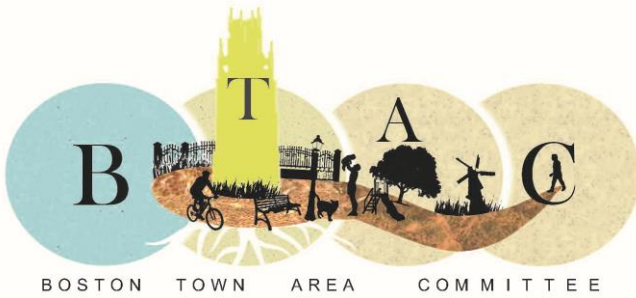


Public Document Pack



Municipal Buildings
Boston
Lincolnshire PE21 8QR
Tel: 01205 314200

Wednesday, 18 September 2024

Notice of meeting of the Boston Town Area Committee (BTAC)

Dear Councillor

You are invited to attend a meeting of the Boston Town Area Committee (BTAC)
on **Thursday, 26th September, 2024 at 6.30 pm**
in the Committee Room - Municipal Buildings, West Street, Boston, PE21 8QR

Rob Barlow
Chief Executive

Membership:

Chairman: Councillor Barrie Pierpoint
Vice-Chairman: Councillor Patricia Marson
Councillors: Jyothi Arayambath, Alison Austin, Emma Cresswell, Anton Dani,
Neil Drayton, Anne Dorrian, Paul Gleeson, Sandeep Ghosh,
Mike Gilbert, Andy Izard, Lina Savickiene and Stephen Woodliffe

Members of the public are welcome to attend the committee meeting as observers except during the consideration of exempt or confidential items.

This meeting may be subject to being recorded.

Agenda

Part I - Preliminaries

A Apologies for Absence

To receive apologies for absence.

B Minutes

(Pages 1 - 6)

To sign and confirm the minutes of the last meeting.

C Declarations of Interest

To receive declarations of interests in respect of any item on the agenda.

D Update on Actions from the Minutes of the Last Meeting

To report progress on outstanding actions from the minutes of the last meeting, for information only.

E Public Questions

To answer any written questions received from members of the public no later than 5 p.m. two clear working days prior to the meeting – for this meeting the deadline is 5 p.m. on Monday 23 September 2024.

F Public Speaking Time

To allow members of the public to address the Committee.

Part II - Agenda Items

1 BTAC Small and Empowering Healthy Communities Grant Scheme (Pages 7 - 12)

A report by the BTAC Grants Administrator

2 BTAC Financial Position as at 30 June 2024 (Pages 13 - 20)

A report by the Strategic Finance Manager.

3 Work Programme - Standing Item (Pages 21 - 22)

(The Committee's work programme for the current year for discussion and/or updating.)

Notes:

Please contact Democratic Services (demservices@boston.gov.uk) if you have any queries about the agenda and documents for this meeting.

Council Members who are not able to attend the meeting should notify Democratic Services as soon as possible.

Alternative Versions

Should you wish to have the agenda or report in an alternative format such as larger text, Braille or a specific language, please telephone 01205 314226.

BOSTON TOWN AREA COMMITTEE (BTAC)

1 August 2024

Present: Councillor Barrie Pierpoint (Chairman), Councillor Patricia Marson (Vice-Chairman), Councillors Jyothi Arayambath, Alison Austin, Emma Cresswell, Neil Drayton, Anne Dorrian, Paul Gleeson, Sandeep Ghosh, Mike Gilbert, Andy Izard and Stephen Woodliffe

Portfolio Holders: Councillors John Baxter and Dale Broughton

Officers –

Assistant Director - Culture and Leisure, Buildings and Property Services Manager and Democratic Services Officer

32 APOLOGIES FOR ABSENCE

Apologies for absence were tabled by Councillors Anton Dani and Lina Savickiene

33 MINUTES

With the agreement of the committee the Chairman signed the minutes of the previous meeting.

34 DECLARATIONS OF INTEREST

No declarations of interest were tabled.

35 UPDATE ON ACTIONS FROM THE MINUTES OF THE LAST MEETING

The Lead Officer for the Committee, the Assistant Director for Leisure and Culture advised members that following the previous meeting the Green Flag Group sat on the 26 June and agreed the outline of the scope and work was ongoing identifying the resources required in delivering such a project. The work programme would involve the management plan itself by exploring the option for UK SPF funding for a Friends of Central Park in support of both the strategy and the development of policy.

Moving forward a visit would be scheduled to enable the group to view the sites at Lincoln who had successfully achieved four Green Flags.

36 PUBLIC QUESTIONS

No questions tabled.

37 PUBLIC SPEAKING TIME

A member of the public addressed the meeting voicing concerns in respect on ongoing issues of fly-tipping / littering within the immediate vicinity of his residence in the Granville Street / Carlton Road area of the town. Committee were further advised that initially a CCTV camera had been thought to be installed but when officers had advised that would not take place, the member of public had offered their own premises as a site for the camera such was the need to source the evidence and impact of the incessant littering.

Members were advised that wild life tore into the bags of rubbish and strew the contents, which included foodstuffs and also items of a personal matter, along the pavements and onto the road – with the site being a continual rubbish tip. Whilst the operatives cleaned the site once reported, the site filled up again repeatedly.

The Chairman thanked the member of public for the question and advised that officers on site had taken note of all the comments and concerns tabled, and both members and officers would move the issue forward to look at achieving some action to address the volume of activity at the site.

38 BTAC SMALL GRANT SCHEME

The Lead Officer for the Committee presented the report confirming the outcomes of the Committee’s Small Grants Working Group.

Committee were advised that two grants had been considered and agreed within the Empowering Healthy Communities Grant Scheme and a further two grants considered and agreed within the Boston Town Area Committee Small Grant Scheme.

Applicant	Scheme	Project	Amount Requested
Community Growers CIC	BTAC Empowering Healthy Communities Grant Scheme	To purchase items of equipment to support their weekly gardening club.	£989.03
Carers First	BTAC Small Grant Scheme	Contribution towards the cost of supplying well-being packs and put on activities for Young Adult Carers in the BTAC areas of Boston.	£1,000
Boston Wheelers – Go Ride Group	BTAC Small Grant Scheme	Match funding to provide free, weekly cycling sessions for children from the BTAC area for 2025	£790.00
Polish Support Initiative CIC	BTAC Empowering Healthy Communities Grant Scheme	Contribution towards the cost of their Fall Fun Fest Event on 01 st September 2024	£1,000

RESOLVED:

That BTAC endorse the decisions made by the Small Grants Group

39 BTAC FINANCIAL POSITION AS AT 31 MARCH 2024.

Presented by the Lead Officer, members were advised that the report provided an update to members on the BTAC financial position, showing the budget and outturn (full year spend) for the 2023/24 year, and the BTAC reserve at the year-end 31 March 2024.

The report showed the BTAC outturn position for the 2023/24 year, both in terms of revenue expenditure for the year and the reserve sums held. It helped inform members to enable them to ensure probity and to make decisions on future spending within the BTAC area. The outturn position was an overspend of £37,115 which has been offset by a contribution from reserves to ensure a breakeven position.

The opening balance of the BTAC reserve on 1 April 2023 has been £328,136. The closing balance on BTAC's reserve as of 31st March 2024 being £118,459.

Details of the use of reserves had been outlined in Appendix A and included expenditure on play equipment of £142k and the contribution from reserves towards the in-year overspend of £37k.

Having considered the S151 Officer's recommendation of a minimum reserve of £70,000, the Funds available (not allocated) stood at £118,459.

Member deliberation followed which included:

Strong concern was tabled by the Chairman and other members at the lack of supporting detail within the report, which failed to identify how the figures had been achieved, along with a lack of identification of any break down of charges and a lack of justification of the figures.

Members agreed the need to be fully conversant with the finances of the committee and also to be aware of every charge incurred by BTAC.

Members were advised that historically on the committee, a workshop was scheduled for all members to explain the budget process. The Chairman agreed the re-introduction of such a workshop.

The Chairman further requested that his displeasure at the lack of any attendance by a Finance Officer to present and answer questions on the report, be recorded.

RESOLVED:

To defer the report to enable a fully detailed report to be returned to the next committee meeting on the 28 November 2024, enabling members to have fully detailed report on all BTAC charges to enable them to consider any decision making moving forward.

40 PUBLIC CONVENIENCES - VARIANCE AGAINST BUDGET

The portfolio holder presented the report to the committee, confirmation that following receipt of its annual financial reporting, BTAC had voiced concerns at the significant overspend against budget on the provision of Public Conveniences and requested a report providing a full breakdown of the costs and reasons for the overspend. During the financial year 2023/24 there had been two occasions when water consumption for two public conveniences in Boston were found to be unusual and unexpected and resulted in higher water bills than expected. To ensure a full understanding of matters at individual locations this report will deal with each location separately.

On the 13th of February 2024, the property team were informed by colleagues from the council's finance team that a water utility bill for Bond Street Toilets for the period 10 November 2023 to 9 February 2024 had been received for the sum of £4,201, ten times more than expected. Average daily water consumption at the location prior to this date had been broadly similar with quarterly bill for the previous 12-month period averaging £401 per quarter. Officers from the council's property team attended the location and commenced to take a set of daily meter readings for a period of a week to confirm detail of water consumption at the location to see if they could initially establish the volume of water being lost prior to initiating any leak detection measures. During this period of monitoring officers were able to establish that the water consumption was identical to previous consumption periods. This indicated that there was no water leak present at the location. Monitoring since this unusual water bill has indicated consumption is in line with the average of £401 per quarter.

Having monitored water consumption since the alleged period of excessive use average water consumption remains static at pre-November 2023 levels. Anglian Water were asked if the water meter at the location could have developed a fault that caused the excessive consumption. They advised that that was not possible and that it did not require replacement.

Officers had been simply unable to offer any rational explanation for the excessive consumption during the period 27th November 2023 and 27th January 2024 based on the fact that Anglian Water do not accept that there could possibly have been any meter issue, and equally, there was no evidence during the period of any automatic stop valve failure on the cisterns, taps or other visible water supply.

Property colleagues were alerted to a notable increase in supply costs in September 2023. The water supply at this location feeds several locations throughout Central Park in addition to the toilet block, including the aviary and a mess room used by council staff. Careful checks and monitoring of the area upon notification failed to detect any obvious areas where a leak was taking place. Between September and October 2023, both property staff and the Council's maintenance contractor undertook visual and physical investigations but did not identify and escape of water. In November 2023 officers commissioned Wave Utilities specialist leak detection team to trace the entire water system in the Park; after extensive testing they identified a leak in the supply pipe that carried water underneath the aviary to the staff mess room. Given the cost of excavating the entire length of pipe buried in the aviary floor, the supply was disconnected with a new surface supply being installed within the aviary. These works were undertaken at a cost of £5,970. The leak detection team conducted further testing post works completion and have been able to determine that all leaks at the location had been resolved. The total cost for water consumption at this location for 23/24 was £40,421.

As a result of the recommended works being undertaken water consumption for April to June 2024 was significantly reduced to £2,382 (extrapolated that would give an annual estimated consumption of £9,531) going forwards. Given that a leak was found, officers are engaging Anglian Water to seek a refund of charges paid on the basis that the attendant sewerage charges within the bills paid are related to the total water drawn. As the water leaked into the ground and could not be discharged as sewerage or otherwise into the foul drainage system, it is a line that should definitely be pursued.

Committee deliberation followed which included:

Following concerns raised by members at the failure to resolve the issue of the excess charge, the Buildings and Property Services Manager advised that he would attempt to open further discourse with Anglian Water to see if there was any opportunity to discuss the matter further.

The Leader of the Council further offered to consult with the new Chief Executive of Anglian Water on the matter.

In response to questions tabled in respect of the schedule of readings of the metres and the potential need to increase it, the Buildings and Property Services Manager advised that metre readings were submitted quarterly and if a problem was identified then it was acted on.

Boston had a considerable number of metres across the town and the department did not have sufficient resources to enable it to be more pro-active and undertake monthly readings. Members were further advised that it was possible to introduce an automatic reading facility which included monitoring of consumption along with other data provision (*which was being considered by ELDC*) and estimates had indicated a cost of £1000 per metre per year which Boston currently did not have a budget for.

Concern also noted the age of the existing water system in Boston and the potential need to look at a full replacement over a period of years.

Referencing the type of taps used at the facilities, a member was reassured that they were of a 'push down' operation ensuring the taps turned themselves off. Members were further advised that operatives checked all the toilet sites on a regular basis throughout the day.

On questioning any other water supply into Central Park which may have been made available to any event organisers, a member was advised that there was a tap, but it was behind a secured gate.

A further questioned sought confirmation of the tap at the Ingram Memorial monument, seeking confirmation that it was a metered tap and the Buildings and Property Services Manager advised he would investigate and let committee know.

RESOLVED:

1. That the Buildings and Property Services Manager to attempt to open discourse with Anglian Water in respect of the over charge.
2. That the Leader of the Council correspond with the Chief Executive of Anglian Water in relation to the over charge.
3. That the Buildings and Property Services Manager identify if the tap within the Ingram Memorial is on a metre.

41 FOOTWAY LIGHTING

Presenting the report the Portfolio Holder confirmed that at its meeting on 28 March 2024, BTAC had resolved to request from officers the cost of upgrading a number of its older Footway Lighting assets across its geography; this report provides the Committee with information in relation to a number of those lights for which costs have been obtained to date. The current replacement cost to undertake the above works on the 21 assets is estimated to be £7,350 +VAT. Please note this cost may increase upon any commission as the price was provided on visual inspection basis rather than a structural inspection.

In the event any order is placed post quote term, costs may also be subject to review. For clarity to the Committee, all footway lights at the above locations are full night rather than 'part night' lights (being timed to turn off, normally somewhere between midnight and 02:00 hrs). Whilst reducing operating hours would reduce electricity costs, moving to part night lighting may prove to be problematic from a reputation management perspective so it may be prudent to retain the current lighting arrangement of full night time illumination in the event of any upgrade?

To help the Committee, officers have undertaken some high-level calculations to quantify the potential savings that could be generated by upgrading to 18W LED light fittings. Currently these assets cost c. £1,369 per annum to operate (based on an average annual 11.76-night hours with electricity at 37.6 pence per kWh). Changing the lighting heads would reduce the annual running cost to c.£610. This equates to a potential annual saving of £758.55 or a reduction of approximately 44.6% in the annual running cost of the lights in scope, giving a capital payback of 9.69 years.

Members comment and questioning followed which included:

The Buildings and Property Services Manager confirmed that the report was one in a potential series of three reports across three phases, for BTAC to consider as the committee was responsible for other lighting assets within its ward including car parks and ornate lights. In the event that members of BTAC wished to progress with those two provisions that a contractor would need to be commissioned to enable modelling to take place.

Concern was noted by members that BTAC appeared to pay for the Councils Car Parking lighting – yet BTAC received no income back into BTAC from the Car Parks.

Concern was further noted that that within the last twelve months BTAC had dipped into its reserves to deliver the lighting if agreed, and members wanted to know if it was possible to ensure any savings made from the changes went back into the BTAC reserves. Responding to members questions the Buildings and property Services Manager confirmed that it was not possible to run street lights on solar lights particularly within the winter months due to a reduction in sun hours. There were no solar street lights on the market – they were not suitable.

Urging caution on any decision being made prior to a further detailed report being tabled identifying all of BTAC's lighting responsibilities, it was suggested that the report be deferred.

RESOLVED:

That the committee agree deferral of the report and any decision making, pending the future tabling of more detailed report at the next meeting on all lighting under the responsibility of BTAC and also pending sight of the detailed finance report agreed previously in the meeting.

42 WORK PROGRAMME

The two items agreed during the meeting, the updated Finance Report and the updated Footway Lighting report were scheduled onto the agenda for the next meeting on the 8 September 2024.

A further request sought a report on cycling around the town and the impact it has on pedestrians.

The Meeting ended at 8.30 pm



Report To: Boston Town Area Committee

Date: 26th September 2024

Subject: BTAC Small and Empowering Healthy Communities Grant Scheme

Purpose: To note the decisions of the BTAC Grants Working Group in respect of grant applications submitted in Round 2 24/25 of the BTAC Small and Empowering Healthy Communities Grant Scheme.

Key Decision: N/A

Portfolio Holder: Chairman of BTAC

Report Of: Maddy Eyre, Local Communities Development Officer and BTAC Grant Administrator

Report Author: Maddy Eyre, Local Communities Development Officer and BTAC Grant Administrator

Ward(s) Affected: All BTAC Wards

Exempt Report: No

Summary

In accordance with the Committee's Small Grant Scheme, this report presents the applications made to the BTAC Grants Working Group in Round 2 of the financial year 2024/2025 for the BTAC Small Grant Scheme and the BTAC Empowering Healthy Communities Grant Scheme.

Recommendations

1. That the Committee endorse the decisions made by the BTAC Working Group in respect of **eligible** applications.

Reasons for Recommendations

The Committee's policy is to endorse the decisions made by the BTAC Grants Working Group.

Other Options Considered

None.

1. Background

1.1 The BTAC Grants Working Group met on 03rd September 2024 to review and make decisions on applications submitted for consideration in Round 2 24/25 to both the BTAC Small Grant Scheme and the BTAC Empowering Healthy Communities Grant Schemes.

2. Report

2.1 4 eligible applications were received in Round 2 across both schemes. 3 applications to BTAC Small Grant Scheme and 1 application to the BTAC Empowering Healthy Communities Grant Scheme.

2.2 Details of each applicant, which scheme they applied for, project details and amount requested are shown in Table 1 below.

2.3 To ensure that decisions are not made public before the Committee sits, details of all BTAC Grants Working Group decisions will be circulated as **Appendix 1 Table 2** on the evening of the Committee meeting to which this report will be heard.

TABLE 1

Applicant	Scheme	Project	Amount Requested
Lincolnshire Youth Mission Ltd. – RoadHOG Youth Bus Project	BTAC Small Grant Scheme	To contribute towards the cost of providing RoadHOG Youth Bus services and on board RE Curriculum to schools within the BTAC Wards of Boston	£936.00
Boston Preservation Trust	BTAC Small Grant Scheme	To contribute towards the cost of providing disabled access and welfare facilities at Fydell House, Boston	£1,000
The Local Community Centre	BTAC Small Grant Scheme	To contribute towards the cost of installing a fire	£1,000

		alarm system at The Local Community Centre	
Boston Preservation Trust	BTAC Empowering Healthy Communities Grant Scheme	To contribute towards the cost of building a dedicated space in the grounds of Fydell House for volunteers and staff.	£1,000

3. Conclusion

3.1. In conclusion, the BTAC Grants Working Group decisions are to be circulated at full Committee for noting, in line with the Committee's policy which is to endorse the decisions made by the BTAC Grants Working Group on each eligible application submitted for their consideration.

Implications

South and East Lincolnshire Councils Partnership

None

Corporate Priorities

Corporate Priority Plan 1 – People Focussed.

Boston – Live, Work and Visit – amazing places to live.

We want Boston to be a place, where people want to live, a place where they can thrive in their local community, feel safe, secure, healthy and welcome.

Staffing

None.

Workforce Capacity Implications

None.

Constitutional and Legal Implications

This work relates directly to the Local Government Act 2000 and to the Duty of Wellbeing placed upon the Council to promote and improve the wellbeing of the District.

Data Protection

None.

Financial

The value of each grant sought is set out in Table 1. The Committee's current financial position in relation to both Small Grant and Empowering Healthy Communities Grant is set out in the finance pro-forma that accompanies this report.

Risk Management

The BTAC Small and Empowering Healthy Communities Grant Schemes operate within set policies and protocols.

Stakeholder / Consultation / Timescales

The BTAC Grants Working Group is made up of up to 6 active members of the Boston Town Area Committee and they are brought together to review all eligible applications submitted to the BTAC Grants Administrator in each live round of the grant schemes.

Applications have been reviewed by the BTAC Grants Working Group with their decisions set out within Appendix 1: Table 2 to be circulated at full committee.

Reputation

None

Contracts

None.

Crime and Disorder

None.

Equality and Diversity / Human Rights / Safeguarding

Priorities supported will promote fairness and inclusion while supporting Boston Town Area Committee's commitment to equal opportunities for all, including those protected characteristics identified in the Equalities Act 2010.

There are no equalities implications within this report. All equalities implications will be managed alongside each individual applicant through the monitoring process of project delivery.

There are no safeguarding implications directly arising from this report.

Health and Wellbeing

The BTAC Small and Empowering Healthy Communities Grant Schemes operate within Priority One of the Corporate Plan.

Climate Change and Environmental Implications

None

Acronyms

Appendices

Appendix 1: Table 2 – BTAC Working Group Decisions

To ensure that decisions are not made public before the Committee sits, details of all BTAC Grants Working Group decisions will be circulated as **Appendix 1 Table 2** on the evening of the Committee meeting to which this report will be heard.

Background Papers

Document title	Where the document can be viewed
BTAC Working Group Application Pack	Application summaries are available to BTAC Members on request, from the BTAC Grant Scheme Administrator

Chronological History of this Report

Name of Body	Date
BTAC Grants Working Group	03 rd September 2024

Report Approval

Report author:	Maddy Eyre, Local Communities Development Officer and Administrator of the Boston Town Area Committee Grant Scheme Maddy.eyre@boston.gov.uk
Signed off by:	Emily Spicer, Assistant Director of Well-Being and Community Leadership Emily.spicer@sholland.gov.uk
Approved for publication:	Councillor Barrie Pierpont – Chairman of BTAC

Checklist – Complete before submission to Democratic Services

S151 Officer consulted on financial implications:	Yes – has no comments
Monitoring Officer consulted on legal and constitutional implications:	Yes – no comments received
Portfolio Holder consulted: BTAC Chairman	Yes
Ward Member consulted: BTAC Grants Working Group	Yes

FINANCE PROFORMA

BOSTON BOROUGH COUNCIL

PROFORMA FOR EXECUTIVE APPROVAL OF THE RELEASE OF RESOURCES

(CAPITAL AND REVENUE BUDGETS)

FROM: Caroline Thacker-Smith - Finance Business Partner, PSPS

THIS PROFORMA PROVIDES THE FINANCIAL IMPLICATIONS
IN RESPECT OF THE ATTACHED

REPORT: Boston Town Area Committee
REPORT DATE: 26th September 2024

	£ Year 1 2024.25	£ Year 2 2025.26	£ Year 3 2026.27	£ Year 4 2027.28	£ Year 5 2028.29
Revenue					
BTAC Small Grants	2,936.00				
Empowering Healthy Communities Grants	1,000.00				
Total Revenue Cost	£3,936.00				

Funding required:		Considered by:	Date: 26th
Total capital cost	£0	BTAC	Sept 2024
Revenue cost	£3,936.00	Enter Council or Cabinet here	N/A

Financial Services Comments
The committee has £13,661.62 remaining from the BTAC small grants scheme and £9,360.97 available from the Empowering Healthy Communities Scheme.

If the committee agree to the applications enclosed, there would be £10,725.62 for Small Grants and £8,360.97 for Empowering Health Communities to carry forward.

Risk

None

Procurement

Value for Money Efficiency

This FP is valid for 3 months from FP date	If this FP is no longer required please advise Finance	If there are changes to the original report it may invalidate this document, it must be reviewed by Finance.
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Report To:	BOSTON TOWN AREA COMMITTEE
Date:	26 th September 2024
Subject:	BTAC Financial Position at 30 th June 2024
Purpose:	To present the Quarter 1 position as at 30 th June 2024 for BTAC
Key Decision:	N/A
Portfolio Holder:	Cllr Sandeep Ghosh (Portfolio Holder Finance)
Report Of:	Christine Marshall – Deputy Chief Executive Corporate S151
Report Author:	Jenny Mackin (Strategic Finance Manager, PSPS)
Ward(s) Affected:	All BTAC Wards
Exempt Report:	No

Summary

This report provides an update to members on the BTAC financial position, showing the budget and forecast for 2024/25 Quarter 1, and the BTAC reserve at 30 June 2024.

Recommendations

It is recommended:

- 1) That BTAC members note the financial position as at 30th June 2024 and the reserve position as at 30th June 2024.

Reasons for Recommendations

This report shows the BTAC Q1 position for the 2024/25 year, both in terms of revenue expenditure for the year and the reserve sums held. It helps inform members to enable them to ensure probity and to make decisions on future spending within the BTAC area.

Other Options Considered

None.

1. Report

- 1.1 Outlined at Appendix A are the details of the income and expenditure relating to BTAC for Quarter 1 2024/25. The forecast position is an overspend of £36,258 which has been offset by a contribution from reserves to ensure a breakeven position.
- 1.2 Outlined in Appendix A are the further details stating the basis of calculations for any recharge costs, as requested by the Committee at the previous meeting.

2. BTAC Reserve

- 2.1 The opening balance of the BTAC reserve on 1 April 2024 was £207,611. The closing balance on BTAC's reserve as at 30th June 2024 is £77,552.
- 2.2 Details of the use of reserves is outlined in Appendix A

3. Funds Available

- 3.1. After taking account of the S151 Officer's recommendation of a minimum reserve of £70,000, the usable reserves are £137,611.

CONCLUSION

To ensure that the Quarter one position is scrutinised and the forecast outturn reviewed.

Implications:

None

SOUTH AND EAST LINCOLNSHIRE COUNCIL'S PARTNERSHIP

None

CORPORATE PRIORITIES

None

STAFFING

None

CONSTITUTIONAL AND LEGAL IMPLICATIONS

None

DATA PROTECTION

None

FINANCIAL

As contained in this report and Appendix.

STAKEHOLDER / CONSULTATION / TIMESCALES

None

REPUTATION

None

CONTRACTS

None

CRIME AND DISORDER

None

EQUALITY AND DIVERSITY/ HUMAN RIGHTS/ SAFEGUARDING

None

HEALTH AND WELL BEING

None

CLIMATE CHANGE AND ENVIRONMENTAL IMPLICATIONS

None

Acronyms
BTAC - Boston Town Area Committee

APPENDICES	
Appendices are listed below and attached to the back of the report: -	
Appendix A	BTAC 2024/25 Quarter 1 Financial Position

Background Papers
<i>None</i>

Chronological History of this Report
<i>A report on this item has not been previously considered by a Council body.</i>

REPORT APPROVAL	
Report author:	Jenny Mackin, Strategic Finance Manager
Signed off by:	Christine Marshall, Deputy Chief Executive (Corporate Development) and S151

Approved for publication:	Councillor Sandeep Ghosh Portfolio Holder for Finance
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Checklist – Delete before Submission to Democratic Services

S151 Officer consulted on financial implications:	Yes
Monitoring Officer consulted on legal and constitutional implications:	NA
Portfolio Holder consulted:	Yes
Ward Member consulted:	NA

	Approved Budget 2024-25 £	Actual as at 30.06.2024 £	Forecast Outturn £	Variance £	Comments	Recharge basis
Open spaces and play areas						
Employee Costs	5,960	976	5,960	-		
Premises						
Repairs and maintenance costs	3,840	960	3,840	-		Budget based on historic R&M costs Outturn is based on actual costs for year
Premises insurance	80	20	80	-		Budget and actuals are based on actual Insurance premium costs.
Play areas fencing	-	175	-	-		
	3,920	1,155	3,920	-		
Transport						
Car allowances	10	-	10	-		
	10	-	10	-		
Supplies and Services						
CCTV Camera Maintenance	1,020	-	1,020	-		
Maintenance of new play equipment	1,000	-	1,000	-		
New play equipment	-	-	-	-		
	2,020	-	2,020	-		
Third Party Payments						
Grounds Maintenance	94,770	23,693	94,770	-		Based on estimated allocation of service overheads from Grounds Maintenance Team.
	94,770	23,693	94,770	-		
Support Services						
Property Services	1,347	337	1,347	-		Based on estimated allocation of service overheads from the Property Services Team.
Personnel & Payroll	826	207	826	-		Based on number of direct employees (FTEs)
	2,173	543	2,173	-		
Income						
Miscellaneous income	-	-	-	-		
Less rent income	-	-	-	-		
Other Income	-	-	-	-		
	-	-	-	-		
TOTAL OPEN SPACES AND PLAY AREAS	108,853	26,366	108,853	-		
Allotments						
Supplies and Services						
Development budget	255	-	255	-		Development Project budget, not used in recent years.
	255	-	255	-		
Support Services						
Management and administration Support	2,162	541	2,162	-		Officers time to support and attend the Allotment Association meetings.
	2,162	541	2,162	-		
Income						
Less rent income	(3,060)	-	(3,060)	-		
TOTAL ALLOTMENTS	(643)	541	(643)	-		
Central Park						
Premises						
Repairs & Maintenance	3,730	933	3,730	-		Budget based on historic R&M costs Outturn is based on actual costs for year
Electricity	6,650	699	6,650	-		
Water	316	8	316	-		
Premises Insurance	1,460	365	1,460	-		Budget and actuals are based on actual Insurance premium costs.
	12,156	2,005	12,156	-		
Supplies and Services						
Birds	663	213	663	-		
Gate Locking service	16,983	(9,846)	16,983	-		
	17,646	(9,633)	17,646	-		
Third Party Payments						
Trade Waste contract	1,420	355	1,420	-		
Grounds Maintenance	164,100	41,025	164,100	-		Based on estimated allocation of service overheads from Grounds Maintenance Team.
	165,520	41,380	165,520	-		
Support Services						
Credit control	408	102	408	-		
Finance	1,071	268	1,071	-		Based on estimated percentage of staff time.
Property services	2,948	737	2,948	-		Based on estimated allocation of service overheads from the Property Services Team.
	4,427	1,107	4,427	-		
Income						
Rents - kiosk	(3,825)	(938)	(3,825)	-		
	(3,825)	(938)	(3,825)	-		
TOTAL CENTRAL PARK	195,924	33,921	195,924	-		

	Approved Budget 2024-25 £	Actual as at 30.06.2024 £	Forecast Outturn £	Variance £	Comments	Recharge basis
Public Conveniences						
Employee Costs	101,380	25,902	101,380	-		
Premises						
Repairs & maintenance						Budget based on historic R&M costs Outturn is based on actual costs for year
Electricity	7,650	1,913	7,650	-		
Business Rates	6,180	316	6,180	-		
Water Rates	-	(2,545)	-	-		
	19,604	(3,132)	19,604	-		
Premises Insurance						Budget and actuals are based on actual Insurance premium costs.
	1,880	470	1,880	-		
Depot / Office Accommodation						
	580	145	580	-		
	35,894	(2,833)	35,894	-		
Transport						
Vehicles						Budget based on historic costs. Outturn is based on actual costs for year.
Car Allowance	5,810	1,453	5,810	-		
	30		30	-		
	5,840	1,453	5,840	-		
Supplies & Services						
Clothing	500	411	500	-		
Materials	5,000	1,066	5,000	-		
Mobile Phones	70		70	-		
Employee Insurance						Budget and actuals are based on actual Insurance premium costs.
	830	208	830	-		
Cash Collection and Counting						
	510	182	510	-		
	6,910	1,867	6,910	-		
Third Party Payments						
Grounds maintenance						Based on estimated allocation of service overheads from Grounds Maintenance Team.
	4,150	1,038	4,150	-		
	4,150	1,038	4,150	-		
Support Services						
Central Training & Recruitment						Based on number of direct employees (FTEs)
	143	36	143	-		
Computer Recharge						Based on number of direct employees (FTEs) with IT Kit.
	42	11	42	-		
Finance						Based on estimated percentage of staff time.
	5,661	1,415	5,661	-		
Personnel & Training						Based on number of direct employees (FTEs)
	5,059	1,265	5,059	-		
Performance & Improvement						Based on number of direct employees (FTEs)
	4,559	1,140	4,559	-		
Property services						Based on estimated allocation of service overheads from the Property Services Team.
	7,364	1,841	7,364	-		
	22,828	5,707	22,828	-		
Income						
Sale of keys	(61)		(61)	-		
Fees and Charges	(16,320)	(4,050)	(16,320)	-		
Other Income						Extra Mayfair opening hours
		(1,029)	(1,029)	(1,029)		
	(16,381)	(5,079)	(17,410)	(1,029)		
TOTAL PUBLIC CONVENIENCES	160,621	28,054	159,592	(1,029)		
Events						
Employee Costs	81,630	15,128	81,630	-		
Transport						
Car allowances	160	-	160	-		
	160	-	160	-		
Supplies & Services						
Internal Printing	255		255	-		
Advertising	5,100	1,560	3,930	(1,170)		
Postages	100		100	-		
Mobile Phones	50		50	-		
Employee insurance						Budget and actuals are based on actual Insurance premium costs.
	580	145	580	-		
PSPS Health and Safety						
	1,020		1,020	-		
Event Costs						Events programme currently forecasting total spend of £84,736 - SKA Sponsor pulled out of event resulting in extra additional costs - Extra £4,000 approved from BTAC reserves - Balance requested from BBC reserves.
	59,010	405	61,164	2,154		
Other Misc Expenses	3,400	1,831	1,830	(1,570)		IPS music rights licence
Performers & Entertainers		4,074	4,074	4,074		
Equipment Lease		6,068	6,068	6,068		
Other Private Contractors		445	445	445		
	69,515	14,528	79,515	10,000		
Third Party Payments						
Street cleaning	1,420	355	1,420	-		Xmas event
	1,420	355	1,420	-		
Support Services						
Computer Recharge						Based on number of direct employees (FTEs) with IT Kit.
	31	8	31	-		
Credit Control						Based on volume of invoices processed.
	1,622	406	1,622	-		
Graphics Unit / Communications						
	1,612	403	1,612	-		
Telephones						Budget based on historic costs. Outturn is based on actual costs for year.
	184	46	184	-		
Finance						Based on estimated percentage of staff time.
	1,489	372	1,489	-		
Personnel & Training						Based on number of direct employees (FTEs)
	1,958	490	1,958	-		
Transformation						Based on number of direct employees (FTEs)
	1,652	413	1,652	-		
	8,548	2,137	8,548	-		

	Approved Budget 2024-25 £	Actual as at 30.06.2024 £	Forecast Outturn £	Variance £	Comments	Recharge basis
Income						
Hire of Space for events and events income	(2,000)	(375)	(2,000)	-	Income from stalls at Events during year	
Other Income	-	(10,000)	(10,000)	(10,000)	BBL funding for Legacy Event	
Other Hire (Autumn Fair)	-	-	-	-	Autumn Fair hire income	
	(2,000)	(10,375)	(12,000)	(10,000)		
TOTAL EVENTS	159,273	21,773	159,273	0		
Town Centre Maintenance						
Employee Costs	71,590	18,962	71,590	-		
Premises						
Business Rates	2,142	2,392	2,392	250	Business Rates for Industrial Unit - 16 Mayflower	
Electric	-	164	657	657	Electric for Industrial Unit - 16 Mayflower	
Rental Fees	3,825	-	3,750	(75)	Rental of Industrial Unit - 16 Mayflower	
Depot recharge	480	120	480	-		Based on size of site occupied.
	6,447	2,676	7,279	832		
Transport						
Car Allowance	-	-	-	-		
Vehicles	7,810	1,953	7,810	-		Budget based on historic costs. Outturn is based on actual costs for year.
	7,810	1,953	7,810	-		
Supplies & Services						
Equipment Purchases	2,550	-	2,550	-		
Materials	4,182	707	4,182	-		
Clothing	710	396	710	-		
Stationery	-	10	-	-	Envelopes	
Employee Insurance	500	125	500	-		Budget and actuals are based on actual Insurance premium costs.
Mobile Phones	70	-	70	-		
Purchase & Provisions	6,191	-	6,191	-		
	14,203	1,239	14,203	-		
Support Services						
Finance	1,489	372	1,489	-		Based on estimated percentage of staff time.
Personnel	2,163	541	2,163	-		Based on number of direct employees (FTEs)
	3,652	913	3,652	-		
TOTAL TOWN CENTRE MAINTENANCE	103,702	25,742	104,534	832		
Administration						
Employee Costs	4,530	1,091	4,530	-		
Supplies and Services						
BTAC Grants Programme	12,000	-	12,000	-	Balance of EHC held in reserves	
EHC Grants	-	-	-	-	Running costs now higher than expected	
London Road running costs	1,402	425	1,402	-	Electric costs higher - non LED fittings.	
Equipment Maintenance	1,051	-	1,051	-		
Footway lighting - electricity & maintenance	18,770	-	18,770	-		
Professional Fees	-	-	-	-		
Employee Insurance	30	8	30	-		Budget and actuals are based on actual Insurance premium costs.
	33,253	433	33,253	-		
Third Party Payments						
Street cleaning	26,140	6,535	26,140	-		Based on estimated allocation of service overheads from Street Cleaning Team.
	26,140	6,535	26,140	-		
Support Services						
Finance	4,977	1,244	4,977	-		Based on estimated percentage of staff time.
Assistant Director Recharges	7,568	1,892	7,568	-		Based on estimated time for Senior Management - AD Leisure and Culture.
Democratic Services	5,029	1,257	5,029	-		Estimated support time from Democratic Services.
	17,574	4,394	17,574	-		
TOTAL ADMINISTRATION	81,497	12,453	81,497	-		
NEW INITIATIVES / (EFFICIENCY SAVINGS TARGET)	(36,455)	-	-	36,455		
NET EXPENDITURE	772,772	148,850	809,030	36,258		
Less income from BTAC Council Tax Levy	-768,772	(192,193)	(768,772)	-		
(Surplus) / deficit for the year	4,000	43,343	40,258	36,258		

Total funds available for projects in 2024.25	
Reserve Balance brought forward 01.04.2024	(207,611)
Less S151 Officer recommended Minimum Reserve	70,000
Sub-Total of Reserves as at 01.04.23	(137,611)
Less current projected planned spend:	
Match Funding to UKSPF bid	5,000
Empowering Healthy Communities Grants remaining balance	11,350
Small Grants 2021.22 C/F, 2022.23 C/F 2023.24 c/f, & Returned funds	3,451
Events - SKA - extra costs shared by BTAC & BBC.	4,000
BTAC play equipment as per quote	-
Additional Funding expected:	
Funding from S106 reserve - Balance of Garfit Lane	-
(Surplus)/Deficit Funds after planned spend	(113,810)
Less Forecast Deficit for 2024.25 as at 30.06.24	36,258
(Surplus)/Deficit Funds available as at 31.03.25	(77,552)

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BOSTON TOWN AREA COMMITTEE – WORK PROGRAMME 2024/25

MEETING	AGENDA ITEM	LEAD OFFICER / GUEST	PORTOFLIO HOLDER
6 June 2024	<ul style="list-style-type: none"> ▪ Financial Update ▪ Work Programme for forthcoming year 	Finance Officer	Cllr Ghosh
1 August 2024	<ul style="list-style-type: none"> ▪ BTAC Small Grants ▪ Finance Breakdown ▪ Variance on budget for public conveniences ▪ Footway Lighting 	BTAC Small Grants Officer Chief Finance Officer Building / Property Services Manager Building / Property Services Manager	Cllr Dorrian Cllr Ghosh Cllr Broughton Cllr Baxter
26 September 2024	<ul style="list-style-type: none"> ▪ BTAC Small Grants ▪ Financial Position as at 30 June 2024 	BTAC Small Grants Officer Strategic Finance Manager	Cllr Dorrian Cllr Ghosh
28 November 2024	<ul style="list-style-type: none"> ▪ BTAC Small Grants ▪ Events ▪ Footway Lighting 		
30 January 2025	<ul style="list-style-type: none"> ▪ Cycling within the Town Centre 		
27 March 2025	<ul style="list-style-type: none"> ▪ BTAC Small Grants 		

MEETING	AGENDA ITEM	LEAD OFFICER / GUEST	PORTOFLIO HOLDER

Chairman: Councillor Barrie Pierpoint
Vice Chairman: Councillor Patsie Marson

Lead Officer: Phil Perry. Assistant Director Leisure and Culture.
Clerk: Democratic Services Officer.

Additional Working Groups active as issue of agenda:
GREEN FLAG AWARD.