

AGENDA



- Committee - **SPALDING TOWN FORUM**
- Date & Time - Wednesday, 3 February 2021 at 6.30 pm
- Venue - This meeting will be held in line with the Local Authorities & Police & Crime Panels (Coronavirus) (Flexibility of Local Authority & Police & Crime Panel Meetings) (England & Wales) Regulations 2020.

The meeting will be held virtually via Zoom and streamed live, via the following link:

www.facebook.com/SouthHollandDCofficial/

Membership of the Spalding Town Forum:

Councillors: A C Cronin, H Drury, R Gambba-Jones, R A Gibson (Vice-Chairman), M Hasan, C J Lawton, J D McLean, A M Newton, G A Porter, G P Scalese, G J Taylor and E J Sneath (Advisory Member)

No substitutions permitted. Revised quorum 3.

Persons attending the meeting are requested to turn their mobile telephones to silent mode

Democratic Services
Council Offices, Priory Road
Spalding, Lincs PE11 2XE

Date: 26 January 2021

Please ask for Democratic Services: Telephone 01775 764626
e-mail: demservices@sholland.gov.uk

AGENDA

1. Election of Chairman
2. Minutes (Pages
3 - 8)
To sign as a correct record the minutes of the meeting held on 30 September 2020 (copy enclosed).
3. Declaration of Interests.
Where a Councillor has a Disclosable Pecuniary Interest the Councillor must declare the interest to the meeting and leave the meeting without participating in any discussion or making a statement on the item, except where a Councillor is permitted to remain as a result of a grant of dispensation.
4. Matters arising from the last minutes.
5. Draft Budget 2021/22 and Quarter 3 2020/21 Outturn for Spalding Special Expenses (Pages
9 - 16)
To consider the Spalding Special Expenses Draft Budget 2021/22 and report the Forecast Outturn for Quarter 3 2020/21 (report of the Executive Director Commercialisation (S151 Officer) enclosed).
6. Spalding Town Improvement Plan - Update
To provide a verbal update regarding the Spalding Town Improvement Plan works.
7. Any other items which the Chairman decides are urgent -
NOTE: No other business is permitted unless by reason of special circumstances, which shall be specified in the minutes, the Chairman is of the opinion that the item(s) should be considered as a matter of urgency.

Minutes of a meeting of the **SPALDING TOWN FORUM** held in line with the Local Authorities & Police & Crime Panels (Coronavirus) (Flexibility of Local Authority & Police & Crime Panel Meetings) (England & Wales) Regulations 2020, on Wednesday, 30 September 2020 at 6.30 pm.

PRESENT

R A Gibson (Vice-Chairman, in the Chair)

A C Cronin

H Drury

R Gambba-Jones

M Hasan

C J Lawton

J D McLean

A M Newton

G A Porter

G P Scalese

G J Taylor

In Attendance: R Perkins (Castle Sports Complex Bowls Club) and Jones (Civic Society), Communities Manager, Democratic Services Officer, Deputy Head of Finance, Environmental Services Manager, Place Manager/Director (Acting) and Town Centre Improvement Plan Coordinator

39. APOLOGIES FOR ABSENCE.

Before the commencement of the meeting Cllr McLean announced that he had submitted his resignation for his role as Chairman of the Forum. Cllr Gibson was therefore invited to Chair the meeting in his capacity as Vice-Chairman. An election for the positions of Chair and Vice-Chairman of Spalding Town Forum would take place at the next meeting.

There were no apologies for absence.

40. MINUTES

Consideration was given to the minutes of the meeting held on 4 March 2020.

AGREED:

That the minutes be signed as a correct record.

41. DECLARATION OF INTERESTS.

There were none.

Action By

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42. MATTERS ARISING FROM THE LAST MINUTES.

There were none.

43. TOWN CENTRE UPDATE

Members received a presentation from the Place Manager, the Communities Manager, the Environmental Services Manager and the Town Centre Improvement Plan Co-ordinator.

The Forum was updated on the activity around Spalding for the period April-September 2020. Some of the local decisions and emergency responses during the period included:

- Business grants across the district
- Investment and support for leisure centres
- Health and Safety changes to the running of the Markets
- Check in calls to vulnerable residents and community response
- Introduction of new Covid secure signage and one-way systems
- Advice and support for town centre businesses.

The Town Centre Improvement Plan Co-ordinator updated the Forum on the Town Centre Improvement Plan Engagement Event which took place in February 2020. The themes identified included:

- Identity/Brand
- Town Centre Living
- Digital
- Business & Enterprise
- Our Streets
- Access and Transport
- Culture & Leisure

Due to the impact of the pandemic the Improvement plan had to be paused, however in September the Steering Group, which included Stakeholders, met to discuss the various issues surrounding opportunities and challenges and priority areas of focus around the Improvement works.

Members of the forum asked why toilets in the Market place were only open from Tuesday to Saturday. The Environmental Services Manager informed that in order to implement hourly cleans staffing hours had to be moved and it was also based on demand to where the resource was going to be.

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Members also enquired about improvement to bus routes. Officers informed members that updates were given at the Steering group meeting on changes to bus routes which would be implemented from January.

Members asked in relation to public safety notices and at what point fixed penalty notices are handed out. The Communities Manager informed members that fixed penalty notices can be handed out immediately if there is a breach of a public safety notice if there is a witness to the event. The Communities Manager also informed members that fixed penalty notices had been issued in September 2020.

Members also asked whether any of the Council's public safety notices needed to be revised if people were not heeding advice given by wardens in relation to anti-social behaviour especially in respect of drinking alcohol in public. The Communities Manager advised that the public safety notices are routinely reviewed and are amended.

Members also raised concerns about vehicles and driving through the town centre when they are not supposed to and the danger to pedestrians. Members also shared that they Street Wardens have been good for helping curtail cyclists on footpaths and assisting during Market days.

Members enquired if there were any timescales in place for any changes to the Town Centre Improvement Plan. The Improvement Plan Co-ordinator informed that meetings were still taking place and proactive work was happening.

Members also enquired whether there would be a Christmas Market. The Communities Manager informed members that there was an intention to have a Christmas Market, however this would depend on the current Covid-19 pandemic and government guidelines.

**44. SPALDING SPECIAL EXPENSES YEAR END OUTTURN
2019/20 & 2020/21 QUARTER 1 FORECAST**

The Strategic Finance Manager gave an update on the Spalding Special Expenses Year End Outturn for 2019/20 and the forecast as at Quarter 1 for 2020/21.

Members were informed that for 2019/20 the outturn was an underspend of £7,913.00 as result of re-phasing of the Halley

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Stewart works. This work was completed during the current financial year.

Members enquired about the town's Christmas decorations and whether they would be replacing. The Communities Manager reported that she would find out the information and get back to the forum.

Members asked whether everything possible was being done to help the lessees of the café at Ayscoughfee to support them during the pandemic. The Communities Manager informed that the team were in contact with the lessess of the café and where offering all help available.

45. COWBIT ROAD SAFETY CONCERNS

Members raised concerns around the road safety incident on and around Cowbit Road.

Cllr J McLean provided a presentation on incidents which are occurring with speeding on Cowbit Road and additional measure which may need to be taken to ensure the safety of residents.

Members debated that there was an area of road which needed to be looked at due to the National Speed limit and a closed pavement which was deteriorating which provided a risk for pedestrians walking to the nearby petrol station and shops in Little London. Cllr Drury informed the forum that he had, for a number of years, been lobbying the Lincolnshire County councillor responsible for Highways and had been told that there was no budget for the works.

Members also raised concerns about the junction at Love Lane and the risk to pedestrian at the crossing. Members also expressed concern for the lack of lighting in areas on Cowbit Road and also the low hanging trees which obscured the lighting.

Members suggested that with the support of the ward members and the County Council a request for a Road Safety Audit should be looked into to address the issues in the area. Councillor H Drury, as ward member, expressed his support for an audit.

46. SPALDING COVID KINDNESS TEAM

Councillor J McLean gave a presentation to the Forum on the efforts of the Spalding COVID Kindness Team during the pandemic.

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The team was formed 1 week prior to lockdown and was aimed at helping vulnerable people purchase essential living items. Members were updated on the following successes of the Team:

- 12 committee members
- 250 active volunteers over 4 months
- 4,000 support requests (shopping and prescriptions)
- 10,000 fruit and veg deliveries to local school children who should have been receiving Free School Meals
- Donations secured and delivered to Schools, Nurseries, Pharmacies and GP Practices
- Excess supplies were distributed to doorsteps across Spalding and Pinchbeck
- 75 Gratitude Packages to local NHS worker's 1,500 care packages of essential food items to those most vulnerable an affected financially by COVID
- Wellbeing team and phone line established.

Members thanked Cllr McLean and the committee for the COVID Kindness Team for their work during the pandemic to serve the community and provide essential help to those in need.

Members also thank all of the other community groups who provided help through the District for all of the work that did in pulling together to help vulnerable people at such a difficult time, and also to everyone who donated to the various groups to provided provisions to the community groups.

47. ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT

There were none.

(The meeting ended at 7.52 pm)

(End of minutes)

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SOUTH HOLLAND DISTRICT COUNCIL

Report of: Executive Director Commercialisation (S151)

To: Spalding Town Forum – 3rd February 2021

Author: Carl Holland, Strategic Finance Manager (PSPSL)

Subject: Draft Budget 2021/22 and Quarter 3 2020/21 Outturn for Spalding Special Expenses

Purpose: To consider the Spalding Special Expenses Draft Budget 2021/22 and report the Forecast Outturn for Quarter 3 2020/21

Recommendation:

1. That Spalding Town Forum Members review the proposed Spalding Special Expenses Budget for 2021/22 and agree comments/feedback to be included within the final budget report to be considered by Council on 3rd March 2021.
2. That Spalding Town Forum Members consider and note the forecast outturn for 2020/21.

1.0. INTRODUCTION

- 1.1. This report is presented to the Spalding Town Forum as part of South Holland District Council's consultation on its 2021/22 budget and 4-year medium term financial plan.
- 1.2. All responses to South Holland District Council's Draft Budget consultation will be considered as part of the budget planning process ahead of consideration by Full Council on 3rd March 2021.

2.0. APPROACH

2.1. Background

As part of the Council's integrated planning and performance framework, our business plans reflect how we will deliver our corporate priorities. The draft budgets are the financial representation of these plans. Service Managers have prepared their budgets to reflect their plans and strategies and in accordance with the principles outlined in the Council's Medium Term Financial Strategy. Budget managers have not incorporated any growth into their service budgets, unless it was in relation to contract inflation, supporting the delivery of corporate priorities, health and safety issues or reflecting demand-led budgets.

- 2.2. The Spalding Council Tax base has increased by 12 band d equivalents 0.13% from 9,372 to 9,384.
- 2.3. The proposed Spalding Special Expenses Council Tax Band D Equivalent for 2021/22 is £24.18 - an increase of 1.51% over 2020/21 £23.82.

3.0. SPALDING SPECIAL EXPENSES DRAFT ESTIMATES 2020/21

3.1. The draft Spalding Special Expenses Budget for 2021/22 is presented as Appendix A. The proposed budget for 2021/22 is £226,900, an increase of 1.70% over the 2020/21 Budget £223,100.

3.2. Employees

The employee related costs for the whole Spalding Special Account increase by £1.3k and takes account of incremental pay progression and a forecast national pay award up to 2%. This category also includes agency staff costs.

3.3. Premises

This category includes building maintenance and repairs, utilities, insurance and Grounds maintenances. The budget for water charges at Ayscoughfee Gardens has been set at £4,000. Discussions with the supplier identified that it had been understated in 20/21.

3.4. Supplies and Services

Part of this budget, £6,100, has been re-allocated from Professional fees to Employee costs where it is more appropriate to pay for Agency staff costs to support garden operations.

3.5. Transfer payments

This budget remains as per previous year as follows:-

- Voluntary Car Scheme £8,500.
- Maintenance of churchyard St Mary and St Nicholas Parish Church £750.
- Chairman's Contingency £750.

3.6. Support Services

Support Service recharges remain unchanged and are estimate of support provided by Finance, Democratic Services and Asset Management.

4.0 FOUR YEAR PLAN (see Appendix B)

Appendix B sets out the draft 4 year financial plan. The draft plan takes into account any additional costs, efficiencies or charges that may have an impact on the Spalding Special Expenses Account from 2021/22 to 2024/25. Employee costs have been estimated to increase each year. Premises costs are reviewed for grounds maintenance each year to reflect previous year actuals. No provision has been made to increase income over this period.

5.0 RESERVES

The Budget assumes no use of reserves, however it may be necessary to fund unexpected events or emergency expenditure as part of in-year monitoring and reporting.

6.0 FORECASTED OUTTURN 2020/21 (Appendix C)

6.1 Appendix C attached shows the 2020/21 forecast outturn position against the budget as at the end of period 9 showing a forecast overspend of £2,504. This is predominately due to a reduction in fees and charges income, a result of the current COVID-19 pandemic.

7.0 TIMETABLE

The final Budget Setting and Council Tax report is scheduled to go to Full Council on 3rd March 2021.

8.0 RISK

8.1 The Council must set a budget, which is a realistic statement of its estimated income and expenditure for the coming year based upon information currently available to it. It has a duty to take into account the demand for its services, and the effect upon council tax payers of meeting those demands at varying levels of services.

8.2 A risk assessment has been undertaken regarding major items of income and expenditure, which may adversely affect the Council's budget position.

9.0 OPTIONS

9.1 To review the 2021/22 draft estimates and provide consultation feedback to be included in the final report presented to Council on 3rd March 2021.

Background papers:- None

Lead Contact Officer

Name and Post: Carl Holland – Strategic Finance Manager – PSPSL
Telephone Number 01775 764681
Email: carl.holland@pspsl.co.uk

Key Decision: No

Exempt Decision: No

This report refers to a Mandatory Service

Appendices attached to this report:

Appendix A - Spalding Special Expenses Proposed Budget for 2020/21
Appendix B - Four-Year Forecast Spalding Special Expenses
Appendix C – Forecasted Outturn 2020/21

APPENDIX A - Spalding Special Expenses Proposed Budget for 2020/21

Cost Centre Name	Subjective	2020/21 Estimate	2021/22 Estimate	Variance
Allotments	Employees	700	700	0
	Premises	6,000	6,500	500
	Support Services	1,300	1,300	0
	Income	(5,200)	(4,400)	800
Allotments Total		2,800	4,100	1,300
Ayscoughfee Gardens	Employees	32,000	33,500	1,500
	Premises	3,700	7,700	4,000
	Supplies & Services	13,300	7,200	(6,100)
	Support Services	1,400	1,400	0
	Income	(7,000)	(7,000)	0
Ayscoughfee Gardens Total		43,400	42,800	(600)
Cemeteries	Employees	37,800	37,100	(700)
	Premises	25,000	25,900	900
	Supplies & Services	400	300	(100)
	Support Services	2,700	2,700	0
	Income	(25,200)	(25,200)	0
Cemeteries Total		40,700	40,800	100
Christmas Decorations	Premises	300	300	0
	Supplies & Services	7,600	7,600	0
Christmas Decorations Total		7,900	7,900	0
Halley Stewart	Employees	1,000	1,000	0
	Premises	37,400	38,400	1,000
	Supplies & Services	300	300	0
	Support Services	2,300	2,300	0
	Income	(6,900)	(6,900)	0
Halley Stewart Total		34,100	35,100	1,000
Monkshouse Lane	Employees	400	400	0
	Premises	25,600	26,600	1,000
	Supplies & Services	200	200	0
	Support Services	2,300	2,300	0
	Income	(1,500)	(1,500)	0
Monkshouse Lane Total		27,000	28,000	1,000
Spalding Special Contributions	Employees	8,200	8,700	500
	Supplies & Services	7,700	7,700	0
	Transfer Payments	9,300	9,300	0
	Support Services	0	0	0
Spalding Special Contributions Total		25,200	25,700	500
Spalding Special Recreation	Employees	600	600	0
	Premises	40,300	40,800	500
	Supplies & Services	300	300	0
	Transfer Payments	800	800	0
Spalding Special Recreation Total		42,000	42,500	500
Net cost of services		223,100	226,900	3,800

Financing:

Reserve Contribution	-	-
Charged to residents	223,100	226,900
Tax Base	9,372	9,384
Band D equivalent	£23.82	£24.18

Reserves:		
Balance b/f	(129,310)	(98,006)
Approved asset works (forecast)	28,800	0
2020/21 Contribution from reserves	2,504	0
Forecast reserve c/f	(98,006)	(98,006)

Appendix B Four-Year Forecast Spalding Special Expenses

Subjective	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate
Employees	80,700	82,000	83,600	85,300	87,000
Premises	138,300	146,200	146,200	146,200	146,200
Supplies & Services	29,800	23,600	23,600	23,600	23,600
Transfer Payments	10,100	10,100	10,100	10,100	10,100
Support Services	10,000	10,000	10,000	10,000	10,000
Income	(45,800)	(45,000)	(45,000)	(45,000)	(45,000)
Net cost of services	223,100	226,900	228,500	230,200	231,900
Council Tax Requirement	223,100	226,900	228,500	230,200	231,900
Tax Base	9,372	9,384			
Band D Council Tax	£ 23.82	£ 24.18			
Percentage increase	0.63%	1.51%			

Appendix C Q3 Forecast Outturn 2020/21

Cost Centre	Original Estimate	Revised Estimate	Forecast 2020/21	Forecast Variance
Cemeteries	40,700	40,700	40,700	-
Allotments	2,800	2,800	3,591	791
Ayscoughfee Gardens	43,400	43,400	42,513	-887
Halley Stewart	34,100	34,100	36,000	1,900
Monkshouse Lane	27,000	27,000	27,700	700
Christmas Decorations	7,900	7,900	7,900	-
Spalding Special Contributions	25,200	25,200	25,200	-
Spalding Special Various Sites	42,000	42,000	42,000	-
Grand Total	223,100	223,100	225,604	2,504

Reserve Contribution	-	-	-2,504	-2,504
Charged to residents	-223,100	-223,100	-223,100	-
Total Funding	-223,100	-223,100	-225,604	-2,504

Reserves Forecast 2020/21	
Balance b/f 1st April 2020	-129,310
Approved asset works	28,800
20/21 Contribution from reserves	2,504
Balance c/f 31st March 2021	-98,006

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