

STURMINSTER NEWTON TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE & PERSONNEL COMMITTEE

Held on Thursday 24th October 2019 in the Council Chamber at 7.15pm

Present :

Councillor G Rose (Chair)

Councillor H Lacey (ex officio)

Councillor A Donaldson (Vice Chair)

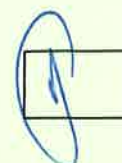
Councillor Roake

Absent:

Councillor M Jones, Councillor S Bevis and Councillor C Fraser

In Attendance: Emma Lindsay (Town Clerk)

MINUTE NUMBER	COMMENTS	RESOLUTION <i>For each item, the proposer is named first followed by the seconder</i>
FP/38/19	PUBLIC SESSION No comments were made or questions asked.	
FP/39/19	APOLOGIES FOR ABSENCE Apologies were received from Cllrs Fraser, Jones and Bevis.	
FP/40/19	DECLARATIONS OF INTERESTS AND DISPENSATIONS No declarations were declared and consequently no written dispensations had been received.	
FP/41/19	MINUTES OF THE PREVIOUS COMMITTEE MEETING The minutes of the Finance & Personnel Committee Meeting held on 25.07.2019 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 Donaldson Cllr Rose
FP/42/19	APPROVAL OF PAYMENTS The list of payments as appended were checked by Cllrs Donaldson and Rose and APPROVED.	Cllr Rose Cllr Donaldson
FP/43/19	STATEMENT OF ACCOUNTS The Town Clerk presented the Balance Sheet as at 30 th September 2019. The Balance Sheet as at 30.09.2019 was APPROVED.	Cllr Donaldson Cllr Lacey
FP/44/19	BUDGET COMPARISON The Town Clerk presented the Budget Comparison and advised that the General Reserve currently held is £86,175 The Budget Comparison and Statement of Reserves as at 30.09.2019 were APPROVED. Cllr Roake raise a query regarding the statement of Accounts presented to the Committee in July. The Clerk advised that she would investigate and report back to the next meeting.	Cllr Rose Cllr Lacey



FP/45/19 SOFTWARE IMPLEMENTAION

The Town Clerk provided the committee with a brief update regarding the implementation of the new finance software. The team received training during the week of the 7/10/2019, and are becoming familiar with the software.

FP/46/19 CONFIRMATION OF ROUTINE MONTHLY CHECKS

The Committee noted the reports of the inspections carried out in August and September by Cllr Rose.

FP/47/19 HEALTH AND SAFETY ACTION PLAN

The committee noted that all actions arising from the annual Health and Safety audit had been completed.

FP/48/19 DRAFT BUDGET AND PRIORITIES FOR 2020/21

The Clerk presented the first draft of the budget for 2020/21 including a summary of costs for the projects identified as priorities within the draft Town Council business plan. The proposals were discussed. The committee suggested the priority for the next financial year should be to fund the base budget and the high priority projects.

FP/49/19 CORRESPONDENCE

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

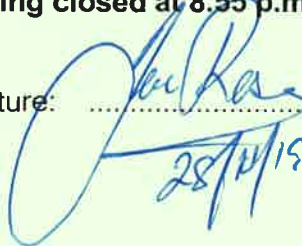
FP/50/19 INFORMATION FROM MEMBERS

Cllr Lacey noted that the future of the Unity magazine was uncertain.
Cllr Rose advised that he had been asked to present the Kevin Knapp trophy for the best dressed crier at the Dorset Town Criers event.

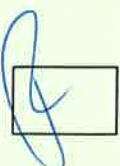
The Chairman declared the meeting closed at 8.55 p.m.

Approved on

Chair's signature:



Chair's initials:



List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 7
by user KS

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
AJS001 AJ Supplies Ltd							
<i>Public Toilet Cleaning</i>	10/10/2019	58471	1	177.27	0.00	177.27	0.00
					0.00	177.27	
Above paid on 24/10/2019 by Electronic Payment Ref 58471							
DCG01 DC Garden Machinery							
<i>Strimmer Line</i>	01/10/2019	7617	1	12.00	0.00	12.00	0.00
					0.00	12.00	
Above paid on 24/10/2019 by Electronic Payment Ref 7617							
ELL01 Ellis Whittam							
<i>Legal Ins & Admin Fee</i>	01/10/2019	SINV011425	1	177.00	0.00	177.00	0.00
					0.00	177.00	
Above paid on 24/10/2019 by Electronic Payment Ref SINV011425							
HAG01 Hags-Smp Ltd							
<i>Play Equipment</i>	01/10/2019	066487	1	6,844.17	0.00	6,844.17	0.00
					0.00	6,844.17	
Above paid on 24/10/2019 by Electronic Payment Ref 066487							
HAR001 Harts & Sons (Dorset) Ltd							
<i>2 Hoes</i>	01/10/2019	142233	1	25.98	0.00	25.98	0.00
<i>Key Cut, Brushes, Lock</i>	01/10/2019	142331	1	30.14	0.00	30.14	0.00
<i>Hazard Tape, Hinges</i>	01/10/2019	142420	1	9.59	0.00	9.59	0.00
					0.00	65.71	
Above paid on 24/10/2019 by Electronic Payment Ref STUR09							
JRB01 JRB Enterprise Ltd							
<i>Dog Waste Dispensers and Bags</i>	01/10/2019	20337	1	1,249.20	0.00	1,249.20	0.00
					0.00	1,249.20	
Above paid on 24/10/2019 by Electronic Payment Ref 20337							

Linked to Cashbook 1

Entered Month 7
by user KS

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
NOR01	G Northover & Sons Ltd						
<i>Fuel</i>	09/10/2019	130604	1	34.50	0.00	34.50	0.00
					0.00	34.50	
Above paid on 24/10/2019 by Electronic Payment Ref sturmint							
RIA01	Rialtas Business Solutions Ltd						
<i>RBS Omega Set Up</i>	09/10/2019	27167	1	5,109.60	0.00	5,109.60	0.00
					0.00	5,109.60	
Above paid on 24/10/2019 by Electronic Payment Ref 6085							
SSE01	SSE Southern Electric						
<i>Market Place Elec 26/6-1/10</i>	01/10/2019	811722903/0018	1	58.04	0.00	58.04	0.00
<i>Street Lighting 3/9-1/10</i>	02/10/2019	91742842SEP	1	78.46	0.00	78.46	0.00
<i>Street Lighting 3/9-1/10</i>	02/10/2019	341741072SEP	1	16.57	0.00	16.57	0.00
					0.00	153.07	
Above paid on 24/10/2019 by Electronic Payment Ref SNewton TC							
STU001	Sturminster Newton Building Supplies						
<i>Top Soil</i>	01/10/2019	D0109192	1	43.20	0.00	43.20	0.00
<i>Top Soil & Cutting Discs</i>	01/10/2019	D0109172	1	53.33	0.00	53.33	0.00
<i>Safety Boots</i>	01/10/2019	D0108607	1	50.44	0.00	50.44	0.00
<i>Top Soil</i>	01/10/2019	D0109046	1	43.20	0.00	43.20	0.00
<i>Top Soil</i>	01/10/2019	D0109062	1	43.20	0.00	43.20	0.00
<i>Oxide, Nuts, Bolts Fence Post</i>	01/10/2019	D0109289	1	32.58	0.00	32.58	0.00
					0.00	265.95	
Above paid on 24/10/2019 by Electronic Payment Ref STU113							
STU002	Sturquest Enterprises Limited						
<i>Telephone Charges July 19</i>	01/10/2019	SI-118	1	11.64	0.00	11.64	0.00
					0.00	11.64	
Above paid on 24/10/2019 by Electronic Payment Ref SI-118							

Linked to Cashbook 1

Entered Month 7
by user KS

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SYM01 Symonds and Sampson Limited							
<i>Mill Buildings Insurance</i>	01/10/2019	HSME INSURANCE	1	832.17	0.00	832.17	0.00
					0.00	832.17	
Above paid on 24/10/2019 by Electronic Payment Ref SN Town Co							
WAT01 Water2Business							
<i>Mill Toilets 15/3-2/10</i>	03/10/2019	0054048595	1	168.96	0.00	168.96	0.00
<i>Public Toilets Water 13/3-3/10</i>	03/10/2019	0054053370	1	774.95	0.00	774.95	0.00
<i>Rec Water 14/3-27/9</i>	03/10/2019	0054016538	1	647.71	0.00	647.71	0.00
<i>Mill Hand Basin 16/3-30/9</i>	01/10/2019	0054020882	1	18.18	0.00	18.18	0.00
					0.00	1,609.80	
Above paid on 24/10/2019 by Electronic Payment Ref SNewtonTC							
Total Purchase Ledger Payments						0.00	16,542.08