

Waterbeach Parish Council

Reports for Council Meeting 4/2/2014

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Item 3 – Skate Park

Current Status

We have now prepared a tender document to be available for potential applicants of skate park suppliers along with a budget figure of £75,000 This figure has been reached following research into other council's budgets for similar schemes and quotes already received.

The tender document will be available for 4 weeks following the agreement of the council at the February meeting. The council will advertise the availability of the document on the parish council web site (an update has already been put on the skate park users face book site). The three suppliers that we have already spoken to will be invited to resubmit a design and quote.

The interested applicants will be made aware of the start date middle of May. However since it is desirable to have the project in before the summer holidays it may be appropriate to say that the timing may be a factor in our selection. If required we will arrange an on site meeting and open day for the prospective applicants. The document will include the list of preferred ramps jumps and concrete surface that the users have said they would like to see included on the site so that we are quoted on similar specifications and can make a true comparison.

Unfortunately due to the position of the site the installers will have to install some sort of temporary road surface we will be looking at the least intrusive and damaging to the recreation field and of course this will have an impact on the budget, this is due to the decision to use concrete surface we could investigate whether the concrete rolls which hydrated on site could be used as this would minimise the heavy traffic over the recreation ground, we will also ask the responders to explain exactly where they would install the temporary roadway and which entrance to the recreation ground they would use and whether they could mitigate potential damage by transferring items onto more suitable vehicles at the recreation ground.

The document will include a condition that the ground must be reinstated following completion of the project.

Funding

We will be applying for a substantial grant but the best way to be successful in this application is for the council to provide a set amount from our own funds towards this project.

We have over £50,000 of S106 money and I believe approximately £33,000 of this is from the development in Bannold road and the condition of the spending of this money is that it is used for off site sports and amenities. The new skate park would clearly fulfil the eligibility requirements for the S106 expenditure.

As this is the largest project that the council have taken on since receiving this money I would like to propose that we use £25,000 and the 10% that the funding people will require (£5,000) from the S106 money. This council had previously told the users that they would have this installed by the spring, even without the delays we have encountered this was probably unachievable, and by using our own funds and only applying for funding from one grant body this would save a considerable amount of time.

Conclusion

As we have had a lot of interest, work and support from the users I feel this is a good use of available funds and will make a substantial contribution the facilities on the recreation ground for the young people although of course the skate park can be used by all ages.

Therefore I propose that the council agrees to up to £30,000 being made available from the S106 monies for the skate park scheme and the tender document being issued in February.

Janet Cornwell

Item 7 – Finance Report

Financial Report for Council Meeting 4 February, 2014

This report follows the discussion of the figures at the Finance Committee meeting on 22 January, 2014. During that meeting a number of revisions were made to the draft budget and these have been incorporated into this report. Full details can be seen in the Appendix.

Note that S106 receipts and expenditure have not been included in the budget process.

Expenditure to 31 December, 2013

The finance committee discussed the expenditure against the profiled budget for the nine months. The report presented to the Finance Committee showed a small overspend of £983 and some of the variances were covered in the report submitted to that committee available on the Council website.

It was noted at that meeting that the significant overspend in the Machinery Budget was largely explained by the theft which occurred earlier in the year and for which an insurance payment of £5,923 had been received.

Income to 31 December, 2014

This was also reported to the Finance Committee and details are available in the above-mentioned report. At the time that report was written, a grant had not been received towards the work on the Football pitches; this has now been received.

Budget for 2014-2015

This was revised at the Committee with a number of additional items of expenditure added. The changes made and the overall totals are seen in the Appendix. The total expenditure planned for 2014-2015 is £146,700. Note that expenditure on road traffic management improvements and the skate park have not been included in these figures. It is assumed that these will be financed to a large extent by grants, S106 receipts and the current reserves.

In addition to the proposed precept (see below) income of £11,250 has been assumed from various sources. This is summarised in the final section of this report.

Precept for 2014-2015

Because South Cambridgeshire is not passing on the Council Tax support Grant, this puts some strain on the ability for this Council to raise money through the precept. The Council agreed at its December meeting to set a precept that will raise the Band D charge by 3% to £83.43. This will raise £134,422 as a precept compared with total receipts from the District Council in 2013-2014 of £138,500.

To set this increase in context, it is instructive to compare the Council Tax rise during the four years from 2010-2011 to 2014-2015 with the previous four year rise from 2006-2007 to 2010-2011.

During the most recent four years the Band D charge has risen from £77.68 to £83.43 or 7.4%. During the previous four years, the Band D charge rose from £56.54 to £77.68 or 37.4%. During the corresponding periods, the Consumer prices index rose by 13% between December 2009 and December 2013 and by 11% between December 2005 and December 2009. The main point of this comparison is to show that over the

last four years this Council has managed to keep the demands on the Council taxpayers of Waterbeach significantly below the rate of inflation.

Overall position

The figures for budgeted income and expenditure lead to the following summary of the proposed budget for 2014-2015:

Budget summary 2014-2015

Income

Precept	134,422
Funeral Fees	2,000
Sports Clubs	7,500
Village Green Rents	500
Interest	1,000
Other income	250
TOTAL	<u>145,672</u>
Budget expenditure	<u>-146,700</u>
Surplus / deficit	<u><u>-1,028</u></u>

Michael Williamson - 29 January 2014

Appendix

		9 months April-December							
		Budget 2013- 2014	Budget	Actual	Variance	Initial proposal	Change recommen- ded by FC	Budget 2014- 2015	Change over 2013- 2014
Staff costs									
7001	Staff salaries	61,000	45,750	45,652	-98	69,000	-1,500	67,500	6,500
7005	Casual and part time staff	-	-	4,107	4,107	-	2,500	2,500	2,500
7002	Staff expenses	500	375	257	-118	400	-	400	-100
7003	Training	3,000	2,250	472	-1,778	1,500	-	1,500	-1,500
7004	Clothing	500	375	783	408	500	-	500	-
		<u>65,000</u>	<u>48,750</u>	<u>51,270</u>	<u>2,520</u>	<u>71,400</u>	<u>1,000</u>	<u>72,400</u>	<u>7,400</u>
New pavilion									
6020	Equipment	-	-	494	494	-	-	-	-
6021	Maintenance	1,000	750	127	-623	500	2,000	2,500	1,500
6022	Electricity	1,000	750	1,213	463	1,600	-	1,600	600
		<u>2,000</u>	<u>1,500</u>	<u>1,835</u>	<u>335</u>	<u>2,100</u>	<u>2,000</u>	<u>4,100</u>	<u>2,100</u>
Machinery store									
6030	Equipment	5,000	3,750	8,769	5,019	1,500	1,500	3,000	-2,000
6031	Maintenance	6,000	4,500	1,513	-2,987	3,500	-1,000	2,500	-3,500
6032	Electricity	1,500	1,125	1,233	108	1,500	-	1,500	-
6033	Water	500	375	704	329	500	250	750	250
6034	Fuel	1,750	1,313	1,196	-117	1,750	-	1,750	-
6035	Servicing and spares	4,000	3,000	850	-2,150	1,500	-	1,500	-2,500
6036	Small equipment purchases	500	375	229	-146	500	-	500	-
		<u>19,250</u>	<u>14,438</u>	<u>14,494</u>	<u>57</u>	<u>10,750</u>	<u>750</u>	<u>11,500</u>	<u>-7,750</u>
Recreation ground									
6040	Bowls green equipment	-	-	3,747	3,747	-	-	-	-
6041	Bowls green maintenance	1,200	900	846	-54	1,000	-	1,000	-200
6051	Cricket square maintenance	750	563	1,535	972	1,000	-	1,000	250
6061	Football pitches maintenance	-	-	4,997	4,997	5,000	-	5,000	5,000
6080	Play areas equipment	-	-	100	100	-	1,000	1,000	-
6081	Play areas maintenance	-	-	696	696	-	1,000	1,000	1,000
6091	Tennis courts maintenance	-	-	80	80	500	-	500	500
6281	Skate Park maintenance	-	-	450	450	-	-	-	-
		<u>1,950</u>	<u>1,463</u>	<u>12,450</u>	<u>10,988</u>	<u>7,500</u>	<u>2,000</u>	<u>9,500</u>	<u>6,550</u>
Other open spaces									
6101	Cemetery maintenance	1,500	1,125	165	-960	750	750	1,500	-
6103	Cemetery Rates	300	300	231	-69	300	-50	250	-50
6104	Cemetery water	-	-	34	34	50	-	50	50
6201	Village green maint.	500	375	281	-94	500	-	500	-
6202	Village green electricity	600	450	271	-179	400	-	400	-200
6212	Bus shelter electricity	-	-	8	8	50	-	50	50
6910	Litter & bins	-	-	604	604	-	-	-	-
6920	Parish Paths Partnership	-	-	-705	-705	-	-	-	-
6930	Street furniture	-	-	516	516	-	-	-	-
6940	Tree maintenance	3,500	2,625	45	-2,580	3,500	-	3,500	-
6950	Rec. Car Park	-	-	494	494	-	-	-	-
		<u>6,400</u>	<u>4,875</u>	<u>1,943</u>	<u>-2,932</u>	<u>5,550</u>	<u>700</u>	<u>6,250</u>	<u>-150</u>

9 months April-December

	Budget 2013- 2014	Budget	Actual	Variance	Initial proposal	Change recommen- ded by FC	Budget 2014- 2015	Change over 2013- 2014	
Administration									
6010	Office equipment	2,000	1,500	1,684	184	500	-	500	-1,500
6011	Office maintenance	3,500	2,625	1,563	-1,062	500	-	500	-3,000
6012	Office electricity	-	-	1,559	1,559	2,000	-	2,000	2,000
6013	Office rates	750	750	728	-22	750	-	750	-
6014	Office water	-	-	348	348	500	-	500	500
6015	Office refurbishment	-	-	500	500	-	-	-	-
6019	Office misc.	-	-	112	112	-	-	-	-
6400	Library	3,500	2,625	1,000	-1,625	2,000	500	2,500	-1,000
7101	Audit & accountancy	1,250	938	1,140	203	1,500	-	1,500	250
7102	Legal & professional	-	-	4,688	4,688	500	1,000	1,500	1,500
7103	Meeting costs	-	-	66	66	100	150	250	250
7104	Postage & stationery	1,500	1,125	328	-797	500	-	500	-1,000
7105	Telephone & internet	1,000	750	639	-111	800	-	800	-200
7301	Newsletter	-	-	-	-	-	900	900	900
7210	Grants and donations	8,000	-	1,000	1,000	8,000	-	8,000	-
7215	Subscriptions	1,250	1,250	726	-524	1,000	-	1,000	-250
7220	Insurance	8,000	8,000	6,265	-1,735	7,500	-	7,500	-500
7250	Health & safety	500	375	979	604	1,500	-	1,500	1,000
7260	Duty of care	-	-	5	5	-	-	-	-
7270	Election costs	5,000	3,750	-	-3,750	2,500	-	2,500	-2,500
		<u>36,250</u>	<u>23,688</u>	<u>23,330</u>	<u>-357</u>	<u>30,150</u>	<u>2,550</u>	<u>32,700</u>	<u>-3,550</u>
Finance									
7230	Loan repayment 1	2,910	2,910	1,455	-1,455	2,500	-	2,500	-410
7240	Loan repayment 2	2,411	2,411	-	-2,411	2,250	-	2,250	-161
8000	Contingency	7,500	5,625	-	-5,625	5,000	-	5,000	-2,500
		<u>12,821</u>	<u>10,946</u>	<u>1,455</u>	<u>-9,491</u>	<u>9,750</u>	<u>-</u>	<u>9,750</u>	<u>-3,071</u>
Other costs									
6301	Tillage Hall costs	1,000	750	682	-69	-	-	-	-
6304	Tillage Hall water	-	-	20	20	-	-	-	-
7299	Misc. costs	250	188	101	-86	500	-	500	250
		<u>1,250</u>	<u>938</u>	<u>802</u>	<u>-135</u>	<u>500</u>	<u>-</u>	<u>500</u>	<u>250</u>
TOTAL		144,921	106,596	107,579	983	137,700	9,000	146,700	1,779

Item 8 - Grants

Grants to local organisations

Each year the Parish Council sets aside a sum of money to provide grants to local organisations. The budget is limited and in most cases grants to an individual organisation will be a maximum of £500.

Grants may be applied for at any time during the year, but the Council encourages organisations to apply during February so that the decisions can be made in March.

General criteria

Grants will be made at the absolute discretion of the Council to Parish organisations which can demonstrate a clear need for financial support to benefit the Parish by one or more of:

- Providing a service
- Enhancing the quality of life
- Improving recreation and/or sports
- Improving the environment
- Promoting the Parish of Waterbeach in a positive way

Grant Application Process

All applications should be made to the Clerk to the Council on the standard application form. All applications must be received by the Clerk at least 10 days before the meeting at which the application is to be assessed.

Grants will only be made to organisations who supply with the application

1. a copy of their written constitution or details of their aims and purpose
2. details of the governance of the organisation including, if relevant, names of the Chair, Secretary and Treasurer
3. full details of the project or activity
4. demonstration that the grant will be of benefit to the local community within the Parish
5. demonstration of a clear need for the funding
6. a copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.
7. Safeguarding Policy if children and young people up to 18 years of age, or vulnerable adults are currently involved, or could become involved in any activities or events run by your organisation

Conditions of Funding

1. The organisation must be either non-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
2. Grants will not be made to projects that discriminate on any grounds. The organisation must, on request of the Council, supply its equal opportunities policy.
3. Grants will not be made to individuals.
4. Grants will not be made retrospectively.
5. Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not

available from their national bodies, or the funds available are inadequate for a specified project.

6. An organisation should have a bank account in its own name with two authorised representatives required to sign each cheque.
7. The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure should be supplied to the Council as requested.
8. Only one application for a grant will be considered from each organisation in any one financial year.
9. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
10. Each application will be assessed on its own merits.
11. The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.
12. Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies. Any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.
13. The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
14. Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.
15. Recognition of the grant from Waterbeach Parish Council must be made in any publicity

How will the application be assessed?

1. How well the grant will meet the needs of the community, providing positive benefit to the inhabitants.
2. How effectively the group will use the grant
3. Whether the costs are appropriate and realistic
4. What level of contributions has been, or will be, raised locally
5. Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source.
6. How the organisation or group is managed, as indicated by the constitution.

[Copy of application form not included but available on request]

Item 8(a) - Text of letter from WAY

14 December 2013

Ms N. Kay
Chair
Waterbeach Parish Council
The Old Pavilion
Recreation Ground
Waterbeach

Dear Norma

Application for grant 2014-15

I write to ask Waterbeach Parish Council to continue its support for WAY by making us a grant for the financial year 2014-15.

As I'm sure all your Councillors will know, 2013 saw many changes for WAY. In July, we lost Dave Beasley's services as Lead Youth Worker. Whilst we were very saddened by Dave's decision to move on, our Trustees took the view that the ending of Dave's era gave us the opportunity to conduct a thorough review of both our activities and our funding.

The outcome of the review was that in order to ensure the project's sustainability, we needed to shrink our activities so that we would in future be working with a more realistic budget. To this end, we decided that WAY should focus its activities on running the Youth Club. What this meant in practical terms was discontinuing our community outreach work, thus radically reducing our staffing costs. This alone represents a reduction of some £10,000 which takes our budget for July 2013 – June 2014 down to just over £24,000. This compares with our out-turn expenditure of around £38,000 in 2012 – 13 (see Appendices 1 & 2 for details), of which almost £7,000 had to be funded from brought forward reserves – a situation which was clearly not sustainable in the longer term.

The funding climate has changed little, and there is still fierce competition for grant monies, so as a small and very much local charity, our view is that in order to achieve a greater level of financial certainty, the majority of our funding should come from the local community. As you can see from the figures in Appendix 1 our expected income is still around £5,000 short of our funding requirement.

In line with our aim of raising more from the local community, and to avoid the need to dip further into our ever depleting reserves, we would like you to consider a grant of £5,000 for the coming financial year.

Overall, we feel that the changes we have made will meet both the community's needs and the sustainability of the project. Please be assured that we do not rule out growing the project once more should both need and the funding climate indicate that this is a viable and worthwhile option.

I look forward to hearing from you, and if you have any questions, please don't hesitate to ask.

Kind regards

Yours sincerely

Shelagh N. Robertson
Chair

[Note that the detailed budget submitted with this letter has not been included but is available on request]

Item 8(b) – Letter from MAGPAS



17 JAN 2014

Magpas - The Emergency Medical Charity
Centenary House
St. Mary's Street
Huntingdon
PE29 3PE

18 JAN 2014

01480 371060
magpas.org.uk

Mr Reeves
Acting Clerk
c/o 19 High Street
Waterbeach
Cambridge
CB25 9JU

13 January 2014

Dear Mr Reeves

A very Happy New Year to you.

I am writing to ask if Waterbeach Parish Council would consider supporting the multi-award winning Emergency Medical Charity - Magpas. We are aware you may be setting your precept, so we thought this time of year would be a sensible time to approach you.

It has been a busy year for our Magpas Helimedix, with over 511 emergency dispatches. Our medical teams have been called out to 333 patients in the Cambridgeshire area in the last year alone.

Many of the UK's expert medics volunteer with Magpas to provide enhanced frontline medical care. Our Helimedix team work together to save lives at the roadside, someone's home, place of work or where they are needed most.


Magpas has attended over 60,000 people in need since we were founded in 1971, over forty years ago. We receive no Government or National Lottery funding and rely wholly on generous donations and grants to keep this vital service going.

Please picture the scene: It's dark, it's cold. You or a loved one are trapped in your car and losing blood fast. Your injuries are so severe you need specialist medical care there and then at the road side, you are quite possibly dying. Thankfully Magpas is on call to provide you with our charity funded highly trained medical teams by Air Ambulance and by land.

With your lifesaving support, we can move a step closer to providing 24/7 emergency care for critically ill patients across our region.

If you require any further information about the essential work of Magpas, please do not hesitate to contact me.

Many thanks for your time; I look forward to hearing from you.


Debbie Florence
Fundraising Manager

Enclosures: - Funding Information, Magpas Newsletter and a patient testimonial

Patrons: The Lord Fairhaven KCB JP DL Lady Linda Vane Percy Dr Neville Silverston MBE
Registered Charity 1119279 Company Registration 6062176



Item 8(d) – Text of letter from Over Day Centre

Norma Kay
The Chairman
Waterbeach Parish Council
c/o Liz Jones, Clerk to the Council
The Old Pavilion
Recreation Ground
Waterbeach
Cambridge CB25 9NJ

18th December 2013

Dear Ms Kay

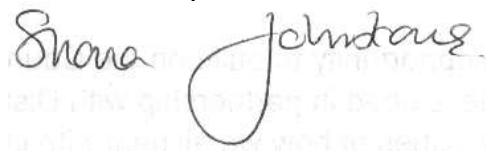
The Over Day Centre continues to provide care to a number of people from villages outside our catchment area including 1 from your village. The current numbers of clients per village are shown in our report on page 4. We will therefore be sending an electronic copy of our 2012-13 Annual Report to your Parish Clerk which we hope will be of interest to you and the members of your Parish Council.

As you are aware, the financial situation throughout the UK has not improved and, despite the support we receive from Social Services, we continue to rely very heavily on fund raising activities. We always strive to maintain the high quality of care that we provide to everyone and are constantly looking for new and different ways to increase our resources. We regularly review the charges to our clients but we are reluctant to place a greater burden on our attendees than we feel that they can afford.

Support from local Parish Councils over the years has been a key part in enabling us to provide our support and we would be very grateful if you would consider making a grant towards the costs of running the Centre.

With very best wishes to you all from everyone at the Day Centre and please do get in touch with me if you should have any queries.

Yours sincerely



Shona Johnstone
CHAIRMAN

Item 8(e) – Letter from Farmland Museum

18th January 2014

The Clerk to the Council
Ms Liz Jones
Waterbeach Parish Council
Old Pavilion
Recreation Ground Waterbeach

Dear Liz

Grant for the Farmland Museum

At the December 2013 meeting of Waterbeach Parish Council a request by the Farmland museum for a grant for the 2014/15 financial year was discussed and the Trustees are very grateful for the sympathetic response we received.

The amount requested was based on a precepted amount of 30p for a Band D equivalent property.

Although we checked the calculation it was unfortunate that the same error (the Council tax Base to use in the calculation) was carried forward. Whilst thinking about our budget for the coming year the figure was checked yet again and we have now realised that the amount we requested was based on a very much larger Tax Base than is actually the case. A recalculation shows that the amount we shall request in the new Financial Year will be £483.36.

During March we will circulate the whole village with details of the special local visitor season ticket in preparation for opening on April 1st.

I understand that there has been some debate about the finances of the Farmland Museum and its relationship with English Heritage and Denny Abbey and would like to clarify a few things here.

The Museum is an independent charity and its accounts are publicly available on both the Companies' House and the Charity Commission websites. Denny Abbey is in the care of English Heritage but the day to day management is carried out by the Farmland Museum. Each organisation is responsible for maintenance and upkeep of its own site. As the two are separated by no more than a row of trees and as many activities and events organised by the Farmland Museum use both sites,

the casual visitor may be entirely unaware that there is any distinction between the ownership of them.

I quote from an e-mail sent by Katie Chown, Estates Surveyors Administrator at English Heritage, following an enquiry from a member of the public about the relationship between the two organisations. She says:

Our arrangement with the Farmland Museum Trust makes for a very fruitful relationship for both parties.

The most recent published accounts show that the Museum received payment in 2012 of just over £20,000 from English Heritage in return for administering the Abbey and the employment of two Visitor Services Assistants during the season which runs from Easter or April 1st until October 31st during which time the Museum and Abbey are open every day. English Heritage does not contribute to any administrative or maintenance costs which are entirely attributable to the Farmland Museum.

During the winter season the whole site is open to the public for a Christmas event in December and for two Children's Activity days in February half term. There is a Pre School Picasso art course which runs for 4 week sessions each term including one in January. Schools and other groups may arrange to visit during the closed season as well. It is simply not economic to open it to the public for casual visits during the winter months.

The Museum relies heavily on the contribution made by the team of volunteers who help to maintain the site and the exhibits and assist with school visits, children's activity days and major events days. They work very hard to supplement the work of the small number of permanent part time paid staff and contribute at least 2500 hours per year.

The Abbey's history is very closely linked to Waterbeach and the Farmland Museum contains a number of objects which have come from Waterbeach and Landbeach. We would like to encourage residents of the village to feel a strong sense of ownership of a lovely site which tells a story about the history of the area which we do not want to be forgotten.

Yours sincerely

Jane Williamson
Chair of Trustees of the Farmland Museum.