

# City of Durham Parish Council

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7 June 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 1, Alington House, 4 North Bailey, Durham, DH1 3ET on 13<sup>th</sup> June at 11am** to transact the following business: -

- 1. ELECTION OF CHAIR**
- 2. ELECTION OF VICE-CHAIR**
- 3. TO RECEIVE ANY APOLOGIES FOR ABSENCE**
- 4. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS**
- 5. PUBLIC PARTICIPATION**
- 6. TO APPROVE THE MINUTES OF THE LAST FINANCE COMMITTEE, HELD ON 23<sup>RD</sup> APRIL 2019**
- 7. CONSIDERATION OF GRANT APPLICATIONS FOR 2019/20** (report attached)
- 8. COMMITTEE BUDGET UPDATES**
- 9. FINANCE TRANSACTIONS SINCE LAST FINANCE COMMITTEE MEETING**

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

Adam Shanley  
Clerk to City of Durham Parish Council  
<http://cityofdurham.parish.durham.gov.uk>

# **CITY OF DURHAM PARISH COUNCIL**

**Minutes of a meeting of the Finance Committee held on Tuesday 23<sup>rd</sup> April at 14:00 in Room 1, Alington House, 4 North Bailey, Durham, DH1 3ET**

Present:

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

Also present: Parish Clerk A Shanley

## **1. WELCOME AND RECEIPT FOR APOLOGIES OF ABSENCE**

Apologies were received from Cllr R Ormerod

## **2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS**

No declarations of interest were received from Members.

## **3. TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON 11<sup>TH</sup> JANUARY 2019.**

The Minutes were unanimously agreed as a true and accurate record of proceedings and the Chair signed the Minutes.

## **4. PUBLIC PARTICIPATION.**

No representations were received from members of the public.

## **5. GRANT FUNDING AWARDS 2019/20**

The Clerk advised that he had circulated information that the grant funding window opened on 1<sup>st</sup> April 2019, as agreed by Full Council. A communication had also been published on the website. To date, the Clerk reported that there had been 4 expressions of intent to submit an application for funding but that no applications had yet been received.

The Clerk advised that the application deadline would need to close on 31<sup>st</sup> May in order for applications to be assessed by the Finance Committee and for a recommendation to go before Full Council.

Cllr V Ashfield advised that she felt that the decision should go to the July Full Council meeting and therefore the window for applying could then be 3 full months (beginning of April – end of June). Cllr E Scott advised that she also understood this to be the case.

Cllr A Doig advised that the Committee could trial the approach as set out in the Clerk's communication on the website this year and assess how this has worked for the following year.

The Committee agreed to the application closing date of 31<sup>st</sup> May and for the applications to be agreed at the June Full Council meeting.

## **6. INTERNAL AUDIT REPORT 2018-19**

Members reviewed the information as set out in the Internal Auditor's report in respect of financial year 2018/19 and agreed to the Clerk taking all appropriate action in respect of the Internal Auditor's action plan 2018/19. Notably, the Committee agreed to the Clerk purchasing the accounts package known as RBS, as recommended by the SLCC and other local Clerks who use the package.

The Clerk advised that he had a meeting with the internal auditor on 25<sup>th</sup> April to sign off the audit and this would go to a forthcoming Full Council meeting.

## **7. FINANCIAL POSITION OF THE PARISH COUNCIL**

The Clerk reported that the remaining precept from 2018-19 had now been transferred to the Parish Council (formerly held by the County Council on the Parish Council's behalf in a holding account) and that the precept for the current financial year had also been paid into the Parish Council account.

The Clerk reported that the handover from the previous year was just over £110,000; over £20,000 higher than originally envisaged, owing to underspend from the previous financial year.

The Clerk also reported that there were significant savings envisaged in relation to the office costs which would have an impact on the annual budget. The Clerk recommended that the Finance Committee meet and review how each Committee was performing against their objectives. The Committee agreed to request a written report from all of the spending Committees for each of the Finance Committee meetings.

## **8. DATE OF NEXT MEETING**

The date of the next Parish Council Finance Committee was agreed for Thursday 13<sup>th</sup> June at 11am.

There being no further business, the Chair thanked Members for their attendance and closed the meeting.

Signed

Chair City of Durham Finance Committee

## ITEM 7: CONSIDERATION OF GRANT APPLICATIONS FOR 2019/20

Organisation	Amount requested	Accounts (Yes, No or N/A)	Project description	How much spent in the Parish
WRAGG	£250	N/A	To fund an art project festival involving primary school children from the City of Durham Parish. There will be an exhibition and award ceremony at Bearpark club on 27th October 2019. The festival is being used to highlight the damage a western relief road would do to the Environment. The art will form an exhibition of 72 professionally mounted items as a centrally important component of the festival.	100%
St Cuthberts Hospice	£1,500	Yes	The creation of a new water feature, the repair of the Victorian Greenhouse and the introduction of more colour into the garden to enhance the physical environment of the Hospice gardens.	100%
Durham Samaritans	£1,500	Yes	To cover the refurbishment costs of the face to face walk-in room.	100%
Durham Hospital Radio	£2,000	Yes	Contribution towards running costs - licenses, insurance, internet, repairs and replacement of equipment. Currently planning to extend service to waiting areas.	100%
OASES	£2,500	Yes	Planting Up Neville's Cross aims to make Neville's Cross a greener and more colourful neighbourhood through community planting of trees, bulbs and flowers. The project will work with local schools	100%

Friends of St. Margaret	£1,200	N/A	Surveying and mapping the baseline situation, of existing vegetation, habitats, and burial sites is a critical first step in planning how to improve the area for wildlife and people. We hope to commission an ecologist to map the habitats, record species and recommend management actions, and the grant would contribute towards this work, which needs to be completed before mid-July. A copy of a proposal for the survey, from Durham Wildlife Services, is attached. A portion of the grant would also help fund purchase of garden tools for use by volunteer work parties, and/or to buy bird boxes.	100%
Fybro haven	£500	Yes	To enable us to put on taster sessions on thai chi, mindfulness and crafting.	100%
Durham Youth project	£1,200	No	Hall hire for 42 weeks - we would like to run a "drop in" session as on detached in Durham we have built relationships with young people coming into the city from local villages. From past experience we know having an indoor venue is beneficial as well as meeting them on the streets as it provides a safe environment and informal education can be given.	100%
Alington House	£690	Yes	To fund a tutor for 46 weeks for the group Healthy Lifestyles for Women.	100%
Great North East Air Ambulance	£3,000	Yes	To fund the replacement of the crash kelly training manikins to help train different scenarios daily.	To support missions wherever needed in the North East, including City of Durham Parish.

City of Sanctuary	£500	Yes	To fund volunteer training	100%
Sanctuary 21	£4,200	No	The Durham Winter Night Shelter is a Christian initiative that seeks to answer the Christian call to social justice and care for the vulnerable in society. It is a project that aims to provide emergency winter accommodation for the homeless population of Durham City. It will have capacity to provide emergency overnight shelter for 15 guests in the worst winter months. Each guest will be accepted regardless of individual life choices, sexuality, gender or religious affiliation. The Shelter will be a safe space in which each guest can get a good night's sleep, food and access to vital services that will help them start on the road towards permanent housing. We will also aim to provide guests with the ability to tackle the causes of destitution. This will be done with the Salvation Army and the engagement of outside drug and alcohol, housing and welfare services.	100%
Gilesgate Scouts group	£1,610	Yes	To replace our aging camping equipment. One small 4.5m x4.5m mess tent to use as a kitchen on camps and three 5m x 5m bell tents with canopies. These will replace our old 6-man tents and will provide better integration and social space for our Beavers, Cubs, Scouts and Explorers.	None due to location of tent suppliers
<b>Total</b>	<b>£20,650</b>			

**DECISION  
REQUIRED**

Councillors are asked to consider the above grant applications and decide how they wish to allocate grant funding to each application, within the parameters of the budget allocated to grant awards.

## **ITEM 8: PARISH COUNCIL COMMITTEE BUDGET REPORTS PLANNING COMMITTEE BUDGET UPDATE.**

**Priority 1: Delivering the Durham City Neighbourhood Plan (£1,796.00 allocated + £1,691.11 from 2018/19 +£455.89 paid to PC)**

<b>Planning Priority 1: Delivering the Durham City Neighbourhood Plan</b>	<b>Cost (£)</b>	
	<b>Item</b>	<b>STATUS</b>
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	AWAITING INVOICE
2019 Pre-Submission Draft Plan Public Consultation:		
Room hire St Johns Church room	40.00	PAID
Room hire St Nicholas Church room	90.00	PAID
Room hire St Giles Church room	67.50	PAID
Printing of Draft Plan document 160 pages x 50 copies	580.00	PAID
Printing of Summary Leaflet 8-page A5 brochure x 500 copies	344.40	PAID
Printing of posters	146.98	PAID
Advert in Durham Advertiser	187.20	PAID
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	AWAITING INVOICE
Submission of printed Final Draft Plan to Durham County Council *	200.00	ALLOCATED
Printing of final draft Plan document 160 pages x 50	500.00	ALLOCATED
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	N/A

### **Priority 2: DCC HQ legal challenge (£65,000 allocated + £2,000 from 2018/19)**

To date, we have incurred costs for the pre-action protocol and the pre-decision objections of £9,900.00 (largely covered by CrowdJustice campaign).

The lodging costs I am still waiting for these but will likely be a few thousand pounds.

Judicial review costs are estimated between £30,000 - £35,000.

Also, please bear in mind that (in a worst-case scenario) following DCC's response to the Courts where they accepted our Aarhus claim, we could be liable for £20,000 for DCC's costs.

So, all in £55,000 - £60,000 cost incurred by the Parish Council assuming the estimates by Richard Buxton are correct. We budgeted for £65,000 for this but please bear in mind that we have incurred costs of approx. £2,200 for Vectos and £1,390 for the ecologists.

### **Priority 3: County Durham Local Plan (£2,000 allocated + £1,000 from 2018/19)**

No spend on this item to date.

### **Priority 4: Responding to planning applications and appeals (£0 allocated)**

N/A

### **PROJECT ON HMOs (FUNDS UNALLOCATED)**

The Planning Committee is also looking into the possibility of undertaking the following investigations on HMOs within the Parish. The funding for this project was not part of the original budget request in January 2019.

Investigation tranche 1 Purpose: By end June a review of all applications approved by the County Council as student accommodation in the past 2 years (one year prior to the establishment of the City of Durham Parish Council and the year of its presence) to compare the stated percent threshold and the aggregated percent from the additional sources to assess the variance, if any, between the two. This exercise will be used to review the Neighbourhood Plan Policies D2 and D3. Work: **up to 6 FTE days, to be completed by 28th June at an agreed rate not exceeding £300 a day on an inclusive fee basis**

Investigation tranche 2 Purpose: By end October review all datasets to complete a student accommodation map within the Parish Council boundaries and migrate the map into an interactive tool for use by the Parish Council in its statutory role as a consultee on planning applications Work: **up to 25 FTE days, to be completed by 1st November at an agreed rate not exceeding £300 a day** on an inclusive fee basis (i.e., including tax, NI and expenses). Activity: review all datasets to develop a street-level student accommodation map; work with Planning Committee members to draft relevant revisions to the County Plan Policy 16.



## ENVIRONMENT COMMITTEE BUDGET UPDATE.

### Priority 1: Young people (£5,500 allocated)

No spend on this to date.

### Priority 2: Clean and Green (£56,000 allocated + £10,000 from 2018/19)

A: Clean and green (£20,000 allocated this year + £10,000 from 2018/19)

ITEM	COST	STATUS
We have become a partner with Durham in Bloom and have contracted to finance a flower exhibit for 2019.	£2,500	APPROVED
We have negotiated with DCC to tidy up land at Highgate and potentially turn the area into sensory garden/park. We will maintain the upkeep of this land in future years.	Cost-free this year. Maintenance costs in future years	ONGOING
We have established liaison with local secondary schools (primary schools to follow) to investigate the ways in which pupils can influence our proposed programme and support our environmental activities, (eg by litter picking, improving flower beds etc).	£500	IN PLANNING
We have planned an award for the best kept business frontage, including a competition for the best Christmas display by: independent businesses; chains stores; indoor market stalls; non-retail units	£3,000 (includes event cost)	APPROVED
Replanting of gardens in front of The Sands flats in conjunction with Durham Sixth Form Centre students	Cost free	IN PLANNING
We have agreed to contract an Environmental Enforcement Officer with statutory powers to issue fines to individuals and businesses which contravene environmental laws, e.g. litter, abandoned rubbish bins, dog fouling and dangerous parking;	£5,000	APPROVED
Subject to full PC agreement, we are advertising for an employee for 15 hours per month to improve the physical environment by litter picking on road sides and riverbanks; washing street signs and highways signs; possibly also street weed control;	£3,000	IN PLANNING
Carrying out deep clean and gum removal and provide an anti-gum surface on the lower part of North Road (from Nevilles Street to Framwellgate Bridge)	£14,487	APPROVED

B: Snow clearance (£27,000 allocated)

ITEM	COST	STATUS
We are liaising with the Students Union to progress a Good Neighbour project to support residents with a range of needs including snow clearance in the DCC designated "Priority 2 and 3" areas (which DCC does not cover) for the winter of 2019/20.	£1,000	Costs approved, spending power delegated to Chair of Council and Chair of Environment Committee.

C. Cycling in the City (£4,000 allocated)

Provision of bike racks/ flower tubs in Walkergate, below Milburngate Bridge opposite the back of the Indoor Market	£1,500	IN PLANNING
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D: Grass cutting (£5,000 allocated)

No spend on this to date.

**Priority 3: A167 (£3,500 allocated)**

No spend on this to date.

**Priority 4: Heritage signing (£5,000 allocated)**

No spend on this to date.

## PERSONNEL COMMITTEE BUDGET UPDATE.

Clerk salary: (SCP: 33)

SPINAL POINT	ANNUAL SALARY (£)	Non Contracted Out NI (£)	Supn (£)	Annual Salary & Oncosts (£)
Current - 25Hours	24,279.74	2,160	4,616	31,055

## LICENSING COMMITTEE BUDGET UPDATE.

Budget allocated: £1,000

ITEM	COST	STATUS
Hosting a City of Durham Licensing training conference 2019.	£1,000	IN PLANNING

## BUSINESS COMMITTEE UPDATE

No budget has been assigned to this Committee to date.

## COUNCIL BUDGET UPDATE.

**Priority 1: Administration of Parish Council (£30,600 allocated + £4,000 from 2018/19)**

Item of Expenditure	Cost (£)	
	Item	STATUS
Office rental costs	3,700.00 (per annum)	ONGOING
Purchase of office equipment	2,155.46	PAID
E-mail addresses (cityofdurham-pc.gov.uk)	49.06 (per month)	ONGOING
Audit	150.00	PAID
Association fees	1,725.50	PAID
Councillor photos	100.00	PAID
Room hire	175.00 (to date)	PAID
Open Spaces Society membership	45.00	PAID
Good citizen awards	147.96	PAID
DCC Payroll SLA (2019/20)	112.90	PAID
ICO data protection registration	40.00	PAID
Redhills token	100.00	APPROVED
Councillors training 2019	250.00	APPROVED
Insurance	700.00	ALLOCATED
Website	601.73	INVOICE DUE

## PRIORITY 2: PROVISION OF SMALL GRANTS TO LOCAL NOT-FOR-PROFIT COMMUNITY ORGANISATIONS (£15,000 allocated)

Item of Expenditure	Cost (£)	STATUS
Budget allocated to the provision of small grants to local not-for-profit community organisations (NB: policy to be included)	15,000.00	<b>To be allocated</b>

## PRIORITY 3: EVENTS (£3,000 allocated)

No spend on this to date

<b>DECISIONS REQUIRED</b>	<ol style="list-style-type: none"><li>1. Councillors are asked to consider the above report and the current spend to date.</li><li>2. Councillors are asked to consider any amends needed to the budget for 2019/20.</li></ol>
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**ITEM 9: FINANCIAL TRANSACTIONS SINCE LAST FINANCE COMMITTEE MEETING.**

Transaction Date	Transaction Description	Debit Amount (£)	Credit Amount (£)
31/05/2019	Payment of photographer for Councillor photos	100	
31/05/2019	Clerk salary payment	1525.48	
29/05/2019	St. Giles Church room booking - N. Plan event	67.5	
29/05/2019	Good citizen awards (x4)	147.96	
29/05/2019	KS DIGITAL Printing costs	146.98	
29/05/2019	JOHN J LOWE refund for purchase of stapler	9.98	
29/05/2019	DCC HR PAYROLL SLA for 2019-20	112.9	
29/05/2019	Clayport room hire	62.15	
29/05/2019	Advert in Durham Advertiser for Neighbourhood Plan	187.2	
28/05/2019	Open Spaces Society membership payment	45	
21/05/2019	Receipt of contribution to CrowdJustice campaign		50
20/05/2019	service charges	6.5	
17/05/2019	Purchase of print cartridges	414.55	
16/05/2019	Refund for printer		290
14/05/2019	Clerk pension	517.97	
14/05/2019	Clerk HMRC	546.32	
14/05/2019	AZURE printing costs for draft Neighbourhood Plan	580	
14/05/2019	Purchase of office equipment from Viking Ltd	14.34	
13/05/2019	St. Johns Church room booking - N. Plan event	40	
13/05/2019	Purchase of office equipment - desk for office	48	
13/05/2019	Purchase of printer	411.6	
09/05/2019	GRAFENIA printing charges – Neighbourhood Plan	344.4	
08/05/2019	Internal auditor payment	150	
08/05/2019	Clayport room hire	62.15	
08/05/2019	St. Nics Church room booking - N. Plan event	90	
08/05/2019	ALINGTON HOUSE ROOM HIRE	50	
08/05/2019	E-mail costs for.gov.uk	49.06	
07/05/2019	Purchase of office equipment from Viking Ltd	1.43	
02/05/2019	Purchase of office equipment from Viking Ltd	211.61	
02/05/2019	CDALC membership charges	1725.5	
02/05/2019	VECTOS transport consultant bills	2535	
30/04/2019	Clerk salary payment	1525.48	
26/04/2019	PC WORLD ONLINE CD 9017	119.99	