

City of Durham Parish Council

Office 3 D4.01d
Clayport Library
8 Millennium Place
Durham
DH1 1WA

Telephone 07704 525630
Email: parishclerk@cityofdurham-pc.gov.uk

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 **DCC MEETING ROOM, CLAYPORT LIBRARY BUILDING, DURHAM DH1 1WA on 7th JANUARY 2020 AT 12:00pm** to transact the following business: -

- 1. APOLOGIES FOR ABSENCE**
- 2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS**
- 3. TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON 23rd OCTOBER 2019**
- 4. PUBLIC PARTICIPATION**
- 5. UPDATE ON PARISH COUNCIL COMMITTEE BUDGETS** (report attached)
- 6. PARISH COUNCIL SPEND SINCE 23RD OCTOBER 2019** (report attached)
- 7. DRAFT PARISH COUNCIL BUDGET 2020-21** – report included
- 8. PARISH COUNCIL PRECEPT 2020-21**– Members are asked to agree a recommended precept for financial year 2020-21 for Full Council to approve on January 23rd 2020.
- 9. 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

CITY OF DURHAM PARISH COUNCIL

Minutes of a meeting of the Finance Committee held in office 2, Clayport library building, Durham DH1 1WA on 23rd October 2019 at 14:00pm

Present: Councillors A Doig (in the Chair), R Ormerod, V Ashfield & E Scott

Also present: Parish Clerk A Shanley

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs E Ashby and J Ashby

2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS

None received

3. TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON 13th JUNE 2019

The Minutes of the meeting held on 13th June 2019 were unanimously agreed as a true and accurate record of proceedings

4. PUBLIC PARTICIPATION

None received

5. UPDATE ON PARISH COUNCIL COMMITTEE BUDGETS

The Clerk reported that 43.7% of the annual budget agreed by Full Council had been spent to date (as recorded up until the end of September 2019).

The Clerk reminded Councillors that the budget for the legal challenge against the new County Council HQ had been significantly reduced following the High Court decision not to grant a judicial review. As a result, £30,000 of the funds allocated towards this priority had been moved to alternative priorities.

The Planning Committee had requested that £10,000 remain in the DCC HQ budget in case of the need for any professional reports.

The Planning Committee had also requested that a maximum of £10,000 be put towards an SLA with Durham County Council for an enhanced Planning Enforcement Service.

The Environment Committee had also requested that the £5,000 towards heritage funding be returned to this Committee. The Environment Committee were also looking to reduce its expenditure on the A167 priority and put this towards a Quiet Zone for the City. The Environment Committee had requested that £2,500 be re-allocated to the Quiet Zone priority.

Cllr E Scott advised that she felt a cash flow projection would be useful.

6. PARISH COUNCIL SPEND SINCE 13TH JUNE 2019

Councillors noted all spend since the beginning of the Financial Year. Cllr R Ormerod proposed a motion of thanks to the Clerk for such clear and concise reports.

7. PLANNING FOR PARISH COUNCIL PRECEPT 2020-21

Councillors noted the following timetable as set out by the Clerk for budget planning for 2020-21:

November - projects and budget planning for 2020-21 on all Committee Agendas.

(Beginning to middle of) December - Clerk requests proposed budgets from each Committee.

(Beginning of) January - a Finance Committee meeting is held to consider each Committee budget and to propose a precept request to go to January Full Council meeting for approval.

January - Full Council approves precept request for 2020-21.

(End of January) - Clerk formally submits precept request for 2020-21 to County Council.

The Clerk also advised that he was keen for the Parish Council to explore outside areas of funding. The Parish Council having had success with this this financial year with a grant from the AAP, the Crowdfjustice campaign and seeking financial support from County Councillors for Parish Council projects.

8. DATES OF FUTURE MEETINGS

The Chair reported that the next meeting of the Finance Committee would take place at the beginning of January with a precise date and time for this to be confirmed.

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

Signed

Chair of the City of Durham Parish Council Finance Committee

ITEM 7: DRAFT City of Durham Parish Council budget for financial year 2020-21

Planning Committee

Item of potential expenditure	Cost (£)	
	Item	Sub-total
PRIORITY 1: Representation at public enquiry on de-registration of common land	6,000.00	
PRIORITY 2: Enhanced planning enforcement service (£5,000 already agreed from January 2020 – January 2021) NB: for 1 Feb 2021 – 31 March 2021	1,800.00	
PRIORITY 3: Delivering the Neighbourhood Plan (printing costs for copies of Neighbourhood Plan)	500.00	
PRIORITY 4: Professional support in responding to planning applications	2,000.00	
TOTAL PROVISION IN 2020-21 AGAINST PRIORITIES		10,300.00

Business Committee

Item of potential expenditure	Cost (£)	
	Item	Sub-total
PRIORITY 1: Professional support for independent businesses in Durham	6,000.00	
PRIORITY 2: Hosting Business Conferences	1,000.00	
PRIORITY 3: Marketing Durham	2,000.00	
PRIORITY 4: Professional support in responding to consultations on business/ economic development	1,000.00	
TOTAL PROVISION IN 2020-21 AGAINST PRIORITIES		10,000.00

Licensing Committee

Item of Potential Expenditure	Cost (£)	
	Item	Sub-total
PRIORITY 1: Licensing training conference	1,000.00	
PRIORITY 2: Award for best run licensed premises	500.00	
Contingency specifically for Licensing Committee	500.00	
TOTAL PROVISION IN 2020-21 AGAINST PRIORITIES		2,000.00

Environment Committee

Item of expenditure	Cost
PRIORITY 1: Clean and Green	
Supporting Durham in Bloom + additional planting	£5,000
Purchase of plastic only bins	£3,000
Neighbourhood Warden	£10,000
Improving air quality in City centre	£2,000
Allotments	£2,000
PRIORITY 2: Involving young people	
Terracycle	£1,500
Establishing a City-wide youth Environment Committee	£5,000
PRIORITY 3: Heritage	
Development of Fenwick Lawson app - Durham heritage app	£5,000
PRIORITY 4: Business frontages	
Christmas frontage awards + Christmas event	£3,000
PRIORITY 5: Noise	
Developing the Quiet Zone proposal	£2,000
PRIORITY 6: A167	
Developing project from 2019-20 on domesticating the A167	£3,500
TOTAL PROVISION IN 2020-21 AGAINST PRIORITIES	£42,000

Personnel Committee

Item of Expenditure	Cost (£)	
	Item	Sub-total
PRIORITY 1: STAFFING COSTS		
Staffing costs – including salary, National Insurance contributions and workplace pension*	48,000.00	
TOTAL PROVISION IN 2020-21 AGAINST PRIORITIES		48,000.00

Full Council

Item of Expenditure	Cost (£)	
	Item	Sub-total
PRIORITY 1: Administration of Parish Council (rent, room hire, audit, insurance, printing and postage, newsletters, website, other expenditure)	17,000	
PRIORITY 2: Training budget	3,000	
PRIORITY 3: Events (Remembrance Sunday, Battle of Britain anniversary)	6,000.00	
PRIORITY 4: grants for local community and voluntary organisations	15,000.00	
TOTAL PROVISION IN 2020-21 AGAINST PRIORITIES		41,000.00

Committee	Proposed expenditure (2020/2021) against priorities (£)
Planning Committee	10,300.00
Licensing Committee	2,000.00
Environment Committee	42,000.00
Personnel Committee	48,000.00
Business Committee	10,000.00
Full Council	41,000.00
TOTAL POTENTIAL PROVISION IN 2020-2021 AGAINST PRIORITIES	153,300.00

PLEASE NOTE: £45,000 remains in general reserves and £15,000 remains in contingencies.

DECISION REQUIRED	Members are asked to approve the draft Full Council budget for financial year 2020-21 to go forward as the recommended budget for Full Council approval in January.
--------------------------	---