

**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 :

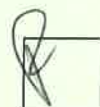
Councillor H Lacey (ex officio)  
 Councillor G Rose (Chair)  
 Councillor M Jones (ex officio)  
 Councillor R Taylor (Vice Chair)  
 Councillor C Fraser

Absent:

Councillor P Batstone

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

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

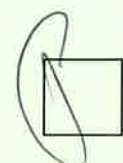
## Sturminster Newton Town Council

### BACS Payments 13/09/18 - approval list

year 01/04/18

Start of

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
August 1		£58.69	£9.78	£48.91	OA Electricity Recharges 2018	
August 2		£5.81	£0.97	£4.84	OA Alarms Recharges	
August 3		£12.00	£0.00	£12.00	OA Water Recharges	
August 4		£27.41	£4.57	£22.84	OA Gas Recharges	
August 5		£2.60	£0.43	£2.17	OA Refuse Recharges	
August 6		£17.26	£0.00	£17.26	OA Insurance Recharges 2018	
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 18D	£54.00	£9.00	£45.00 17/08/18	Hart & Sons (Dorset) Ltd - Flask and Kettle	£110.84



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
<b>Total</b>		£1,077.14	£92.96	£984.18			

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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
<b>Total</b>	<b>£177,609.76</b>

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
<b>Total Receipts</b>	<b>£154,482.98</b>	<b>£565.98</b>	<b>£155,048.96</b>

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
<b>Total Payments</b>	<b>£146,562.96</b>	<b>£2,881.50</b>	<b>£149,444.46</b>

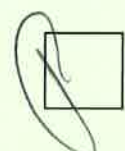
Closing Balances

### Ordinary Accounts

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

Bank Reconciliation as at 31<sup>st</sup> August 2018

Petty Cash	£200.00
Les o/s Items	£123.88
<b><u>£76.12</u></b>	

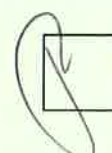


# Financial Budget Comparison

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	
<b>INCOME</b>				
<b>Office &amp; Administration</b>				
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
<b>Total Office &amp; Administration</b>		<b>£279,257.00</b>	<b>£140,190.57</b>	<b>£139,066.43</b>
<b>Amenities &amp; Services</b>				
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
<b>Total Amenities &amp; Services</b>		<b>£24,575.00</b>	<b>£4,763.29</b>	<b>£19,811.71</b>
<b>Capital Projects</b>				
300	Developer Contributions	£0.00	£0.00	£0.00
399	Other contributions, grants & donations	£0.00	£1,000.05	£1,000.05
<b>Total Capital Projects</b>		<b>£0.00</b>	<b>£1,000.05</b>	<b>-£1,000.05</b>
<b>Total Income</b>		<b>£303,832.00</b>	<b>£145,953.91</b>	<b>-£157,878.09</b>
<b>EXPENDITURE</b>				
<b>Office &amp; Administration</b>				
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



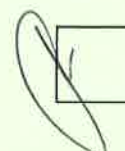


## Financial Budget Comparison

Comparison between 01/04/18 and 31/08/18 inclusive.

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

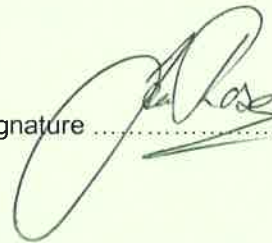
		2018/2019	Actual Net	Balance
1090	VAT paid	£0.00	£0.00	£0.00
1999	Other	£0.00	£0.00	£0.00
<b>Total Office &amp; Administration</b>		<b>£147,878.00</b>	<b>£70,278.69</b>	<b>-£77,599.31</b>
<b>Amenities &amp; Services</b>				
2000	Grounds staff payroll	£116,826.00	£42,559.54	£74,266.46
2010	Workshop premises	£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
<b>Total Amenities &amp; Services</b>		<b>£168,838.00</b>	<b>£55,586.99</b>	<b>-£113,251.01</b>
<b>Capital Projects</b>				
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
<b>Total Capital Projects</b>		<b>£4,481.00</b>	<b>£11,250.00</b>	<b>£6,769.00</b>
<b>Total Expenditure</b>		<b>£321,197.00</b>	<b>£137,115.68</b>	<b>£184,081.32</b>
Total Income		£303,832.00	£145,953.91	-£157,878.09
Total Expenditure		£321,197.00	£137,115.68	£184,081.32
<b>Total Net Balance</b>		<b>-£17,365.00</b>	<b>£8,838.23</b>	



Approved on

25/10/18

Chair's Signature



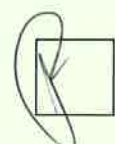
## **BUSINESS PLANNING – SATURDAY 30<sup>TH</sup> JUNE 2018**

### **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.

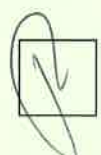
### **PRIORITY THEMES:**

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.

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