

STURMINSTER NEWTON TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE & PERSONNEL COMMITTEE

Held on Thursday 22nd November 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 Spackman
Councillor P Batstone
Councillor M Jones (ex officio)

Absent:

Councillor C Fraser

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>
18/300	PUBLIC SESSION No comments were made or questions asked.	
18/301	APOLOGIES FOR ABSENCE Apologies were received from Cllr Fraser. These were accepted by the Members present.	
18/302	DECLARATIONS OF INTERESTS AND DISPENSATIONS No declarations were declared and consequently no written dispensations had been received.	
18/303	MINUTES OF THE PREVIOUS COMMITTEE MEETING The minutes of the Finance & Personnel Committee Meeting held on 25.10.2018 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 Rose Cllr Taylor
18/304	APPROVAL OF PAYMENTS The list of payments set out below were checked by Cllrs Rose and Jones and APPROVED.	Cllr Rose Cllr Jones
18/305	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 31.10.2018 set out below were APPROVED.	Cllr Jones Cllr Lacey
18/306	BUDGET COMPARISON The Town Clerk presented the Budget Comparison and Statement of Reserves. The Budget Comparison and Statement of Reserves as at 31.10.2018 set out below were APPROVED.	Cllr Taylor Cllr Jones

Chair's initials:

- 18/307 **STAFF HANDBOOK AMENDMENTS**
 The Town Clerk introduced a written report that had been circulated with the meeting papers. The proposed changes reflect changes in employment law. The Clerk noted that there were some additional minor changes that would be included in the review.
The Committee resolved to RECOMMEND the adoption of the revised Sturminster Newton Employee handbook.
- Cllr Lacey
Cllr Taylor
- 18/308 **TOWN COUNCIL BUDGET AND PRECEPT FOR 2019/20**
 The Town Clerk presented the budget for 2019/2020 attached at Annex A.
The Committee RECOMMENDED the approval of the Budget for 2019/2020 and the Precept of £300,645.
- Cllr Lacey
Cllr Spackman
- 18/309 **CORRESPONDENCE**
 The Town Clerk reported that no correspondence within the Committee's terms of reference has been received.
- 18/310 **INFORMATION FROM MEMBERS**
 Cllr Lacey reflected on her attendance at the DAPTC AGM, noting that a number of attendees had expressed concerns regarding the transition arrangements for the Unitary Council.
 Cllr Lacey also noted that she had attended the "Bring Your Own Chair" DAPTC training course with the Clerk.
 Cllr Batstone reported that the Dorset Shadow Authority is subject to a call to account regarding the transfer of assets.
- 18/311 **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.
- Cllr Rose
Cllr Taylor
- 18/312 **OFFICE STAFF STRUCTURE**
 The Committee considered a written report that had been circulated with the meeting papers.
The Committee RESOLVED to recommend the Office Restructure by deleting the Administration Officer post and approving the provision of additional hours for the Assistant Town Clerk and Finance Officer.

The Chairman declared the meeting closed at 8.37 p.m.

*Emma Lindsay
Town Clerk*

Approved on Chair's signature:

Chair's initials:

Sturminster Newton Town Council

BACS Payments 22nd Nov 18 - approval list

Start of

year 01/04/18

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
1878	BACS1811 27A	£650.00	£89.16	£560.84 30/11/18	2nd2None Driving School - Balance of Trailer Training Course	£650.00
1		£115.00	£0.00	£115.00	OA Trailer Test	
2		£535.00	£89.16	£445.84	OA Trailer Training Balance	
		£650.00	£89.16	£560.84	2nd2None Driving School - Total	
1881	BACS1811 27B	£36.00	£6.00	£30.00 29/10/18	A J Supplies Ltd - Litter Picker Hoops	£36.00
		£36.00	£6.00	£30.00	A J Supplies Ltd - Total	
1889	BACS1811 27C	£19.00	£0.00	£19.00 15/11/18	D.B.Window Cleaning - Window Cleaning	£19.00
		£19.00	£0.00	£19.00	D.B.Window Cleaning - Total	
1879	BACS1811 27D	£20.00	£3.33	£16.67 01/11/18	DC Garden Machinery - Chainsaw Chain	£20.00
		£20.00	£3.33	£16.67	DC Garden Machinery - Total	
1880	BACS1811 27E	£55.35	£9.23	£46.12 07/11/18	Dodson Adam - Thorngrove Cardgen Centre - paid on own card	
1882	BACS1811 27E	£16.80	£0.00	£16.80 01/11/18	Dodson Adam - The Helping Hand Company at Saltex Show 2 Foam Litter Picker Hoops	
1890	BACS1811 27E	£38.05	£6.34	£31.71 01/11/18	Dodson Adam - Saltex Exhibition Expenses	£110.20
1		£12.00	£2.00	£10.00	OA Car parking at Birmingham NEC	
2		£26.05	£4.34	£21.71	OA Meal Expenses Saltex Exhibition A Dodson and T Matthews	
		£110.20	£15.57	£94.63	Dodson Adam - Total	
1883	BACS1811 27F	£26.64	£4.44	£22.20 31/10/18	Hart & Sons (Dorset) Ltd -	£26.64
1		£18.44	£3.07	£15.37	AS Work Gloves	
2		£4.20	£0.70	£3.50	AS Shiny Sink Cleaner	
3		£4.00	£0.67	£3.33	AS Caulk	
		£26.64	£4.44	£22.20	Hart & Sons (Dorset) Ltd - Total	
1884	BACS1811 27G	£85.92	£14.32	£71.60 31/10/18	Northover G & Sons Ltd - Fuel	£85.92
		£85.92	£14.32	£71.60	Northover G & Sons Ltd - Total	

Signature
Date

Signature

Chair's initials:



Sturminster Newton Town Council

Expenditure transactions - approval list

Start of year

01/04/18

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
1887	BACS1811 27H	£804.66	£134.11	£670.55 02/11/18	Rigby Taylor - Goal Posts	£804.66
		£804.66	£134.11	£670.55	Rigby Taylor - Total	
1886	BACS1811 27J	£79.00	£13.17	£65.83 12/10/18	Sturminster Newton Building Supplies -	£79.00
1		£52.29	£8.72	£43.57	AS Workshop Paint and Roller	
2		£26.71	£4.45	£22.26	AS Cable Ties, Swarfega, Socket, Tube, Shelf Upright	
		£79.00	£13.17	£65.83	Sturminster Newton Building Supplies - Total	
1888	BACS1811 27K	£288.00	£48.00	£240.00 01/12/18	Vision ICT Ltd - Website Hosting and Support Jan- Dec 19	£288.00
		£288.00	£48.00	£240.00	Vision ICT Ltd - Total	
1885	BACS1811 27L	£982.00	£0.00	£982.00 31/10/18	Wincanton Print - WW1 Commemoration Books	£982.00
		£982.00	£0.00	£982.00	Wincanton Print - Total	
Total		£3,101.42	£328.10	£2,773.32		

Expenditure transactions - quote approval list

Start of year

01/04/18

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
1891	BACS1811 27Quote	£84.63	£14.10	£70.53 21/11/18	Nisbets - Glasses, Cutlery, Crockery for Office and Chamber	£84.63
Total		£84.63	£14.10	£70.53		

Chair's initials:

Financial Budget Comparison

Comparison between 01/04/18 and 31/10/18 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	£241.70	£91.70
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	£3,298.49	£3,298.49
199	Other	£0.00	£184.20	£184.20
Total Office & Administration		£279,257.00	£281,224.39	-£1,967.39
Amenities & Services				
200	Recreation Grounds	£4,250.00	£442.00	-£3,808.00
205	Cemetery	£4,500.00	£2,405.00	-£2,095.00
210	Agency Agreements	£6,200.00	£240.00	-£5,960.00
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	£4,770.00	£4,770.00
Total Amenities & Services		£24,575.00	£8,423.29	£16,151.71
Capital Projects				
300	Developer Contributions	£0.00	£0.00	£0.00
399	Other contributions, grants & donations	£0.00	£1,650.05	£1,650.05
Total Capital Projects		£0.00	£1,650.05	-£1,650.05
Total Income		£303,832.00	£291,297.73	-£12,534.27
EXPENDITURE				
Office & Administration				
1000	Office staff payroll	£91,938.00	£58,650.88	£33,287.12
1010	Office premises	£8,446.00	£5,184.34	£3,261.66
1020	Office facilities & operations	£13,390.00	£5,727.42	£7,662.58
1030	Insurance	£7,004.00	£7,505.44	-£501.44
1040	Bank Charges	£515.00	£166.75	£348.25
1045	Professional fees	£5,150.00	£3,775.00	£1,375.00
1050	Civic & ceremonial	£1,700.00	£300.00	£1,400.00
1060	Training	£3,090.00	£929.53	£2,160.47
1070	Subscriptions	£1,227.00	£1,043.74	£183.26
1080	Loan repayments	£15,418.00	£7,708.76	£7,709.24

Chair's initials:



Financial Budget Comparison

Comparison between 01/04/18 and 31/10/18 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
3050	Petty Cash	£0.00	£0.00	£0.00
Total Office & Administration		£147,878.00	£90,991.86	-£56,886.14
Amenities & Services				
2000	Grounds staff payroll	£116,826.00	£62,327.09	£54,498.91
2010	Workshop premises	£2,652.00	£1,702.50	£949.50
2020	Grounds operations	£10,249.00	£10,680.78	-£431.78
2030	Sports pavilion & facilities	£2,395.00	£1,175.07	£1,219.93
2040	Town Clock	£546.00	£108.13	£437.87
2050	Play facilities	£8,652.00	£350.00	£8,302.00
2060	Gardens & ornamental	£1,251.00	£691.80	£559.20
2070	Car Parks	£103.00	£0.00	£103.00
2080	Public toilets	£10,197.00	£3,331.64	£6,865.36
2090	Allotments	£52.00	£59.58	-£7.58
2100	Cemetery	£1,906.00	£1,245.05	£660.95
2110	Sturminster Mill	£3,502.00	£3,043.24	£458.76
2120	Footway lighting	£4,069.00	£854.35	£3,214.65
2130	Town Centre	£412.00	£114.90	£297.10
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	£86,157.13	-£82,680.87
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	£188,398.99	£132,798.01
Total Income		£303,832.00	£291,297.73	-£12,534.27
Total Expenditure		£321,197.00	£188,398.99	£132,798.01
Funded by reserves			£0.00	
Total Net Balance		-£17,365.00	£102,898.74	

Chair's initials:





STURMINSTER NEWTON TOWN COUNCIL

Budget 2019-2020

Final

STURMINSTER NEWTON TOWN COUNCIL

BUDGET SUMMARY 2019/20

Full Council	BUDGET 19/20 Total £
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<u>Expenditure</u>	
Office & Administration Committee	143,542
Amenities & Services Committee	180,192
Projects & Grants Committee	4,481
	328,215

<u>Funded by:</u>	
Income - Office & Administration Committee	1,675
Income - Amenities & Services Committee	24,575
Capital Receipts	0
Earmarked Reserves (revisions +and -)	1,320
General Reserve	0
Precept	300,645
	328,215

<u>General Reserve</u>	
Balance at 1 Apr 2018:	88,974 as %age of precept: 32.1%
Est. bal. at 1 Apr 2019:	76,618 as %age of precept: 25.5%
Est. bal. at 1 Apr 2020	76,617 as %age of precept: 25.5%
% Change in precept 18/19 - 19/20	23,828 as %age 8.5%

STURMINSTER NEWTON TOWN COUNCIL

REVENUE BUDGET 2019/2020 - OFFICE AND ADMINISTRATION COMMITTEE

Nominal Code	Heading	BUDGET 19/20 Total	£
EXPENDITURE			
1000	Office staff payroll	79751	
1010	Office premises	8699	
1020	Office facilities & operations	13682	
1030	Insurance	7214	
1040	Bank charges	530	
1045	Professional fees	10970	
1050	Civic & ceremonial	2369	
1060	Training	3183	
1070	Subscriptions	1264	
1080	Loan repayments	15881	
	VAT payable	0	
1999	Other	0	
	TOTAL EXPENDITURE (to Summary)	143542	
INCOME			
105	Contributions & Re-charges	970	
110-115	Interest & dividends	300	
120	Chamber Hire	400	
125	Grants Received	0	
130	Photocopying, Printing, etc.	5	
135	Insurance settlements	0	
	VAT reclaimable	0	
199	Other	0	
	TOTAL INCOME (to Summary)	1675	
	NET EXPENDITURE	141867	

STURMINSTER NEWTON TOWN COUNCIL

REVENUE BUDGET 2019/2020 - AMENITIES & SERVICES COMMITTEE

Nominal Code	Heading	BUDGET 19/20 Total	£
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EXPENDITURE

2000	Grounds staff payroll	117326	
2010	Workshop premises	3082	
2020	Grounds operations	15526	
2030	Sports pavilion & facilities	2467	
2040	Town Clock	562	
2050	Play facilities	8912	
2060	Gardens & ornamental	2319	
2070	Car parks	106	
2080	Public toilets	9603	
2090	Allotments	54	
2100	Cemetery	1963	
2110	Mill	3607	
2120	Footway Lighting	7623	
2130	Town Centre	836	
2140	Open Spaces	2228	
2150	Benches & other infrastructure	212	
2160	Events & Festivals	318	
2170	Rights of Way	1327	
2180	Traffic Management	530	
2190	Tree Management	1591	
2999	Other	0	
	TOTAL EXPENDITURE (to Summary)	180192	

INCOME

200	Recreation facilities	4250	
205	Cemetery	4500	
210	Grounds contracts	6200	
215	Street-cleansing contract	9000	
220	Contributions	625	
225	Allotments	0	
299	Other	0	
	TOTAL INCOME (to Summary)	24575	

NET EXPENDITURE

155617

STURMINSTER NEWTON TOWN COUNCIL

BUDGET 2019/2020 - PROJECTS & GRANTS COMMITTEE

Nominal Code	Heading	BUDGET 19/20 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 2019-2020

EARMARKED RESERVES	EST BAL 1 APR 2018		Virements +	Actual Balance 1.4.18	REVISIONS +		EST BAL 31 MAR 2019		REVISIONS +		EST BAL 31 MAR 2020	
	£	£			£	£	£	£	£	£	£	£
<u>Committed Sums</u>												
Honeymead Fields	13000			11500		-575	10925				-546	10379
Amenity Land from NDCC	4900			4400		-220	4180				-209	3971
Old Market Walk	31500			30000		-1500	28500				-1425	27075
<u>Sinking Funds</u>												
Vehicles & Equipment Fund	6000		3000	6000			9000		3000			12000
<u>Specific contingency reserves</u>												
Infrastructure contingency fund	4000		0	4000			4000		0			4000
Smaller community projects	2000			2000			2000					2000
Butts Pond Meadows LNR	2000			2000			2000					2000
Community Resource Worker role	10000			0		0	0					0
2017/18 Administration	1626			1626		-1626	0					0
2017/18 Play equipment	2898			2898		-2898	0					0
2017/18 footway lighting	1190			1190		-1190	0					0
2018 Community Resource Support	7000			7000			7000					7000
<u>Specific Project Funds</u>												
Recreation Ground Car Park	6000			6000			6000					6000
Coles Close	2000			2000			2000					2000
Skate Bowl Project	27000			5000		0	5000					5000
Neighborhood Plan	10635			0		0	0					0
Economic Development Work	0			0		0	0					0
Safer cycling fund	3502			3502		0	3502					3502
Town Clock repair	0			0		0	0		500			500
WWI Centenary	0			0		0	0				0	0
	135251	0	0	89116	3000	-8009	84107	3500	-2180			85427
GENERAL RESERVE	88974			88974			76618		0			76617

224225	0	0	178090	3000	-8009	160725	3500	-2181	162044
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