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MINUTES of the meeting of Greenham Parish Council
held at St Mary's Church Hall, Greenham
on Wednesday 17th January 2018 at 7.30pm

Present: Cllr Gary Puffett (GP)
Cllr Phil Barnett (PB)
Cllr Meg Thomas (MET)
Cllr Steve Jones (SJ)
Cllr Paul Walter (PW)
Cllr Jon Gage (JG)
Cllr Sally-Ann Jay (SAJ)

In attendance: Philippa Harper, Clerk of Greenham Parish Council

Members of the public: Martin Griffiths, Alana Finn.

154. ELECTION OF CHAIRPERSON FOR THE MEETING

Proposed: Cllr Meg Thomas

Seconded: Cllr Steve Jones

RESOLVED unanimously that, in the absence of the Chairperson and Vice-Chairperson of the Council, Cllr Jon Gage is to act as Chairperson for this meeting.

155. APOLOGIES FOR ABSENCE

Apologies were received from: Cllr Pragna Hay, Cllr Chris Austin, Cllr Julian Swift-Hook and Cllr Billy Drummond.

156. DECLARATIONS OF INTEREST

Cllr Jon Gage declared that he is a director of Rivar Sand and Gravel Ltd.

Cllr Meg Thomas and Cllr Steve Jones declared that they are directors of Greenham Control Tower Ltd.

Cllr Sally-Ann Jay and Cllr Steve Jones declared that they are directors of Greenham Control Tower Trading Ltd.

157. APPROVAL OF LAST MEETING'S MINUTES

Proposed: Cllr Paul Walter

Seconded: Cllr Steve Jones

RESOLVED unanimously that the minutes of the council meeting held on 10th January 2018 be approved with one amendment: that in item 149, (ii) on Page 89 the word "to" be added so that the sentence reads: "to ask the clerk *to* remind GCT Ltd".

158. CHAIRPERSON'S REPORT

There was no Chairperson's report.

159. CLERK'S REPORT

The clerk had nothing to report.

160. PUBLIC SESSION

There were no questions from members of the public.

161. DISPENSATIONS

The seven councillors present all signed dispensation forms which were handed to the clerk and signed by her.

162. PARISH OFFICE

Proposed: Cllr Paul Walter

Seconded: Cllr Phil Barnett

RESOLVED unanimously that the parish office licence be approved for another year. (Note: This licence is subject to three month's notice by either party).

163. CONTROL TOWER

No written report from the chairperson of the Control Tower Committee was required, as one was presented to the council meeting on 10th January for this month.

The chairperson of the Control Tower Committee, Cllr Jon Gage, have a brief verbal report. A pre-start site meeting has been held, which Cllr Gage attended. We are waiting for a copy of the construction contract to sign.

***Action:** JG to chase Place Partnership for the contract to be signed by the council.

Cllr Gage has asked Place Partnership to confirm whether or not Place Partnership and/or Ikon Construction are impacted by the Carillion collapse.

The sewage situation is still outstanding.

The council should be receiving a weekly construction report from Richard Willets, Building Surveyor at Place Partnership.

The limited company for the trading arm has been registered at Companies House with Cllr Sally-Ann Jay and Cllr Steve Jones as the initial directors.

The wording of the sign to be erected has been sent by clerk to Andy Nichols of Place Partnership for putting up.

164. FINANCE

To consider the budget for the council for 2018-19 and consider the declaration of the precept for 2018-19.

Proposed: Cllr Paul Walter

Seconded: Cllr Sally-Ann Jay

RESOLVED unanimously that the total precept for 2018-19 be set at £102,627, meaning that there will no change to the Greenham Parish Band D precept per household of £40.34 compared to 2017-18; and that the council budget for 2018-19 be adopted as per Appendix A to these minutes, with the following amendments to the draft budget which was presented to the meeting:

1. Take out sentence "includes....confirm)" and replace with "includes further staffing monies of £10,500 the use of which will be decided upon by the council during the year."
2. Change the figure of £10,433 in Explanatory Notes for the salaries cost line to £10,500

3. For office IT support add in accounting software at £795 + £250 for associated training, totalling £1045 resulting in a total “Office IT support” cost line of £1645.
4. Increase the training cost line by £3 to £2100.
5. Reduce the grants cost line to £2800
6. Increase the “NHS – defibrillator” cost line to £1200.
7. Control tower project fund – change the wording of the “Explanatory notes” for this cost line to “support” instead of “capital” and change total on this line to £11,072.
8. Change the title of the “CT sinking fund” cost line to “CT building maintenance fund”.

RESOLUTION ENDS.

Cllr Barnett left here at 21:12.

***Action:** PW to draft a summary of the budget/precept decision for councillors and GCT

***Action:** The clerk to issue a press release concerning the budget and precept decision.

***Action:** The clerk to inform West Berkshire Council of the council’s precept decision.

There being no further business, the chairperson declaration the meeting closed at 21:18.

GPC Budget 2018-19

FINAL v6

EXPENDITURE:	Budget 17/18	Predicted Out-turn 17/18	Budget 18/19	Explanatory Notes
Salaries	19,939	18,865	35,780	17/18 budget was originally £25,689. £5750 vired to CT Non-Build PM. 18/19 proposal is based on actual employment costs Oct/Nov 2017, + 2% potential rise, + 1% for pension increase. Includes further staffing monies of £10,500, the use of which will be decided upon by the council during the year
Clerk Net Salary	-	-	-	In previous years this has been recorded in separate budget lines. From 17/18 is one line for all employment costs.
Tax/NI on Clerk's salary	-	-	-	
Office rent	5,760	6,276	5,760	Possibly move office in future, e.g. To more central location or control tower
Office Expenses/ Mileage	1,800	1,795	1,800	Phone, broadband, stationery, etc
Office IT Support			1,645	Includes: £600 for IT support Based on quote £50/mth from Ion, plus £795 for accounting software + £250 for accounting software support.
Hall Hire for Meetings	600	590	600	CT Cttee meeting as well as Council
Prof/ Audit Fees	800	2,148	2,000	Audit fees only from 17/18
Legal/professional fees	2,500	2,485	2,500	
Insurance	2,000	2,072	2,200	Includes Control Tower
Membership Fees	1,000	1,153	1,200	BALC etc
Dog Bin/ Bus Shelter	1,000	687	1,000	
Salt Bins	2,500	2,494	2,500	Sticker cost and stock of salt
Website Maintenance	900	900	4,000	Includes £3,000 for potential website revamp
Churchyard Maintenance	700	700	700	This has been budgeted but not spent for the last 4 years.
Neighbourhood Wardens	-	-	-	Wardens scheme discontinued in July 2016
Parish Plan	-	-	-	£1,149 still in Reserves
Professional Fees	-	-	-	Including legal fees etc
Training	1,809	1,719	2,100	To ensure all new cllrs + new Clerk are trained
S.137 Grants	4,000	4,000	2,800	
NHS - defibrillator	-	-	1,200	
CAB	2,000	2,000	3,000	WBC are cutting CAB funding
Control Tower				
Control Tower revenue costs	10,000	6,687	2,000	Light, heat, telecomms, etc - reduced, assumes GCTL take over from 1 June latest
PWLB loan repayment 1	6,700	0	4,970	For first tranche of £70k, £2484.99 due May & Nov (actual)
PWLB loan repayment 2			1,800	For second tranche of £25k, assuming similar interest rates and drawdown before Oct 2018 (estimate)
CT non-build PM	5,750	5,750		Should come from CT budget
Control Tower project fund	20,000	20,000	11,072	Support funding from precept to CT project budget
CT support grant			8,000	To support GCTL as agreed
CT Building Maintenance Fund			2,000	To build up a reserve against future maintenance costs
Strategy Fund			1,000	To support additional services delivered by GPC
Community Presence			1,000	To support community engagement activities
Election	-	-		£2,000 is allocated from Reserves for future election costs
Total Expenditure	89,758	80,321	102,627	
			102,627	Target to maintain 0% Band D increase

EXPENDITURE:	Budget 14/15	Out-turn 14/15	Budget 15/16	Out-turn 15/16	Budget 16/17	Out-turn 16/17	Budget 17/18	Predicted Out-turn 17/18	Budget 18/19	Explanatory Notes
Salaries	-	-	-	-	-	-	19,939	18,865	35,780	17/18 budget was originally £25,689. £5750 wired to CT Non-Build PM. 18/19 proposal is based on actual employment costs Oct/Nov 2017, + 2% potential rise, + 1% for pension increase. Includes further staffing monies of £10,500, the use of which will be decided upon by the council during the year
Clerk Net Salary	12,000	11,354	14,500	4,302	15,200	12,323	-	-	-	In previous years this has been recorded in separate budget lines. From 17/18 is one line for all employment costs.
Tax/NI on Clerk's salary	4,500	2,983	4,500	649	1,000	3,359	-	-	-	
Office rent	-	-	-	-	-	-	5,760	6,276	5,760	Possibly move office in future, e.g. To more central location or control tower
Office Expenses/ Mileage	4,550	4,894	4,500	2,356	2,500	6,625	1,800	1,795	1,800	Phone, broadband, stationery, etc
Office IT Support	-	-	-	-	-	-	-	-	1,645	Includes: £600 for IT support Based on quote £50/mth from Ion, plus £795 for accounting software + £250 for accounting software support.
Hall Hire for Meetings	400	340	400	218	500	563	600	590	600	CT Cttee meeting as well as Council
Prof/ Audit Fees	600	450	600	6,875	1,500	675	800	2,148	2,000	Audit fees only from 17/18
Legal/professional fees	-	-	-	-	-	-	2,500	2,485	2,500	
Insurance	1,700	1,510	1,700	1,709	2,000	1,789	2,000	2,072	2,200	Includes Control Tower
Membership Fees	800	841	1,000	745	1,000	802	1,000	1,153	1,200	BALC etc
Dog Bin/ Bus Shelter	100	129	300	186	1,000	551	1,000	687	1,000	
Salt Bins	-	-	-	-	2,500	1,500	2,500	2,494	2,500	Sticker cost and stock of salt
Website Maintenance	1,000	874	1,000	903	1,000	1,275	900	900	4,000	Includes £3,000 for potential website revamp
Churchyard Maintenance	600	0	600	0	700	0	700	700	700	This has been budgeted but not spent for the last 4 years.
Neighbourhood Wardens	19,200	19,200	19,200	19,200	19,200	2,858	-	-	-	Wardens scheme discontinued in July 2016
Parish Plan	1,000	56	1,000	0	-	-	-	-	-	£1,149 still in Reserves
Professional Fees	1,000	0	1,000	0	2,500	1,017	-	-	-	Including legal fees etc
Training	250	0	1,000	99	1,500	112	1,809	1,719	2,100	To ensure all new cllrs + new Clerk are trained
S.137 Grants	3,500	5,009	3,500	601	4,000	2,601	4,000	4,000	2,800	
NHS - defibrillator	300	0	300	0	-	-	-	-	1,200	
CAB	1,000	0	1,000	1,000	1,000	1,000	2,000	2,000	3,000	WBC are cutting CAB funding
Control Tower	-	-	-	-	-	-	-	-	-	
Control Tower revenue costs	3,300	0	10,000	10,000	10,000	10,000	10,000	6,687	2,000	Light, heat, telecomms, etc - reduced, assumes GCTL take over from 1 June latest
PWLB loan repayment 1	-	-	-	-	-	-	6,700	0	4,970	For first tranche of £70k, £2484.99 due May & Nov (actual)
PWLB loan repayment 2	-	-	-	-	-	-	-	-	1,800	For second tranche of £25k, assuming similar interest rates and drawdown before Oct 2018 (estimate)
CT non-build PM	-	-	-	-	8,500	8,500	20,000	20,000	11,072	Should come from CT budget
Control Tower project fund	-	-	-	-	-	-	-	-	-	Support funding from precept to CT project budget
CT support grant	-	-	-	-	-	-	-	-	8,000	To support GCTL as agreed
CT Building Maintenance Fund	-	-	-	-	-	-	-	-	2,000	To build up a reserve against future maintenance costs
Strategy Fund	-	-	-	-	-	-	-	-	1,000	To support additional services delivered by GPC
Community Presence	-	-	-	-	-	-	-	-	1,000	To support community engagement activities
Election	-	-	100	0	-	-	-	-	-	£2,000 is allocated from Reserves for future election costs
Total Expenditure	55,800	47,640	66,200	48,843	75,600	55,550	89,758	80,321	102,627	102,627 Target to maintain 0% Band D increase

FINANCED BY:	2014/15	2015/16	2016/17	2017/18	2018/19
Precept	55,800	66,200	75,600	89,758	102,627
WBC LCTS Grant	2,668	1,779	889	0	0
CIL	-	-	1,064	0	0
Total Income	58,468	67,979	77,553	89,758	102,627
incr/(decr) on previous yr	-	9,511	9,575	12,205	12,869
Over / (under) spend	-	-10,828	-19,136	-22,004	-9,437

PRECEPT PER HOUSEHOLD:	2014/15	2015/16	% incr	2016/17	% incr	2017/18	% incr	2018/19	% incr in Tax Base
TAX BASE	1,541.81	1,690.41	9.64%	1,873.86	10.85%	2,224.77	18.73%	2,543.75	14.34%
PRECEPT PER BAND D HOUSEHOLD	£36.19	£39.16		£40.34		£40.34		£40.34	
Inc/(decr) on previous year	-	£2.97		£1.18		£0.00		£0.00	
		8.21%		3.02%		0.00%		0.00%	

RESERVES (from Cash Book)			
Free Reserves as at	30/11/17		£23,312
Surplus/(overspend)	30/11/17		£12,954
Additional PM costs	30/11/17		-£9,050
Predicted Year End Reserves			<u>£27,216</u>

Control Tower required costs - estimates

Originally written 31st July 2017 Author: Paul Walter updated 19th January 2018

Prices exclude VAT

Item	4th Dec Option 1	
Place Partnership construction cost	110,076	
Sub-total costs	110,076	
Place Partnership fees	10,400	
Support for Trust 2017/18	10,000	£4000 paid December 2017
HLF consultant	3,500	£2940 paid 13/12/17
Legal fees café	2,000	
Solicitor legal fees for entity creation	1,200	1200 paid 13/12/17
GPC/Trust/entity agreement	1,950	
Bike racks	1,300	
Crime prevention work and contingency	9,884	
Total costs	150,310	
In hand	-55,000	
Needed from loan	95,310	

NB This is "worst case" (some things may not need to be done, and the fence will raise £2K)

Support for GCT Ltd December 2017 to April 2019

Source:		
PROJECT	4000	Approved initial funding December 2017 mainly for legal fees. Paid to GCT Ltd.
PROJECT	6000	Remainder of initial maintenance support of £10000 upon signing lease/JWA/Business plan
PROJECT	560	Further Rosa Productions support
PROJECT	2000	Available for café legal fees support
BUDGET	8000	Available April 1st (dependent on lease/JWA/Business plan) for maintenance costs
RESERVES	1073	Dreamscheme funds
Total available	21633	
PROJECT	2940	HLF bid consultant (already spent)
Grand total	24573	

Funds available for allocation by the council as deemed appropriate during 2017-18

Source:		
BUDGET	11072	Budgetted support funding for CT project
BUDGET	10500	Staff salaries