

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 24th January 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

18.01.2019

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 22.11.2018*	1 min
5	To approve the list of payments checked by Cllrs Lacey and Batstone	1 min
6	To approve the statement of accounts and bank reconciliation as at 31.12.2018*	5 mins
7	To approve the budget comparison and statement of reserves at 31.12.2018*	5 mins
8	To receive reports on routine monthly financial checks from relevant members	10 mins
9	To receive a report regarding the award of Town Council Grants and agree further actions	20 mins
10	To receive correspondence and discuss any issues raised	2 mins
11	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 22nd November 2018** in the Council Chamber at 7.15pm

Present :

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

Councillor C Spackman
Councillor P Batstone
Councillor M Jones (ex officio)

Absent:

Councillor C Fraser

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>
18/300	PUBLIC SESSION No comments were made or questions asked.	
18/301	APOLOGIES FOR ABSENCE Apologies were received from Cllr Fraser. These were accepted by the Members present.	
18/302	DECLARATIONS OF INTERESTS AND DISPENSATIONS No declarations were declared and consequently no written dispensations had been received.	
18/303	MINUTES OF THE PREVIOUS COMMITTEE MEETING The minutes of the Finance & Personnel Committee Meeting held on 25.10.2018 having been circulated and publicised prior to the meeting were taken as read and APPROVED for signature by the committee chair as a true and correct record.	Cllr Rose Cllr Taylor
18/304	APPROVAL OF PAYMENTS The list of payments set out below were checked by Cllrs Rose and Jones and APPROVED.	Cllr Rose Cllr Jones
18/305	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 31.10.2018 set out below were APPROVED.	Cllr Jones Cllr Lacey
18/306	BUDGET COMPARISON The Town Clerk presented the Budget Comparison and Statement of Reserves. The Budget Comparison and Statement of Reserves as at 31.10.2018 set out below were APPROVED.	Cllr Taylor Cllr Jones

Chair's initials:

18/307 STAFF HANDBOOK AMENDMENTS

The Town Clerk introduced a written report that had been circulated with the meeting papers. The proposed changes reflect changes in employment law. The Clerk noted that there were some additional minor changes that would be included in the review.

The Committee resolved to RECOMMEND the adoption of the revised Sturminster Newton Employee handbook.

Cllr Lacey
Cllr Taylor

18/308 TOWN COUNCIL BUDGET AND PRECEPT FOR 2019/20

The Town Clerk presented the budget for 2019/2020 attached at Annex A.

The Committee RECOMMENDED the approval of the Budget for 2019/2020 and the Precept of £300,645.

Cllr Lacey
Cllr Spackman

18/309 CORRESPONDENCE

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

18/310 INFORMATION FROM MEMBERS

Cllr Lacey reflected on her attendance at the DAPTC AGM, noting that a number of attendees had expressed concerns regarding the transition arrangements for the Unitary Council.

Cllr Lacey also noted that she had attended the "Bring Your Own Chair" DAPTC training course with the Clerk.

Cllr Batstone reported that the Dorset Shadow Authority is subject to a call to account regarding the transfer of assets.

18/311 EXCLUSION OF PUBLIC AND PRESS

In exercise of the power conferred by the Public Bodies (Admission to Meetings) Act 1960, Section 1(2) the Committee RESOLVED that members of the public and press be excluded from the Meeting on the grounds that the business to be transacted being of a confidential nature it is likely that personal and/or exempt information would otherwise be improperly disclosed and members would feel unable to discuss the matter freely.

Cllr Rose
Cllr Taylor

18/312 OFFICE STAFF STRUCTURE

The Committee considered a written report that had been circulated with the meeting papers.

The Committee RESOLVED to recommend the Office Restructure by deleting the Administration Officer post and approving the provision of additional hours for the Assistant Town Clerk and Finance Officer.

The Chairman declared the meeting closed at 8.37 p.m.

*Emma Lindsay
Town Clerk*

Approved on Chair's signature:

Chair's initials:

Sturminster Newton Town Council

BACS Payments 22nd Nov 18 - approval list

Start of

year 01/04/18

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
1878	BACS1811 27A	£650.00	£89.16	£560.84 30/11/18	2nd2None Driving School - Balance of Trailer Training Course	£650.00
1		£115.00	£0.00	£115.00	OA Trailer Test	
2		£535.00	£89.16	£445.84	OA Trailer Training Balance	
		£650.00	£89.16	£560.84	2nd2None Driving School - Total	
1881	BACS1811 27B	£36.00	£6.00	£30.00 29/10/18	A J Supplies Ltd - Litter Picker Hoops	£36.00
		£36.00	£6.00	£30.00	A J Supplies Ltd - Total	
1889	BACS1811 27C	£19.00	£0.00	£19.00 15/11/18	D.B.Window Cleaning - Window Cleaning	£19.00
		£19.00	£0.00	£19.00	D.B.Window Cleaning - Total	
1879	BACS1811 27D	£20.00	£3.33	£16.67 01/11/18	DC Garden Machinery - Chainsaw Chain	£20.00
		£20.00	£3.33	£16.67	DC Garden Machinery - Total	
1880	BACS1811 27E	£55.35	£9.23	£46.12 07/11/18	Dodson Adam - Thorngrove Cardgen Centre - paid on own card	
1882	BACS1811 27E	£16.80	£0.00	£16.80 01/11/18	Dodson Adam - The Helping Hand Company at Saltex Show 2 Foam Litter Picker Hoops	
1890	BACS1811 27E	£38.05	£6.34	£31.71 01/11/18	Dodson Adam - Saltex Exhibition Expenses	£110.20
1		£12.00	£2.00	£10.00	OA Car parking at Birmingham NEC	
2		£26.05	£4.34	£21.71	OA Meal Expenses Saltex Exhibition A Dodson and T Matthews	
		£110.20	£15.57	£94.63	Dodson Adam - Total	
1883	BACS1811 27F	£26.64	£4.44	£22.20 31/10/18	Hart & Sons (Dorset) Ltd -	£26.64
1		£18.44	£3.07	£15.37	AS Work Gloves	
2		£4.20	£0.70	£3.50	AS Shiny Sink Cleaner	
3		£4.00	£0.67	£3.33	AS Caulk	
		£26.64	£4.44	£22.20	Hart & Sons (Dorset) Ltd - Total	
1884	BACS1811 27G	£85.92	£14.32	£71.60 31/10/18	Northover G & Sons Ltd - Fuel	£85.92
		£85.92	£14.32	£71.60	Northover G & Sons Ltd - Total	

Signature
Date

Signature

Chair's initials:

Sturminster Newton Town Council

Expenditure transactions - approval list

Start of year

01/04/18

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
1887	BACS1811 27H	£804.66	£134.11	£670.55 02/11/18	Rigby Taylor - Goal Posts	£804.66
		£804.66	£134.11	£670.55	Rigby Taylor - Total	
1886	BACS1811 27J	£79.00	£13.17	£65.83 12/10/18	Sturminster Newton Building Supplies -	£79.00
1		£52.29	£8.72	£43.57	AS Workshop Paint and Roller	
2		£26.71	£4.45	£22.26	AS Cable Ties, Swarfega, Socket, Tube, Shelf Upright	
		£79.00	£13.17	£65.83	Sturminster Newton Building Supplies - Total	
1888	BACS1811 27K	£288.00	£48.00	£240.00 01/12/18	Vision ICT Ltd - Website Hosting and Support Jan- Dec 19	£288.00
		£288.00	£48.00	£240.00	Vision ICT Ltd - Total	
1885	BACS1811 27L	£982.00	£0.00	£982.00 31/10/18	Wincanton Print - WW1 Commemoration Books	£982.00
		£982.00	£0.00	£982.00	Wincanton Print - Total	
Total		£3,101.42	£328.10	£2,773.32		

Expenditure transactions - quote approval list

Start of year

01/04/18

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
1891	BACS1811 27Quote	£84.63	£14.10	£70.53 21/11/18	Nisbets - Glasses, Cutlery, Crockery for Office and Chamber	£84.63
Total		£84.63	£14.10	£70.53		

Chair's initials:

Financial Budget Comparison

Comparison between 01/04/18 and 31/10/18 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	£241.70	£91.70
115	Interest - Bath Building Society	£150.00	£0.00	-£150.00
120	Chamber hire	£800.00	£0.00	-£800.00
125	Grants received	£0.00	£318.00	£318.00
130	Photocopying, printing, etc.	£5.00	£0.00	-£5.00
135	Insurance Settlements	£0.00	£0.00	£0.00
140	VAT reclaimed	£0.00	£3,298.49	£3,298.49
199	Other	£0.00	£184.20	£184.20
Total Office & Administration		£279,257.00	£281,224.39	-£1,967.39
Amenities & Services				
200	Recreation Grounds	£4,250.00	£442.00	-£3,808.00
205	Cemetery	£4,500.00	£2,405.00	-£2,095.00
210	Agency Agreements	£6,200.00	£240.00	-£5,960.00
215	Street cleansing	£9,000.00	£0.00	-£9,000.00
220	Contributions	£625.00	£566.29	-£58.71
225	Allotments	£0.00	£0.00	£0.00
299	Other	£0.00	£4,770.00	£4,770.00
Total Amenities & Services		£24,575.00	£8,423.29	£16,151.71
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
Total Income		£303,832.00	£291,297.73	-£12,534.27
EXPENDITURE				
Office & Administration				
1000	Office staff payroll	£91,938.00	£58,650.88	£33,287.12
1010	Office premises	£8,446.00	£5,184.34	£3,261.66
1020	Office facilities & operations	£13,390.00	£5,727.42	£7,662.58
1030	Insurance	£7,004.00	£7,505.44	-£501.44
1040	Bank Charges	£515.00	£166.75	£348.25
1045	Professional fees	£5,150.00	£3,775.00	£1,375.00
1050	Civic & ceremonial	£1,700.00	£300.00	£1,400.00
1060	Training	£3,090.00	£929.53	£2,160.47
1070	Subscriptions	£1,227.00	£1,043.74	£183.26
1080	Loan repayments	£15,418.00	£7,708.76	£7,709.24

Chair's initials:



Financial Budget Comparison

Comparison between 01/04/18 and 31/10/18 inclusive.

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

		2018/2019	Actual Net	Balance
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		£147,878.00	£90,991.86	-£56,886.14
Amenities & Services				
2000	Grounds staff payroll	£116,826.00	£62,327.09	£54,498.91
2010	Workshop premises	£2,652.00	£1,702.50	£949.50
2020	Grounds operations	£10,249.00	£10,680.78	-£431.78
2030	Sports pavilion & facilities	£2,395.00	£1,175.07	£1,219.93
2040	Town Clock	£546.00	£108.13	£437.87
2050	Play facilities	£8,652.00	£350.00	£8,302.00
2060	Gardens & ornamental	£1,251.00	£691.80	£559.20
2070	Car Parks	£103.00	£0.00	£103.00
2080	Public toilets	£10,197.00	£3,331.64	£6,865.36
2090	Allotments	£52.00	£59.58	-£7.58
2100	Cemetery	£1,906.00	£1,245.05	£660.95
2110	Sturminster Mill	£3,502.00	£3,043.24	£458.76
2120	Footway lighting	£4,069.00	£854.35	£3,214.65
2130	Town Centre	£412.00	£114.90	£297.10
2140	Open Spaces	£2,163.00	£0.00	£2,163.00
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	£0.00	£1,288.00
2180	Traffic management	£515.00	£0.00	£515.00
2190	Tree management	£1,545.00	£0.00	£1,545.00
2999	Other	£0.00	£1.00	-£1.00
Total Amenities & Services		£168,838.00	£86,157.13	-£82,680.87
Capital Projects				
3000	Section 137	£0.00	£0.00	£0.00
3010	Grants	£4,481.00	£1,250.00	£3,231.00
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	£10,000.00	-£10,000.00
3045	Community Resource Support	£0.00	£0.00	£0.00
Total Capital Projects		£4,481.00	£11,250.00	£6,769.00
Total Expenditure		£321,197.00	£188,398.99	£132,798.01
Total Income		£303,832.00	£291,297.73	-£12,534.27
Total Expenditure		£321,197.00	£188,398.99	£132,798.01
Funded by reserves			£0.00	
Total Net Balance		-£17,365.00	£102,898.74	

Chair's initials:



Financial Summary - Cashbook

Summary between 01/04/18 and 31/12/18 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	£287,255.44	£36.83	£287,292.27
Amenities & Services	£23,012.63	£1,094.01	£24,106.64
Capital Projects	£1,650.05	£0.00	£1,650.05
Total Receipts	£311,918.12	£1,130.84	£313,048.96

PAYMENTS	Net	Vat	Gross
Office & Administration	£117,051.79	£2,570.84	£119,622.63
Amenities & Services	£122,250.63	£5,728.19	£127,978.82
Capital Projects	£16,294.10	£761.60	£17,055.70
Total Payments	£255,596.52	£9,060.63	£264,657.15

Closing Balances

Ordinary Accounts

Bath Building Society	£75,904.18
Current Account	£74,025.81
Petty Cash	£200.00
Public Sector Deposit Fund	£75,871.58
Total	£226,001.57

Petty Cash Reconciliation as at 31st December 2018

Bal B/F 1 st November 2018	£200.00
Less November Expenses	£33.00
Less December Expenses	£36.89
Balance C/F 31st December 2018	£130.11

Salaries December 2018

Total Salaries	£12714.01
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Financial Budget Comparison

Comparison between 01/04/18 and 31/12/18 inclusive. Includes due and unpaid transactions.
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	£334.90	£184.90
115	Interest - Bath Building Society	£150.00	£0.00	-£150.00
120	Chamber hire	£800.00	£105.00	-£695.00
125	Grants received	£0.00	£788.00	£788.00
130	Photocopying, printing, etc.	£5.00	£0.00	-£5.00
135	Insurance Settlements	£0.00	£0.00	£0.00
140	VAT reclaimed	£0.00	£3,298.49	£3,298.49
199	Other	£0.00	£184.20	£184.20
Total Office & Administration		£279,257.00	£281,892.59	-£2,635.59
Amenities & Services				
200	Recreation Grounds	£4,250.00	£1,673.28	-£2,576.72
205	Cemetery	£4,500.00	£3,050.00	-£1,450.00
210	Agency Agreements	£6,200.00	£240.00	-£5,960.00
215	Street cleansing	£9,000.00	£0.00	-£9,000.00
220	Contributions	£625.00	£10,466.29	£9,841.29
225	Allotments	£0.00	£0.00	£0.00
299	Other	£0.00	£4,770.00	£4,770.00
Total Amenities & Services		£24,575.00	£20,199.57	£4,375.43
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
Total Income		£303,832.00	£303,742.21	-£89.79
EXPENDITURE				
Office & Administration				
1000	Office staff payroll	£91,938.00	£69,517.97	£22,420.03
1010	Office premises	£8,446.00	£6,340.82	£2,105.18
1020	Office facilities & operations	£13,390.00	£7,017.67	£6,372.33
1030	Insurance	£7,004.00	£7,246.43	-£242.43
1040	Bank Charges	£515.00	£221.12	£293.88
1045	Professional fees	£5,150.00	£4,150.00	£1,000.00
1050	Civic & ceremonial	£1,700.00	£374.98	£1,325.02
1060	Training	£3,090.00	£2,355.01	£734.99
1070	Subscriptions	£1,227.00	£1,274.74	-£47.74
1080	Loan repayments	£15,418.00	£15,417.52	£0.48

Financial Budget Comparison

Comparison between 01/04/18 and 31/12/18 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/18

	2018/2019	Actual Net	Balance
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	£147,878.00	£113,916.26	-£33,961.74
Amenities & Services			
2000 Grounds staff payroll	£116,826.00	£79,464.52	£37,361.48
2010 Workshop premises	£2,652.00	£2,113.68	£538.32
2020 Grounds operations	£10,249.00	£12,532.99	-£2,283.99
2030 Sports pavilion & facilities	£2,395.00	£2,035.00	£360.00
2040 Town Clock	£546.00	£139.83	£406.17
2050 Play facilities	£8,652.00	£350.00	£8,302.00
2060 Gardens & ornamental	£1,251.00	£737.92	£513.08
2070 Car Parks	£103.00	£0.00	£103.00
2080 Public toilets	£10,197.00	£3,933.16	£6,263.84
2090 Allotments	£52.00	£59.58	-£7.58
2100 Cemetery	£1,906.00	£1,543.05	£362.95
2110 Sturminster Mill	£3,502.00	£10,671.08	-£7,169.08
2120 Footway lighting	£4,069.00	£4,369.87	-£300.87
2130 Town Centre	£412.00	£114.90	£297.10
2140 Open Spaces	£2,163.00	£0.00	£2,163.00
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	£0.00	£1,288.00
2180 Traffic management	£515.00	£0.00	£515.00
2190 Tree management	£1,545.00	£680.00	£865.00
2999 Other	£0.00	£1.00	-£1.00
Total Amenities & Services	£168,838.00	£119,218.58	-£49,619.42
Capital Projects			
3000 Section 137	£0.00	£0.00	£0.00
3010 Grants	£4,481.00	£2,000.00	£2,481.00
3020 Skate Bowl Project	£0.00	£2,200.00	-£2,200.00
3030 Neighbourhood Development Plan	£0.00	£0.00	£0.00
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	£15,182.00	£10,701.00
Total Expenditure	£321,197.00	£248,316.84	£72,880.16
Total Income	£303,832.00	£303,742.21	-£89.79
Total Expenditure	£321,197.00	£248,316.84	£72,880.16
Funded by reserves		£0.00	
Total Net Balance	-£17,365.00	£55,425.37	