

STURMINSTER NEWTON TOWN COUNCIL

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

Tel: 01258 475136 Email: 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 4th July 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

28.06.2019

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 13.06.2019.*	1 min
5	To decide what comment to make on each planning application listed below.	10 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 Lacey	2 mins
	ii. the budget comparison	2 mins
	iii. any budget virements proposed	2 mins
7	To approve the recruitment and appointment of a Grounds Operative *	5 mins
8	To approve the implementation of security improvements to the Grounds Workshop*	10 mins
9	To approve the revised Town Council publication scheme*	15 mins
10	To receive a report from the Dorset Councillor and discuss any issues raised.	5 mins
11	To receive a report from the Town Mayor and discuss any issues raised.	5 mins
12	To receive items submitted by DAPTC or NALC and discuss any issues raised.	2 mins
13	To receive a report from the Town Clerk and discuss any issues raised.	5 mins
14	To receive correspondence and discuss any issues raised.	2 mins
15	To receive information from members and discuss proposals for future business.	5 mins
16	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
17	To approve a request from the Charity of William Williams Trust regarding land at Ricketts Lane recreation ground*	10 mins

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

Members are respectfully reminded that:

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

- 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 04 July 2019

1 *Plan Number* *District Reference* *Site Reference* *Other Reference*
 2019/06/02 2/2019/0759/LBC

Case Officer
Applicant *House Name* *Road* *Locality*
 Mr V Fox 21 Church Street

Town *County* *Post Code* *Application date*
 Sturminster Newton Dorset DT101DB 24/06/20

Replace asbestos roof on lean-to extension and carry out all associated works in association to this.

2 *Plan Number* *District Reference* *Site Reference* *Other Reference*
 2019/06/03 2/2019/0763/HOUSE

Case Officer
Applicant *House Name* *Road* *Locality*
 Mr and Mrs R Clark Corallian Glue Hill

Town *County* *Post Code* *Application date*
 Sturminster Newton Dorset DT102DJ 25/06/19

Erect wooden shed/workshop

STURMINSTER NEWTON TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL MEETING

Held on Thursday 13th June 2019 in the Council Chamber at 7.15 pm

Present :

Councillor S Bevis	Councillor H Reed
Councillor A Donaldson	Councillor M Roake
Councillor C Fraser	Councillor G Rose
Councillor M Jones (Deputy Mayor)	Councillor R Taylor
Councillor H Lacey (Mayor)	

Absent: Cllr L Chater

In attendance: Dorset Cllr Jones, 1 Member of the Public, Mrs Emma Lindsay (Town Clerk) and Kate Squire (Finance Officer)

Minute No.	COMMENTS	RESOLUTION																																			
		for each item the proposer is named first followed by the seconder																																			
TC/102/19	<p>PUBLIC SESSION A member of the public expressed thanks to the Grounds Team for their hard work keeping the Town tidy for the Big Weekend.</p>																																				
TC/103/19	<p>APOLOGIES FOR ABSENCE Apologies were received from Cllr Chater. These apologies were accepted by the Members present.</p>																																				
TC/104/19	<p>DECLARATIONS OF INTERESTS AND DISPENSATIONS Cllr Donaldson declared an interest in planning application number 7 and advised that he would not be participating in this item.</p>																																				
TC/105/19	<p>MINUTES OF THE PREVIOUS MEETING The minutes of the Annual Town Council Meeting held on 16th May 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.</p>	Cllr. Reed Cllr. Rose																																			
TC/106/19	<p>CONSIDERATION OF PLANNING APPLICATIONS</p> <table border="0"> <tr> <td style="text-align: left;">1</td> <td style="text-align: left;"><i>Plan Number</i></td> <td style="text-align: left;"><i>District Reference</i></td> <td style="text-align: left;"><i>Site Reference</i></td> <td style="text-align: left;"><i>Other</i></td> </tr> <tr> <td></td> <td>2019/05/03</td> <td></td> <td>2/2019/0589/MODPO</td> <td></td> </tr> <tr> <td></td> <td colspan="4"><i>Case Officer</i></td> </tr> <tr> <td></td> <td><i>Applicant</i></td> <td><i>House Name</i></td> <td colspan="2"><i>Road</i></td> </tr> <tr> <td></td> <td></td> <td>Conways</td> <td colspan="2">Hillcrest Close</td> </tr> <tr> <td></td> <td><i>Town</i></td> <td><i>County</i></td> <td colspan="2"><i>Post Code</i></td> </tr> <tr> <td></td> <td>Sturminster Newton</td> <td>Dorset</td> <td colspan="2">DT102DL</td> </tr> </table> <p>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.</p> <p>No objection.</p>	1	<i>Plan Number</i>	<i>District Reference</i>	<i>Site Reference</i>	<i>Other</i>		2019/05/03		2/2019/0589/MODPO			<i>Case Officer</i>					<i>Applicant</i>	<i>House Name</i>	<i>Road</i>				Conways	Hillcrest Close			<i>Town</i>	<i>County</i>	<i>Post Code</i>			Sturminster Newton	Dorset	DT102DL		Cllr Fraser Cllr Rose
1	<i>Plan Number</i>	<i>District Reference</i>	<i>Site Reference</i>	<i>Other</i>																																	
	2019/05/03		2/2019/0589/MODPO																																		
	<i>Case Officer</i>																																				
	<i>Applicant</i>	<i>House Name</i>	<i>Road</i>																																		
		Conways	Hillcrest Close																																		
	<i>Town</i>	<i>County</i>	<i>Post Code</i>																																		
	Sturminster Newton	Dorset	DT102DL																																		

Chair's initials

No objection, however Sturminster Newton Town Council also supports the Tree Officer's comments regarding the height of the fence. The application is not in breach of any material planning considerations and is compliant with the Sturminster Newton Neighbourhood Plan.

Clr Fraser
Clr Taylor

6	<i>Plan Number</i> 2019/05/08	<i>District Reference</i> 2/2019/0575/HOUSE	<i>Site Reference</i>
	<i>Case Officer</i> <i>Applicant</i>	<i>House Name</i>	<i>Road</i> 88 Green Close
	<i>Town</i> Sturminster Newton	<i>County</i> Dorset	<i>Post Code</i> DT101BL

Erect rear conservatory.

No objection. The application is not in breach of any material planning considerations and is compliant with the Sturminster Newton Neighbourhood Plan.

Clr Donaldson
Clr Taylor

7	<i>Plan Number</i> 2019/05/09	<i>District Reference</i> 2/2019/0601/LBC	<i>Site Reference</i>
	<i>Case Officer</i> <i>Applicant</i>	<i>House Name</i> Stour Grange	<i>Road</i> Church Street
	<i>Town</i> Sturminster Newton	<i>County</i> Dorset	<i>Post Code</i> DT101DB

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

No objection as this is considered to be maintenance of the property. The application is not in breach of any material planning considerations and is compliant with the Sturminster Newton Neighbourhood Plan.

Clr Jones
Clr Taylor

TC/107/19

i. APPROVAL OF PAYMENTS

The Council RESOLVED to APPROVE the payments listed below.

Clr Rose
Clr Taylor

ii. BUDGET COMPARISON

The Budget Comparison as at the 31st May 2019 was APPROVED.

Clr Reed
Clr Rose

iii. RESERVES

The Council RESOLVED to APPROVE the creation of the following reserves.

2018-19 Office Reserve £4500

2018-19 Amenities Reserve £12,000

2018-19 Mary Hine Legacy £1000

Clr Taylor
Clr Reed

TC/108/19

FINAL AUDIT REPORT FOR THE PERIOD ENDING 31/03/19

The Council considered the written report circulated with the meeting papers and commended the team for their work in light of the software issues.

TC/109/19

APPROVAL OF THE ANNUAL GOVERNANCE STATEMENT FOR 2018/19

After considering the written information circulated with the meeting papers.

The Council RESOLVED to APPROVE the Annual Governance Statement for 2018/19.

Clr Rose
Clr Fraser

Chair's initials



- TC/110/19 APPROVAL OF THE ACCOUNTING STATEMENTS FOR 2018/19
 After considering the written information circulated with the meeting papers.
The Council RESOLVED to APPROVE the Accounting Statements for 2018/19. Cllr Taylor
 Cllr Reed
- TC/111/19 CO-OPTION OF COUNCILLOR VACANCY
 Following a short presentation by Jason Janes regarding his application to
 become a Town Councillor.
**The Council RESOLVED to APPROVE the co-option of Jason Janes as a Town
 Councillor.** Cllr Lacey
 Cllr Jones
Cllr Janes then signed the declaration of acceptance of office.
- TC/112/19 CAR AND MOTORCYCLE EVENT
 After considering the written report circulated with the meeting papers.
**The Town Council RESOLVED to APPROVE the request to use the paved
 areas adjacent to the Railway Gardens and Station Road for a monthly car
 and motorbike event subject to an annual review** Cllr Jones
 Cllr Reed
- TC/113/19 STREET STALLS ON STATION ROAD
 The Town Council outlined a request from the Community Benefit Society to
 support the use of the Station Road Pedestrian Zone pavement area for the
 siting of ad-hoc street stalls at Town Events. **The Council resolved to
 APPROVE the request by the Community Benefit Society to use the Station
 Road Pedestrian Zone for the siting of ad-hoc street stalls at Town events,
 subject to the appropriate consultation.** Cllr Reed
 Cllr Fraser
- TC/114/19 DORSET COUNCILLOR'S REPORT
 The Dorset Councillor reported that since taking up office 6 weeks previously
 she had attended many training sessions, she had been assigned to the
 licensing and appeals committees and following a recent meeting, Dorset
 Council had declared a climate emergency. She added that she would be
 working towards addressing the lack of school funding and had also been
 tackling the problem of pot holes in Alder Close. She expressed concern
 regarding the speed of motorists in the Town and the situation with vehicles
 using Station Road Pedestrian Zone illegally. The Town Clerk suggested she
 and the Dorset Councillor meet to discuss these.
- TC/115/19 TOWN MAYOR'S REPORT
 The Town Mayor reported that the Big Weekend had been very successful
 with a buzz in the Town. She was pleased to see local groups involved. The
 Twinning anniversary celebrations had also gone well. She had attended a
 coffee morning at Symonds and Sampson and had officially re-opened the
 Hydrotherapy Pool at Stour Castle. She urged the Councillors to promote and
 support this impressive facility.
 Cllr Donaldson pointed out that there are only 2 pools left in the area. He
 also advised the members that the meals on wheels service is now serving
 over 30 people, he urged anyone who could benefit from this facility to get in
 touch with Stour View.
 Cllr Jones added that there is a desperate need for volunteer drivers for this
 and also trustees.
- TC/116/19 DAPTC and NALC
 No correspondence had been received.
- TC/117/19 TOWN CLERKS REPORT
 The Town Clerk reported that the office team was back up to full strength.
 The website upgrade project had been started and would be progressing over
 the summer. The grounds teams are battling with the summer growing

season as well as the routine works program.

TC/118/19 CORRESPONDENCE
The Town Clerk reported that no correspondence within the terms of reference had been received.

TC/119/19 MEMBER INFORMATION
Cllr Reed – Reported that the Sturminster Show was being held at the weekend and asked all to attend and support if possible.
Cllr Donaldson – Reported that he had recently attended the Yewstock School open day and was very impressed with the provision. The Headmaster invited any of the Councillors interested in looking around to contact the school to arrange an appointment. Cllr Donaldson also reminded the members that the Literary Festival had a full program of events organized for the weekend.
Cllr Fraser - commented that some of the Town Footpaths needed attention.
Cllr Jones – Welcomed Cllr Janes.
Cllr Lacey – Drew the member’s attention to the 2 lovers statue which had recently been installed in the Railway Gardens. She also thanked Cllr Jones for all his work on renovating the Town Sign. She was sad to advise Councillors that Geoff Pearce who was a very active member of the Community had passed away and will be sorely missed.

TC/120/19 EXCLUDE MEMBERS OF THE PUBLIC
In exercise of the power conferred by the Public Bodies (Admission to Meetings) Act 1960, Section 1(2) the Committee RESOLVED that member 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 Lacey
Cllr Reed

TC/121/19 STURMINSTER NEWTON MILL
 Having fully considered the report previously circulated to the members.
The Council RESOLVES to PROCEED with option B as outlined in the report.

Cllr Rose
Cllr Fraser

The meeting was closed at 8.45pm

Approved On..... Chair’s Signature

Sturminster Newton Town Council BACS payments approval list

Start of year 01/04/19

Tn no	Cheque	Gross	Vat	Net Invoice Date	Details	Total
2273	BACS1906 17	£162.76	£27.13	£135.63 25/04/19	A J Supplies Ltd - Public Toilets Supplies	£162.76
2250	BACS1906 17	£39.00	£0.00	£39.00 01/06/19	Campaign To Protect Rural England - Annual Subscription	£39.00
2251	BACS1906 17	£24.00	£0.00	£24.00 01/06/19	Clerks & Councils Direct - Subscription Renewal	£24.00
2253	BACS1906 17	£804.90	£134.15	£670.75 03/06/19	DC Garden Machinery - Husqvarna LB553Se Mower	£804.90

Chair’s initials

2254	BACS1906 17	£17.00	£2.83	£14.17	22/05/19	DCM Tyres (Wessex) Ltd - Puncture Repair John Deere	£17.00
2255	BACS1906 17	£914.88	£0.00	£914.88	01/04/19	Dorset Association of Parish & Town Councils - Annual Subscription	£914.88
2256	BACS1906 17	£100.00	£0.00	£100.00	24/05/19	Fair Account - Internal Audit	£100.00
2193	BACS1906 17	£2,868.53	£0.00	£2,868.53	18/04/19	H M Revenue & Customs - Tax and NI April 2019	
2202	BACS1906 17	£2,868.73	£0.00	£2,868.73	22/05/19	H M Revenue & Customs - May 2019 Tax and NI	£5,737.26
2257	BACS1906 17	£98.40	£16.40	£82.00	29/05/19	Image Business Ltd - Graphics for Town Sign	£98.40
2258	BACS1906 17	£124.85	£17.05	£107.80	24/04/19	Northover G & Sons Ltd - Fuel	
1		£31.52	£1.50	£30.02		AS Gas Oil	
2		£93.33	£15.55	£77.78		AS White Diesel	
2259	BACS1906 17	£37.54	£1.79	£35.75	14/05/19	Northover G & Sons Ltd - Fuel	
2260	BACS1906 17	£29.91	£1.42	£28.49	21/05/19	Northover G & Sons Ltd - Fuel	
2261	BACS1906 17	£28.67	£1.36	£27.31	30/05/19	Northover G & Sons Ltd - Fuel	
2262	BACS1906 17	£93.80	£15.63	£78.17	31/05/19	Northover G & Sons Ltd - Fuel	
2271	BACS1906 17	£33.94	£1.62	£32.32	01/04/19	Northover G & Sons Ltd - Fuel	£348.71
2263	BACS1906 17	£234.00	£39.00	£195.00	14/05/19	Sage (UK) Ltd - Sage Instant Payroll Subscription	£234.00
2264	BACS1906 17	£87.38	£4.16	£83.22	04/06/19	Southern Electric - Street Lighting 2/5 - 3/6	
2265	BACS1906 17	£16.89	£0.80	£16.09	04/06/19	Southern Electric - Street Lighting 2/5-3/6	£104.27
2269	BACS1906 17	£82.80	£13.80	£69.00	30/05/19	SSE Contracting Ltd - Repairs to Broad Oak Strret Light Number 11	£82.80
2172	BACS1906 17	£34.81	£5.80	£29.01	02/04/19	Sturminster Newton Building Supplies - Shovel, Petrol Can, Scalpings	
2266	BACS1906 17	£43.20	£7.20	£36.00	17/05/19	Sturminster Newton Building Supplies - Top Soil	
2267	BACS1906 17	£34.78	£5.80	£28.98	22/05/19	Sturminster Newton Building Supplies - Gloves, Fork Handle and Ratchet	
1		£15.00	£2.50	£12.50		AS Gloves	
2		£19.78	£3.30	£16.48		AS Fork Handle and Ratchet	
2268	BACS1906 17	£42.47	£7.08	£35.39	24/05/19	Sturminster Newton Building Supplies - Post Concrete, Swarfega, Watering Can	£155.26
1		£24.63	£4.11	£20.52		AS Post Concrete	
2		£17.84	£2.97	£14.87		AS Swarfega, Watering Can	



1588	BACS1906 17	£250.00	£0.00	£250.00	17/04/18	Sturminster Newton Economic Development Society - Literary Heritage Project Grant (minute FP/18/463)	
2274	BACS1906 17	£500.00	£0.00	£500.00	12/06/19	Sturminster Newton Economic Development Society - Contribution to Town website running costs (minute TC/45/19)	£750.00
2225	BACS1906 17	£300.00	£0.00	£300.00	04/06/19	Sturminster Newton Twinning Association - Donation for anniversary celebrations minute TC/66/19	£300.00
2252	BACS1906 17	£126.71	£21.12	£105.59	16/05/19	The Consortium - Magnetic White Board	£126.71
2270	BACS1906 17	£133.00	£15.75	£117.25	31/05/19	The Exchange - Recharges May 19	£133.00
1		£58.69	£9.78	£48.91		OA Electricity Recharges May 19	
2		£5.81	£0.97	£4.84		OA Alarms Recharges May 19	
3		£20.79	£0.00	£20.79		OA Water Recharges May 19	
4		£27.41	£4.57	£22.84		OA Gas Recharges May 19	
5		£2.60	£0.43	£2.17		OA Refuse Recharges May 19	
6		£17.70	£0.00	£17.70		OA Insurance Recharges May 19	
2190	BACS1906 17	£688.37	£114.73	£573.64	21/05/19	Williams Florist - Plants and Compost	£688.37
2272	BACS1906 17	£20.14	£3.05	£17.09	05/06/19	Wynnstay (Agricultural Supplies) Ltd - Bailer twine for line marking	£20.14
1		£18.30	£3.05	£15.25		AS Bailing twine for Line marking	
2		£1.84	£0.00	£1.84		AS Wynnstay credit charge	
Total		£10,841.46	£457.67	£10,383.79			

Salaries May 19

Total £11,001.51

Direct Debits April 19 - approval list

Start of year 01/04/19

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Total
2218	DD190401	£154.10	£0.00	£154.10	01/04/19 Dorset Council - Cemetery Rates	
2219	DD190401	£436.90	£0.00	£436.90	01/04/19 Dorset Council - Town Council Office Rates	£591.00
2212	DD190401	£260.34	£43.39	£216.95	01/04/19 Prodigy PC - April Silver Support	£260.34
2185	DD190402	£48.48	£8.08	£40.40	09/04/19 Harvest Energy - Fuel	£48.48
2224	DD190408	£0.45	£0.00	£0.45	06/04/19 Total Gas & Power Ltd - Balance Adjustment The Mill	£0.45

Chair's initials



2221	DD190415	£11.20	£0.00	£11.20	15/04/19	Bankline - April Bankline Charges	£11.20
2220	DD190415	£241.00	£0.00	£241.00	01/04/19	Dorset Council - Public Toilets Rates	£241.00
2223	DD190416	£92.00	£15.33	£76.67	01/04/19	Harvest Energy - Fuel	£92.00
2214	DD190424	£60.97	£2.90	£58.07	06/04/19	Total Gas & Power Ltd - Electricity Public Toilets	
2215	DD190424	£27.23	£1.29	£25.94	06/04/19	Total Gas & Power Ltd - Electricity The Mill	
2216	DD190424	£116.17	£5.53	£110.64	24/04/19	Total Gas & Power Ltd - Electricity Workshop and Pavilion	£204.37
2213	DD190429	£30.00	£5.00	£25.00	07/04/19	UK Fuels Ltd - Fuel Card Charge	£30.00
2217	DD190430	£654.78	£109.13	£545.65	01/04/19	Isuzu Contract Hire - Vehicle Leases	£654.78
2222	DD190430	£13.21	£0.00	£13.21	30/04/19	Natwest Bank Plc - April Bank Charges	£13.21
Total		£2,146.83	£190.65	£1,956.18			

Direct Debits May 19 - approval list

Start of year 01/04/19

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Total
2228	DD190501	£148.74	£24.79	£123.95	01/05/19	Condor Office Solutions - Lease Rental Photocopier	£148.74
2230	DD190501	£437.00	£0.00	£437.00	01/05/19	Dorset Council - Office Business Rates	
2231	DD190501	£152.00	£0.00	£152.00	01/05/19	Dorset Council - Cemetery Business Rates	£589.00
2229	DD190501	£260.34	£43.39	£216.95	01/05/19	Prodigy PC - Monthly Support Package Charge	£260.34
2233	DD190514	£78.36	£13.06	£65.30	14/05/19	Harvest Energy - Fuel	£78.36
2234	DD190515	£15.60	£0.00	£15.60	15/05/19	Bankline - Bankline Charges	£15.60
2232	DD190515	£246.00	£0.00	£246.00	15/05/19	Dorset Council - Public Toilets Business Rates	£246.00
2236	DD190517	£84.98	£4.05	£80.93	17/05/19	Total Gas & Power Ltd - Gas Invoice Pavilion	£84.98
2235	DD190517	£2,560.52	£0.00	£2,560.52	04/06/19	Royal London-Scottish Life - Pension Contributions April 2019	£2,560.52
2237	DD190521	£56.08	£2.68	£53.40	21/05/19	Total Gas & Power Ltd - Electricity Public Toilets	
2238	DD190521	£59.47	£2.84	£56.63	21/05/19	Total Gas & Power Ltd - Electricity The Mill	
2239	DD190521	£92.58	£4.41	£88.17	21/05/19	Total Gas & Power Ltd - Electricity Pavilion	
2240	DD190521	£15.43	£0.74	£14.69	21/05/19	Total Gas & Power Ltd - Electricity Market Place Clock	£223.56
2242	DD190522	£147.36	£24.56	£122.80	08/05/19	British Telecommunications Plc - Office Computer Line	£147.36

Chair's initials



2241	DD190523	£1.20	£0.06	£1.14	09/05/19	Total Gas & Power Ltd - Electricity Market Place Clock	£1.20
2243	DD190528	£59.77	£9.96	£49.81	21/05/19	Harvest Energy - Fuel	£59.77
2244	DD190529	£12.00	£2.00	£10.00	14/05/19	Isuzu Contract Hire - RFL WJ18BUO	£12.00
2249	DD190531	£654.78	£109.13	£545.65	01/05/19	Isuzu Contract Hire - Monthly Vehicle Lease Charge May 19	£654.78
2245	DD190531	£14.35	£0.00	£14.35	03/05/19	Natwest Bank Plc - Bank Charges	
2246	DD190531	£20.00	£0.00	£20.00	31/05/19	Natwest Bank Plc - Bank Charges Unpaid Item Fee	
2247	DD190531	£20.00	£0.00	£20.00	31/05/19	Natwest Bank Plc - Bank charges Unarranged Borrowing	£54.35
2248	DD190531	£7,708.76	£0.00	£7,708.76	31/05/19	Public Works Loan Board - Loan Repayment May 19	£7,708.76
1		£2,642.99	£0.00	£2,642.99		OA Loan Repayment 47745	
2		£5,065.77	£0.00	£5,065.77		OA Loan Repayment 491297	
Total		£12,845.32	£241.67	£12,603.65			

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
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	£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
Total Office & Administration		£302,320.00	£151,646.38	£150,673.62
Amenities & Services				
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
Total Amenities & Services		£24,575.00	£435.00	£24,140.00
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	£152,081.38	-£174,813.62
EXPENDITURE				
Office & Administration				
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
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
Total Office & Administration		£143,542.00	£19,880.08	-£123,661.92
Amenities & Services				
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
Total Amenities & Services		£180,192.00	£22,010.87	-£158,181.13
Capital Projects				
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
Total Capital Projects	£4,481.00	£0.00	-£4,481.00
Total Expenditure	£328,215.00	£41,890.95	£286,324.05
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	
Total Net Balance	-£1,320.00	£110,190.43	

Sturminster Newton Town Council

Thursday 4th July 2019

Recruitment of a Grounds Operative

1. Introduction

The Grounds Team has a vacancy for a full-time Grounds Operative following the recent resignation of a team member. There are two Grounds Operatives posts within the team and they carry out essential work as part of the Town Council's management of amenity spaces within the Town.

2. Recruitment

It is proposed that the Council approves the recruitment of a full-time Grounds Operative using the approved Job Description, pay scale and terms of service. The position will be advertised on social media and in the Blackmore Vale magazine.

3. Recommendation.

That the Council resolves to approve the recruitment of a Grounds Operative in support of the provision of Council services.

Emma Lindsay

Town Clerk

Sturminster Newton Town Council

Thursday 4th July 2019

Security Enhancements for the Grounds Workshop

1. Introduction

This report summarises the security enhancements required for the Grounds workshop following an attempted break-in last year.

2. Proposed enhancements

There are two parts to this proposal; replacement doors and improvements to the CCTV system.

Doors

There are three sets of doors in the workshop; a metal roller door, a UPVC fire door and a set of UPVC double doors at the main entrance. The roller door is considered secure and therefore does not require replacing. The UPVC doors are not robust and it is proposed that these are replaced with powder-coated steel doors. We approached five companies for quotations and the best priced solution is £3078 to supply and fit the single and double door.

CCTV

The CCTV cameras at the workshop provide coverage of the workshop and a limited view of the recreation ground. The existing system is now obsolete, which makes it harder to fix/repair breakdowns. It is proposed that the CCTV system is replaced by our current provider at a cost of £750. Four additional cameras would provide extensive CCTV coverage of the recreation ground including the toilets and car park. The cost for these including installation will be £870.

3. Budget

The total cost to carry out these improvements is £4698. This work does not have a specific budget, however the work is considered essential. I have reviewed the earmarked reserves and propose that this work could be funded from the car park project reserve. £6000 was initially allocated to the project however recent review suggests that the work could be carried out for £1000.

4. Recommendation

That the Council considers the content of this report and decides whether or not to fund the security enhancements from the earmarked reserve.

Emma Lindsay

Town Clerk

Information available from Sturminster Newton Town Council under the model publication scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by Sturminster Newton Town Council for routinely published material will be justified and transparent and kept to a minimum.

Paper copies are available and will be printed in black and white, single sided at a cost of 6p per sheet

Information to be published	How the information can be obtained
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	Hard Copy or Website
Who's Who on the Council and its Committees	Hard Copy and Website
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy and Website
Location of main Council office and accessibility details	Hard Copy and Website
Staffing structure	Hard Copy and Website
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	Hard Copy or Website
Annual return form and report by auditor	Hard Copy
Finalised budget	Hard Copy and Website
Precept	Hard Copy
Borrowing Approval letter	Hard Copy
Financial Standing Orders and Regulations	Hard Copy and Website
Grants given and received	Hard Copy
List of current contracts awarded and value of contract	Hard Copy
Members' allowances and expenses	Hard Copy

<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	Hard Copy or Website
Parish Plan (current and previous year as a minimum)	Hard Copy
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy and Website
Quality status	Hard Copy
Local charters drawn up in accordance with DCLG guidelines	Hard Copy
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	Hard Copy or Website
Timetable of meetings (Council and any committee/sub-committee meetings and Parish meetings)	Hard Copy and Website
Agendas of meetings (as above)	Hard Copy and Website
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard Copy and Website
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard Copy and Website
Responses to consultation papers	Hard Copy
Responses to planning applications	Hard Copy and Website
Bye-laws	Hard Copy
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	Hard Copy or Website
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Hard Copy and Website Hard Copy and Website Hard Copy and Website Hard Copy and Website Hard Copy and Website</p>
Policies and procedures for the provision of services and about the employment of staff:	Hard Copy

Internal instructions to staff and policies relating to the delivery of services	Hard Copy
Equality and diversity policy	Hard Copy and Website
Health and safety policy	Hard Copy and Website
Recruitment policies (including current vacancies)	Hard Copy
Policies and procedures for handling requests for information	Hard Copy and Website
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy and Website
Information security policy	Hard Copy
Records management policies (records retention, destruction and archive)	Hard Copy
Data protection policies	Hard Copy and Website
Schedule of charges (for the publication of information)	Hard Copy and Website
Class 6 – Lists and Registers	Hard Copy or Website; some information may only be available by inspection
Currently maintained lists and registers only	
Any publicly available register or list	Hard Copy
Assets register	Hard Copy
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Hard Copy
Register of members' interests	Hard Copy and Website
Register of gifts and hospitality	Hard Copy
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Hard Copy or Website; some information may only be available by inspection
Current information only	
Allotments	Hard Copy and Website
Burial grounds and closed churchyards	Hard Copy and Website
Parks, playing fields and recreational facilities	Hard Copy and Website
Seating, litter bins, clocks, memorials and lighting	Hard Copy
Bus shelters	Hard Copy
Public conveniences	Hard Copy
Agency agreements	Hard Copy
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard Copy

Contact Details:**Sturminster Newton Town Council**

Date Approved:

Review Date : July 2023

**Old Market Hill
Sturminster Newton
Dorset
DT10 1FH**

Tel: 01258 475136

Email: admin@sturminsternewton-tc.gov.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 0.06p per sheet single sided (black & white)	Actual cost *
	Photocopying @ 0.12p per sheet single sided (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority