

STURMINSTER NEWTON TOWN COUNCIL

Council Offices, Old Market Hill, Sturminster Newton DT10 1FH

Tel: 01258 475136 Email: admin@sturminsternewton-tc.gov.uk



To: All Town Councillors
Dear Member,

You are hereby summoned to attend a meeting of the **Town Council** which will be held on **Thursday 7th November 2019** at Council Offices, Old Market Hill, Sturminster Newton at **7.15pm** to transact the business set out in the Agenda below.

EML Lindsay

Emma Lindsay - Town Clerk

31.10.2019

Members of the public and press are welcome to attend in accordance with the Public Bodies (Admission to meetings) Act 1960

| No. | Agenda | Time (est.) |
|-----|---|-------------|
| 1 | To receive comments and questions from members of the public. Members of the public are invited to raise any matter and speak for up to five minutes. The Chairman will normally permit visitors to speak at other times only in order to provide information and if specifically asked to do so. The Council cannot discuss matters raised unless they already appear on this agenda. | 15 mins |
| 2 | To receive and if agreed approve apologies for absence. | 1 min |
| 3 | To receive declarations of interests and approve any written applications for dispensations. | 1 min |
| 4 | To approve the minutes of the previous meeting held on 3 rd October 2019.* | 1 min |
| 5 | To approve recommendations from the following committee meetings: | 5 mins |
| | i. Finance and Personnel Committee – 24 th October 2019.* | |
| 6 | To decide what comment to make on each planning application listed below. | 15 mins |
| 7 | To receive a report from the Town Clerk on financial matters: | 10 mins |
| | i. To approve the list of payments checked by Cllrs Jones and Bevis. | |
| | ii. To approve the budget comparison. | |
| | iii. To approve any budget virements proposed. | |
| 8 | To nominate a Town Council representative to the Board of Stour Management Ltd.* | 10 mins |
| 9 | To approve a request to plant 1000 wild daffodil bulbs along the Trailway.* | 5 mins |
| 10 | To approve the purchase of a replacement slide for Rixon Recreation Ground.* | 5 mins |
| 11 | To receive a report from the Dorset Councillor and discuss any issues raised. | 5 Mins |
| 12 | To receive a report from the Town Mayor and discuss any issues raised. | 5 mins |
| 13 | To receive a report from the Town Clerk and discuss any issues raised. | 5 mins |
| 14 | To receive items submitted by DAPTC or NALC and discuss any issues raised. | 2 mins |
| 15 | To receive correspondence and discuss any issues raised.* | 2 mins |
| 16 | To receive information from members and discuss proposals for future business. | 5 mins |
| 17 | To decide whether to exclude members of the press and public for confidential matters (pursuant to Public Bodies (Admission to Meetings) Act 1960, Section 1(2)). | 1 min |
| 18 | To consider a confidential land matter and approve further actions.* | 15 mins |

* Indicates that this agenda item is the subject of a briefing note circulated to Councillors with the agenda

Large print version available on request

Draft minutes of this meeting will be made available a few days after it to view at the Council Office between 9.30am and 12.30pm every weekday and on the website at www.sturminsternewton-tc.gov.uk

Members are respectfully reminded that:

- Only agenda items where the indicated function is to approve or decide may be decided at this meeting. Other items are for information only and no decision can be taken upon them unless and until raised at a later meeting
- The Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, religion, belief or disability), Crime & Disorder, Health & Safety and Human Rights

Planning Applications received to be considered on 7th November 2019

1 *Plan Number* *District Reference* *Site Reference*
2019/10/01 2/2019/1328/FUL

Applicant *House Name* *Road* *Locality*
Mr Barwick Red Barns Through Road from Bagber Brdge Bagber

Town *County* *Post Code* *Application date*
Sturminster Newton Dorset DT102EY 14/10/19

Install 2 no. dormer windows and 1 no. timber framed porch and other alterations to dwelling permitted under application no.2/2019/0534/SDCDW

2 *Plan Number* *District Reference* *Site Reference*
2019/10/02 2/2019/1368/HOUSE

Applicant *House Name* *Road*
Mrs Powell The Cottage Gotts Corner

Town *County* *Post Code* *Application date*
Sturminster Newton Dorset DT10 1DD 10/10/19

Erect 1 no. single storey extension (demolish conservatory)

3 *Plan Number* *District Reference* *Site Reference*
2019/10/03 2/2019/1451/PDT

Applicant *House Name* *Road*
BT PHONE BOXES

Town *County* *Post Code* *Application date*
Sturminster Newton Dorset 17/10/19

Removal of 18 telephone boxes across North Dorset, 1 affecting Sturminster Newton - Broad Oak

4 *Plan Number* *District Reference* *Site Reference*
2019/10/04 2/2019/0385/FUL

Applicant *House Name* *Road* *Locality*
Mr Trowbridge AKH Heating Rivers Corner to Salkeld Bridg Rivers Corner

Town *County* *Post Code* *Application date*
Sturminster Newton Dorset DT102AB 21/10/19

Demolish existing garage and office buildings. Erect 1 no. dwelling and garage/carport.

STURMINSTER NEWTON TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL MEETING

Held on Thursday 3rd October 2019 in the Council Chamber at 7.15 pm

Present :

| | |
|-----------------------------------|----------------------------|
| Councillor A Donaldson | Councillor H Lacey (Mayor) |
| Councillor C Fraser | Councillor M Roake |
| Councillor J Janes | Councillor G Rose |
| Councillor M Jones (Deputy Mayor) | Councillor R Taylor |

Absent: Cllr L Chater, Cllr C Fraser

In attendance: Dorset Cllr Jones, Mrs Emma Lindsay (Town Clerk) and Kate Squire (Finance Officer)

| Minute No. | COMMENTS | RESOLUTION |
|------------|---|--|
| TC/159/19 | PUBLIC SESSION No members of the public were present. | for each item the proposer is named first followed by the seconder |
| TC/160/19 | APOLOGIES FOR ABSENCE Apologies were received from Cllr Reed. These apologies were accepted by the Members present. | |
| TC/161/19 | DECLARATIONS OF INTERESTS AND DISPENSATIONS No interests were declared and consequently no written requests for dispensation had been received. | |
| TC/162/19 | MINUTES OF THE PREVIOUS MEETING The minutes of the Town Council Meeting held on 5th September 2019, having been circulated and publicised prior to the meeting, were taken as read and approved for signature by the Chairman as a true and correct record. | Cllr. Taylor Cllr. Janes |
| TC/163/19 | RECOMMENDATIONS FROM COMMITTEE MEETINGS i. Planning and Environment Committee 19 th September 19 There were no recommendations to approve. ii. Amenities Committee 26 th September 19 The Council RESOLVED to APPROVE the recommendations contained therein. | Cllr Donaldson Cllr Taylor |
| TC/164/19 | CONSIDERATION OF PLANNING APPLICATIONS 1 <i>Plan Number</i> <i>District Reference</i> 2019/09/02 2/2019/1216/HOUSE <i>Applicant</i> <i>House Name</i> <i>Road</i> P Mountain Pennyfield Penny Street <i>Town</i> <i>County</i> <i>Post Code</i> Dorset First floor extension above the existing garage to form new art studio No Objections. The application is not in breach of any material planning considerations and is compliant with Sturminster Newton Neighbourhood Plan. | Cllr Jones Cllr Rose |

Chair's initials



TC/165/19 i. APPROVAL OF PAYMENTS
The Council RESOLVED to APPROVE the payments listed below. Cllr Rose
 Cllr Fraser
 ii. BUDGET COMPARISON
The Council RESOLVED to APPROVE the budget comparison as at the 30st September 2019. Cllr Jones
 Cllr Taylor
 iii. VIREMENTS
No budget virements were proposed.
 iv. EXTERNAL AUDIT REPORT
The Council noted the external audit report and thanked the team.

TC/166/19 HINTON ST MARY MOSAIC PROJECT BOARD
 The Mayor reported that the Council had received a request to nominate a representative to the project board. Cllr Donaldson was nominated and agreed to take on this role. Cllr Fraser
 Cllr Janes

TC/167/19 BUSINESS PLAN
 The Council considered the contents of the draft business plan previously circulated. The chairs of the committees with the Major, Deputy Mayor and the Town Clerk would meet to finalise the plan. The Town Clerk encouraged all councillors to provide feedback. The revised plan will be presented for approval by the Town Council in December.

TC/168/19 DORSET COUNCILLORS REPORT
 Dorset Councillor Jones passed around some updated news regarding speed indicator devices. The Council noted a report previously circulated by Dorset Councillor Jones. She updated the Council regarding the Dorset Council Executive Advisory Panel on economic infrastructure.

TC/169/19 TOWN MAYORS REPORT
 The Town Mayor reported regarding a meeting of local Mayors and Clerks with a view to working together. She had also attended the town breakfast meeting and a Dorset Council peer review with the Clerk; this had unfortunately been poorly attended by other Towns and Parishes.

Cllr Bevis arrived at 7.43pm

The Mayor also observed that she had received feedback from other Town Councils regarding concerns that the planning authority is not taking due account of observations made by Town and Parish Councils.

TC/170/19 TOWN CLERKS REPORT
 Peer Review
 The Town Clerk also reported regarding the peer review, she felt that Dorset Council are trying hard to engage and are aware of problems that need to be overcome. An invitation to visit the contact centre had been offered.
 Finance Software Installation
 The Town Clerk asked that Councillors be aware that during the training the Town Council Office would be open but responding to voicemails rather than being able to answer calls as normal.
 Sturminster Mill
 The Town Clerk updated the Council regarding the progress of the Heritage Lottery project.
 Speeding
 The Town Clerk also updated the Council regarding the speeding issues in the Town. The police had been notified of the problem areas and had advised

that Bath Road and Newton Hill would be added to their mobile speed monitoring sites.

TC/171/19

DAPTC AND NALC

An engagement workshop with Dorset Council has been arranged for the 24th October 2019, the Clerk advised that two places had been booked and asked for volunteers to attend. The Clerk asked for a nomination to attend the Councillors seminar on 10th October 2019 and Cllr Fraser offered to attend. The Clerk asked for volunteers to attend the DAPTC AGM on 9th November 2019. Cllrs Rose and Bevis agreed to attend on behalf of the Council.

TC/172/19

CORRESPONDENCE

The Town Clerk had received a copy of a letter to Savills from a resident regarding the proposed development near Elm Close. The letter will be retained until the planning application is considered by the Council. The Town Clerk had also received a request to purchase a piece of Town Council land; this will be considered at a future meeting.

TC/173/19

MEMBER INFORMATION

Cllr Donaldson – Reported that the Community Benefit Society would be getting the flower troughs replanted by the beginning of November. He had also attended a coffee morning at Newstone House.

Cllr Rose – Reported that Mrs Knapp had been asked to present the 1st Keven Knapp Cup for Dorset Town Criers in Bridport on the 26th October 2019 but as she was not able to attend had asked Cllr Rose to present the trophy on the families behalf.

Cllr Reed arrived at 8.11pm

Cllr Reed – Reported an issue with a local club using the highway for training which had been dangerous.

Cllr Bevis – Reported a fault on the street lighting at Bonslea Mead.

Cllr Roake – Reported an issue during the recent storms with tiles coming off roofs in the town centre. The finance officer responded that this had been reported to Dorset Council Highways Department.

TC/174/19

EXCLUDE MEMBERS OF THE PUBLIC

In exercise of the power conferred by the Public Bodies (Admission to Meetings) Act 1960, Section 1(2) the Committee RESOLVED that member 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 Taylor
Cllr Rose

TC/175/19

TOWN PLAN

The Council fully discussed the contents of a report previously circulated by the Town Clerk.

The Council RESOLVED to PROCEED with the recommendation as outlined in the report.

Cllr Reed
Cllr Donaldson



BACS Payments 07/10/19 approval list

Start of year 01/04/19

| Tn no | Cheque | Gross | Vat | Net | Invoice date | Details | Cheque Total |
|-------|-----------------|-----------|--------|-----------|--------------|--|--------------|
| 2440 | BACS1910 07L | £80.06 | £13.34 | £66.72 | 28/08/19 | A J Supplies Ltd - Cleaning Sundries | £80.06 |
| 1 | | £62.23 | £10.37 | £51.86 | | AS Public Toilets Cleaning Supplies | |
| 2 | | £17.83 | £2.97 | £14.86 | | AS Washing Powder | |
| | | £80.06 | £13.34 | £66.72 | | A J Supplies Ltd - Total | |
| 2441 | BACS1910 07M | £44.08 | £7.35 | £36.73 | 10/09/19 | Blandford Garden Machinery Ltd - Strimmer Line and Oil | £44.08 |
| | | £44.08 | £7.35 | £36.73 | | Blandford Garden Machinery Ltd - Total | |
| 2443 | BACS1910 07P | £33.31 | £5.55 | £27.76 | 30/09/19 | Condor Office Solutions - Photocopying Charges | £33.31 |
| | | £33.31 | £5.55 | £27.76 | | Condor Office Solutions - Total | |
| 2446 | BACS1910 07S | £19.00 | £0.00 | £19.00 | 10/09/19 | D.B.Window Cleaning - Window Cleaning | £19.00 |
| | | £19.00 | £0.00 | £19.00 | | D.B.Window Cleaning - Total | |
| 2445 | BACS1910 07R | £390.00 | £0.00 | £390.00 | 11/09/19 | Fair Account - Internal Audit | £390.00 |
| | | £390.00 | £0.00 | £390.00 | | Fair Account - Total | |
| | | £2,870.41 | £0.00 | £2,870.41 | | H M Revenue & Customs - Total | |
| 2442 | BACS1910 07N | £144.00 | £24.00 | £120.00 | 18/09/19 | J.A.T Electrical - LED replacements | £144.00 |
| | | £144.00 | £24.00 | £120.00 | | J.A.T Electrical - Total | |
| 2437 | BACS1910 07I | £305.47 | £50.91 | £254.56 | 30/09/19 | Lyreco Uk Ltd - | £305.47 |
| 1 | | £268.51 | £44.75 | £223.76 | | AS Workwear | |
| 2 | | £36.96 | £6.16 | £30.80 | | OA Waste Bins | |
| | | £305.47 | £50.91 | £254.56 | | Lyreco Uk Ltd - Total | |
| 2430 | BACS1910 07B | £595.00 | £0.00 | £595.00 | 29/04/19 | N J Hunt - Footpath Survey Jubilee Path | £595.00 |
| | | £595.00 | £0.00 | £595.00 | | N J Hunt - Total | |
| 2433 | BACS1910 07E | £33.25 | £1.58 | £31.67 | 12/09/19 | Northover G & Sons Ltd - Fuel | £33.25 |
| 2434 | BACS1910 07F | £95.19 | £15.87 | £79.32 | 19/09/19 | Northover G & Sons Ltd - Fuel | £95.19 |
| 2449 | BACS1910 07V | £32.20 | £5.37 | £26.83 | 27/09/19 | Northover G & Sons Ltd - Fuel | £32.20 |
| | | £160.64 | £22.82 | £137.82 | | Northover G & Sons Ltd - Total | |

Chair's initials



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|--------------|-----------------|-----------|---------|-----------|----------|--|---------|
| 2438 | BACS1910 07J | £108.00 | £18.00 | £90.00 | 09/09/19 | Partnership Security Ltd - Security Door Contacts | £108.00 |
| 2439 | BACS1910 07K | £96.00 | £16.00 | £80.00 | 04/09/19 | Partnership Security Ltd - Alarm Fault Call Out Charge 28/8 Workshop | £96.00 |
| | | £204.00 | £34.00 | £170.00 | | Partnership Security Ltd - Total | |
| 2444 | BACS1910 07Q | £960.00 | £160.00 | £800.00 | 13/09/19 | PKF Littlejohn LLP - External Audit of AGAR | £960.00 |
| | | £960.00 | £160.00 | £800.00 | | PKF Littlejohn LLP - Total | |
| | | £12.30 | £0.00 | £12.30 | | Plumridge Mrs L - Total | |
| 2448 | BACS1910 07U | £500.00 | £0.00 | £500.00 | 15/08/19 | SNATCH - Grant for 2019 Xmas Lights | £500.00 |
| | | £500.00 | £0.00 | £500.00 | | SNATCH - Total | |
| 2431 | BACS1910 07C | £85.19 | £4.05 | £81.14 | 03/09/19 | Southern Electric - Street Lighting | £85.19 |
| 2432 | BACS1910 07D | £16.73 | £0.79 | £15.94 | 03/09/19 | Southern Electric - Street Lighting | £16.73 |
| | | £101.92 | £4.84 | £97.08 | | Southern Electric - Total | |
| 2429 | BACS1910 07A | £14.70 | £2.45 | £12.25 | 01/09/19 | The Exchange - Telephone Charges August 19 | £14.70 |
| 2450 | BACS1910 07W | £133.00 | £15.75 | £117.25 | 30/09/19 | The Exchange - September 19 Charges | £133.00 |
| 1 | | £58.69 | £9.78 | £48.91 | | OA Recharges Electricity September 19 | |
| 2 | | £5.81 | £0.97 | £4.84 | | OA Recharges Alarms September 19 | |
| 3 | | £20.79 | £0.00 | £20.79 | | OA Recharges Water September 19 | |
| 4 | | £27.41 | £4.57 | £22.84 | | OA Recharges Gas September 19 | |
| 5 | | £2.60 | £0.43 | £2.17 | | OA Recharges Refuse September 19 | |
| 6 | | £17.70 | £0.00 | £17.70 | | OA Recharges Insurance September 19 | |
| | | £147.70 | £18.20 | £129.50 | | The Exchange - Total | |
| 2435 | BACS1910 07G | £12.63 | £0.00 | £12.63 | 13/09/19 | Water2business - Standpipe at Allotments 12/3/19 - 12/9/19 | £12.63 |
| 2436 | BACS1910 07H | £29.39 | £0.00 | £29.39 | 12/09/19 | Water2business - Water at railway gardens 1/3/19- 11/9/19 | £29.39 |
| | | £42.02 | £0.00 | £42.02 | | Water2business - Total | |
| | | £2,882.71 | £0.00 | £2,882.71 | | Confidential | |
| Total | | £6,609.91 | £341.01 | £6,268.90 | | | |

BACS Payments 07/10/19 approval list continued

Start of year 01/04/19

| Tn no | Gross | Vat | Net | Cttee Invoice date | Details |
|-------|--------|-------|--------|--------------------|---|
| 2447 | £12.30 | £0.00 | £12.30 | OA 22/08/19 | Plumridge Mrs L Travel Expenses to Sherborne TC |

Chair's initials



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|--------|-----------|-------|-----------|-------------|-----------------------|---|
| 2419/1 | £1,663.98 | £0.00 | £1,663.98 | AS 23/09/19 | H M Revenue & Customs | (Cemetery advice) Grounds Tax and NI September 19 |
| 2419/2 | £1,206.43 | £0.00 | £1,206.43 | OA 23/09/19 | H M Revenue & Customs | Office Staff Tax and NI September 19 |

Total £2,882.71 £0.00 £2,882.71

Direct Debits September 19

Start of year 01/04/19

| Tn no | Cheque | Gross | Vat | Net Invoice | Details | Cheque Total |
|--------------|---------------|-----------|---------|--------------------|--|--------------|
| 2453 | DD190202C | £152.00 | £0.00 | £152.00 02/09/19 | Dorset Council - Cemetery Rates | £152.00 |
| 2451 | DD190902 A | £3,870.66 | £645.11 | £3,225.55 02/10/19 | Prodigy PC - | £3,870.66 |
| | 1 | £3,502.32 | £583.72 | £2,918.60 | OA Server Upgrade | |
| | 2 | £314.34 | £52.39 | £261.95 | OA September 19 IT Support | |
| | 3 | £54.00 | £9.00 | £45.00 | OA Distaster Recovery for Servers August 19 - To be credited | |
| 2452 | DD190902B | £437.00 | £0.00 | £437.00 02/09/19 | Dorset Council - Office Business Rates | £437.00 |
| 2454 | DD190904D | £124.74 | £20.79 | £103.95 04/09/19 | Workwear Express - Embroidered Work Polo Shirts | £124.74 |
| 2457 | DD190909 G | £12.00 | £2.00 | £10.00 09/09/19 | Isuzu Contract Hire - Road Fund Licence | £12.00 |
| 2458 | DD190916H | £3.60 | £0.00 | £3.60 16/09/19 | Bankline - Monthly Charges | £3.60 |
| 2459 | DD190916J | £246.00 | £0.00 | £246.00 16/09/19 | Dorset Council - Public Toilets Business Rates | £246.00 |
| 2460 | DD190924K | £24.59 | £1.17 | £23.42 06/09/19 | Total Gas & Power Ltd - Electricity Public Toilets August 19 | £24.59 |
| 2461 | DD190924L | £49.42 | £2.35 | £47.07 06/09/19 | Total Gas & Power Ltd - The Mill Electricity August 19 | £49.42 |
| 2462 | DD190924 M | £59.87 | £2.85 | £57.02 06/09/19 | Total Gas & Power Ltd - Electricity Pavilion | £59.87 |
| 2463 | DD190930N | £7.84 | £0.00 | £7.84 01/09/19 | Natwest Bank Plc - Bank Charges | £7.84 |
| 2464 | DD190930P | £654.78 | £109.13 | £545.65 01/09/19 | Isuzu Contract Hire - Monthly Vehicle Lease Confidential | £654.78 |
| | | £3,614.72 | £0.00 | £3,614.72 | | |
| Total | | £9,257.22 | £783.40 | £8,473.82 | | |

Direct Debits September 19 continued

Start of year 01/04/19

| Tn no | Gross | Vat | Net | Cttee Invoice date | Details | |
|--------|-----------|-------|-----------|--------------------|----------------------------|--|
| 2455/1 | £1,011.84 | £0.00 | £1,011.84 | AS 09/09/19 | Royal London-Scottish Life | Grounds Staff Pension Contribution July 19 |
| 2455/2 | £802.42 | £0.00 | £802.42 | OA 09/09/19 | Royal London-Scottish | Office Staff |

Chair's initials



| | | | | | Life | Pension Contribution August 19 | |
|--------------|------------------|--------------|------------------|-------------|----------------------------|---|--|
| 2456/1 | £1,021.73 | £0.00 | £1,021.73 | AS 09/09/19 | Royal London-Scottish Life | Grounds Staff Pension Contributions August 19 | |
| 2456/2 | £778.73 | £0.00 | £778.73 | OA 09/09/19 | Royal London-Scottish Life | Office Staff Pension Contributions August 19 | |
| Total | £3,614.72 | £0.00 | £3,614.72 | | | | |

Salaries September 19

Total £11,213.73

Cheques Approval List

Start of year 01/04/19

| Tn no | Cheque | Gross | Vat | Net Invoice | Details | Cheque Total |
|--------------|------------------|----------------|--------------|-----------------|--|--------------|
| 2465 | Chq 2351 | £50.00 | £0.00 | £50.00 01/10/19 | Royal British Legion Poppy Appeal - Poppy Wreath Donation | £50.00 |
| 2471 | P. Cash Chq 2353 | £45.50 | £0.00 | £45.50 30/09/19 | Shillingstone Filling Station - Vehicle Fuel as Card Error | |
| 2466 | P. Cash Chq 2353 | £16.34 | £0.00 | £16.34 31/07/19 | Co-op - Milk, Coffee, Sweetener | |
| 2468 | P. Cash Chq 2353 | £8.64 | £0.00 | £8.64 31/08/19 | Co-op - Milk, Biscuits and Cleaning Sundries | |
| 2470 | P. Cash Chq 2353 | £28.57 | £0.00 | £28.57 30/09/19 | Co-op - Milk, Tea, Coffee & Cleaning Sundries | |
| 2467 | P. Cash Chq 2353 | £8.40 | £0.00 | £8.40 31/07/19 | Post Office Ltd - Stamps | |
| 2469 | P. Cash Chq 2353 | £8.40 | £0.00 | £8.40 31/08/19 | Post Office Ltd - Stamps | |
| 2472 | P.Cash Chq 2353 | £37.99 | £6.33 | £31.66 30/09/19 | Wessex Photographic - Frame and Mount | |
| 988 | P. Cash Chq 2353 | £30.00 | £0.00 | £30.00 | Reed Helen - Refund of Pavilion Hire Transaction 945 paid in cash refunded by petty cash (our error) | £183.84 |
| Total | | £233.84 | £6.33 | £227.51 | | |

Chair's initials

Financial Budget Comparison

Comparison between 01/04/19 and 30/09/19 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 | £300,645.00 | £0.00 |
| 105 | Contributions to Expenditure | £970.00 | £0.00 | -£970.00 |
| 110 | Interest - Public Sector Deposit Fund | £150.00 | £289.34 | £139.34 |
| 115 | Interest - Bath Building Society | £150.00 | £0.00 | -£150.00 |
| 120 | Chamber hire | £400.00 | £105.00 | -£295.00 |
| 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 | £3,677.93 | £3,677.93 |
| 199 | Other | £0.00 | £317.50 | £317.50 |
| Total Office & Administration | | £302,320.00 | £305,034.77 | -£2,714.77 |
| Amenities & Services | | | | |
| 200 | Recreation Grounds | £4,250.00 | £135.00 | -£4,115.00 |
| 205 | Cemetery | £4,500.00 | £2,677.00 | -£1,823.00 |
| 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 | £2,962.00 | £21,613.00 |
| 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 | £307,996.77 | -£18,898.23 |
| EXPENDITURE | | | | |
| Office & Administration | | | | |
| 1000 | Office staff payroll | £79,750.00 | £38,156.11 | £41,593.89 |
| 1010 | Office premises | £8,699.00 | £4,231.29 | £4,467.71 |
| 1020 | Office facilities & operations | £13,682.00 | £2,472.69 | £11,209.31 |
| 1030 | Insurance | £7,214.00 | £9,444.33 | -£2,230.33 |
| 1040 | Bank Charges | £530.00 | £185.85 | £344.15 |
| 1045 | Professional fees | £10,970.00 | £445.00 | £10,525.00 |
| 1050 | Civic & ceremonial | £2,369.00 | £618.47 | £1,750.53 |
| 1060 | Training | £3,183.00 | £794.50 | £2,388.50 |
| 1070 | Subscriptions | £1,264.00 | £1,219.38 | £44.62 |
| 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 | £65,276.38 | -£78,265.62 |
| Amenities & Services | | | | |
| 2000 | Grounds staff payroll | £117,326.00 | £52,403.67 | £64,922.33 |
| 2010 | Workshop premises | £3,082.00 | £2,157.90 | £924.10 |
| 2020 | Grounds operations | £15,526.00 | £6,490.02 | £9,035.98 |
| 2030 | Sports pavilion & facilities | £2,467.00 | £2,795.75 | -£328.75 |
| 2040 | Town Clock | £562.00 | £352.33 | £209.67 |
| 2050 | Play facilities | £8,912.00 | £11.90 | £8,900.10 |
| 2060 | Gardens & ornamental | £2,319.00 | £1,115.72 | £1,203.28 |
| 2070 | Car Parks | £106.00 | £0.00 | £106.00 |
| 2080 | Public toilets | £9,603.00 | £7,716.81 | £1,886.19 |
| 2090 | Allotments | £54.00 | £0.00 | £54.00 |
| 2100 | Cemetery | £1,963.00 | £762.10 | £1,200.90 |
| 2110 | Sturminster Mill | £3,607.00 | £605.52 | £3,001.48 |
| 2120 | Footway lighting | £7,623.00 | £539.19 | £7,083.81 |
| 2130 | Town Centre | £836.00 | £2,436.15 | -£1,600.15 |
| 2140 | Open Spaces | £2,228.00 | £0.00 | £2,228.00 |
| 2150 | Benches & Other Infrastructure | £212.00 | £675.00 | -£463.00 |
| 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 | £79,262.06 | -£100,929.94 |
| 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 | £145,038.44 | £183,176.56 |
| Total Income | | £326,895.00 | £307,996.77 | -£18,898.23 |
| Total Expenditure | | £328,215.00 | £145,038.44 | £183,176.56 |
| Funded by reserves | | | £0.00 | |
| Total Net Balance | | -£1,320.00 | £162,958.33 | |

STURMINSTER NEWTON TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE & PERSONNEL COMMITTEE

Held on Thursday 24th October 2019 in the Council Chamber at 7.15pm

Present :

| | |
|-------------------------------------|---------------------------------|
| Councillor G Rose (Chair) | Councillor H Lacey (ex officio) |
| Councillor A Donaldson (Vice Chair) | Councillor Roake |

Absent:

Councillor M Jones, Councillor S Bevis and Councillor C Fraser

In Attendance: Emma Lindsay (Town Clerk)

| MINUTE NUMBER | COMMENTS | RESOLUTION <i>For each item, the proposer is named first followed by the seconder</i> |
|---------------|--|--|
| FP/38/19 | PUBLIC SESSION No comments were made or questions asked. | |
| FP/39/19 | APOLOGIES FOR ABSENCE Apologies were received from Cllrs Fraser, Jones and Bevis. | |
| FP/40/19 | DECLARATIONS OF INTERESTS AND DISPENSATIONS No declarations were declared and consequently no written dispensations had been received. | |
| FP/41/19 | MINUTES OF THE PREVIOUS COMMITTEE MEETING The minutes of the Finance & Personnel Committee Meeting held on 25.07.2019 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 Donaldson Cllr Rose |
| FP/42/19 | APPROVAL OF PAYMENTS The list of payments as appended were checked by Cllrs Donaldson and Rose and APPROVED. | Cllr Rose Cllr Donaldson |
| FP/43/19 | STATEMENT OF ACCOUNTS The Town Clerk presented the Balance Sheet as at 30 th September 2019. The Balance Sheet as at 30.09.2019 was APPROVED. | Cllr Donaldson Cllr Lacey |
| FP/44/19 | BUDGET COMPARISON The Town Clerk presented the Budget Comparison and advised that the General Reserve currently held is £86,175 The Budget Comparison and Statement of Reserves as at 30.09.2019 were APPROVED. Cllr Roake raise a query regarding the statement of Accounts presented to the Committee in July. The Clerk advised that she would | Cllr Rose Cllr Lacey |

- investigate and report back to the next meeting.
- FP/45/19 SOFTWARE IMPLEMENTAION
The Town Clerk provided the committee with a brief update regarding the implementation of the new finance software. The team received training during the week of the 7/10/2019, and are becoming familiar with the software.
- FP/46/19 CONFIRMATION OF ROUTINE MONTHLY CHECKS
The Committee noted the reports of the inspections carried out in August and September by Cllr Rose.
- FP/47/19 HEALTH AND SAFETY ACTION PLAN
The committee noted that all actions arising from the annual Health and Safety audit had been completed.
- FP/48/19 DRAFT BUDGET AND PRIORITIES FOR 2020/21
The Clerk presented the first draft of the budget for 2020/21 including a summary of costs for the projects identified as priorities within the draft Town Council business plan. The proposals were discussed. The committee suggested the priority for the next financial year should be to fund the base budget and the high priority projects.
- FP/49/19 CORRESPONDENCE
The Town Clerk reported that no correspondence within the Committee's terms of reference has been received.
- FP/50/19 INFORMATION FROM MEMBERS
Cllr Lacey noted that the future of the Unity magazine was uncertain.
Cllr Rose advised that he had been asked to present the Kevin Knapp trophy for the best dressed crier at the Dorset Town Criers event.

The Chairman declared the meeting closed at 8.55 p.m.

Approved on Chair's signature:

Sturminster Newton Town Council

Thursday 7th November 2019

Nomination of a Town Council Representative to the Board of Stour Management Ltd

1. Introduction

Following the closure of SturQuest the former directors of SturQuest Enterprise Ltd have rebranded the company, which is now called "Stour Management Ltd". The board of Stour Management Ltd has invited the Town Council to nominate a representative to participate in their activities.

2. Participation

The objectives of the new organisation remain unchanged from those of SturQuest Enterprises, namely to:

- administer six offices contained within the Exchange;
- offer these offices for lease to businesses local to Sturminster Newton;

and

- apply the rental income obtained from the offices to sponsor and offer grant support to enterprises and community organisations in Sturminster Newton and the surrounding area.

3. Participation Options

The invitation from the board of Stour Management Ltd is for the Council to nominate either a Non-Executive Director or a Non-Voting Representative. Ideally the term of the appointment will be for the remainder of the electoral term.

There are a number of important obligations placed on Non-Executive Director appointments and these are explained further in the attached fact sheet published by the Institute of Directors. These obligations would need to be formalised and agreed by both Stour Management Ltd and also the Town Council if this arrangement was chosen

Alternatively, the Council would have an option to nominate a representative to the Stour Management Ltd Board who can fully participate in meetings with the exception of the ability to vote.

4. Recommendation

That the Council considers the appointment of either a Non-Executive Director or a Representative to the board of Stour Management Ltd for the duration of the electoral term.

Emma Lindsay

Town Clerk

FACTSHEETS

What is the role of the Non-Executive Director?

18 Oct 2018

What is the role of the Non-Executive Director?

Essentially the non-executive director's (NED) role is to provide a creative contribution to the board by providing independent oversight and constructive challenge to the executive directors.

The 1992 Cadbury Report initiated a debate about the main functions and responsibilities of non-executive directors. Today, it is widely accepted that non-executive directors have an important contribution to make to the proper running of companies and, therefore, more widely to the economy at large. As the Cadbury Report said, they "should bring an independent judgement to bear on issues of strategy, performance and resources including key appointments and standards of conduct".

There is no legal distinction between executive and non-executive directors. As a consequence, in the UK unitary board structure, NEDs have the same legal duties, responsibilities and potential liabilities as their executive counterparts. Clearly, it is appreciated that NEDs cannot give the same continuous attention to the business of the company. However, it is important that they show the same commitment to its success as their executive colleagues. It follows that NEDs are subject to the codified duties of directors contained in the Companies Act 2006 in the same way as executive directors.

Prior to accepting a non-executive appointment, the prospective appointee must ensure they have a comprehensive understanding of the company they are about to join and have undertaken their own due diligence. Once appointed an NED should ensure that an appropriate induction programme is put in place; they participate in on-going training and keep up to date with developments in the company and the relevant business sector.

The UK Corporate Governance codes states, "Non-executive directors should have sufficient time to meet their board responsibilities. They should provide constructive challenge, strategic guidance, offer specialist advice and hold management to account."

All directors should be capable of seeing company and business issues in a broad perspective. Nonetheless, NEDs are usually chosen because they have a breadth of experience, are of an appropriate calibre and have particular personal qualities. Additionally, they may have some specialist knowledge that will provide the board with valuable insights or, perhaps, key contacts in related industries or the City. Of the utmost importance is their independence of the company management and any of its 'interested parties'. This means they can bring a degree of objectivity to the board's deliberations, and play a valuable role in monitoring executive management.

The Cadbury, Hampel and Higgs reports, some of whose recommendations are included in the UK Corporate Governance Code, stress that the board should include independent NEDs of sufficient calibre and number for their views to carry significant weight in the board's deliberations.

Independent directors, are defined in the Cadbury Report as persons who “apart from directors' fees and shareholdings [are] independent of the management and free from any business or other relationships which could materially interfere with the exercise of the independent judgement”.

The UK Corporate Governance Code advises that the, "board should include an appropriate combination of executive and non-executive (and, in particular, independent non-executive) directors, such that no one individual or small group of individuals dominates the board's decision-making. There should be a clear division of responsibilities between the leadership of the board and the executive leadership of the company's business".

While much of the comment and discussion on NEDs tends to focus on listed companies, it is important to note that they can also make a valuable, albeit somewhat different, contribution to private companies. Indeed, there are a growing number of private companies, including relatively small ones, which are now actively searching for the 'right' non-executive director.

The functions of NEDs

Non-executive directors are expected to focus on board matters and not stray into 'executive direction', thus providing an independent view of the company that is removed from the day-to-day running. NEDs, then, are appointed to the board to bring:

independence

impartiality

wide experience

special knowledge

personal qualities

The key responsibilities of NEDs

Chairmen and chief executives should use their NEDs to provide general counsel – and a different perspective – on matters of concern. They should also seek their guidance on particular issues before they are raised at board meetings. Indeed, some of the main specialist roles of a non-executive director will be carried out in a board sub-committee (particularly the remuneration and audit committees), especially in listed companies. The key responsibilities of NEDs can be said to include the following:

Strategic direction

As 'an outsider', the non-executive director may have a clearer or wider view of external factors affecting the company and its business environment than the executive directors. The normal role of the NED in strategy formation is therefore to provide a creative and informed contribution and to act as a constructive critic in looking at the objectives and plans devised by the chief executive and the executive team.

Monitoring performance

Non-executive directors should take responsibility for monitoring the performance of executive management, especially with regard to the progress made towards achieving the determined company strategy and objectives. They have a prime role in appointing, and where necessary removing, executive directors and in succession planning.

Remuneration

Non-executive directors are also responsible for determining appropriate levels of remuneration of executive directors. In large companies this is carried out by a remuneration committee, the objective of which is to ensure there is an independent process for setting the remuneration of executive directors.

Communication

The company and its board can benefit from outside contacts and opinions. An important function for NEDs, therefore, can be to help connect the business and board with networks of potentially useful people and organisations. In some cases, an NED will be called upon to represent the company externally.

Risk

NEDs should satisfy themselves on the integrity of financial information and that financial controls and systems of risk management are robust and defensible.

Audit

It is the duty of the whole board to ensure that the company accounts properly to its shareholders by presenting a true and fair reflection of its actions and financial performance and that the necessary internal control systems are put into place and monitored regularly and rigorously. An NED has an important part to play in fulfilling this responsibility, whether or not a formal audit committee (composed of NEDs) of the board has been constituted.

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Sturminster Newton Town Council

Thursday 7th November 2019

Request to Plant Wild Daffodil Bulbs on the Trailway at Sturminster Newton

1. Introduction

The Council has received a request from Cllr Batstone on behalf of the Sturminster Newton Economic Development Society to plant wild daffodil bulbs along the stretch of trailway owned by the Town Council.

2. Proposal

The Sturminster Newton Economic Development Society have offered to purchase and plant 1000 wild daffodil bulbs along the stretch of trailway owned by the Town Council. The Economic Development Society will organise volunteers to complete the planting and arrange for them to be covered by the Society's insurance. The Dorset Ranger Service are supportive of the proposal and suggest that the bulbs purchased are *Narcissus Pseudonarcissus* and that they should be planted in naturalised clumps or drifts, which will then develop over time. The Open Spaces Groups have also registered their support for this proposal.

3. Recommendation

That the Council considers granting permission to plant 1000 wild daffodil bulbs on the trailway.

Emma Lindsay

Town Clerk

Sturminster Newton Town Council
Thursday 7th November 2019
Replacement Slide for Rixon Recreation Ground

1.Introduction

Councillors will recall that the slide at Rixon recreation ground was vandalised at the end of September, rendering the equipment a health and safety hazard.

2.Replacement Slide

The slide is part of a larger piece of play equipment (pictured below) that was installed in 2006. The slide cannot be repaired due to the nature of the damage, it's construction and the specialist material used for the slide. Therefore replacement of the stainless steel slide section is necessary because the larger piece of equipment (ladders and turrets) is not fully functional without it.

We have received a quotation from the manufacture to replace the slide at a cost of £2777 and this excludes the installation cost of £700.

3. Recommendation

That the council approves the installation of a replacement slide with a budget of £3477.

Emma Lindsay
Town Clerk



Town Clerk | Sturminster Newton Town Council

From: Admin | Sturminster Newton Town Council
Sent: 17 October 2019 09:35
To: Town Clerk | Sturminster Newton Town Council
Subject: FW: Council motion request re national community energy campaign

From: Steve Shaw [<mailto:steve.shaw@powerforpeople.org.uk>]
Sent: 16 October 2019 15:44
To: Admin | Sturminster Newton Town Council
Subject: Council motion request re national community energy campaign

Dear Ms Lindsay

I am contacting you to ask you to help our campaign for more local, clean energy generation that would benefit local communities.

We are a not-for-profit organisation campaigning for the [Local Electricity Bill](#) – that we authored – to become law. The Bill is currently supported by a cross-party group of 115 MPs.

The Bill aims to solve the current problem whereby local renewable energy generators, such as community energy groups, are unable to sell energy that they generate to local people. This is because of the huge setup and running costs involved in doing so.

The Bill would fix this problem by establishing a Right to Local Supply that would make the costs of selling locally generated clean energy proportionate to the scale of the operation. This would benefit the existing community energy groups across the country and, even more excitingly, create the opportunity for huge growth in such groups and other local clean energy providers.

If the Bill became law it would be excellent news for Parish and Town Councils that wished to set up their own energy companies to sell locally generated renewable energy to local people, as the set up and running costs involved would be proportionate and thus a fraction of what they are now. The revenues received by such councils could be ploughed back into local emissions reduction schemes and other local services and facilities.

Could you please help by doing the following?

- 1. Ask Sturminster Newton Town Council to pass a motion in support of the Local Electricity Bill.** A model resolution is below.
- 2. Sign up to the campaign** which you can do here: www.powerforpeople.org.uk/sign-up

Please reply if you would like to ask anything about our campaign.

Yours sincerely

Steve Shaw

Director

Power for People

www.powerforpeople.org.uk

Council Draft Resolution

That [*insert council's name*]

- (i) acknowledges the efforts that this council has made to reduce greenhouse gas emissions and promote renewable energy;
- (ii) recognises that councils can play a central role in creating sustainable communities, particularly through the provision of locally generated renewable electricity;
- (iii) further recognises
 - that very large financial setup and running costs involved in selling locally generated renewable electricity to local customers result in it being impossible for local renewable electricity generators to do so,
 - that making these financial costs proportionate to the scale of a renewable electricity supplier's operation would create significant opportunities for councils to be providers of locally generated renewable electricity directly to local people, businesses and organisations, and
 - that revenues received by councils that became local renewable electricity providers could be used to help fund local greenhouse gas emissions reduction measures and to help improve local services and facilities;
- (iv) accordingly resolves to support the Local Electricity Bill, currently supported by a cross-party group of 115 MPs, and which, if made law, would make the setup and running costs of selling renewable electricity to local customers proportionate by establishing a Right to Local Supply; and
- (v) further resolves to
 - inform the local media of this decision,
 - write to local MPs, asking them to support the Bill, and
 - write to the organisers of the campaign for the Bill, Power for People, (at 8 Delancey Passage, Camden, London NW1 7NN or info@powerforpeople.org.uk) expressing its support.