

# **CITY OF DURHAM PARISH COUNCIL**

**Minutes of a meeting of the Finance Committee held in DCC meeting room, Clayport library building, Durham DH1 1WA on 7<sup>th</sup> January 2020 at 12:00pm**

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

Also present: Parish Clerk A Shanley and Cllr Roger Cornwell.

## **1. APOLOGIES FOR ABSENCE**

None received.

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

None received.

## **3. TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON 23<sup>rd</sup> OCTOBER 2019**

The Minutes of the meeting held on 23<sup>rd</sup> October 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 advised that there is an underspend in both the Environment Committee and the Planning Committee budgets for 2019-20. The Clerk advised that a request had been received from the Planning Committee to move the £5,000 saving from the Planning Enforcement SLA to the priority in the agreed Looking Forward document to produce a Design Guide for the Parish. The Committee **agreed** this should be allocated accordingly.

The Clerk also advised that the budget remaining on the HMO investigation priority – totalling £7,500 is unlikely to be spent this side of the financial year due to a lack of response on this from Durham University.

The Clerk also reported that it was likely that the approx. £11,000 remaining in the budget towards the priority relating to the County Council Headquarters would remain unspent this side of the financial year.

## **6. PARISH COUNCIL SPEND SINCE 23<sup>RD</sup> OCTOBER 2019**

The Clerk provided a report to the Finance Committee and advised that the spend to date on the current financial year is just over £105,000 and the projected total spend by the end of the financial year would be approximately £125,000 - £130,000.

## 7. DRAFT PARISH COUNCIL BUDGET 2020-21

The following budget was **agreed** to be put forward for Full Council approval in January:

### Planning Committee

Item of potential expenditure	Cost (£)	
	Item	Sub-total
<b>PRIORITY 1:</b> Enhanced planning enforcement service (£5,000 already agreed from January 2020 – January 2021) <b>NB: for 1 Feb 2021 – 31 March 2021</b>	1,800.00	
<b>PRIORITY 2:</b> Delivering the Neighbourhood Plan (printing costs for copies of Neighbourhood Plan)	500.00	
<b>PRIORITY 3:</b> Professional support in responding to planning applications	2,000.00	
<b>TOTAL PROVISION IN 2020-21 AGAINST PRIORITIES</b>		<b>4,300.00</b>

### Business Committee

Item of potential expenditure	Cost (£)	
	Item	Sub-total
<b>PRIORITY 1:</b> Professional support for independent businesses in Durham	10,000.00	
<b>PRIORITY 2:</b> Hosting Business Conferences	1,000.00	
<b>PRIORITY 3:</b> Marketing Durham	2,000.00	
<b>PRIORITY 4:</b> Professional support in responding to consultations on business/ economic development	1,000.00	
<b>TOTAL PROVISION IN 2020-21 AGAINST PRIORITIES</b>		<b>14,000.00</b>

### Licensing Committee

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

### Environment Committee

Item of potential expenditure	Cost (£)	
	Item	Sub-total
<b>PRIORITY 1: Clean and Green</b>		
Supporting Durham in Bloom + additional planting	10,000.00	
Purchase of bins for plastic only recycling	£3,000	
Neighbourhood Warden	£10,000	
Tackling pollution in the city centre (air/noise)	£2,000	
Allotments	£2,000	
<b>PRIORITY 2: Involving young people</b>		
Terracycle project	£1,500	
Establishing a City-wide youth Environment Committee	£5,000	
<b>PRIORITY 3: Heritage</b>		
Development of Durham heritage app	£5,000	
<b>PRIORITY 4: Business frontages</b>		
Frontage awards + Christmas event	£3,000	
<b>PRIORITY 5: Noise</b>		
Developing the Quiet Zone proposal	£2,000	
<b>PRIORITY 6: A167</b>		
Developing project from 2019-20 on domesticating the A167	£3,500	
<b>TOTAL PROVISION IN 2020-21 AGAINST PRIORITIES</b>		<b>47,000</b>

### Full Council

Item of Expenditure	Cost (£)	
	Item	Sub-total
<b>PRIORITY 1: Administration of Parish Council (rent, room hire, audit, insurance, printing and postage, other expenditure)</b>	17,000	
<b>PRIORITY 2: Training budget</b>	3,000	
<b>PRIORITY 3: Events (Remembrance Sunday, Battle of Britain Anniversary)</b>	6,000.00	
<b>PRIORITY 4: grants for local community and voluntary organisations</b>	20,000.00	
<b>PRIORITY 5: Staffing costs</b>		
Staffing costs (including salary, National Insurance contributions and workplace pension) – <b>Clerk</b>	48,000.00	
Staffing costs (including salary, National Insurance contributions and workplace pension) – <b>Part-time Finance support/ grant bid officer</b>	15,000.00	
<b>TOTAL PROVISION IN 2020-21 AGAINST PRIORITIES</b>		<b>109,000</b>

<b>Committee</b>	<b>Proposed expenditure (2020/2021) against priorities (£)</b>
<b>Planning Committee</b>	<b>4,300.00</b>
<b>Business Committee</b>	<b>14,000.00</b>
<b>Licensing Committee</b>	<b>1,500.00</b>
<b>Environment Committee</b>	<b>47,000.00</b>
<b>Full Council</b>	<b>109,000.00</b>
<b>TOTAL POTENTIAL PROVISION IN 2020-2021 AGAINST PRIORITIES</b>	<b>175,800.00</b>

### **8. PARISH COUNCIL PRECEPT 2020-21**

Members were asked to agree a recommended precept for the financial year 2020-21 for Full Council to approve on January 23<sup>rd</sup>. Members agreed that the precept charge ought to remain £34.87 for a Band D equivalent property for 2020-21. The Clerk advised that, as the tax base had increased slightly since the current financial year, the precept would therefore increase to £154,488.05

### **9. DATES OF FUTURE MEETINGS**

The Chair advised that the date of the next Finance Committee meeting would be advertised in due course.

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**