

**STURMINSTER NEWTON TOWN COUNCIL****MINUTES OF A MEETING OF THE FINANCE & PERSONNEL COMMITTEE****Held on Thursday 25th October 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 Fraser

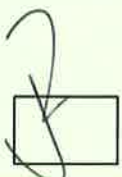
Councillor P Batstone

Councillor M Jones (ex officio)

**Absent:****In Attendance:** Cllr A Donaldson, Mrs Emma Lindsay (Town Clerk)

<b>MINUTE NUMBER</b>	<b>COMMENTS</b>	<b>RESOLUTION</b> <i>For each item, the proposer is named first followed by the seconder</i>
18/252	<b>PUBLIC SESSION</b> No comments were made or questions asked.	
18/253	<b>APOLOGIES FOR ABSENCE</b> There were no apologies for absence.	
18/254	<b>DECLARATIONS OF INTERESTS AND DISPENSATIONS</b> No declarations were declared and consequently no written dispensations had been received.	
18/255	<b>MINUTES OF THE PREVIOUS COMMITTEE MEETING</b> <b>The minutes of the Finance &amp; Personnel Committee Meeting held on 13.09.2018 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 Batstone Cllr Fraser
18/256	<b>APPROVAL OF PAYMENTS</b> <b>The list of payments set out below were checked by Cllrs Rose and Taylor and APPROVED.</b>	Cllr Rose Cllr Taylor
18/257	<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 30.09.2018 set out below were APPROVED.</b>	Cllr Fraser Cllr Taylor
18/258	<b>BUDGET COMPARISON</b> The Town Clerk presented the Budget Comparison and Statement of Reserves. <b>The Budget Comparison and Statement of Reserves as at 30.09.2018, set out below were APPROVED.</b>	Cllr Rose Cllr Jones

Chair's initials:



- 18/259 CONFIRMATION OF ROUTINE MONTHLY CHECKS  
The Committee NOTED the reports of the inspections carried out in September and October by Cllrs Lacey and Taylor respectively.
- 18/260 GRANT APPLICATIONS  
The Committee discussed the Council grant scheme and how it could be reshaped in the future as application forms and supporting documentation are received. The Clerk was asked to write to Revitalise and The Dorset Blind Association to advise that future grant requests should explain specifically how the money would benefit residents of Sturminster Newton.  
**The Committee, in exercise of the General Power of Competence, RECOMMENDED that the following awards be made by way to grant support:**  
a) to Age Concern the sum of £500  
b) to Wyvern Credit Union the sum of £367.50  
c) for the production of Who's Who 2019 £193 to be held by the Town Council until required.
- 18/261 INTERIM AUDIT REPORT  
The Committee noted the content of the report and commended the Clerk and her team for their efforts.
- 18/262 FEES AND CHARGES  
After considering the written report from the Town Clerk circulated with the meeting papers. The Committee were supportive of the proposed changes to the fee structure. It was agreed that proposals to charge to hire the Ricketts Lane carpark would be reviewed next year.  
**The Committee RECOMMENDED that the revised fees and charges are implemented as set out in the report.**
- 18/263 TOWN COUNCIL DEBIT CARD  
After considering the written report from the Town Clerk circulated with the meeting papers.  
**The Committee RECOMMENDED that the Town Clerk secure a debit card from Natwest on behalf of the Town Council.**
- 18/264 INFORMATION FROM MEMBERS  
Cllr Lacey commented that there were too many posters on the barriers adjacent to the Bridge and that the display did not appear to comply with Town Council policy.  
Cllr Lacey also noted that the Police have been an active presence in the town.  
Cllr Donaldson noted that a previous Chairman of the Town Council, Nora Puckett had passed away.
- 18/265 CORRESPONDENCE  
The Town Clerk reported that no correspondence within the Committee's terms of reference has been received
- 18/266 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**

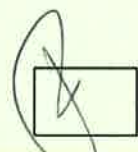
Cllr Taylor  
Cllr Rose

Cllr Batstone  
Cllr Rose

Cllr Batstone  
Cllr Rose

Cllr Fraser  
Cllr Taylor

Chair's initials:



**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**

18/267 BUDGET PRORITIES 2019/20

The Town Clerk presented a summary of the 2018/19 and first draft of the 2019/2020 budgets. The Committee discussed a number of scenarios for the revenue budget. It was agreed that the Town Clerk would present the final budget for consideration at the next meeting.

The Chairman declared the meeting closed at 9.15 p.m.

*Emma Lindsay*  
Town Clerk

## Sturminster Newton Town Council

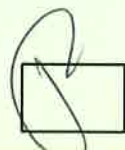
### BACS Payments for 25 Oct 18 F&P approval list

Start of year

01/04/18

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
1820	BACS1810 29A	£70.57	£11.76	£58.81 30/09/18	Condor Office Solutions - Photocopy Charges 08/08-12/09	
1821	BACS1810 29A	£23.59	£3.93	£19.66 24/09/18	Condor Office Solutions - Photocopying 12/9-24/9	
1822	BACS1810 29A	£30.49	£5.08	£25.41 30/06/18	Condor Office Solutions - Photocopying 11/5-12/6	
1823	BACS1810 29A	£211.50	£35.25	£176.25 31/07/18	Condor Office Solutions - Photocopier Quarterly Lease Charge/Copies 12/6-10/7	£336.15
1825	BACS1810 29C	£52.74	£0.00	£52.74 30/09/18	The Exchange - Water Recharge (Useage Adjustment)	£52.74
1826	BACS1810 29D	£19.00	£0.00	£19.00 03/10/18	D.B.Window Cleaning - Office Window Cleaning	£19.00
1827	BACS1810 29E	£170.05	£28.34	£141.71 01/10/18	SturQuest - Telephone Calls Jul-Sep, Rental Oct-Dec	£170.05
1828	BACS1810 29F	£140.00	£0.00	£140.00 08/10/18	Dorset Association of Parish & Town Councils - Clerks Seminar 18/9 EL & LP	£140.00
1829	BACS1810 29G	£360.00	£60.00	£300.00 31/07/18	Farnfields Solicitors - Legal Advice relating to The Exchange leases	£360.00
1830	BACS1810 29H	£70.74	£3.36	£67.38 18/10/18	Southern Electric - Footway Lighting	
1831	BACS1810 29H	£15.69	£0.74	£14.95 01/10/18	Southern Electric - Footway Lighting	£86.43
1832	BACS1810	£32.47	£0.00	£32.47 18/10/18	Water2business - Watering	

Chair's initials:



	29J					Point Railway Gardens 15278831	
1833	BACS1810 29J	£59.58	£0.00	£59.58	18/10/18	Water2business - Standpipe at Filbridge Rise Allotments 19746686	£92.05
1834	BACS1810 29K	£37.62	£1.79	£35.83	10/10/18	Northover G & Sons Ltd - Fuel	£37.62
1835	BACS1810 29L	£92.74	£15.46	£77.28	11/09/18	Sturminster Newton Building Supplies - Top Soil and Tarmac Recharge to Cheese Festival	£92.74
1836	BACS1810 29M	£420.00	£70.00	£350.00	30/07/18	Redlynch Leisure - Welding & Repairs to Gym Equipment	£420.00
1837	BACS1810 29N	£110.40	£18.40	£92.00	14/10/18	J.A.T Electrical - Plug Socket Repairs Market Place Xmas Tree Plug	£110.40
1838	BACS1810 29P	£177.60	£29.60	£148.00	11/10/18	Rigby Taylor - Line Parking Paint	£177.60
1848	BACS1810 29Q	£300.00	£0.00	£300.00	23/10/18	Naylor Mrs P - Finance Training Support	£300.00
<b>Total</b>		<b>£2,394.78</b>	<b>£283.71</b>	<b>£2,111.07</b>			

## Salaries September 2018

Total £10794.89

## Financial Summary - Cashbook

Summary between 01/04/18 and 30/09/18 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
<b>Total</b>	<b>£177,609.76</b>

RECEIPTS	Net	Vat	Gross
Office & Administration	£284,414.70	£36.83	£284,451.53
Amenities & Services	£8,458.35	£529.15	£8,987.50
Capital Projects	£1,000.05	£0.00	£1,000.05
<b>Total Receipts</b>	<b>£293,873.10</b>	<b>£565.98</b>	<b>£294,439.08</b>

PAYMENTS	Net	Vat	Gross
Office & Administration	£83,464.60	£1,574.43	£85,039.03
Amenities & Services	£71,543.27	£1,968.44	£73,511.71
Capital Projects	£13,112.10	£321.60	£13,433.70
<b>Total Payments</b>	<b>£168,119.97</b>	<b>£3,864.47</b>	<b>£171,984.44</b>

Closing Balances

### Ordinary Accounts

Bath Building Society	£75,904.18
Current Account	£148,221.12

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Petty Cash	£200.00
Public Sector Deposit Fund	£75,739.10
Total	£300,064.40

Bank Reconciliation as at 30<sup>th</sup> September 2018

Petty Cash	£200.00
Less O/S Items	£13.15
	<b>£186.85</b>

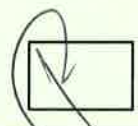
## Financial Budget Comparison

Comparison between 01/04/18 and 30/09/18 inclusive.

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	£161.30	£11.30
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	£1,165.23	£1,165.23
199	Other	£0.00	£184.20	£184.20
<b>Total Office &amp; Administration</b>		<b>£279,257.00</b>	<b>£279,010.73</b>	<b>£246.27</b>
<b>Amenities &amp; Services</b>				
200	Recreation Grounds	£4,250.00	£417.00	-£3,833.00
205	Cemetery	£4,500.00	£2,090.00	-£2,410.00
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	£2,270.00	£2,270.00
<b>Total Amenities &amp; Services</b>		<b>£24,575.00</b>	<b>£5,463.29</b>	<b>£19,111.71</b>
<b>Capital Projects</b>				
300	Developer Contributions	£0.00	£0.00	£0.00
399	Other contributions, grants & donations	£0.00	£1,000.05	£1,000.05
<b>Total Capital Projects</b>		<b>£0.00</b>	<b>£1,000.05</b>	<b>-£1,000.05</b>
<b>Total Income</b>		<b>£303,832.00</b>	<b>£285,474.07</b>	<b>-£18,357.93</b>
<b>EXPENDITURE</b>				
<b>Office &amp; Administration</b>				
1000	Office staff payroll	£91,938.00	£52,257.35	£39,680.65
1010	Office premises	£8,446.00	£4,360.77	£4,085.23
1020	Office facilities & operations	£13,390.00	£4,462.72	£8,927.28
1030	Insurance	£7,004.00	£7,195.16	-£191.16
1040	Bank Charges	£515.00	£141.35	£373.65

Chair's initials:



1045	Professional fees	£5,150.00	£2,675.00	£2,475.00
1050	Civic & ceremonial	£1,700.00	£300.00	£1,400.00
1060	Training	£3,090.00	£138.33	£2,951.67
1070	Subscriptions	£1,227.00	£1,043.74	£183.26
1080	Loan repayments	£15,418.00	£7,708.76	£7,709.24

## Financial Budget Comparison

Comparison between 01/04/18 and 30/09/18 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
<b>Total Office &amp; Administration</b>		<b>£147,878.00</b>	<b>£80,283.18</b>	<b>-£67,594.82</b>
<b>Amenities &amp; Services</b>				
2000	Grounds staff payroll	£116,826.00	£51,760.69	£65,065.31
2010	Workshop premises	£2,652.00	£1,079.99	£1,572.01
2020	Grounds operations	£10,249.00	£6,572.10	£3,676.90
2030	Sports pavilion & facilities	£2,395.00	£864.33	£1,530.67
2040	Town Clock	£546.00	£91.51	£454.49
2050	Play facilities	£8,652.00	£0.00	£8,652.00
2060	Gardens & ornamental	£1,251.00	£659.33	£591.67
2070	Car Parks	£103.00	£0.00	£103.00
2080	Public toilets	£10,197.00	£2,229.46	£7,967.54
2090	Allotments	£52.00	£0.00	£52.00
2100	Cemetery	£1,906.00	£1,096.05	£809.95
2110	Sturminster Mill	£3,502.00	£2,993.54	£508.46
2120	Footway lighting	£4,069.00	£680.02	£3,388.98
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	£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
<b>Total Amenities &amp; Services</b>		<b>£168,838.00</b>	<b>£68,511.22</b>	<b>-£100,326.78</b>
<b>Capital Projects</b>				
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
<b>Total Capital Projects</b>		<b>£4,481.00</b>	<b>£11,250.00</b>	<b>£6,769.00</b>
<b>Total Expenditure</b>		<b>£321,197.00</b>	<b>£160,044.40</b>	<b>£161,152.60</b>
Total Income		£303,832.00	£285,474.07	-£18,357.93
Total Expenditure		£321,197.00	£160,044.40	£161,152.60
<b>Total Net Balance</b>		<b>-£17,365.00</b>	<b>£125,429.67</b>	

Approved on

Chair's signature: .....



Chair's initials:

