



**WISBECH TOWN COUNCIL**  
**POLICY AND RESOURCES COMMITTEE**

**8 APRIL 2019 – 7.30 pm**

**MINUTES OF MEETING**

**Present:** Councillor Oliver, Chairman; Councillors Balsevics, Miss Hoy, Human, Miss Oliver, Tibbs, Tierney and Wing.

**Apologies:** Councillor Hill.

**Public Participation:** None requested.

The minutes of the meeting of the Policy and Resources Committee held on 7 January 2019 were confirmed and signed.

**R15/18 Wisbech Town Council's Accounts 2018/19**

The Clerk (and RFO) reported to members on the council's financial position as at the end of quarter four (year-end) of the financial year 2018/19; he gave explanations as to variations between the estimated income and expenditure for the fourth quarter of 2018/19 and the actual financial position as at 31 March 2019.

As at 31 March 2019, the council had received 142.77% of the estimated annual income and had incurred 97.4% of its estimated annual expenditure. This high level of income, way above the budget estimate for the financial year, is due mainly to the receipt from Cambridgeshire County Council of the £150,000 loan for repair works to Wisbech Castle, the receipt of unanticipated Section 106 Planning Obligations monies (of £14,390) from Fenland District Council, Mayoral income and the reclaim of VAT; without those elements of income, the council would have received 99.19% of its estimated income for the financial year 2018/19.

The Clerk (and RFO) responded to members' questions on the council's income and expenditure position as at the end of the financial year 2018/19.

The Clerk proposed to members that the ear-marked reserves at the end of the financial year 2018/19 (for carrying forward into the financial year 2019/20) be:

- £13,000 for works to Wisbech Market Place (the current balance of the sum which had been provided by Fenland District Council to the Town Council upon transfer of ownership of Wisbech Market Place to the Town Council)
- £4,500 (the unspent balance on the Elections budget at the end of the financial year 2017/18) towards future elections costs
- £133,193 for works to Wisbech Castle (the current balance of the loan provided by Cambridgeshire County Council)
- £14,390 for enhancement of Wisbech town centre (Section 106 Planning Obligations monies provided by Tesco which had been released recently by Fenland District Council).

The Clerk commented that, based upon the council's financial position as at the financial year-end 2018/19 and taking into account the level of ear-marked reserves listed above, the council's level of general reserves as at the year-end 2018/19 would increase significantly over the position at the financial year-end 2017/18 and exceed the figure which had been anticipated at minute R11/18.



Members decided that

- (1) the information reported by the Clerk (and RFO) be noted;
- (2) the accounts for the fourth quarter (year-end) of the financial year 2018/19 be approved;
- (3) the council's ear-marked reserves at the end of the financial year 2018/19, as listed above, in the total sum of £165,083, be approved.

### **R16/18 Dog waste bin**

Members considered a request, made by Councillor Miss Hoy on behalf of parishioners, for this council to purchase a dog waste bin for installation at Meadowgate Lane, Wisbech.

The Clerk reported that a resident who had read the agenda for this meeting had commented to him, and asked him to draw to members' attention, that a dog waste bin already exists at the bottom of Queen Elizabeth Terrace and a general waste bin is located opposite the school. In response, Councillor Miss Hoy explained to members the specific proposed location for an additional dog waste bin and showed them a photograph of that area, which demonstrated that such a bin would not duplicate existing provision.

Members decided, unanimously, on the proposal of Councillor Miss Hoy, seconded by Councillor Wing, that a dog waste bin be purchased, via Fenland District Council, for installation, by that council, at the location described to members by Councillors Miss Hoy.

### **R17/18 Grant applications**

Members considered the grant applications which had been submitted to Wisbech Town Council, for funding from the council's 2019/20 budget for small grants, as well as allocation of the council's special grants for that financial year.

The Clerk reminded members that Wisbech Town Council's budget for 2019/20 (agreed at minute 119/18) includes a sum of £6,000 (i.e. increased from the £5,250 figure which had been the allocation in each of the financial years 2015/16, 2016/17, 2017/18 and 2018/19) for small grants and £34,500 (which had been £37,000 in the financial years 2017/18 and 218/19) for special grants.

The Clerk presented to members a summary of the small grant applications received by the council for consideration for the 2019/20 financial year, as set out below.

	<b>Organisation</b>	<b>Purpose of grant</b>	<b>Amount requested</b>
1.	Girls Venture Corps Air Cadets, Wisbech	Contribution towards the costs of participating in the annual Girls Venture Corps and Air Cadets Camp	£750 (out of a total project cost of £1,350)
2.	20 Twenty Productions (on behalf of the Rose Fair - Museum Square Working Party	The cost of providing musical and other street entertainment during the Rose Fair 2019	£1,000 (the full cost of the project)
3.	Wisbech Music Society	Contribution towards the costs of musicians' fees, insurance, hire of venues, publicity for events etc	£200 (the full cost of the project)



4.	Wisbech and District Life Saving Club	To meet the cost of providing formal training for volunteers in Safeguarding and Child Protection	£120 (the full cost of the project)
5.	Wisbech Social Club and Institute	Contribution towards the cost of refurbishing the building's clock and clock tower	£1,000 (out of a total project cost of £2,500)
6.	Bedazzle Wisbech; Theatre Arts	Contribution towards the cost of hall hire in 2019/20	£450 (out of a total cost of £900)
7.	Relate (in Fenland)	Contribution towards the cost of helping couples, families and individuals make relationships work better	£750 (the full cost of running the service is not specified but the point is made in the application that the remainder of the costs would be met by charitable donations)
8.	The Cambridgeshire Shrievalty Trust (The Bobby Scheme)	Contribution towards the cost of delivering a crime reduction programme, which supports particularly the most vulnerable members of society who are either the victims of burglary, domestic abuse and other crimes, or are concerned about home and personal safety	No particular sum is requested but the point is made in the application that the average cost of supporting each person is £200
9.	8 -16 Fenland Archaeology	Contribution towards the cost of operating this group, which provides opportunities for young people to learn about local archaeology	£50.00
	<b>TOTAL</b>		<b>£4,320 (does not include a specific sum for application number 8)</b>

The Clerk informed members that the groups listed at 1 (£500), 3 (£200) and 6 (£450) in the table above had all received small grants funding from Wisbech Town Council in the financial year 2018/19 (amounts shown in brackets). The application at 2 (£1,000) had been funded from the council's special grants budget in 2018/19 because of the level of demand for funding from the small grants budget in that year and the desire of the committee to support the application (minute R22/17 refers).

Members were informed also by the Clerk that a small grants application had been submitted by the Wisbech/Arles Twinning Club, for £1,000 towards the cost of an Arles Festival, but this had been withdrawn subsequently by the club following its decision not to hold such an event in 2019.

The Clerk reminded members that this committee had approved, at minute R9/18, a grant application (of £200) to meet the cost of providing entertainment at an International Food Day event which had taken place on 27 October 2018. The organisation of last year's event had been led by a



particular community group; however, in an attempt to make the event bigger and better, representatives of a number of partner organisations are working together (including the Clerk to Wisbech Town Council) to plan a similar event for (14 September) 2019. It is possible that a small grant application would be made to Wisbech Town Council, for a contribution towards the cost of the event, in due course.

Members were reminded by the Clerk that the council's guidance to applicants for grant funding states that Wisbech Town Council will look at the following issues when assessing funding requests: contribution to social, environmental, economic wellbeing, community involvement and activities, social inclusion, any previous funding, purpose of the organisation and the nature of the assistance requested.

Members decided that

- (1) the details of the small grant applications submitted to Wisbech Town Council for the financial year 2019/20 be noted;
- (2) small grant application numbers 1 (£750), 2 (£1,000), 3 (£200), 4 (£120), 5 (£1,000), 6 (£450), 7 (£750) and 9 (£50) be approved in full;
- (3) a representative of small grant application number 7 be invited to make a presentation to a future meeting of Wisbech Town Council, so that all members of the council could learn more about the organisation and the support that it provides for local people;
- (4) small grant application number 8 (which requested no particular sum) be deferred and that the applicant be invited to make a presentation to a future meeting of Wisbech Town Council, as a result of which this committee would make a decision on the level of funding to be awarded;
- (5) it be a condition of any grant funding awarded that recognition is given in any literature/publicity produced by the recipient organisation to the financial support it had received from Wisbech Town Council; in addition, the recipient organisation shall provide to Wisbech Town Council, at the end of the specific grant-funded project or the end of the financial year if the grant relates to the organisation's operating costs, a brief report on the manner in which the provided by Wisbech Town Council had been applied;
- (6) allocation of the special grants budget for 2019/20 be as set out in the table below:

	<b>Organisation/body</b>	<b>Funding allocation (£)</b>
1.	Angles Theatre	1,000
2.	Citizens' Advice	1,000
3.	Wisbech and Fenland Museum	20,000
4.	Museum – Town Library	1,000
5.	Rose Fair – operational costs	1,000
6.	Vivien Fire Engine Trust	500
7.	Wisbech in Bloom	5,000
8.	Waterlees in Bloom	500
9.	Wisbech Armed Forces Day	1,000
10.	Wisbech Christmas Fayre	1,500
11.	Wisbech Reads	1,000
	<b>TOTAL</b>	<b>33,500</b>



- (7) the special grants funding which had been paid automatically WisARD (in relation to its operating costs) for a number of years be ceased with effect from the financial year 2019/20; if the organisation wishes to receive continued funding from this council, it would need to submit a written application (to demonstrate such a funding requirement), for consideration by this committee;
- (8) the Clerk would ask the question of the Angles Theatre, when making payment of the special grants funding of £1,000 for the financial year 2019/20, whether the level of financial support provided by Wisbech Town Council (which had been at the same level for a number of years) remains sufficient;
- (9) representatives of the Board of Directors of the Wisbech and Fenland Museum be invited to attend a future meeting of Wisbech Town Council to update the council on its current performance and future ambitions and challenges, with a view to extension of the current Service Level Agreement (which is due to expire on 31 March 2020) between Wisbech Town Council and the Wisbech and Fenland Museum.

(Councillor Oliver declared his non-pecuniary interest in the small grant applications submitted by the Girls Venture Corps, Wisbech (because of his chairmanship of the group’s Civil Committee) and the Wisbech Social Club and Institute (as a Director)) and the consideration of special grants funding to WisARD (as a member of that group and in relation to Armed Forces Day (as member of the organising committee))

(Councillor Miss Oliver declared her non-pecuniary interest in the small grant application submitted by the Girls Venture Corps, Wisbech (because of her being the group’s Unit Commander) and special grants funding for Armed Forces Day (as a member of the organising committee))

(Councillor Human declared his non-pecuniary interest in the small grant application submitted by the Girls Venture Corps, Wisbech (because of his being a member of the group’s Civil Committee))

**R18/18 Partnership working with Fenland District Council**

Members considered a proposal from Fenland District Council to fund jointly the provision of two additional benches at Wisbech Park.

The Clerk had circulated to members in advance of the meeting some possible designs and indicative costings which had been provided by the Head of Leisure Services at Fenland District Council in that regard.

In terms of a potential design for the proposed benches, Councillor Oliver commented that he believes, but is yet to find confirmatory evidence, that Wisbech Park would be 150 years old this year. He suggested, and other members agreed, that, if that proves to be the case, it would be appropriate for the two new benches to be of a design which would commemorate that fact.

Members decided that the proposal for Wisbech Town Council to fund jointly with Fenland District Council the provision of two additional benches at Wisbech Park be supported, subject to the design of the benches being agreed by the two councils.

**Meeting finished at 8.15 pm.**

Signed.....

Dated.....