

Wrockwardine Parish Council

Minutes of the Finance & General Purposes Committee Meeting held on Friday 3rd December 2021 at 11.00a.m at Admaston House, Admaston

Present: Cllr K Ballantyne (Committee Chairman)
Cllr E Anderson
Cllr P Cooper
Cllr J Savage

In Attendance: Ms J Hancox (Clerk)

21/30 Welcome

The Chairman welcomed everyone to the meeting.

21/31 Apologies for absence

None

21/32 Declaration of Interests & Dispensations

a) Pecuniary – None declared

b) Personal – None declared

21/33 Public Session

Nothing raised

21/34 Minutes

It was **RESOLVED** to confirm and sign the Minutes of the F&GP Meeting held on Thursday 28th October 2021 as a true record.

[Proposer: Cllr Anderson; Seconder: Cllr Cooper; Vote: Unanimous]

21/35 Budget & Precept

Following two clerical amendments, the Committee **RESOLVED** to recommend to Council a budget of £84,695 (Appendix 1).

[Proposer: Cllr Cooper; Seconder: Cllr Anderson; Vote: All]

Following a discussion, it was further **RESOLVED** to recommend to Council to set the cost per household (Band D equivalent) at £51.50, an increase of £1.15 on 2021/22 and to recommend to Council a precept of £87,133 (rounded up).

[Proposer: Cllr Cooper; Seconder: Cllr Anderson; Vote: All]

21/36 Admaston House

Cllr Cooper confirmed he had met with RW at Admaston House regarding planned works. Some urgent work to the outside rendering had been undertaken to prevent damage through the winter. Following a discussion, the Committee felt a full assessment of the current and possible future work was needed so that contributions from the Parish Council were not on an ad hoc basis. The Clerk was asked to contact RW and ask for this.

21/37 Bus Shelters – (Appendix 2)

Following discussion, it was agreed to recommend to Council that the Hornet quote of £4,477 be accepted. The Parish Council has £500 Borough Ward Funding and, can apply for a further £500 towards

the costs of the shelters at Aston and Overley (combined cost of £1,042). The Committee agreed to recommend to Council that the remaining balance of £3,477 for the work be funded by the Parish Council from the Parish Improvement Fund.

The Committee discussed the offer from Telford & Wrekin Council to purchase an upgraded shelter for Admaston Spa at a cost of £2,500 but following discussion, felt that this was a disproportionate amount to pay out when the current shelter could be cleaned and repaired at a cost of £430. The Committee agreed to recommend to Council that no further action be taken on the offer.

21/38 Street Lighting

The Chairman gave an update on the investigations into solar powered street lighting. The Committee agreed for further work to be done before any proposals were put to Council.

21/39 Date of next meeting

It was agreed that the Chairman and the Clerk would determine the date of the next meeting as and when required.

The meeting closed at 12.10p.m

Signed: _____ *E Anderson* _____ (Chairman)

Date: _____ *7th September 2022* _____

Appendix 1

Budget & Precept 2022/23

1. Parish Management

	Cost Code	Amount
1	Grants	1,000
2	Grass Cutting	10,000
3	Insurance	1,500
4	Lighting Electricity	8,000
5	Lighting Maintenance	7,000
6	Parish Magazine	50
7	Playing Fields Maintenance	10,000
8	Allotments	10
9	Bus Shelters Maintenance	50
10	SID Management	3,600
11	Defibrillators Maintenance	300
12	Litter Bins Emptying/maintenance	2,500
13	Notice Boards maintenance	100
14	Seats maintenance	100
15	War Memorial Maintenance	100
16	Sign Maintenance	100
17	Community Initiatives	500
18	Poppies/wreaths	100
19	Traffic Calming	5,000
	Total	50,010

10. SID Management – includes increase from £200 per month to £300 per month for additional SID movement & additional locations

2. Council Management

	Cost Code	Amount
20	Subs & Fees	2,500
21	Chairman's Allowance	600
22	Councillor Travel	100
23	Councillor Expenses	100
24	Hall Hire	500
25	Audit Fees	700
26	Bank Charges	100
27	Councillor Training	100
28	IT Equipment	1,000
29	Website	100
30	Clerk's Training	100
31	Clerk's Travel	250
32	Office/telephone	600
33	Stationery/postage	250
	Total	7,000

3. Employee Costs

	Cost Code	Amount
34	Salary	17,835
35	Tax/NI	1,850
36	Pension	1,000
	Total	20,685

4. Parish Improvements

	Total amount	7,000	Any money spent will be allocated to the relevant cost code, so these remain blank at present. If any money is spent on a "new improvement" a cost code will be added as necessary. Additional in earmarked reserves
	Cost Code		
37	Seating		
38	Notice Boards		
39	Gateways		
40	Bus Shelters		
41	Litter Bins		
42	Signs		
		7,000	

Budget Total	84,695
---------------------	---------------

NOTES

Earmarked Capital Reserves:

Traffic Calming	35,000
Community Initiatives	1,000
Admaston Green	2,832
Parish Improvements (difference as at 24/11/21)	5,582
Total	44,414

Earmarked Revenue Reserves

Salary	3,335
WPC Pension contributions	4,500
Total	7,835

Precept

Previous 2021/22:

Council Tax base	1,530.8
Precept	£77,000
Average cost per household (Band D equivalent)	£50.35 (no increase from 2020/21)

Council Tax base 2022/23 £1,691.9

Precept Proposal

Precept = 1,691.9 x 51.50 = £87,132.85 - **Recommended precept for 2022/23 = £87,133**

Appendix 2

Wrockwardine Parish Council Specification for the renovation of Bus Shelters

Current Position

Within the Parish there are 7no. bus shelters located at:

- Aston Lane Junction
- Overley Hill
- Charlton
- Bluebell Crossroads
- Admaston
- Admaston House
- Rushmoor Lane/Allscott

Part 1. Bus Shelter Works

1. Aston Lane Junction	
➤ Replace roof decking boards as required	
➤ Re-felt and re-batten	
➤ Coat inside & out with a proprietary wood preservative [2 coats]	
Total Item 1 carried to summary.....	£470.00
2. Overley Hill	
➤ Replace roof decking boards as required	
➤ Re-felt and re-batten	
➤ Coat inside & out with a proprietary wood preservative [2 coats]	
Total Item 2 carried to summary.....	£572.00
3. Charlton	
➤ Replace edge battening	
➤ Coat inside & out with a proprietary wood preservative [2 coats]	
Total Item 3 carried to summary.....	£419.00
4. Bluebell Crossroads	
➤ Strip off & set aside waney edge boarding, timber studding & roof timbers	
➤ Replace all necessary timbers	
➤ Re-felt & re-batten	
➤ Coat inside & out with a proprietary wood preservative [2 coats]	
Total Item 4 carried to summary.....	£746.00
5. Admaston Spa	
➤ Wash inside & out	

	Total Item 5 carried to summary.....	£430.00
6.	Admaston House	
	➤ Replace waney edged fascia boarding	
	➤ Coat timbers inside & out with a proprietary wood preservative [2 coats]	
	Total Item 6 carried to summary.....	£390.00
7.	Rushmoor Lane/Allscott	
	➤ Coat inside & out with a proprietary wood preservative	
	Total Item 7 carried to summary.....	£240.00
8.	Contingency – Include a contingency of £1,000 to be expended in full or in part at the discretion of the Council	£1,000.00
9.	Removal Of waste	£210.00
	Total	£4,477.00

Telford & Wrekin Council Bus Shelter Replacement Programme Offer

Telford & Wrekin are offering all Town & Parish Councils the opportunity to replace their bus shelters:

“In the coming months we will be starting work on our Bus Shelter Replacement Programme which will initially see new infrastructure provided at over 20 locations. Where possible, existing shelters will become ‘off-grid’ which means where electricity is needed for timetable information and lighting, that this will be generated at the shelter if at all possible.

In addition, the council published it’s [Bus Service Improvement Plan](#) on 29th October, as part of which it is asking for a significant amount of funding to improve bus users roadside experience throughout the Borough.

In order to support the aspirations of the Bus Service Improvement Plan and the commitment to work in partnership with Parish Councils the council is pleased to offer Parish Councils the option to upgrade their existing shelters and take advantage of match funding to complete this via the Parish Bus Shelter Replacement Programme.

In future the council will use a standard shelter design – the Etesian Green Arun Shelter with options for a sedum roof or solar panels if needed to power any lighting or information screens. You can see an example image of this shelter below –



We are offering Parish Councils the opportunity to replace shelters that are currently maintained by them at a cost of £2,500 per shelter. This represents a contribution of approximately 40% of the total cost, with the remainder being funded by ourselves. In addition to this subsidy, we would then also take on these shelters as a Council asset so that Parishes would not need to maintain these structures going forward.

We appreciate you may have some shelters that you would not want replacing at this time, for example recently installed shelters or those that have been decorated or installed as part of community projects. Where there is a desire for these to remain, they will not be replaced as part of this programme and will remain the Parishes asset.

In order for us to understand the demand for this programme please can you confirm your interest and how many shelters you would like to replace and their locations by Monday 31st January. Once we have received your expressions of interest we will review against available funding prior to confirming the programme for next year.” –

Telford & Wrekin Council, Public Transport Officer, 1st December 2021