

# STURMINSTER NEWTON TOWN COUNCIL

## MINUTES OF A MEETING OF THE FINANCE & PERSONNEL COMMITTEE

Held on Thursday 23rd January 2020 in the Council Chamber at 7.15pm

### Present :

Councillor G Rose (Chair)

Councillor A Donaldson (Vice Chair)

Councillor M Jones (ex officio)

Councillor H Lacey (ex officio)

Councillor M Roake

Absent: Cllr S Bevis Cllr C Fraser

None

In Attendance: One member of the Public, Cllr R Taylor and Emma Lindsay (Town Clerk)

### MINUTE NUMBER

### COMMENTS

### RESOLUTION

*For each item, the proposer is named first followed by the seconder*

FP/01/20

PUBLIC SESSION

No comments were made or questions asked.

FP/02/20

APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Fraser and Bevis

FP/03/20

DECLARATIONS OF INTERESTS AND DISPENSATIONS

Cllrs Donaldson and Jones declared an interest the Literary Festival grant application

Cllr Roake declared an in Sturminster Newton Heritage Society grant application

FP/04/20

MINUTES OF THE PREVIOUS COMMITTEE MEETING

**The minutes of the Finance & Personnel Committee Meeting held on 29.11.2019 having been circulated and publicised prior to the meeting were taken as read and APPROVED for signature by the committee chair as a true and correct record.**

Cllr Rose

Cllr Donaldson

FP/05/20

APPROVAL OF PAYMENTS

The list of payments below were checked by Cllrs Lacey and Roake and APPROVED. A query was raised regarding a payment to Royal Images which was clarified the following day.

Cllr Lacey

Cllr Roake

FP/06/20

STATEMENT OF ACCOUNTS

The Town Clerk presented the Balance Sheet as at 31<sup>st</sup> December 2019.

**The Balance Sheet as at 31.12.2019 was APPROVED.**

Cllr Rose

Cllr Roake

FP/07/20

BUDGET COMPARISON

The Town Clerk presented the Budget Comparison and advised that the General Reserve currently held is £89,253

**The Budget Comparison and Statement of Reserves as at**

Chair's initials:

**31.12.2019 were APPROVED.**

Cllr Roake  
Cllr Rose

FP/09/20

**GRANT AWARDS**

**Following consideration of the grant applications the Committee, in exercise of the Power of Competence RECOMMENDED the following awards be made by grant support for the financial year 2019/20.**

Yewstock School £300

Cllr Jones  
Cllr Donaldson

Sturminster Newton Football Club £300

Cllr Rose  
Cllr Lacey

Open Spaces Group up to £100 (dependent on printing costs)

Cllr Roake  
Cllr Jones

Sturminster Newton Heritage Trust £500

Cllr Jones  
Cllr Rose

Sturminster Newton Literary Festival £500

Cllr Roake  
Cllr Lacey

Wyvern Credit Union £290

Cllr Rose  
Cllr Donaldson

Taboo Theatre Company £300

Cllr Roake  
Cllr Lacey

Unity Community Magazine £500

Cllr Jones  
Cllr Donaldson

FP/10/20

**TRAINING AND DEVELOPMENT POLICY**

Following consideration of the revised policy.

**The Committee Resolved to RECOMMEND the adoption of the revised Council Training and Development Policy**

Cllr Rose  
Cllr Roake

FP/11/20

**FEES AND CHARGES 2020/21**

Following consideration of the revised fees and Charges.

**The Committee resolved to RECOMMEND that the revised fees and charges are implemented for 2020/21**

FP/12/20

**CORRESPONDENCE**

The Town Clerk reported that no correspondence within the Committee's terms of reference has been received.

FP/13/19

**INFORMATION FROM MEMBERS**

Cllr Taylor advised that he had dealt with a query from a member of the public regarding the budget for 2020/21.

**The Chairman declared the meeting closed 8.14 p.m.**

Chair's initials:

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Net</u>	<u>£ VAT</u>	<u>Transaction Detail</u>	<u>£ Total</u>
02/12/2019	DORSET COUNCIL	DD	437.00		Office Business Rates Dec 19	437.00
02/12/2019	DORSET COUNCIL	DD	152.00		Cemetery Business Rates Dec 19	152.00
02/12/2019	PUBLIC WORK LOAN	DD	7708.76		Loan Repayment	7708.76
09/12/2019	LEDZIP LIGHTING LTD	DDR	94.50	18.90	LED Light for Town Sign	113.40
11/12/2019	ROYAL LONDON	Debit Card	1750.99		Pension Contributions Nov 19	1750.99
12/12/2019	ROYAL IMAGES	Debit Card	173.00	34.60	Photos Queen and Prince Philip	207.60
12/12/2019	ROYAL IMAGES	Debit Card	-18.00	-3.60	Refund of eligible discount	-21.60
16/12/2019	DORSET COUNCIL	DD	246.00		Public Toilets Business Rates Dec 19	246.00
16/12/2019	ICO	DD	35.00		Data Protection Fee	35.00
16/12/2019	BANKLINE	DD	5.20		Monthly Charges Dec 19	5.20
24/12/2019	HMRC	BACS	2958.15		Staff PAYE & NIC	2958.15
30/12/2019	ROYAL LONDON	DD	2022.05		Pension Contributions Dec 2019	2002.05
31/12/2019	NATWEST	DD	8.62		Monthly Charges	8.62
<b>TOTAL</b>						<b>15603.17</b>
20/12/2019	SALARIES	BACS	11302.78			

## Linked to Cashbook 1

Entered Month 9

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>TOT001</b>	<b>Total Gas &amp; Power</b>						
<i>Elec Public Toilets 1/11-30/11</i>	06/12/2019	203133749/19	1	58.62	0.00	58.62	0.00
<i>Electricity Clock 1/11-30/11</i>	06/12/2019	203133750/19	1	18.22	0.00	18.22	0.00
<i>Elec Mill 1/11-30/11</i>	06/12/2019	203133760/19	1	23.17	0.00	23.17	0.00
<i>Elec Pavilion 1/11-30/11</i>	06/12/2019	203133771	1	157.86	0.00	157.86	0.00
					<b>0.00</b>	<b>257.87</b>	
Above paid on 01/12/2019 by Electronic Payment Ref DD241219							
<b>ISU01</b>	<b>ISUZU</b>						
<i>Vehicle Lease December 19</i>	02/12/2019	MRI9533547	1	654.78	0.00	654.78	0.00
					<b>0.00</b>	<b>654.78</b>	
Above paid on 01/12/2019 by Electronic Payment Ref DD311219							
<b>PRO01</b>	<b>PRODIGY</b>						
<i>Monthly IT Support Dec 19</i>	02/12/2019	SIL35915	1	253.14	0.00	253.14	0.00
					<b>0.00</b>	<b>253.14</b>	
Above paid on 01/12/2019 by Electronic Payment Ref DD241219B							
<b>HAR002</b>	<b>Harvest Energy</b>						
<i>Fuel</i>	10/12/2019	124281	1	58.51	0.00	58.51	0.00
					<b>0.00</b>	<b>58.51</b>	
Above paid on 01/12/2019 by Electronic Payment Ref DD171219							
<b>Preliminary Payment Total</b>					<b>0.00</b>	<b>1,224.30</b>	

17/01/2020

**Sturminster Newton Town Council**

12:50

**Balance Sheet as at 31st December 2019**

**31st March 2019**

**31st March 2020**

<b>Current Assets</b>			
0	Debtors	1,346	
0	VAT Control A/c	3,495	
0	Current Bank A/c	85,915	
0	Petty Cash	75	
0	Bath Building Society	76,473	
0	Public Sector Deposit Fund	76,441	
<u>0</u>		<u></u>	<b>243,744</b>
	<b>0 Total Assets</b>		<b>243,744</b>
<b>Current Liabilities</b>			
<u>0</u>		<u></u>	<b>0</b>
	<b>0 Total Assets Less Current Liabilities</b>		<b>243,744</b>
<b>Represented By</b>			
0	General Reserves		162,457
0	Earmarked Reserves		81,287
<u>0</u>		<u></u>	<u>243,744</u>

The above statement represents fairly the financial position of the authority as at 31st December 2019 and reflects its Income and Expenditure during the year.

Signed :  
Chairman \_\_\_\_\_ Date : \_\_\_\_\_

Signed :  
Responsible  
Financial \_\_\_\_\_ Date : \_\_\_\_\_

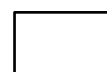
## Summary Income &amp; Expenditure by Budget Heading 31/12/2019

Month No: 9

## Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100 Office & Administration	Income	302,755	301,350	(1,405)			100.5%
	Expenditure	106,803	140,143	33,340	102	33,238	76.3%
	Net Income over Expenditure	<u>195,953</u>	<u>161,207</u>	<u>(34,746)</u>			
	plus Transfer from EMR	2,919					
	Movement to/(from) Gen Reserve	<u>198,871</u>					
120 Civic & Ceremonial	Expenditure	1,005	2,687	1,682		1,682	37.4%
200 Grounds Staff Payroll	Expenditure	84,776	117,326	32,551		32,551	72.3%
210 Workshop Premises	Expenditure	6,426	3,082	(3,344)	10	(3,354)	208.8%
	plus Transfer from EMR	4,698					
	Movement to/(from) Gen Reserve	<u>(1,728)</u>					
220 Grounds Operations	Expenditure	9,585	15,526	5,941	15	5,925	61.8%
230 Sports Pavilion & Facilities	Income	852	3,900	3,048			21.8%
	Expenditure	3,313	2,467	(846)	151	(997)	140.4%
	Movement to/(from) Gen Reserve	<u>(2,461)</u>					
240 Town Clock	Expenditure	434	562	128		128	77.2%
260 Play Facilities	Expenditure	6,363	8,912	2,549	2,772	(223)	102.5%
	plus Transfer from EMR	5,703					
	Movement to/(from) Gen Reserve	<u>(660)</u>					
280 Gardens & Ornamental	Expenditure	1,682	2,319	637	23	614	73.5%
300 Car Parks	Income	1,161	1,320	160			87.9%
	Expenditure	0	1,136	1,136		1,136	0.0%
	Movement to/(from) Gen Reserve	<u>1,161</u>					
320 Public Toilets	Expenditure	11,150	9,603	(1,547)	137	(1,684)	117.5%
	plus Transfer from EMR	4,000					
	Movement to/(from) Gen Reserve	<u>(7,150)</u>					
340 Allotments	Expenditure	13	54	41		41	23.4%
360 Cemetery	Income	3,427	4,500	1,073			76.2%
	Expenditure	1,218	1,963	745		745	62.1%
	Movement to/(from) Gen Reserve	<u>2,209</u>					
380 Sturminster Mill	Income	0	625	625			0.0%
	Expenditure	1,720	3,607	1,887		1,887	47.7%
	Movement to/(from) Gen Reserve	<u>(1,720)</u>					
400 Footway Lighting	Expenditure	2,966	7,623	4,657		4,657	38.9%
420 Town Centre	Expenditure	4,588	1,048	(3,540)		(3,540)	437.8%
440 Open Spaces	Expenditure	1,200	3,819	2,619		2,619	31.4%
480 Rights of Way	Expenditure	0	1,327	1,327		1,327	0.0%
500 Traffic Management	Expenditure	0	530	530		530	0.0%
540 Agency Agreements	Income	9,250	15,200	5,950			60.9%
900 Projects	Expenditure	1,000	4,481	3,481		3,481	22.3%

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Summary Income & Expenditure by Budget Heading 31/12/2019

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	317,445	326,895	9,450			97.1%
Expenditure	244,240	328,215	83,975	3,211	80,764	75.4%
Net Income over Expenditure	<u>73,204</u>	<u>(1,320)</u>	<u>(74,524)</u>			
plus Transfer from EMR	17,320					
Movement to/(from) Gen Reserve	<u>90,524</u>					

Approved on

Chair's signature: .....

DRAFT

Chair's initials: