

STURMINSTER NEWTON TOWN COUNCIL

Council Offices, Old Market Hill, Sturminster Newton DT10 1FH

Tel: 01258 475136 Email: admin@sturminsternewton-tc.gov.uk



To: Members of the Finance & Personnel Committee

Dear Member,

You are hereby summoned to attend a meeting of the **Finance & Personnel Committee** which will be held on **Thursday 23rd January 2020** at The Council Offices, Old Market Hill, and Sturminster Newton at **7.15pm** to transact the business set out in the Agenda below.

Emma Lindsay - Town Clerk

17.01.2020

Members of the public and press are welcome to attend in accordance with the Public Bodies (Admission to meetings) Act 1960

No.	Agenda	Time (est.)
1	To receive comments and questions from members of the public	15 mins
2	To receive and if agreed approve apologies for absence	3 mins
3	To receive declarations of interests and approve written applications for dispensations	1 min
4	To approve the minutes of the previous meeting held on 28.11.2019	1 min
5	To approve the list of payments checked by Cllrs Lacey and Roake	2 min
6	To approve the statement of accounts as at 31.12.2019	5 mins
7	To approve the budget comparison and statement of reserves at 31.12.2019	5 mins
8	To receive reports on routine monthly financial checks from relevant members	10 mins
9	To decide on awards in response to grant applications	20 mins
10	To approve a training and development policy	40 mins
11	To approve the Schedule of Fees and Charges for 2020/21	5 mins
12	To receive correspondence and discuss any issues raised	2 mins
13	To receive information from members and discuss proposals for future business	2 mins

Members are respectfully reminded that

- Only agenda items where the indicated function is to approve or decide may be decided at this meeting. Other items are for information only and no decision can be taken upon them unless and until raised at a later meeting
- The Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, religion, belief or disability), Crime & Disorder, Health & Safety and Human Rights

Large print version available on request

Draft minutes of this meeting will be made available a few days after it to view at the Council Office between 9.30am and 12.30pm every weekday and on the website at www.sturminsternewton-tc.gov.uk

STURMINSTER NEWTON TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE & PERSONNEL COMMITTEE

Held on Thursday 28th November 2019 in the Council Chamber at 7.15pm

Present :

Councillor G Rose (Chair)	Councillor H Lacey (ex officio)
Councillor A Donaldson (Vice Chair)	Councillor M Roake
Councillor M Jones (ex officio)	Councillor C Fraser
Councillor S Bevis	

Absent:

None

In Attendance: Cllr J Janes, Cllr H Reed, Cllr R Taylor and Emma Lindsay (Town Clerk)

MINUTE NUMBER	COMMENTS	RESOLUTION <i>For each item, the proposer is named first followed by the seconder</i>
FP/51/19	PUBLIC SESSION No comments were made or questions asked.	
FP/52/19	APOLOGIES FOR ABSENCE No apologies were received	
FP/53/19	DECLARATIONS OF INTERESTS AND DISPENSATIONS No declarations were declared and consequently no written dispensations had been received.	
FP/54/19	MINUTES OF THE PREVIOUS COMMITTEE MEETING The minutes of the Finance & Personnel Committee Meeting held on 24.10.2019 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 Fraser Cllr Jones
FP/55/19	APPROVAL OF PAYMENTS The list of payments below were checked by Cllrs Donaldson and Fraser and APPROVED.	Cllr Donaldson Cllr Fraser
FP/56/19	STATEMENT OF ACCOUNTS The Town Clerk presented the Balance Sheet as at 31 st October 2019. The Balance Sheet as at 31.10.2019 was APPROVED.	Cllr Rose Cllr Lacey
FP/57/19	BUDGET COMPARISON The Town Clerk presented the Budget Comparison and advised that the General Reserve currently held is £86,175 The Budget Comparison and Statement of Reserves as at 31.10.2019 were APPROVED.	Cllr Rose Cllr Roake

Cllr Janes Joined the meeting at 7.20pm

FP/58/19 AdvantEdge Accounts

The Town Clerk provided the committee with a brief overview of the cash book and budget comparison in AdvantEdge. This included an explanation regarding how transactions from previous financial years are represented in the accounts.

Cllr Bevis joined the meeting at 7.30pm

FP/59/19 CONFIRMATION OF ROUTINE MONTHLY CHECKS

The Committee noted the report of the inspections carried out for October by Cllr Donaldson.

FP/60/19 TOWN COUNCIL BUDGET AND PRECEPT FOR 2020/21

The Clerk presented the budget for 2020/21 attached at annex A.

The Committee RECOMENDED the APPROVAL of the budget for 2020/21 and a Precept of £341,412

Cllr Rose
Cllr Roake

FP/61/19 CORRESPONDENCE

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

FP/62/19 INFORMATION FROM MEMBERS

Cllr Lacey summarised the Christmas activities planned for the Town
Cllr Jones asked what is being planned to celebrate the Queen's Platinum Jubilee. The Clerk advised that no announcements had yet been made regarding formal celebrations

The Chairman declared the meeting closed 7.50 p.m.

28/11/2019

Sturminster Newton Town Council

Page

12:09

Proposed List of Payments Entered

User:

Linked to Cashbook 1

**Entered Month
Pay by Electronic Payment**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
DCG01 DC Garden Machinery							
<i>Oil & Helmet</i>	01/11/2019	7670	1	45.19	0.00	45.19	0
					0.00	45.19	
EXC01 The Exchange							
<i>Recharges October 2019</i>	31/10/2019	5745	1	133.00	0.00	133.00	0
<i>Telephone Charges Oct 19</i>	31/10/2019	5751	1	10.68	0.00	10.68	0
					0.00	143.68	
FCO001 F Cowley & Son							
<i>Pavilion Water Pipe Repair</i>	06/11/2019	9081S89	1	46.93	0.00	46.93	0
					0.00	46.93	
HAR001 Harts & Sons (Dorset) Ltd							
<i>Fork</i>	16/10/2019	142477	1	26.34	0.00	26.34	0
<i>Compost</i>	30/10/2019	142140	1	11.99	0.00	11.99	0
<i>Ties, Paint, Tape</i>	31/10/2019	143047	1	21.25	0.00	21.25	0
					0.00	59.58	
MAR001 E B Marsh							
<i>Chamber TV & Stand</i>	08/11/2019	1/207755-1	1	614.00	0.00	614.00	0
					0.00	614.00	
MAT001 Tom Matthews							
<i>Mileage Claim</i>	31/10/2019	TRAV	1	21.60	0.00	21.60	0
					0.00	21.60	
RIG01 Rigby Taylor							
<i>Line Marking Paint</i>	23/10/2019	RC008580	1	201.60	0.00	201.60	0
					0.00	201.60	
SSE01 SSE Southern Electric							
<i>Street Lighting 2/10-1/11</i>	04/11/2019	91742842OCT	1	100.38	0.00	100.38	0
<i>Street Lighting 2/10-1/11</i>	04/11/2019	341741072OCT	1	16.86	0.00	16.86	0
					0.00	117.24	

Chair's initials:

28/11/2019

Sturminster Newton Town Council

Page:

12:09

Proposed List of Payments Entered

User:

Linked to Cashbook 1

**Entered Month
Pay by Electronic Payment**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
STU001 Taps		Sturminster Newton Building Supplies					
	11/11/2019	D0109823	1	29.83	0.00	29.83	0
					0.00	29.83	
Proposed Payment Total					0.00	1,279.65	

Salaries

October 2019 £11213.53

November 2019 £11213.93

Approved on

Chair's signature:

Chair's initials:

Annex A

STURMINSTER NEWTON TOWN COUNCIL



ANNUAL BUDGET 2020-2021

Sturminster Newton Town Council Budget 2020/21

	2018 19 Budget	Actual	2019 20 Budget	YTD Sept	F/cast	2020 21 Base	Budget
100 Office & Administration							
Total Income	278287	293675	301350	301520	302098	700	1348
Overhead Expenditure	145148	136320	140143	68430	142093	147971	141551
120 Civic & Ceremonial							
Overhead Expenditure	2009	1777	2687	618	2687	2754	2254
200 Grounds Staff Payroll							
Overhead Expenditure	116826	111610	117326	53361	117326	128422	126593
210 Workshop Premises							
Overhead Expenditure	2652	2726	3082	2164	3082	3159	3759
220 Grounds Operations							
Overhead Expenditure	10249	15304	15526	6510	14240	14596	21196
230 Sports Pavillion & Facilities							
Total Income	3900	1616	3900	245	4000	4000	4000
Overhead Expenditure	2395	2693	2467	2795	2467	2529	3129
240 Town Clock							
Overhead Expenditure	546	188	562	352	562	576	576
260 Play Facilities							
Overhead Expenditure	8652	350	8912	12	8912	9135	14135

Sturminster Newton Town Council Budget 2020/21

	2018 19 Budget	Actual	2019 20 Budget	YTD Sept	F/cast	2020 21 Base	Budget
280 Gardens & Ornamental Overhead Expenditure	1251	748	2319	1130	2319	2377	2277
300 Car Parks Total Income	1320	0	1320	1161	1320	970	970
Overhead Expenditure	1133	31	1136	0	1136	1164	1164
320 Public Toilets Overhead Expenditure	10197	5969	9603	7722	9603	9843	10843
340 Allotments Total Income	0	71	0	0	71	71	71
Overhead Expenditure	52	231	54	0	54	55	55
360 Cemetery Total Income	4500	4870	4500	2677	4500	4500	4500
Overhead Expenditure	1906	1692	1963	762	1963	2012	2012
380 Sturminster Mill Total Income	625	11398	625	0	625	625	625
Overhead Expenditure	3502	15039	3607	606	3607	3697	3697
400 Footway Lighting Overhead Expenditure	4069	4643	7623	539	7623	7814	2153
420 Town Centre Overhead Expenditure	618	-99	1048	3111	1048	1074	2274

Sturminster Newton Town Council Budget 2020/21

	2018 19 Budget	Actual	2019 20 Budget	YTD Sept	F/cast	2020 21 Base	Budget
440 Open Spaces							
Overhead Expenditure	3708	3553	3819	1200	3819	3914	6914
480 Rights of Way							
Overhead Expenditure	1288	1073	1327	0	1327	1360	1360
500 Traffic Management							
Overhead Expenditure	515	0	530	0	530	543	543
540 Agency Agreements							
Total Income	15200	13369	15200	150	15200	15200	15200
901 Projects							
Overhead Expenditure	4481	15046	4481	1000	4481	4481	21640
902 Capital Projects							
Overhead Expenditure	0	0	0	0	0	0	0
Total Budget Income	303832	324998	326895	305753	327743	25995	26714
Expenditure	321197	318895	328215	150312	328879	347477	368126
Budgeted use of reserves	17365	0	1320	0	0	0	0
Earmarked Reserve							
Precept							341412
Precept increase (£)							40767

17/01/2020

Sturminster Newton Town Council

12:50

Balance Sheet as at 31st December 2019

31st March 2019

31st March 2020

Current Assets		
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>243,744</u>
0	Total Assets	243,744
Current Liabilities		
<u>0</u>		<u>0</u>
0	Total Assets Less Current Liabilities	243,744
Represented By		
0	General Reserves	162,457
0	Earmarked Reserves	81,287
<u>0</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 & 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 Pavillion & 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%

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>					

Sturminster Newton Town Council
Finance and Personnel Committee 23rd January 2020
Award of Town Council Grants 2019/20

1. Introduction

In September 2019 the Town Council adopted a revised Grant award policy. The policy states that the Council wishes to support the viability of new and small Sturminster Newton based groups and improve the quality of life for residents of Sturminster Newton. It was agreed that applications would be reviewed in January each year. There is £3481 available for allocation.

2. Application Assessment

The table below summarises the applications received. Fuller details will be available at the meeting or to view in the Town Council Office.

A copy of the policy is attached to this report for reference.

ORGANISATION	DESCRIPTION OF WHAT APPLIED FOR	AMOUNT APPLIED FOR
Yewstock School	Yewstock School are offering a cycle club to pupils. Need help with funding bike parts for repairs/replacement parts.	£300
Sturminster Newton United Football Club	To support the installation of new floodlights.	£300
Dorset Blind Association	Volunteer expenses and travel costs for people attending their social club. (They help blind people from Sturminster get to the social club in Blandford).	£300
Open Spaces Group	To finance the printing of 1000 leaflets to draw attention to notable trees around the town.	£75.60
Sturminster Newton Heritage Trust	To support retaining one room in the Museum for the community; a venue for research for the public and an venue for presentations to school children. Previously this room had been let as an office. The Museum has managed to get by without the rental income but are seeking support to retain this room for community benefit.	£500

Sturminster Newton Literary Festival	Promotional material for a community event in June.	£500
Wyvern	Continued hire of Council Chamber for the Credit Union service point.	£290
Taboo Theatre Co.	Grant is requested to help facilitate preparing The Miller's Daughter for rural touring in 2020.	£500
Unity	1. Assistance with costs to produce a Facebook page for Unity to have a social media presence. 2. Assistance with the production of Unity issues, 4 extra pages being dedicated to Sturminster Newton Town; shops/businesses/local start-ups etc.	£500

3. Recommendation

That the committee reviews each application in turn and decides whether to award it in full, part or not at all.

Emma Lindsay

Town Clerk



STURMINSTER NEWTON TOWN COUNCIL
Grants Policy July 2019

1. General

Each year the Town Council reserves a sum of money for the provision of grants to voluntary organisations and community groups that provide services that benefits the residents of Sturminster Newton. The amount of grants available is limited and therefore priority will be given to applications that:

- Support the viability of new and small Sturminster Newton based groups
- Improve the quality of life for residents of Sturminster Newton

2. Application Assessment

- 2.1 Applications will only be considered from voluntary organisations, registered charities or community groups.
- 2.2 Applicants must be based in Sturminster Newton or specifically able to identify the benefit to the residents of Sturminster Newton.
- 2.3 Organisations will need to demonstrate that they are applying for funds to support a specific project rather than funding day to day running costs.
- 2.4 Grant applications will be considered by the Finance & Personnel Committee, which then makes a recommendation to a Town Council meeting for approval.

3. Further Information

- 3.1 Applications for grants will **only** be considered if they are submitted on the appropriate form and accompanied by the most recent set of accounts. If you are new organisation and do not have a set of accounts please submit the latest bank statement for your organisation.
- 3.1 Grants applications will not be accepted retrospectively, except in exceptional circumstances
- 3.2 The giving of a grant in one year does not set a precedent for another year.
- 3.3 At the end of the financial year the Town Council may monitor any organisation receiving a grant in order to be assured that the grant has been spent in the way that it was intended i.e. by inspecting audited accounts, invoices, receipts etc.

4. Sturminster Newton Town Council Commitment

- 4.1 The Town Council acknowledges that new community organisations have difficulty gaining funding from other sources and so will give special consideration to applications from such groups.
- 4.2 The Town Council will publicise the availability of grants on noticeboards, the Council website and social media.

4.3 The Town Council will review the grant budget annually as part of the overall budget process.

Adopted on: 5th September 2019

Review date: 2023

STURMINSTER NEWTON TOWN COUNCIL

Twinned with Montebourg France



Training and Development policy

1. The Town Council's Commitment to Training and Development

Sturminster Newton Town Council aspires to be a first class Council. In order to achieve and maintain this level of performance the Council is committed to providing employees and members with the necessary training and development opportunities to ensure that the Council can meet its aims and objectives.

The Council will ensure that staff and members will be provided with the means to develop and enhance their skills and abilities to deliver high quality services, along with management skills to manage and plan those services and be kept informed of all new legislation.

The Town Council will commit itself to the following:

- To develop employees and members to achieve the objectives of the Town Council
- To regularly review the needs of, and to plan training and development for employees and members
- To regularly evaluate the investment in training and training budgets

2. Identifying Training Needs

Employees

- Induction training and an employee's folder will be provided for new members of staff. Contracts of employment and job descriptions will include details of the Council's commitment to training.
- The Town Clerk will hold CiLCA or equivalent and be a member of the Society of Local Council Clerks (SLCC). Training provided to be no less than the minimum requirement of Continuous Professional Development.
- Staff training will be identified by the Clerk through annual appraisals, staff meetings and informal discussions in the light of the objectives of the Council, sector best practice and current legislation.
- Employees are encouraged to be proactive in identifying their own training and development needs linked to achieving the aims of the Council.
- Relevant additional training may be requested at any time.

Members

- A member's folder will be provided for all newly elected members setting out the Town Council's policies and procedures.
- Training requirements for members will usually be identified by the Chairman and Town Clerk and opportunities to attend courses will be investigated by the Clerk and brought to the attention of the Council.
- Newly elected members are encouraged to attend the DAPTC 'New Councillor Training Course'.
- Councillors who wish to refresh their skills/knowledge can request to attend authorised courses at any time during their term of office.
- Specialist training will be provided on an ad-hoc basis.

Local area

- The Town Council is committed to offering support to its local area Parish/Town Councils.
- The Town Council is committed to networking with other councils as it sees this as an effective means of information gathering, and where possible to link in with training events held by other Councils.

3. Training Resources/Providers

Resources

- An annual budget will be set for employee training and members training.
- All employees or members attending training may claim travel expenses.
- The Town Council will ensure that membership fees for DAPTC and SLCC are included annually in the budget.

Training Providers for both employees and members

- Society of Local Council Clerks
- Dorset Association of Parish and Town Councils
- National Association of Local Councils
- Regional and National seminars/conferences
- Principal Authorities
- In-house

4. Record-keeping

Records of training undertaken by employees and members will be retained by the Town Clerk in accordance with the Council's Document Retention Policy.

Adopted:

Review:

STURMINSTER NEWTON TOWN COUNCIL
SCHEDULE OF FEES AND CHARGES 2020/2021

FACILITY	DETAILS	2019/20	2020/21
Ricketts Lane War Memorial Recreation Ground			
Football/Cricket – Local Club	Per game	£40.00	£42.00
Football/Cricket – Non-Local	Per game	£45.00	£47.00
Events - Local and Charitable *	Per day *	£60.00	£65.00
Events – Other *	Per day *	£90.00	£100.00
* Additional items			
Damage – Refundable deposit	Per event	£200.00	£200.00
Charge for utilities	Per event	£20.00	£25.00
Rixon Recreation Ground			
	Per day	£25.00	£30.00
Room Hire			
Pavilion	Per hour	£5.00	£7.00
Council Chamber (am/pm/eve)	Per session	£35.00	£37.00
Council Chamber (am/pm/eve) Non-profit Sturminster Newton Based Community Rate	Per session	£5.00	£5.00
Cemetery (double for non-residents):			
Exclusive Right of Burial – Coffin burial space		£300.00	£320.00
Exclusive Right of Burial - Cremated remains		£140.00	£160.00
Interment No charge for a child's remains		£85.00	£90.00
Approval of Memorial		£90.00	£90.00
Added Inscription to an Existing Memorial		£25.00	£30.00