

From the Town Clerk



WIMBORNE MINSTER TOWN COUNCIL
Town Hall, 37 West Borough, Wimborne Minster,
Dorset, BH21 1LT

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Dear Councillor

16 June 2016

You are invited to attend a meeting of the **RESOURCES COMMITTEE** to be held on **TUESDAY 21 JUNE 2016 at 6.30 pm** in the Committee Room at the Town Hall, West Borough, Wimborne Minster.

Members of the public are advised that they may speak at the meeting, at the discretion of the Chairman, if notification is given to the Clerk prior to the meeting.

Yours sincerely

A handwritten signature in black ink that reads 'Lawrence West'.

Town Clerk

AGENDA

- 1 Apologies for Absence.
- 2 **SCHEDULE OF PAYMENTS**
- 3 **MONTHLY ACCOUNTS**
To receive the monthly accounts for the period to the end of May 2016 (copy herewith).
- 4 **SPENDING & RESOURCES REVIEW 2016**
To consider the report of the Chairman (copy herewith).

MEMBERS OF COMMITTEE

Cllr Mrs K F Webb (Chairman)
Cllr R P Nunn (Vice-Chairman)
Cllr P H Bartlett
Cllr J Burden
Cllr Ms C L Butter
Cllr R D Cook
Cllr L G Harvey
Ex-Officio - Chairman & Vice-Chairman of the Council

(Members are reminded of the importance of letting the office know of non-attendance by noon on the day of the meeting.)



TWINNED WITH OCHSENFURT - GERMANY AND VALOGNES - FRANCE



Resources Committee – 16 June 2016

LOCALISM ACT 2011 and CODE of CONDUCT

Members are reminded to comply with those elements of the Localism Act and the Town Council's Code of Conduct in respect of disclosable pecuniary interests.

GENERAL CONDUCT

Members are reminded that 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 and any disability), Crime & Disorder, Health & Safety and Human Rights.

Date: 14/06/2016
Time: 12:39:16

WIMBORNE MINSTER TOWN COUNCIL

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Profit and Loss

From: Month 2, May 2016
To: Month 2, May 2016

Item 3

Chart of Accounts:

WIMBORNE COUNCIL ACCOUNTS

	<u>Period</u>	<u>Year to Date</u>	
Income			
Precept	0.00	156,000.00	
EDDC Maintenance Contribution	102.64	102.64	
Admin	14.00	(281.73)	
Town Hall	620.00	4,654.22	
General Recreation	497.33	(505.34)	
Redcotts	131.25	175.00	
Cemetery Salaries Reimbursement	3,590.60	7,135.39	
BID Payments Assistance	45.28	87.78	
		5,001.10	167,367.96
Expenditure			
Town Hall	1,799.02	6,074.45	
Grants, Donation, Subs & Conts	17,330.00	20,963.95	
Planning & Environment	209.50	90.87	
Buildings & Premises	515.00	5,951.97	
General Recreation	7,584.49	12,755.24	
Redcotts	884.77	4,944.63	
Assets Replacement	165.00	165.00	
		28,487.78	50,946.11
Overheads			
Admin	6,619.00	12,691.69	
Mayoral & Civic	2,009.98	2,163.98	
Cemetery Salaries	3,590.60	7,135.39	
		12,219.58	21,991.06
Net Profit/(Loss):		(35,706.26)	94,430.79

Date: 14/06/2016

Time: 12:39:53

WIMBORNE MINSTER TOWN COUNCIL

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Balance Sheet

From: Month 2, May 2016

To: Month 2, May 2016

Chart of Account:

WIMBORNE COUNCIL ACCOUNTS

	<u>Period</u>	<u>Year to Date</u>	
Current Assets			
Bank Current Account	(2,332.94)	(3,358.09)	
Nationwide Business Bond	0.00	50,696.86	
Capital Reserve Account	(31,326.94)	260,347.15	
Petty Cash	0.00	350.00	
V. A. T	4,544.79	5,711.61	
Debtors Control Account	(13,637.66)	23,060.17	
	(42,752.75)		336,807.70
Current Liabilities			
Suspense Account - Super/Ann	906.61	(8,369.56)	
Creditors Control Account	0.00	(666.64)	
Receipts in Advance	0.00	333.34	
	906.61		(8,702.86)
Current Assets less Current Liabilities:	(43,659.36)		345,510.56
Total Assets less Current Liabilities:	(43,659.36)		345,510.56
Financed By			
General Fund	(5,269.16)	116,905.22	
Fund - Twn Hall/Refurb 6446	0.00	25,987.57	
Fund - Buildings 6447	0.00	18,798.89	
Fund - Redcotts Lodge6452	0.00	949.17	
Fund - Marriage Venue Licence5628	0.00	1,500.00	
Fund - Election Exps 5412	0.00	9,227.99	
Fund - Resources Asset Repl6501&5413	0.00	6,706.22	
Fund - Traff Order/Signs	0.00	2,609.00	
Fund - Contract Work (Rec) 6668	0.00	1,999.64	
Fund - Planting 6663	0.00	1,055.37	
Fund - Street Lighting	0.00	640.00	
Fund - Mayor's Charities	(2,683.94)	0.63	
Fund - Recreation Asset Replacement6502	0.00	11,283.72	
Fund - Legal Expenses	0.00	461.00	
Fund - Car Park/ Footpath 6665	0.00	419.14	
Fund - WBC Cap/ Renewal3072	0.00	2,638.00	
Fund - C.C.T.V. Asset Replacment 6500	0.00	47,368.35	
Fund - Town Centre - Future Enhancements	0.00	2,529.86	
P&L Account	(35,706.26)	94,430.79	
	(43,659.36)		345,510.56

WIMBORNE MINSTER TOWN COUNCIL
Budget Expenses Vs Actual with Variances

May-16

Acc Ref Name	Balance YTD	Annual Budget	Variance
5402 ADMIN - Bank Charge	74.00	350.00	276.00
5404 ADMIN - Salaries Office Staff	9,814.65	55,000.00	45,185.35
5405 ADMIN - Superannuation Contributions	983.23	5,200.00	4,216.77
5406 ADMIN - Gen Office Expenses	435.41	4,200.00	3,764.59
5407 ADMIN - Training	0.00	100.00	100.00
5408 ADMIN - Postage	0.00	500.00	500.00
5409 ADMIN - Photocopier	0.00	1,200.00	1,200.00
5410 ADMIN - Insurance	0.00	9,000.00	9,000.00
5411 ADMIN - Legal Expenses	0.00	200.00	200.00
5412 ADMIN - Election Exps	0.00	2,000.00	2,000.00
5413 ADMIN - Cap Office Equipment	0.00	200.00	200.00
5414 ADMIN - Refreshments	0.49	20.00	19.51
5415 ADMIN - Travel	6.66	300.00	293.34
5417 ADMIN - Advertising	0.00	500.00	500.00
5418 ADMIN - Compostable Bin Liners	0.00	50.00	50.00
5420 ADMIN - Membership Of Outside Bodies	398.00	1,485.00	1,087.00
5421 ADMIN - Newsletter	0.00	500.00	500.00
5422 ADMIN - Public Relations	190.00	1,000.00	810.00
5462 ADMIN - Professional Fees	0.00	700.00	700.00
5463 ADMIN - Audit fees	0.00	2,000.00	2,000.00
5464 ADMIN - Square Bookings Assistance	370.50	3,000.00	2,629.50
5465 ADMIN - I.T & Website	418.75	2,000.00	1,581.25
5466 ADMIN - Christmas Lighting/Stage & P.A	0.00	11,965.00	11,965.00
5467 ADMIN - Cemetery Tax & NIC	1,475.78	0.00	-1,475.78
5468 ADMIN - Cemetery Salaries & Superann	5,659.61	0.00	-5,659.61
5469 ADMIN - Cemetery Miscellaneous Expenses	0.00	0.00	0.00
5613 T/HALL - Fire Alarm System Contract	0.00	525.00	525.00
5614 T/HALL - TIC Support	0.00	8,500.00	8,500.00
5615 T/HALL - Town Hall Boiler Maintenance	0.00	100.00	100.00
5616 T/HALL - Carpet Cleaning	0.00	400.00	400.00
5617 T/HALL - Heating Gas	171.34	1,800.00	1,628.66
5618 T/HALL - Electricity	51.51	1,700.00	1,648.49
5619 T/HALL - Sewerage/Water	0.00	400.00	400.00
5620 T/HALL - Business Rates	1,377.00	7,000.00	5,623.00
5621 T/HALL - Cleaning Products/Waste Disp	0.00	100.00	100.00
5622 T/HALL - Cleaning Contract	307.50	2,500.00	2,192.50
5623 T/HALL - Civil Ceremony Costs	106.32	1,500.00	1,393.68
5624 T/HALL - Minor Rep/Maintenance	0.00	2,100.00	2,100.00
5625 T/HALL - Honours Board	0.00	90.00	90.00
5626 T/HALL - Mortgage	4,060.78	13,750.00	9,689.22
5627 T/HALL - Equipment	0.00	200.00	200.00
5628 T/HALL - Marriage Licence Fund	0.00	500.00	500.00
5830 MAYORAL/CIV - Allowance	1,000.00	2,000.00	1,000.00
5833 MAYORAL/CIV - Regalia	35.42	100.00	64.58
5835 MAYORAL/CIV - Civic Fund	1,119.65	5,000.00	3,880.35
5839 MAYORAL/CIV - Wimborne Militia	0.00	750.00	750.00
5840 MAYORAL/CIV - Town Crier subs/comp	0.00	450.00	450.00
5841 MAYORAL/CIV - Members Training	0.00	200.00	200.00
5842 MAYORAL/CIV - Members Travel	8.91	800.00	791.09
5843 MAYORAL/CIV - Remembrance Day Wreath	0.00	100.00	100.00
6040 GSL - Cemetery Contribution	3,562.50	7,125.00	3,562.50
6045 GSL - Grants Contingency Fund	0.00	500.00	500.00
6046 GSL - BID Levy	71.45	250.00	178.55
6047 GSL - Annual Grants	17,330.00	23,330.00	6,000.00
6048 GSL - Wimborne Folk Festival	0.00	3,000.00	3,000.00
6050 GSL - Events Fund	0.00	5,000.00	5,000.00

Acc Ref Name	Balance YTD	Annual Budget	Variance
6245 P & E - Town Centre Redev(£30k)	0.00	3,000.00	3,000.00
6265 P & E - Bus Shelter Exp	44.00	250.00	206.00
6269 P & E - Town Centre Maintenance	46.87	2,500.00	2,453.13
6446 BUILDING - T.Hall Refurb Fund	0.00	4,000.00	4,000.00
6447 BUILDING - Buildings Fund	228.00	4,000.00	3,772.00
6449 BUILDING - L/Park Com Centre Loan	0.00	15,000.00	15,000.00
6450 BUILDING - Gazebo	0.00	500.00	500.00
6452 BUILDING - Groundsman's Lodge	0.00	1,000.00	1,000.00
6453 BUILDING - Lodge Loan	0.00	2,100.00	2,100.00
6455 BUILDING - T/Hall Development Loan	0.00	11,900.00	11,900.00
6456 BUILDING - Redcotts Storage/Toilets Loan	3,445.59	6,900.00	3,454.41
6470 C.C.T.V. - Maintenance	0.00	7,000.00	7,000.00
6471 C.C.T.V. - Loan Repayments	2,328.38	16,400.00	14,071.62
6472 C.C.T.V. - Capital Renewal	0.00	3,500.00	3,500.00
6473 C.C.T.V. - Wayleave Electricity Supply	0.00	500.00	500.00
6500 ASSETS - C.C.T.V. Asset Rep	0.00	4,000.00	4,000.00
6501 ASSETS - Resources Asset Rep	0.00	1,600.00	1,600.00
6502 ASSETS - Recreation Asset Rep	165.00	5,000.00	4,835.00
6655 GEN.REC - Lighting	0.00	1,200.00	1,200.00
6656 GEN.REC - Training	0.00	150.00	150.00
6657 GEN.REC - Lodge Exp/C.Tax	260.99	1,150.00	889.01
6658 GEN.REC - Misc Inc X.Tree	256.64	3,500.00	3,243.36
6659 GEN.REC - Salaries	9,328.43	50,000.00	40,671.57
6660 GEN.REC - Repair/Renewal	295.00	3,500.00	3,205.00
6661 GEN.REC - Consumables	356.42	4,000.00	3,643.58
6663 GEN.REC - Planting Fund	162.00	200.00	38.00
6665 GEN.REC - Car Park/F.Path Fund	0.00	500.00	500.00
6666 GEN.REC - C.Mead/W.Bloom	0.00	200.00	200.00
6667 GEN.REC - Travel	1.80	200.00	198.20
6668 GEN.REC - Contract Work	120.00	3,000.00	2,880.00
6669 GEN REC - G'Mens Tools	105.03	250.00	144.97
6670 GEN REC - G'Mens PPE	143.68	250.00	106.32
6671 GEN REC - Mega Van - Batteries Fund	0.00	500.00	500.00
6672 GEN REC - Mega Van - Servicing	0.00	250.00	250.00
6673 GEN.REC - Jubilee Garden	0.00	200.00	200.00
6674 GEN REC - Dog Bins	92.50	350.00	257.50
6676 GEN REC - Waste Disposal	132.75	1,500.00	1,367.25
6677 GEN REC - Dog Control Contribution	1,500.00	1,500.00	0.00
6678 GEN REC - STRI Membership	0.00	500.00	500.00
6816 R/COTTIS - Toilets Air Freshener Contract	0.00	189.00	189.00
6817 R/COTTIS - Pavilion Boiler Service Contract	0.00	580.00	580.00
6818 R/COTTIS - Ground Services	0.00	1,000.00	1,000.00
6870 R/COTTIS - Football	89.50	100.00	10.50
6871 R/COTTIS - Bowling	113.85	1,300.00	1,186.15
6874 R/COTTIS - Grass Tennis	0.00	100.00	100.00
6891 R/COTTIS - Pavilion Gas	0.00	0.00	0.00
6892 R/COTTIS - Pavilion Services	101.25	2,500.00	2,398.75
6893 R/COTTIS - Cleaner/ Maintenance	685.17	2,300.00	1,614.83
6897 R/COTTIS - Play Area Redevelop Loan	3,954.86	7,910.00	3,955.14
	72,987.17	369,269.00	296,281.83

N/C	Name	Balance	Budget	Variance
3001	Precept	156000.00	312000.00	156000.00
3003	ADMIN - Interest Received	0.00	1400.00	1400.00
3005	ADMIN - Compostable Bin Liners	14.00	60.00	46.00
3006	ADMIN - Receipts Gen	0.00	0.00	0.00
3010	ADMIN - EDDC Maintenance CCTV	102.64	3150.00	3047.36
3011	ADMIN - EDDC Contrib CCTV Loan 1	0.00	3527.00	3527.00
3013	ADMIN - EDDC Contrib CCTV Loan 2 (Upgrade)	0.00	3853.00	3853.00
3015	ADMIN - EDDC Leigh Park Com Centre Loan	0.00	14953.00	14953.00
3017	ADMIN - Cemetery Salaries & Superannuation	5659.61	0.00	-5659.61
3018	ADMIN - Cemetery Tax & NIC	1475.78	0.00	-1475.78
3020	ADMIN - BID Payments Assistance	87.78	0.00	-87.78
3024	T/HALL - Hire Council Chamber	184.16	600.00	415.84
3025	T/HALL - Marriage Receipts	3000.05	5000.00	1999.95
3026	T/HALL - Private Office Rental	875.00	3335.00	2460.00
3027	T/HALL - Hire Committee Room	595.01	3400.00	2804.99
3057	GEN REC - Lodge Rent	728.00	4400.00	3672.00
3058	GEN REC - Misc Income	0.00	0.00	0.00
3059	GEN REC - Grounds Maintenance Contract	266.66	1600.00	1333.34
3060	GEN REC - Apprentice Grant	0.00	1500.00	1500.00
3070	R/COTTS - Football	150.00	1500.00	1350.00
3071	R/COTTS - Bowling	0.00	7880.00	7880.00
3072	R/COTTS - WBC Cap/renewal	0.00	505.00	505.00
3073	R/COTTS - WBC Store Rent	0.00	200.00	200.00
3076	R/COTTS - Changing Rooms	25.00	300.00	275.00
3077	R/COTTS - Services Tennis	0.00	1300.00	1300.00
3081	L/PARK - Rugby Club Rent	0.00	4750.00	4750.00
3083	L/PARK - Rugby Club Insurance	0.00	350.00	350.00
3084	L/PARK - Rugby Waste Disposal	0.00	720.00	720.00
		<u>169163.69</u>	<u>376283.00</u>	<u>207119.31</u>

Council Spending and Resources Review 2016

Author(s)	Kelly Webb
Date	15 th June 2016
Reference	RE001
Version	0.B
Reference:	Written in consultation with the Town Clerk

1. Purpose

The purpose of this report is to set out the reasons for setting up a Working Group to look at the spending and resources priorities of the Council in the future and to make recommendations for subsequent consideration by the Council.

2. Scope

Existing budget headings and levels will be checked for confirmation of continued relevance but it is not the intention that a complete review of all budgets is undertaken. Where the Council has previously approved a specific budget, it would not make sense to review these again at this time, although it may be sensible to consider whether the levels of such budgets remain adequate.

Instead the review will look at non-planned spending, for example grants and items taken from the General Fund.

The Working Group will also look at future mechanisms for reviewing and developing strategic plans, including how staff and Councillors may be involved in such activity.

3. Background

The Town Council has operated in its current state for many years with little change except the recent governance review that altered the boundaries making the parish larger. There has been little incentive to make changes to a successful and functioning Council until now.

East Dorset District Council has engaged in talks with other Dorset Councils with a view to creating a Dorset Unitary Authority. The outcome of these investigations will be known by the end of this year, in terms of recommendations for change with a target implementation of 2019.

It has been suggested that the creation of such a Unitary Authority could have an impact on Town and Parish Councils. Whilst the nature of the changes are as yet unknown, it could mean that the Town Council is in the future, required to provide additional services.

The Town Council needs to consider how to respond and be ready for the changes if and when they occur. This includes financial planning and consideration of the staff structure and ensuring roles of Councillors are adequate to meet potentially more demanding engagement with a Unitary Authority.

4. Objectives

The Council should establish objectives against which spending is considered and measured. Currently objectives may be implied or anecdotal but should be firmly agreed and set for the future.

The Council has recently discussed 'priorities' for action and these are varied in nature, cost and viability but in terms of taking one or many forward, there are no 'objectives' to prioritise action against.

5. Future Planning

It will not be possible to be specific at this point about a strategic plan until such time as the Council's position in any new local government structure is known. However it is possible to set objectives and agree principles on spending. We are able to set 'goals' and a desirable direction for how the Council will serve the residents in the future.

The Working Group's deliberations could be considered Part One of this review exercise. When the future local government structure for Dorset is known, Part Two will look at how we can work towards our agreed objectives by creating specific strategies in line with the confirmed income, authority and remit. However this important first step should not be delayed as it would be sensible to prepare for the future especially around spending.

6. Next Steps

All Councillors are positively encouraged to submit ideas and points of view to the Chairman of Resources Committee at any time for consideration in Working Group meetings and for input into the recommendations. Such input is likely to result in a more acceptable final report being taken forward and reduce debate further down the line.

If the Committee agrees with this approach, it is suggested that the Working Group comprise the Chairman of each Committee and the Chairman and Vice-Chairman of the Council. The Group would invite other Members to attend meetings who have submitted ideas or whose input might be valuable. The Working Group would give a progress report at each Resources Committee with a view to making recommendations to Council in due course.
