

# Chudleigh Town Council

# **Town Hall & Finance Committee**

# Monday 16th December 2024: 7pm.

## Public participation:

None.

## In attendance:

Councillors Lillington (Chair), Webb, Hares, McCormick, Bowling,Hadley, Kirby, Kilnkenberg, Macnair, Bridgewater and Sherwood. Also in attendance Amii Shelley (Town Clerk).

## Apologies:

No apologies received.

## Declaration of members’ interests:

The Clerk issued a blanket dispensation to allow councillors to debate and vote on the budget and precept.

## Urgent matters brought forward by the Chair:

None

## Review of action points from meeting of 1st October 2024.

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| --- | --- | --- |
| No | Action Point | Update |
| 1 | Review Councils grant application form | Completed |
| 2 | Write a Tendering Policy for the Council | Carried forward **Action point 1** |
| 3 | Include the redecoration of the Rest Centre in the budget for 2025-2026 | Committee decided not to proceed at this time. |
| 4 | Finalise staff contracts and job descriptions | Completed |
| 5 | Update staff training records | Completed |

## Finance report.

1. Councillors were shown the aged debtors report. Councillors’ wish to review the process for pursuing late payments. **Action point 2.**
2. Councillors received details of account balances as of 16th December 2024. See appendix 1.
3. Councillors had received the budget variance report to 30/11/2024 in advance of the meeting.
4. The Clerk provided councillors with details of the Council’s projected general reserves and CIL funds as at 1/4/25.

## Review the level of reserves:

Councillors reviewed the current level of reserves, and agree that they fall within the required recommended level.

## Staff contracts:

All staff contracts have been updated and signed.

## Premises issues.

The plan for the redecoration of the Rest Centre is on hold due to funding availability. Concerns were raised regarding the downpipe and guttering being insufficient for the amount of roof space it services. **Action point 3.**

## Staff issues.

Councillor Kirby voiced his apprehension that some staff may need more training, questioned their competency for duties, how this is currently managed, and how it can be improved. **Action point 4.** Further concerns were raised regarding the Councils duty of care to their staff, how they can be adequately supported and what can be implemented before the change in staff structure in January 2025. **Action point 5.**

## Staff Handbooks:

These will be outsourced to Devon County Council HR in the New Year.

## Resolution: Following the NALC announcement of the national agreement on Clerk’s pay for 2024/25 the committee agrees that the Clerk’ pay should remain at £19.20 per hour. The Assistant Clerk should receive back pay covering the period 1/4/24-30/9/24 to take account of the increase to spine point 22. The previous Clerk should also receive back pay covering the period 1/4/24-30/9/24 to take account of the increase to spine point 33:

Councillors unanimously agreed to submit a resolution to Full Council. Proposed by Councillor Webb, seconded by Councillor Hadley. **Action point 6.**

## Consideration of staff salaries for 2025-2026:

See appendix 2. Councillors were content that this should be submitted to full council for approval. **Action point 7.**

## Review of room hire, allotment and cemetery charges for 2025-2026:

See appendix 3. It was agreed to recommend to full council that room hire charges be increased by by a minimum 5% across the board from 1/4/25 . **Action point 8.** It was agreed that allotment charges would be increased by the customary £1 per plot from October 2025. **Action point 9.** Councillors had received details of other cemetery charges in Teignbridge and agreed to make to following changes. Earthen graves £600 to £1000. Cremation plots £250 to £262. Interment single depth £450 to £500. Interment double depth £550 to £600. Green Burial purchase (adult) £695 to £720. Green burial interment £385 to £400. **Action point 10.**

## Consideration of draft budget for 2025-2026:

The budget was approved having been proposed by Councillor McCormick and seconded by Councillor Sherwood. With 6 councillors in favour and 1 against. **Action point 11.**

## Consideration of Precept for 2025-2026:

After discussion councillors unanimously agreed to recommend that full council increase the precept by 5% on the council tax paid by Band D households, making a total of £197,548.45. Proposed by Councillor McCormick and seconded by Councillor Sherwood. **Action point 12.**

## Correspondence:

None

## Date and time of next meeting:

25th March 2025 at 7pm.

The meeting closed at 9.00pm

Signed:

Clare Lillington: Chair: Town Hall & Finance Committee

Date:

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| No | Action Point | Responsibility |
| 1 | Write a Tendering Policy for the Council | Town Clerk |
| 2 | Send Councillors terms and conditions for room hire for reviewing payment terms, and current processes to chase late payments. | Town Clerk |
| 3 | Monitor the guttering on the Woodway Room and subsequent runoff, during wet weather. | Town Clerk |
| 4 | Create a planned maintenance schedule | Town Clerk |
| 5 | Review individual staff needs (i.e lone working/working at heights/Individuals restrictions) | Town Clerk |
| 6 | Submit resolution to full council regarding the Clerk’s and Assistant Clerk’s salaries from 1/4/24 | Town Clerk |
| 7 | Submit staff salaries to January full council for approval | Town Clerk |
| 8 | Recommend to Full Council that room hire charges be increased as is shown in appendix 4 (min 5%) from 1/4/25 | Town Clerk |
| 9 | Recommend to Full Council that allotment charges be increased by £1 per plot in October 2025 | Town Clerk |
| 10 | Recommend to full council that cemetery charges be increased by the amounts specified at item 15. | Town Clerk |
| 11 | Recommend the draft budget 2025-2026 to January Full Council for approval. | Town Clerk |
| 12 | Recommend to January full council that the precept be increased to £197,548.45 | Town Clerk |

## Appendix 1 - Finance Report to Town Hall & Finance Committee:

**Finance Report to Town Hall and Finance: December 2024**

**Balances at 16th December 2024.**

|  |  |  |
| --- | --- | --- |
| Current account | £16,960.72 |  |
| Deposit Account | £319,212.38 |  |
| Building maintenance account | £1513.03 |  |

Ring-fenced funds included in the deposit account above:-

* £149,426.29 CIL funds; This follows the receipt of £3,419.40 in CIL funds on 29/4/24.
* £1000.00 from the locality budget towards the Millstream Meadow Bridge repairs.
* £328 for the Underwood Meadow memorial
* £403 P3 Grant (footpaths)

Items funded by CIL in 2024/25 –

* Fitting of Station Hill VAS £960.
* Purchase and fitting of Station Hill bus shelter £6,295.
* Fitting of the concrete pads for the bus shelter at Station Hill and the bench at Millstream Meadow £3300.
* Initial deposit and final balance for playpark project management £6000.

Total: £151,157.29

The building maintenance account has reduced significantly due to the completion of the extension and rendering works.

Amii Shelley

Town Clerk

Appendix 2

**Staff salaries schedule 2025/26**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee | Hourly rate from 1/4/23 | Hourly rate from 1/4/24 | Hourly rate from 1/4/25 |
| Adrian Martin | 11.05 | 12.30 | 12.90 |
| Diane Hopkins | 10.90 | 12.00 | (New role) £13.00 |
| Joanne Smith |  |  | (New Role) £13.00 |
| Amii Shelley (Now spine point 27) |  | (New Role From October 24) £19.20 | \*\*£19.20 |

Notes

1. The Council previously decided that that rates of pay for the caretaker roles would be tied to that of the Living Wage Foundation. This decision is not set in stone and can be reconsidered if councillors desire.
2. The Living Wage Foundation announced on 23/10/2024 that their rates would increase from £12.00 to £12.60 per hour.
3. \*\* The rate of pay for the Clerk is determined by the National pay scales.

**Appendix 3:**

**Town Hall Hire Charges 2025-2026:**

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| **LARGE HALL** | **2024-2025** | **2025-2026** |
|  |  |  |
| Normal rate | £15.00 per hour | £16.00 per hour |
| Regular users | £12.50 per hour | £13.00 per hour |
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| **REST CENTRE** |  |  |
|  |  |  |
| Normal rate | £11.50 per hour | £12.00 per hour |
| Regular users | £10.00 per hour | £10.50 per hour |
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| **WOODWAY ROOM** |  |  |
|  |  |  |
| Normal rate | £15.00 per hour | £16.00 per hour |
| Regular users | £12.50 per hour | £13.00 per hour |
|  |  |  |
| **SCHOOL ROOM** |  |  |
|  |  |  |
| Normal rate | £11.00 per hour | £12.00 per hour |
| Regular users | £9.50 per hour | £10.00 per hour |
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| **MUGA** | £17.00 per hour | £18.00 per hour |
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| **AUCTIONS/MARKET STALLHOLDERS** |  |  |
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| Weekend booking | £400.00 in total | £420.00 in total |
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| **HIRE OF FORECOURT SPACE** |  |  |
|  |  |  |
| Half day | £17-50 | £18.50 |
| Full day | £31.50 | £33.00 |