



DUSTON PARISH COUNCIL

Parish Office
Duston Community Centre
Pendle Road
NORTHAMPTON
NN5 6DT

Tel: 01604 583626
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ENGAGEMENT AND ENVIRONMENT COMMITTEE

Cllr Matthew Golby (Chair), Cllr David Huffadine-Smith (Vice-Chair), Cllr Mike Ingram,
Cllr Paul Anderson, Cllr Paul Enright-King, Cllr John Caswell
Cllr Shaun Pape, Cllr Sandie Maitland, Cllr Ken Clarke

30th November 2018

Dear Councillor,

You are hereby summoned to a meeting of Duston Parish Council in Duston Community Centre, Pendle Road, Duston, NN5 6DT on **Thursday 6th December 2018 at 6:15pm** when the following business will be transacted.

AGENDA

34. To receive apologies for absence

35. To receive and approve the minutes of the meeting held on Thursday 25th October 2018 -(APPENDIX A)

36. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business).

37. Public participation session (Persons wishing to address Council may register their intention to do so at the above address by telephone or email by 12 noon on the day of the meeting and may speak for a maximum of 3 minutes).

Please note, this is a public meeting and you may be filmed, recorded and published. Copies of all council papers are available to download at www.duston-pc.gov.uk

38.Events Program

- To receive a report and update from the Business and Community Development Manager on the Events Programme (APPENDIX B).

39.Youth Engagement

- To receive an update from the Youth Engagement Worker (APPENDIX C).

40.Gates in Errington Park Play Area

- To consider the gates and fencing around Errington Park Play Area.

41.Street lighting in Meeting Lane

- To discuss street lighting in Meeting Lane.
-

42.Defibrillator

- To discuss instillation of a defibrillator at St Luke's Centre.

43.Budget 2019/20

- To note the draft budget for 2019/20 (APPENDIX D).

Justin Gleich

Signed on original

Clerk to Duston Parish Council



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ENGAGEMENT AND ENVIRONMENT COMMITTEE

MINUTES 25th October 2018

CHAIRMAN OF COMMITTEE: Councillor Golby, in the Chair

PRESENT: Cllrs Huffadine-Smith, Anderson, Ingram, Pape, Enright-King, Caswell, Maitland.

IN ATTENDANCE:

Justin Gleich – Parish Clerk,
Gary Youens – Deputy Parish Clerk

27.To receive apologies for absence

None

28.To receive and approve the minutes of the meeting held on 13th September 2018 -

It was RESOLVED:

- To approve the minutes of the previous meeting and the Chairman authorised to sign the same (APPENDIX A).

29. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

None

30. Public participation session

None

31. Duston In Bloom

It was RESOLVED:

- The Committee received a verbal update on In Bloom 2018 from the Business, Community and Development Manager.
- Cllr Maitland proposed and Cllr Golby seconded that the Committee thank Parish Council staff for their work on Duston In Bloom. That a press release be issued highlighting the current work being undertaken for the Poppy Cascade. The motion was carried.

32. Vehicle Activated Signs

It was RESOLVED:

- To agree the Report (APPENDIX B) and its recommendation as follows:

Purchase two mobile Vehicle Activation Signs (with extended life battery) to place in various locations, as stated in Appendix B, within the civil parish of Duston.

- Cllr Ingram proposed and Cllr Caswell seconded to delegate to the Clerk whether to purchase an additional battery charger and to consider additional places within the Parish to place the VAS, such as the Junction for Eastfield Road and the Junction of Berrywood Road. The motion was carried.

33. New Play/Exercise Equipment

It was RESOLVED:

- To agree the Report (APPENDIX C) and its recommendations as follows,

- a) Ask Northampton Borough Council to renovate, using Section 106 monies, the children's play equipment at Melbourne Park.
- b) Ask Northampton Borough Council, using Section 106 monies, to purchase adult exercise equipment.
- c) It was proposed by Cllr Pape and seconded by Cllr Golby to locate the exercise equipment at Errington Park.

DRAFT



DUSTON PARISH COUNCIL

Committee: Engagement & Environment Committee

Date: Thursday 6th December 2018

Agenda Item: 38. Events Programme

1. Purpose

To receive a report from the Business and Community Development Manager on the Events Programme.

2. Events and Initiatives 2018 as at 06/12/210

2.1 WW1 Centenary & Poppy Cascade

- 100 Organisations, groups & individuals crafted over 5200 poppies. Appeals via noticeboards, website & Facebook attracted 50 volunteers who helped us fix the poppies to the cascade. The result was displayed on the bank at St Luke's and received a steady stream of visitors during November. The post on Facebook reached nearly 55,000 people and hundreds of positive comments have been received. This project has been a wonderful example of community engagement and has significantly raised the profile of Duston Parish Council. We should all celebrate this and strive to keep the momentum going by encouraging more community projects and interaction with Duston residents.
- The cascade provided a wonderful backdrop to the Remembrance Day events organised in partnership with the RBL, Duston & District Branch. The lone piper at 6am was haunting, an emotional service at a packed St Luke's Church was followed by the laying of the wreath and an unprecedented amount of people made their way to St Luke's Centre where they enjoyed tea and biscuits, wartime songs from Musicality and a history exhibition by Duston History Group. The lighting of the Beacon at 7pm accompanied by the last post played by Liberty Drum Corps was enjoyed by a good crowd of people and the cascade was floodlit. A very fitting tribute to the fallen and very well received by local residents.

1.3 Christmas at St Luke's 17th November 2018

- Music from NMPAT young brass players welcomed a record number of visitors to our annual Christmas event. We had 40 stall holders selling an impressive variety of food, crafts and gifts and more entertainment from Musicality who sang Christmas songs. A vintage caravan and our pop up café served festive fayre and CK provided free crafts activities and a Santa's grotto. Duston Art group had a very successful exhibition and sale and the food bank run on behalf of Duston United Reformed Church were almost disappearing under the pile of donations.

1.4 Christmas Lights Switch on 1st December 2018

- The tree is now in place on the bank at St Luke's and will be lit up throughout December.

1.5 Duston Festive Windows 1st -25th December 2018

- Many shops, premises, pubs and churches across Duston have entered this year's competition for the best dressed window. This will encourage people to visit all parts of the village, increase footfall to the businesses and to our website where they vote for their favourite. We look forward to revealing the winner at the end of the month.

1.6 Centre Users Thank you in December 2018

- All groups that use our centres will be invited to enjoy a coffee and mince pie whilst being entertained by Duston Eldean School Choir

3. 2019 Events & Initiatives

3.1 Launch of Health & Wellbeing Initiatives

- Information, Health & Wellbeing Event
- Soup & Board Games/skill swaps in the café
- The Grow Together Allotment
- Expand Volunteer base
- Wellbeing Walks around village
- Exercise Equipment in parks
- Increase partnerships with Local groups/Youth/Elderly

3.2 Table Top Sales

- Scheduled for January, April & October

3.3 Community Forum Presentations

- To centre users/clubs/churches/schools etc.
- Extend to local businesses to attract partnership working and sponsorship

3.4 Bloom 2019

- Expand on success of 2018

3.5 Duston Fun Day 30.6.19

- Expand on success of this year's event

Duston Parish Council
Engagement & Environment Committee
Presentation

6th December 2018

The Youth Work Manager will be giving a short
update on the service provision

The following areas will be covered in the presentation: -

- Wednesday Club, Year 6
- Duston Youth Club
- The Grow Together Allotment
- Intergenerational wok
- Duston in Bloom
- Community Engagement
- Young Leaders
- New for 2019 – Health & Wellbeing Programme



DUSTON PARISH COUNCIL

Committee: Engagement and Environment Committee
Date: Thursday 6th December 2018
Agenda Item: 43. Draft Budget 2019/20

1. PURPOSE

To present the 2019/20 draft budget and proposed precept demand to the Engagement and Environment Committee for comments.

2. BACKGROUND INFORMATION - FINANCIAL IMPLICATIONS

2.1 In calculating the level of precept the Council must establish a budget sufficient to cover the four following classes of items:

- a) Next year's expenditure, including an allowance for contingencies;
- b) Outstanding expenditure incurred in previous years;
- c) Expenditure likely to be incurred before the precepted sum becomes available; and
- d) Payments to a capital fund or building maintenance reserve

3. BUDGET ASSUMPTIONS

Expenditure

3.1 The salaries model is based on the existing staff structure and working patterns. Staff who are not at the top of their scale are assumed to move up one salary point subject to satisfactory performance. Employer's contributions into the pension scheme are currently included at 28.3% of pensionable pay for 2019/20 (27.3% in 2018/19).

3.2 This budget has allowed for a salary increase of 2.5% as the exact figure has not yet been confirmed by Government.

Key Points

3.3 The budgets for 2017/18 and 2018/19 started with a deficit of £52,099 and £45,223 respectively which were met from reserves. The proposed draft budget for

2019/20 is a balanced budget with no starting deficit that invests more in community events whilst making savings on internal running costs.

3.4 Budgeted net expenditure is £697,992 (assuming income growth of 8%) which means a precept requirement of £480,092 (an increase on 2018/19 of 2.76%).

3.5 Expected income has been increased by 8% to reflect an anticipated rise in room hire rates and commercial rents.

3.6 Full staffing gives a total increase of £22,858 on 2018/19, which is largely offset by a corresponding saving of £5,000 in agency fees and a reduction in Finance, legal and HR fees of £10,500 (including a saving in accountancy fees of £8,000).

3.7 Increased use of St Luke's and DCC requires an increase in expenditure for cleaning and waste removal.

3.8 Additional funding of £2,000 is proposed for the Events budget to cater for Bloom.

3.9 Provision for IT and telephones has been reduced by £3,000 through the negotiation of a new contract.

3.10 New insurance arrangements have resulted in a saving of £2,400 for 2019/20.

3.11 Money budgeted for elections (£2,000) has been removed as this is already covered by £40,000 of existing earmarked reserves.

3.12 Changes to the council's licensing and audit arrangements have allowed for a further saving of £2,000.

3.13 An allowance for capital projects has also been removed as it is catered for in earmarked reserves.

4. PRECEPT

The draft budget proposes a precept of £480,092 which represents a 2.76% increase on 2018/19 and equates to a Band D charge of £86.95 (£84.21 in 2018/19 and £82.57 in 2017/18).

5. GENERAL RESERVE / TREASURY MANAGEMENT POLICY

5.1 The general reserve held by the Council ensures that there is sufficient cash flow in the period from the end of the financial year until receipt of the first precept instalment for the following year (usually late April). The general reserve is also a contingency for unforeseen expenditure or loss of income.

5.2 For the purpose of the precept calculation a prudent target closing reserve figure at 31st March 2020 would be £554,980 which is approximately 9 months net expenditure. NALC's "Governance & Accountability for Local Councils – Practitioners' Guide" recommends that councils hold a minimum general reserve equivalent to at least 3 months gross expenditure.

6. RECOMMENDATIONS

It is **RECOMMENDED** that:

- Committee notes the draft budget

Report by: J Gleich Parish Clerk / RFO

DUSTON PARISH COUNCIL
BUDGET 2019/2020

	2018/19 As agreed	2019/20	2018/19 As agreed	2019/20
ADMINISTRATION				
Employees				
PC Salaries	220,067	240,000		
EERS NI	19,153	22,000		
EERS Pension	60,078	60,000		
Agency wages contingency	10,000	5,000		
Staff welfare/clothing	500	600		
Travel & Subsistence Clr	200	200		
Travel & Subsistence EES	500	500		
Training Ees	2,760	4,500		
Training Councillors	600	500		
TOTAL	313,858	333,300		
Councillors Services				
Chairmans Allowances	600	600		
Councillors Allowances	5,000	5,000		
TOTAL	5,600	5,600		
Office Expenses				
IT Licences etc	4,000	4,000		
Photocopier	1,800	1,800		
Postage	500	500		
Stationery	1,500	1,500		
Telephone/broadband	6,500	3,500		
Office/computer Equipment	2,000	4,000		
IT support	3,000	3,000		
TOTAL	19,300	18,300		
Parish Van				
Lease charges/van running costs	3,000	3,500		
Insurance	600	600		
TOTAL	3,600	4,100		
Audit & Legal				
Finance/legal/HR				
Insurance	30,000	19,500		
Audit	14,000	11,600		
Membership Fees	3,000	1,500		
Licensing fees	4,000	4,500		
Elections	2,000	1,500		
	2,000	-		
TOTAL	55,000	38,600		
			Income	
			Income from room and office hire	200,624
			To be met from ear marked reserves	45,223
			Total Income	245,847
				217,900
			Budget Requirement expenditure	713,048
			Income	245,847
			Precept Requirement	467,201
				480,092
			Precept increase over last year	2.76%
			Allowed for in election earmarked reserves	

Parish Office		
Electricity	6,000	6,000
Water	2,000	2,000
Rates	2,000	2,000
TOTAL	10,000	10,000

Communications		
Newsletter	5,000	6,000
Publications	7,000	4,000

TOTAL 12,000 10,000

Miscellaneous Costs

Loan repayments St Lukes	31,500	31,202
Loan repayments Duston Sports Centre	24,000	24,000
Loan repayments Duston Community Centre	65,200	65,200
Community Events	10,000	12,000
Building repairs/ maintenance	15,000	15,000
Bank charges	100	100
St Lukes utilities	12,000	12,000
St Lukes repairs/maintenance	5,000	5,000
St Lukes rates	1,200	3,000
Catering costs and equipment	4,100	4,000
Cleaning, laundry, consumables	1,500	3,000
Waste removal	1,500	5,000
Security	1,500	1,500
Environment (Parks, Bins etc)	40,000	40,000
Capital Projects expenditure	20,000	-

TOTAL 232,600 221,002

Community

Grants	10,500	10,500
Youth Programme	27,590	25,590
Donations		

TOTAL 38,090 36,090

Planning Committee

Planning	1,000	1,000
Neighbourhood Plan	-	-
TOTAL	1,000	1,000

Contingency

22,000 20,000

TOTAL EXPENDITURE

713,048 697,992

