

# 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 24<sup>th</sup> October 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

18.10.2019

Members of the public and press are welcome to attend in accordance with the Public Bodies (Admission to meetings) Act 1960

No.	Agenda	Time (est.)
1	To receive comments and questions from members of the public	15 mins
2	To receive and if agreed approve apologies for absence	3 mins
3	To receive declarations of interests and approve written applications for dispensations	1 min
4	To approve the minutes of the previous meeting held on 25.07.2019*	1 min
5	To approve the list of payments checked by Cllrs Rose and Jones	2 min
6	To approve the statement of accounts as at 30.09.2019*	5 mins
7	To approve the budget comparison and statement of reserves at 30.09.2019*	5 mins
8	To receive a report regarding the implementation of the new finance software	5 mins
9	To receive reports on routine monthly financial checks from relevant members	5 mins
10	To receive a report regarding the completion of the Annual Health and Safety Audit action plan*	2 mins
11	To consider the draft budget and priorities for 2020/21	45 mins
12	To receive correspondence and discuss any issues raised	2 mins
13	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](http://www.sturminsternewton-tc.gov.uk)

## STURMINSTER NEWTON TOWN COUNCIL

### MINUTES OF A MEETING OF THE FINANCE & PERSONNEL COMMITTEE

Held on Thursday 25<sup>th</sup> July 2019 in the Council Chamber at 7.15pm

Present :

Councillor G Rose (Chair)	Councillor C Fraser
Councillor A Donaldson (Vice Chair)	Councillor Donaldson
Councillor H Lacey (ex officio)	Councillor Roake
Councillor Jones (ex officio)	Councillor Bevis

In Attendance: Two members of the public, Emma Lindsay (Town Clerk)

MINUTE NUMBER	COMMENTS	RESOLUTION <i>For each item, the proposer is named first followed by the seconder</i>
FP/24/19	<b>PUBLIC SESSION</b> No comments were made or questions asked.	
FP/25/19	<b>APOLOGIES FOR ABSENCE</b> No apologies were received.	
FP/26/19	<b>DECLARATIONS OF INTERESTS AND DISPENSATIONS</b> No declarations were declared and consequently no written dispensations had been received.	
FP/27/19	<b>MINUTES OF THE PREVIOUS COMMITTEE MEETING</b> <b>The minutes of the Finance &amp; Personnel Committee Meeting held on 25.04.2019 having been circulated and publicised prior to the meeting were taken as read and APPROVED for signature by the committee chair as a true and correct record.</b>	Cllr Lacey Cllr Jones
FP/28/19	<b>APPOINTMENT OF COMMITTEE VICE CHAIRMAN</b> Cllr Donaldson was appointed as Vice Chairman of the Finance and Personnel Committee until May 2020.	Cllr Lacey Cllr Fraser
FP/29/19	<b>ANNUAL ACCOUNTS FOR 2018/19</b> The Town Clerk circulated the budget comparison as at 31 <sup>st</sup> March 2019 and summarised the final figures for the Town Council income and expenditure 2018/19. In summary: <ul style="list-style-type: none"> <li>• Total expenditure was £328,725.76</li> <li>• Funded by a total income of £330,330.30 including Precept of £277,182</li> </ul>	

- FP/30/19 **STATEMENT OF ACCOUNTS AND BANK RECONCILIATION**  
 The Town Clerk presented the Statement of Account and Bank Reconciliation.  
 The Statement of Accounts and Bank Reconciliation Statement as at 30.06.2019 set out below were APPROVED. Cllr Rose  
 Cllr Jones
- FP/31/19 **BUDGET COMPARISON**  
 The Town Clerk presented the Budget Comparison and advised that the General Reserve currently held £106,623.01.  
 The Budget Comparison and Statement of Reserves as at 30.06.2019 were APPROVED. Cllr Rose  
 Cllr Lacey
- FP/32/19 **CONFIRMATION OF ROUTINE MONTHLY CHECKS**  
 The Committee noted the reports of the inspections carried out in May, June and July by Cllrs Donaldson and Lacey respectively. The Town Clerk advised that she had raised the late payment of the April precept payment with the Dorset Council.
- FP/33/19 **HEALTH AND SAFETY ACTION PLAN**  
 The Committee considered a summary of the actions arising from the outcome of the annual Health and Safety Audit.  
 Progress was noted and the Clerk advised that she would update the committee on the remaining actions at the next meeting.
- FP/34/19 **GRANT AWARD POLICY**  
 The committee considered the revised grant award policy that had been circulated with the meeting papers. The committee discussed the time table for grant award.  
 i. The Committee RECOMMENDED the adoption of the revised Grant award policy. Cllr.Lacey  
 Cllr Jones  
 ii. The Committee RECOMMENDED that grant applications will be considered annually in January.
- APPROVAL OF PAYMENTS**  
 The list of payments set out below were checked by Cllrs Donaldson and Roake and APPROVED. Cllr Donaldson  
 Cllr Roake
- FP/35/19 **SOFTWARE REVIEW**  
 The Clerk updated the committee on the review of the financial software and advised recommendations would be presented to the Town Council in September.
- FP/36/19 **CORRESPONDENCE**  
 The Town Clerk reported that no correspondence within the Committee's terms of reference has been received.
- FP/37/19 **INFORMATION FROM MEMBERS**  
 Cllr. Donaldson reported that a meeting to discuss the future of the Hinton St Mary Mosaic is being arranged for August.  
 Cllr. Lacey encouraged members to attend the forthcoming open day at Stour Connect.



The Chairman declared the meeting closed at 8.31 p.m.

Approved on                      Chair's signature: .....

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Chair's initials:

# Financial Budget Comparison

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

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

	2019/2020	Actual Net	Balance	
<b>INCOME</b>				
<b>Office &amp; Administration</b>				
100	Precept	£300,645.00	£150,322.50	-£150,322.50
105	Contributions to Expenditure	£970.00	£0.00	-£970.00
110	Interest - Public Sector Deposit Fund	£150.00	£148.88	-£1.12
115	Interest - Bath Building Society	£150.00	£0.00	-£150.00
120	Chamber hire	£400.00	£5.00	-£395.00
125	Grants received	£0.00	£0.00	£0.00
126	Contributions Received	£0.00	£0.00	£0.00
130	Photocopying, printing, etc.	£5.00	£0.00	-£5.00
135	Insurance Settlements	£0.00	£0.00	£0.00
140	VAT reclaimed	£0.00	£1,224.37	£1,224.37
199	Other	£0.00	£0.00	£0.00
<b>Total Office &amp; Administration</b>		<b>£302,320.00</b>	<b>£151,700.75</b>	<b>£150,619.25</b>
<b>Amenities &amp; Services</b>				
200	Recreation Grounds	£4,250.00	£30.00	-£4,220.00
205	Cemetery	£4,500.00	£725.00	-£3,775.00
210	Agency Agreements	£6,200.00	£150.00	-£6,050.00
215	Street cleansing	£9,000.00	£0.00	-£9,000.00
220	Contributions	£625.00	£0.00	-£625.00
225	Allotments	£0.00	£0.00	£0.00
299	Other	£0.00	£0.00	£0.00
<b>Total Amenities &amp; Services</b>		<b>£24,575.00</b>	<b>£905.00</b>	<b>£23,670.00</b>
<b>Capital Projects</b>				
300	Developer Contributions	£0.00	£0.00	£0.00
399	Other contributions, grants & donations	£0.00	£0.00	£0.00
<b>Total Capital Projects</b>		<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Total Income</b>		<b>£326,895.00</b>	<b>£152,605.75</b>	<b>-£174,289.25</b>
<b>EXPENDITURE</b>				
<b>Office &amp; Administration</b>				
1000	Office staff payroll	£79,750.00	£18,841.62	£60,908.38
1010	Office premises	£8,699.00	£1,857.90	£6,841.10
1020	Office facilities & operations	£13,682.00	£1,219.79	£12,462.21
1030	Insurance	£7,214.00	£0.00	£7,214.00
1040	Bank Charges	£530.00	£116.77	£413.23
1045	Professional fees	£10,970.00	£325.00	£10,645.00
1050	Civic & ceremonial	£2,369.00	£600.00	£1,769.00
1060	Training	£3,183.00	£625.00	£2,558.00



# Financial Budget Comparison

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

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

	2019/2020	Actual Net	Balance
1070 Subscriptions	£1,264.00	£1,072.88	£191.12
1080 Loan repayments	£15,881.00	£7,708.76	£8,172.24
1090 VAT paid	£0.00	£0.00	£0.00
1999 Other	£0.00	£0.00	£0.00
3050 Petty Cash	£0.00	£0.00	£0.00
<b>Total Office &amp; Administration</b>	<b>£143,542.00</b>	<b>£32,367.72</b>	<b>-£111,174.28</b>
<b>Amenities &amp; Services</b>			
2000 Grounds staff payroll	£117,326.00	£28,242.50	£89,083.50
2010 Workshop premises	£3,082.00	£182.10	£2,899.90
2020 Grounds operations	£15,526.00	£3,676.34	£11,849.66
2030 Sports pavilion & facilities	£2,467.00	£561.56	£1,905.44
2040 Town Clock	£562.00	£107.23	£454.77
2050 Play facilities	£8,912.00	£0.00	£8,912.00
2060 Gardens & ornamental	£2,319.00	£712.16	£1,606.84
2070 Car Parks	£106.00	£0.00	£106.00
2080 Public toilets	£9,603.00	£1,027.28	£8,575.72
2090 Allotments	£54.00	£0.00	£54.00
2100 Cemetery	£1,963.00	£458.10	£1,504.90
2110 Sturminster Mill	£3,607.00	£128.61	£3,478.39
2120 Footway lighting	£7,623.00	£355.90	£7,267.10
2130 Town Centre	£836.00	£2,386.40	-£1,550.40
2140 Open Spaces	£2,228.00	£0.00	£2,228.00
2150 Benches & Other Infrastructure	£212.00	£0.00	£212.00
2160 Events & Festivals	£318.00	£0.00	£318.00
2170 Rights of Way	£1,327.00	£0.00	£1,327.00
2180 Traffic management	£530.00	£0.00	£530.00
2190 Tree management	£1,591.00	£1,200.00	£391.00
2999 Other	£0.00	£0.00	£0.00
<b>Total Amenities &amp; Services</b>	<b>£180,192.00</b>	<b>£39,038.18</b>	<b>-£141,153.82</b>
<b>Capital Projects</b>			
3000 Section 137	£0.00	£0.00	£0.00
3010 Grants	£4,481.00	£500.00	£3,981.00
3020 Skate Bowl Project	£0.00	£0.00	£0.00
3030 Neighbourhood Development Plan	£0.00	£0.00	£0.00
3035 WW1 Centenary Commemoration	£0.00	£0.00	£0.00
3040 Economic Development Plan	£0.00	£0.00	£0.00
3045 Community Resource Support	£0.00	£0.00	£0.00
<b>Total Capital Projects</b>	<b>£4,481.00</b>	<b>£500.00</b>	<b>-£3,981.00</b>
<b>Total Expenditure</b>	<b>£328,215.00</b>	<b>£71,905.90</b>	<b>£256,309.10</b>
Total Income	£326,895.00	£152,605.75	-£174,289.25
Total Expenditure	£328,215.00	£71,905.90	£256,309.10
Funded by reserves		£0.00	
<b>Total Net Balance</b>	<b>-£1,320.00</b>	<b>£80,699.85</b>	



# Financial Summary - Cashbook

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

Balances at the start of the year

## Ordinary Accounts

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

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

Closing Balances

## Ordinary Accounts

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

**Sturminster Newton Town Council**  
**BACS 30/7/19 payments approval list**  
**01/04/19**

**Start of year**

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
2356	BACS1907 30	£251.00	£0.00	£251.00 06/06/19	Blandford Garden Machinery Ltd - Stihl HL92 Hedgecutter, trade in Mitox 5250LRK Hedgecutter	£251.00
2349	BACS1907 30	£13.13	£2.19	£10.94 11/06/19	Sturminster Newton Building Supplies - Foam Filler and Frame Fixing	£111.92
2350	BACS1907 30	£59.20	£9.87	£49.33 12/06/19	Sturminster Newton Building Supplies - Gloves and Boots	£111.92
2352	BACS1907 30	£39.59	£6.60	£32.99 26/06/19	Sturminster Newton Building Supplies - Public Toilets maintenance supplies	£111.92
2348	BACS1907 30	£150.71	£25.12	£125.59 28/06/19	A J Supplies Ltd - Cleaning Supplies	£150.71
2347	BACS1907 30	£14.28	£2.38	£11.90 30/06/19	Hart & Sons (Dorset) Ltd - Line Marking Spray	£14.28
2341	BACS1907 30	£145.21	£24.20	£121.01 01/07/19	SturQuest - Telephone Charges	£145.21
2342	BACS1907 30	£16.42	£0.78	£15.64 01/07/19	Southern Electric - Street Lighting 4/6-1/7	£92.70
2351	BACS1907 30	£377.88	£62.98	£314.90 01/07/19	Broxap Ltd - 2 bins and fixing kits	£377.88
2355	BACS1907 30	£7,294.33	£0.00	£7,294.33 01/07/19	W.P.S. Insurance Brokers & Risk Services Ltd - Fleet Insurance and Business Insurance	£7,294.33
2343	BACS1907 30	£76.28	£3.63	£72.65 08/07/19	Southern Electric - Street Lighting	£92.70
2353	BACS1907 30	£54.59	£5.31	£49.28 08/07/19	Northover G & Sons Ltd -	£179.60
1		£22.81	£3.80	£19.01	AS Fuel	
2		£31.78	£1.51	£30.27	AS Fuel	
2345	BACS1907 30	£29.99	£0.00	£29.99 09/07/19	Wilson Kenneth - Work Shoes	£29.99
2346	BACS1907 30	£426.96	£71.16	£355.80 09/07/19	Chubb Fire Ltd - Fire Extinguisher Service and Replacement	£426.96
2338	BACS1907 30	£43.74	£7.29	£36.45 10/07/19	The Consortium - Stationary and Paper	£43.74
2340	BACS1907 30	£19.00	£0.00	£19.00 11/07/19	D.B.Window Cleaning - Window Cleaning	£19.00
2339	BACS1907 30	£22.76	£3.79	£18.97 17/07/19	Recognition Express Eastern - Councillor Name Badges	£22.76
2337	BACS1907 30	£26.50	£0.00	£26.50 23/07/19	Society Of Local Council Clerks - Principal Membership Fee's	£26.50
2344	BACS1907 30	£125.01	£17.02	£107.99 23/07/19	Northover G & Sons Ltd - Fuel	£179.60
1		£32.00	£1.52	£30.48	AS Fuel	

Chair's initials:



2		£93.01	£15.50	£77.51		AS Fuel	
2336	BACS1907 30	£320.52	£53.42	£267.10	24/07/19	Reach Publishing Services - Grounds Operative Vacancy Advert	£320.52
2354	BACS1907 30	£24.00	£4.00	£20.00	24/07/19	DCM Tyres (Wessex) Ltd - John Deere Puncture Repair	£24.00
<b>Total</b>		£9,531.10	£299.74	£9,231.36			

July 2019 Salaries approval list

Total £10,076.60

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18/10/2019

**Sturminster Newton Town Council**

09:40

**Balance Sheet as at 30th September 2019**

**31st March 2019**

**31st March 2020**

		31st March 2019	31st March 2020
<b>Current Assets</b>			
0	Debtors	1,346	
0	VAT Control A/c	4,184	
0	Current Bank A/c	169,551	
0	Petty Cash	16	
0	Bath Building Society	76,473	
0	Public Sector Deposit Fund	76,305	
		0	327,875
<b>0 Total Assets</b>			<b>327,875</b>
<b>Current Liabilities</b>			
		0	0
<b>0 Total Assets Less Current Liabilities</b>			<b>327,875</b>
<b>Represented By</b>			
0	General Reserves		237,807
0	Earmarked Reserves		90,068
		0	327,875
		0	327,875

The above statement represents fairly the financial position of the authority as at 30th September 2019 and reflects its Income and Expenditure during the year.

Signed :  
Chairman \_\_\_\_\_ Date : \_\_\_\_\_

Signed :  
Responsible  
Financial \_\_\_\_\_ Date : \_\_\_\_\_

18/10/2019

## Sturminster Newton Town Council

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## Summary Income &amp; Expenditure by Budget Heading 01/10/2019

Month No: 6

## Cost Centre Report as at 30th September 2019

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100 Office & Administration	Income	301,521	301,350	(171)			100.1%
	Expenditure	67,034	140,143	73,109		73,109	47.8%
	Net Income over Expenditure	<u>234,486</u>	<u>161,207</u>	<u>(73,279)</u>			
	plus Transfer from EMR	2,919					
	Movement to/(from) Gen Reserve	<u>237,405</u>					
120 Civic & Ceremonial	Expenditure	618	2,687	2,069		2,069	23.0%
200 Grounds Staff Payroll	Expenditure	53,361	117,326	63,965		63,965	45.5%
210 Workshop Premises	Expenditure	2,164	3,082	918	10	908	70.5%
	plus Transfer from EMR	1,620					
	Movement to/(from) Gen Reserve	<u>(544)</u>					
220 Grounds Operations	Expenditure	6,510	15,526	9,016	26	8,990	42.1%
230 Sports Pavillion & Facilities	Income	245	3,900	3,655			6.3%
	Expenditure	2,796	2,467	(329)	151	(480)	119.5%
	Movement to/(from) Gen Reserve	<u>(2,551)</u>					
240 Town Clock	Expenditure	352	562	210		210	62.7%
260 Play Facilities	Expenditure	12	8,912	8,900		8,900	0.1%
280 Gardens & Ornamental	Expenditure	1,130	2,319	1,189		1,189	48.7%
300 Car Parks	Income	1,161	1,320	160			87.9%
	Expenditure	0	1,136	1,136		1,136	0.0%
	Movement to/(from) Gen Reserve	<u>1,161</u>					
320 Public Toilets	Expenditure	7,722	9,603	1,881	178	1,703	82.3%
	plus Transfer from EMR	4,000					
	Movement to/(from) Gen Reserve	<u>(3,722)</u>					
340 Allotments	Expenditure	0	54	54		54	0.0%
360 Cemetery	Income	2,677	4,500	1,823			59.5%
	Expenditure	762	1,963	1,201		1,201	38.8%
	Movement to/(from) Gen Reserve	<u>1,915</u>					
380 Sturminster Mill	Income	0	625	625			0.0%
	Expenditure	606	3,607	3,001		3,001	16.8%
	Movement to/(from) Gen Reserve	<u>(606)</u>					
400 Footway Lighting	Expenditure	539	7,623	7,084		7,084	7.1%
420 Town Centre	Expenditure	3,111	1,048	(2,063)		(2,063)	296.9%
440 Open Spaces	Expenditure	1,200	3,819	2,619		2,619	31.4%
480 Rights of Way	Expenditure	0	1,327	1,327		1,327	0.0%
500 Traffic Management	Expenditure	0	530	530		530	0.0%
540 Agency Agreements	Income	150	15,200	15,050			1.0%
900 Capital Projects	Expenditure	500	4,481	3,981		3,981	11.2%

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## Sturminster Newton Town Council

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## Summary Income &amp; Expenditure by Budget Heading 01/10/2019

Month No: 6

## Cost Centre Report as at 30th September 2019

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	305,753	326,895	21,142			93.5%
Expenditure	148,418	328,215	179,797	365	179,432	45.3%
Net Income over Expenditure	<u>157,335</u>	<u>(1,320)</u>	<u>(158,655)</u>			
plus Transfer from EMR	8,539					
Movement to/(from) Gen Reserve	<u>165,874</u>					

C Safety Action Plan

Category	Priority Rating	Action Required	Suggested Completion	Completed By
CHAINSAWS- OTHER- Chainsaws- Additional observation 1	H	Create safe system of work for all high risk work equipment- Chainsaw, tractor, ride on mower, etc.	05/02/2019	Completed September 2019 AD
FIRE SAFETY OVERVIEW-FIRE SAFETY- Other – Fire Safety – Additional observation 1	H	Recommend installing a heat detector in the kitchen in the council offices due to the increase of appliances. The level of fire risk has increased.	05/02/2019	Completed April 2019 AD
LEGIONELLA MANAGEMENT- GENERAL CONTROLS - Action: Legionella assessment required	H	Arrange for the premises to be assessed by a competent person to identify potential areas of Legionella growth including dead legs, long pipe runs, water tanks and old fittings. Include hose pipes and pressure washers as discussed for the council Office's, Pavilion and workshop.	05/02/2019	Completed April 2019 AD
LEGIONELLA MANAGEMENT- GENERAL CONTROLS - Action: Hot water monitoring required	H	Carry out a monthly check on hot water outlets in rotation to verify that the hot water in circulation is above 50°C. Record all readings as discussed. This needs to take place in all premises.	05/02/2019	Completed April 2019 AD
MANAGEMENT OF H&S- RISK ASSESSMENT - Action: Not carried out by competent persons	M	Ensure competent persons are employed to carry out and review the risk assessments.	29/04/2019	Completed April 2019 AD
FIRE SAFETY OVERVIEW- RISK ASSESSMENT - Action: Risk assessment not carried out	M	Carry out a commission specific fire risk assessment for Pavilion. As discussed update the council office's fire risk assessment to including the additional appliances in the kitchen.	29/04/2019	Completed 17/07/ 2019 AD
LEGIONELLA MANAGEMENT- GENERAL CONTROLS - Action: Outbreak procedure required	M	Develop procedures for dealing with a potential outbreak situation	29/04/2019	Completed October 2019 AD
NOTES - Additional observation 1	M	Asbestos - review contract to determine who's for checking the condition of the Asbestos at the Mill		Completed by EL April 2019