

DAVID SHIMPE Clerk to the Council

Tel: (023) 8084 1411

Ext: 207

Fax: (023) 8084 2181

email:david.shimpe@btconnect.com

To:

Members of the General Purposes and Finance Committee
and remainder of the Council for information

AGGPF104

22 November 2005

Dear Sir/Madam,

A Meeting of the **General Purposes and Finance Committee will be held at The Grove, 25 St. John's Street, Hythe, on Monday next 28 November 2005, at 8.00 pm** when your attendance is requested.

Yours faithfully

Clerk to the Council

AGENDA

1. Apologies for absence.
2. To sign the minutes of the Meeting of the Committee held on the 17 October 2005.
3. To note any declaration of interest made by Members in connection with an Agenda item. The nature of the interest must be specified.
4. Public Participation Period.
5. Accounts for payment.
6. Minutes of the Personnel Sub Committee held on 27 October 2005.
7. Final accounts 2004/2005 – External Audit.
8. Financial monitoring period ending 30 September 2005.
9. Grant Applications.
10. Community Wardens/Safety Officers.
11. Budget 2006/2007.
12. Any other urgent business concerning the Committee.
13. Exclusion of press and public.
14. Additional funding for building works at Clayfields.

HYTHE AND DIBDEN PARISH COUNCIL
GENERAL PURPOSE AND FINANCE COMMITTEE
AGENDA NOTES FOR 28 NOVEMBER 2005

Item 7 **Final Accounts 2004/2005 – External Audit**

The annual Return for 2004/2005 has been approved by the Audit Commission without qualification. These will now be published.

Members are asked to note the completion of the Audit process for 2004/2005.

Item 8 **Financial Monitoring – Period ending 30 September 2005**

Attached is the financial monitoring for the period up to and including 30 September 2005.

Member's views are requested.

Item 9 **Grant Applications**

Attached is a spreadsheet showing the second batch of applications received along with the recommendations of the Grants Working Party.

Member's views are requested.

Item 10 **Community Wardens/Safety Officers**

A separate report is attached.

Item 11 **Budget 2006/2007**

A separate report is attached.

HYTHE AND DIBDEN PARISH COUNCIL
GENERAL PURPOSE AND FINANCE COMMITTEE

28 NOVEMBER 2005

Item 10 **Community Wardens/Safety Officers**

1 Introduction

At budget time last year the council considered providing two Community Wardens/Safety Officers who would be dedicated to patrolling the Parish.

At that time the Council decided that the results of the Hampshire County Council's Accredited Community Safety Officers are evaluated and consideration be given to consulting the public for their views.

On 26 June 2005, the Council received a presentation from the Hampshire County Council Accredited Safety Officers which showed the work being undertaken and the results achieved to date. Whilst they were currently patrolling the Waterside, the service covered the whole of the New Forest.

At the meeting of this Committee on 25 July 2005, members received a presentation from the New Forest District Council's Community Safety Officer on the implications of section 17 of the Crime and Disorder Act 1998 on the work of the Parish Council. The basic premise being that Parish and Town Councils have a duty to consider the impact of all of their functions and decisions on crime and disorder in their local area and to do all they reasonably can to prevent crime and disorder. The Council already employs a private company to patrol key areas to prevent anti-social behaviour.

At the same meeting the Committee gave consideration to consulting with members of the public on community safety.

A questionnaire was developed and issued as part of the October 2005 Parish Picture. Unfortunately due to the low number of returns, it was not possible to establish a representative picture of the public view.

In view of the above information, Members are asked to consider whether they wish to make budgetary provision next year for providing a Community Warden/Safety Officer service, the financial implications are set out below.

2. Financial Implications

If it is decided to make budgetary provision then the anticipated costs would be as follows (based on a neighbouring authority's previous offer).

	First Year Costs	Subsequent Year Costs	
Vehicle)	1800	Vehicle replacement fund (contribution)
Mobile Phones)	500	
Handsfree kit) 15500		Replacements
Radio)	180	
Uniforms)		
Recruitment)	1000	Ongoing training
Training)		
Salaries	53500	55105	Includes 3% pay award
Travelling/Subsistence	150	150	
Vehicle running costs	1600	1600	
Vehicle maintenance	500	1000	
TOTAL	71250	61335	
Less provision in Amenities Committee	8500		
	62750		

3. Recommendation

Member's views are requested -

* If it is decided to provide Community Wardens/Safety Officers, then it is suggested that a working party is set up to consider how the service will be organised e.g.

1. The level of service required;
2. Would they be employed directly or would the service be contracted from a third party such as a neighbouring authority or the County Council?
3. Would the Wardens/Safety Officers be required to issue Fixed Penalty Notices?

HYTHE AND DIBDEN PARISH COUNCIL
GENERAL PURPOSE AND FINANCE COMMITTEE

28 NOVEMBER 2005

Item 11 **Budget 2006/07**

1. Introduction

Attached are copies of the budget papers for this committee which reflect the discussions of the informal meeting on 7 November 2005.

Set out below are notes on how the budget has been prepared.

2. Income and Charges

Where income and charges are not covered by a contractual arrangement, income has been increased by 3.00%.

3. Expenditure (Core and Non Core)

• **Salaries budget**

This budget reflects the changes agreed at the Personnel Sub Committee on 18 October and includes for any increments due and has been increased by 2.95% in line with the National Pay Award for 2006/07.

The Employer's Superannuation Contribution has been increased by 8% following the completion of an Actuarial valuation of the Scheme.

• **Gas costs have been increased by 25% to reflect the current market trends. The current gas bills of The Grove, Parish Hall and workshop equate to approximately £3,500.**

• **Business Rates. This year's actuals have been increased by 5%.**

• **The Grove – Non Core – Annual preventative maintenance has been reduced to £6400 to reflect the completion of the external painting and associated works. The £6400 includes provision for the external painting in five years time.**

• **Other expenditure headings have been individually reviewed.**

4. Special Expenditure –

Cycle Racks

Provision has been made to start a programme of installing cycle racks at the Council's public buildings.

CSI Street Lighting

Provision has been made to build up funds to allow future lighting projects to be funded. The existing budget is likely to be expended on the current installations.

5. Community Wardens/Safety Officers

Members will have considered in item 10 previously the introduction of Community Wardens/Safety Officers. If members agree to allocate funding for the provision of such a service, the expenditure in the non-core element of the budget will have to be increased by the agreed amount.

6. Cash flow Forecast

Attached is a provisional cash flow forecast for next year. The expenditure and income has been spread equally over the twelve month period. The interest rate is based on the current rate being paid on the Council's Amenity Investment Account. Whilst the opportunity will be taken to invest a large proportion of the balances at a higher interest rate, it is proposed for budgeting purposes that the interest figures shown on the cash flow are used.

7. Recommendations

Members are requested to consider the draft budget and to make recommendations to the Council on 12 December 2005.