

---

<b>REPORT TO:</b>	<b>FINANCE AND MANAGEMENT COMMITTEE</b>	<b>AGENDA ITEM: 13</b>
<b>DATE OF MEETING:</b>	<b>16 MARCH 2023</b>	<b>CATEGORY: DELEGATED</b>
<b>REPORT FROM:</b>	<b>STRATEGIC DIRECTOR (CORPORATE RESOURCES)</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>KEVIN STACKHOUSE (01283 595811)</b> <a href="mailto:Kevin.stackhouse@southderbyshire.gov.uk">Kevin.stackhouse@southderbyshire.gov.uk</a>	<b>DOC:</b> h/KS/concurrent functions/unspent amounts
<b>SUBJECT:</b>	<b>CONCURRENT FUNCTIONS - UNSPENT ALLOCATIONS</b>	
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE: FM 08</b>

---

## **1.0 Recommendations**

- 1.1 That proposals from Parish Councils to utilise unspent allocations of Concurrent Functions relating to previous years as detailed in the report are considered.
- 1.2 That any payments approved in 1.1 above, are dependent upon evidence of expenditure incurred.
- 1.3 That consideration is given to the future allocations paid to Parishes that have underclaimed in past years.

## **2.0 Purpose of the Report**

- 2.1 To highlight an accumulation of funds relating to unspent allocations of concurrent functions provided to Parish Councils, dating back several years.
- 2.2 Parish Councils affected, have submitted proposals to utilise these allocations for one-off projects, or as contributions towards initiatives in their parish.
- 2.3 It should be noted that this report is not considering a wholesale review of the current basis of allocations to each Parish, nor the principle of paying concurrent functions.
- 2.4 However, the Committee is requested to review the allocations to Parishes where there is a trend of unspent/unclaimed expenses.

## **3.0 Detail**

### **Background**

- 3.1 Under statutory regulations, concurrent functions are a set of services or facilities which are provided and maintained at different tiers of local government. Typically, this includes:

- Cemeteries
- Parks and open spaces
- Street Cleansing
- Closed Churchyards
- Community Centres and Village Halls
- Grants to Voluntary Organisations
- Litter Bins
- Public Clocks
- Public Conveniences
- War Memorials
- Bus Shelters

3.2 Since its inception in 1974, the Council has provided an annual grant to contribute towards the costs that Parish Councils incur in providing the above services or facilities, in addition to those provided by the District Council.

3.3 Councils are not required to have a concurrent functions scheme in place. Where they exist, grants are allowed under Section 136 of the Local Government Act 1972.

### **Council Allocations and Parish Expenditure**

3.4 The Council has an overall budget of approximately £400,000 in 2022/23 for concurrent functions. Generally, the Council increases the Budget each year to reflect inflation and to update it for property numbers. From time to time, the underlying allocation of the overall Budget is reviewed. The last review was in 2019.

3.5 That review changed the basis of the allocation, from the number of Band D properties (used for Council Tax purposes) in each Parish, to the total number of properties. This change was implemented to reflect the levels of housing growth across the District and was applied from 2020/21.

3.6 The Council has discretion on the level of funding given to parishes under concurrent functions (if any) and how it is distributed. Effectively, individual parishes are given a cash limit and if eligible expenditure exceeds this limit, the Parish are required to fund the difference.

### **Claiming Allocations**

3.7 Individual allocations are not automatically paid by the Council. There is a process which covers the payment of grants which principally consists of parishes submitting evidence of expenditure via a claims process. The process is audited.

3.8 Many parishes exceed their allocation for many reasons. Where any parishes have not claimed their full allocation, the remaining amounts have been accrued in the Council's accounts as a Creditor.

### **Unclaimed Amounts**

3.9 These are detailed in **Appendix 1** and highlight amounts unclaimed up to 2021/22. The total for each Parish is summarised below:

**Balance  
Unclaimed  
£**

Barrow on Trent Parish Council	<b>200</b>
Bretby Parish Council	<b>31,155</b>
Burnaston Parish Council	<b>6,808</b>
Castle Gresley Parish Council	<b>6,822</b>
Church Broughton Parish Council	<b>3</b>
Dalbury Lees Parish Council	<b>783</b>
Egginton Parish Council	<b>1,041</b>
Foston & Scropton Parish Council	<b>1,099</b>
Hartshorne Parish Council	<b>12,402</b>
Shardlow & Great Wilne Parish Council	<b>113</b>
Walton on Trent Parish Council	<b>11,948</b>
Woodville Parish Council	<b>622</b>
<b>Total</b>	<b>72,996</b>

- 3.10 Of the 31 eligible parishes in the District, 12 (as above) have unclaimed amounts of which some have small, odd amounts not claimed. As regards the larger amounts, there seems to have been a trend of unclaimed amounts in recent years, with 1 Parish in particular (Bretby) consistently underclaiming by a relatively large amount dating back to 2013/14. Of the £72k unclaimed in total, approximately £31k relates to Bretby.
- 3.11 In this situation, the unclaimed amounts would now normally be written back to the General Fund Reserve. Before doing so, the Council has contacted the Parishes involved to confirm that no actual claim was outstanding or waiting to be submitted. In any case, with the passing of time, it would be difficult to justify or pay a retrospective claim.
- 3.12 Having gained some more qualitative information, Parish responses show some have received additional income/grants to offset expenses. In addition, Walton Parish Council have received larger amounts of income in the last 2 years from the Village Hall, which has offset expenditure.
- 3.13 As part of this process, some parishes enquired about the possibility of using their unclaimed amounts for one-off projects. Consequently, they were given the opportunity to submit proposals for consideration by the Finance and Management Committee.
- 3.14 Requests submitted are detailed in the following table.

<b>Parish</b>	<b>Proposal</b>
<b>Barrow-on-Trent</b>	<p><b><u>£200 available</u></b></p> <p>To upgrade windows of 10 Grade II listed cottages let out to people who have been/are or are closely related to people who have lived in the Parish for 10 years or more. This is done at a below market rent as an aid to people of the Parish. The cottages are in very bad need of new windows and as Grade II listed, Planning are insisting on Hardwood Windows, which are estimated at £72,000. The Parish have requested that any money available to help towards this would be greatly received.</p>

<b>Bretby</b>	<p><b><u>£31,155 available</u></b></p> <p>The Parish Council is responsible for the war memorial which is on the village green - it is not a standard war memorial, instead it is a village pump. The pump needs repairing - the wooden casing and the lead flashing need to be replaced and the pump needs to be cleaned.</p> <p>The Parish have estimated that the materials for the works will cost in the region of £2,000 - £2,500, with an additional cost for labour.</p>
<b>Burnaston</b>	<p><b><u>£6,808 available</u></b></p> <p>£2,487 (based on an official quote) to replace the front door at Burnaston Village Hall. £4,000 (estimated) to replace the boiler in the Village Hall, both projects aiming to increase the energy efficiency of the building. The parish would also like to conduct an energy efficiency audit of the Village Hall.</p>
<b>Egginton</b>	<p><b><u>£1,041 available</u></b></p> <p>£1,086 (based on an official quote) for new planting and landscaping outside the village church to commemorate the Coronation of King Charles in May.</p>
<b>Foston and Scropton</b>	<p><b><u>£1,099 available</u></b></p> <p>To contribute to the replacement of worn-out wooden notice boards in the Parish, with robust metal designs. Total cost of £1,458 based on an official quote.</p>
<b>Hartshorne</b>	<p><b><u>£12,402 available</u></b></p> <p>To contribute to the replacement of play equipment on the recreation ground in Main Street at a total cost of £17,501 (based on an official quote).</p>
<b>Shardlow and Great Wilne</b>	<p><b><u>£113 available</u></b></p> <p>To contribute to several projects (at the discretion of the Parish) including replacement of dog bins (£120) security bollards to the playing fields (£300 to £500) and PPE for litter pickers (cost unknown).</p>
<b>Walton-on-Trent</b>	<p><b><u>£11,948 available</u></b></p> <p>Request to use £6,000 in 2022/23 to offset the loss of income and consequently an increase in overall concurrent expenditure, due to the refurbishment of the Village Hall. In addition, that the remaining amount is used to upgrade the play equipment at SDDC's park area and/or some additional mowing to the grassed area.</p>

3.15 If approved, it is recommended that payment will be dependent on evidence of expenditure incurred and capped at the amounts unclaimed (noted as available in the above table) and detailed in Appendix 1

3.16 Appendix 1 also highlights that several parishes and in particular Bretby, have a history of underclaims. In Bretby's case, the Parish do not appear to have an inherent need to

claim the current level for Concurrent Functions due to the limited facilities in the Parish itself.

3.17 Therefore, the Committee are requested to consider the future allocations to these Parishes.

#### **4.0 Financial Implications**

4.1 As detailed in Section 3. If any of the proposals are agreed by the Committee, they will be financed by the release of the Creditor in the Council's Accounts. Any remaining amounts will be written back to the General Fund Reserve.

#### **5.0 Corporate Implications**

##### **Risks**

5.1 None directly for the Council.

##### **Legal Implications**

5.2 None directly.

#### **6.0 Community Implications**

6.1 The release of any amounts proposed by the individual Parishes, will contribute to the development and upgrade of local community facilities.

#### **7.0 Background Papers**

7.1 None

**APPENDIX 1 UNCLAIMED EXPENSES (All figures in round pounds)**

Parish Council	Reasons	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	Total	Total Allocation 2022/23
<b>Barrow-on-Trent</b>	Expenses submitted under limit		200						-	-	200	5,083
<b>Bretby</b>	majority spent on admin fees (not allowed expense)	3,013	3,112	3,104	3,261	3,186	3,601	3,599	4,091	4,188	31,155	4,358
<b>Burnaston</b>	Expenses submitted under limit			1,547	876	673			3,712		6,808	7,236
<b>Castle Gresley</b>	Expenses submitted under limit								2,986	3,836	6,822	10,854
<b>Church Broughton</b>	Expenses submitted under limit								3		3	2,662
<b>Dalbury Lees</b>	Receives DCC community grant							223	414	146	783	1,425
<b>Egginton</b>	Expenses submitted under limit								1,041	-	1,041	2,973
<b>Foston &amp; Scropton</b>	Expenses submitted under limit							1,099	-	-	1,099	3,259
<b>Hartshorne</b>	Expenses submitted under limit and additional income received						861	1,200	3,937	6,404	12,402	19,678
<b>Shardlow &amp; Great Wilne</b>	Expenses submitted under limit						113		-	-	113	6,495
<b>Walton-on-Trent</b>	Large income from Community Centres and Village Halls								5,561	6,386	11,948	8,903
<b>Woodville</b>	Expenses submitted under limit	45							577		622	29,613
<b>Total</b>		<b>3,058</b>	<b>3,312</b>	<b>4,651</b>	<b>4,137</b>	<b>3,859</b>	<b>4,575</b>	<b>6,121</b>	<b>22,322</b>	<b>20,960</b>	<b>72,996</b>	

