

STURMINSTER NEWTON TOWN COUNCIL

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

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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 October 2018** at 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

18.10.2018

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.)
18/252	To receive comments and questions from members of the public	15 mins
18/253	To receive and if agreed approve apologies for absence	3 mins
18/254	To receive declarations of interests and approve written applications for dispensations	1 min
18/255	To approve the minutes of the previous meeting held on 13.09.2018*	1 min
18/256	To approve the list of payments checked by Cllrs Rose and Taylor	1 min
18/257	To approve the statement of accounts and bank reconciliation as at 30.09.2018	5 mins
18/258	To approve the budget comparison and statement of reserves at 30.09.2018	5 mins
18/259	To receive reports on routine monthly financial checks from relevant members	5 mins
18/260	To decide on awards in response to grant applications*	10 mins
18/261	To receive the interim internal audit report for the period April to August 2018	5 mins
18/262	To receive a report regarding fees and charges and agree further actions*	5 mins
18/263	To receive a proposal to secure the use of a debit card facility and agree further actions*	5 mins
18/264	To receive correspondence and discuss any issues raised	2 mins
18/265	To receive information from members and discuss proposals for future business	2 mins
18/266	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 min
18/267	To consider the draft budget and priorities for 2019/20	30 min

* 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 13th September 2018 in the Council Chamber at 7.15pm

Present :

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

Absent:

Councillor P Batstone

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

MINUTE NUMBER	COMMENTS	RESOLUTION
18/207	PUBLIC SESSION No comments were made or questions asked.	For each item, the proposer is named first followed by the seconder
18/208	APOLOGIES FOR ABSENCE Apologies were received from Cllr Batstone. These apologies were accepted by the Members present.	
18/209	DECLARATIONS OF INTERESTS AND DISPENSATIONS No interests had been declared and consequently no written requests for dispensations had been received.	
18/210	MINUTES OF THE PREVIOUS COMMITTEE MEETING The minutes of the Finance & Personnel Committee Meeting held on 12th July 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 Taylor Cllr Fraser
18/211	APPROVAL OF PAYMENTS The list of payments set out below and checked by Cllrs Lacey and Fraser were APPROVED.	Cllr Lacey Cllr Fraser
18/212	STATEMENT OF ACCOUNTS AND BANK RECONCILIATION The Town Clerk presented the Statement of Account and Bank reconciliation. The Statement of Accounts and Bank Reconciliation set out below were APPROVED.	Cllr Lacey Cllr Taylor
18/213	BUDGET COMPARISON The Town Clerk presented the Budget Comparison and confirmed that the Reserve held is currently £87144.32 The Budget Comparison and Statement of Reserves were APPROVED.	Cllr Lacey Cllr Fraser



- 18/214 CONFIRMATION OF ROUTINE MONTHLY CHECKS
The Committee NOTED the report of the inspections carried out in July and August by Councillors Batstone and Fraser respectively.
- 18/215 INTERNAL AUDIT AND RISK MANAGEMENT
After considering the written report from the Town Clerk
The Committee RECOMMENDED that the Council secure the additional secures the additional risk assessment service from Fair Account Ltd. Cllr Fraser
Cllr Lacey
- 18/216 BUDGET TIMETABLE
The Town Clerk set out the timetable for setting the budget for the 2019/2020 financial year:
- 25/10/18 Finance and Personnel Committee - first review
- 22/11/18 Finance and Personnel Committee review and recommend approval of the budget
- 06/12/2018 - Town Council agree and approve the 2019/2020 budget
- 31/01/2019 Precept deadline
- The Committee agreed the timetable and approved the rescheduling of the November meeting from 29/11/18 to 22/11/18.** Cllr Jones
Cllr Lacey
- 18/217 BUSINESS PLAN
The Town Clerk presented a summary of the business planning workshop held on 30/06/18 outlined below. The Clerk explained that the next steps will be to align current Council projects to the identified priorities.
- 18/218 Mileage Allowance
After considering the written report from the Town Clerk. **The Committee RESOLVED to recommend the adoption of the HMRC mileage rates.** Cllr Jones
Cllr Lacey
- 18/219 CORRESPONDENCE
The Town Clerk reported that no correspondence within the Committee's terms of reference has been received.
- 18/220 INFORMATION FROM MEMBERS
Cllr Lacey reported that she had met with a director of Sturquest Enterprises.
Cllr Jones reported that he had attended a meeting with representatives of the Building Trust and SturQuest Enterprises to discuss common maintenance issues.
Cllr Fraser reported that he had attended the recent meeting of the NDDC Planning Committee.



Cllr Rose reported that he had attending a meeting of the Williams Williams Trust where they had agreed the allocation of educational grants.

The Chairman declared the meeting closed at 8.07pm.

Emma Lindsay
Town Clerk

Sturminster Newton Town Council

BACS Payments 13/09/18 - approval list

Start of

year 01/04/18

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
1759	BACS1809 18	£123.77	£15.75	£108.02 31/08/18	The Exchange - Recharges August 2018	£123.77
1		£58.69	£9.78	£48.91	OA Electricity Recharges 2018	
August						
2		£5.81	£0.97	£4.84	OA Alarms Recharges	
August 2018						
3		£12.00	£0.00	£12.00	OA Water Recharges	
August 2018						
4		£27.41	£4.57	£22.84	OA Gas Recharges	
August 2018						
5		£2.60	£0.43	£2.17	OA Refuse Recharges	
August 2018						
6		£17.26	£0.00	£17.26	OA Insurance Recharges 2018	
August						
1761	BACS1809 18A	£36.00	£6.00	£30.00 24/08/18	DCM Tyres (Wessex) Ltd - John Deere Tube	£36.00
1770	BACS1809 18B	£154.49	£0.00	£154.49 07/09/18	Water2business - Water services - Mill Toilets	
1771	BACS1809 18B	£16.26	£0.00	£16.26 07/09/18	Water2business - Water Services - Mill Wash Basin	£170.75
1760	BACS1809 18C	£250.00	£0.00	£250.00 16/08/18	G & A South Coast Ambulance Service - Paramedic Ambulance for Skatepark Event	£250.00
1762	BACS1809 18D	£35.87	£5.98	£29.89 09/08/18	Hart & Sons (Dorset) Ltd - Flash and Polyfilla	
1763	BACS1809 18D	£6.00	£1.00	£5.00 06/08/18	Hart & Sons (Dorset) Ltd - Decorating Supplies	
1764	BACS1809 18D	£14.97	£2.50	£12.47 20/08/18	Hart & Sons (Dorset) Ltd - Wasp Nest Foam	
1765	BACS1809	£54.00	£9.00	£45.00 17/08/18	Hart & Sons (Dorset) Ltd -	£110.84



18D						Flask and Kettle	
1766	BACS1809 18E	£242.62	£40.44	£202.18	30/09/18	Lyreco Uk Ltd - PPE Clothing for K Wilson	£242.62
1767	BACS1809 18F	£16.11	£0.76	£15.35	03/08/18	Southern Electric - Unmetered Electricity Supplies	
1768	BACS1809 18F	£80.95	£3.85	£77.10	03/09/18	Southern Electric - Unmetered Electricity Supplies	£97.06
1769	BACS1809 18G	£46.10	£7.68	£38.42	31/08/18	Condor Office Solutions - Photocopying Charges	£46.10
Total		£1,077.14	£92.96	£984.18			

13/09/18 02:51 PM Vs: 8.07.01

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Financial Summary - Cashbook

Summary between 01/04/18 and 31/08/18 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	£145,589.58	£36.83	£145,626.41
Amenities & Services	£7,893.35	£529.15	£8,422.50
Capital Projects	£1,000.05	£0.00	£1,000.05
Total Receipts	£154,482.98	£565.98	£155,048.96

PAYMENTS

	Net	Vat	Gross
Office & Administration	£73,968.62	£925.60	£74,894.22
Amenities & Services	£59,482.24	£1,634.30	£61,116.54
Capital Projects	£13,112.10	£321.60	£13,433.70
Total Payments	£146,562.96	£2,881.50	£149,444.46

Closing Balances

Ordinary Accounts

Bath Building Society	£75,904.18
Current Account	£31,412.10
Petty Cash	£200.00
Public Sector Deposit Fund	£75,697.98
Total	£183,214.2

Bank Reconciliation as at 31st August 2018

Petty Cash	£200.00
Les o/s Items	£123.88
	£76.12



Financial Budget Comparison

Comparison between 01/04/18 and 31/08/18 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	£138,591.00	-£138,591.00
105	Contributions to Expenditure	£970.00	£0.00	-£970.00
110	Interest - Public Sector Deposit Fund	£150.00	£125.14	-£24.86
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	£125.00	£125.00
130	Photocopying, printing, etc.	£5.00	£0.00	-£5.00
135	Insurance Settlements	£0.00	£0.00	£0.00
140	VAT reclaimed	£0.00	£1,165.23	£1,165.23
199	Other	£0.00	£184.20	£184.20
Total Office & Administration		£279,257.00	£140,190.57	£139,066.43
Amenities & Services				
200	Recreation Grounds	£4,250.00	£317.00	-£3,933.00
205	Cemetery	£4,500.00	£1,510.00	-£2,990.00
210	Agency Agreements	£6,200.00	£120.00	-£6,080.00
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	£2,250.00	£2,250.00
Total Amenities & Services		£24,575.00	£4,763.29	£19,811.71
Capital Projects				
300	Developer Contributions	£0.00	£0.00	£0.00
399	Other contributions, grants & donations	£0.00	£1,000.05	£1,000.05
Total Capital Projects		£0.00	£1,000.05	-£1,000.05
Total Income		£303,832.00	£145,953.91	-£157,878.09
EXPENDITURE				
Office & Administration				
1000	Office staff payroll	£91,938.00	£46,420.78	£45,517.22
1010	Office premises	£8,446.00	£3,695.26	£4,750.74
1020	Office facilities & operations	£13,390.00	£3,445.57	£9,944.43
1030	Insurance	£7,004.00	£7,257.04	-£253.04
1040	Bank Charges	£515.00	£119.21	£395.79
1045	Professional fees	£5,150.00	£150.00	£5,000.00
1050	Civic & ceremonial	£1,700.00	£300.00	£1,400.00
1060	Training	£3,090.00	£138.33	£2,951.67
1070	Subscriptions	£1,227.00	£1,043.74	£183.26
1080	Loan repayments	£15,418.00	£7,708.76	£7,709.24



Financial Budget Comparison

Comparison between 01/04/18 and 31/08/18 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
Total Office & Administration	£147,878.00	£70,278.69	-£77,599.31
Amenities & Services			
2000 Grounds staff payroll	£116,826.00	£42,559.54	£74,266.46
2010 Workshop premises	£2,652.00	£776.81	£1,875.19
2020 Grounds operations	£10,249.00	£5,137.02	£5,111.98
2030 Sports pavilion & facilities	£2,395.00	£864.33	£1,530.67
2040 Town Clock	£546.00	£76.01	£469.99
2050 Play facilities	£8,652.00	£0.00	£8,652.00
2060 Gardens & ornamental	£1,251.00	£659.33	£591.67
2070 Car Parks	£103.00	£0.00	£103.00
2080 Public toilets	£10,197.00	£1,965.19	£8,231.81
2090 Allotments	£52.00	£0.00	£52.00
2100 Cemetery	£1,906.00	£911.05	£994.95
2110 Sturminster Mill	£3,502.00	£1,815.94	£1,686.06
2120 Footway lighting	£4,069.00	£587.57	£3,481.43
2130 Town Centre	£412.00	£11.20	£400.80
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	£222.00	£87.00
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	£55,586.99	-£113,251.01
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	£137,115.68	£184,081.32
Total Income	£303,832.00	£145,953.91	-£157,878.09
Total Expenditure	£321,197.00	£137,115.68	£184,081.32
Total Net Balance	-£17,365.00	£8,838.23	



Approved on

Chair's Signature

BUSINESS PLANNING – SATURDAY 30TH JUNE 2018

MISSION STATEMENT:

To work in partnership with other agencies and community groups to represent and promote the interests of the town and wider parish. Champion and deliver high quality services in response to local need and improve the economic, social and environmental wellbeing of the area.

PRIORITY THEMES:

1. To represent residents, business and community groups on key strategic issues facing the town and parish.
2. To continue to preserve and enhance the environment and identity of the town and parish.
3. To maintain and enhance the provision of green and open space in the town and parish.
4. To lead and support the regeneration of the town centre economy.
5. To champion development of neighbourhoods in the town and to encourage sustainable communities.
6. To work towards improving the quality and delivery of local services whether provided directly by the Town Council or other agencies.

7. To work towards improving health and wellbeing in partnership with other agencies.
8. To support the social and physical infrastructure of the town.
9. Continue to improve the organisational management and efficiency of the Town Council.

Grant Applications

This meeting includes the first of the half-yearly grant-awarding sessions. It is likely that representatives from some (or possibly all) of the applicants will attend the meeting and wish to speak during the public session.

The total budget for grants not pre-committed in 2018-19 is £4,481.

Earlier in the year £1500 was committed. The sum available is £2981.

The table below summarises the applications received and eligible for inclusion in this round.

Fuller details will be available at the meeting (or at the Council Office).

ID	Applicant	Purpose	Amount £	A/C's supplied?
1	Revitalise	Towards respite breaks for carer's	708	yes
2	Age Concern North Dorset	Towards Age Concern running costs	1000	yes
3	Dorset Blind Association (DBA)	Towards DBA running costs	300	yes
4	Who's Who Sturminster	50% cost of printing Who's Who 2019	193	no
5	Wyvern Savings & Loans	Renting meeting space at Sturminster Newton Town Council Chamber on Monday mornings for providing the Credit Union service.	367.50	no.
Total			2568.50	

Sturminster Newton Town Council

Finance and Personnel Committee 25th October 2018

Hire and Charges for Sturminster Newton Town Council Facilities

1. Introduction

1.1 At the Finance and Personnel Committee on 12th July 2018 the Town Clerk advised that the criteria for reduced fee and free use of Council facilities needed to be reviewed. It was resolved to establish a working group comprising Cllrs Rose, Lacey and Taylor to review the fees and charges for the Town Council facilities.

The working group met on the 25th September 2018 and the following items were discussed and agreed as a possible way forward to recommend to Town Council.

Income 2017/2018: £2190

Breakdown by Venue:

Pavilion	35
Rec.Grounds	1175
Chamber	980

2. Review and Evaluation

2.1 Fees and Charges for 2018/2019 (Appendix A)

To remain the same with a review in 12 months.

2.2 Use of Ricketts Lane and Rixon Recs

It was agreed the fees for the use of both recreation grounds was acceptable and no need to change. However the Working Group queried whether hirers of the Ricketts Lane Recreation Ground should pay a fee for the car park if this is used.

2.3 Use of The Pavilion

It was agreed use of The Pavilion was acceptable and no need to change.

Mindful that, with the closure of Sturquest, the Town Council has a responsibility to help community organisations, the following changes are suggested for future use of the Chamber.

2.4 Use of Chamber:

1. Free to SNTC associated groups: Open Spaces, Rights of Way, Twinning Association and the Allotment Association.
2. Flat fee of £5 to for Chamber sessions (instead of £17.50) on the criteria:

- Non-profit making community based organisations working for the benefit of Sturminster Newton.
 - Meetings should be for Committee and AGMs only.
 - Other meetings at the discretion of the Town Clerk.
3. Town Councillor use – free on Council approved business, otherwise at the discretion of the Town Clerk.
 4. Payment terms – pre pay with booking - either cash or cheque.
 5. Free use for MP Surgeries but full fee to NDDC, DCC, Police and other external organisations and businesses at the rate of £35.00 per session.
 6. Historically Wyvern have applied to SNTC for a grant to cover hire of the Chamber. The working group suggest Wyvern carry on until end of current grant, then apply for a grant at the £5 rate which would be less than the current grant so freeing up some of the grant fund.
 7. Review all points in 12 months.

3. Recommendations

It is recommended that the Committee approves the suggested amendments to the hire and charges for SNTC facilities.

It is recommended that the Committee considers a fee for the hire of the Ricketts Lane car park.

Louise Plumridge
Assistant Town Clerk

STURMINSTER NEWTON TOWN COUNCIL
SCHEDULE OF FEES AND CHARGES 2018/2019¹

FACILITY	DETAILS	2018/19
Ricketts Lane Recreation Ground (War Memorial or Town Rec.:		
Football/Cricket - Local Club	Per game	£45.00
Football/Cricket - Non-Local	Per game	£45.00
Events (local and charitable - 2/3 full-price)	Per day *	£60.00
Events (other - full price)	Per day *	£90.00
* Additional items		
Damage - Refundable deposit	Per event	£200.00
Charge for utilities	Per event	£20.00
Rixon Recreation Ground		
	Per day	£25.00
Room Hire		
Pavilion	Per hour	£5.00
Council Chamber (am/pm/eve) ²	Per session	£35.00
Lengthsman Charges to other Parishes		
Hand-held tools & equipment	Per hour	£20.00
Work with plant & self-powered equipment	Per hour	£25.00
Cemetery (double for non-residents):		
Exclusive Right of Burial - Coffin burial space		£300.00
Exclusive Right of Burial of Cremated Remains		£140.00
Interment ³		£85.00
Approval of Memorial		£90.00
Added Inscription to an Existing Memorial		£25.00

¹ These fees with effect from 1st April 2018.

² Free to NDDC, DCC, Police & MP and half-price to all local non-profit organisations.

³ Free for a child's remains

Sturminster Newton Town Council

Finance and Personnel Committee Thursday 25th October 2018

Proposal to secure a Debit Card for The Town Council

1. Introduction

The Town Council purchases goods and services in several ways including one off purchases with a purchase order, service contracts, credit agreements and small cash purchases. The modern purchasing and payment environment has changed rapidly; many suppliers will not take cheque payments and, increasingly, better value and wider choice can be secured by purchasing on-line.

2. Proposal

2.1 It is proposed that Council secure the use of a debit card, which will enable the Council to continue to ensure value for money. The debit card will be used for purchases where the Council's normal procurement routes are not available or where it is expeditious to use a card e.g. the purchase of specialist software subscription, one-off purchases from specialist suppliers and on-line purchases where appropriate.

2.2. A number of control measures will be put in place:

- An initial limit of £500 per transaction that can be reviewed by the Finance and Personnel Committee.
- The card is kept in the safe.
- All receipts are retained and reconciled to the monthly statement.
- The transactions will be reviewed as part of the normal approval process.
- The Town Clerk is the only person authorised to use the card.

3. Recommendation

That the Committee resolves to recommend that the Town Clerk secures a Debit Card from the Nat West Bank on behalf of the Town Council.

Emma Lindsay

Town Clerk