

STURMINSTER NEWTON TOWN COUNCIL

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

Tel: 01258 475136 Email: admin@sturminsternewton-tc.gov.uk

To: Members of the Finance & Personnel Committee



Dear Member,

You are hereby summoned to attend a meeting of the **Finance & Personnel Committee** which will be held on **Thursday 22nd November 2018** 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

16.11.2018

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.)
18/300	To receive comments and questions from members of the public	15 mins
18/301	To receive and if agreed approve apologies for absence	3 mins
18/302	To receive declarations of interests and approve written applications for dispensations	1 min
18/303	To approve the minutes of the previous meeting held on 25.10.2018*	1 min
18/304	To approve the list of payments checked by Cllrs Rose and Jones	1 min
18/305	To approve the statement of accounts and bank reconciliation as at 31.10.2018	5 mins
18/306	To approve the budget comparison and statement of reserves at 31.10.2018	5 mins
18/307	To approve the revision of the Town Council Employee Handbook*	10 mins
18/308	To approve the Town Council Budget and Precept for 2019/20	30 mins
18/309	To receive correspondence and discuss any issues raised	2 mins
18/310	To receive information from members and discuss proposals for future business	2 mins
18/311	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
18/312	To receive a report regarding the office staff structure and agree further actions	15 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 25th October 2018 in the Council Chamber at 7.15pm

Present :

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

Absent:

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

MINUTE NUMBER	COMMENTS	RESOLUTION <i>For each item, the proposer is named first followed by the seconder</i>
18/252	PUBLIC SESSION No comments were made or questions asked.	
18/253	APOLOGIES FOR ABSENCE There were no apologies for absence.	
18/254	DECLARATIONS OF INTERESTS AND DISPENSATIONS No declarations were declared and consequently no written dispensations had been received.	
18/255	MINUTES OF THE PREVIOUS COMMITTEE MEETING The minutes of the Finance & Personnel Committee Meeting held on 13.09.2018 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 Batstone Cllr Fraser
18/256	APPROVAL OF PAYMENTS The list of payments set out below were checked by Cllrs Rose and Taylor and APPROVED.	Cllr Rose Cllr Taylor
18/257	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 30.09.2018 set out below were APPROVED.	Cllr Fraser Cllr Taylor
18/258	BUDGET COMPARISON The Town Clerk presented the Budget Comparison and Statement of Reserves. The Budget Comparison and Statement of Reserves as at 30.09.2018, set out below were APPROVED.	Cllr Rose Cllr Jones

Chair's initials:

- 18/259 CONFIRMATION OF ROUTINE MONTHLY CHECKS
The Committee NOTED the reports of the inspections carried out in September and October by Cllrs Lacey and Taylor respectively.
- 18/260 GRANT APPLICATIONS
The Committee discussed the Council grant scheme and how it could be reshaped in the future as application forms and supporting documentation are received. The Clerk was asked to write to Revitalise and The Dorset Blind Association to advise that future grant requests should explain specifically how the money would benefit residents of Sturminster Newton.
The Committee, in exercise of the General Power of Competence, RECOMMENDED that the following awards be made by way to grant support:
a) to Age Concern the sum of £500
b) to Wyvern Credit Union the sum of £367.50
c) for the production of Who's Who 2019 £193 to be held by the Town Council until required.
- 18/261 INTERIM AUDIT REPORT
The Committee noted the content of the report and commended the Clerk and her team for their efforts.
- 18/262 FEES AND CHARGES
After considering the written report from the Town Clerk circulated with the meeting papers. The Committee were supportive of the proposed changes to the fee structure. It was agreed that proposals to charge to hire the Ricketts Lane carpark would be reviewed next year.
The Committee RECOMMENDED that the revised fees and charges are implemented as set out in the report.
- 18/263 TOWN COUNCIL DEBIT CARD
After considering the written report from the Town Clerk circulated with the meeting papers.
The Committee RECOMMENDED that the Town Clerk secure a debit card from Natwest on behalf of the Town Council.
- 18/264 INFORMATION FROM MEMBERS
Cllr Lacey commented that there were too many posters on the barriers adjacent to the Bridge and that the display did not appear to comply with Town Council policy.
Cllr Lacey also noted that the Police have been an active presence in the town.
Cllr Donaldson noted that a previous Chairman of the Town Council, Nora Puckett had passed away.
- 18/265 CORRESPONDENCE
The Town Clerk reported that no correspondence within the Committee's terms of reference has been received
- 18/266 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

Cllr Taylor
Cllr Rose

Cllr Batstone
Cllr Rose

Cllr Batstone
Cllr Rose

Cllr Fraser
Cllr Taylor

Chair's initials:

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

18/267 BUDGET PRORITIES 2019/20

The Town Clerk presented a summary of the 2018/19 and first draft of the 2019/2020 budgets. The Committee discussed a number of scenarios for the revenue budget. It was agreed that the Town Clerk would present the final budget for consideration at the next meeting.

The Chairman declared the meeting closed at 9.15 p.m.

*Emma Lindsay
Town Clerk*

Sturminster Newton Town Council

BACS Payments for 25 Oct 18 F&P approval list

Start of year

01/04/18

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
1820	BACS1810 29A	£70.57	£11.76	£58.81 30/09/18	Condor Office Solutions - Photocopy Charges 08/08-12/09	
1821	BACS1810 29A	£23.59	£3.93	£19.66 24/09/18	Condor Office Solutions - Photocopying 12/9-24/9	
1822	BACS1810 29A	£30.49	£5.08	£25.41 30/06/18	Condor Office Solutions - Photocopying 11/5-12/6	
1823	BACS1810 29A	£211.50	£35.25	£176.25 31/07/18	Condor Office Solutions - Photocopier Quarterly Lease Charge/Copies 12/6-10/7	£336.15
1825	BACS1810 29C	£52.74	£0.00	£52.74 30/09/18	The Exchange - Water Recharge (Useage Adjustment)	£52.74
1826	BACS1810 29D	£19.00	£0.00	£19.00 03/10/18	D.B.Window Cleaning - Office Window Cleaning	£19.00
1827	BACS1810 29E	£170.05	£28.34	£141.71 01/10/18	SturQuest - Telephone Calls Jul-Sep, Rental Oct-Dec	£170.05
1828	BACS1810 29F	£140.00	£0.00	£140.00 08/10/18	Dorset Association of Parish & Town Councils - Clerks Seminar 18/9 EL & LP	£140.00
1829	BACS1810 29G	£360.00	£60.00	£300.00 31/07/18	Farnfields Solicitors - Legal Advice relating to The Exchange leases	£360.00
1830	BACS1810 29H	£70.74	£3.36	£67.38 18/10/18	Southern Electric - Footway Lighting	
1831	BACS1810 29H	£15.69	£0.74	£14.95 01/10/18	Southern Electric - Footway Lighting	£86.43
1832	BACS1810	£32.47	£0.00	£32.47 18/10/18	Water2business - Watering	

Chair's initials:

	29J					Point Railway Gardens 15278831	
1833	BACS1810 29J	£59.58	£0.00	£59.58	18/10/18	Water2business - Standpipe at Filbridge Rise Allotments 19746686	£92.05
1834	BACS1810 29K	£37.62	£1.79	£35.83	10/10/18	Northover G & Sons Ltd - Fuel	£37.62
1835	BACS1810 29L	£92.74	£15.46	£77.28	11/09/18	Sturminster Newton Building Supplies - Top Soil and Tarmac Recharge to Cheese Festival	£92.74
1836	BACS1810 29M	£420.00	£70.00	£350.00	30/07/18	Redlynch Leisure - Welding & Repairs to Gym Equipment	£420.00
1837	BACS1810 29N	£110.40	£18.40	£92.00	14/10/18	J.A.T Electrical - Plug Socket Repairs Market Place Xmas Tree Plug	£110.40
1838	BACS1810 29P	£177.60	£29.60	£148.00	11/10/18	Rigby Taylor - Line Parking Paint	£177.60
1848	BACS1810 29Q	£300.00	£0.00	£300.00	23/10/18	Naylor Mrs P - Finance Training Support	£300.00
Total		£2,394.78	£283.71	£2,111.07			

Salaries September 2018

Total £10794.89

Financial Summary - Cashbook

Summary between 01/04/18 and 30/09/18 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	£284,414.70	£36.83	£284,451.53
Amenities & Services	£8,458.35	£529.15	£8,987.50
Capital Projects	£1,000.05	£0.00	£1,000.05
Total Receipts	£293,873.10	£565.98	£294,439.08

PAYMENTS

	Net	Vat	Gross
Office & Administration	£83,464.60	£1,574.43	£85,039.03
Amenities & Services	£71,543.27	£1,968.44	£73,511.71
Capital Projects	£13,112.10	£321.60	£13,433.70
Total Payments	£168,119.97	£3,864.47	£171,984.44

Closing Balances

Ordinary Accounts

Bath Building Society	£75,904.18
Current Account	£148,221.12

Chair's initials:

Petty Cash	£200.00
Public Sector Deposit Fund	£75,739.10
Total	£300,064.40

Bank Reconciliation as at 30th September 2018

Petty Cash	£200.00
Less O/S Items	£13.15
	£186.85

Financial Budget Comparison

Comparison between 01/04/18 and 30/09/18 inclusive.

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

	2018/2019	Actual Net	Balance	
INCOME				
Office & Administration				
100	Precept	£277,182.00	£277,182.00	£0.00
105	Contributions to Expenditure	£970.00	£0.00	-£970.00
110	Interest - Public Sector Deposit Fund	£150.00	£161.30	£11.30
115	Interest - Bath Building Society	£150.00	£0.00	-£150.00
120	Chamber hire	£800.00	£0.00	-£800.00
125	Grants received	£0.00	£318.00	£318.00
130	Photocopying, printing, etc.	£5.00	£0.00	-£5.00
135	Insurance Settlements	£0.00	£0.00	£0.00
140	VAT reclaimed	£0.00	£1,165.23	£1,165.23
199	Other	£0.00	£184.20	£184.20
	Total Office & Administration	£279,257.00	£279,010.73	£246.27
Amenities & Services				
200	Recreation Grounds	£4,250.00	£417.00	-£3,833.00
205	Cemetery	£4,500.00	£2,090.00	-£2,410.00
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	£2,270.00	£2,270.00
	Total Amenities & Services	£24,575.00	£5,463.29	£19,111.71
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	£285,474.07	-£18,357.93
EXPENDITURE				
Office & Administration				
1000	Office staff payroll	£91,938.00	£52,257.35	£39,680.65
1010	Office premises	£8,446.00	£4,360.77	£4,085.23
1020	Office facilities & operations	£13,390.00	£4,462.72	£8,927.28
1030	Insurance	£7,004.00	£7,195.16	-£191.16
1040	Bank Charges	£515.00	£141.35	£373.65

Chair's initials:

1045	Professional fees	£5,150.00	£2,675.00	£2,475.00
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 30/09/18 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	£80,283.18	-£67,594.82
Amenities & Services				
2000	Grounds staff payroll	£116,826.00	£51,760.69	£65,065.31
2010	Workshop premises	£2,652.00	£1,079.99	£1,572.01
2020	Grounds operations	£10,249.00	£6,572.10	£3,676.90
2030	Sports pavilion & facilities	£2,395.00	£864.33	£1,530.67
2040	Town Clock	£546.00	£91.51	£454.49
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	£2,229.46	£7,967.54
2090	Allotments	£52.00	£0.00	£52.00
2100	Cemetery	£1,906.00	£1,096.05	£809.95
2110	Sturminster Mill	£3,502.00	£2,993.54	£508.46
2120	Footway lighting	£4,069.00	£680.02	£3,388.98
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	£472.00	-£163.00
2170	Rights of Way	£1,288.00	£0.00	£1,288.00
2180	Traffic management	£515.00	£0.00	£515.00
2190	Tree management	£1,545.00	£0.00	£1,545.00
2999	Other	£0.00	£1.00	-£1.00
Total Amenities & Services		£168,838.00	£68,511.22	-£100,326.78
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	£160,044.40	£161,152.60
Total Income		£303,832.00	£285,474.07	-£18,357.93
Total Expenditure		£321,197.00	£160,044.40	£161,152.60
Total Net Balance		-£17,365.00	£125,429.67	

Approved on Chair's signature:

Chair's initials:



Sturminster Newton Town Council

Finance and Personnel Committee 22nd November 2018

Revision of the Employee Handbook

1. Introduction

The Town Council has a contract with Ellis Whittam to provide, Human Resources, Health and Safety and Legal advice. As part of this arrangement Ellis Whittam periodically recommends changes to Town Council documentation in line with current legislation.

2. Proposed amendments

Ellis Whittam has recommended the following amendments to the Town Council Employee handbook:

- All employees with 6 months service now have the right to apply to work flexibly and this is now included in the new policy.
- Fathers and partners are now entitled to take unpaid time off to attend ante-natal appointments. The right is for unpaid time off to attend up to two ante-natal appointments, each of up to a maximum of six and a half hours. New text has been added to the maternity policy to cover this.
- Additional Paternity Leave has been replaced by Shared Parental leave.
- There is a new section 14 on Shared Parental Leave dealing with this new right that applies to parents of children born or due to be born on or after 5th April 2015.
- Parental leave can be exercised up until the child's 18th birthday.
- Parents who are intending to foster under the Fostering for Adoption Scheme are now also entitled to Adoption Leave.
- Parents who are intending to adopt are entitled to time off to attend adoption appointments. However if they exercise this right they may not then go on to take paternity leave in respect of the same child.
- Statutory Adoption Pay is now the same as statutory maternity pay.
- There is no longer a requirement to have 26 weeks service in order to take adoption leave.
- There is a new section the handbook referring the employee to the separate Town Council Data Protection Policy.
- The Modified Council procedure for Former employees has been removed as the ACAS code dealing with these matters no longer requires employers to deal with grievances from previous employees.

3. Recommendation

That the Committee resolves to recommend the adoption of the revised Sturminster Newton Employee handbook.

Town Clerk