

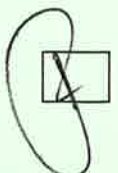
STURMINSTER NEWTON TOWN COUNCIL**MINUTES OF A MEETING OF THE FINANCE AND PERSONNEL COMMITTEE****Held on Thursday 24th May 2018 in the Council Chamber at 7.15pm****Present:**

Councillor H Lacey (Ex-officio)
 Councillor M Jones (Ex-officio)
 Councillor P Batstone
 Councillor C Fraser

Councillor G Rose (Chairman)
 Councillor R Taylor (Vice Chairman)
 Councillor C Spackman

In attendance: Councillor A Donaldson, Councillor H Reed, Councillor V Fox and Emma Lindsay
 (Town Clerk)

| Minute Number | COMMENTS | RESOLUTION for each item, the proposer is named first followed by the seconder |
|---------------|---|---|
| 18/49 | PUBLIC SESSION No comments were made or questions asked. | |
| 18/50 | APOLOGIES FOR ABSENCE There were no apologies for absence. | |
| 18/51 | APPOINTMENT OF COMMITTEE CHAIRMAN Cllr Rose was appointed as Chairman of the Finance and Personnel Committee. There were no other nominations | Cllr Lacey Cllr Fox |
| 18/52 | APPOINTMENT OF COMMITTEE VICE-CHAIRMAN Cllr Taylor was appointed as Vice-Chairman of the Finance and Personnel Committee. There were no other nominations | Cllr Batstone Cllr Jones |
| 18/53 | DECLARATIONS OF INTERESTS AND DISPENSATIONS No declarations were declared and consequently no written dispensations had been received | |
| 18/54 | MINUTES OF THE PREVIOUS MEETING The minutes of the Finance and Personnel Committee held on Thursday 26th April 2018 having been circulated and publicised prior to the meeting were taken as read and approved for signature by the Chairman as a true and correct record. | Cllr Lacey Cllr Donaldson |
| 18/55 | APPROVAL OF PAYMENTS The list of payments set out below and checked by Cllrs. Fraser and Spackman were APPROVED. STATEMENT OF ACCOUNTS AND BANK RECONCILIATION The Statement of Accounts and Bank Reconciliation as at 31st March 2018 set out below were APPROVED. | Cllr. Fraser Cllr. Spackman Cllr Spackman Cllr Batstone |
| 18/56 | ANNUAL ACCOUNTS FOR 2017/18 The Town Clerk circulated the Budget Comparison as at 31 st March 2018 set out below and summarised the final figures for the Town Council income and expenditure in 2017/18. In Summary: <ul style="list-style-type: none"> • Total Expenditure was £368,525.89 • Funded by: Total income of £368,980.74 • Precept of £229,674 | |



Income £139,306 of which:

- £75,000 section 106 money to fund the skate park
- £18,488 grant monies
- £23,431 VAT refund
- £22,387 of other income e.g. amenity contracts and facility hire

18/57 TOWN ORDERLY

The Town Clerk presented a verbal update regarding the requirement to recruit a replacement Town Orderly due to the impending retirement of the current post holder. The Committee reviewed the Job description and noted the reduction in hours from 37 to 25 per week.

The Committee RECOMMENDED the APPROVAL of a replacement Town Orderly.

18/58 GROUNDS APPRENTICESHIP

The Town Clerk presented a verbal report regarding the creation of a Grounds Apprenticeship post within the Grounds team. The Clerk explained that there is full funding available for the training element of the role and that the salary costs could be covered by the reduction in hours of the Town Orderly role as outlined in the preceding agenda item. The Committee were supportive of the proposal as a way of championing apprenticeship in the Town and increasing capacity and capability within the team.

THE Committee RECOMMENDED the APPROVAL of an apprentice role in the Grounds team

Cllr Spackman
Cllr Lacey

18/59 CORRESPONDANCE

The Town Clerk advised that she had received a letter from DAPTC advising that NALC have successfully lobbied the Government regarding the new data protection regulations. It has been confirmed that Town and Parish Councils will not be required to appoint a Data Controller under the new GDPR regulation.

18/60 INFORMATION FROM MEMBERS

There were no issues arising for this item

18/61 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

18/62 CONFIDENTIAL STAFFING MATTER

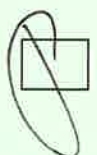
The confidential matter is minuted in the Confidential Minute Book page 229

The meeting closed at 9 pm.



Sturminster Newton Town Council Payments 24th May 2018

| Tn no | Cheque | Gross | Vat | Net Invoice date | Details | Cheque Total |
|--------------|-----------------|------------------|----------------|------------------|--|--------------|
| 1509 | 002334 | £1.00 | £0.00 | £1.00 24/05/18 | British Telecommunications Plc - Phone box adoption | £1.00 |
| 1510 | 002335 | £750.00 | £0.00 | £750.00 24/05/18 | Taboo Theatre Company - Grant | £750.00 |
| 1491 | BACS1805 30A | £19.00 | £0.00 | £19.00 25/04/18 | D.B.Window Cleaning - Office window cleaning | £19.00 |
| 1472 | BACS1805 30B | £354.00 | £59.00 | £295.00 31/03/18 | Farnfields Solicitors - Legal fees | £354.00 |
| 1473 | BACS1805 30C | £707.64 | £0.00 | £707.64 30/03/18 | Lindsay Mrs E - Expenses | £707.64 |
| 1492 | BACS1805 30D | £32.76 | £1.56 | £31.20 24/04/18 | Northover G & Sons Ltd - Fuel | |
| 1493 | BACS1805 30D | £24.60 | £4.10 | £20.50 18/04/18 | Northover G & Sons Ltd - Fuel | |
| 1494 | BACS1805 30D | £33.44 | £1.59 | £31.85 17/04/18 | Northover G & Sons Ltd - Fuel | £90.80 |
| 1512 | BACS1805 30E | £21.60 | £0.00 | £21.60 24/05/18 | Plumridge Mrs L - Mileage | £21.60 |
| 1511 | BACS1805 30F | £226.80 | £37.80 | £189.00 15/05/18 | Sage (UK) Ltd - Payroll IT | £226.80 |
| 1490 | BACS1805 30G | £31.16 | £5.19 | £25.97 01/04/18 | Sturminster Newton Building Supplies - Paint & Dutch Hoe | |
| | 1 | £11.26 | £1.87 | £9.39 | AS White undercoat | |
| | 2 | £19.90 | £3.32 | £16.58 | AS Dutch Hoe x 2 | |
| 1498 | BACS1805 30G | £26.33 | £4.39 | £21.94 01/04/18 | Sturminster Newton Building Supplies - Linemarker, oil & bolts | £57.49 |
| | 1 | £13.90 | £2.32 | £11.58 | AS Linemarker spray | |
| | 2 | £12.43 | £2.07 | £10.36 | AS Chainsaw oil & bolts | |
| 1446 | PC002336 | £9.15 | £0.00 | £9.15 29/03/18 | Co-op - Milk & coffee | £9.15 |
| 1447 | PC002336 | £2.00 | £0.00 | £2.00 29/03/18 | Post Office Ltd - Unpaid postage | £2.00 |
| Total | | £2,239.48 | £113.63 | £2,125.85 | | |



Sturminster Newton Town Council Salaries 25th May 2018

| Tn no | Cheque | Gross | Vat | Net Invoice date | Details | Cheque Total |
|--------------|-------------------|------------|-------|--------------------|--|--------------|
| 1499-1508 | BACS1805 25A-K | £12150.47 | £0.00 | £12150.47 21/05/18 | Various employees Salaries May 2018 | £12150.47 |
| Total | | £12,150.47 | £0.00 | £12,150.47 | | |

Financial Summary - Cashbook

Summary between 01/04/17 and 31/03/18 inclusive.

Balances at the start of the year

Ordinary Accounts

| | |
|----------------------------|--------------------|
| Bath Building Society | £75,513.32 |
| Current Account | £55,349.26 |
| Petty Cash | £200.00 |
| Public Sector Deposit Fund | £75,342.58 |
| Total | £206,405.16 |

| RECEIPTS | Net | Vat | Gross |
|-------------------------|--------------------|------------------|--------------------|
| Full Council | £0.00 | £0.00 | £0.00 |
| Office & Administration | £265,728.22 | £34.05 | £265,762.27 |
| Amenities & Services | £20,645.15 | £2,810.22 | £23,455.37 |
| Capital Projects | £83,488.00 | £0.00 | £83,488.00 |
| Total Receipts | £369,861.37 | £2,844.27 | £372,705.64 |

| PAYMENTS | Net | Vat | Gross |
|-------------------------|--------------------|-------------------|--------------------|
| Full Council | £12.19 | £0.00 | £12.19 |
| Office & Administration | £99,492.91 | £3,949.97 | £103,442.88 |
| Amenities & Services | £129,489.16 | £4,064.34 | £133,553.50 |
| Capital Projects | £141,197.47 | £23,295.00 | £164,492.47 |
| Total Payments | £370,191.73 | £31,309.31 | £401,501.04 |

Closing Balances

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 |

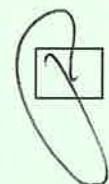


Financial Budget Comparison

Comparison between 01/04/17 and 31/03/18 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

| 2017/2018 | Actual Net | Balance | | |
|------------------------------------|---|-------------|-------------|-------------|
| INCOME | | | | |
| Full Council | | | | |
| 91070 | 2016/17 General | £0.00 | £0.00 | £0.00 |
| 91105 | 2016/17 Neighbourhood | £0.00 | £0.00 | £0.00 |
| Development Plan | | | | |
| 91125 | 2016/17 Community Garden | | £0.00 | £0.00 |
| £0.00 | | | | |
| Project | | | | |
| Total Full Council | £0.00 | £0.00 | £0.00 | |
| Office & Administration | | | | |
| 100 | Precept | £229,674.00 | £229,674.00 | |
| £0.00 | | | | |
| 105 | Contributions to Expenditure | £970.00 | £206.93 | £-763.07 |
| 110 | Interest - Public Sector Deposit | | £150.00 | £194.10 |
| £44.10 | | | | |
| Fund | | | | |
| 115 | Interest - Bath Building Society | | £150.00 | £390.86 |
| £240.86 | | | | |
| 120 | Chamber hire | £1,000.00 | £980.00 | £-20.00 |
| 125 | Grants received | £0.00 | £10,000.00 | |
| £10,000.00 | | | | |
| 130 | Photocopying, printing, etc. | £20.00 | £0.00 | £-20.00 |
| 135 | Insurance Settlements | £0.00 | £0.00 | £0.00 |
| 140 | VAT reclaimed | £1,150.00 | £23,431.70 | |
| £22,281.70 | | | | |
| 199 | Other | £0.00 | £0.00 | £0.00 |
| Total Office & Administration | £233,114.00 | £264,877.59 | £31,763.59 | |
| Amenities & Services | | | | |
| 200 | Recreation Grounds | £4,250.00 | £1,180.00 | £-3,070.00 |
| 205 | Cemetery | £5,250.00 | £5,085.00 | £-165.00 |
| 210 | Agency Agreements | £6,200.00 | £4,751.12 | £-1,448.88 |
| 215 | Street cleansing | £9,000.00 | £9,000.00 | £0.00 |
| 220 | Contributions | £625.00 | £576.19 | £-48.81 |
| 225 | Allotments | £0.00 | £22.84 | £22.84 |
| 299 | Other | £0.00 | £0.00 | £0.00 |
| Total Amenities & Services | £25,325.00 | £20,615.15 | £-4,709.85 | |
| Capital Projects | | | | |
| 300 | Developer Contributions | £75,000.00 | £75,000.00 | |
| £0.00 | | | | |
| 399 | Other contributions, grants & donations | | £0.00 | £8,488.00 |
| £8,488.00 | | | | |
| Total Capital Projects | £75,000.00 | £83,488.00 | £8,488.00 | |
| Total Income | £333,439.00 | £368,980.74 | £35,541.74 | |
| EXPENDITURE | | | | |
| Full Council | | | | |
| 95040 | 2016/17 Petty Cash | £0.00 | £0.00 | £0.00 |
| 95050 | 2016/17 Accounting Costs | £0.00 | £0.00 | £0.00 |
| 95070 | 2016/17 Other pre-committed | | £0.00 | £0.00 |
| £0.00 | | | | |
| 95110 | 2016/17 Grounds Maintenance | | £0.00 | £0.00 |
| £0.00 | | | | |
| 95115 | 2016/17 Workshop heating | £0.00 | £0.00 | £0.00 |
| 95135 | 2016/17 Town Orderly Service | | £0.00 | £0.00 |
| £0.00 | | | | |
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Financial Budget Comparison

Comparison between 01/04/17 and 31/03/18 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

| 2017/2018 | Actual Net | Balance | | |
|-------------------------------|-------------------------------------|-------------|------------|------------|
| 95140 | 2016/17 Allotments - Filbridge Rise | | £0.00 | £0.00 |
| £0.00 | | | | |
| 95155 | 2016/17 Street Furniture | £0.00 | £0.00 | £0.00 |
| 95175 | 2016/17 Butts Pond LNR | £0.00 | £0.00 | £0.00 |
| 95180 | 2016/17 Railway Gardens | £0.00 | £0.00 | £0.00 |
| 95200 | 2016/17 General | £0.00 | £0.00 | £0.00 |
| 95265 | 2016/17 Market Column | £0.00 | £0.00 | £0.00 |
| 95300 | 2016/17 Community Garden | | £0.00 | £0.00 |
| £0.00 | | | | |
| Project | | | | |
| Total Full Council | £0.00 | £0.00 | £0.00 | |
| Office & Administration | | | | |
| 1000 | Office staff payroll | £52,000.00 | £50,373.74 | |
| £1,626.26 | | | | |
| 1010 | Office premises | £8,200.00 | £6,598.19 | £1,601.81 |
| 1020 | Office facilities & operations | £9,800.00 | £8,986.84 | £813.16 |
| 1030 | Insurance | £6,500.00 | £5,930.22 | £569.78 |
| 1040 | Bank Charges | £500.00 | £293.13 | £206.87 |
| 1045 | Professional fees | £4,500.00 | £7,417.30 | £-2,917.30 |
| 1050 | Civic & ceremonial | £1,650.00 | £1,095.80 | £554.20 |
| 1060 | Training | £2,250.00 | £1,321.88 | £928.12 |
| 1070 | Subscriptions | £1,191.00 | £1,118.02 | £72.98 |
| 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 |
| Total Office & Administration | £102,009.00 | £98,552.64 | £3,456.36 | |
| Amenities & Services | | | | |
| 2000 | Grounds staff payroll | £100,000.00 | £95,893.43 | |
| £4,106.57 | | | | |
| 2010 | Workshop premises | £2,575.00 | £2,592.19 | £-17.19 |
| 2020 | Grounds operations | £6,350.00 | £6,727.37 | £-377.37 |
| 2030 | Sports pavilion & facilities | £2,325.00 | £2,298.96 | £26.04 |
| 2040 | Town Clock | £530.00 | £468.35 | £61.65 |
| 2050 | Play facilities | £3,400.00 | £501.46 | £2,898.54 |
| 2060 | Gardens & ornamental | £615.00 | £838.95 | £-223.95 |
| 2070 | Car Parks | £100.00 | £214.95 | £-114.95 |
| 2080 | Public toilets | £9,900.00 | £9,056.60 | £843.40 |
| 2090 | Allotments | £50.00 | £22.26 | £27.74 |
| 2100 | Cemetery | £1,850.00 | £2,028.47 | £-178.47 |
| 2110 | Sturminster Mill | £3,400.00 | £2,420.02 | £979.98 |
| 2120 | Footway lighting | £3,950.00 | £2,759.17 | £1,190.83 |
| 2130 | Town Centre | £400.00 | £178.14 | £221.86 |
| 2140 | Open Spaces | £2,100.00 | £0.00 | £2,100.00 |
| 2150 | Benches & Other Infrastructure | | £200.00 | £1,900.22 |
| £-1,700.22 | | | | |
| 2160 | Events & Festivals | £300.00 | £6.66 | £293.34 |
| 2170 | Rights of Way | £1,250.00 | £343.58 | £906.42 |
| 2180 | Traffic management | £500.00 | £0.00 | £500.00 |
| 19/04/18 12:13 PM Vs: | Sturminster Newton Town Council | | | |

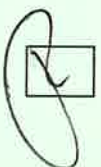
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Financial Budget Comparison

Comparison between 01/04/17 and 31/03/18 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

| 2017/2018 | Actual Net | Balance | | |
|----------------------------|-----------------|-------------|------------|-----------|
| 2190 | Tree management | £1,000.00 | £0.00 | £1,000.00 |
| 2999 | Other | £0.00 | £525.00 | £-525.00 |
| Total Amenities & Services | £140,795.00 | £128,775.78 | £12,019.22 | |
| Capital Projects | | | | |
| 3000 | Section 137 | £0.00 | £0.00 | £0.00 |



| | | | | |
|------------------------|---------------------------------|-------------|-------------|-------------|
| 3010 | Grants | £4,350.00 | £4,363.00 | -£13.00 |
| 3020 | Skate Bowl Project | £89,500.00 | £99,453.16 | - |
| £9,953.16 | | | | |
| 3030 | Neighbourhood Development Plan | | £4,470.00 | £8,612.42 |
| -£4,142.42 | | | | |
| 3035 | WW1 Centenary Commemoration | | £0.00 | £0.00 |
| £0.00 | | | | |
| 3040 | Economic Development Plan | | £0.00 | £4,442.49 |
| -£4,442.49 | | | | |
| 3045 | Community Resource Support | | £32,000.00 | |
| £24,326.40 | | | | |
| Total Capital Projects | | £130,320.00 | £141,197.47 | -£10,877.47 |
| Total Expenditure | | £373,124.00 | £368,525.89 | £4,598.11 |
| Total Income | | £333,439.00 | £368,980.74 | £35,541.74 |
| Total Expenditure | | £373,124.00 | £368,525.89 | £4,598.11 |
| Total Net Balance | | -£39,685.00 | £454.85 | |
| 19/04/18 12:14 PM Vs: | Sturminster Newton Town Council | | | Page 3 of 3 |

Approved on:

Chair's signature

12/7/18

