

Public Document Pack

Date of meeting Monday, 11th May, 2015
Time 12.30 pm
Venue Reception Room 6 - Civic Offices, Merrial Street,
Newcastle-under-Lyme, Staffordshire, ST5 2AG
Contact Justine Tait, direct line: 742250

Cabinet Panel - Concurrent Funding

AGENDA

PART 1 – OPEN AGENDA

- 1 Apologies
- 2 Terms of Reference (Pages 3 - 4)
- 3 Payment of 2015/2016 Grants (Pages 5 - 10)
- 4 Date and Time of Next Meeting

Members: Councillors Proctor, Mrs Shenton (Chair), Turner and Wemyss

PLEASE NOTE: The Council Chamber and Committee Room 1 are fitted with a loop system. In addition, there is a volume button on the base of the microphones. A portable loop system is available for all other rooms. Should you require this service, please contact Member Services during the afternoon prior to the meeting.

Members of the Council: If you identify any personal training/development requirements from any of the items included in this agenda or through issues raised during the meeting, please bring them to the attention of the Democratic Services Officer at the close of the meeting.

Meeting Quorums :- 16+= 5 Members; 10-15=4 Members; 5-9=3 Members; 5 or less = 2 Members.

Officers will be in attendance prior to the meeting for informal discussions on agenda items.

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Report to Concurrent Functions Cabinet Panel May 2015

Terms of Reference

Submitted by Head of Finance

Portfolio Finance and Resources

Wards Affected All

Purpose

To approve the Terms of Reference in relation to the Panel.

Recommendations

- a) **That the Terms of Reference as set out in the report be approved.**

Reason

This is the first meeting of the Panel; therefore, it is necessary to determine the Terms of Reference which will apply.

1. Background

- 1.1 The issue of the payment of concurrent funding grants to Parish Councils, as permitted by Section 136 of the Local Government Act 1972 has been the subject of review by way of a Task and Finish Group of the Finance, Resources and Partnerships Scrutiny Committee (FRAPS), FRAPS, Cabinet and Full Council when the 2015/16 budget was approved. Full Council resolved *“that option 4 of the report of the Concurrent Funding Task and Finish Group be implemented to “establish a more closely monitored system”. In particular: that a cross-party monitoring group be established. Prior to any grant money being issued in April 2015 individual Towns and Parishes would need to provide this group with proof that the grant for 2014/15 has been used in full and for its intended purpose. Failure to do so could result in an amount equivalent to any shortfall being deducted from the grant for 2015/16. AND that the cross-party group pursue other matters the group feels is of concern for future arrangements”.*
- 1.2 Accordingly, at its meeting on 25 March 2015, Cabinet resolved to set up a cross-party Cabinet Panel to make recommendations regarding the concurrent funding grants to be paid to Parish Councils. The Cabinet resolution also stated that *“the intention to put in place arrangements for the portfolio holder for Finance and Resources to make decisions in response to recommendations of the cross-party panel be noted”.*
- 1.3 It is considered that Panel members will by now be familiar with the background and issues relating to the payment of concurrent funding grants to Parishes so it is not intended to repeat the full background information in this report. However, if further information is required, the report to Cabinet on 14 January 2015, which includes the report of the Task and Finish Group, may be referred to.

2. Issues

2.1 Although the Council resolution refers specifically only to the 2015/16 grant payments, it is assumed that the Panel will continue in being to make recommendations to Cabinet with regard to future years' payments and to continue to monitor the arrangements for the payment and use of the grants.

2.2 In order to carry out its functions, the Panel will require Terms of Reference to determine their scope.

2.3 The main function of the Panel will be to consider the amount of the grants to be paid to Parishes each year and to make recommendations to that effect. In addition, the Council resolution stated that *"it will pursue other matters which it feels is of concern for future arrangements"*.

2.4 Accordingly, the following Terms of Reference are recommended for adoption:

1. To consider the amount of concurrent functions grant to be paid to each Parish Council, within the amount included in the General Fund Revenue Budget. Matters which the Panel may take into consideration in carrying out this function will include: use of the grant in previous years; the level of balances held by Parishes; the intended use of the grant to be paid;
2. To recommend the amount of grant to be paid to each Parish;
3. To recommend the timing of the grant payments and the proportion of grant which is to be payable at any one time;
4. To monitor the use of the grants paid to them by the Parishes, in particular to determine that grants have only been spent on concurrent functions;
5. To consider whether any grant already paid to a Parish should be required to be repaid, in whole or in part, for example if it has not been spent on concurrent functions or for any other reason the panel considers relevant;
6. To recommend to Cabinet the amount to be included for concurrent functions grants in the following year's General Fund Revenue Budget;
7. To consider any other matters in relation to concurrent funding grant arrangements and where appropriate to make recommendations thereon to Cabinet;
8. Membership of the Panel will consist of five members appointed on the basis of political proportionality, one of whom will be the Portfolio Holder for Finance and Resources, who will chair the Panel.
9. The Panel will meet at least two times each year (to consider the grants payable for the following year and to advise Cabinet on the level of grants to be included in the following year's revenue budget). Additional meetings may be arranged to monitor in year spend or consider other relevant matters.

3. Financial and Resource Implications

3.1 There are none deriving directly from approval of the Terms of Reference.

3. Earlier Cabinet/Council Resolutions

Cabinet 25 March 2015 – Establishment of Cabinet Panel

Council 25 February 2015 - Revenue and Capital Budgets and Council Tax

Cabinet 14 January 2015 - Update on the Scrutiny Review of Concurrent Functions and Funding for Town/Parish Councils

Cabinet 5 February 2014 - Parish/Town Councils - Review of Concurrent Functions and Funding

Classification: NULBC UNCLASSIFIED

Report to Concurrent Functions Cabinet Panel May 2015

Payment of 2015-16 Grants

Submitted by Head of Finance

Portfolio Finance and Resources

Wards Affected All

Purpose

To recommend the amount of concurrent functions grant to be paid to Parishes for 2015/16.

Recommendations

- a) That the concurrent functions grants payable to Parishes for 2015/16 be considered and recommendations be made regarding the amounts to be paid to each Parish to enable the Portfolio Holder for Finance and Resources to decide the amounts payable.
- b) That recommendations be made with regard to the timing of the payment of the grants.

Reason

The Panel has been established to consider and recommend the amount of grant to be paid to each Parish, within the amount included in the General Fund Revenue Budget.

1. Background

1.1 Please refer to the previous item on your agenda.

2. Issues

2.1 Concurrent functions grants payable to Parishes are calculated by reference to the Parish council tax base multiplied by £4 (with the exception of Keele). The 2015/16 General Fund Revenue Budget makes provision for concurrent functions grants to be paid to Parishes as set out in the table below. These are the maximum amounts which can be paid. If it wishes, the Council can pay a lesser amount as there is no legal obligation for these payments to be made.

| Parish | Grant 2015/16 (taxbase x £4) |
|-------------------------------|---------------------------------------|
| Kidsgrove | 25,548 |
| Loggerheads | 7,436 |
| Audley | 9,800 |
| Betley, Balterley & Wrinehill | 2,256 |
| Chapel & Hill Chorlton | 776 |
| Keele * | 2,000 |
| Madeley | 5,652 |
| Maer | 1,012 |
| Whitmore | 3,212 |
| Silverdale | 5,640 |
| Total | 63,332 |

* Keele is based on a fixed amount of £2,000 unless £4 x tax base is greater

- 2.2 In previous years Parishes have been paid in full the amount of grant included in the revenue budget at the start of each financial year. In 2013/14 and 2014/15 Parishes have been required to supply details of their actual and forecast expenditure in respect of the grants paid to them by the Council. This information was requested on a quarterly basis to enable ongoing monitoring of their use of the grant. Now that a more closely monitored system will apply, the Panel needs to consider whether the full amount can be paid.
- 2.3 Henceforth, the payment of grant is dependent on Parishes providing evidence of whether the previous year's grant has been used in full and what it has been spent on. After considering this information, the Panel may decide to reduce the amount of grant payable (up to the amount of the shortfall in spend in the previous year or the amount of any inadmissible non-concurrent function spend). Whether a reduction is recommended on this account or for any other reason is up to the Panel to determine. It does not have to recommend a reduction (or a full reduction) if it feels that there are reasons why this should not be done. Ultimately the Panel is to decide upon the amount of grant to be recommended, taking account of whatever evidence it believes relevant.
- 2.4 Appendix 1 sets out for each Parish the amount of grant paid in 2014/15 and the use made of the grant. When considering whether the grant has been used to fund concurrent functions only, the guide is that these must be functions, the nature of which the Borough Council itself can carry out. In some cases the expenditure shown exceeds the amount of the grant paid to the Parish for the year and it is assumed that these Parishes have used reserves to finance the excess or they may have financed it out of their precept.
- 2.5 The panel may also wish to make recommendations as to the timing of the grant payments. Once the amount of grant payable for 2015/16 has been decided by the Portfolio Holder for Finance and Resources, this can be paid in full, immediately upon notification of the Portfolio Holder's decision. Alternatively, the grant may be paid in stages, say half immediately and half at a later date. In making recommendations as to timing of payments regard needs to be had to the cash flow implications for the Parishes.

3. Financial and Resource Implications

- 3.1 The payment of grant as set out at paragraph 2.1 is included in the 2015/16 revenue budget. If any of the 2015/16 grant to an individual Parish is permanently withheld this will constitute a saving to the Borough Council.

3. Earlier Cabinet/Council Resolutions

Cabinet 25 March 2015 – Establishment of Cabinet Panel

Council 25 February 2015 - Revenue and Capital Budgets and Council Tax

Cabinet 14 January 2015 - Update on the Scrutiny Review of Concurrent Functions and Funding for Town/Parish councils

Cabinet 5 February 2014 - Parish/Town councils - Review of Concurrent Functions and Funding

4. Appendices

Appendix 1. Parish expenditure funded from Borough contribution 2014/15.

| Parish Expenditure Funded From Borough Council Contribution 2014/15 | | |
|--|---|------------------------------|
| Items of Expenditure | Actual Expenditure (01/04-31/03) | Contribution for Year |
| | £ | £ |
| Audley | | 9,692 |
| Contribution towards grass cutting 8 x toddler Play areas (16 cuts) | 9,280 | |
| Playground inspection monthly reports and litter picking | 900 | |
| Sub Total | 10,180 | |
| Betley | | 2,264 |
| Memorial Gardens Maintenance | 1,085 | |
| Memorial Garden Planting | 680 | |
| Churchyard Maintenance | 500 | |
| Sub Total | 2,265 | |
| Chapel and Hill Chorlton | | 744 |
| Landscape Grass Cutting | 777 | |
| Community Council | 25 | |
| OPCC fishing donation | 50 | |
| Sub Total | 852 | |
| Keele | | 2,000 |
| Litter Collection Parish contribution 50% | 746 | |
| Yew tree maintenance - irrigation service/switch on/off | 707 | |
| war memorial grounds maintenance | 260 | |
| Keele Hawthorns Appeal | 241 | |
| Sub Total | 1,954 | |
| Kidsgrove | | 25,036 |
| Caretaking, maintenance and services including power and water. | - | |
| Council Tax, Victoria Hall. | 7,765 | |
| Allotment Maintenance | 1,050 | |
| Decoration of Victoria Hall | 14,902 | |
| Barrier Planters | - | |
| Sub Total | 23,717 | |
| Loggerheads | | 7,356 |
| Grass cutting, maintenance of recreation grounds | 5,700 | |
| Playgrounds (4) and bus shelters (2) inspection and maintenance | 3,551 | |
| Sub Total | 9,251 | |
| Madeley | | 5,652 |
| April- Dec play area daily litter pick/inspection and swing security | 1,261 | |
| Monthly Bus shelters cleaning April - Dec Parish Council | 783 | |
| Damaged bus shelter Bevan Place (£935) New Rd (£250) - Parish Council | 1,185 | |
| Signs for play areas x 2 | 320 | |
| Madeley Pools signs installation and supply (net) | 245 | |
| 3 x Signs for Madeley pool and wording for 6 signs (net) | 345 | |
| Contribution towards enhanced Youth activities | 3,872 | |
| Sub Total | 8,011 | |

| Items of Expenditure | Actual Expenditure (01/04-31/03) | Contribution for Year |
|---|-------------------------------------|--------------------------|
| | £ | £ |
| Maer | | 980 |
| April 2014 - War memorial landscape maintenance | 180 | |
| May 2014 - War memorial landscape maintenance | 135 | |
| July 2014 - War memorial landscape maintenance | 135 | |
| August 2014 - War memorial landscape maintenance | 180 | |
| October 2014 - War memorial landscape maintenance | 90 | |
| November 2014 - War memorial landscape maintenance | 135 | |
| December 2014 - War memorial landscape maintenance | 225 | |
| February 2015 - War memorial landscape maintenance | 45 | |
| March 2015 - War memorial landscape maintenance | | |
| Sub Total | 1,125 | |
| Silverdale | | 4,960 |
| Park Rd Allotment Association | 250 | |
| Shelutions (Scot Hay Rd Bus Shelter) | 2,874 | |
| Broxap (Sear on The Parade at Silverdale) | 542 | |
| NBC (Installation of Bench) | 102 | |
| Shelutions (Silverdale Rd Bus Shelter) | 3,714 | |
| Shelutions (Bus shelter on Bonfiglio Land - Silverdale Rd) | | |
| PB Installations (Concrete base for above bus shelter) | | |
| Sub Total | 7,482 | |
| Whitmore | | 3,232 |
| Maintenance of formal grass areas | 3,952 | |
| Sub Total | 3,952 | |
| Total | 68,790 | 61,916 |

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