

DAVID SHIMPE Clerk to the Council

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To: Members of the General Purposes and Finance Committee

Mr J Bennett

Mr M Short

Mr G Jones

Mr A Wade

Mr R Newell

Mr M Wade (ex officio)

Mr G Parkes Vice Chairman

Mr D Smith (ex officio)

Mrs M Robinson Chairman

and remainder of the Council for information

AGGPF122

13 November 2007

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 19 November 2007, at 8 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 15 October 2007.
3. Notification of any other urgent business to be raised at the end of the meeting.
4. To note any declaration of interest made by Members in connection with an Agenda item. The nature of the interest must be specified.
5. Public Participation Period.
6. Accounts for Payment.
7. Minutes of the Personnel Sub Committee held on the 22 October 2007.
8. Proposed Schedule of Meetings 2008/2009.
9. Community Safety Service Update.
10. Alterations to Reception Area – The Grove
11. Financial Monitoring up to and including 30 September 2007.
12. Proposed Budget 2008/2009.
10. Any other urgent business concerning the Committee.

HYTHE AND DIBDEN PARISH COUNCIL

GENERAL PURPOSE AND FINANCE COMMITTEE

AGENDA NOTES FOR 19 NOVEMBER 2007

Item 7 Minutes of the Personnel Sub-Committee held on 22 October 2007

The Minutes of the above Meeting are attached. Members are requested to consider and adopt the Minutes.

Item 8 Proposed Schedule of Meetings 2008/2009

Attached is the proposed schedule of meetings for 2008/2009. Account has been taken of the published meeting dates for New Forest District Council.

Member's views are requested.

Item 9 Community Safety Services Update

Police Community Support Officers

Andy Mansbridge, the Council's sponsored PCSO is currently holding monthly surgeries at The Grove.

A meeting is currently being arranged between ACSO's and PCSO's to further improve the working arrangements. An update will be given to a future meeting of this Committee.

A discussion with the local Police Inspector regarding the provision of bicycles for the Neighbourhood Team was discussed. It was agreed that I would ask the Council to consider funding one of the bicycles for the Neighbourhood Team. It is anticipated that the cost including all the safety equipment etc will be £500 to £600. This can be funded from the existing Community Safety budget. (The ACSO'S already have bicycles).

Member's views are requested.

Item 10 Alterations to Reception Area – The Grove

Item 11 Financial Monitoring up to and including 30 September 2007

Attached are the Financial Monitoring figures for the period up to and including the 30 September 2007.

Member's views are requested.

Item 12 Proposed Budget 2008/09

1. Introduction

Attached are copies of the budget papers for this Committee, which include the following assumption and charges.

2. Income and Charges

Where income and charges are not covered by a contractual arrangement, income is based on the forecast income plus the likely trend. Charges have been assumed to increase by 3.0%.

3. Expenditure (Core and Non Core)

➤ Salaries budget

This budget reflects the manpower budget agreed at the Personnel Sub-Committee on the 22 October 2007.

➤ Business Rates

This actual rates for this current year is less than estimated. Therefore the estimate for next year is based on this year's actual plus 3%.

➤ Gas, Electric and Water

Each individual budget head has been reviewed against actual usage, current price, length of time remaining on existing contracts and anticipated price for next year. As a result there is no proposed increase in these budget heads.

➤ Insurance

The increase in insurance premiums reflect a 3% increase plus the changes in level of cover provided e.g. Increased fidelity cover and new items such as bus shelters. It is proposed to tender the premium of insurance services for implementation in 2009/10.

➤ Printing Stationery and Postage

These increases reflect the increase in prices reflected during the last twelve months.

➤ Subscriptions

This has been increased to reflect the increase in charges levied by HALC, NALC, Employee Confidential Support Line, and IT Support – both hardware and software.

➤ Grant Aid

CAB Grant Aid has been increased by 3% plus £4000 additional financial support agreed at a previous meeting.

➤ Garden Waste Scheme

As it is unlikely that the scheme will be re-introduced the budget for next year has been set to zero.

➤ Greater Use of Promenade

A new budget head has been created to reflect the decision of the last meeting of this Committee to pump prime events on the Promenade.

➤ **Climate Change - Energy Consultant**

This item has been included to allow the Council to employ a consultant to review how we can reduce our carbon footprint.

- Other expenditure headings have been reviewed on an individual basis.

4. Special Expenditure

➤ **Building refurbishment funds –**

Provision has been made for the annual contribution to the progressional maintenance costs of the Council buildings. The provision for The Grove is included in the General Purposes and Finance (non core) budget.

➤ **Elections**

Provision has been made for the annual contribution to the cost of elections. The invoice for the last election is still awaited.

➤ **CSI Lighting**

Provision has been made to increase funds to allow future lighting improvements to be match funded.

RECOMMENDATIONS

Members are asked to consider the draft budget and to make recommendations to the Council meeting to be held on the 10 December 2007.