

REPORT TO: Town Council – 26th November 2018
REPORT ON: Recommendations from Committees
REPORT BY: Town Clerk
REPORT DATE: 20th November 2018

Finance and Policy Committee – 12th November 2018

FP1818.6 POLICIES

RECOMMENDED	That the Data Protection Policy, be approved (Appendix 1).
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FP1818.7 COUNCIL BUDGET AND PRECEPT 2019/20

RECOMMENDED	To approve budget and precept proposals for 2019/2020 (Appendix 2).
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FP1818.8 EARMARKED RESERVES 2019/20

RECOMMENDED	To approve the earmarked reserves proposals for 2019/2020 (Appendix 3).
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Planning and Development Committee – 14th November 2018

No recommendations.

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REPORT TO: Daventry Town Council – 26th November 2018

REPORT ON: Transfer of Assets and Devolution of Services to Daventry Town Council

REPORT BY: Town Clerk

REPORT DATE: 21 November 2018

Further to letter (Appendix 1) to Daventry District Council requesting dialogue on the transfer of assets and services and resolution of Council (TC1809.7) for the Finance and Policy committee to carry out an opportunities and risk analysis for services and assets that may be transferred to the Town Council, a meeting was held between the Clerk and the Chief Executive Officer to explore opportunities in the event of the creation of a unitary authority for West Northamptonshire.

On consideration of a report on the Transfer of Assets and Devolution of Services to Daventry Town Council (Appendix 2(a) (b)) the Finance and Policy Committee agreed that the Clerk seek to work with Daventry District Council to achieve the following aims:

- Ownership, management and maintenance of parks and public open spaces.
- Ownership, management and development of Town market.
- Ownership, management and maintenance of market and public toilets.
- Ownership, management, maintenance and development of Country Park.
- Ownership, management, maintenance and development of Borough Hill.
- Management of Health and Wellbeing Forum to ensure its activities would continue post Unitary.
- Ownership, management and maintenance of Town car parks
- Ownership, management and maintenance of 'Town' commercial property (as source of income to enable Town Council to sustain increase in management and maintenance of assets and services.
- Ownership of 'Love Daventry' brand and continuation of 'Love Daventry' social media site.

The officer to officer meeting was intended to be a meeting to identify initial assets/services that could be transferred to the Town Council to ensure they remained within the remit of the Town and follow the Government's Localism initiative, ensuring local assets and services are managed and maintained at a local level.

The Clerk advised that officers of Daventry District Council spoke of Daventry's assets going to the Unitary Authority as this resource was vital to ensure that the Unitary Council derives maximum benefit from its assets to support its strategic aims and priorities.

Daventry District Council were understanding of the aims and ambitions of the Town Council and agreed a phased approach to transferring assets and services was beneficial to give both the Town Council and DDC/new Unitary confidence in the Town Council's ability to reliably deliver those services. The following were identified as areas where there was potential public benefit in being transferred and proposed the Town Council consider the following:

1. Litter picking – the standard offer to all parish councils, which includes DDC paying DTC to provide the service, at a standard rate.
2. Holy Cross Churchyard – the standard offer to parish councils with churchyards with a DDC maintaining obligations. This is an agency agreement which goes as close as the law permits in transferring the duties to the parish council (DTC in this case). DTC would pay for maintenance itself, but the corresponding part of the special expenses would no longer be required (a small amount for DDC to meet its legal obligations, in relation to H&S in particular, would remain).
3. Play areas – as before, equipment transferred to DTC and the land on 99 year leases with DDC right to move (at DDC's expense).

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4. Health & Wellbeing Board secretariat – DTC to organise meetings, minutes, etc. Therefore should help this (District-wide) activity continue post unitary. Probably this would run as a trial, to see how it worked for all those involved, and if successful would become the standard operating model.
5. Love Daventry – Explore DTC taking this over, again helping to secure the continuation of the (District-wide) activity continue post unitary.
6. Daventry markets – Whilst DDC (or a new unitary) cannot transfer the actual market charter or (actually more relevant) the powers in the Daventry Improvement Act 1806, it can enter into an agency agreement which would give DTC wide freedom to develop the markets.
7. Potentially, DTC managing the new public square proposed as part of the Mulberry Place (TCV Site 1) development.

In the knowledge that members of the Town Council would not be supportive of the views of the DDC officers, it was agreed that another meeting would be held to include appointed members of the Town Council and the District Council to challenge viewpoints and question decisions being made without due consultation with those authorities with legal powers to own and manage those assets and services.

REPORT TO: Town Council – 26th November 2018
REPORT ON: Council Budget and Precept – 2019-20
REPORT BY: Finance Officer
REPORT DATE: 22nd November 2018

BACKGROUND

From July 2018, each committee has been reviewing their services, ambitions, operational needs and duties to support the community for 2019/20 and beyond.

Over the past 5 years, Daventry Town Council has changed to meet the needs of the Town and its community and now, due to cuts to services within the County, District and the Police, it faces new challenges. These new challenges bring with them a positive, as any new service the Council adopts has the positive effect of the Council being given the responsibility and power to ensure that Town matters are managed at a local level, enabling improved response to residents' concerns.

The Finance and Policy Committee has reviewed each budget line and the following analysis identifies the major increases and reductions that influence the final precept proposal and makes the following recommendations:

Budget Analysis

Income

Allotment rent per pole has been increased resulting in a budget increase of £550 for 2019/20. The Retail Radio Scheme for 2019/20 is predicted to decrease by £400, this can be attributed to a loss of retailers from the changeover from the old scheme, there has been increased interest from retailers with the new business together scheme that was launched in June 2018. Allotments and retail radios are the only services that generate income for the Council, this is an area to be considered in any future planning.

Expenditure

Finance & Policy

The Finance and Policy Committee are proposing:

- an increase in wages and salaries by £24k (15%), this is to enable the appointment of an additional member of staff and to meet anticipated increases in the Council's annual and National Joint Council pay review.
- the inclusion of a new budget line for the sum of £40K for Council to seek professional advice and or services in relation to the Local Government Reorganisation and the possible transfer of assets and devolution of services to Daventry Town Council.
- costs, of £4K, incurred for the 2018 elections and funded via Earmarked Reserves in the council year 2018/19 should be recovered and, therefore be included in the precept for 2019/20.
- an increase of £2.8K for building repairs to recoup expenditure in 18/19 funded via general reserves.
- an increase within the Section 17 Crime and Disorder Act 1998 budget of £38K for the continued Sponsorship of a PCSO, previously funded via Earmarked Reserves for the to allow the council to trial the scheme.

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Community Services

Finance and Policy Committee have reviewed and recommend the following proposals from the Community Services Committee:

- an increase of the newsletter budget by £3k, to allow for additional publication in the Autumn to reach those residents that don't use social media.
- a decrease of £9K to the events budget, reducing the Arts Festival budget by £5k, with the event running on one weekend and not two. The Committee also propose the removal of the events promotion budget, of £2.4K, with promotional items purchased within this financial year being utilised again in 2019/20. The Committee agreed to move the £1.5K bunting costs from the Events budget to the Town Enhancements budget.
- an increase of £27.5K to the Town Enhancements budget, £1.5K being transferred from the events budget and £25.5k for a new Christmas lights scheme to commence in 2019/20.
- Cost centre for Social Capital budget be transferred from the Community Services Committee to the Finance & Policy Committee.

Museum Committee

Finance and Policy Committee have reviewed and recommend the following proposals from the Museum Committee:

- an increase of £920, which has minimal effect on the budget and precept for 2019/20.

Planning & Development

Finance and Policy Committee have reviewed and recommend the following proposals from the Planning & Development Committee:

- that a £0 budget should be maintained and that income from CIL could be used should professional advice in relation to planning matters be required.

Earmarked Reserves

Finance and Policy Committee have reviewed proposals from all committees in relation to earmarking funds for future projects:

- £2K be earmarked from reserves to enable the Museum to seek guidance on its future development.

CONCLUSION

On reviewing the budget proposals submitted by each Committee and having due regard to the Council's duties and the needs of the community the Finance and Policy Committee recommends the Council budget of £566,693 and a precept of £555,243 be approved, which is, based on base line figures for 2018/19 an increase of £17.62 on a band D property (35.72%).

Summary of Draft Budget and Precept for 2019/20

Expense Classification	Actual Budget & Precept		Draft Budget & Precept		Variance	Explanation
	2018/2019	2019/2020	2019/2020	2019/2020		
General Administration						
Election Costs	157,170	222,872	222,872	65,702	65,702	additional member of staff and 3% increase for salaries -additional £40K budget line for Local Government Reorganisation
Civic Expenses	0	4,086	4,086	4,086	4,086	Recovery of Election costs covered by reserves in 2018
Premises Costs	7,650	9,200	9,200	1,550	1,550	Increase for Civic Service
Grants & Donations	43,400	48,655	48,655	5,255	5,255	Rates Increase and Building Repairs
CCTV	10,000	10,000	10,000	0	0	
Sec.17 Crime&Disorder Act 1998	53,420	53,420	53,420	0	0	
External Communications	38,000	75,580	75,580	37,580	37,580	PCSO Sponsorship for 2019/20 - reserves used 2018/19
Community Transport	3,400	6,550	6,550	3,150	3,150	Increase from 1 to 2 newsletters per year
Social Capital	16,000	16,000	16,000	0	0	
Events	13,099	10,000	10,000	-3,099	-3,099	reduction in yearly funding based on 3 year agreement
Town Enhancement						1. Arts festival to be over one weekend and not two. 2. Removal of events promotion budget. 3. Bunting to be included in Town Enhancements Budget.
Allotments	41,425	31,550	31,550	-9,875	-9,875	Christmas Lights New Scheme and Bunting costs moved from general events budget
Museum	38,000	65,550	65,550	27,550	27,550	
Capital Projects / EM Reserves	5,350	5,900	5,900	550	550	
	4,410	5,330	5,330	920	920	
Total Budget	61,000	2,000	2,000	-59,000	-59,000	18/19 = PCSO Sponsorship/ CCTV / Children & Young People
Income to be used	492,324	566,693	566,693	74,369	74,369	
General Reserves to be used	9,130	9,450	9,450	320	320	
Earmarked Reserves to be used	13,099	0	0	-13,099	-13,099	to be precepted for in 2019/2020 - re Social Capital
Precept Request	61,000	2,000	2,000	-59,000	-59,000	
	409,095	555,243	555,243	146,148	146,148	

Report to Town Council - 26th November 2018

Report on : Mayors Engagements

Report by: Administrator

Report Date: 21st November 2018

Mayor Cllr Lynn Jones

Saturday 3rd November 2018

Saturday 3rd November 2018

Thursday 8th November 2018

Friday 9th November 2018

Friday 9th November 2018

Sunday 11th November 2018

Sunday 11th November 2018

Tuesday 13th November 2018

Friday 16th November 2018

Friday 16th November 2018

Friday 16th November 2018

Thursday 29th November 2018

Engagements

Empty Chair Project, Saturday Opening at Daventry Museum

DTC Fireworks, Parker E-Act

Gin Tour at Warner Edwards

Remembrance Service, Daventry Hill School

WWI Indoor Street Party, Wheatsheaf Court Care Home

DTC Remembrance Parade

Beacon Lighting WW1, All Saints Church Northampton

Make 2 Fit, Newlands Daventry, Store Opening

Learner Relay, Daventry Football Club

Tree Planting Ceremony at New Street Rec

Civic Charity Ball

Student Awards Ceremony, Booth Lane Campus

Deputy Mayor Cllr Mike Arnold

Sunday 11th November 2018

Engagements

DTC Remembrance Parade