

AGENDA



- Committee - **SPALDING TOWN FORUM**
- Date & Time - Tuesday, 8 October 2024 at 6.30 pm
- Venue - Council Chamber, Council Offices, Priory Road, Spalding

Membership of the Spalding Town Forum:

Councillors: G P Scalese, D Ashby, S Chauhan, R A Gibson (Chairman), M Hasan, J Le Sage, M Le Sage, I Sheard, A Spencer, G J Taylor, J Whitbourn (Vice-Chairman) 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

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

Date: 30 September 2024

AGENDA

1. Apologies for absence.
2. Minutes - (Pages 3 - 10)
To sign as a correct record the minutes of the meeting held on 11 June 2024 (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 room 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. Actions - (Pages 11 - 12)
To view actions arising from the meeting held on 11 June 2024
5. Spalding Special Expenses Q1 report 2024-25 - (Pages 13 - 18)
To consider the Spalding Special Expenses Quarter1 forecast outturn report for 2024-25 (report of the Deputy Chief Executive (Corporate Development) (S151) enclosed).
6. Hall Place/Market Place/Sheep Market Traffic Regulation Order - Update -
The Assistant Director for Strategic Growth and Development to provide a factual update on the Hall Place/Market Place/Sheep Market Traffic Regulation Order.
7. Spalding Christmas Lights Update -
A verbal update on the Spalding Christmas Lights will be provided.
8. Spalding Town Forum Christmas Events -
The Chairman of the Forum to provide details of the upcoming Christmas Events 2024
9. Any other business -
To discuss any other business that the Chairman deems significant.
10. Date and Time of Next Meeting -
The next meeting of the Spalding Town Forum is scheduled to take place on 3 December 2024 in the Council Chamber commencing at 6.30p.m.

Minutes of a meeting of the **SPALDING TOWN FORUM** held in the Council Chamber, Council Offices, Priory Road, Spalding, on Tuesday, 11 June 2024 at 6.30 pm.

PRESENT

R A Gibson (Chairman)

G P Scalese
D Ashby
S Chauhan

M Hasan
J Le Sage
M Le Sage

I Sheard
A Spencer
J Whitbourn (Vice-Chairman)

Apologies for absence were received from or on behalf of Councillors G J Taylor, together with John Bland (Civic Society)

In Attendance: D Jones (Pedals), Pastor K Taylor (Churches Together in Spalding and District), The Press , V Browning (Community Mind Matters) , C Lawton (League of Friends of the Johnson Community Hospital) and Pastor C Sandhu (Lighthouse Church),

49. MINUTES

Consideration was given to the minutes of the meeting held on 27 March 2024.

Agreed:

That the minutes be signed as a correct record.

50. DECLARATION OF INTERESTS

There were none.

51. SPALDING SPECIAL EXPENSES Q4 REPORT 2023-24

Consideration was given to the report of the Deputy Chief Executive (Corporate Development and S151) which considered the Spalding Special Expenses Q4 report 2023-24.

The Strategic Finance Manager stated that the report detailed the final outturn for 2023-24.

- A budget of £241,375 had been approved by Council in March 2023, the outturn position on the 31 March 2024 was £206,248, concluding that a surplus of £34,876, had been transferred to Spalding Special Expense Reserves for future use.
- Section 2 of the report broke down the variances by type of

Action By

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spend, with premises costs being the main driver of the surplus, achieving an underspend of £30,000. The majority of this was on account of utility budgets being in excess of requirement. When the budget had been initially agreed, utility rates were increasing sharply. Assets also encountered that the same level of maintenance on selected sites were not required for 2023-24. Further sites reported reduced usage, therefore less wear and tear, resulting in lower maintenance expenditure.

The Strategic Finance Manager asked the forum to view item 3 of the report, which provided a detailed breakdown of the budget and spend by cost centre.

- Each individual cost centre had a certain amount of underspend.
- Section 4 of the report detailed the reserve position, thus with the inclusion of the 2023-24 surplus, a closing balance of £138,187 was outlined. These reserves were essentially funds for emergencies or a one-off investment for future years and could balance any overspend if in a deficit position.

The recommendation was for the forum to note the outturn position.

The Strategic Finance Manager enquired if the Forum had any questions with regard to the report.

- No questions were raised.

The Chairman thanked the Strategic Finance Manager for presenting the report.

The Chairman informed the Forum that to utilize any of the reserve funds for future Spalding Town Forum Events, it would be mandatory for a report to be submitted to Cabinet for approval.

Agreed:

That the report be noted.

52. TOWN CENTRE CHRISTMAS LIGHTS AND DECORATIONS

- The Chairman had asked the Portfolio Holder for Community Development for an update on the condition of the present Town Centre Christmas lights and decorations, and to provide quotations to estimate the expenditure required to renew the existing lights.

53. SPALDING TOWN FORUM SUMMER EVENTS

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Councillor Mark Le Sage delivered an update on the Spalding Town Forum Summer Event which would be held in Ayscoughfee Gardens.

Councillor Mark Le Sage announced that the music bands had now been selected and booked, and in conjunction with Ayscoughfee, the event would shortly be publicised on social media.

- The event would commence at 12pm on Saturday 27 July 2024 and would finish at 8pm.
- The event would be free to everyone and provide activities for families including old style fairground rides, a face painter, and an abundance of musical entertainment.
- Provisions had been made for additional refreshments and food choices to be available.
- Any donations received would be donated to the Royal British Legion.

54. SPALDING TOWN FORUM CHRISTMAS EVENTS

The Chairman announced that the Spalding Town Forum would be hosting two Christmas events.

- **Spalding Crescent late night shopping event –**
 - Friday 6 December 2024 from 5-8pm, a chance for the public to shop in the bespoke area of The Crescent, with a Santa's Grotto for children, Christmas themed music and refreshments.
 - The event would involve all shop traders in The Crescent, with a proposed road closure to make this a safe family shopping experience.
- **Ayscoughfreeze –**
 - Saturday 21 December 2024 from 5-8pm
 - This would be a family event with a festive feel, including Christmas themed music, featuring a Brass Band, seasonal food and drink, carols, and Christmas lighting.
 - Further details would be provided and confirmed in due course.

55. RIVER WELLAND UPDATE

The Chairman invited Councillor James Le Sage to present a verbal update on the potential opening up of the river Welland.

Councillor James Le Sage informed the Forum that the Spalding Water Taxi which carried guests to and from Springfields Outlet

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Shopping Centre and Festival Gardens, had not been able to use the waterways this year due to a breach in the bank of the River Welland.

- Councillor James Le Sage had approached the manager of the Water Taxi, to ask for assistance and advice on the best way forward to potentially open up the River Welland for public use.
- Councillor James Le Sage had contacted the Town Board to discuss the possibility of the River Welland waterway allowing the use of kayaks, paddleboards and canoes, alongside private boat hire.
- Councillor James Le Sage would be attending a meeting to identify who to “bring on board”, collating contact details to take the next steps forward, and to develop what ideas could be realised.
- The banks of the River Welland were presently waiting to be repaired.
- The Communities Team at South Holland District Council had been contacted regarding reinstating the raft race on the River Welland. Summer 2026 was being considered, and various other outside bodies who had experience of hosting raft race events had offered their support.

The Chairman requested that Councillor James Le Sage should keep the Forum updated on any developments and legalities.

56. ANY OTHER BUSINESS

Traffic Restriction Order

The Chairman updated the Forum providing some background information on the Traffic Restriction Order (TRO)

- The previous Spalding Town Forum Chairman had started the discussion involving cars parking in the town centre.
- The current Chairman along with Councillor Elizabeth Sneath continued to lead on the said issue.
- A public consultation had now been completed and the outcome was that the public wanted the town centre closed to cars during the times of 10am - 4pm, seven days a week.

The Chairman informed the Forum that the TRO was with Lincolnshire County Council (LCC) to be rewritten to make it clearer and easier to enforce.

- Additional disabled parking would be implemented on the edges of the core of the Town Centre.
- The next stage would be to consult with town centre businesses, to ensure their deliveries could be maintained.

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LCC would be liaising with the local businesses, once this consultation was completed the TRO would be signed off.

- The town centre would then be closed off to cars entering the town centre during the restricted period of 10am – 4pm, Monday to Sunday.

The Chairman suggested collaborating with the Chain Bridge Forge, to produce a bespoke gate for the entrance to the town centre.

The Chairman showed a selection of slides with several ideas of how the proposed gate would look and asked the Forum for any feedback and questions.

- The gate would be connected to the posts that were outside Prezzo.
- A bi-fold gate was being considered, which would fold in the middle and back out towards Prezzo where it would be secured to a new post.
- Three options were presented to the Forum, showing a variety of decorative designs.

Members raised the following points:

- The tulip design was an apt design, but the issue was raised that the gate should be functional in the first instance and vandal proof.
 - The Chairman responded that the gate would be the entrance to our town centre, the design would need to be practical and functional, as well as an attractive feature.
- How would the gate be opened and closed at the start and end of the day? Who would be responsible for this?
 - The logistics had not been confirmed, but the Forum would be updated at a future meeting.
- When the new post for the gate was erected, would there be enough room for prams and mobility scooters to access the town centre on the pavement?
 - The pavement was wide enough to accommodate the above.
- Members raised concerns about the gate becoming damaged by motorists, could the CCTV be positioned to capture any vandalism.
 - It was suggested having a “monitored by CCTV” sign on the gate to deter vandals.
 - It was suggested that some traffic cones be placed in front of the gate to alert motorists that there was no through road.

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- Initially some drivers may be disgruntled but would soon become used to the new arrangement.
- It was noted that many of the cars parked were not necessarily shoppers' cars but perhaps public parking to go to work or catching a train.

- Would drivers be able to access the town centre from the opposite direction.
 - If any vehicle was to enter the town from the opposite direction, they would be breaking the law and the highway code, which would be dealt with by the Police.

- Had the safety aspect and risk assessment been considered for the proposed gate.
 - The Chairman would liaise with the Chain Bridge Forge to design the gate to be child friendly, without sharp edges. As with all council property it would be covered by indemnity insurance should anyone be injured.

The Chairman mentioned that LCC had visited the town centre to review the current signage, and would be investing in bigger, clearer No Entry signs and No Entry road markings.

The Chairman concluded that all points would be considered and taken on board.

Grammar School students - update

The Chairman noted that they would like to invite the Grammar School students back to the Spalding Town Forum so members could update the students on developments since their presentation to the Forum on 27 March 2024.

- The Chairman put the idea forward to the Forum that he would like to set up a Youth Council, which could be a member of the Town Board. This would enable the students to express and present their ideas and be a part of the decision-making process.
- The Chairman asked for the setting up of a Youth Council to be added as an agenda item for the next meeting.
- The Chairman informed the Forum that since the students' presentation an open cinema event had been organised in conjunction with Spalding Round Table and the Chairman of SHDC.

St George's Day celebrations

Councillor James Le Sage mentioned that he had been

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approached by some local residents to enquire if the Town Centre could do more to celebrate St George's Day.

- The Chairman responded that he would be happy to discuss celebrating St George Day for 2025.

Planters in Spalding town centre

Councillor James Le Sage enquired when the new planters would be installed in the Town Centre and requested that an update be provided by the Portfolio Holder for Community Development at the next Spalding Town Forum meeting.

CCTV data update

Councillor I Sheard requested that a CCTV data update be added as an agenda item for the next meeting. Councillor Sheard added;

- Graffiti was an ever-increasing blight on the town.
- Could the CCTV be viewed and to enable those responsible for the graffiti to be identified and held accountable.
- What Benefits was the current CCTV providing.

The Chairman responded he would request a data update from the Portfolio Holder for Community Development.

Summer Fair in memory of the late Councillor Angela Newton

Christine Lawton from the Johnson Hospital League of Friends informed the Forum of a Summer Fair event, in memory of the late Councillor Angela Newton, at the Johnson Hospital on 13 July 2024 at 2pm.

57. DATE AND TIME OF NEXT MEETING

The next scheduled meeting was to be held on 1 October 2024 at 6.30pm with a special meeting to be arranged in September 2024 to discuss town centre Christmas lights and decorations – details to be confirmed in due course.

(The meeting ended at 7.30pm)

(End of minutes)

SPALDING TOWN FORUM ACTION LOG

Action No. & Meeting Date	Assigned To	Action Description	Update due by
1.	Portfolio Holder – Community Development	To provide quotations to estimate the expenditure for renewing the Town centre lights.	Meeting of the Spalding Town Forum - 8 Oct 2024
2.	Councillor James Le Sage	To report back to the Forum on further updates regarding the possibility of opening up the River Welland.	Meeting of the Spalding Town Forum - 8 Oct 2024
3.	Democratic Services Support Officer	To invite the Grammar School Students to attend the next STF meeting	Meeting of the Spalding Town Forum - 8 Oct 24
6.	Democratic Services Support Officer	To add setting up a Youth Council to a future Agenda.	To a future meeting of the Spalding Town Forum
7.	Portfolio Holder for Community Development	Update to be provide on the new planters for the Town Centre.	Meeting of the Spalding Town Forum - 8 Oct 24
8.	Portfolio Holder for Community Development	Provide a Data CCTV report update.	Meeting of the Spalding Town Forum - 3 Dec 2024
9.	Spalding Town Forum	Look to provide a Town Centre celebration for St Georges Day	Meeting of the Spalding Town Forum - Jan 2025

ONGOING POTENTIAL ACTIONS FROM PREVIOUS MEETINGS

Action No. & Meeting Date	Assigned To	Action Description	Date due by	Update

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Report To: Spalding Town Forum

Date: 8 October 2024

Subject: Spalding Special Expenses and Quarter 1 Forecast 2024-25

Purpose: To consider the Spalding Special Expenses Quarter 1 forecast outturn for 2024-25

Key Decision: N/A

Portfolio Holder: Councillor Redgate – Portfolio Holder for Finance

Report Of: Christine Marshall – Deputy Chief Executive Corporate s151

Report Author: Lizzie McGrath, Strategic Finance Manager

Ward(s) Affected: Spalding Town Forum

Exempt Report: No

Summary

This report is presented to the Spalding Town Forum to provide detail of the forecast outturn against budget for 2024/25.

Recommendations

That Spalding Town Forum Members note the forecast for 2024/25.

Reasons for Recommendations

To ensure the Spalding Special Expenses forecast financial position for 2024/25 is considered. It is important that the Spalding Town Forum are aware of the financial position to ensure that they can make informed decisions that are affordable and financially sustainable.

Other Options Considered

Do nothing.

1. Background

- 1.1 The budget of £246,350 for 2024/25 was approved by Full Council on 29 February 2024. The forecast outturn for the year as at 30 June 2024 (Quarter One) is £212,950 as detailed in section 3 of this report.

2. Report

- 2.1 For 2024/25, the commentary on the following pages highlights the variations in actual and forecasted spend from the original budget. Spend is forecast to be £33,400 less than budget, any savings realised at year end will be transferred to the earmarked Spalding Special Account reserve.

2.2 Employees

The employee related costs include salaries, NI and pension costs, and takes account of incremental pay progression and national pay awards. This category also includes agency staff costs. At Quarter 1, employee costs are forecast in line with budget.

2.3 Income

This category includes rents, hire fees and other fees and charges. Quarter 1 includes a small overachievement of £950 due to rental income for Allotments and Halley Stewart.

2.4 Premises

Premises costs includes building maintenance and repairs, utilities, insurance and grounds maintenances. Overall premises costs are forecast to be £32,250 under budget at Quarter 1 due to savings anticipated from the Halley Stewart lease agreement with Spalding United Football Club.

2.5 Supplies and Services

This category includes furniture and equipment, materials and consumables, professional and contractors fees and licence fees. A small saving of £200 on licences is forecast linked to the Halley Stewart lease agreement.

2.6 Transport

This category covers transport running costs, including fuel and tyres costs. At Quarter 1, transport costs are forecast to budget.

2.7 Support Services

Support Services are recharge costs for support provided by Finance, Democratic Services and Asset Management. Full year expenditure is expected to be in line with budget.

2.8 Transfer Payments

This category contains the cost of grants and contributions paid to outside bodies. These costs are expected to be in line with budget.

3. Spalding Special Expenses 2024-25 Quarter 1 Forecast

Cost Centre Name	Subjective Analysis	Revised Budget 2024/25	Actual spent at 30 June 2024	Forecast Outturn 2024/25	Forecast Outturn Variance	Comments
Allotments	Employees	£330	£83	£330	£0	Full year income is received in month one as invoices are sent in April. Forecast aligned with actual rental income.
	Income	(£4,400)	(£5,241)	(£5,200)	(£800)	
	Premises	£6,800	£1,008	£6,800	£0	
	Supplies & Services	£2,500	£0	£2,500	£0	
	Support services	£1,500	£375	£1,500	£0	
Allotments Total		£6,730	(£3,775)	£5,930	(£800)	
Ayscoughfee Leisure	Employees	£10,600	£812	£10,600	£0	£6k rental income received for year. Forecast assumes other hire fee income to be achieved, to be monitored throughout year. Actuals to date relate to an accrual which will be reversed, expenditure budget forecast to be spent in full.
	Income	(£7,000)	(£6,000)	(£7,000)	£0	
	Premises	£10,000	(£2,855)	£10,000	£0	
	Supplies & Services	£7,200	£1,934	£7,200	£0	
	Support services	£1,500	£375	£1,500	£0	
Ayscoughfee Leisure Total		22,300	(5,734)	22,300	0	
Cemeteries	Employees	£46,240	£11,560	£46,240	£0	Council's capital scheme for improvements at Spalding Cemetery. Funding for capital works. £25k reserve funding from Spalding Special, £7k funding from Council's Invest & Growth reserve.
	Income	(£40,000)	(£10,951)	(£40,000)	£0	
	Premises	£24,370	£3,557	£24,370	£0	
	Supplies & Services	£1,400	£0	£1,400	£0	
	Support Services	£2,800	£700	£2,800	£0	
	Transport	£200	£0	£200	£0	
	Capital Programme	£32,000	£0	£32,000	£0	
	Transfers from Reserves	(£32,000)	£0	(£32,000)	£0	
Cemeteries Total		£35,010	£4,866	£35,010	£0	

Christmas Decorations	Premises	£3,300	£992	£3,300	£0	
	Supplies & Services	£7,600	£0	£7,600	£0	
Christmas Decorations Total		£10,900	£992	£10,900	£0	
Halley Stewart	Employees	£800	£200	£800	£0	<p>Spalding United FC lease commenced in July. Q1 forecast includes hire income July-March overachieving against original budget.</p> <p>Q1 forecast captures anticipated savings from new lease signed July 2024. Most savings to be achieved on ground and building maintenance and utilities budgets.</p>
	Income	(£6,900)	(£1,449)	(£7,800)	(£900)	
	Premises	£49,450	£8,721	£17,200	(£32,250)	
	Supplies & Services	£500	£0	£300	(£200)	
	Support Services	£2,500	£625	£2,500	£0	
Halley Stewart Total		£46,350	£8,097	£13,000	(£33,350)	
Monkshouse Lane	Employees	£230	£58	£230	£0	<p>No hire fee income received in Q1, forecast reduced to align with 2023/24 income.</p>
	Income	(£1,500)	£0	(£750)	£750	
	Premises	£30,630	£6,614	£30,630	£0	
	Supplies & Services	£200	£0	£200	£0	
	Support Services	£2,500	£625	£2,500	£0	
Monkshouse Lane Total		£32,060	£7,296	£32,810	£750	
Spalding Special Contributions	Employees	£12,500	£3,125	£12,500	£0	
	Supplies & Services	£25,200	£0	£25,200	£0	
	Transfer Payments	£9,300	£0	£9,300	£0	
Spalding Special Contributions Total		£47,000	£3,125	£47,000	£0	
Spalding Special Recreation	Premises	£44,900	£11,225	£44,900	£0	
	Supplies & Services	£300	£0	£300	£0	
	Transfer Payments	£800	£0	£800	£0	
Spalding Special Recreation Total		£46,000	£11,225	£46,000	£0	
Grand Total		£246,350	£26,092	£212,950	(£33,400)	

4. Forecast Reserve Position

4.1. Any savings realised at year end will be transferred to the earmarked Spalding Special Account reserve. The table below shows the estimated closing balance with the Quarter 1 forecast underspend.

Spalding Special Reserve:	
01.04.2024 Balance	(138,187)
Use of reserve - Capital	25,000
Use of reserve - Revenue	0
Forecast contribution to SSE Reserve	(33,400)
Estimated 2024/25 Closing Balance	(146,587)

4.2. Use of reserves is to be approved by Cabinet. Reserves are intended to cushion the impact of unexpected events or emergencies, or to finance one-off investment. Reserves are only replenished by contributions made from revenue budget and therefore use of reserves should be carefully planned.

Implications:

South and East Lincolnshire Councils Partnership

None

Corporate Priorities

None

Staffing

None

Workforce Capacity Implications

None

Constitutional and Legal Implications

None

Data Protection

None

Financial

As contained in body of report.

Risk Management

None

Stakeholder / Consultation / Timescales

None

Reputation

None

Contracts

None

Crime and Disorder

None

Equality and Diversity / Human Rights / Safeguarding

None

Health and Wellbeing

None

Climate Change and Environmental Implications

None

Acronyms

None

Appendices

None

Background Papers

No background papers as defined in Section 100D of the Local Government Act 1972 were used in the production of this report.

Chronological History of this Report

A report on this item has not been previously considered by a Council bod.

Report Approval

Report author: Lizzie McGrath, Strategic Finance Manager Name,
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