

# STURMINSTER NEWTON TOWN COUNCIL

## MINUTES OF A MEETING OF THE FINANCE & PERSONNEL COMMITTEE

Held on Thursday 24th January 2019 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 C Fraser  
Councillor M Jones (ex officio)

### Absent:

Cllr P Batstone

In Attendance: Cllr A Donaldson, Mrs Emma Lindsay (Town Clerk) and one member of the public

<b>MINUTE NUMBER</b>	<b>COMMENTS</b>	<b>RESOLUTION</b> <i>For each item, the proposer is named first followed by the seconder</i>
FP/01/19	<b>PUBLIC SESSION</b> No comments were made or questions asked.	
FP/02/19	<b>APOLOGIES FOR ABSENCE</b> Apologies were received from Cllr Batstone. These were accepted by the Members present.	
FP/03/19	<b>DECLARATIONS OF INTERESTS AND DISPENSATIONS</b> No declarations were declared and consequently no written dispensations had been received.	
FP/04/19	<b>MINUTES OF THE PREVIOUS COMMITTEE MEETING</b> <b>The minutes of the Finance &amp; Personnel Committee Meeting held on 22.11.2018 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.</b>	Cllr Rose Cllr Taylor
FP/05/19	<b>COUNCILLOR RESIGNATION</b> Cllr Spackman made a short statement and submitted his letter of resignation. The Chairman thanked him for his contribution to the Council. Mr Spackman left the meeting.	
FP/06/19	<b>APPROVAL OF PAYMENTS</b> <b>The list of payments set out below were checked by Cllrs Lacey and Taylor and APPROVED.</b>	Cllr Lacey Cllr Taylor
FP/06/19	<b>STATEMENT OF ACCOUNTS AND BANK RECONCILIATION</b> The Town Clerk presented the Statement of Account and Bank Reconciliation. <b>The Statement of Accounts and Bank Reconciliation Statement as at 31.12.2018 set out below were APPROVED.</b>	Cllr Jones Cllr Lacey

FP/07/19 BUDGET COMPARISON  
The Town Clerk presented the Budget Comparison and Statement of Reserves.  
**The Budget Comparison and Statement of Reserves as at 31.12.2018 set out below were APPROVED.**

Cllr Taylor  
Cllr Jones

FP/08/19 CONFIRMATION OF ROUTINE MONTHLY CHECKS  
The Committee noted the reports of the inspections carried out in November, December and January by Cllrs Rose and Batstone.

FP/09/19 TOWN COUNCIL GRANTS  
The Committee considered a report previously circulated by the Clerk. It was agreed that the Clerk would arrange for three members to review the grant process. Draft proposals will be considered at the next meeting of the Committee.  
**The Committee RESOLVED to review the Town Council's grant-making process in readiness for re-launch in the next civic year.**

Cllr Rose  
Cllr Jones

FP/10/19 CORRESPONDENCE  
The Town Clerk reported that no correspondence within the Committee's terms of reference has been received.

FP/11/19 INFORMATION FROM MEMBERS  
Cllr Lacey advised that there had been a number of burglaries in the area. It is understood that they are being carried by a gang targeting workshops.  
Cllr Donaldson expressed concern regarding the reduced number of stall holders attending the Monday market.

The Chairman declared the meeting closed at 7.45 p.m.

*Emma Lindsay*  
*Town Clerk*

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Approved on                      Chair's signature: .....

# Sturminster Newton Town Council

BACS for F&P 24<sup>th</sup> Jan 19 - approval list  
01/04/18

Start of year

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
1978	BACS1901 28A	£19.00	£0.00	£19.00 10/01/19	D.B.Window Cleaning - Window Cleaning	£19.00
1979	BACS1901 28B	£9.67	£1.61	£8.06 31/12/18	Hart & Sons (Dorset) Ltd - Decorating Sundries	£9.67
1980	BACS1901 28C	£30.86	£5.14	£25.72 13/12/18	Northover G & Sons Ltd - Fuel	£30.86
1981	BACS1901 28D	£146.58	£24.43	£122.15 03/01/19	SturQuest - Telephone rental Jan-Mar calls Oct-Dec	£146.58
1982	BACS1901 28E	£90.70	£15.12	£75.58 10/12/18	A J Supplies Ltd - Cleaning Supplies	£90.70
1983	BACS1901 28F	£45.11	£7.52	£37.59 11/12/18	Sturminster Newton Building Supplies -	
	1	£5.18	£0.86	£4.32	AS White Spirit	
	2	£39.93	£6.66	£33.27	AS Decorating Sundries	
1984	BACS1901 28F	£73.94	£12.32	£61.62 17/12/18	Sturminster Newton Building Supplies -	£119.05
	1	£38.84	£6.47	£32.37	AS Gloss Paint	
	2	£35.10	£5.85	£29.25	AS Decorating Sundries	
1985	BACS1901 28G	£80.65	£3.84	£76.81 03/01/19	Southern Electric - Footway Lighting 4/12-2/1	
1986	BACS1901 28G	£16.57	£0.78	£15.79 03/01/19	Southern Electric - Unmetered Supply 4/12-2/1	£97.22
1987	BACS1901 28H	£85.80	£14.30	£71.50 07/01/19	Northover G & Sons Ltd - Fuel	£85.80
1988	BACS1901 28J	£33.49	£5.58	£27.91 07/01/19	The Exchange - Boiler Repair Recharge - Thermal Fuse	£33.49
1993	BACS1901 28L	£120.00	£0.00	£120.00 11/12/18	Sturminster Newton Museum & Mill Society - Marketing Workshop	£120.00
2004	BACS1901 28N	£154.76	£25.79	£128.97 15/01/19	Engelbert Strauss Ltd - Work Trousers	£154.76
2005	BACS1901 28P	£1,028.40	£171.40	£857.00 16/01/19	Edge IT Systems Ltd - Epitaph & AdvantEDGE 3rd year of 5	£1,028.40
2006	BACS1901 28Q	£102.00	£17.00	£85.00 15/01/19	Partnership Security Ltd - Annual Service of Intruder Alarm System Ricketts Lane	£102.00
2003	BACS2801 19M	£2,828.84	£0.00	£2,828.84 21/01/19	H M Revenue & Customs - PAYE & NIC	£2,828.84
<b>Total</b>		£4,866.37	£304.83	£4,561.54		

Chair's initials:

# Financial Summary - Cashbook

Summary between 01/04/18 and 31/12/18 inclusive.

Balances at the start of the year

## Ordinary Accounts

Bath Building Society	£75,904.18
Current Account	£25,968.90
Petty Cash	£200.00
Public Sector Deposit Fund	£75,536.68
Total	£177,609.76

RECEIPTS	Net	Vat	Gross
Office & Administration	£287,255.44	£36.83	£287,292.27
Amenities & Services	£23,012.63	£1,094.01	£24,106.64
Capital Projects	£1,650.05	£0.00	£1,650.05
Total Receipts	£311,918.12	£1,130.84	£313,048.96

PAYMENTS	Net	Vat	Gross
Office & Administration	£117,051.79	£2,570.84	£119,622.63
Amenities & Services	£122,250.63	£5,728.19	£127,978.82
Capital Projects	£16,294.10	£761.60	£17,055.70
Total Payments	£255,596.52	£9,060.63	£264,657.15

Closing Balances

## Ordinary Accounts

Bath Building Society	£75,904.18
Current Account	£74,025.81
Petty Cash	£200.00
Public Sector Deposit Fund	£75,871.58
Total	£226,001.57

## Petty Cash Reconciliation as at 31<sup>st</sup> December 2018

Bal B/F 1 <sup>st</sup> November 2018	£200.00
Less November Expenses	£33.00
Less December Expenses	£36.89
Balance C/F 31 <sup>st</sup> December 2018	£130.11

## Salaries December 2018

Total Salaries £12714.01

# Financial Budget Comparison

Comparison between 01/04/18 and 31/12/18 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/18

	2018/2019	Actual Net	Balance	
<b>INCOME</b>				
<b>Office &amp; Administration</b>				
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	£334.90	£184.90
115	Interest - Bath Building Society	£150.00	£0.00	-£150.00
120	Chamber hire	£800.00	£105.00	-£695.00
125	Grants received	£0.00	£788.00	£788.00
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
<b>Total Office &amp; Administration</b>		<b>£279,257.00</b>	<b>£281,892.59</b>	<b>-£2,635.59</b>
<b>Amenities &amp; Services</b>				
200	Recreation Grounds	£4,250.00	£1,673.28	-£2,576.72
205	Cemetery	£4,500.00	£3,050.00	-£1,450.00
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	£10,466.29	£9,841.29
225	Allotments	£0.00	£0.00	£0.00
299	Other	£0.00	£4,770.00	£4,770.00
<b>Total Amenities &amp; Services</b>		<b>£24,575.00</b>	<b>£20,199.57</b>	<b>£4,375.43</b>
<b>Capital Projects</b>				
300	Developer Contributions	£0.00	£0.00	£0.00
399	Other contributions, grants & donations	£0.00	£1,650.05	£1,650.05
<b>Total Capital Projects</b>		<b>£0.00</b>	<b>£1,650.05</b>	<b>-£1,650.05</b>
<b>Total Income</b>		<b>£303,832.00</b>	<b>£303,742.21</b>	<b>-£89.79</b>
<b>EXPENDITURE</b>				
<b>Office &amp; Administration</b>				
1000	Office staff payroll	£91,938.00	£69,517.97	£22,420.03
1010	Office premises	£8,446.00	£6,340.82	£2,105.18
1020	Office facilities & operations	£13,390.00	£7,017.67	£6,372.33
1030	Insurance	£7,004.00	£7,246.43	-£242.43
1040	Bank Charges	£515.00	£221.12	£293.88
1045	Professional fees	£5,150.00	£4,150.00	£1,000.00
1050	Civic & ceremonial	£1,700.00	£374.98	£1,325.02
1060	Training	£3,090.00	£2,355.01	£734.99
1070	Subscriptions	£1,227.00	£1,274.74	-£47.74
1080	Loan repayments	£15,418.00	£15,417.52	£0.48

11/01/19 10:46 AM Vs:

*Sturminster Newton Town Council*

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Chair's initials:

# Financial Budget Comparison

Comparison between 01/04/18 and 31/12/18 inclusive. Includes due and unpaid transactions.  
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
<b>Total Office &amp; Administration</b>	<b>£147,878.00</b>	<b>£113,916.26</b>	<b>-£33,961.74</b>
<b>Amenities &amp; Services</b>			
2000 Grounds staff payroll	£116,826.00	£79,464.52	£37,361.48
2010 Workshop premises	£2,652.00	£2,113.68	£538.32
2020 Grounds operations	£10,249.00	£12,532.99	-£2,283.99
2030 Sports pavilion & facilities	£2,395.00	£2,035.00	£360.00
2040 Town Clock	£546.00	£139.83	£406.17
2050 Play facilities	£8,652.00	£350.00	£8,302.00
2060 Gardens & ornamental	£1,251.00	£737.92	£513.08
2070 Car Parks	£103.00	£0.00	£103.00
2080 Public toilets	£10,197.00	£3,933.16	£6,263.84
2090 Allotments	£52.00	£59.58	-£7.58
2100 Cemetery	£1,906.00	£1,543.05	£362.95
2110 Sturminster Mill	£3,502.00	£10,671.08	-£7,169.08
2120 Footway lighting	£4,069.00	£4,369.87	-£300.87
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	£680.00	£865.00
2999 Other	£0.00	£1.00	-£1.00
<b>Total Amenities &amp; Services</b>	<b>£168,838.00</b>	<b>£119,218.58</b>	<b>-£49,619.42</b>
<b>Capital Projects</b>			
3000 Section 137	£0.00	£0.00	£0.00
3010 Grants	£4,481.00	£2,000.00	£2,481.00
3020 Skate Bowl Project	£0.00	£2,200.00	-£2,200.00
3030 Neighbourhood Development Plan	£0.00	£0.00	£0.00
3035 WW1 Centenary Commemoration	£0.00	£982.00	-£982.00
3040 Economic Development Plan	£0.00	£10,000.00	-£10,000.00
3045 Community Resource Support	£0.00	£0.00	£0.00
<b>Total Capital Projects</b>	<b>£4,481.00</b>	<b>£15,182.00</b>	<b>£10,701.00</b>
<b>Total Expenditure</b>	<b>£321,197.00</b>	<b>£248,316.84</b>	<b>£72,880.16</b>
Total Income	£303,832.00	£303,742.21	-£89.79
Total Expenditure	£321,197.00	£248,316.84	£72,880.16
Funded by reserves		£0.00	
<b>Total Net Balance</b>	<b>-£17,365.00</b>	<b>£55,425.37</b>	

