

STURMINSTER NEWTON TOWN COUNCIL
MINUTES OF THE TOWN COUNCIL MEETING
Held on Thursday 11th June 2020 on Zoom.Us at 7.15 pm

Present :

| | |
|-----------------------------------|----------------------------|
| Councillor S Bevis | Councillor H Lacey (Mayor) |
| Councillor N Dobson | Councillor H Reed |
| Councillor A Donaldson | Councillor M Roake |
| Councillor C Fraser | Councillor G Rose |
| Councillor M Jones (Deputy Mayor) | Councillor R Taylor |

Apologies: Cllr J Janes,

Attendance on Zoom: 2 members of the public, Dorset Councillor Carole Jones, Emma Lindsay (Town Clerk) and Louise Plumridge (Assistant Town Clerk)

RESOLUTION
for each item the
proposer is named first
followed by the seconder

- TC/57/20 PUBLIC SESSION
Cllr P Batstone acknowledged the work of Council assisting businesses in Sturminster Newton and helping with social distancing measures.
- TC/58/20 APOLOGIES FOR ABSENCE
Apologies were received from Cllr Jason Janes
The Council resolved to accept this apology. Cllr Rose
Cllr Donaldson
- TC/59/20 DECLARATIONS OF INTERESTS AND DISPENSATIONS
No interests were declared and consequently no written requests for dispensation had been received.
- TC/60/20 MINUTES OF THE PREVIOUS MEETING
The minutes of the Extra Ordinary Town Council Meeting held on the 23rd March 2020, having been circulated and publicised prior to the meeting, were taken as read and approved for signature by the Chairman as a true and correct record. Cllr Taylor
Cllr Donaldson
- TC/61/20 i. BUDGET COMPARISON AT 31.03.2020 Cllr Rose
Cllr Taylor
The Council resolved to approve budget comparison as at 31.03.2020
- ii. BALANCE SHEET AT 31.03.2020 Cllr Lacey
Cllr Donaldson
The Council resolved to approve the statement of accounts at 31.03.2020.
- iii. RESERVES CREATED AT 31.03.2020 Cllr Donaldson
Cllr Jones
The Council resolved to approve the reserves created at 31.03.2020.
- iv. LIST OF PAYMENTS MADE UNDER DELEGATION BETWEEN 01.03.20 AND 31.05.20 Cllr Reed
Cllr Rose
The Council resolved to approve the payments made under delegation between 01.03.20 and 31.05.20.
- v. BUDGET COMPARISON AT 31.05.20 Cllr Taylor
Cllr Dobson
The Council resolved to approve the budget comparison at 31.05.2020.
- TC/62/20 ANNUAL INTERNAL AUDIT REPORT FOR 2019/2020 Cllr Donaldson
Cllr Rose
The Council resolved to receive the Annual Internal Audit report for

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2019/2020.

- TC/63/20 ANNUAL GOVERNANCE STATEMENT FOR 2019/2020
The Council resolved to approve the Annual Governance Statement for 2019/2020. Cllr Jones
Cllr Taylor
- TC/64/20 ANNUAL ACCOUNTING STATEMENTS FOR 2019/2020
The Council resolved to approve the Annual Accounting Statements for 2019/2020. Cllr Rose
Cllr Donaldson
- TC/65/20 DECISION TAKEN UNDER DELEGATION TO COMMIT £1000 IN SUPPORT OF THE TRAILWAY PROJECT
The Council resolved to approve the decision taken under delegation to commit £1000 in support of the Trailway Project. Cllr Reed
Cllr Jones
- TC/66/20 ARRANGEMENTS FOR THE ANNUAL MEETING OF THE TOWN COUNCIL
The Council resolved that the Annual Meeting of the Town Council should be held on 9th July 2020. Cllr Reed
Cllr Donaldson
- TC/67/20 DEVELOPMENT OF A TOWN COUNCIL COMMUNITY AWARDS POLICY
The Council resolved to develop a Community Awards Policy. Cllr Donaldson
Cllr Rose
- TC/68/20 TOWN CLERK'S REPORT
The Town Clerk's report, having previously been circulated, was noted.
- TC/69/20 TOWN MAYOR'S REPORT
Cllr Lacey provided a verbal report commenting that, in the Coronavirus crisis, it has been obviously been very quiet on civic duties. Cllr Lacey advised she would like to arrange a proper goodbye to Karen Rhys who has now left The Exchange and to present her with a retrospective Civic Award. A new Manager has just been recruited for The Exchange.
- TC/70/20 DORSET COUNCILLOR'S REPORT
Cllr Jones provided a full verbal report on the activities of the Sturminster Newton Covid Action Team during the Coronavirus crisis.
- TC/71/20 MEMBER INFORMATION
Cllr Dobson expressed his thanks to Cllr Jones for the Covid Action Team supporting the Sturminster Newton community.
Cllr Bevis enquired whether there is any planning yet for future events. It was suggested that the Projects Forum would be meeting soon.
Cllr Reed advised a new business had started in Butts Pond Industrial Est. offering gluten free food.
Cllr Donaldson had received an enquiry about removing a line of trees between Yewstock School and Badgers Way
Cllr Fraser expressed thanks to Cllr Jones with the Covid Action Team, Holbrooks, Root & Vine and the Dorset Waste Partnership, all of whom have performed in an excellent way during the crisis.
Cllr Taylor advised there are assisted rubbish collections for people if required. He advised that he would pass the thanks to colleagues at the Dorset Waste Partnership.
Cllr Jones expressed his thanks to the Grounds Team for all hard their work during this time.
Cllr Lacey thanked the Community Chest for the new flowers for the town. This year's Christmas Event is being planned for 28th November.
Cllr Reed expressed thanks to the Town Clerk for preparing everyone for the Zoom meeting.

The meeting was declared closed at 8.27pm

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Sturminster Newton Town Council

Current Bank A/c

Payments for MARCH 2020

| <u>Date</u> | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | |
|---------------------------|--|------------------|---------------------|------------|---------------|-----------------|--------------------|
| <u>Transaction Detail</u> | | | | | | | |
| 02/03/2020 | PRODIGY Support March 2020 | DD200302 | 260.34 | 500 | | | IT |
| 03/03/2020 | STAFF EXPENSES Rialtas Training | BACS | 193.30 | 4170 | 100 | 53.10 | Mileage |
| | Expenses | | | 4050 | 100 | 140.20 | Travel |
| 05/03/2020 | Yewstock School Cheque 002356 | CHQ | 300.00 | 9000 | 900 | 300.00 | Grant |
| 10/03/2020 | STAFF EXPENSES App Sub | BACS | 184.55 | 4125 | 100 | 184.55 | IAuditor |
| 10/03/2020 | HMRC PAYE & NIC | BACS | 2,870.41 | 4000 | 100 | 1,206.43 | Office |
| | | | | 4000 | 200 | 1,663.98 | Grounds PAYE & NIC |
| 10/03/2020 | 4D Signs Gardens Signs | BACS | 410.64 | 500 | | | Railway |
| 10/03/2020 | AJ Supplies Ltd Cleaning Sundries | BACS100320 | 97.51 | 500 | | | |
| 10/03/2020 | Condor Office Solutions Ltd Photocopier Charges Nov | bacs100320 | 118.08 | 500 | | | 19 |
| 10/03/2020 | D B Window Cleaning Cleaning Feb 20 | bac100320c | 19.00 | 500 | | | Window |
| 10/03/2020 | Dorset Council Improvement Works Station | bac100320d | 10,938.70 | 500 | | | Rd |
| 10/03/2020 | The Exchange Telephone Feb 20 | bac100320e | 338.69 | 500 | | | |
| 10/03/2020 | FAIR ACCOUNT Audit Visit | bac100320 | 465.00 | 500 | | | Internal |
| 10/03/2020 | Hags-Smp Ltd Replacement Slide | bac100320g | 3,326.40 | 500 | | | |
| 10/03/2020 | Harts & Sons (Dorset) Ltd Chainsaw Oil/Battery | bac100320h | 11.30 | 500 | | | |
| 10/03/2020 | Lyreco UK Limited Stationery | bac100320i | 40.32 | 500 | | | |
| 10/03/2020 | Matrix Partnership Ltd Trailway Entrance Design | bac100320j | 150.00 | 500 | | | |
| 10/03/2020 | G Northover & Sons Ltd Fuel | bac100320k | 99.04 | 500 | | | Vehicle |
| 10/03/2020 | Partnership Fire & Security of CCTV-Public | bac100320l | 120.00 | 500 | | | Service Toilets |

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| | | | | | | | |
|-----------------------|---|------------|-----------|------|-----|----------|-------------------------|
| 10/03/2020 | Rialtas Business Solutions Ltd End Training EL/KS | bac100320m | 432.00 | 500 | | | Year |
| 10/03/2020 | SLCC Enterprises Ltd | bac100320n | 381.56 | 500 | | | Books |
| 10/03/2020 | SSE Southern Electric Lighting 4/2-2/3 | bac100320p | 108.36 | 500 | | | Street |
| 10/03/2020 | Sturminster Newton Building Su Chamber Painting Supplies | bac100320q | 608.01 | 500 | | | |
| 10/03/2020 | Vision ICT Ltd Upgrade | bac100320u | 990.00 | 500 | | | Website |
| 11/03/2020 | SN Heritage Trust Award | BACS | 500.00 | 9000 | 900 | 500.00 | Grant |
| 11/03/2020 | THE TABOO THEATRE Award COMPANY | BACS | 300.00 | 9000 | 900 | 300.00 | Grant |
| 11/03/2020 | SN Literary Festival Award | BACS | 500.00 | 9000 | 900 | 500.00 | Grant |
| 11/03/2020 | SNUFC Award | BACS | 300.00 | 9000 | 900 | 300.00 | Grant |
| 11/03/2020 | SN Open Spaces Group Award | BACS | 100.00 | 9000 | 900 | 100.00 | Grant |
| 12/03/2020 | Total Gas & Power Electricity Pavilion | DD200312 | 251.36 | 500 | | | |
| 16/03/2020 | BANKLINE Charges | DD | 7.60 | 4150 | 100 | 7.60 | Monthly |
| 20/03/2020 | Petty Cash Cash Top Up | Top Up | 138.80 | 205 | | 138.80 | Petty |
| 25/03/2020 | TESCO MOBILE TOP UP Mobile Top Up | BACS | 20.00 | 4075 | 100 | 20.00 | PAYG |
| 25/03/2020 | TESCO MOBILE TOP UP Mobile Top Up | BACS | 20.00 | 4075 | 100 | 20.00 | PAYG |
| 27/03/2020 | ROYAL LONDON Grounds Staff Pension | BACS | 1,973.79 | 4000 | 200 | 1,195.06 | |
| 20 | | | | | | | March |
| Staff Pension March | | | | 4000 | 100 | 778.73 | Office |
| | | | | | | | 20 |
| 27/03/2020 | SALARIES Grounds Staff Salaries Mar | BACS | 11,178.00 | 4000 | 200 | 6,835.28 | |
| | | | | | | | 20 |
| Staff Salaries Mar 20 | | | | 4000 | 100 | 4,342.72 | Office |
| | | | | | | | 2020 |
| 31/03/2020 | HMRC PAYE & NIC March | BACS | 2,870.01 | 4000 | 100 | 1,206.23 | Office |
| | | | | | | | 2020 |
| | | | | 4000 | 200 | 1,663.78 | Grounds PAYE & NI March |
| | | | | | | | 2020 |
| 31/03/2020 | STAFF EXPENSES Mobiles x 3 for ork | BACS | 54.70 | 4110 | 100 | 48.00 | PAYG |
| | | | | | | | Homew |
| | | | | 4140 | 100 | 6.70 | Postage |

| | | | | | | | |
|----------------|---------|----------|--------|------|-----|-------|---------|
| 31/03/2020 | NATWEST | DD | 12.39 | 4150 | 100 | 12.39 | Monthly |
| Bank Charges | | | | | | | |
| 31/03/2020 | ISUZU | DD200331 | 654.78 | 500 | | | Truck |
| Monthly Leases | | | | | | | |

Total Payments for Month 41,344.64

Sturminster Newton Town Council

Current Bank A/c

Payments for April 2020

| <u>Date</u> | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | |
|---------------------------|--------------------------------|------------------|---------------------|------------|---------------|-----------------|----------|
| <u>Transaction Detail</u> | | | | | | | |
| 01/04/2020 | Andrew Coombs (Gas Services | 5256 | 130.00 | 500 | | | Boiler |
| | Engineer) L | | | | | | |
| 01/04/2020 | Condor Office Solutions Ltd | 5257 | 28.00 | 500 | | | Monthly |
| | Photocopying | | | | | | Charge |
| 01/04/2020 | Dorset Council | 5258 | 504.00 | 500 | | | Waste |
| | Chipping Yewstock | | | | | | Sch |
| 01/04/2020 | The Exchange | 5259 | 133.21 | 500 | | | |
| | Recharges March 2020 | | | | | | |
| 01/04/2020 | FAIR ACCOUNT | 5260 | 150.00 | 500 | | | Internal |
| | Audit Visit | | | | | | |
| 01/04/2020 | Harts & Sons (Dorset) Ltd | 5261 | 57.94 | 500 | | | |
| | Puncture Repair Kit | | | | | | |
| 01/04/2020 | G Northover & Sons Ltd | 5262 | 181.44 | 500 | | | Fuel |
| 01/04/2020 | Pear Technology Services Ltd | 5263 | 2,622.00 | 500 | | | |
| | Cemetery Mapping & | | | | | | Support |
| 01/04/2020 | Rialtas Business Solutions Ltd | 5264 | 766.80 | 500 | | | |
| | Planning Software & | | | | | | Support |
| 01/04/2020 | Sturminster Newton Building Su | 5265 | 21.16 | 500 | | | Hand |
| | Wipes & Swarfega | | | | | | |
| 01/04/2020 | Water2Business | 5266 | 689.77 | 500 | | | Mill |
| | Basin Water 1/10-18/3 | | | | | | |
| 01/04/2020 | PRODIGY | KLSAPR2 | 260.34 | 500 | | | Monthly |
| | billing for April 20 | | | | | | |
| 01/04/2020 | Natwest RBS Bankline | KLSAPR4 | 14.00 | 500 | | | Monthly |
| | Billing for April 20 | | | | | | |
| 01/04/2020 | Dorset Council | KLSAPR5 | 842.00 | 500 | | | |
| | Business Rates Cemetery | | | | | | |
| 10/04/2020 | Total Gas & Power | KLS | 1,123.41 | 500 | | | |

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Electricity 1/3-31/3/20

| | | | | | |
|---------------------------------|---|---------|------------------|------------------------|-----------------|
| 10/04/2020 | Oldfield's Embroidery & Print COVID-19 Banners | DCAPR | 162.00 | 500 | 4 x |
| 10/04/2020 | National Westminster Bank Plc Bank Charges | KLSAPR3 | 13.24 | 500 | April |
| 28/04/2020 | SALARIES Staff Salaries April | BACS | 11,229.75 | 4000 100 | 4,374.70 Office |
| | | | | 4000 200 | 20 6,855.05 |
| | | | | Grounds Staff Salaries | April 20 |
| Total Payments for Month | | | 18,929.06 | | |

Sturminster Newton Town Council

Current Bank A/c

Payments for May 2020

| Date | Payee Name | Reference | £ Total Amnt | A/c Centre | £ Amount |
|---------------------------|--|------------|--------------|------------|----------|
| <u>Transaction Detail</u> | | | | | |
| 01/05/2020 | CF Corporate Finance Limited Photocopier Lease Rental | DD200501A | 148.74 | 500 | |
| 01/05/2020 | PRODIGY Billing May 2020 | DD200501B | 265.14 | 500 | Monthly |
| 01/05/2020 | Dorset Council Business Rates Public | DD200501C | 849.00 | 500 | Toilets |
| 06/05/2020 | Tesco Mobile Top Up Mobile Top Up | DC200506B | 40.00 | 500 | EL |
| 06/05/2020 | ISUZU Fund Licence | DD200506A | 1,327.56 | 500 | Road |
| 07/05/2020 | Allstar Business Solutions | DD200507 | 48.67 | 500 | Fuel |
| 15/05/2020 | Natwest RBS Bankline Bank Charges | DD200515A | 8.80 | 500 | Monthly |
| 18/05/2020 | Clerks & Councils Direct & Councils | BAC200518A | 12.00 | 500 | Clerks |
| | ption | | | | Subscri |
| 18/05/2020 | CPRE Membership 20/21 | BAC200518B | 39.00 | 500 | CPRE |
| 18/05/2020 | DC Garden Machinery Grounds Equipment | BAC200518C | 2,000.00 | 500 | |
| 18/05/2020 | Institute of Cemetery and Crem Membership 20/21 | BAC200518D | 95.00 | 500 | Annual |
| 18/05/2020 | G Northover & Sons Ltd | BAC200518E | 92.07 | 500 | Fuel |
| 18/05/2020 | Rialtas Business Solutions Ltd Inventory Annual | BAC200518F | 240.00 | 500 | Asset |
| | | | | | Support |

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|------------|--|------------|-----------|------|-----|----------|-----------------|
| 18/05/2020 | C N Richards Ltd Digger Hire for Tree | BAC200518G | 432.00 | 500 | | | Mini Work |
| 18/05/2020 | SSE Southern Electric Lighting 3/3-1/4/20 | BAC200518H | 294.04 | 500 | | | Street |
| 18/05/2020 | Symonds and Sampson Limited adj Rec Grazing | BAC200518J | 140.00 | 500 | | | Land Licence |
| 18/05/2020 | The Exchange Recharges Mar/Ann Line | BAC200518K | 301.59 | 500 | | | Rental |
| 18/05/2020 | Unity (Sturminster Newton) CIC Town Report | BAC200518L | 250.00 | 500 | | | Annual |
| 18/05/2020 | Water2Business Cemetery Water Charge | BAC200518M | 166.95 | 500 | | | 20/21 |
| 18/05/2020 | HMRC Grounds PAYE & NIC April | BACS | 2,900.68 | 4000 | 200 | 1,702.70 | |
| | PAYE & NIC April 2020 | | | 4000 | 100 | 1,197.98 | 2020 Staff |
| 20/05/2020 | Zoom Subscription | DC200520C | 14.39 | 500 | | | Monthly |
| 20/05/2020 | British Telecom Telephone and Broadband | DD200520B | 383.04 | 500 | | | ¼ |
| 20/05/2020 | Total Gas & Power 31/3-30/4/20 | DD200520A | 330.33 | 500 | | | Gas |
| 27/05/2020 | ROYAL LONDON Grounds Pensions May 20 | DD | 1,999.47 | 4000 | 200 | 1,213.08 | |
| | Pensions May 20 | | | 4000 | 100 | 786.39 | Office |
| 28/05/2020 | ROYAL LONDON Grounds Staff Pension Apr | DD | 1,973.79 | 4000 | 200 | 1,195.06 | |
| | Contributions Apr | | | 4000 | 100 | 778.73 | Pension |
| 28/05/2020 | SALARIES Grounds Salaries May 20 | BACS | 11,229.55 | 4000 | 200 | 6,855.05 | |
| | Salaries May 20 | | | 4000 | 100 | 4,374.50 | Office |
| 29/05/2020 | National Westminster Bank Plc Bank Charges | DD200529A | 8.94 | 500 | | | Monthly |

Total Payments for Month 25,590.75

Approved on 9th Jun 2020

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