

**DINNINGTON ST. JOHN'S TOWN COUNCIL**

**Minutes of the Town Council Precept Meeting  
Held on Monday 28<sup>th</sup> January 2019  
Lyric Theatre, Laughton Road, Dinnington**

**Present: Cllrs D Smith (Chair), L Clarke, G Cruickshanks, P Davies, J Hart, B Lewis, W Loftus, A Milner, R Mugglestone, P Russell, S Scott, J Simmonds, P Smith**

**In attendance: A Evans (Clerk), L Warne (Asst Clerk)**

**1 member of the public attended**

1/19 Apologies for absence

Apologies were received from Cllr Adams. Apologies accepted by Members

2/19 To consider any matters which should be dealt with in open, or confidential session (items for which the Press and Public may be excluded further to the Public Bodies (Admission to Meetings) Act 1960 and Part 1 of Schedule 12A to the Local Government Act 1972 - Admission to Meetings). - None

3/19 Declarations of Interest – None declared

4/19 Draft Budget 2019/20

To assist in considering the proposed Precept for 2019/20 members were presented with full details of the original budget estimates for 2018/2019 along with the latest projection of income and expenditure to the end of the current financial year.

Prior to examining the values given for 2018/2019 details were also provided of the general and specific balances on reserve accounts as they were anticipated to be held as at 1<sup>st</sup> April 2019 along with the contributions to balances proposed to be made in the coming year.

Members were then given detailed information on the proposed budget based upon requirements established for the year 2019/2020

An indication was given within the report as to the amount of increase both per year and per week on a Band D property based upon the possible precept levels.

Members examined the proposed budget in detail before agreeing the overall value of the precept. Key decisions taken were:

**Projects/General – New Projects**

- **Remove £3000 for the replacement of Sound & Light as they were to be replaced during 2018/19**
- **Reduce the amount for Catering Equipment by £500**

- Reduce the amount for the Cemetery Admin Block Refurbishment by £10,000 and to use the remaining £5000 to refurbish one toilet (adapted for disabled visitors) in this coming year, with further toilets to be refurbished at a later date
- Remove £1000 for Curtains for the Milner Lounge, as they were no longer required
- Remove £3500 for a Large Screen for the Lyric, as Members agreed equipment could be hired in if a booking required it
- Remove £2000 for a See-through Shutter, as Members agreed it was not required because the present shutters had only recently been installed

The amendments resulted in an overall £20,000 reduction in the proposed 2019/20 budget.

5/19 Precept Allocation 2019/20

Having considered all the information provided, members resolved that the precept income be set at **£238,460** resulting in a net precept increase of 4.5% Net, 6.2% Gross

Following the overall agreement of the precept, members were asked to acknowledge that all the information detailed above had been provided to them for consideration and a final vote taken.

**Cllrs Cruickshanks and Milner Proposed and Seconded that the budget and precept be accepted. Vote: 9 For, 1 Against, 3 Abstained  
A majority vote accepted the Precept Allocation for 2019/20**

Date and time of next meetings:

(A) Monday 11<sup>th</sup> March - **to be held in the Salvation Army Hall, Leicester Road**

D SMITH  
Chair  
Dinnington St John's Town Council

Date:

<b>DINNINGTON ST. JOHN'S TOWN COUNCIL</b>							
<b>2018/19 Precept</b>							
				<b>Additions</b>	<b>Deductions</b>	<b>Total to</b>	
				<b>2018/2019</b>	<b>2018/2019</b>	<b>31/03/2019</b>	
<b>RESERVES</b>		<b>Balances and Reserves as at 1/4/2018</b>					
		General Reserves	£ 159,588.72	£ -	£ -	£ 159,588.72	
		Capital Reserves	£ -	£ -	£ -	£ -	
		Vehicle/Plant Replacement Reserve	£ 28,000.00	£ 3,000.00	£ 15,000.00	£ 16,000.00	
		Election Reserve	£ 6,000.00	£ 1,500.00		£ 7,500.00	
		Land Sale Costs Reserve Legal/Survey Fees	£ 5,000.00			£ 5,000.00	
		Environment Reserve (Car park, pot holes & re lining)	£ 2,500.00	£ 2,500.00	£ -	£ 5,000.00	
		War Memorial Reserve	£ 2,000.00	£ -	£ 0	£ 2,000.00	
		<b>Total Reserves of the Council</b>	<b>£ 203,088.72</b>	<b>£ 7,000.00</b>	<b>£ 15,000.00</b>	<b>£ 195,088.72</b>	
<b>Proposed Precept 2018/19</b>							
				<b>Budget Detail</b>	<b>Inc/Exp</b>	<b>Proposed</b>	
	<b>Expenditure</b>			<b>For Year</b>	<b>To January</b>	<b>Forecast to March</b>	<b>% Increase</b>
	<b>General/Admin Expenses</b>			<b>2018/19</b>	<b>2018/19</b>	<b>for 2018/19</b>	<b>Budget 2019/20</b>
							<b>/decrease</b>
1	YLCA	Annual Membership	£ 1,000.00	£ 1,010.00	£ 1,010.00	£ 1,100.00	10.0%
2	SLCC	Membership Subs	£ 200.00	£ -	£ 200.00	£ 200.00	0.0%
3	Zurich Municipal Insurance	Annual Insurance for DSJTC/Lyric Theatre/Offices	£ 7,550.00	£ 7,687.19	£ 7,687.19	£ 7,950.00	5.3%
4	Chairs Allowance	Chairman's Allowance	£ 500.00	£ 219.99	£ 600.00	£ 600.00	20.0%
5	Iris SME Solutions	IRIS Payroll Annual Renewal - including payslips	£ 650.00	£ 531.47	£ 531.47	£ 650.00	0.0%
6	Co-op Bank	Sweep and Change Fees	£ 120.00	£ 170.96	£ 227.95	£ 250.00	108.3%
	BT	Lyric Internet	£ -	£ -	£ -	£ -	
8	British Telecom	Lyric Telephone	£ 1,100.00	£ 751.50	£ 1,002.00	£ 1,100.00	0.0%
9	EE	Clerk/Staff Mobiles - including Cemetery	£ 850.00	£ 652.00	£ 869.34	£ 900.00	5.9%
10	BDO LLP	External Audit Fee	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,100.00	10.0%
11	C J Brown	Internal Audit	£ 400.00	£ 385.00	£ 385.00	£ 400.00	0.0%
12	Stationery	Inks, paper etc	£ 1,000.00	£ 528.90	£ 705.20	£ 1,000.00	0.0%
13	Legal Fees	Land Documents, New Offices	£ 1,000.00	£ -	£ 1,000.00	£ 1,000.00	0.0%
14	I-Safe	Health and Safety Annual Support Fees	£ 4,200.00	£ 3,250.00	£ 3,250.00	£ 4,200.00	0.0%
15	DSJTC	Website Hosting Fee and possible Dev/Support	£ 350.00	£ 378.00	£ 378.00	£ 400.00	14.3%
16	Admin/Members	Training/Courses - members and officers	£ 1,500.00	£ 670.99	£ 1,500.00	£ 1,500.00	0.0%
17	Konica Minolta	Printer Charges	£ 250.00	£ 269.25	£ 359.01	£ 350.00	40.0%
18	Sundry Expenditure	Miscellaneous	£ 1,500.00	£ 1,280.99	£ 1,500.00	£ 1,500.00	0.0%
19	Administration	CCTV Maintenance	£ 200.00	£ 990.84	£ 200.00	£ 200.00	0.0%
20	Administration	CCTV Call Out	£ 150.00	£ -	£ 150.00	£ 150.00	0.0%
21	Council Meetings etc	Room Hire	£ 250.00	£ -	£ -	£ -	-100.0%
22	Computer Systems	Microshade office support system	£ 2,500.00	£ 1,614.95	£ 2,153.27	£ 2,500.00	0.0%
24	GDPR	Changes to Data Protection Regulation	£ 5,000.00	£ 49.25	£ 49.25	£ -	-100.0%
		<b>Additional Cost Re 64 Laughton Road</b>					
25	RMBC	Rates for 12 months - Ref 61037500640301N	£ 3,400.00	£ 3,054.67	£ 3,054.67	£ 3,500.00	2.9%
26	Heat and Light	12 months usage	£ 2,500.00	£ -	£ 2,500.00	£ 2,500.00	0.0%
27	PWLB	Loan repayment including interest - Full Year's Costs	£ 16,176.22	£ 16,176.22	£ 16,176.22	£ 16,176.22	0.0%
28	Yorkshire Water	Water and Sewerage - 12 months costs	£ 1,250.00	£ -	£ 1,250.00	£ 1,250.00	0.0%
29	Alarm Maintenance	Servicing Alarm	£ 500.00	£ -	£ 500.00	£ 500.00	0.0%
30	General Maintenance	Various supplies and services	£ 1,000.00	£ 16.44	£ 1,000.00	£ 1,000.00	0.0%
			<b>£ 56,096.22</b>	<b>£ 40,688.62</b>	<b>£ 49,238.56</b>	<b>£ 51,976.22</b>	<b>-7.3%</b>
		<b>Vehicles</b>					
31	Fuel	Monthly fuel cost	£ 2,000.00	£ 1,058.97	£ 1,411.96	£ 2,000.00	0.0%
32	Servicing/Repairs	Estimated cost	£ 2,500.00	£ 257.50	£ 2,500.00	£ 2,500.00	0.0%
33	Road Fund Licences	Cemetery Vehicle	£ 250.00	£ 250.00	£ 250.00	£ 250.00	0.0%
			<b>£ 4,750.00</b>	<b>£ 1,566.47</b>	<b>£ 4,161.96</b>	<b>£ 4,750.00</b>	<b>0.0%</b>
		<b>Grants</b>					
34	Grants & Community Activities/Support	Based on applications at members discretion	£ 10,000.00	£ 3,167.19	£ 10,000.00	£ 10,000.00	0.0%
			<b>£ 10,000.00</b>	<b>£ 3,167.19</b>	<b>£ 10,000.00</b>	<b>£ 10,000.00</b>	<b>0.0%</b>
		<b>Lyric General - Exc Repairs</b>					
35	RMBC	Theatre Licence	£ 200.00	£ -	£ 200.00	£ 200.00	0.0%
36	KCM Recycling	Commercial Waste - Lyric Theatre	£ 1,500.00	£ 1,196.00	£ 1,594.67	£ 1,650.00	10.0%
37	RMBC	Lyric Rates	£ 4,200.00	£ -	£ 4,200.00	£ 4,410.00	5.0%
38	Water Plus	Lyric - Sewerage Annual Charge	£ 480.00	£ 1,148.45	£ 1,531.27	£ 1,600.00	233.3%
39	Assured Fire & Security	Fire Alarm Service - including call outs	£ 500.00	£ 852.40	£ 852.40	£ 500.00	0.0%
40	Npower 4040	Lyric Electricity	£ 4,750.00	£ 2,187.25	£ 4,250.00	£ 4,750.00	0.0%
41	Yorkshire Water	Water - Lyric Theatre. Incl monthly charges	£ 1,500.00	£ 439.42	£ 585.89	£ 600.00	-60.0%
42	PHS	Annual Duty of Care	£ 100.00	£ -	£ 100.00	£ 100.00	0.0%
43	PHS	Annual Contract	£ 1,500.00	£ 1,538.12	£ 1,538.12	£ 1,600.00	6.7%
44	British Gas	Lyric Heating	£ 3,750.00	£ 1,463.01	£ 3,500.00	£ 3,750.00	0.0%
45	Lyric	Miscellaneous Supplies/Equipment Repairs	£ 3,600.00	£ 2,749.15	£ 3,665.53	£ 4,000.00	11.1%
46	PRS	Music Licence	£ 460.00	£ -	£ 460.00	£ 460.00	0.0%
47	PPL	Music Licence	£ 920.00	£ -	£ 920.00	£ 920.00	0.0%
48	Redcare	Alarm Monitoring	£ 550.00	£ -	£ 550.00	£ 550.00	0.0%
49	AT Alarms	Annual Service of Alarm/CCTV	£ 600.00	£ -	£ 600.00	£ 600.00	0.0%
50	Lyric	Annual Electrical/Pat Testing	£ 850.00	£ -	£ 850.00	£ 850.00	0.0%
51	Lyric	Annual Air Conditioning Service/Heating Service	£ 550.00	£ 281.00	£ 281.00	£ 550.00	0.0%
52	Lyric	Annual Boiler Service/Gas Check	£ 300.00	£ -	£ 300.00	£ 300.00	0.0%
53	Lyric	Shutter Maintenance	£ 300.00	£ 330.00	£ 330.00	£ 300.00	0.0%
54	Lyric	Bar Stock Take	£ 360.00	£ 320.00	£ 320.00	£ 360.00	0.0%
55	Lyric	Annual service of cellar cooler	£ 150.00	£ -	£ 150.00	£ 150.00	0.0%
56	Lyric	Operation of Lights - offset by additional income	£ 1,100.00	£ 950.00	£ 950.00	£ 1,500.00	36.4%
			<b>£ 28,220.00</b>	<b>£ 13,454.80</b>	<b>£ 27,728.88</b>	<b>£ 29,700.00</b>	<b>5.2%</b>

	<b>Lyric Bar</b>								
102		Lyric Bar Purchases	£ 18,000.00	£ 10,090.23	£ 15,000.00	£ 18,000.00			0.0%
		More bookings/sales = increased profit	£ 18,000.00	£ 10,090.23	£ 15,000.00	£ 18,000.00			0.0%
	<b>Cemetery</b>								
57	KCM Recycling	Commercial Waste - Cemetery including skip hire	£ 2,600.00	£ 1,612.67	£ 2,150.23	£ 2,600.00			0.0%
58	RMBC	Cemetery Rates	£ 1,051.00	£ 1,119.22	£ 1,119.22	£ 1,200.00			14.2%
59	Water Plus	Sewerage Charges	£ 280.00	£ 2,127.75	£ 2,837.00	£ 300.00			7.1%
60	Yorkshire Water	Water Charges	£ 400.00	£ 196.96	£ 262.61	£ 400.00			0.0%
61	Gravedigging	Cost of Graves	£ 10,400.00	£ 5,740.00	£ 7,653.33	£ 10,400.00			0.0%
62	Memorials	Memorial Plaques/Benches	£ 3,000.00	£ 2,253.35	£ 3,004.47	£ 3,000.00			0.0%
63	Npower	Electricity	£ 1,300.00	£ 500.21	£ 1,200.00	£ 1,300.00			0.0%
64	Bedding Plants	Plants and bedding	£ 3,350.00	£ 2,780.00	£ 2,780.00	£ 3,350.00			0.0%
65	Miscellaneous	Supplies and Services including staff uniforms	£ 4,250.00	£ 5,112.28	£ 5,112.28	£ 4,500.00			5.9%
66	Tree Pruning	Pruning/maintenance of cemetery trees	£ 1,000.00	£ 1,640.00	£ 1,640.00	£ 1,000.00			0.0%
			£ 27,631.00	£ 23,082.44	£ 27,759.14	£ 28,050.00			1.5%
	<b>Allotment</b>								
67	Yorkshire Water	Water Charges	£ 1,100.00	£ 755.87	£ 1,007.83	£ 1,100.00			0.0%
68	Miscellaneous	Supplies and Services - hedge cutting & rubbish removal	£ 700.00	£ 180.00	£ 700.00	£ 700.00			0.0%
			£ 1,800.00	£ 935.87	£ 1,707.83	£ 1,800.00			0.0%
	<b>Projects/General</b>								
69	Lyric and other areas	Miscellaneous Repairs etc	£ 4,500.00	£ 6,611.55	£ 6,611.55	£ 4,500.00			0.0%
70	Cemetery	Reinstatement of Graves	£ 500.00	£ -	£ 500.00	£ 500.00			0.0%
71	Dinnington Area	Tree Survey/Pruning	£ 500.00	£ -	£ 500.00	£ 500.00			0.0%
72	Neighbourhood Plan	Costs of investigation and implementation	£ 5,000.00	£ 6,620.38	£ 6,620.38	£ 3,000.00			-40.0%
73	Lyric Theatre	Lyric events budget - with the aim of being self-financing	£ 2,000.00	£ 2,056.29	£ 2,056.29	£ 2,000.00			0.0%
74	Scarsdale Allotment	Removal of Fly Tipping	£ 1,000.00	£ -	£ 1,000.00	£ 1,000.00			0.0%
75	Vehicle Replacement	Contribution to Vehicle Replacement Reserve	£ 3,000.00	£ -	£ 3,000.00	£ 3,000.00			0.0%
76	Environment	Car Park - Pot Holes and re-lining <b>Reserve</b>	£ 2,500.00	£ -	£ 2,500.00	£ 2,500.00			0.0%
77	Reserves	Election reserve	£ 1,500.00	£ -	£ 1,500.00	£ 1,500.00			0.0%
78	War Memorial	Fence and gates to war memorial	£ 2,500.00	£ 786.28	£ 786.28	£ -			-100.0%
79	War Memorial	Lamp Post Poppies X 30	£ 300.00	£ 90.00	£ 90.00	£ -			-100.0%
80	Environment	Re-Surface Passage Way	£ 5,000.00	£ -	£ 5,000.00	£ -			-100.0%
81	Lyric Theatre	Lyric Refurbishment Projects	£ 7,000.00	£ 6,357.00	£ 7,000.00	£ -			-100.0%
	<b>New Projects:</b>								
		Wifi for lyric				£ 500.00			
		Catering Equipment				£ 2,500.00			
		Cemetery Admin Block Refurbishment				£ 5,000.00			
		Changing Rooms Refurbishment				£ 2,500.00			
		Downstairs sink in office				£ 1,000.00			
		Office flag pole				£ 200.00			
		Large event poppies				£ 150.00			
			£ 35,300.00	£ 22,521.50	£ 37,164.50	£ 30,350.00			-14.0%
	<b>Illuminations/Gala</b>								
82	Xmas Festival	Entertainments	£ 700.00	£ 383.27	£ 383.27	£ 700.00			0.0%
83	Xmas Festival	Banner/Posters/Flyers Printing & Media Adverts	£ 300.00	£ 424.80	£ 424.80	£ 300.00			0.0%
84	Xmas Festival	Tree	£ 270.00	£ 270.00	£ 270.00	£ 270.00			0.0%
85	Xmas Festival	Road Closure Stewards	£ 90.00	£ 300.00	£ 300.00	£ 90.00			0.0%
86	Xmas Festival	Traffic Regulation Order & Event Application	£ 615.00	£ 400.00	£ 400.00	£ 615.00			0.0%
87	Illuminations	Electricity & Misc Supplies, installation and hire	£ 1,150.00	£ -	£ 1,000.00	£ 1,150.00			0.0%
88	Xmas Festival	New Santa's Grotto	£ 500.00	£ -	£ -	£ 500.00			0.0%
89	Illuminations	Lights for Coronation Park	£ 500.00	£ -	£ 500.00	£ 500.00			0.0%
90	Illuminations	Hire of illuminations	£ 4,500.00	£ 4,476.68	£ 4,476.68	£ 4,500.00			0.0%
91	Xmas Festival	Contributions and Collections	-£ 250.00	£ -	-£ 250.00	-£ 250.00			0.0%
			£ 8,375.00	£ 6,254.75	£ 7,504.75	£ 8,375.00			0.0%
	<b>Wages</b>								
	Environment		£ 35,618.75	£ 31,616.11	£ 42,154.82	37,239.40			
	Bar		£ 8,500.00	£ 4,344.68	£ 5,792.91	8,712.50			
	Hall		£ 17,425.00	£ 14,768.60	£ 19,691.47	17,860.63			
	Admin/General		£ 33,825.00	£ 28,086.73	£ 37,448.97	34,670.63			
	Lyric Manager		£ 8,302.50	£ 9,016.42	£ 12,021.89	8,302.50			
	Bar Manager		£ 5,535.00	£ 4,543.98	£ 6,058.64	5,535.00			
	Lyric Caretaker		£ 2,818.75	£ 1,780.02	£ 2,373.36	2,889.22			
	Pensions Contributions		£ 2,052.88	£ 2,622.77	£ 3,497.03	2,677.75			
			£ 114,077.88	£ 96,779.31	£ 129,039.08	117,887.62			3.3%
	<b>Tax/NI</b>								
	Tax and NI Deductions		£ 21,781.00	£ 17,639.43	£ 23,519.24	22,772.04			4.5%
		Total Deductions	£ 21,781.00	£ 17,639.43	£ 23,519.24	£ 22,772.04			4.5%
	<b>Petty Cash</b>								
	Miscellaneous Expenditure		£ 1,000.00	£ 332.55	£ 1,000.00	£ 1,000.00			0.0%
	<b>TOTAL EXPENDITURE NET OF VAT</b>		£ 327,031.10	£ 236,513.16	£ 333,823.94	£ 324,660.88			-0.7%

<b>INCOME</b>		<b>Budget 2018/19</b>	<b>Income 2018/19</b>	<b>Forecast to March</b>	<b>Proposed 2019/2020</b>
<b>Precept</b>	Excluding grant element via RMBC	£ 224,531.35	£ 224,531.00	£ 224,531.00	£ 238,460.88
		£ 224,531.35	£ 224,531.00	£ 224,531.00	£ 238,460.88
General including Interest/Wayleave		£ 350.00	£ 2,588.50	£ 350.00	£ 350.00
Anticipated recovery of events expenditure	Lyric events budget - with the aim of being self-financing	£ 2,000.00	£ 928.44	£ 1,237.92	£ 2,000.00
Rugby Club	Ground Rent	£ 3,000.00	£ 1,500.00	£ 3,000.00	£ 3,000.00
Grant	Re Costs of Neighbourhood Plan	£ -	£ 7,638.00		£ -
General Income	Excludes VAT Refunds	£ 5,350.00	£ 12,654.94	£ 4,587.92	£ 5,350.00
<b>Lyric General - Bookings</b>					
Bookings Income		£ 15,500.00	£ 16,248.00	£ 15,000.00	£ 15,000.00
		£ 15,500.00	£ 16,248.00	£ 15,000.00	£ 15,000.00
<b>Lyric Bar Takings</b>					
Bar Takings		£ 36,000.00	£ 25,802.02	£ 34,402.69	£ 30,000.00
		£ 36,000.00	£ 25,802.02	£ 34,402.69	£ 30,000.00
<b>Cemetery</b>					
Cemetery		£ 40,000.00	£ 31,500.00	£ 42,000.00	£ 35,000.00
		£ 40,000.00	£ 31,500.00	£ 42,000.00	£ 35,000.00
<b>Allotments</b>					
		£ 850.00	£ 184.00	£ 850.00	£ 850.00
		£ 850.00	£ 184.00	£ 850.00	£ 850.00
<b>TOTAL INCOME NET OF VAT</b>		<b>£ 322,231.35</b>	<b>£ 310,919.96</b>	<b>£ 321,371.61</b>	<b>£ 324,660.88</b>
Increase required at Maximum Budget/Precept					<b>13,929.53</b>
<b>Percentage increase from 2018/19</b>					<b>6.2%</b>
Increase delivered by increase in Council Tax Base at 1.73458%					3,894.67
Net increase required					<b>10,034.86</b>
Percentage increase from 2018/19					<b>4.47%</b>
		<b>Per Annum</b>		<b>Per Week</b>	
Current Precept for a 'Band D' Property 2019/20		£ 97.05		£ 1.87	
Proposed Precept Increase		£ 4.34		£ 0.08	
Total Precept for 2019/20		<b>£ 101.39</b>		<b>£ 1.95</b>	

**Do the dates at the top of above document need amending to 2019/20 ?**

**Need updated Precept Comparison document to copy & paste onto here**