

STURMINSTER NEWTON TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE & PERSONNEL COMMITTEE

Held on Thursday 23rd January 2020 in the Council Chamber at 7.15pm

Present :

Councillor G Rose (Chair)

Councillor H Lacey (ex officio)

Councillor A Donaldson (Vice Chair)

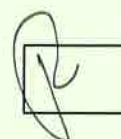
Councillor M Roake

Councillor M Jones (ex officio)

Absent: Cllr S Bevis Cllr C Fraser

In Attendance: One member of the Public, Cllr R Taylor and Emma Lindsay (Town Clerk)

MINUTE NUMBER	COMMENTS	RESOLUTION <i>For each item, the proposer is named first followed by the seconder</i>
FP/01/20	PUBLIC SESSION No comments were made or questions asked.	
FP/02/20	APOLOGIES FOR ABSENCE Apologies were received from Cllrs Fraser and Bevis	
FP/03/20	DECLARATIONS OF INTERESTS AND DISPENSATIONS Cllrs Donaldson and Jones declared an interest in the Literary Festival grant application Cllr Roake declared an interest in the Sturminster Newton Heritage Society grant application	
FP/04/20	MINUTES OF THE PREVIOUS COMMITTEE MEETING The minutes of the Finance & Personnel Committee Meeting held on 29.11.2019 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.	Cllr Rose Cllr Donaldson
FP/05/20	APPROVAL OF PAYMENTS The list of payments below were checked by Cllrs Lacey and Roake and APPROVED. A query was raised regarding a payment to Royal Images which was clarified the following day.	Cllr Lacey Cllr Roake
FP/06/20	STATEMENT OF ACCOUNTS The Town Clerk presented the Balance Sheet as at 31 st December 2019. The Balance Sheet as at 31.12.2019 was APPROVED.	Cllr Rose Cllr Roake
FP/07/20	BUDGET COMPARISON The Town Clerk presented the Budget Comparison and advised that the General Reserve currently held is £89,253 The Budget Comparison and Statement of Reserves as at	



31.12.2019 were APPROVED.

Cllr Roake
Cllr Rose

FP/09/20

GRANT AWARDS

Following consideration of the grant applications the Committee, in exercise of the Power of Competence RECOMMENDED the following awards be made by grant support for the financial year 2019/20.

Yewstock School £300

Cllr Jones
Cllr Donaldson

Sturminster Newton Football Club £300

Cllr Rose
Cllr Lacey

Open Spaces Group up to £100 (dependent on printing costs)

Cllr Roake
Cllr Jones

Sturminster Newton Heritage Trust £500

Cllr Jones
Cllr Rose

Sturminster Newton Literary Festival £500

Cllr Roake
Cllr Lacey

Wyvern Credit Union £290

Cllr Rose
Cllr Donaldson

Taboo Theatre Company £300

Cllr Roake
Cllr Lacey

Unity Community Magazine £500

Cllr Jones
Cllr Donaldson

FP/10/20

TRAINING AND DEVELOPMENT POLICY

Following consideration of the revised policy.

The Committee Resolved to RECOMMEND the adoption of the revised Council Training and Development Policy

Cllr Rose
Cllr Roake

FP/11/20

FEES AND CHARGES 2020/21

Following consideration of the revised fees and Charges.

The Committee resolved to RECOMMEND that the revised fees and charges are implemented for 2020/21

FP/12/20

CORRESPONDENCE

The Town Clerk reported that no correspondence within the Committee's terms of reference has been received.

FP/13/19

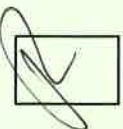
INFORMATION FROM MEMBERS

Cllr Taylor advised that he had dealt with a query from a member of the public regarding the budget for 2020/21.

The Chairman declared the meeting closed 8.14 p.m.


30/7/20

Chair's initials:



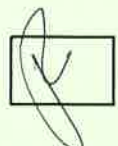
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Net</u>	<u>£ VAT</u>	<u>Transaction Detail</u>	<u>£ Total</u>
02/12/2019	DORSET COUNCIL	DD	437.00		Office Business Rates Dec 19	437.00
02/12/2019	DORSET COUNCIL	DD	152.00		Cemetery Business Rates Dec 19	152.00
02/12/2019	PUBLIC WORK LOAN	DD	7708.76		Loan Repayment	7708.76
09/12/2019	LEDZIP LIGHTING LTD	DDR	94.50	18.90	LED Light for Town Sign	113.40
11/12/2019	ROYAL LONDON	Debit Card	1750.99		Pension Contributions Nov 19	1750.99
12/12/2019	ROYAL IMAGES	Debit Card	173.00	34.60	Photos Queen and Prince Philip	207.60
12/12/2019	ROYAL IMAGES	Debit Card	-18.00	-3.60	Refund of eligible discount	-21.60
16/12/2019	DORSET COUNCIL	DD	246.00		Public Toilets Business Rates Dec 19	246.00
16/12/2019	ICO	DD	35.00		Data Protection Fee	35.00
16/12/2019	BANKLINE	DD	5.20		Monthly Charges Dec 19	5.20
24/12/2019	HMRC	BACS	2958.15		Staff PAYE & NIC	2958.15
30/12/2019	ROYAL LONDON	DD	2022.05		Pension Contributions Dec 2019	2002.05
31/12/2019	NATWEST	DD	8.62		Monthly Charges	8.62
TOTAL						15603.17
20/12/2019	SALARIES	BACS	11302.78			



Linked to Cashbook 1

Entered Month 9

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TOT001 Total Gas & Power							
<i>Elec Public Toilets 1/11-30/11</i>	06/12/2019	203133749/19	1	58.62	0.00	58.62	0.00
<i>Electricity Clock 1/11-30/11</i>	06/12/2019	203133750/19	1	18.22	0.00	18.22	0.00
<i>Elec Mill 1/11-30/11</i>	06/12/2019	203133760/19	1	23.17	0.00	23.17	0.00
<i>Elec Pavilion 1/11-30/11</i>	06/12/2019	203133771	1	157.86	0.00	157.86	0.00
					0.00	257.87	
Above paid on 01/12/2019 by Electronic Payment Ref DD241219							
ISU01 ISUZU							
<i>Vehicle Lease December 19</i>	02/12/2019	MRI9533547	1	654.78	0.00	654.78	0.00
					0.00	654.78	
Above paid on 01/12/2019 by Electronic Payment Ref DD311219							
PRO01 PRODIGY							
<i>Monthly IT Support Dec 19</i>	02/12/2019	SIL35915	1	253.14	0.00	253.14	0.00
					0.00	253.14	
Above paid on 01/12/2019 by Electronic Payment Ref DD241219B							
HAR002 Harvest Energy							
<i>Fuel</i>	10/12/2019	124281	1	58.51	0.00	58.51	0.00
					0.00	58.51	
Above paid on 01/12/2019 by Electronic Payment Ref DD171219							
Preliminary Payment Total						0.00	1,224.30



17/01/2020

Sturminster Newton Town Council

12:50

Balance Sheet as at 31st December 2019

31st March 2019

31st March 2020

Current Assets			
0	Debtors	1,346	
0	VAT Control A/c	3,495	
0	Current Bank A/c	85,915	
0	Petty Cash	75	
0	Bath Building Society	76,473	
0	Public Sector Deposit Fund	76,441	
<u>0</u>		<u></u>	243,744
	0 Total Assets		243,744
Current Liabilities			
<u>0</u>		<u></u>	0
	0 Total Assets Less Current Liabilities		243,744
Represented By			
0	General Reserves		162,457
0	Earmarked Reserves		81,287
<u>0</u>		<u></u>	<u>243,744</u>

The above statement represents fairly the financial position of the authority as at 31st December 2019 and reflects its Income and Expenditure during the year.

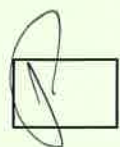
Signed :
Chairman



Date : 30/12/20

Signed :
Responsible
Financial

_____ Date : _____



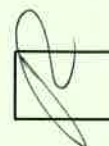
Summary Income & Expenditure by Budget Heading 31/12/2019

Month No: 9

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100 Office & Administration	Income	302,755	301,350	(1,405)			100.5%
	Expenditure	106,803	140,143	33,340	102	33,238	76.3%
	Net Income over Expenditure	<u>195,953</u>	<u>161,207</u>	<u>(34,746)</u>			
	plus Transfer from EMR	2,919					
	Movement to/(from) Gen Reserve	<u>198,871</u>					
120 Civic & Ceremonial	Expenditure	1,005	2,687	1,682		1,682	37.4%
200 Grounds Staff Payroll	Expenditure	84,776	117,326	32,551		32,551	72.3%
210 Workshop Premises	Expenditure	6,426	3,082	(3,344)	10	(3,354)	208.8%
	plus Transfer from EMR	4,896					
	Movement to/(from) Gen Reserve	<u>(1,728)</u>					
220 Grounds Operations	Expenditure	9,585	15,526	5,941	15	5,925	61.8%
230 Sports Pavilion & Facilities	Income	852	3,900	3,048			21.8%
	Expenditure	3,313	2,467	(846)	151	(997)	140.4%
	Movement to/(from) Gen Reserve	<u>(2,461)</u>					
240 Town Clock	Expenditure	434	562	128		128	77.2%
260 Play Facilities	Expenditure	6,363	8,912	2,549	2,772	(223)	102.5%
	plus Transfer from EMR	5,703					
	Movement to/(from) Gen Reserve	<u>(660)</u>					
280 Gardens & Ornamental	Expenditure	1,682	2,319	637	23	614	73.5%
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	11,150	9,603	(1,547)	137	(1,684)	117.5%
	plus Transfer from EMR	4,000					
	Movement to/(from) Gen Reserve	<u>(7,150)</u>					
340 Allotments	Expenditure	13	54	41		41	23.4%
360 Cemetery	Income	3,427	4,500	1,073			76.2%
	Expenditure	1,218	1,963	745		745	62.1%
	Movement to/(from) Gen Reserve	<u>2,209</u>					
380 Sturminster Mill	Income	0	625	625			0.0%
	Expenditure	1,720	3,607	1,887		1,887	47.7%
	Movement to/(from) Gen Reserve	<u>(1,720)</u>					
400 Footway Lighting	Expenditure	2,966	7,623	4,657		4,657	36.9%
420 Town Centre	Expenditure	4,588	1,048	(3,540)		(3,540)	437.8%
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	9,250	15,200	5,950			60.9%
900 Projects	Expenditure	1,000	4,481	3,481		3,481	22.3%

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Summary Income & Expenditure by Budget Heading 31/12/2019

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	317,446	328,895	9,468			97.1%
Expenditure	244,240	328,215	83,975	3,211	80,764	76.4%
Net Income over Expenditure	<u>73,204</u>	<u>(1,320)</u>	<u>(74,524)</u>			
plus Transfer from EMR	<u>17,328</u>					
Movement to/(from) Gen Reserve	<u>90,532</u>					

Approved on
30/7/20

Chair's signature:



Chair's initials:

