

STURMINSTER NEWTON TOWN COUNCIL**MINUTES OF A MEETING OF THE FINANCE & PERSONNEL COMMITTEE**Held on Thursday 25th January 2018 in the Council Chamber at 7.15pmPresent :

Councillor H. Lacey (Chair)
 Councillor G. Rose (Vice-Chair)
 Councillor N. Cowell
 Councillor A. Donaldson (*ex officio*)

Councillor V. Fox
 Councillor C. Spackman
 Councillor C. Fraser

Absent:In Attendance: One member of the public and Emma Lindsay (Town Clerk)

MINUTE NUMBER	COMMENTS	RESOLUTION <i>For each item, the proposer is named first followed by the seconder</i>
18/340	PUBLIC SESSION No comments were made or questions asked.	
18/341	APOLOGIES FOR ABSENCE There were no apologies for absence	
18/342	DECLARATIONS OF INTERESTS AND DISPENSATIONS The Town Clerk declared an interest in agenda item 18/350 as an employee of the Council.	
18/343	MINUTES OF THE PREVIOUS COMMITTEE MEETING The minutes of the Finance & Personnel Committee Meeting held on 14.12.2017 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. Fraser Cllr. Rose
18/344	APPROVAL OF PAYMENTS The list of payments set out below on page 2559- 61 and the quarterly schedule of payments by direct debit and standing order and checked by Cllrs. Donaldson and Rose were APPROVED.	Cllr. Donaldson Cllr. Rose
18/345	STATEMENT OF ACCOUNTS AND BANK RECONCILIATION The Statement of Accounts and Bank Reconciliation Statement as at 25.01.18 set out on page 2561 below were APPROVED.	Cllr. Fraser Cllr. Fox
18/346	BUDGET COMPARISON The Town Clerk presented the Budget Comparison as at 19.01.18, set out on pages 2562 to 65	
18/347	CONFIRMATION OF ROUTINE MONTHLY CHECKS The Committee NOTED the reports of the inspections carried out in	

December and January by Councillors Donaldson and Fraser respectively.

18/348 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

CONFIDENTIAL MATTERS

The confidential matters are minuted in the Confidential Minute Book page 227

18/351 Town Council Budget and Precept for 2018/19

The Clerk presented the budget for 2018/19 attached at Annex A. The Committee RECOMMENDED the APPROVAL of the Budget for 2018/19 and Precept of £277,182 (Cllr. Cowell only voted against)

Cllr Fraser
Cllr Donaldson

18/352 CORRESPONDENCE

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

18/353 INFORMATION FROM MEMBERS

Cllr. Fox reported as follows:

- a. The pavement outside Eyes Right had been patched with tarmac. Cllr Lacey advised that this was a temporary measure and that the pavier would be replaced in due course.

The Chairman declared the meeting closed at 8.16 p.m.

*Emma Lindsay
Town Clerk*

Approved on:

Chair's signature:



Sturminster Newton Town Council
Payments 25th January 2018

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
1280	002325	£9.34	£0.44	£8.90 18/12/17	Southern Electric - Market stalls electricity	
1281	002325	£15.05	£0.71	£14.34 19/12/17	Southern Electric - Market stalls electricity	£24.39
1304	002326	£90.00	£0.00	£90.00 08/12/17	Stockley S.A. & Son Plumbers Ltd - Service showers in pavilion	£90.00
1282	BACS1801 31A	£353.00	£0.00	£353.00 06/12/17	Blandford Garden Machinery Ltd - Vehicles repairs-HG55XCW	£353.00
1264	BACS1801 31B	£703.20	£117.20	£586.00 02/01/18	Blandford Office Furniture Ltd - Desk for Clerks office	£703.20
1306	BACS1801 31C	£149.33	£24.89	£124.44 10/01/18	Blandford Tools Ltd - Air Compressor	£149.33
1267	BACS1801 31D	£20.63	£3.44	£17.19 31/12/17	Condor Office Solutions - Photocopies	£20.63
1272	BACS1801 31E	£19.00	£0.00	£19.00 05/01/18	D.B.Window Cleaning - Office window cleaning	£19.00
1308	BACS1801 31F	£489.60	£81.60	£408.00 15/11/17	Fenland Leisure Products Ltd - Grasslok for Skatepark, repairs for Rixon swings	£489.60
1		£412.80	£68.80	£344.00	CPC Grasslok mats for skatepark	
2		£76.80	£12.80	£64.00	ASC Chains for Rixon Rec swings	
1302	BACS1801 31G	£8.57	£1.43	£7.14 22/12/17	Hart & Sons (Dorset) Ltd - Coach bolts & spray paint	
1		£4.20	£0.70	£3.50	ASC Coach bolts for benches	
2		£4.37	£0.73	£3.64	ASC Spray paint for Ford Transit	
1305	BACS1801 31G	£32.16	£5.36	£26.80 07/12/17	Hart & Sons (Dorset) Ltd - Bench repairs	£40.73
1266	BACS1801 31H	£37.18	£6.20	£30.98 31/12/17	Lyreco Uk Ltd - Calculator & adding machine rolls	£37.18
1		£29.99	£5.00	£24.99	OAC Calculator	
2		£7.19	£1.20	£5.99	OAC Calculator rolls	
1283	BACS1801 31J	£20.23	£3.37	£16.86 11/10/17	Northover G & Sons Ltd - Fuel	£20.23
1265	BACS1801 31K	£124.61	£20.77	£103.84 27/12/17	Octopus Personnel - Temp services w/e 24/12/17	
1274	BACS1801 31K	£311.52	£51.92	£259.60 18/12/17	Octopus Personnel - Office temp w/e 17/12/17	£436.13



**Sturminster Newton Town Council
Payments 25th January 2018**

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
1278	BACS1801 31L	£102.00	£17.00	£85.00 18/12/17	Partnership Security Ltd - Intruder alarm service- Workshop	£102.00
1279	BACS1801 31M	£259.86	£43.31	£216.55 06/12/17	Rochford Garden Machinery Ltd - John Deere repairs	£259.86
1276	BACS1801 31N	£185.00	£0.00	£185.00 21/12/17	Society Of Local Council Clerks - Society membership	£185.00
1268	BACS1801 31P	£408.00	£68.00	£340.00 21/12/17	Society Of Local Council Clerks - Clerks CiLCA training	£408.00
1277	BACS1801 31R	£38.46	£6.41	£32.05 07/12/17	Sturminster Newton Building Supplies - Glue & woodstain for benches	
1285	BACS1801 31R	£20.03	£3.34	£16.69 06/12/17	Sturminster Newton Building Supplies - Paint brushes etc for bench repairs	
1286	BACS1801 31R	£77.44	£12.91	£64.53 12/12/17	Sturminster Newton Building Supplies - Wood etc for bench repairs	£135.93
1275	BACS1801 31S	£23.98	£4.00	£19.98 18/12/17	123-Reg Ltd - 123-reg domain name reimbursement	£23.98
1269	BACS1801 31T	£1,193.29	£198.88	£994.41 29/12/17	SSE Contracting Ltd - Broad Oak Street Lighting contract	£1,193.29
1273	BACS1801 31V	£135.01	£22.50	£112.51 01/01/18	SturQuest - Office Telephone charges	£135.01
1284	BACS1801 31W	£118.82	£15.75	£103.07 31/12/17	The Exchange - Office recharges December 2017	£118.82
1		£58.69	£9.78	£48.91	OAC Office electricity-December	
2		£5.81	£0.97	£4.84	OAC Office alarms-December 2017	
3		£12.00	£0.00	£12.00	OAC Office water-December 2017	
4		£27.41	£4.57	£22.84	OAC Office gas-December 2017	
5		£2.60	£0.43	£2.17	OAC Office refuse-December 2017	
6		£12.31	£0.00	£12.31	OAC Office insurance-December	
1307	BACS1801 31X	£385.00	£0.00	£385.00 04/01/18	Wyvern Credit Union Ltd - Grant	£385.00
1303	BACS1801 31Z	£257.94	£42.99	£214.95 08/12/17	4D Signs - Signage fir cycle park in Station Rd car park	£257.94
Total		£5,588.25	£752.42	£4,835.83		



Salaries 26th January 2018

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
1325-34	BACS1801 26A-K	£10761.23	£0.00	£10761.23 22/01/18	Various employees Salaries - January 2018	£10761.23

Financial Summary – Cashbook Financial Summary - Cashbook

Summary between 01/04/17 and 25/01/18 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 Committee	£248,914.58	£34.05	£248,948.63
Amenities & Services Committee	£18,274.50	£2,681.22	£20,955.72
Capital Projects Committee	£80,488.00	£0.00	£80,488.00
Total Receipts	£347,677.08	£2,715.27	£350,392.35
PAYMENTS	Net	Vat	Gross
Full Council	£12.19	£0.00	£12.19
Office & Administration Committee	£91,709.08	£3,012.67	£94,721.75
Amenities & Services Committee	£99,022.80	£3,340.49	£102,363.29
Capital Projects Committee	£114,023.87	£21,156.92	£135,180.79
Total Payments	£304,767.94	£27,510.08	£332,278.02

Closing Balances

Ordinary Accounts

Bath Building Society	£75,904.18
Current Account	£72,949.56
Petty Cash	£200.00
Public Sector Deposit Fund	£75,465.75
Total	£224,519.49



Financial Budget Comparison

Comparison between 01/04/17 and 19/01/18 inclusive. Includes due and unpaid transactions.
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
91105	2016/17 Neighbourhood Development Plan	£0.00	£0.00
91125	2016/17 Community Garden Project	£0.00	£0.00
Total Full Council		£0.00	£0.00
Office & Administration Committee			
100	Precept	£229,674.00	£229,674.00
105	Contributions to Expenditure	£970.00	£387.25
110	Interest - Public Sector Deposit Fund	£150.00	£105.25
115	Interest - Bath Building Society	£150.00	£0.00
120	Chamber hire	£1,000.00	£612.50
125	Grants received	£0.00	£0.00
130	Photocopying, printing, etc.	£20.00	£0.00
135	Insurance Settlements	£0.00	£0.00
140	VAT reclaimed	£1,150.00	£3,458.10
199	Other	£0.00	£0.00
Total Office & Administration Committee		£233,114.00	£234,237.10
Amenities & Services Committee			
200	Recreation Grounds	£4,250.00	£1,180.00
205	Cemetery	£5,250.00	£3,320.00
210	Agency Agreements	£6,200.00	£4,451.12
215	Street cleansing	£9,000.00	£9,000.00
220	Contributions	£625.00	£576.19
225	Allotments	£0.00	£12.19
299	Other	£0.00	£0.00
Total Amenities & Services Committee		£25,325.00	£18,539.50
Capital Projects Committee			
300	Developer Contributions	£75,000.00	£0.00
399	Other contributions, grants & donations	£0.00	£5,488.00
Total Capital Projects Committee		£75,000.00	£5,488.00
Total Income		£333,439.00	£258,264.60



Financial Budget Comparison

Comparison between 01/04/17 and 19/01/18 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/17

	2017/2018	Actual Net	Balance
EXPENDITURE			
Full Council			
95040	2016/17 Petty Cash	£0.00	£0.00
95050	2016/17 Accounting Costs	£0.00	£0.00
95070	2016/17 Other pre-committed	£0.00	£0.00
95110	2016/17 Grounds Maintenance	£0.00	£0.00
95115	2016/17 Workshop heating	£0.00	£0.00
95135	2016/17 Town Orderly Service	£0.00	£0.00
95140	2016/17 Allotments - Filbridge Rise	£0.00	£0.00
95155	2016/17 Street Furniture	£0.00	£0.00
95175	2016/17 Butts Pond LNR	£0.00	£0.00
95180	2016/17 Railway Gardens	£0.00	£0.00
95200	2016/17 General	£0.00	£0.00
95265	2016/17 Market Column	£0.00	£0.00
95300	2016/17 Community Garden Project	£0.00	£0.00
Total Full Council	£0.00	£0.00	£0.00
Office & Administration Committee			
1000	Office staff payroll	£52,000.00	£48,350.55
1010	Office premises	£8,200.00	£5,836.12
1020	Office facilities & operations	£9,800.00	£7,125.57
1030	Insurance	£6,500.00	£5,930.22
1040	Bank Charges	£500.00	£200.30
1045	Professional fees	£4,500.00	£5,567.10
1050	Civic & ceremonial	£1,650.00	£1,095.80
1060	Training	£2,250.00	£1,321.88
1070	Subscriptions	£1,191.00	£1,118.02
1080	Loan repayments	£15,418.00	£15,417.52
1090	VAT paid	£0.00	£0.00
1999	Other	£0.00	£0.00
Total Office & Administration Committee	£102,009.00	£91,963.08	£10,045.92
Amenities & Services Committee			
2000	Grounds staff payroll	£100,000.00	£70,892.23
2010	Workshop premises	£2,575.00	£2,174.40
2020	Grounds operations	£6,350.00	£5,388.45
2030	Sports pavilion & facilities	£2,325.00	£1,476.23
2040	Town Clock	£530.00	£399.72
2050	Play facilities	£3,400.00	£492.30
2060	Gardens & ornamental	£615.00	£755.46
2070	Car Parks	£100.00	£214.95
2080	Public toilets	£9,900.00	£8,456.58
2090	Allotments	£50.00	£22.26
2100	Cemetery	£1,850.00	£1,872.18

19/01/18 12:10 PM Vs:

Sturminster Newton Town Council

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Financial Budget Comparison

Comparison between 01/04/17 and 19/01/18 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/17

	2017/2018	Actual Net	Balance
2110 Sturminster Mill	£3,400.00	£2,310.22	£1,089.78
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	£1,868.11	-£1,668.11
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
2190 Tree management	£1,000.00	£0.00	£1,000.00
2999 Other	£0.00	£525.00	-£525.00
Total Amenities & Services Committee	£140,795.00	£100,135.64	£40,659.36
Capital Projects Committee			
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	£8,534.00	-£4,064.00
3035 WW1 Centenary Commemoration	£0.00	£0.00	£0.00
3040 Economic Development Plan	£0.00	£2,402.71	-£2,402.71
3045 Community Resource Support	£32,000.00	£0.00	£32,000.00
Total Capital Projects Committee	£130,320.00	£114,752.87	£15,567.13
Total Expenditure	£373,124.00	£306,851.59	£66,272.41
Total Income	£333,439.00	£258,264.60	-£75,174.40
Total Expenditure	£373,124.00	£306,851.59	£66,272.41
Total Net Balance	-£39,685.00	-£48,586.99	





STURMINSTER NEWTON TOWN COUNCIL

Budget 2018-19

STURMINSTER NEWTON TOWN COUNCIL

BUDGET SUMMARY 2018/2019

	BUDGET 2018/19 £
Full Council	

Expenditure

Office & Administration Committee
Amenities & Services Committee
Projects & Grants Committee

147,877
168,839
4,481

321,197

Funded by:

Income - Office & Administration Committee
Income - Amenities & Services Committee

2,075
24,575

Capital Receipts

0

Earmarked Reserves

2,665

General Reserve

14,700

Precept

277,182

321,197

General Reserve

Balance at 1 Apr 2017:

26.5%

Est. bal. at 1 Apr 2018:

25.8%

Est. bal. at 1 Apr 2019

20.5%

% Change in precept 17/18 - 18/19

20.7%

60,763 as % of precept:

71,491 as % of precept:

56,791 as % of precept:

47,508 as %age

STURMINSTER NEWTON TOWN COUNCIL

REVENUE BUDGET 2018/2019 - OFFICE AND ADMINISTRATION COMMITTEE

Nominal Code	Heading	BUDGET 2018/19
		£
	EXPENDITURE	
1000	Office staff payroll	91,938
1010	Office premises	8,446
1020	Office facilities & operations	13,390
1030	Insurance	7,004
1040	Bank charges	515
1045	Professional fees	5,150
1050	Civic & ceremonial	1,700
1060	Training	3,090
1070	Subscriptions	1,227
1080	Loan repayments	15,418
	VAT payable	
1999	Other	-
	TOTAL EXPENDITURE (to Summary)	147,877
	INCOME	
105	Contributions & Re-charges	970
110-115	Interest & dividends	300
120	Chamber Hire	800
125	Grants Received	0
130	Photocopying, Printing, etc.	5
135	Insurance settlements	0
	VAT reclaimable	0
199	Other	0
	TOTAL INCOME (to Summary)	2075
	NET EXPENDITURE	145,802

STURMINSTER NEWTON TOWN COUNCIL

REVENUE BUDGET 2018/2019 - AMENITIES & SERVICES COMMITTEE

Nominal Code	Heading	BUDGET 2018/19 Total £
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EXPENDITURE

2000	Grounds staff payroll	116,829
2010	Workshop premises	2,652
2020	Grounds operations	10,249
2030	Sports pavilion & facilities	2,395
2040	Town Clock	546
2050	Play facilities	8,652
2060	Gardens & ornamental	1,251
2070	Car parks	103
2080	Public toilets	10,197
2090	Allotments	52
2100	Cemetery	1,906
2110	Mill	3,502
2120	Footway Lighting	4,069
2130	Town Centre	412
2140	Open Spaces	2,163
2150	Benches & other infrastructure	206
2160	Events & Festivals	309
2170	Rights of Way	1,288
2180	Traffic Management	515
2190	Tree Management	1,545
2999	Other	0
	TOTAL EXPENDITURE (to Summary)	168,839

INCOME

200	Recreation facilities	4,250
205	Cemetery	4,500
210	Grounds contracts	6,200
215	Street-cleansing contract	9,000
220	Contributions	625
225	Allotments	0
299	Other	0
	TOTAL INCOME (to Summary)	24,575

NET EXPENDITURE

144,264

STURMINSTER NEWTON TOWN COUNCIL

BUDGET 2018/2019 - PROJECTS & GRANTS COMMITTEE

Nominal Code	Heading	Budget 2018/19	Total
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EXPENDITURE

3000	Section 137	0	
3010	Grants	4481	
3020	Skate Bowl Project	0	
3030	Neighbourhood Development Plan	0	
3035	WW1 Centenary Commemoration	0	
3040	Economic Development Project	0	
3045	Community resource support	0	
	TOTAL EXPENDITURE (to Summary)	4,481	

CAPITAL RECEIPTS

300	Developer Contributions	0	
399	Other contributions, donations and grants	0	
	TOTAL RECEIPTS (to Summary)	0	
	NET EXPENDITURE	4,481	

STURMINSTER NEWTON TOWN COUNCIL

RESERVES BUDGET 2018-2019

	EST BAL		Virements		Actual Balance		REVISIONS		EST BAL		REVISIONS		EST BAL		
	£	01/04/2017	£	+	£	01/04/2017	£	+	£	31/03/2018	£	+	£	31/03/2019	
EARMARKED RESERVES															
<i>Committed Sums</i>															
Honeymead Fields	13,000				13,000		-650		12,350	-650			11,700		
Amenity Land from NDDC	4,900				4,900		-245		4,655	-245			4,410		
Old Market Walk	31,500				31,500		-1,575		29,925	-1,575			28,350		
Sinking Funds															
Vehicles & Equipment Fund	5,000				5,000		3,000		8,000	3,000			11,000		
Specific contingency reserves															
Infrastructure contingency fund	4,000				4,000		2,000		6,000	2,000			8,000		
Smaller community projects	2,000				2,000				2,000				2,000		
Butts Pond Meadows LNR	2,000				2,000				2,000				2,000		
Community Resource Worker role	10,000				10,000		-10,000		0				0		
Specific Project Funds															
Recreation Ground Car Park	6,000				6,000				6,000				6,000		
Coles Close	2,000				2,000				2,000				2,000		
Skate Bowl Project	27,000		10,500		37,500		-31,544		5,956				5,956		
Neighborhood Plan	10,635		2,883		13,518		-13,518		0				0		
Economic Development Work	0		7,471		7,471		-7,471		0				0		
Safer cycling fund	0		3,502		3,502		-1,700		1,802				1,802		
Town Clock repair	0		220		220		-220		0		500		500		
WWI Centenary	0		365		365				365		-365		0		
	118,035		24,941		142,976		0	5,000	81,053	5,500	-2,835		83,718		
GENERAL RESERVE															
	48,133		12,630		60,763				71,491		-14,700		56,791		
	166,168		0		203,739		0	5,000	152,544	5,500	-17,535		140,509		