

# STURMINSTER NEWTON TOWN COUNCIL

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

Tel: 01258 475136 Email: [admin@sturminsternewton-tc.gov.uk](mailto:admin@sturminsternewton-tc.gov.uk)



To: All Town Councillors  
Dear Member,

You are hereby summoned to attend a meeting of the **Town Council** which will be held on **Thursday 13th June 2019** at Council Offices, Old Market Hill, Sturminster Newton at **7.15pm** to transact the business set out in the Agenda below.

*EML Lindsay*

Emma Lindsay - Town Clerk

07.06.2019

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. Members of the public are invited to raise any matter and speak for up to five minutes. The Chairman will normally permit visitors to speak at other times only in order to provide information and if specifically asked to do so. The Council cannot discuss matters raised unless they already appear on this Agenda.	15 mins
2	To receive and if agreed approve apologies for absence.	1 min
3	To receive declarations of interests and approve any written applications for dispensations.	1 min
4	To approve the minutes of the previous meeting held on 16.05.2019.*	1 min
5	To decide what comment to make on each planning application listed below.	20 mins
6	To receive a report from the Town Clerk on financial matters and to approve:	
	i. the list of payments checked by Cllrs Chater and Rose.	2 mins
	ii. the budget comparison*.	2 mins
	iii. the reserves created at 31.03.19.	2 mins
7	To receive the final audit report for the period ending 31.03.19*.	5 mins
8	To approve the Annual Governance Statement for 2018/19.*	10 mins
9	To approve the Accounting Statements for 2018/19.*	5 mins
10	To consider the co-option of Jason James to the Council and if approved to sign the declaration of acceptance of office*	15 mins
11	To consider a request to use the paved areas adjacent to the Railway Gardens and Station Road for a monthly car and motorcycle event.*	5 mins
12	To consider a request to support the use of the Station Road Pedestrian Zone for the siting of ad-hoc street stalls at Town events.	2 mins
13	To receive a report from the Dorset Councillor and discuss any issues raised.	5 mins
14	To receive a report from the Town Mayor and discuss any issues raised.	5 mins
15	To receive items submitted by DAPTC or NALC and discuss any issues raised.	2 mins
16	To receive a report from the Town Clerk and discuss any issues raised.	5 mins
17	To receive correspondence and discuss any issues raised.	2 mins
18	To receive information from members and discuss proposals for future business.	5 mins
19	To decide whether to exclude members of the press and public for confidential matters (pursuant to Public Bodies (Admission to Meetings) Act 1960, Section 1(2).	1 mins

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](http://www.sturminsternewton-tc.gov.uk)

\* Indicates that this agenda item is the subject of a briefing note circulated to Councillors with the agenda

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

### **Planning Applications received to be considered on 13 June 2019**

<b>1</b>	<i>Plan Number</i> 2019/05/03	<i>District Reference</i> 2/2019/0589/MODPO	<i>Site Reference</i>	<i>Other Reference</i>
	<i>Case Officer</i>			
	<i>Applicant</i>	<i>House Name</i> Conways	<i>Road</i> Hillcrest Close	<i>Locality</i>
	<i>Town</i> Sturminster Newton	<i>County</i> Dorset	<i>Post Code</i> DT102DL	<i>Application date</i> 07/05/19

**Request to discharge all Planning Obligations of an Agreement dated 15 August 1988 made under the Town and Country Planning Act 1990, Section 106A which restricts the occupation of the dwelling to a person employed on and owning the whole agricultural holding known as Conways relating to Planning Permission 2/1988/0862.**

<b>2</b>	<i>Plan Number</i> 2019/05/04	<i>District Reference</i> 2/2019/0109/FUL	<i>Site Reference</i>	<i>Other Reference</i>
	<i>Case Officer</i>			
	<i>Applicant</i>	<i>House Name</i> Ashacres Nursery	<i>Road</i> Puxey Lane	<i>Locality</i> Puxey
	<i>Town</i>	<i>County</i> Dorset	<i>Post Code</i>	<i>Application date</i> 07/05/19

**Erect stable block (retrospective).**

<b>3</b>	<i>Plan Number</i> 2019/05/05	<i>District Reference</i> 2/2019/0465	<i>Site Reference</i>	<i>Other Reference</i>
	<i>Case Officer</i>			
	<i>Applicant</i>	<i>House Name</i> Nazareth Lodge	<i>Road</i> Penny Street	<i>Locality</i>
	<i>Town</i> Sturminster Newton	<i>County</i> Dorset	<i>Post Code</i> DT101DE	<i>Application date</i> 07/05/19

**Erect security gates and gate piers (demolish existing gate piers).**

**4**     *Plan Number*     *District Reference*     *Site Reference*     *Other Reference*  
2019/05/06            2/2019/0490/FUL

*Case Officer*

*Applicant*                             *House Name*                             *Road*                             *Locality*  
Hart and Sons Dorset Limited     Station Road

*Town*                             *County*                             *Post Code*                             *Application date*  
Sturminster Newton             Dorset                             DT101BD                             13/05/19

**Change of use of gardens to provide additional 9 no. parking spaces. Change design and size of new Garden Centre and erect canopy.**

**5**     *Plan Number*             *District Reference*             *Site Reference*             *Other Reference*  
2019/05/07             2/2019/0621/HOUSE

*Case Officer*

*Applicant*                             *House Name*                             *Road*                             *Locality*  
8 Barnes Close

*Town*                             *County*                             *Post Code*                             *Application date*  
Sturminster Newton             Dorset                             DT101BN                             13/05/19

**Erect single storey extensions to the rear and side and erect fence (remove hedge).**  
*Web link*

**6**     *Plan Number*             *District Reference*             *Site Reference*             *Other Reference*  
2019/05/08             2/2019/0575/HOUSE

*Case Officer*

*Applicant*                             *House Name*                             *Road*                             *Locality*  
88 Green Close

*Town*                             *County*                             *Post Code*                             *Application date*  
Sturminster Newton             Dorset                             DT101BL                             13/05/19

**Erect rear conservatory.**

**7**     *Plan Number*             *District Reference*             *Site Reference*             *Other Reference*  
2019/05/09             2/2019/0601/LBC

*Case Officer*

*Applicant*                             *House Name*                             *Road*                             *Locality*  
Stour Grange                             Church Street

*Town*                             *County*                             *Post Code*                             *Application date*  
Sturminster Newton             Dorset                             DT101DB                             16/05/19

**Carry out remediation work to stabilise the south western corner of the dwelling, also remedial/repair work internally and externally as detailed on plans.**

# STURMINSTER NEWTON TOWN COUNCIL

## MINUTES OF THE TOWN COUNCIL MEETING

Held on **Thursday 16<sup>th</sup> May 2019** in the Council Chamber at 7.15 pm

Present :

Councillor S Bevis

Councillor L Chater

Councillor A Donaldson

Councillor C Fraser

Councillor M Jones (Deputy Mayor)

Councillor H Lacey (Mayor)

Councillor H Reed

Councillor G Rose

Councillor R Taylor

Absent: Cllr M Roake

In attendance: The Rev'd Phillipa Sergent and Mrs Emma Lindsay (Town Clerk)

Minute No.	COMMENTS	RESOLUTION for each item the proposer is named first followed by the seconder
TC/80/19	<b>PUBLIC SESSION</b> The Rev'd Phillipa Sergent addressed the Council and outlined her role within the Parish. She explained that her key aim is to grow the congregations in Sturminster Newton, Lydlinch and Hinton.	
TC/81/19	<b>ELECTION OF CHAIRMAN AND TOWN MAYOR</b> Cllr Helen Lacey was proposed by Cllr Fraser and seconded by Cllr Reed. There were no other nominations. <b>Cllr Helen Lacey was duly elected as Chairman of the Council and Town Mayor until the Annual Meeting in 2020.</b>	
TC/82/19	<b>DECLARATION OF ACCEPTANCE OF OFFICE BY THE CHAIRMAN</b> Cllr Lacey made her declaration of office witnessed by the Town Clerk in the presence of the Town Council.	
TC/83/19	<b>ELECTION OF THE VICE CHAIRMAN AND DEPUTY TOWN MAYOR</b> Cllr Martin Jones was proposed by Cllr Lacey and seconded by Cllr Rose. There were no other nominations. <b>Cllr. Martin Jones was duly elected as Vice Chairman of the Council and Deputy Town Mayor until the Annual Meeting in 2020.</b>	
TC/84/19	<b>APOLOGIES FOR ABSENCE</b> Apologies were received from Cllr. Roake. These apologies were accepted by the Members present.	
TC/85/19	<b>DECLARATIONS OF INTERESTS AND DISPENSATIONS</b> No interests were declared and consequently no written requests for dispensation had been received.	

Chair's initials



TC/86/19 MINUTES OF THE PREVIOUS MEETING  
**The minutes of the Town Council Meeting held on 18th April 2019, 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. Fraser  
Cllr. Reed

TC/87/19 RECOMMENDATIONS FROM COMMITTEES  
i. Planning and Environment Committee 18.04.19  
ii. Finance and Personnel Committee 25.04.19  
**The council RESOLVED to APPROVE the recommendations contained therein.**

Cllr Rose  
Cllr Taylor

TC88/19 CONSIDERATION OF PLANNING APPLICATIONS

1  
District Reference                      Applicant Name  
2/2019/0385/FUL                      Mr A Trowbridge  
AKH Heating  
Rivers Corner to Stalbridge Lane  
Sturminster Newton  
DT10 2AB  
Demolish existing garage and office buildings. Erect 1 No.  
dwelling and garage/carport.  
**No objection**

Cllr Jones  
Cllr Taylor

2  
District Reference                      Applicant Name  
2/2019/0407/LBC                      Mrs Bolton  
Access to Woodlands Farm  
Bagber, Sturminster Newton  
DT10 2HS  
Install through floor lift and carry out associated internal  
alterations.  
**No objection**

Cllr Taylor  
Cllr Donaldson

3  
District Reference                      Applicant Name  
2/2019/0503/HOUSE                      Mr Bob Ames  
Mistletoe, Upland Close,  
Broad Oak, Sturminster Newton  
DT10 2HL  
Erect extension to garage and convert into living  
accommodation. Erect garage/store extension to side and raised  
decking to rear. Install roof windows. Carry out alterations to  
wall adjacent to the driveway (demolish car port).  
**No objection**

Cllr Donaldson  
Cllr Fraser



4

District Reference                      Applicant Name  
 2/2019/0540/HOUSE                      Mr Lance Rylaatt  
 Woodview, Bath Road,  
 Sturminster Newton. DT10 1DU  
 Erect two storey extension (demolish existing conservatory and  
 extension. Amendment to approved planning permission  
 2/2015/1867/HOUSE).

**The Council reviewed the application and decided that it should be reviewed with the previous applications. The Council RESOLVED to DELEGATE Clerk and Chairman of the Planning and Environment Committee**

Cllr Lacey  
 Cllr. Reed

TC89/19      APPROVAL OF PAYMENTS

**The Council RESOLVED to APPROVE the payments listed below.**

Cllr Donaldson  
 Cllr Taylor

TC/90/19      COMMITTEE TERMS OF REFERENCE AND DELEGATED POWERS

**The Council RESOLVED to retain the committee terms of reference and delegations for the Civic YEAR 2019/20**

Cllr Fraser  
 Cllr Lacey

TC/91/19      COMMITTEE MEMBERSHIP

The Council reviewed the membership for the three standing committees.

**i. The Council RESOLVED the following committee appointments:**

Planning and Environment (all members)	Finance and Personnel 5 inc. Chair and Vice Chair plus Mayor and deputy (Ex-Officio)	Amenities 5 inc. Chair and Vice Chair plus Mayor and deputy (Ex-Officio)
Cllr. Bevis	Cllr. Bevis	
Cllr. Chater		Cllr. Chater
Cllr. Donaldson	Cllr. Donaldson	Cllr. Donaldson <b>Vice Chair</b>
Cllr. Fraser <b>Chair</b>	Cllr Fraser	
Cllr Jones	Cllr Jones Ex Officio	Cllr Jones Ex Officio
Cllr Lacey	Cllr Lacey Ex Officio	Cllr Lacey Ex Officio
Cllr. Reed		Cllr. Reed <b>Chair</b>
Cllr. Roake	Cllr Roake	
Cllr. Rose	Cllr. Rose <b>Chair</b>	Cllr. Rose
Cllr. Taylor <b>Vice Chair</b>		Cllr Taylor
Cllr. Vacancy		
Co-opted Member		Co- opted Member

**ii. The Council RESOLVED to delegate the appointment of the Vice Chairman of the Finance and Personnel Committee to the Committee.**

**iii. The Council RESOLVED to invite a nomination form the**

Chair's initials



**Rights of Way Group for cooption to the Planning and Environment Committee.**  
**iv. The Council RESOLVED to invite a nomination from the Open Space Group to the Amenities Committee.**

Cllr Lacey  
 Cllr Jones

TC/92/19 CHEQUE SIGNATORIES  
**The Council RESOLVED to retain the existing cheque signatories: Cllrs. Rose, Lacey, Donaldson, Fraser and the Town Clerk Emma Lindsay.**

Cllr Lacey  
 Cllr Rose

TC/93/19 STANDING ORDERS AND FINANCIAL REGULATIONS  
**The Council RESOLVED to re-adopt the Standing Orders and Financial Regulations.**

Cllr Reed  
 Cllr Fraser

TC/94/19 GENERAL POWER OF COMPETENCE  
 The council confirmed that it meets the eligibility criteria of two thirds elected members and a CiLCA qualified Clerk.  
**The Council RESOLVED to ADOPT the General Power of Competence.**

Cllr Donaldson  
 Cllr Taylor

TC/95/19 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES  
**The Council RESOLVED to APPROVE the appointment of representatives as set out below.**

Cllr Rose  
 Cllr Reed

Butts Pond Local Nature Reserve	Co-opted member of the Amenities Committee
Cemetery Liaison	Cllr Helen Reed
Development Working Party	Mayor, Chair of Planning and Environment, Town Clerk
DAPTC Larger Local Councils & AGM	Mayor, Deputy Mayor, Town Clerk
DAPTC – Northern Area Meetings	Mayor
Dementia Friendly Sturminster Newton Project Group	Cllr Luisa Chater
Footpaths Liaison Officer	Co-Opted Member of Planning and Environment Committee
Liaison with Planning the authority	Chair of Planning and Environment, Town Clerk
Newsletter & Unity	Mayor and Town Clerk
Press Releases/Media	Town Clerk and Mayor
Sturminster Newton Allotments Association	Cllr Joe Rose
Sturminster Newton Museum & Mill Society	Cllr Martin Jones
Sturminster Newton Twinning Association	Mayor
Open Spaces Group	Cllrs Bevis and Fraser
Trailway Support Group	Cllrs Jones and Fraser
Tree Warden	Cllr Donaldson
William Williams Trust	Cllr Helen Lacey



TC/96/19 

Youth Club	Cllr Robert Taylor
------------	--------------------

**LIST OF SUBSCRIPTIONS**

**The Council RESOLVED to continue the existing subscriptions to:**

Cllr Lacey  
Cllr Taylor

- **Dorset Association of Parish and Town Councils**
- **Society of Local Council Clerks**
- **Campaign for the Protection of Rural England**
- **Clerks and Councils Direct**

TC/97/19 **CALENDAR OF MEETINGS**

The Council reviewed the calendar of meetings and accepted the proposed schedule with one amendment; to move the June Town Council meeting from 6<sup>th</sup> June to 13<sup>th</sup> June.

Cllr Donaldson  
Cllr Taylor

**The Council RESOLVED to APPROVE the amended calendar of meetings.**

TC/98/19 **MAYORS REPORT**

Cllr Lacey commended the efforts of those who had entered the 'Sculpt it not Bin it' competition. Cllr Lacey reflected on several future events in the Town including the Big Weekend and the Twinning Anniversary celebrations.

TC/99/19 **TOWN CLERK**

The Town Clerk provided a brief update on Town Council activities including the preparations for the year-end audit.

TC/100/19 **DAPTC**

The Council discussed the letter from the Chairman of the DAPTC circulated with the agenda papers.

Cllr Reed  
Cllr Rose

**The Council RESOLVED to instruct the Clerk to complete the request for information.**

TC101/19 **MEMBER INFORMATION**

*Cllr Reed* - advised that the Sturminster Show will take place on 15<sup>th</sup> June. Cllr Reed also advised that there is not enough money to hold a carnival this year.

*Cllr Donaldson* - reported that the tarmac in Barnes Close will be repaired during the summer. He also reported that the William Barnes Quiz evening had made £700 for school funds.

*Cllr Taylor* - asked how the Town Council will take the Neighbourhood Plan forward, the Town Clerk advised that this would be discussed at the Planning and Environment Meeting in June.

*Cllr. Bevis* - stated that he was keen to hold a St Georges Day event in the Railway Gardens. Cllr Lacey suggested that he attend the Projects Forum to progress the idea.

*Cllr Fraser* – Observed that an application for planning permission had been granted without reference to the Town Council as a consultee. The Town Clerk advised that she would raise the matter with the Planning Authority.

The meeting was closed at 8.58pm

Approved On..... Chair's Signature .....

Chair's initials





## BACS Payments 18/19 - approval list

Start of year 01/04/18

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
2154	BACS1905 22C	£1,350.00	£225.00	£1,125.00 25/03/19	Farnfields Solicitors - Jubilee Path Legal Advice	£1,350.00
2155	BACS1905 22A	£60.00	£10.00	£50.00 27/02/19	Reach Publishing Services - Leaflet inserts Neighbourhood Plan	£60.00
2156	BACS1905 22B	£60.00	£10.00	£50.00 22/03/19	Reach Publishing Services - Leaflet Insertion Who's Who 2019	£60.00
<b>Total</b>		£1,470.00	£245.00	£1,225.00		

## BACS Payments 19/20 - approval list

Cheque	Gross	Vat	Net Heading Invoice date	Details
	£140.00	£0.00	£140.00 1060 11/04/19	Dorset Association of Parish & Town Councils - DAPTC Conference
	£104.40	£17.40	£87.00 2010/4 23/04/19	Partnership Security Ltd - Alarm Call Out and Repair
	£43.20	£7.20	£36.00 2030/6 24/04/19	Sturminster Newton Building Supplies - Top Soil
	£133.00	£15.75	£117.25 30/04/19	The Exchange - Recharges April 19
	£54.79	£9.13	£45.66 30/04/19	Hart & Sons (Dorset) Ltd - Key Safe and Light Bulbs
	£145.15	£24.19	£120.96 2020/7 01/05/19	DC Garden Machinery - Parts
	£72.23	£0.00	£72.23 2040/2 01/05/19	Hire Standards Limited - Scaffold Tower for Clock Service
	£36.01	£6.00	£30.01 2020/5 01/05/19	Northover G & Sons Ltd - Fuel
	£250.63	£34.27	£216.36 01/05/19	Rochford Garden Machinery Ltd -
	£16.57	£0.78	£15.79 2120/3 02/05/19	Southern Electric - Street Lighting
	£80.65	£3.84	£76.81 2120/3 02/05/19	Southern Electric - Street Lighting
	£35.06	£5.84	£29.22 2020/5 08/05/19	Northover G & Sons Ltd - Fuel
	£55.28	£9.22	£46.06 1020/2 09/05/19	The Consortium - Stationery
	£108.00	£18.00	£90.00 1060 09/05/19	Society Of Local Council Clerks - Planning Demystified Webinars
	£89.30	£14.89	£74.41 2020/5 10/05/19	Northover G & Sons Ltd - Fuel
	£19.00	£0.00	£19.00 1010/9 11/05/19	D.B.Window Cleaning - Window Cleaning
	£75.41	£12.57	£62.84 1020/2 31/05/19	Lyreco Uk Ltd - Stationery
	£395.00	£0.00	£395.00 1060 07/06/19	Parkinson Partnership - Finance Course
<b>Total</b>	£1,853.68	£179.08	£1,674.60	

Chair's initials



# Financial Budget Comparison

Comparison between 01/04/19 and 31/05/19 inclusive.

Excludes transactions with an invoice date prior to 01/04/19

		2019/2020	Actual Net	Balance
<b>INCOME</b>				
<b>Office &amp; Administration</b>				
100	Precept	£300,645.00	£150,322.50	-£150,322.50
105	Contributions to Expenditure	£970.00	£0.00	-£970.00
110	Interest - Public Sector Deposit Fund	£150.00	£99.51	-£50.49
115	Interest - Bath Building Society	£150.00	£0.00	-£150.00
120	Chamber hire	£400.00	£0.00	-£400.00
125	Grants received	£0.00	£0.00	£0.00
126	Contributions Received	£0.00	£0.00	£0.00
130	Photocopying, printing, etc.	£5.00	£0.00	-£5.00
135	Insurance Settlements	£0.00	£0.00	£0.00
140	VAT reclaimed	£0.00	£1,224.37	£1,224.37
199	Other	£0.00	£0.00	£0.00
<b>Total Office &amp; Administration</b>		<b>£302,320.00</b>	<b>£151,646.38</b>	<b>£150,673.62</b>
<b>Amenities &amp; Services</b>				
200	Recreation Grounds	£4,250.00	£0.00	-£4,250.00
205	Cemetery	£4,500.00	£335.00	-£4,165.00
210	Agency Agreements	£6,200.00	£100.00	-£6,100.00
215	Street cleansing	£9,000.00	£0.00	-£9,000.00
220	Contributions	£625.00	£0.00	-£625.00
225	Allotments	£0.00	£0.00	£0.00
299	Other	£0.00	£0.00	£0.00
<b>Total Amenities &amp; Services</b>		<b>£24,575.00</b>	<b>£435.00</b>	<b>£24,140.00</b>
<b>Capital Projects</b>				
300	Developer Contributions	£0.00	£0.00	£0.00
399	Other contributions, grants & donations	£0.00	£0.00	£0.00
<b>Total Capital Projects</b>		<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Total Income</b>		<b>£326,895.00</b>	<b>£152,081.38</b>	<b>-£174,813.62</b>
<b>EXPENDITURE</b>				
<b>Office &amp; Administration</b>				
1000	Office staff payroll	£79,750.00	£9,311.15	£70,438.85
1010	Office premises	£8,699.00	£1,148.56	£7,550.44
1020	Office facilities & operations	£13,682.00	£702.25	£12,979.75
1030	Insurance	£7,214.00	£0.00	£7,214.00
1040	Bank Charges	£530.00	£94.36	£435.64
1045	Professional fees	£10,970.00	£225.00	£10,745.00
1050	Civic & ceremonial	£2,369.00	£300.00	£2,069.00
1060	Training	£3,183.00	£230.00	£2,953.00

# Financial Budget Comparison

Comparison between 01/04/19 and 31/05/19 inclusive.

Excludes transactions with an invoice date prior to 01/04/19

		2019/2020	Actual Net	Balance
1070	Subscriptions	£1,264.00	£160.00	£1,104.00
1080	Loan repayments	£15,881.00	£7,708.76	£8,172.24
1090	VAT paid	£0.00	£0.00	£0.00
1999	Other	£0.00	£0.00	£0.00
3050	Petty Cash	£0.00	£0.00	£0.00
<b>Total Office &amp; Administration</b>		<b>£143,542.00</b>	<b>£19,880.08</b>	<b>-£123,661.92</b>
<b>Amenities &amp; Services</b>				
2000	Grounds staff payroll	£117,326.00	£14,573.74	£102,752.26
2010	Workshop premises	£3,082.00	£87.00	£2,995.00
2020	Grounds operations	£15,526.00	£1,991.63	£13,534.37
2030	Sports pavilion & facilities	£2,467.00	£489.69	£1,977.31
2040	Town Clock	£562.00	£107.23	£454.77
2050	Play facilities	£8,912.00	£0.00	£8,912.00
2060	Gardens & ornamental	£2,319.00	£0.00	£2,319.00
2070	Car Parks	£106.00	£0.00	£106.00
2080	Public toilets	£9,603.00	£598.47	£9,004.53
2090	Allotments	£54.00	£0.00	£54.00
2100	Cemetery	£1,963.00	£306.10	£1,656.90
2110	Sturminster Mill	£3,607.00	£83.02	£3,523.98
2120	Footway lighting	£7,623.00	£187.59	£7,435.41
2130	Town Centre	£836.00	£2,386.40	-£1,550.40
2140	Open Spaces	£2,228.00	£0.00	£2,228.00
2150	Benches & Other Infrastructure	£212.00	£0.00	£212.00
2160	Events & Festivals	£318.00	£0.00	£318.00
2170	Rights of Way	£1,327.00	£0.00	£1,327.00
2180	Traffic management	£530.00	£0.00	£530.00
2190	Tree management	£1,591.00	£1,200.00	£391.00
2999	Other	£0.00	£0.00	£0.00
<b>Total Amenities &amp; Services</b>		<b>£180,192.00</b>	<b>£22,010.87</b>	<b>-£158,181.13</b>
<b>Capital Projects</b>				
3000	Section 137	£0.00	£0.00	£0.00
3010	Grants	£4,481.00	£0.00	£4,481.00
3020	Skate Bowl Project	£0.00	£0.00	£0.00
3030	Neighbourhood Development Plan	£0.00	£0.00	£0.00
3035	WW1 Centenary Commemoration	£0.00	£0.00	£0.00
3040	Economic Development Plan	£0.00	£0.00	£0.00
3045	Community Resource Support	£0.00	£0.00	£0.00
<b>Total Capital Projects</b>		<b>£4,481.00</b>	<b>£0.00</b>	<b>-£4,481.00</b>
<b>Total Expenditure</b>		<b>£328,215.00</b>	<b>£41,890.95</b>	<b>£286,324.05</b>
Total Income		£326,895.00	£152,081.38	-£174,813.62
Total Expenditure		£328,215.00	£41,890.95	£286,324.05
Funded by reserves			£0.00	
<b>Total Net Balance</b>		<b>-£1,320.00</b>	<b>£110,190.43</b>	

# Fair Account

Fair Account  
1 Roker Way  
Fair Oak  
Eastleigh  
Hants  
SO50 7LD

TEL/FAX: (023) 8069 6763

29 May 2019

Sturminster Newton Town Council  
The Council Offices  
Old Market Hill  
Sturminster Newton  
DT10 1FH

Dear Mrs Lindsay

## **Final Internal Audit Visit: Sturminster Newton Town Council – covering March 2019 and Year End procedures**

The Accounts and Audit Regulations 2015 require all Town and Parish Councils to implement an independent internal audit examination of their Accounts and Accounting processes annually.

The Council has complied with the requirements in terms of independence by the Council decision making process in 2018/2019, appointing Fair Account to undertake the work for 2018/19.

This was the final visit in 2018/2019 to check that the Parish Council adheres to the requirements set out in the Governance and Accountability for Smaller Authorities in England ensuring that compliance with proper practices is maintained.

As part of the Internal Audit Review we checked:

### **Bank Reconciliations**

- the Bank Reconciliations at 31 March 2019 was re-performed and no errors were noted.

### **Income and Expenditure**

- all un-presented cheques and un-banked income information as at 31 March 2019 were confirmed that the details are accurate to the records held by Town Council.
- all Remittance Advices were checked and agreed to the Cash Books and bank statements for March 2019.
- a complete check was carried out to agree the accuracy of payment vouchers and to agree the totals to the Cash Book and bank statements for March 2019.

### **Town Council Minutes**

- Minutes of the Town Council were checked for approvals for February 2018 and the March agenda and approval of payments was checked for March 2019.

### **Asset Register**

- The Asset Register at 31 March 2019 was reviewed and additions and deletions for 2018/19 were agreed.

**End of Year Procedures**

- A full check was carried out on the End of Year documentation provided by the Town Clerk to confirm the accuracy of the details to be submitted to the External Auditor. This also included the validation of any variances of totals over 15% between 2017/18 and 2018/19 shown on Section 2 of the Accountability and Governance Annual Return as required by the External Auditor.
- The Annual Internal Audit Report to be submitted to the External Auditor was completed and signed by Tim Light FMAAT.

**Audit Opinion**

- We are pleased to report that the various records and procedures in place for the Town Council provide a good standard of control, although we are concerned that the AdvantEdge Software is not producing accurate reports on a regular basis and leaves the Town Clerk to check the information produced and to spot inaccurate or incomplete financial information. This has been an ongoing issue for the Town Clerk since her appointment in 2017.
- We understand that the Town Council are in year three of a five-year contract with AdvantEdge software but in our opinion the unreliability of technical support to resolve issues raised does not give confidence that without consistent prompting financial management information remains inaccurate and may not fit for purpose.
- It is our opinion the Town Council should seek to terminate this contract and purchase another bespoke software package designed for the Local Council Sector which gives the Town Clerk confidence that accurate financial management reporting and technical support is provided as part of the Contract arrangements.
- This report should be noted and taken to the next meeting of the Town Council to inform them of the Internal Audit work carried out. The details of this Internal Audit Letter Report should also be Minuted by the Town Council.



Yours sincerely,  
Tim Light FMAAT  
Internal Auditor

## Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

### Sturminster Newton Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

\_\_\_\_\_

and recorded as minute reference:

\_\_\_\_\_

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

\_\_\_\_\_

Clerk

\_\_\_\_\_

#### Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

[www.sturminsternewton-tc.gov.uk](http://www.sturminsternewton-tc.gov.uk)

Section 2 – Accounting Statements 2018/19 for

**Sturminster Newton Town Council**

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	203,739	178,090	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	229,674	277,182	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	119,397	43,994	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	149,373	203,002	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	15,418	15,418	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any)
6. (-) All other payments	209,929	110,306	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	178,090	170,540	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6)
8. Total value of cash and short term investments	177,610	174,877	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	757,840	732,099	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	83,725	72,389	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N B The figures in the accounting statements above do not include any Trust transactions

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Signature of Responsible Financial Officer  
Date

I confirm that these Accounting Statements were approved by this authority on this date:

Signature of Chairman

as recorded in minute reference:

Minute Reference

Signed by Chairman of the meeting where the Accounting Statements were approved

Signature of Chairman

**Sturminster Newton Town Council**

**Thursday 13<sup>th</sup> June 2019**

**Station Road Car Event**

1. Introduction

In 2018 the Town Council approved the use of the area adjacent to the Railway Gardens for a monthly event for car and motorcycle enthusiasts.

2. The Event

The event started in October 2018 with about four or five cars and three bikes. It has now expanded to twelve or more cars with five to six bikes. The benefits to the Town are that it is a free event and is open to all and it is a very social, informal get together. People of all ages are welcome, particularly young people .

The organisers anticipate it growing over the summer and have made an arrangement to overflow into the car park with the approval of Dorset Council.

The organisers are keen to put the event on a more formal footing; they have carried out the appropriate risk assessments and are in the process of securing £5m public liability insurance for this and other events in the Town. The insurance is dependent on approval from the Town and Dorset Councils.

4. Recommendation

It is recommended that the Town Council approve this request with a further review in June 2020.

Emma Lindsay

Town Clerk