

STURMINSTER NEWTON TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE & PERSONNEL COMMITTEE

Held on Thursday 25th July 2019 in the Council Chamber at 7.15pm

Present :

Councillor G Rose (Chair)
Councillor A Donaldson (Vice Chair)
Councillor H Lacey (ex officio)
Councillor Jones (ex officio)

Councillor C Fraser
Councillor Donaldson
Councillor Roake
Councillor Bevis

In Attendance: Two members of the public, Emma Lindsay (Town Clerk)

MINUTE NUMBER	COMMENTS	RESOLUTION <i>For each item, the proposer is named first followed by the seconder</i>
FP/24/19	PUBLIC SESSION No comments were made or questions asked.	
FP/25/19	APOLOGIES FOR ABSENCE No apologies were received.	
FP/26/19	DECLARATIONS OF INTERESTS AND DISPENSATIONS No declarations were declared and consequently no written dispensations had been received.	
FP/27/19	MINUTES OF THE PREVIOUS COMMITTEE MEETING The minutes of the Finance & Personnel Committee Meeting held on 25.04.2019 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 Lacey Cllr Jones
FP/28/19	APPOINTMENT OF COMMITTEE VICE CHAIRMAN Cllr Donaldson was appointed as Vice Chairman of the Finance and Personnel Committee until May 2020.	Cllr Lacey Cllr Fraser
FP/29/19	ANNUAL ACCOUNTS FOR 2018/19 The Town Clerk circulated the budget comparison as at 31 st March 2019 and summarised the final figures for the Town Council income and expenditure 2018/19. In summary: <ul style="list-style-type: none">• Total expenditure was £328,725.76• Funded by a total income of £330,330.30 including Precept of £277,182	

FP/30/19 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 30.06.2019 set out below were APPROVED.

Cllr Rose
Cllr Jones

FP/31/19 BUDGET COMPARISON

The Town Clerk presented the Budget Comparison and advised that the General Reserve currently held £106,623.01.

The Budget Comparison and Statement of Reserves as at 30.06.2019 were APPROVED.

Cllr Rose
Cllr Lacey

FP/32/19 CONFIRMATION OF ROUTINE MONTHLY CHECKS

The Committee noted the reports of the inspections carried out in May, June and July by Cllrs Donaldson and Lacey respectively. The Town Clerk advised that she had raised the late payment of the April precept payment with the Dorset Council.

FP/33/19 HEALTH AND SAFETY ACTION PLAN

The Committee considered a summary of the actions arising from the outcome of the annual Health and Safety Audit. Progress was noted and the Clerk advised that she would update the committee on the remaining actions at the next meeting.

FP/34/19 GRANT AWARD POLICY

The committee considered the revised grant award policy that had been circulated with the meeting papers. The committee discussed the time table for grant award.

- i. The Committee RECOMMENDED the adoption of the revised Grant award policy.
- ii. The Committee RECOMMENDED that grant applications will be considered annually in January.

Cllr.Lacey
Cllr Jones

APPROVAL OF PAYMENTS

The list of payments set out below were checked by Cllrs Donaldson and Roake and APPROVED.

Cllr Donaldson
Cllr Roake

FP/35/19 SOFTWARE REVIEW

The Clerk updated the committee on the review of the financial software and advised recommendations would be presented to the Town Council in September.

FP/36/19 CORRESPONDENCE

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

FP/37/19 INFORMATION FROM MEMBERS

Cllr. Donaldson reported that a meeting to discuss the future of the Hinton St Mary Mosaic is being arranged for August.

Cllr. Lacey encouraged members to attend the forthcoming open day at Stour Connect.

The Chairman declared the meeting closed at 8.31 p.m.

Approved on Chair's signature:

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Financial Budget Comparison

Comparison between 01/04/19 and 30/06/19 inclusive.
Excludes transactions with an invoice date prior to 01/04/19

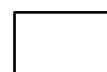
	2019/2020	Actual Net	Balance	
INCOME				
Office & Administration				
100	Precept	£300,645.00	£150,322.50	-£150,322.50
105	Contributions to Expenditure	£970.00	£0.00	-£970.00
110	Interest - Public Sector Deposit Fund	£150.00	£148.88	-£1.12
115	Interest - Bath Building Society	£150.00	£0.00	-£150.00
120	Chamber hire	£400.00	£5.00	-£395.00
125	Grants received	£0.00	£0.00	£0.00
126	Contributions Received	£0.00	£0.00	£0.00
130	Photocopying, printing, etc.	£5.00	£0.00	-£5.00
135	Insurance Settlements	£0.00	£0.00	£0.00
140	VAT reclaimed	£0.00	£1,224.37	£1,224.37
199	Other	£0.00	£0.00	£0.00
Total Office & Administration		£302,320.00	£151,700.75	£150,619.25
Amenities & Services				
200	Recreation Grounds	£4,250.00	£30.00	-£4,220.00
205	Cemetery	£4,500.00	£725.00	-£3,775.00
210	Agency Agreements	£6,200.00	£150.00	-£6,050.00
215	Street cleansing	£9,000.00	£0.00	-£9,000.00
220	Contributions	£625.00	£0.00	-£625.00
225	Allotments	£0.00	£0.00	£0.00
299	Other	£0.00	£0.00	£0.00
Total Amenities & Services		£24,575.00	£905.00	£23,670.00
Capital Projects				
300	Developer Contributions	£0.00	£0.00	£0.00
399	Other contributions, grants & donations	£0.00	£0.00	£0.00
Total Capital Projects		£0.00	£0.00	£0.00
Total Income		£326,895.00	£152,605.75	-£174,289.25
EXPENDITURE				
Office & Administration				
1000	Office staff payroll	£79,750.00	£18,841.62	£60,908.38
1010	Office premises	£8,699.00	£1,857.90	£6,841.10
1020	Office facilities & operations	£13,682.00	£1,219.79	£12,462.21
1030	Insurance	£7,214.00	£0.00	£7,214.00
1040	Bank Charges	£530.00	£116.77	£413.23
1045	Professional fees	£10,970.00	£325.00	£10,645.00
1050	Civic & ceremonial	£2,369.00	£600.00	£1,769.00
1060	Training	£3,183.00	£625.00	£2,558.00

Financial Budget Comparison

Comparison between 01/04/19 and 30/06/19 inclusive.

Excludes transactions with an invoice date prior to 01/04/19

	2019/2020	Actual Net	Balance
1070 Subscriptions	£1,264.00	£1,072.88	£191.12
1080 Loan repayments	£15,881.00	£7,708.76	£8,172.24
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
Total Office & Administration	£143,542.00	£32,367.72	-£111,174.28
Amenities & Services			
2000 Grounds staff payroll	£117,326.00	£28,242.50	£89,083.50
2010 Workshop premises	£3,082.00	£182.10	£2,899.90
2020 Grounds operations	£15,526.00	£3,676.34	£11,849.66
2030 Sports pavilion & facilities	£2,467.00	£561.56	£1,905.44
2040 Town Clock	£562.00	£107.23	£454.77
2050 Play facilities	£8,912.00	£0.00	£8,912.00
2060 Gardens & ornamental	£2,319.00	£712.16	£1,606.84
2070 Car Parks	£106.00	£0.00	£106.00
2080 Public toilets	£9,603.00	£1,027.28	£8,575.72
2090 Allotments	£54.00	£0.00	£54.00
2100 Cemetery	£1,963.00	£458.10	£1,504.90
2110 Sturminster Mill	£3,607.00	£128.61	£3,478.39
2120 Footway lighting	£7,623.00	£355.90	£7,267.10
2130 Town Centre	£836.00	£2,386.40	-£1,550.40
2140 Open Spaces	£2,228.00	£0.00	£2,228.00
2150 Benches & Other Infrastructure	£212.00	£0.00	£212.00
2160 Events & Festivals	£318.00	£0.00	£318.00
2170 Rights of Way	£1,327.00	£0.00	£1,327.00
2180 Traffic management	£530.00	£0.00	£530.00
2190 Tree management	£1,591.00	£1,200.00	£391.00
2999 Other	£0.00	£0.00	£0.00
Total Amenities & Services	£180,192.00	£39,038.18	-£141,153.82
Capital Projects			
3000 Section 137	£0.00	£0.00	£0.00
3010 Grants	£4,481.00	£500.00	£3,981.00
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	£0.00	£0.00
3045 Community Resource Support	£0.00	£0.00	£0.00
Total Capital Projects	£4,481.00	£500.00	-£3,981.00
Total Expenditure	£328,215.00	£71,905.90	£256,309.10
Total Income	£326,895.00	£152,605.75	-£174,289.25
Total Expenditure	£328,215.00	£71,905.90	£256,309.10
Funded by reserves		£0.00	
Total Net Balance	-£1,320.00	£80,699.85	



Financial Summary - Cashbook

Summary between 01/04/19 and 30/06/19 inclusive.

Balances at the start of the year

Ordinary Accounts

Bath Building Society	£76,473.46
Current Account	£22,234.05
Petty Cash	£154.10
Public Sector Deposit Fund	£76,015.25
Total	£174,876.86

RECEIPTS	Net	Vat	Gross
Office & Administration	£151,805.75	£0.00	£151,805.75
Amenities & Services	£3,942.35	£111.52	£4,053.87
Total Receipts	£155,748.10	£111.52	£155,859.62

PAYMENTS	Net	Vat	Gross
Office & Administration	£36,334.82	£646.09	£36,980.91
Amenities & Services	£43,402.18	£1,918.99	£45,321.17
Capital Projects	£750.00	£0.00	£750.00
Total Payments	£80,487.00	£2,565.08	£83,052.08

Closing Balances

Ordinary Accounts

Bath Building Society	£76,473.46
Current Account	£94,846.81
Petty Cash	£200.00
Public Sector Deposit Fund	£76,164.13
Total	£247,684.40

Sturminster Newton Town Council
BACS 30/7/19 payments approval list
01/04/19

Start of year

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
2356	BACS1907 30	£251.00	£0.00	£251.00	06/06/19	Blandford Garden Machinery Ltd - Stihl HL92 Hedgecutter, trade in Mitox 5250LRK Hedgecutter	£251.00
2349	BACS1907 30	£13.13	£2.19	£10.94	11/06/19	Sturminster Newton Building Supplies - Foam Filler and Frame Fixing	£111.92
2350	BACS1907 30	£59.20	£9.87	£49.33	12/06/19	Sturminster Newton Building Supplies - Gloves and Boots	£111.92
2352	BACS1907 30	£39.59	£6.60	£32.99	26/06/19	Sturminster Newton Building Supplies - Public Toilets maintenance supplies	£111.92
2348	BACS1907 30	£150.71	£25.12	£125.59	28/06/19	A J Supplies Ltd - Cleaning Supplies	£150.71
2347	BACS1907 30	£14.28	£2.38	£11.90	30/06/19	Hart & Sons (Dorset) Ltd - Line Marking Spray	£14.28
2341	BACS1907 30	£145.21	£24.20	£121.01	01/07/19	SturQuest - Telephone Charges	£145.21
2342	BACS1907 30	£16.42	£0.78	£15.64	01/07/19	Southern Electric - Street Lighting 4/6-1/7	£92.70
2351	BACS1907 30	£377.88	£62.98	£314.90	01/07/19	Broxap Ltd - 2 bins and fixing kits	£377.88
2355	BACS1907 30	£7,294.33	£0.00	£7,294.33	01/07/19	W.P.S. Insurance Brokers & Risk Services Ltd - Fleet Insurance and Business Insurance	£7,294.33
2343	BACS1907 30	£76.28	£3.63	£72.65	08/07/19	Southern Electric - Street Lighting	£92.70
2353	BACS1907 30	£54.59	£5.31	£49.28	08/07/19	Northover G & Sons Ltd -	£179.60
1		£22.81	£3.80	£19.01		AS Fuel	
2		£31.78	£1.51	£30.27		AS Fuel	
2345	BACS1907 30	£29.99	£0.00	£29.99	09/07/19	Wilson Kenneth - Work Shoes	£29.99
2346	BACS1907 30	£426.96	£71.16	£355.80	09/07/19	Chubb Fire Ltd - Fire Extinguisher Service and Replacement	£426.96
2338	BACS1907 30	£43.74	£7.29	£36.45	10/07/19	The Consortium - Stationary and Paper	£43.74
2340	BACS1907 30	£19.00	£0.00	£19.00	11/07/19	D.B.Window Cleaning - Window Cleaning	£19.00
2339	BACS1907 30	£22.76	£3.79	£18.97	17/07/19	Recognition Express Eastern - Councillor Name Badges	£22.76
2337	BACS1907 30	£26.50	£0.00	£26.50	23/07/19	Society Of Local Council Clerks - Principal Membership Fee's	£26.50
2344	BACS1907 30	£125.01	£17.02	£107.99	23/07/19	Northover G & Sons Ltd - Fuel	£179.60
1		£32.00	£1.52	£30.48		AS Fuel	

Chair's initials:

2		£93.01	£15.50	£77.51		AS Fuel	
2336	BACS1907 30	£320.52	£53.42	£267.10	24/07/19	Reach Publishing Services - Grounds Operative Vacancy Advert	£320.52
2354	BACS1907 30	£24.00	£4.00	£20.00	24/07/19	DCM Tyres (Wessex) Ltd - John Deere Puncture Repair	£24.00
Total		£9,531.10	£299.74	£9,231.36			

July 2019 Salaries approval list

Total £10,076.60

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