

STURMINSTER NEWTON TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE & PERSONNEL COMMITTEE

Held on Thursday 28th November 2019 in the Council Chamber at 7.15pm

Present :

Councillor G Rose (Chair)

Councillor A Donaldson (Vice Chair)

Councillor M Jones (ex officio)

Councillor S Bevis

Councillor H Lacey (ex officio)

Councillor M Roake

Councillor C Fraser

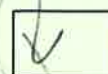
Absent:

None

In Attendance: Cllr J Janes, Cllr H Reed, 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/51/19	PUBLIC SESSION No comments were made or questions asked.	
FP/52/19	APOLOGIES FOR ABSENCE No apologies were received	
FP/53/19	DECLARATIONS OF INTERESTS AND DISPENSATIONS No declarations were declared and consequently no written dispensations had been received.	
FP/54/19	MINUTES OF THE PREVIOUS COMMITTEE MEETING The minutes of the Finance & Personnel Committee Meeting held on 24.10.2019 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 Fraser Cllr Jones
FP/55/19	APPROVAL OF PAYMENTS The list of payments below were checked by Cllrs Donaldson and Fraser and APPROVED.	Cllr Donaldson Cllr Fraser
FP/56/19	STATEMENT OF ACCOUNTS The Town Clerk presented the Balance Sheet as at 31 st October 2019. The Balance Sheet as at 31.10.2019 was APPROVED.	Cllr Rose Cllr Lacey
FP/57/19	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 31.10.2019 were APPROVED.	Cllr Rose Cllr Roake

Chair's initials:



Cllr Janes Joined the meeting at 7.20pm

FP/58/19 AdvantEdge Accounts

The Town Clerk provided the committee with a brief overview of the cash book and budget comparison in AdvantEdge. This included an explanation regarding how transactions from previous financial years are represented in the accounts.

Cllr Bevis joined the meeting at 7.30pm

FP/59/19 CONFIRMATION OF ROUTINE MONTHLY CHECKS

The Committee noted the report of the inspections carried out for October by Cllr Donaldson.

FP/60/19 TOWN COUNCIL BUDGET AND PRECEPT FOR 2020/21

The Clerk presented the budget for 2020/21 attached at annex A.
The Committee RECOMMENDED the APPROVAL of the budget for 2020/21 and a Precept of £341,412

Cllr Rose
Cllr Roake

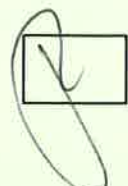
FP/61/19 CORRESPONDENCE

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

FP/62/19 INFORMATION FROM MEMBERS

Cllr Lacey summarised the Christmas activities planned for the Town
Cllr Jones asked what is being planned to celebrate the Queen's Platinum Jubilee. The Clerk advised that no announcements had yet been made regarding formal celebrations

The Chairman declared the meeting closed 7.50 p.m.



Linked to Cashbook 1

Entered Month
Pay by Electronic Payment

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
DCG01 DC Garden Machinery							
<i>Oil & Helmet</i>	01/11/2019	7670	1	45.19	0.00	45.19	0
					0.00	45.19	
EXC01 The Exchange							
<i>Recharges October 2019</i>	31/10/2019	5745	1	133.00	0.00	133.00	0
<i>Telephone Charges Oct 19</i>	31/10/2019	5751	1	10.68	0.00	10.68	0
					0.00	143.68	
FCO001 F Cowley & Son							
<i>Pavilion Water Pipe Repair</i>	06/11/2019	9081S89	1	46.93	0.00	46.93	0
					0.00	46.93	
HAR001 Harts & Sons (Dorset) Ltd							
<i>Fork</i>	16/10/2019	142477	1	26.34	0.00	26.34	0
<i>Compost</i>	30/10/2019	142140	1	11.99	0.00	11.99	0
<i>Ties, Paint, Tape</i>	31/10/2019	143047	1	21.25	0.00	21.25	0
					0.00	59.58	
MAR001 E B Marsh							
<i>Chamber TV & Stand</i>	08/11/2019	1/207755-1	1	614.00	0.00	614.00	0
					0.00	614.00	
MAT001 Tom Matthews							
<i>Mileage Claim</i>	31/10/2019	TRAV	1	21.60	0.00	21.60	0
					0.00	21.60	
RIG01 Rigby Taylor							
<i>Line Marking Paint</i>	23/10/2019	RC008580	1	201.60	0.00	201.60	0
					0.00	201.60	
SSE01 SSE Southern Electric							
<i>Street Lighting 2/10-1/11</i>	04/11/2019	91742842OCT	1	100.38	0.00	100.38	0
<i>Street Lighting 2/10-1/11</i>	04/11/2019	341741072OCT	1	16.86	0.00	16.86	0
					0.00	117.24	



28/11/2019

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Proposed List of Payments Entered

User:

Linked to Cashbook 1

**Entered Month
Pay by Electronic Payment**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
STU001 Sturminster Newton Building Supplies							
<i>Taps</i>	11/11/2019	D0109823	1	29.83	0.00	29.83	0
					0.00	29.83	
				Proposed Payment Total	0.00	1,279.65	

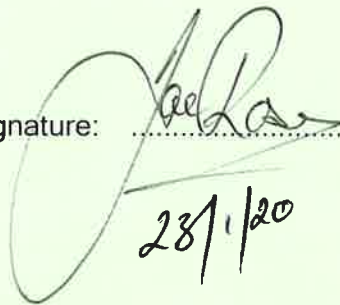
Salaries

October 2019 £11213.53

November 2019 £11213.93

Approved on

Chair's signature:



28/1/20

Chair's initials:

Annex A

STURMINSTER NEWTON TOWN COUNCIL



ANNUAL BUDGET 2020-2021

Sturminster Newton Town Council Budget 2020/21

	2018 19 Budget	Actual	2019 20 Budget	YTD Sept	F/cast	2020 21 Base	Budget
100 Office & Administration							
Total Income	278287	293675	301350	301520	302098	700	1348
Overhead Expenditure	145148	136320	140143	68430	142093	147971	141551
120 Civic & Ceremonial							
Overhead Expenditure	2009	1777	2687	618	2687	2754	2254
200 Grounds Staff Payroll							
Overhead Expenditure	116826	111610	117326	53361	117326	128422	126593
210 Workshop Premises							
Overhead Expenditure	2652	2726	3082	2164	3082	3159	3759
220 Grounds Operations							
Overhead Expenditure	10249	15304	15526	6510	14240	14596	21196
230 Sports Pavillion & Facilities							
Total Income	3900	1616	3900	245	4000	4000	4000
Overhead Expenditure	2395	2693	2467	2795	2467	2529	3129
240 Town Clock							
Overhead Expenditure	546	188	562	352	562	576	576
260 Play Facilities							
Overhead Expenditure	8652	350	8912	12	8912	9135	14135

Sturminster Newton Town Council Budget 2020/21

	2018 19	2019 20	2020 21	Budget	
	Budget	Actual	Budget	F/cast	
			YTD Sept	Base	
				Budget	
280 Gardens & Ornamental Overhead Expenditure	1251	748	1130	2319	2277
300 Car Parks					
Total Income	1320	0	1161	1320	970
Overhead Expenditure	1133	31	0	1136	1164
320 Public Toilets					
Overhead Expenditure	10197	5969	7722	9603	10843
340 Allotments					
Total Income	0	71	0	71	71
Overhead Expenditure	52	231	0	54	55
360 Cemetery					
Total Income	4500	4870	2677	4500	4500
Overhead Expenditure	1906	1692	762	1963	2012
380 Sturminster Mill					
Total Income	625	11398	0	625	625
Overhead Expenditure	3502	15039	606	3607	3697
400 Footway Lighting					
Overhead Expenditure	4069	4643	539	7623	2153
420 Town Centre					
Overhead Expenditure	618	-99	3111	1048	2274

Sturminster Newton Town Council Budget 2020/21

	2018 19 Budget	Actual	2019 20 Budget	YTD Sept	F/cast	2020 21 Base	Budget
440 Open Spaces							
Overhead Expenditure	3708	3553	3819	1200	3819	3914	6914
480 Rights of Way							
Overhead Expenditure	1288	1073	1327	0	1327	1360	1360
500 Traffic Management							
Overhead Expenditure	515	0	530	0	530	543	543
540 Agency Agreements							
Total Income	15200	13369	15200	150	15200	15200	15200
901 Projects							
Overhead Expenditure	4481	15046	4481	1000	4481	4481	21640
902 Capital Projects							
Overhead Expenditure	0	0	0	0	0	0	0
Total Budget Income	303832	324998	326895	305753	327743	25995	26714
Expenditure	321197	318895	328215	150312	328879	347477	368126
Budgeted use of reserves	17365	0	1320	0	0	0	0
Earmarked Reserve							
Precept							341412
Precept increase (£)							40767