

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 25th July 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

19.07.2019

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 25.04.2019*	1 min
5	To appoint a Vice-Chairman of the Committee until May 2020	5 mins
6	To approve the list of payments checked by Cllrs Donaldson and Roake	1 min
7	To receive a report from the Town Clerk on the annual accounts to 31.03.2019	5 mins
8	To approve the statement of accounts and bank reconciliation as at 30.06.2019*	5 mins
9	To approve the budget comparison and statement of reserves at 30.06.2019*	5 mins
10	To receive reports on routine monthly financial checks from relevant members	5 mins
11	To receive a report regarding the Annual Health and Safety Audit action plan*	5 mins
12	To consider and approve the Town Council Grants Policy*	10 mins
13	To receive a report regarding the review of Town Council software	10 mins
14	To receive correspondence and discuss any issues raised	2 mins
15	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 25th April 2019 in the Council Chamber at 7.15pm

Present :

Councillor G Rose (Chair) Councillor C Fraser
 Councillor R Taylor (Vice Chair)
 Councillor H Lacey (ex officio)

Absent:

Cllr P Batstone, Cllr Jones

In Attendance: Cllr A Donaldson, Mrs Emma Lindsay (Town Clerk)

MINUTE NUMBER	COMMENTS	RESOLUTION <i>For each item, the proposer is named first followed by the seconder</i>
FP/12/19	PUBLIC SESSION No comments were made or questions asked.	
FP/13/19	APOLOGIES FOR ABSENCE Apologies were received from Cllrs Batstone and Jones. These were accepted by the Members present.	
FP/14/19	DECLARATIONS OF INTERESTS AND DISPENSATIONS No declarations were declared and consequently no written dispensations had been received.	
FP/15/19	MINUTES OF THE PREVIOUS COMMITTEE MEETING The minutes of the Finance & Personnel Committee Meeting held on 24.01.2019 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 Taylor Cllr Rose
FP/16/19	APPROVAL OF PAYMENTS The list of payments set out below were checked by Cllrs Fraser and Taylor and APPROVED.	Cllr Fraser Cllr Taylor
FP/17/19	STATEMENT OF ACCOUNTS AND BANK RECONCILIATION The Town Clerk presented the Statement of Account and Bank Reconciliation. The Statement of Accounts and Bank Reconciliation Statement as at 31.03.2019 set out below were APPROVED.	Cllr Rose Cllr Lacey
FP/18/19	BUDGET COMPARISON The Town Clerk presented the Budget Comparison and advised that the General Reserve currently held £106,623.01. The Budget Comparison and Statement of Reserves as at 31.03.2019 were APPROVED.	Cllr Taylor Cllr Rose

- FP/19/19 **CONFIRMATION OF ROUTINE MONTHLY CHECKS**
The Committee noted the reports of the inspections carried out in February, March and April by Cllrs Taylor, Fraser and Rose respectively.

- FP/20/19 **HEALTH AND SAFETY AUDIT**
The Committee considered a summary of the actions arising from the outcome of the annual Health and Safety Audit. It was agreed that the committee would receive a further update regarding the completion of these actions at its meeting in July.

- FP/21/19 **STAFF TRAINING**
The Clerk updated the committee on staff training activities: Adam Dodson has completed the IOSH Managing Safely certificate and Emma Lindsay has completed her CiLCA training. The committee congratulated Adam Dodson and Emma Lindsay on the successful completion of their training. The committee noted that the CiLCA award attracts an addition pay increment.

- FP/22/19 **CORRESPONDENCE**
The Town Clerk reported that no correspondence within the Committee's terms of reference has been received.

- FP/23/19 **INFORMATION FROM MEMBERS**
Cllr. Donaldson reported that he had recently attend the budget setting meeting at the William Barnes School and advised that there remained concerns regarding the budget situation for the next financial year.
Cllr. Taylor encouraged members to attend a RAFA event at Tarrant Rushton Airfield on 2nd June 2019.

The Chairman declared the meeting closed at 19.48 p.m.

Approved on Chair's signature:

Chair's initials:

Sturminster Newton Town Council

BACS Payments March 19 Invoices Start of year 01/04/18

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
2141	BACS1904 29	£1,020.00	£0.00	£1,020.00 29/03/19	Unity (Sturminster Newton) CIC - 12 month advertising column	£1,020.00
2138	BACS1904 29	£140.00	£0.00	£140.00 06/03/19	Symonds and Sampson - Rent Land Adj to Recreation Ground	£140.00
2147	BACS1904 29	£164.06	£0.00	£164.06 16/03/19	Water2business - Cemetery Water Annual Charge 1/4/19-31/03/20	£164.06
2146	BACS1904 29	£55.40	£2.64	£52.76 28/03/19	Southern Electric - Market Place Electricity 4/1-28/3	£55.40
2144	BACS1904 29	£27.72	£4.62	£23.10 19/03/19	Sturminster Newton Building Supplies - Post Mix	
2145	BACS1904 29	£154.57	£25.76	£128.81 18/03/19	Sturminster Newton Building Supplies - Fence posts and supplies	£182.29
2148	BACS1904 29	£112.60	£0.00	£112.60 01/03/19	Dodson Adam - auditor App	£112.60
2150	BACS1904 29	£15.99	£2.67	£13.32 31/03/19	Hart & Sons (Dorset) Ltd - Grass Seed and Feed	£15.99
2142	BACS1904 29	£133.00	£15.75	£117.25 31/03/19	The Exchange - March Charges	
1		£58.69	£9.78	£48.91	OA Electricity Recharges March 19	
2		£5.81	£0.97	£4.84	OA Alarm Recharges March 19	
3		£20.79	£0.00	£20.79	OA Water Recharges March 19	
4		£27.41	£4.57	£22.84	OA Gas Recharges March 19	
5		£2.60	£0.43	£2.17	OA Refuse Recharges March 19	
6		£17.70	£0.00	£17.70	OA Insurance Recharges March 19	
2149	BACS1904 29	£70.56	£11.76	£58.80 31/03/19	The Exchange - Gutter Maintenance	£203.56
2152	BACS1904 29	£2,828.44	£0.00	£2,828.44 22/03/19	H M Revenue & Customs - March 2019 Tax and NI	£2,828.44
2151	BACS1904 29	£246.10	£0.00	£246.10 26/03/19	Lindsay Mrs E - Expenses	£246.10
1		£124.65	£0.00	£124.65	OA Travel Claim	
2		£29.57	£0.00	£29.57	OA Stationery	
3		£52.98	£0.00	£52.98	OA Tablecloth/Condolence Book	
4		£38.90	£0.00	£38.90	OA Cake Stands for Civic Event	
Total		£4,968.44	£63.20	£4,905.24		

March 2019 Salaries

Total £10504.74



BACS Payments April 19 Invoices

Amberol Ltd					
000001819	12/04/19	£2,863.68	£477.28	£2,386.40	Planters
0					
	Total	£2,863.68	£477.28	£2,386.40	
Dorset Association of Parish & Town Councils					
01/04/19	01/04/19	£5.00	£0.00	£5.00	USB Memory Stick Planning Seminar
	Total	£5.00	£0.00	£5.00	
Dorset Council					
280019509	16/04/19	£1,440.00	£240.00	£1,200.00	Tree Feeling Opposite The Bull
2					
	Total	£1,440.00	£240.00	£1,200.00	
Fair Account					
19/004	02/04/19	£225.00	£0.00	£225.00	Internal Audit Service 12/18-2/19
	Total	£225.00	£0.00	£225.00	
H M Revenue & Customs					
	18/04/19	£2,868.53	£0.00	£2,868.53	Tax and NI April 2019
	Total	£2,868.53	£0.00	£2,868.53	
Harvest Energy					
112560	09/04/19	£48.48	£8.08	£40.40	Fuel
	Total	£48.48	£8.08	£40.40	
ICCM					
010419	01/04/19	£160.00	£0.00	£160.00	ICCM Associate Corporate Membership
	Total	£160.00	£0.00	£160.00	
Mrs M Knapp					
010419	01/04/19	£300.00	£0.00	£300.00	Town Crier Honorarium
	Total	£300.00	£0.00	£300.00	
Northover G & Sons Ltd					
121862	08/04/19	£32.76	£1.56	£31.20	Fuel
	Total	£32.76	£1.56	£31.20	
Rigby Taylor					
RC008580	08/04/19	£208.74	£34.79	£173.95	Impact XP Paint
	Total	£208.74	£34.79	£173.95	
Sage (UK) Ltd					
I009788745	02/04/19	£42.60	£7.10	£35.50	P60 Stationery
I009788745	02/04/19	£42.60	£7.10	£35.50	P60 pad
	Total	£85.20	£14.20	£71.00	
Seago Yachting Ltd					
1031	15/04/19	£125.40	£20.90	£104.50	3 Lifejackets
	Total	£125.40	£20.90	£104.50	
Southern Electric					
341741072	02/04/19	£16.73	£0.80	£15.93	Footway Lighting 2/3-1/4
91742842	02/04/19	£83.01	£3.95	£79.06	Street Lighting 2/3-1/4
	Total	£99.74	£4.75	£94.99	
SturQuest					
SI-79	01/04/19	£18.73	£3.12	£15.61	Telephone Charges
	Total	£18.73	£3.12	£15.61	

Chair's initials:

Financial Summary - Cashbook

Summary between 01/04/18 and 31/03/19 inclusive.

Balances at the start of the year

Ordinary Accounts

Bath Building Society	£75,904.18
Current Account	£25,968.90
Petty Cash	£200.00
Public Sector Deposit Fund	£75,536.68
Total	£177,609.76

RECEIPTS	Net	Vat	Gross
Office & Administration	£292,652.69	£36.83	£292,689.52
Amenities & Services	£39,088.75	£3,719.73	£42,808.48
Capital Projects	£1,650.05	£0.00	£1,650.05
Total Receipts	£333,391.49	£3,756.56	£337,148.05
PAYMENTS	Net	Vat	Gross
Office & Administration	£140,806.32	£3,667.68	£144,474.00
Amenities & Services	£169,255.98	£8,458.67	£177,714.65
Capital Projects	£16,907.93	£784.37	£17,692.30
Total Payments	£326,970.23	£12,910.72	£339,880.95

Closing Balances

Ordinary Accounts

Bath Building Society	£76,473.46
Current Account	£22,234.05
Petty Cash	£154.10
Public Sector Deposit Fund	£76,015.25
Total	£174,876.86

Financial Budget Comparison

Comparison between 01/04/18 and 31/03/19 inclusive.

Excludes transactions with an invoice date prior to 01/04/18

	2018/2019	Actual Net	Balance	
INCOME				
Office & Administration				
100	Precept	£277,182.00	£277,182.00	£0.00
105	Contributions to Expenditure	£970.00	£0.00	-£970.00
110	Interest - Public Sector Deposit Fund	£150.00	£478.57	£328.57
115	Interest - Bath Building Society	£150.00	£569.28	£419.28
120	Chamber hire	£800.00	£120.00	-£680.00
125	Grants received	£0.00	£788.00	£788.00
130	Photocopying, printing, etc.	£5.00	£3.00	-£2.00
135	Insurance Settlements	£0.00	£0.00	£0.00
140	VAT reclaimed	£0.00	£7,929.79	£7,929.79
199	Other	£0.00	£184.20	£184.20
Total Office & Administration		£279,257.00	£287,254.84	-£7,997.84
Amenities & Services				

Chair's initials:

200	Recreation Grounds	£4,250.00	£1,616.28	-£2,633.72
205	Cemetery	£4,500.00	£4,870.00	£370.00
210	Agency Agreements	£6,200.00	£4,368.62	-£1,831.38
215	Street cleansing	£9,000.00	£9,000.00	£0.00
220	Contributions	£625.00	£11,397.85	£10,772.85
225	Allotments	£0.00	£70.94	£70.94
299	Other	£0.00	£4,770.00	£4,770.00
Total Amenities & Services		£24,575.00	£36,093.69	-£11,518.69

Capital Projects

300	Developer Contributions	£0.00	£0.00	£0.00
399	Other contributions, grants & donations	£0.00	£1,650.05	£1,650.05

Total Capital Projects		£0.00	£1,650.05	-£1,650.05
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Total Income		£303,832.00	£324,998.58	£21,166.58
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EXPENDITURE

Office & Administration

1000	Office staff payroll	£91,938.00	£82,563.35	£9,374.65
1010	Office premises	£8,446.00	£7,823.78	£622.22
1020	Office facilities & operations	£13,390.00	£14,348.86	-£958.86
1030	Insurance	£7,004.00	£7,246.43	-£242.43
1040	Bank Charges	£515.00	£285.23	£229.77
1045	Professional fees	£5,150.00	£4,450.00	£700.00
1050	Civic & ceremonial	£1,700.00	£1,184.48	£515.52
1060	Training	£3,090.00	£2,809.46	£280.54
1070	Subscriptions	£1,227.00	£1,274.74	-£47.74
1080	Loan repayments	£15,418.00	£15,417.52	£0.48

1090	VAT paid	£0.00	£0.00	£0.00
1999	Other	£0.00	£0.00	£0.00
3050	Petty Cash	£0.00	£221.05	-£221.05

Total Office & Administration		£147,878.00	£137,624.90	-£10,253.10
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Amenities & Services

2000	Grounds staff payroll	£116,826.00	£108,610.24	£8,215.76
2010	Workshop premises	£2,652.00	£2,725.68	-£73.68
2020	Grounds operations	£10,249.00	£15,304.39	-£5,055.39
2030	Sports pavilion & facilities	£2,395.00	£2,692.65	-£297.65
2040	Town Clock	£546.00	£187.82	£358.18
2050	Play facilities	£8,652.00	£350.00	£8,302.00
2060	Gardens & ornamental	£1,251.00	£748.19	£502.81
2070	Car Parks	£103.00	£31.25	£71.75
2080	Public toilets	£10,197.00	£5,969.36	£4,227.64
2090	Allotments	£52.00	£230.84	-£178.84
2100	Cemetery	£1,906.00	£1,692.05	£213.95
2110	Sturminster Mill	£3,502.00	£15,038.84	-£11,536.84
2120	Footway lighting	£4,069.00	£4,643.36	-£574.36
2130	Town Centre	£412.00	-£100.31	£512.31
2140	Open Spaces	£2,163.00	£5,373.24	-£3,210.24
2150	Benches & Other Infrastructure	£206.00	£0.00	£206.00
2160	Events & Festivals	£309.00	£472.00	-£163.00
2170	Rights of Way	£1,288.00	£1,073.33	£214.67
2180	Traffic management	£515.00	£0.00	£515.00
2190	Tree management	£1,545.00	£1,180.00	£365.00
2999	Other	£0.00	£1.00	-£1.00

Total Amenities & Services		£168,838.00	£166,223.93	-£2,614.07
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Capital Projects

3000	Section 137	£0.00	£0.00	£0.00
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Chair's initials:

3010	Grants	£4,481.00	£1,750.00	£2,731.00
3020	Skate Bowl Project	£0.00	£2,200.00	-£2,200.00
3030	Neighbourhood Development Plan	£0.00	£113.83	-£113.83
3035	WW1 Centenary Commemoration	£0.00	£982.00	-£982.00
3040	Economic Development Plan	£0.00	£10,000.00	-£10,000.00
3045	Community Resource Support	£0.00	£0.00	£0.00
Total Capital Projects		£4,481.00	£15,045.83	£10,564.83
Total Expenditure		£321,197.00	£318,894.66	£2,302.34
Total Income		£303,832.00	£324,998.58	£21,166.58
Total Expenditure		£321,197.00	£318,894.66	£2,302.34
Funded by reserves			£0.00	
Total Net Balance		-£17,365.00	£6,103.92	

Financial Summary - Cashbook

Summary between 01/04/19 and 30/06/19 inclusive.

Balances at the start of the year

Ordinary Accounts

Bath Building Society	£76,473.46
Current Account	£22,234.05
Petty Cash	£154.10
Public Sector Deposit Fund	£76,015.25
Total	£174,876.86

RECEIPTS	Net	Vat	Gross
Office & Administration	£151,805.75	£0.00	£151,805.75
Amenities & Services	£3,942.35	£111.52	£4,053.87
Total Receipts	£155,748.10	£111.52	£155,859.62
PAYMENTS	Net	Vat	Gross
Office & Administration	£36,334.82	£646.09	£36,980.91
Amenities & Services	£43,402.18	£1,918.99	£45,321.17
Capital Projects	£750.00	£0.00	£750.00
Total Payments	£80,487.00	£2,565.08	£83,052.08

Closing Balances

Ordinary Accounts

Bath Building Society	£76,473.46
Current Account	£94,846.81
Petty Cash	£200.00
Public Sector Deposit Fund	£76,164.13
Total	£247,684.40

Signed

Chair

Clerk / Responsible Financial Officer

Financial Budget Comparison

Comparison between 01/04/19 and 30/06/19 inclusive.

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

	2019/2020	Actual Net	Balance	
INCOME				
Office & Administration				
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	£148.88	-£1.12
115	Interest - Bath Building Society	£150.00	£0.00	-£150.00
120	Chamber hire	£400.00	£5.00	-£395.00
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
Total Office & Administration		£302,320.00	£151,700.75	£150,619.25
Amenities & Services				
200	Recreation Grounds	£4,250.00	£30.00	-£4,220.00
205	Cemetery	£4,500.00	£725.00	-£3,775.00
210	Agency Agreements	£6,200.00	£150.00	-£6,050.00
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
Total Amenities & Services		£24,575.00	£905.00	£23,670.00
Capital Projects				
300	Developer Contributions	£0.00	£0.00	£0.00
399	Other contributions, grants & donations	£0.00	£0.00	£0.00
Total Capital Projects		£0.00	£0.00	£0.00
Total Income		£326,895.00	£152,605.75	-£174,289.25
EXPENDITURE				
Office & Administration				
1000	Office staff payroll	£79,750.00	£18,841.62	£60,908.38
1010	Office premises	£8,699.00	£1,857.90	£6,841.10
1020	Office facilities & operations	£13,682.00	£1,219.79	£12,462.21
1030	Insurance	£7,214.00	£0.00	£7,214.00
1040	Bank Charges	£530.00	£116.77	£413.23
1045	Professional fees	£10,970.00	£325.00	£10,645.00
1050	Civic & ceremonial	£2,369.00	£600.00	£1,769.00
1060	Training	£3,183.00	£625.00	£2,558.00

Financial Budget Comparison

Comparison between 01/04/19 and 30/06/19 inclusive.

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

	2019/2020	Actual Net	Balance
1070 Subscriptions	£1,264.00	£1,072.88	£191.12
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
Total Office & Administration	£143,542.00	£32,367.72	-£111,174.28
Amenities & Services			
2000 Grounds staff payroll	£117,326.00	£28,242.50	£89,083.50
2010 Workshop premises	£3,082.00	£182.10	£2,899.90
2020 Grounds operations	£15,526.00	£3,676.34	£11,849.66
2030 Sports pavilion & facilities	£2,467.00	£561.56	£1,905.44
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	£712.16	£1,606.84
2070 Car Parks	£106.00	£0.00	£106.00
2080 Public toilets	£9,603.00	£1,027.28	£8,575.72
2090 Allotments	£54.00	£0.00	£54.00
2100 Cemetery	£1,963.00	£458.10	£1,504.90
2110 Sturminster Mill	£3,607.00	£128.61	£3,478.39
2120 Footway lighting	£7,623.00	£355.90	£7,267.10
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
Total Amenities & Services	£180,192.00	£39,038.18	-£141,153.82
Capital Projects			
3000 Section 137	£0.00	£0.00	£0.00
3010 Grants	£4,481.00	£500.00	£3,981.00
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
Total Capital Projects	£4,481.00	£500.00	-£3,981.00
Total Expenditure	£328,215.00	£71,905.90	£256,309.10
Total Income	£326,895.00	£152,605.75	-£174,289.25
Total Expenditure	£328,215.00	£71,905.90	£256,309.10
Funded by reserves		£0.00	
Total Net Balance	-£1,320.00	£80,699.85	

C Safety Action Plan

Category	Priority Rating	Action Required	Suggested Completion	Completed By
ELECTRICAL SAFETY- HAZARDS - Hazard (high/medium/low): Electric shock		Medium	01/01/1900	
CHAINSAWS- OTHER - Chainsaws- Additional observation 1	H	Create safe systems of work for all high risk work equipment - chainsaw, tractor, ride on mower, etc.	05/02/2019	IN PROGRESS
FIRE SAFETY OVERVIEW- FIRE SAFETY- OTHER - Fire Safety- Additional observation 1	H	Recommend installing a heat detector in the kitchen in the council offices due to the increase of appliances, the level of fire risk has increased.	05/02/2019	COMPLETED April 2019 AD
LEGIONELLA MANAGEMENT- GENERAL CONTROLS - Action: Legionella assessment required	H	Arrange for the premises to be assessed by a competent person to identify potential areas of Legionella growth including dead legs, long pipe runs, water tanks and old fittings. Include hose pipes and pressure washers as discussed for the council offices, Pavillion and workshop.	05/02/2019	COMPLETED April 2019 AD
LEGIONELLA MANAGEMENT- GENERAL CONTROLS - Action: Hot water monitoring required	H	Carry out a monthly check on hot water outlets in rotation to verify that the hot water in circulation is above 50°C. Record all readings as discussed. This needs to take place in all premises.	05/02/2019	COMPLETED April 2019 AD
MANAGEMENT OF H&S- RISK ASSESSMENT - Action: Not carried out by competent persons	M	Ensure competent persons are employed to carry out and review the risk assessments. I am aware that Adam is due to start the IOSH Managing Safety course imminently which will allow him to carry this out.	29/04/2019	COMPLETED April 2019 AD
FIRE SAFETY OVERVIEW- RISK ASSESSMENT - Action: Risk assessment not carried out	M	Carry out or commission a specific fire risk assessment for Pavillion. As discussed update the council office's fire risk assessment to including the additional appliances in the kitchen.	29/04/2019	COMPLETED 17/07/19 AD
LEGIONELLA MANAGEMENT- GENERAL CONTROLS - Action: Outbreak procedure required	M	Develop procedures for dealing with a potential outbreak situation.	29/04/2019	IN PROGRESS
NOTES - Additional observation 1	M	Asbestos - review contract to determine who's responsible for checking the condition of the Asbestos at the Mill.	29/04/2019	COMPLETED Mill + MUSEUM SOCIETY

Sturminster Newton Town Council Grant Award Policy

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:

Review date: July 2023

Sturminster Newton Town Council Grant Application Form

Name of organisation	
Registered charity number (if applicable)	
Contact name	
Address	
Daytime telephone number	
Email address	
Aims and objectives of the organisation. Please explain how these are currently achieved.	
Amount requested	£
Purpose of the request – Please provide the details of the project including other sources of funding that have been agreed or applied for.	
How many Sturminster Newton residents will benefit directly?	
Any further relevant information	
Signed:	Dated:

Guidance notes

Please ensure that you have fully completed the application form and enclosed the following information.

1. Last set of accounts or latest bank statement if you are a new organisation
2. Project details
3. Supporting documents
4. By signing this form you give Sturminster Newton Town Council permission to use the information that you provide :
 - a. To establish your entitlement to a grant
 - b. To administer the application and analyse applications and grants

Please return this form together with attachments to:

The Town Clerk
Sturminster Newton Town Council
Old Market Hill
Sturminster Newton Dt101 FH

Email :admin@sturminsternewton-tc.gov.uk