashby advised that this was a very worthwhile thing to do and there was also the potential of working with local students to set up a network of volunteers who could assist in clearing areas badly affected by snow. Cllr J Ashby advised that County Councillors used to hand out bags of salt when the snow was bad.

A report on this matter would go before the Full Parish Council meeting to decide.

Cllr A Doig thanked Cllr E Ashby for attending the meeting and for providing this information. He advised that he felt that this a worthwhile project which could increase the profile of the Parish Council and advised that the Environment Committee should investigate this further.

6. Confirmation of Council tax base and localisation of Council tax support grant 2019/2020.

The Chair asked that Members consider and take note of the report relating to the localisation of Council tax support, noting that City of Durham has no LCTRSG issued to it. The Chair also asked Members to note the actual Council Tax Base figure as set out in the report. Members agreed that they felt that the council tax property charge ought to be kept at 2018/19 level of £150,000 which would mean that, on the basis of the 2019/2020 Council tax base provided by the County Council which shows an increase of chargeable properties, the precept for 2019/20 would therefore be £152,124.

7. Dates of future meetings

It was agreed that the meeting on 4th January ought to be cancelled to allow the Committees time to put together budget proposals for 2019/20.

Signed

Chair City of Durham Finance Committee
11th January 2019

Item 5: TO ASSESS THE DRAFT BUDGET PROPOSALS FROM COUNCIL COMMITTEES FOR THE 2019/2020 BUDGET AND THE IMPLICATIONS ON MONIES FOR 2019/2020. The Committees we have are Full Council, Environment, Finance, Licensing, Personnel and Planning.

**City of Durham Parish Council
Planning Committee draft budget against priorities
Financial Year 1st April 2019 to 31st March 2020**

Item of Potential Expenditure	Cost (£)	
	Item	Sub-total
Planning Priority 1: Neighbourhood Plan		
Reimbursement to DMA for room hire at Miners Hall, Redhills from April to May 2019 (8 meetings) at £12 per Working Party meeting	96.00	
Submission of printed Final Draft Plan to Durham County Council *	200.00	
Printing of final draft Plan document 160 pages x 50	500.00	
Late bills and contingencies - things might get delayed	1,000.00	
Costs of the Regulation 16 consultation, Inspector's assessment, and referendum are borne by Durham County Council	0	
Expenditure provision for Neighbourhood Plan 2019-2020		1,796.00
Planning Priority 2: DCC HQ on The Sands		
Potential legal costs of seeking expert advice (carried forward from 2018-2019)	65,000.00	
Expenditure provision for opposing the DCC HQ on The Sands (carried forward from 2018-2019)		65,000.00
Planning Priority 3: County Durham Local Plan		
Potential costs in being represented at the Examination in Public e.g. contributions to fees for expert evidence	2,000.00	
Expenditure provision re County Durham Local Plan		2,000.00
Planning Priority 4: Responding to planning applications and appeals	0	0
TOTAL POTENTIAL PROVISION IN 2019-2020 AGAINST PRIORITIES		68,796.00

City of Durham Parish Council
Licensing Committee draft budget against priorities
Financial Year 1st April 2019 to 31st March 2020

Item of Potential Expenditure	Cost (£)	
	Item	Sub-total
Licensing Priority 1: Consider each licensing application against the 4 objectives		
Potential need to seek independent legal/expert advice on licensing applications	1000.00	
		1000.00
TOTAL POTENTIAL PROVISION IN 2019-2020 AGAINST PRIORITIES		1000.00

City of Durham Parish Council
Environment Committee draft budget against priorities
Financial Year 1st April 2019 to 31st March 2020

Council Priorities for the Environment Committee

1.	Involving Young People
2.	Clean and Green: Greening the city; Clean and tidy city: Business Frontages, snow clearance, grass cutting, traffic/ cycling
3.	A167 Traffic Calming
4.	Heritage Signing
5.	Events

PRIORITY 1: Involving Young People

	Actions	Who	What	When	Report to:	Budget £
1.	Arrange for Council/ Committee meetings held in schools	MR & VA	Visit schools	Jan / Feb 19	Env Cttee & Council	500
2.	Young people involved in traffic issues	MR & VA	Visit schools	Jan / Feb 19	Env Cttee	0
3.	Young people involved in litter issues	MR & VA	Visit schools	Jan / Feb 19	Env Cttee	0
4.	Development of Skate park	EA will ask SC to:	liaise with ES / LB & working group	Dec / Jan	Env Cttee	5,000
5.	Young people involved in planning overview / city master plan	MR & VA	Jan / Feb 19	Env & Planning committee Cttee	Jan / Feb 19	500
6.	University Theatre Project	JA	Investigate current situation			5,000

Priority 2: Clean and Green A: Greening the city (including Air Quality); Clean and tidy city: Business Frontages

	Actions	Who	What	When	Report to:	Budget: £
1.	Invite Oliver Sherratt to attend EC meeting	VA	Discuss future plans and listen to our ideas: E.g. Millennium Place: green wall	Feb	Environment committee	10,000
2.	Invite Sarah Billington to attend a meeting	VA	Discuss future plans and listen to our ideas	March	Environment committee	
3.	Business Frontages	JA	Establish competition, awards and plaques	From Feb	Environment committee	5,000
4.	Street cleaning / gum removal	EA	May be linked to staff appointment	March	Environment committee	5,000

Priority 2: Clean and Green B: Snow clearance

	Actions	Who	What	When	Report to:	Budget
1	Present motion to council re project:	EA		December	Council	tba
2	Establish working group to investigate:	Chair / EC	<ul style="list-style-type: none"> • purchase of appropriate vehicle; • employ part-time member of staff to carry out such duties as required by the parish council; • approach the County Council Investigate establishing a register of vulnerable residents who may require assistance; • work with the Area Action Partnership and local business & other partners for funding, should extra funding be necessary; • Contact the county council with regard to the logistics of deploying the vehicle; 			15,000 10,000
4.	Approach the Students' Union and Student Community Action		to assess the feasibility of organising and resourcing small groups of students to assist with snow clearance.			

Priority 2: Clean and Green C: Traffic in the City / Cycling

	Actions	Who	What	When	Report to:	Budget
1	Invite Dave Wafer to attend meeting	VA	<ul style="list-style-type: none"> • Ask him to outline his planning programme • Present our issues • Consider other aspects 	January 2019	EC	
2	Ask for sight of planning programme from Victoria Lloyd-Gent	JE	Consider if we would like to add suggestions	January 2019	EC	
3						

Priority 2: Clean and Green D: Grass Cutting

	Actions	Who	What	When	Report to:	Budget
1	Discuss with Oliver Sherratt	MR	Possible use of all-terrain vehicle (see Working Party, 2B above)	March 2019		5,000

Priority 3. A167 Traffic Calming

	Actions	Who	What	When	Report to:	Budget
1.	Create Working Group	EA/ ES/ LB	Include neighbourhood groups		EC	??
2.	Refuges	Working Group	Liaise with DCC			
3.	Flower Towers	EB				
	See also "Involving young people" Litter pick; traffic calming	Env Committee				

Priority 4: Heritage Signing:

	Actions	Who	What	When	Report to:	Budget
1.	Identify significant local buildings	JAt	Contact local groups/ people		Env Cttee	
2.	Collect historical info	JAt / Clerk				
3.	Summarise					
4.	Order plaques	JAt	Liaise with businesses			5,000
5.	Affix plaques	JAt	Liaise with businesses			

Priority 5. Events

Item of Expenditure	Cost (£)	
	Item	Sub-total
Potential Cost for Armed Forces Day 2019 (June 2019) event		
	5,000.00	
		5,000.00
TOTAL POTENTIAL PROVISION IN 2019-2020 AGAINST PRIORITIES		5,000.00

*Please note: there is likely to be a hand over of ownership of the Allotments on Larches Road in 2019/20. To date, the following information has been provided:

The only site that we own within the new Council's area is Larches Road, Durham City, which is in the housing estate opposite County Hall. It is run by an Association on a self-management basis and they seem to do a good job (i.e. the plots are well looked after and I don't think we've had to get involved in a single issue on the site). Under this arrangement we receive no income from the site as it is all retained by the Association to cover their costs as the body responsible for repairs and maintenance issues on the site. Our only real involvement is to issue new tenancy agreements to new tenants and to inspect the site a couple of times a year so we can take enforcement action against anybody who isn't looking after their plot correctly; however, the Association does this informally on an ongoing basis so I don't think we've ever had to take any action.

So, if DCC does transfer this to the City of Durham PC, it sounds as if it is one of the better sites. Unfortunately, if it is transferred on the same arrangements that currently exist there is no income generated from this site and a small amount of administration required. **This should be noted for consideration in relation to the Clerk's working hours.**

Budget Summary

		CAPITAL / ONE-OFF	RECURRING
Priority 1:	Involving Young People	10,000	1,000
Priority 2: Clean and Green	A: Greening the city (including Air Quality); Clean and tidy city: Business Frontages	15,000	5,000
	B: Snow clearance	15,000	10,000
	C: Traffic in the City / Cycling	?? 2,000	?? 2,000
	D: Grass Cutting	5,000	
Priority 3.	A167 Traffic Calming	???	???
Priority 4:	Heritage Signing:		5,000
Priority 5:	Events	5,000	
	TOTAL	52,000 (PLUS A167)	23,000

City of Durham Parish Council
Personnel Committee draft budget against priorities
Financial Year 1st April 2019 to 31st March 2020

Item of Expenditure	Cost (£)	
	Item	Sub-total
Staffing costs (consisting of 1 member of staff on a 25hour/week contract)		
Staffing costs – including salary, National Insurance contributions and workplace pension*	31,105	
		31,105
TOTAL POTENTIAL PROVISION IN 2019-2020 AGAINST PRIORITIES		31,105

***Staffing costs:**

Figures below are for 25 hours per week for SCP 39

SPINAL POINT	ANNUAL SALARY	Basic hrly rate	Non Contracted Out NI	Supn	Annual Salary & Oncosts	Hourly rate (using NI & supn)
39 (25 Hours)	£24,279.73	12.5848	2,188	4,637	31,105	16.1226

City of Durham Parish Council
Full Council draft budget against priorities
Financial Year 1st April 2019 to 31st March 2020

Item of Expenditure	Cost (£)	
	Item	Sub-total
PRIORITY 1: ADMINISTRATION OF PARISH COUNCIL		
Potential office costs for the Parish Council for the year 2019/2020 (including rent/rates/ potential maintenance charges, broadband and telephone, security and utilities)	20,000.00	
Creation of new website for the Parish Council	1,200.00	
Insurance costs	700.00	
Travel Allowances	1,000.00	
Costs towards any potential by-election in 2019/20	5,000.00	
PRIORITY 2: PROVISION OF SMALL GRANTS TO LOCAL NOT-FOR-PROFIT COMMUNITY ORGANISATIONS		
Budget allocated to the provision of small grants to local not-for-profit community organisations (NB: policy to be included)	10,000.00	
		37,900.00
TOTAL POTENTIAL PROVISION IN 2019-2020 AGAINST PRIORITIES		37,900.00

Budget Summary

Committee	Potential/ proposed expenditure (2019/2020) against priorities
Planning	£68,796.00
Licensing	£1,000.00
Environment	£75,000.00
Personnel	£31,105.00
Full Council	£37,900.00
TOTAL POTENTIAL PROVISION IN 2019-2020 AGAINST PRIORITIES	£213,801.00

Item 5 Addendum

**City of Durham Parish Council
Planning Committee draft budget against priorities
Financial Year 1st April 2018 to 31st March 2019 (current year)**

Planning Priority 1: Delivering the Durham City Neighbourhood Plan	Cost (£)	
	Item	Sub-total
Reimbursement to DMA for room hire at Miners Hall, Redhills from 5th May 2018 to end March 2019 (43 meetings) at £12 per Working Party meeting	516.00	
Printing of draft Plan for Parish Council members approval 160 pages x 20 copies	300.00	
Sub-total		816.00
2019 Pre-Submission Draft Plan Public Consultation:		
Room hire St Johns Church room	65.00	
Room hire St Nicholas Church room	55.00	
Room hire St Giles Church room	50.00	
Printing of Draft Plan document 160 pages x 50 copies	500.00	
Printing of Summary Leaflet 8-page A5 brochure x 500 copies	160.00	
Printing of posters	130.00	
Printing of questionnaires 3 pages x 500 copies	90.00	
Advert in Durham Advertiser	160.00	
10% contingency	121.00	
Sub-total		1,331.00
Balance in NPF account, to be paid into the Parish Council account		-455.89
Net expenditure provision for the Neighbourhood Plan 2018-2019		1,691.11
Planning Priority 2: Opposing the proposed DCC HQ on The Sands		
Legal advice on possibilities for stopping the DCC HQ application (ex VAT)	2,000.00	
Expenditure provision for opposing the DCCHQ on The Sands		2,000.00
Planning Priority 3: responding to the County Durham Local Plan		
Potential costs re representations on Pre-Submission Draft County Durham Local Plan e.g. printing of documents, contributions to fees for experts	1,000.00	
Expenditure provision on the County Durham Local Plan		1,000.00
Planning Priority 4:		
Responding to planning applications and appeals	0	0
TOTAL POTENTIAL PROVISION IN 2018-2019 AGAINST PRIORITIES		4,691.11

City of Durham Parish Council
Licensing Committee draft budget against priorities
Financial Year 1st April 2018 to 31st March 2019 (current year)

Item of Potential Expenditure	Cost (£)	
	Item	Sub-total
Licensing Priority 1: Consider each licensing application against the 4 objectives		
Potential need to seek independent legal/expert advice on licensing applications	0.00	
		0.00
TOTAL POTENTIAL PROVISION IN 2019-2020 AGAINST PRIORITIES		0.00

City of Durham Parish Council
Environment Committee draft budget against priorities
Financial Year 1st April 2018 to 31st March 2019 (current year)

Item of Expenditure	Cost (£)	
	Item	Sub-total
Potential working budget for the Environment Committee priorities (clean & green, traffic :/ air condition, young people, A167, heritage signing)	10,000.00	
TOTAL POTENTIAL PROVISION IN 2018-2019 AGAINST PRIORITIES		10,000.00

City of Durham Parish Council
Personnel Committee draft budget against priorities
Financial Year 1st April 2018 to 31st March 2019

Item of Expenditure	Cost (£)	
	Item	Sub-total
Staffing costs (consisting of 1 member of staff on a 10 hour/week contract (Dec-Jan 2018) and a 25hour/week contract (Feb-March 2019 (Financial year))		
Staffing costs – including salary, National Insurance contributions and workplace pension*	6,993.92	
		6,993.92
TOTAL POTENTIAL PROVISION IN 2018-2019 AGAINST PRIORITIES		6,993.92

***Staffing costs**

Month	SCP	Annual Salary	Hours per week	Monthly Salary	Non-Contracted Out NI (13.8% on earnings over £702)	Supn (19.1%)	Monthly Salary and OnCosts
December	39	35,229	10	£793.45	£12.62	£151.55	£957.62
January	39	35,229	10	£793.45	£12.62	£151.55	£957.62
February	39	35,229	25	£1,983.61	£176.86	£378.87	£2,539.34
March	39	35,229	25	£1,983.61	£176.86	£378.87	£2,539.34

City of Durham Parish Council
Full Council draft budget against priorities
Financial Year 1st April 2018 to 31st March 2019 (current year)

Item of Expenditure	Cost (£)	
	Item	Sub-total
PRIORITY 1: ADMINISTRATION OF PARISH COUNCIL		
Potential office costs for the Parish Council for the year 2018/2019 (including rent/rates/ potential maintenance charges, broadband and telephone, security and utilities)	2,000.00	
Insurance costs	303.00	
Supply of office equipment (including desktop PC and printer for Clerk, Microsoft package and McAfee security software, postage costs and stationary)	2,000.00	
Venue Hire (Nov 2018 – March 2019) @ £15/hour	600.00	
TOTAL POTENTIAL PROVISION IN 2018-2019 AGAINST PRIORITIES		4,903.00

Budget Summary

Current spend to date: approx. **£31,568.82** (£28,068.82 (reported at November Finance meeting) + approx. £3,500 (DCC HR time for recruitment of new Clerk, printing costs + venue hire))

Committee	Potential/ proposed expenditure (2019/2020) against priorities
Planning	£4,691.11
Licensing	£0.00
Environment	£10,000.00
Personnel	£6,993.92
Full Council	£4,903.00
TOTAL POTENTIAL PROVISION IN 2019-2020 AGAINST PRIORITIES	£26,588.03

Total income for 2018/19 - £150,000

Total spend for 2018/19 – approx. £58,156.85

Carry over for 2019/20 – approx. £91,843.15

DECISION REQUIRED	Councillors are asked to consider the above information and approve putting the proposed budget for 2019/2020 forward for formal approval at the January Full Council meeting
--------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

ITEM 6. TO DISCUSS AND PROPOSE A PRECEPT RECOMMENDATION FOR FULL COUNCIL ON THURSDAY 24TH

Budget

Please refer to Item 5 for consideration of budget priorities for 2019/2020.

Information on Council Tax base

Council Tax base is calculated by taking the number of houses in the city of Durham PC area, allocating a weight to them based on their council tax banding and adding up the total of the weighted households. For example, higher council tax band properties carry a higher weighting and lower council tax base properties carry a lower council tax weighting.

The Council Tax Base can therefore fluctuate from year to year based on the number of properties in each area. For example, council tax base will increase if any new houses have been built and the occupants have started to pay council tax but may decrease if for example any house have been demolished in an area.

The 2018/19 City of Durham PC Council Tax Base was calculated at 4,301.20. Durham County Council recently provided figures of the estimated 2019/2020 Council Tax Base for the City of Durham Parish Council. This is estimated to be in the region of 4,310.2

This means that, if the council retains its current council tax band D charge of £34.87, it can generate an additional £313.83 (9 x £34.87) without increasing council tax charges, i.e. it can generate £150,313.83 whilst retaining its council tax band D property charge at the 2018/19 rate of £34.87.

Details of up to date Council Tax Base figures will be provide very shortly from DCC. The revised figures are to be used during budget preparations.

Local Council Tax Reduction Scheme Grant.

Councillors are reminded that the LCTRS grant payable to the City of Durham for 2019/20 is zero.

Precept request.

The precept request must be submitted to Durham County Council by 25th January 2019

DECISION REQUIRED	Councillors are asked to consider the above information and propose a precept level to go forward for formal approval at the January Full Council meeting.
--------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------