

Construction of a new Parish Office and Archive Room for Minster Parish Council

The project aim is to provide a new better equipped and energy efficient parish Office and archive room with meeting room area.

The current parish office and archive is above Minster Library and is leased from Kent County Council and has shared use of kitchen, toilet and meeting room with the library staff.

The library leases the building and the head lease expired in November 2020. In 2011 when the head lease was last renewed Kent County Council discussed an increase in rent and service charge and proposed to increase this to £5205. This was a significant increase from £1171.92 and the Parish Council explained that they could not afford this massive increase. Further discussions took place over several years and finally a new Tenancy at Will was agreed with a rent and service charge of £2796. This was agreed until KCC renewed the head lease and would undoubtedly look to significantly increase the rent and service charge for the Parish Council. Also, consideration has been given to the fact that libraries are closing and Minster may be one that is considered as its hours have been cut further since reopening after Covid lockdowns to 19 hours.

The Parish Council decided to investigate the feasibility of building a parish office on its own ground to ensure they have their own building in perpetuity and the costs will not increase which would be passed onto the parishioners via precept increases. It will also meet the needs of the expanding population of the village.

With this in mind, Minster Parish Council have considered their options since 2011. On 16th October 2019 at an Operations Committee Meeting and following improvements at the sports pavilion, members agreed to contact Holt and Wootton and architect's drawings should be sought to extend into the loft space at the pavilion to provide space for a Parish Office. They advised that this option was not really viable and suggested knocking down the garage and rebuilding it with an office above. Draft drawings were compiled by Dorman Drawing and Design. These plans were considered at the 7th July 2020 Council meeting and it was agreed to seek pre-planning advice. Following the pre-application advice meeting with planning officer at Thanet District Council it was reported at the 1st September 2020 meeting that a Design Statement would be required to demonstrate the need to build on what is classed as public open space to outweigh the constraints of the open space policy. The report was duly prepared by Dorman Drawing and Design. At the 3rd November 2020 Council meeting it was agreed that a formal planning application using the pre-application advice given should be prepared and submitted.

At the 5th January 2021 Policy and Finance Meeting consideration was giving to the reserves and upcoming funding requirements. £120,000 was currently allocated in reserves to the new office project. However, this would leave general reserves low. It

was agreed that the Clerk should start looking at grant funding and Public Work Loan Funding process.

At the 2nd March 2021 Council Meeting the Clerk reported that the planning application had been submitted.

Planning approval was approved on 15th April 2021.

At the 1st June 2021 Council Meeting it was reported that building regulation drawings and structural engineer drawings and calculations are now being prepared to enable the project to go out to tender.

The new office would be situated next to the sports pavilion central to the facilities that are managed by the Clerks – pavilion hire, football, cricket, 3G hire, bowls club plus the free facilities – skatepark, play area, multi-use games area.

Public Consultation

All of the Parish Council minutes are on our website. References in this document to the minutes can all be viewed online. Also, a summary of the meetings is published monthly in our magazine Minster Matters. Members of the public are invited to attend all meetings and information regarding this project will be on our website and Facebook page inviting public questions and comments.

Funding Sources

Already spend from Reserves	£10,528
Reserves	£84,000
Borrowing Approval MHCLG and PWLB	£110,000
Total Funding	£204,528

Expenditure	
Architects, structural engineers and planning fees	£10,528
Build Costs	£194,000
Total Costs	£204,528

Finance and Affordability

Minster Parish Council has access to the monies required to enable it to build a new garage, parish office and archive (subject to borrowing approval and a Public Works Loan) without needing to increase the precept in 2022/2023 or in future years. It is

not intended that the Parish Council should increase the precept for the purpose of loan repayments.

The Revised Current Year Budget and Next Year budget (2022/2023) – **see attached** allows for anticipated loan repayments costs of £2790 in 2021/22 and then £5580 per year for a £110,000 loan over 25 years from the Public Works Loan Board.

Minster Parish Council have various incomes from facility hire which with increased booking can cover the increase in loan instead of rent of £2784 per annum. This can be covered by the increase in income for the new out of school club of £2500 and additional income from dog training school of £640. Burial income is estimated at £19,000 and varies from year to year but our income is always higher than our budget figure. Should these bookings reduce and the income reduces we can use some general reserves to cover the loan until bookings increase again. With reallocation of the reserves the general reserve at 31.03.2021 balance would be £117,746.

Minster Parish Council is therefore asked to determine whether or not to:

Seek borrowing approval from the Secretary of State for Levelling Up, Housing and Communities (LUHC) to apply for a Public Works Loan of £110,000 for 25 years with an annual loan repayment of around £5580 to meet the balance of capital expenditure costs to enable the Parish Council to build a new garage, Parish Office and archive at Minster Recreation Ground, St Mildred's Road, Minster, Kent.

It is not intended to increase the council tax precept for the purpose of the loan repayment.

And

Once confirmation of borrowing approval has been received to submit an application to the Public Works Loan Board for a loan of £110,000 for a period of 25 years with an annual loan repayment expected to be approximately £5580.

Mrs K. Lamb

Responsible Finance Officer

Minster Parish Council

Forward Budget Detail - By Centre

		Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
100 General Income							
1076	Precept	88,100	88,100	0	0	0	0
1090	Interest Received	500	500	0	0	0	0
1120	Agency - TDC	20,284	20,284	0	0	0	0
1130	Highways Grass & Shrubs	1,995	1,995	0	0	0	0
1995	PWLB Parish Office Loan	110,000	0	0	0	0	0
	Total Income	220,879	110,879	0	0	0	0
	Net Income over Expenditure	220,879	110,879	0	0	0	0
110 Administration							
4000	Staff Salary	34,220	34,905	0	0	0	0
4050	Staff Mileage & Benefits	200	200	0	0	0	0
4080	Training	500	500	0	0	0	0
4190	Bank Charges	250	250	0	0	0	0
4200	Audit Fees	1,075	1,075	0	0	0	0
4220	Subscriptions & Memberships	2,700	2,700	0	0	0	0
4230	Insurance	30	100	0	0	0	0
4240	Other Office Expenditure	1,200	1,200	0	0	0	0
4250	Postage, Printing etc	500	500	0	0	0	0
4260	Telephone & Broadband	1,200	1,200	0	0	0	0
4300	Hall Hire	100	100	0	0	0	0
4310	Office Equipment	200	200	0	0	0	0
	Total Overhead Expenditure	42,175	42,930	0	0	0	0
	Net Income over Expenditure	(42,175)	(42,930)	0	0	0	0
120 Council Costs & Grants							
4350	Chairman's Allowance	350	350	0	0	0	0
4370	Section 137 Expenditure	1,000	1,000	0	0	0	0
4380	CCTV Maintenance & Running	3,500	3,500	0	0	0	0
4390	Twinning Association	500	500	0	0	0	0
4400	Carnival Court-	600	600	0	0	0	0
4410	Annual Fireworks Display	2,000	2,000	0	0	0	0
4420	Neighbourhood Centre Rent	2,796	0	0	0	0	0
4430	Christmas tree & Lights	250	250	0	0	0	0
4440	Planning/Solicitors Costs	1,000	1,000	0	0	0	0
4441	Parish Office New	194,000	0	0	0	0	0
4442	PWLB Parish Office	2,790	5,580	0	0	0	0
	Total Overhead Expenditure	208,786	14,780	0	0	0	0
	Net Income over Expenditure	(208,786)	(14,780)	0	0	0	0
130 Cemetery							
1210	Burials	19,000	19,000	0	0	0	0
1220	Garden of Rest	6,000	6,000	0	0	0	0
1230	Memorials	2,500	2,500	0	0	0	0
1250	GOR Maintenance Fee	1,000	1,000	0	0	0	0
1260	Grave Maintenance Fee	1,250	1,250	0	0	0	0

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Forward Budget Detail - By Centre

		Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
	Total Income	29,750	29,750	0	0	0	0
4000	Staff Salary	21,570	21,570	0	0	0	0
4220	Subscriptions & Memberships	300	300	0	0	0	0
4230	Insurance	1,350	2,000	0	0	0	0
4290	Utilities	350	350	0	0	0	0
4320	Business Rates	1,886	1,886	0	0	0	0
4460	Machinery Maintenance	250	250	0	0	0	0
4470	Machinery	150	150	0	0	0	0
4480	Fuel	400	400	0	0	0	0
4490	Ground/Building Maintenance	1,000	1,000	0	0	0	0
4500	Van Expenses	600	600	0	0	0	0
4510	Contractor	750	750	0	0	0	0
4990	Sundries	150	150	0	0	0	0
	Total Overhead Expenditure	28,756	29,406	0	0	0	0
	Net Income over Expenditure	994	344	0	0	0	0
140 Recreation Ground							
1300	Football	2,500	2,500	0	0	0	0
1310	Cricket	1,700	1,700	0	0	0	0
1320	Bowls Club Rent	7,194	7,194	0	0	0	0
1330	Playhouse	250	250	0	0	0	0
1340	Bowls Ins & Groundsman	2,500	2,500	0	0	0	0
1380	Out of School Club	3,500	6,000	0	0	0	0
1390	Pavilion Hire	500	774	0	0	0	0
1400	School	400	400	0	0	0	0
1410	Dog Training	6,290	6,930	0	0	0	0
	Total Income	24,834	28,248	0	0	0	0
4000	Staff Salary	26,670	27,205	0	0	0	0
4230	Insurance	2,500	3,000	0	0	0	0
4260	Telephone & Broadband	325	325	0	0	0	0
4290	Utilities	2,000	2,000	0	0	0	0
4460	Machinery Maintenance	500	500	0	0	0	0
4470	Machinery	500	500	0	0	0	0
4480	Fuel	400	400	0	0	0	0
4500	Van Expenses	600	600	0	0	0	0
4510	Contractor	500	500	0	0	0	0
4570	Cricket Costs	700	700	0	0	0	0
4580	Materials, Seeds etc	475	475	0	0	0	0
4590	PWLB Debt Chgs-	7,194	7,194	0	0	0	0
4600	Football Expenses	200	200	0	0	0	0
4630	Signs	250	250	0	0	0	0
4640	Skatepark Expenses	500	500	0	0	0	0
4650	Pavilion Maintenance	1,500	1,500	0	0	0	0
4670	Bowls Club Ins & Costs	393	393	0	0	0	0
	Total Overhead Expenditure	45,207	46,242	0	0	0	0
	Net Income over Expenditure	(20,373)	(17,994)	0	0	0	0

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Forward Budget Detail - By Centre

		Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
150 All Weather Pitch							
1500 AWPS Income		20,000	20,000	0	0	0	0
Total Income		20,000	20,000	0	0	0	0
4000 Staff Salary		8,100	8,265	0	0	0	0
4290 Utilities		1,500	1,500	0	0	0	0
4680 AWPS Maintenance		10,400	10,400	0	0	0	0
Total Overhead Expenditure		20,000	20,165	0	0	0	0
Net Income over Expenditure		0	(165)	0	0	0	0
160 Environment / Street Cleaning							
4000 Staff Salary		17,880	18,240	0	0	0	0
4230 Insurance		600	1,000	0	0	0	0
4470 Machinery		500	500	0	0	0	0
4500 Van Expenses		600	600	0	0	0	0
4720 Improvements		500	500	0	0	0	0
4730 Running Expenses/Repairs		2,500	2,500	0	0	0	0
Total Overhead Expenditure		22,580	23,340	0	0	0	0
Net Income over Expenditure		(22,580)	(23,340)	0	0	0	0
170 Toilets							
4000 Staff Salary		2,600	2,655	0	0	0	0
4320 Business Rates		2,420	2,420	0	0	0	0
4730 Running Expenses/Repairs		1,888	1,888	0	0	0	0
4750 Toilet Cleaning &		400	400	0	0	0	0
Total Overhead Expenditure		7,308	7,363	0	0	0	0
Net Income over Expenditure		(7,308)	(7,363)	0	0	0	0
180 Car parks							
4320 Business Rates		2,051	2,051	0	0	0	0
4730 Running Expenses/Repairs		2,600	2,600	0	0	0	0
Total Overhead Expenditure		4,651	4,651	0	0	0	0
Net Income over Expenditure		(4,651)	(4,651)	0	0	0	0
Total Budget Income		295,463	188,877	0	0	0	0
Expenditure		379,463	188,877	0	0	0	0
Movement to/(from) Gen Reserve		(84,000)	0	0	0	0	0