

STURMINSTER NEWTON TOWN COUNCIL**MINUTES OF A MEETING OF THE FINANCE & PERSONNEL COMMITTEE**Held on Thursday 26th April 2018 in the Council Chamber at 7.15pm**Present :**

Councillor H. Lacey (Chair)
 Councillor G. Rose (Vice-Chair)
 Councillor A. Donaldson (*ex officio*)

Councillor V. Fox
 Councillor C. Spackman

Absent:

Councillor Fraser

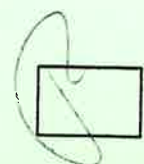
In Attendance: Cllr R. Taylor, Cllr. M. Jones , Cllr .P Batstone and Emma Lindsay (Town Clerk)

MINUTE NUMBER	COMMENTS	RESOLUTION <i>For each item, the proposer is named first followed by the seconder</i>
18/459	PUBLIC SESSION A representative of the Taboo Theatre Company addressed the Committee in support of their grant application to be considered later in the meeting. He explained that the community play would complement other Centenary celebrations in the Town and would leave a creative historical legacy.	
18/460	APOLOGIES FOR ABSENCE Apologies were received from Cllr. Fraser. These apologies were accepted by the Members present.	
18/461	DECLARATIONS OF INTERESTS AND DISPENSATIONS Cllrs Donaldson and Batstone declared interests in agenda item 18/463	
18/462	MINUTES OF THE PREVIOUS COMMITTEE MEETING The minutes of the Finance & Personnel Committee Meeting held on 29.03.2018 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 Donaldson Cllr Rose
18/463	GRANT APPLICATIONS After considering the various application forms and supporting documentation received. The Committee, in exercise of the General Power of Competence, RECOMMENDED that the following awards be made by way to grant support: a) to SNATCH the sum of £500 b)to Taboo Theatre Company £750 c) to Sturminster Newton Literary Heritage Project £250 (to be retained by the Town Council until required)	Cllr. Rose Cllr.Spackman
18/464	APPROVAL OF PAYMENTS The list of payments set out below on pages 2635-2636 were checked by Cllrs. Donaldson and Lacey and APPROVED.	Cllr. Donaldson Cllr. Lacey



- 18/465 **STATEMENT OF ACCOUNTS AND BANK RECONCILIATION**
The Town Clerk presented the Statement of Account and Bank Reconciliation.
The Statement of Accounts and Bank Reconciliation Statement as at 31.03.2018 set out on page 2637 below were APPROVED. Cllr. Spackman
Cllr. Rose
- 18/466 **BUDGET COMPARISON**
The Town Clerk presented the Budget Comparison and Statement of Reserves.
The Budget Comparison and Statement of Reserves as at 31.03.2018, set out on pages 2637-2638 below were APPROVED. Cllr Rose
Cllr Spackman
- 18/467 **CONFIRMATION OF ROUTINE MONTHLY CHECKS**
The Committee NOTED the reports of the inspections carried out in February, March and April by Councillors Lacey, Fox and Rose respectively.
- 18/468 **GENERAL DATA PROTECTION REGULATION**
After considering the written report from the Town Clerk circulated with the meeting papers
The Committee RECOMMENDED that dedicated Town Council email accounts should be set up for each Councillor and that data back- up services should be secured from the Councils I.T. provider. Cllr Spackman
Cllr Donaldson
- 18/469 **REPLACEMENT VEHICLE**
After considering the written report from the Town Clerk circulated with the meeting papers
The Committee RECOMMENDED the use of a contract hire Agreement with Isuzu to secure a replacement vehicle for the Grounds Team .
- 18/470 **ANNUAL HEALTH AND SAFETY AUDIT**
The Committee NOTED the content of the Health and Safety Report and action plan and asked that their thanks be passed on to staff.
Following discussion it was agreed that the Town Clerk would arrange for a Councillor H&S walkabout

The Committee NOTED the content of the report and action plan
- 18/471 **INFORMATION FROM MEMBERS**
Cllr. Fox reported that there are proposals to include Hinton St. Mary in the Sturminster Newton Ward.
Cllr Spackman reported that he and Cllr Batstone continue to work with Hugh d'long on economic development. He also advised that consultation was underway for the Neighbourhood plan and that there may be a need to apply for further funding in support of the plan.
- 18/472 **CORRESPONDANCE**
The Town Clerk reported that no correspondence within the Committee's terms of reference has been received
- 18/473 **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 Cllr Donaldson
Cllr Rose



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

18/474 CONFIDENTIAL STAFFING MATTERS

1. After considering the confidential report distributed prior to the meeting regarding the Closure of SturQuest and the recommendations contained therein

The Committee RECOMMENDED that the Town Clerks recommendation be approved.

Cllr Rose
Cllr Spackman

2. The Committee NOTED the confidential report distributed prior to the meeting regarding Grounds Team staffing. It was agreed that the Town Clerk would explore the viability of appointing an apprentice to the Grounds Team and report back at the next meeting.

3. After considering the confidential report distributed prior to the meeting regarding the Town Clerks hours and the recommendation contained therein.

The Committee RECOMMENDED the approval of an addition 5 hours per week

Cllr Donaldson
Cllr Spackman

4. After considering the confidential report distributed prior to the meeting regarding the Finance Officer recruitment process and the recommendation contained therein

The Committee RECOMMENDED that the Town Clerks recommendation be approved

Cllr Rose
Cllr Fox

The Chairman declared the meeting closed at 9.01 p.m.

Emma Lindsay
Town Clerk

Sturminster Newton Town Council Bacs Payments 26th April 2018



Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
1465	BACS1805 03A	£18.70	£3.12	£15.58 31/03/18	Condor Office Solutions - Photocopier	£18.70
1460	BACS1805 03B	£15.00	£0.00	£15.00 16/03/18	Dorset Association of Parish & Town Councils - External auditor and annual audit meeting	
1464	BACS1805 03B	£70.00	£0.00	£70.00 21/03/18	Dorset Association of Parish & Town Councils - Annual conference	£85.00
1459	BACS1805 03C	£96.00	£16.00	£80.00 29/03/18	Edge IT Systems Ltd - End of year seminar	£96.00
1461	BACS1805 03D	£22.50	£3.75	£18.75 16/03/18	Hart & Sons (Dorset) Ltd - Edging iron & loppers	
1462	BACS1805 03D	£37.90	£0.32	£37.58 16/03/18	Hart & Sons (Dorset) Ltd - Cable ties & boots	£60.40
1		£1.90	£0.32	£1.58	AS Cable ties	
2		£36.00	£0.00	£36.00	AS Work boots	
1458	BACS1805 03E	£123.77	£15.75	£108.02 31/03/18	The Exchange - Office recharges-March 2018	£123.77
1		£58.69	£9.78	£48.91	OA Office electricity-March 2018	
2		£5.81	£0.97	£4.84	OA Office alarms-March 2018	
3		£12.00	£0.00	£12.00	OA Office water-March 2018	
4		£27.41	£4.57	£22.84	OA Office gas-March 2018	
5		£2.60	£0.43	£2.17	OA Office refuse-March 2018	
6		£17.26	£0.00	£17.26	OA Office Building insurance-March 2018	
Total		£383.87	£38.94	£344.93		

Cheque payments 26th April 2018

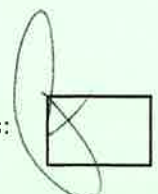
Cheque	Gross	Vat	Net Heading Invoice date	Details	Cheque Total
002332	£220.00	£0.00	£220.00 2110/5 01/04/18	Paulley I - Asst. Hatches Operator-2017/2018	£220.00
002331	£275.00	£0.00	£275.00 2110/5 01/04/18	Vincent A - Hatches Operator 2017/2018	£275.00
002330	£300.00	£0.00	£300.00 1050/3 13/04/18	Knapp K - Town Crier Honorarium 2017/2018	£300.00
Total	£795.00	£0.00	£795.00		



Sturminster Newton Town Council

Salaries 27th April 2018

Cheque	Gross	Vat	Net	Heading Invoice edate	Details	Cheque Total
BACS1804 27A-K	£11250.24	£0.00	£11250.24	23/04/18	Various employees - Salaries –April 2018	£11250.24
Total	£11,250.24	£0.00	£11,250.24			

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Financial Summary - Cashbook

Summary between 01/04/17 and 31/03/18 inclusive.

Balances at the start of the year

Ordinary Accounts

Bath Building Society	£75,513.32
Current Account	£55,349.26
Petty Cash	£200.00
Public Sector Deposit Fund	£75,342.58
Total	£206,405.16

RECEIPTS

	Net	Vat	Gross
Full Council	£0.00	£0.00	£0.00
Office & Administration	£265,728.22	£34.05	£265,762.27
Amenities & Services	£20,645.15	£2,810.22	£23,455.37
Capital Projects	£83,488.00	£0.00	£83,488.00
Total Receipts	£369,861.37	£2,844.27	£372,705.64

PAYMENTS

	Net	Vat	Gross
Full Council	£12.19	£0.00	£12.19
Office & Administration	£99,492.91	£3,949.97	£103,442.88
Amenities & Services	£129,489.16	£4,064.34	£133,553.50
Capital Projects	£141,197.47	£23,295.00	£164,492.47
Total Payments	£370,191.73	£31,309.31	£401,501.04

Closing Balances

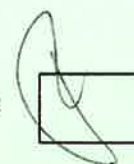
Ordinary Accounts

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

Financial Budget Comparison

Comparison between 01/04/17 and 31/03/18 inclusive.
Excludes transactions with an invoice date prior to 01/04/17

	2017/2018	Actual Net	Balance
INCOME			
Full Council			
91070	2016/17 General	£0.00	£0.00
91105	2016/17 Neighbourhood Development Plan	£0.00	£0.00
91125	2016/17 Community Garden Project	£0.00	£0.00
Total Full Council		£0.00	£0.00
Office & Administration			
100	Precept	£229,674.00	£229,674.00
105	Contributions to Expenditure	£970.00	£206.93
110	Interest - Public Sector Deposit Fund	£150.00	£194.10
115	Interest - Bath Building Society	£150.00	£390.86
120	Chamber hire	£1,000.00	£980.00
125	Grants received	£0.00	£10,000.00
130	Photocopying, printing, etc.	£20.00	£0.00
135	Insurance Settlements	£0.00	£0.00
140	VAT reclaimed	£1,150.00	£23,431.70
199	Other	£0.00	£0.00
Total Office & Administration		£233,114.00	£264,877.59
Amenities & Services			
200	Recreation Grounds	£4,250.00	£1,180.00
205	Cemetery	£5,250.00	£5,085.00
210	Agency Agreements	£6,200.00	£4,751.12
215	Street cleansing	£9,000.00	£9,000.00
220	Contributions	£625.00	£576.19
225	Allotments	£0.00	£22.84
299	Other	£0.00	£0.00
Total Amenities & Services		£25,325.00	£20,615.15
Capital Projects			
300	Developer Contributions	£75,000.00	£75,000.00
399	Other contributions, grants & donations	£0.00	£8,488.00
Total Capital Projects		£75,000.00	£83,488.00
Total Income		£333,439.00	£368,980.74
EXPENDITURE			
Full Council			
95040	2016/17 Petty Cash	£0.00	£0.00
95050	2016/17 Accounting Costs	£0.00	£0.00
95070	2016/17 Other pre-committed	£0.00	£0.00
95110	2016/17 Grounds Maintenance	£0.00	£0.00
95115	2016/17 Workshop heating	£0.00	£0.00
95135	2016/17 Town Orderly Service	£0.00	£0.00



Approved on

Chair's signature:


24/5/18

Chair's initials:

