

STURMINSTER NEWTON TOWN COUNCIL
MINUTES OF A MEETING OF THE FINANCE & PERSONNEL COMMITTEE
Held on Thursday 12th July 2018 in the Council Chamber at 7.15pm

Present :

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

Absent:

Councillor C Spackman

In Attendance: Cllr Chater and Cllr Donaldson and Emma Lindsay (Town Clerk)

MINUTE NUMBER	COMMENTS	RESOLUTION <small>For each item, the proposer is named first followed by the seconder</small>
18/132	PUBLIC SESSION No comments were made or questions asked.	
18/133	APOLOGIES FOR ABSENCE Apologies were received from Cllr Spackman. These apologies were accepted by the Members present.	
18/134	DECLARATIONS OF INTERESTS AND DISPENSATIONS No interests had been declared and consequently no written requests for dispensations had been received.	
18/135	MINUTES OF THE PREVIOUS COMMITTEE MEETING The minutes of the Finance & Personnel Committee Meeting held on 24th May 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 Batstone Cllr Taylor
18/136	APPROVAL OF PAYMENTS The list of payments set out below and checked by Cllrs Jones and Batstone were APPROVED.	Cllr Batsone Cllr Jones
18/137	STATEMENT OF ACCOUNTS AND BANK RECONCILIATION The Clerk advised that the Bank reconciliation and Statement of Accounts would be reviewed at the next meeting of the Committee.	
18/138	BUDGET COMPARISON The budget comparison as at 30 th June 2018 was NOTED.	
18/139	CONFIRMATION OF ROUTINE MONTHLY CHECKS The Committee NOTED the report of the inspections carried out in June by Cllr Jones.	

- 18/140 HIRE OF COUNCIL FACILITIES
The Town Clerk advised that the criteria for reduced fee and free use of Council facilities needed to be reviewed.
The Committee RESOLVED to establish a working group comprising of Cllrs Rose, Lacey and Taylor to review fees and charges for Town Council facilities.
- Cllr Batstone
Cllr Jones
- 18/141 MAYORAL MEDAL
Cllr Jones presented a proposal to commission mayoral medal to be presented to Mayors at the end of their term. Members discussed the proposal and were not supportive of the costs involved.
The Committee RESOLVED that the Cllr Jones and the Town Clerk will research the costs of producing a lapel pin and report back to the Committee.
- Cllr Jones
Cllr Lacey
- 18/142 RECORD RETENTION POLICY
The Committee discussed the merits of the draft record retention policy that had been circulated previously.
The Committee RESOLVED to RECOMMEND the adoption of the Record Retention Policy.
- Cllr Taylor
Cllr Jones
- 18/143 CORRESPONDENCE
The Town Clerk reported that no correspondence within the Committee's terms of reference has been received.
- 18/144 INFORMATION FROM MEMBERS
Cllr Lacey reported that she had attended a meeting with the Clerk to discuss the harmonisation of Council Tax.
Cllr Taylor reported that he had attended new Councillor training.
Cllr Jones reported that he had attended the opening of the Sturminster Newton Board Walk.
- 18/145 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 Batstone
Cllr Jones
- 18/146 CONFIDENTIAL MATTER -
The confidential minute of the Finance & Personnel Committee Meeting held on 24th May 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 Lacey
Cllr Taylor

The Chairman declared the meeting closed at 7.57pm.

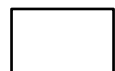
Emma Lindsay
Town Clerk

Sturminster Newton Town Council

BACS Payments 12th July 2018

Start of year 01/04/18

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
1587	BACS1807 11A	£184.82	£30.81	£154.01 18/06/18	Chubb Fire Ltd - Fire Extinguisher Routine Service	£184.82
1585	BACS1807 11B	£36.00	£6.00	£30.00 12/06/18	DCM Tyres (Wessex) Ltd - Mower Wheel Repairs	£36.00
1578	BACS1807 11C	£886.74	£0.00	£886.74 13/06/18	Dorset Association of Parish & Town Councils - Annual Subscription 18/19	£886.74
1607	BACS1807 11D	£260.34	£43.39	£216.95 31/05/18	Lyreco Uk Ltd - Office Stationery	£260.34
1604	BACS1807 11E	£97.46	£22.46	£75.00 24/04/18	National Windscreens - Repair Ford Transit HG55XCW	£97.46
1581	BACS1807 11F	£34.55	£1.65	£32.90 30/05/18	Northover G & Sons Ltd - Fuel	
1583	BACS1807 11F	£36.02	£1.72	£34.30 11/06/18	Northover G & Sons Ltd - Fuel	
1584	BACS1807 11F	£30.98	£5.16	£25.82 15/06/18	Northover G & Sons Ltd - Fuel	
1606	BACS1807 11F	£36.75	£1.75	£35.00 19/06/18	Northover G & Sons Ltd - Fuel	£138.30
1603	BACS1807 11G	£93.13	£4.43	£88.70 22/06/18	Southern Electric - Unmetered Electricity Supply	£93.13
1579	BACS1807 11H	£144.02	£0.00	£144.02 24/05/18	SturQuest - Telephone Rental Charges and January Calls	£144.02
1580	BACS1807 11I	£9.61	£1.60	£8.01 30/05/18	Sturminster Newton Building Supplies - Pink Grip, Meter Key, Rubber Boss Adaptor	£9.61
1586	BACS1807 11J	£167.40	£27.90	£139.50 20/06/18	Rigby Taylor - XP Line Marking Paint	£167.40
1605	BACS1807 11K	£791.20	£131.87	£659.33 06/06/18	Williams Florist - 2000 marigolds, 2 lamp boxes and compost	£791.20
Total		£2,809.02	£278.74	£2,530.28		

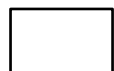


Financial Budget Comparison to 30th June 2018

Comparison between 01/04/18 and 30/06/18 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	£138,591.00	-£138,591.00
105	Contributions to Expenditure	£970.00	£0.00	-£970.00
110	Interest - Public Sector Deposit Fund	£150.00	£92.64	-£57.36
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	£0.00	£0.00
199	Other	£0.00	£0.00	£0.00
Total Office & Administration		£279,257.00	£138,808.64	-£140,448.36
Amenities & Services				
200	Recreation Grounds	£4,250.00	£47.00	-£4,203.00
205	Cemetery	£4,500.00	£1,115.00	-£3,385.00
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	£0.00	£0.00
Total Amenities & Services		£24,575.00	£1,848.29	-£22,726.71
Capital Projects				
300	Developer Contributions	£0.00	£0.00	£0.00
399	Other contributions, grants & donations	£0.00	£1,000.05	£1,000.05
Total Capital Projects		£0.00	£1,000.05	£1,000.05
Total Income		£303,832.00	£141,656.98	-£162,175.02
EXPENDITURE				
Office & Administration				
1000	Office staff payroll	£91,938.00	£20,348.66	£71,589.34
1010	Office premises	£8,446.00	£2,054.78	£6,391.22
1020	Office facilities & operations	£13,390.00	£2,434.30	£10,955.70
1030	Insurance	£7,004.00	£0.00	£7,004.00
1040	Bank Charges	£515.00	£58.87	£456.13
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	£50.00	£3,040.00
1070	Subscriptions	£1,227.00	£39.00	£1,188.00
1080	Loan repayments	£15,418.00	£7,708.76	£7,709.24
1090	VAT paid	£0.00	£0.00	£0.00
1999	Other	£0.00	£0.00	£0.00
Total Office & Administration		£147,878.00	£33,144.37	£114,733.63



Financial Budget Comparison

Comparison between 01/04/18 and 30/06/18 inclusive.

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

	2018/2019	Actual Net	Balance	
Amenities & Services				
2000	Grounds staff payroll	£116,826.00	£25,461.75	£91,364.25
2010	Workshop premises	£2,652.00	£0.00	£2,652.00
2020	Grounds operations	£10,249.00	£914.37	£9,334.63
2030	Sports pavilion & facilities	£2,395.00	£531.43	£1,863.57
2040	Town Clock	£546.00	£46.64	£499.36
2050	Play facilities	£8,652.00	£0.00	£8,652.00
2060	Gardens & ornamental	£1,251.00	£0.00	£1,251.00
2070	Car Parks	£103.00	£0.00	£103.00
2080	Public toilets	£10,197.00	£1,061.94	£9,135.06
2090	Allotments	£52.00	£0.00	£52.00
2100	Cemetery	£1,906.00	£445.00	£1,461.00
2110	Sturminster Mill	£3,502.00	£1,726.54	£1,775.46
2120	Footway lighting	£4,069.00	£336.76	£3,732.24
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	£0.00	£309.00
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	£30,536.63	£138,301.37
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	£74,931.00	£246,266.00
Total Income		£303,832.00	£141,656.98	£-162,175.02
Total Expenditure		£321,197.00	£74,931.00	£246,266.00
Total Net Balance		£-17,365.00	£66,725.98	

Approved on:

Chair's signature:

