

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 28th November 2019** 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

22.11.2019

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 24.10.2019*	1 min
5	To approve the list of payments checked by Cllrs Fraser and Donaldson	2 min
6	To approve the statement of accounts as at 31.10.2019*	5 mins
7	To approve the budget comparison and statement of reserves at 31.10.2019*	5 mins
8	To receive a report regarding the presentation of Cashbook and Budget comparison figures in AdvantEdge	10 mins
9	To receive reports on routine monthly financial checks from relevant members	5 mins
10	To approve the Town Council Budget and Precept for 2020/21	40 mins
11	To receive correspondence and discuss any issues raised	2 mins
12	To receive information from members and discuss proposals for future business	2 mins

* Indicates that this agenda item is the subject of a briefing note or written report attached to this agenda.

† Indicates that this agenda item is the subject of a confidential briefing note or written report supplied only to Council members

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 24th October 2019 in the Council Chamber at 7.15pm

Present :

Councillor G Rose (Chair)	Councillor H Lacey (ex officio)
Councillor A Donaldson (Vice Chair)	Councillor Roake

Absent:

Councillor M Jones, Councillor S Bevis and Councillor C Fraser

In Attendance: Emma Lindsay (Town Clerk)

MINUTE NUMBER	COMMENTS	RESOLUTION <i>For each item, the proposer is named first followed by the seconder</i>
FP/38/19	PUBLIC SESSION No comments were made or questions asked.	
FP/39/19	APOLOGIES FOR ABSENCE Apologies were received from Cllrs Fraser, Jones and Bevis.	
FP/40/19	DECLARATIONS OF INTERESTS AND DISPENSATIONS No declarations were declared and consequently no written dispensations had been received.	
FP/41/19	MINUTES OF THE PREVIOUS COMMITTEE MEETING The minutes of the Finance & Personnel Committee Meeting held on 25.07.2019 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 Donaldson Cllr Rose
FP/42/19	APPROVAL OF PAYMENTS The list of payments as appended were checked by Cllrs Donaldson and Rose and APPROVED.	Cllr Rose Cllr Donaldson
FP/43/19	STATEMENT OF ACCOUNTS The Town Clerk presented the Balance Sheet as at 30 th September 2019. The Balance Sheet as at 30.09.2019 was APPROVED.	Cllr Donaldson Cllr Lacey
FP/44/19	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 30.09.2019 were APPROVED. Cllr Roake raise a query regarding the statement of Accounts presented to the Committee in July. The Clerk advised that she would investigate and report back to the next meeting.	Cllr Rose Cllr Lacey

FP/45/19 SOFTWARE IMPLEMENTAION

The Town Clerk provided the committee with a brief update regarding the implementation of the new finance software. The team received training during the week of the 7/10/2019, and are becoming familiar with the software.

FP/46/19 CONFIRMATION OF ROUTINE MONTHLY CHECKS

The Committee noted the reports of the inspections carried out in August and September by Cllr Rose.

FP/47/19 HEALTH AND SAFETY ACTION PLAN

The committee noted that all actions arising from the annual Health and Safety audit had been completed.

FP/48/19 DRAFT BUDGET AND PRIORITIES FOR 2020/21

The Clerk presented the first draft of the budget for 2020/21 including a summary of costs for the projects identified as priorities within the draft Town Council business plan. The proposals were discussed. The committee suggested the priority for the next financial year should be to fund the base budget and the high priority projects.

FP/49/19 CORRESPONDENCE

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

FP/50/19 INFORMATION FROM MEMBERS

Cllr Lacey noted that the future of the *Unity* magazine was uncertain. *Cllr Rose* advised that he had been asked to present the Kevin Knapp trophy for the best dressed crier at the Dorset Town Criers event.

The Chairman declared the meeting closed at 8.55 p.m.

Approved on Chair's signature:

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Balance Sheet as at 31st October 2019

31st March 2019

31st March 2020

		31st March 2019	31st March 2020
Current Assets			
0	Debtors	1,346	
0	VAT Control A/c	2,757	
0	Current Bank A/c	134,903	
0	Petty Cash	169	
0	Bath Building Society	76,473	
0	Public Sector Deposit Fund	76,351	
<u>0</u>		<u>291,998</u>	
0 Total Assets			291,998
Current Liabilities			
<u>0</u>			<u>0</u>
0 Total Assets Less Current Liabilities			291,998
Represented By			
0	General Reserves		207,634
0	Earmarked Reserves		84,365
<u>0</u>			<u>291,998</u>

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

Signed :
Chairman

_____ Date : _____

Signed :
Responsible
Financial
Officer

_____ Date : _____

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Summary Income & Expenditure by Budget Heading 22/11/2019

Month No: 7

Cost Centre Report as at 31st October 2019

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Office & Administration							
	Income	70	301,591	301,350	(241)			100.1%
	Expenditure	14,287	81,322	140,143	58,821	102	58,719	58.1%
	Net Income over Expenditure	<u>(14,217)</u>	<u>220,269</u>	<u>161,207</u>	<u>(59,062)</u>			
	plus Transfer from EMR	0	2,919					
	Movement to/(from) Gen Reserve	<u>(14,217)</u>	<u>223,187</u>					
120	Civic & Ceremonial							
	Expenditure	63	682	2,687	2,005		2,005	25.4%
200	Grounds Staff Payroll							
	Expenditure	10,480	63,841	117,326	53,486		53,486	54.4%
210	Workshop Premises							
	Expenditure	180	2,345	3,082	737	10	728	76.4%
	plus Transfer from EMR	0	1,620					
	Movement to/(from) Gen Reserve	<u>(180)</u>	<u>(725)</u>					
220	Grounds Operations							
	Expenditure	1,142	7,652	15,526	7,874	4	7,870	49.3%
230	Sports Pavillion & Facilities							
	Income	1,107	1,352	3,900	2,548			34.7%
	Expenditure	89	2,884	2,467	(417)	151	(569)	123.1%
	Movement to/(from) Gen Reserve	<u>1,018</u>	<u>(1,532)</u>					
240	Town Clock							
	Expenditure	47	399	562	163		163	71.1%
260	Play Facilities							
	Expenditure	6,351	6,363	8,912	2,549		2,549	71.4%
	plus Transfer from EMR	5,703	5,703					
	Movement to/(from) Gen Reserve	<u>(648)</u>	<u>(660)</u>					
280	Gardens & Ornamental							
	Expenditure	29	1,159	2,319	1,160		1,160	50.0%
300	Car Parks							
	Income	0	1,161	1,320	160			87.9%
	Expenditure	0	0	1,136	1,136		1,136	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>1,161</u>					
320	Public Toilets							
	Expenditure	1,915	9,637	9,603	(34)	5	(39)	100.4%
	plus Transfer from EMR	0	4,000					
	Movement to/(from) Gen Reserve	<u>(1,915)</u>	<u>(5,637)</u>					
340	Allotments							
	Expenditure	13	13	54	41		41	23.4%
360	Cemetery							
	Income	90	2,767	4,500	1,733			61.5%
	Expenditure	152	914	1,963	1,049		1,049	46.6%
	Movement to/(from) Gen Reserve	<u>(62)</u>	<u>1,853</u>					
380	Sturminster Mill							
	Income	0	0	625	625			0.0%
	Expenditure	1,069	1,674	3,607	1,933		1,933	46.4%
	Movement to/(from) Gen Reserve	<u>(1,069)</u>	<u>(1,674)</u>					
400	Footway Lighting							
	Expenditure	188	727	7,623	6,896		6,896	9.5%
420	Town Centre							
	Expenditure	739	3,850	1,048	(2,802)		(2,802)	367.4%
440	Open Spaces							
	Expenditure	0	1,200	3,819	2,619		2,619	31.4%
480	Rights of Way							
	Expenditure	0	0	1,327	1,327		1,327	0.0%
500	Traffic Management							
	Expenditure	0	0	530	530		530	0.0%
540	Agency Agreements							
	Income	100	250	15,200	14,950			1.6%
900	Capital Projects							
	Expenditure	500	1,000	4,481	3,481		3,481	22.3%

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Summary Income & Expenditure by Budget Heading 22/11/2019

Month No: 7

Cost Centre Report as at 31st October 2019

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	1,367	307,120	326,895	19,775			94.0%
Expenditure	37,244	185,662	328,215	142,553	273	142,281	56.7%
Net Income over Expenditure	<u>(35,877)</u>	<u>121,459</u>	<u>(1,320)</u>	<u>(122,779)</u>			
plus Transfer from EMR	5,703	14,242					
Movement to/(from) Gen Reserve	<u>(30,173)</u>	<u>135,701</u>					