

WIMBORNE MINSTER TOWN COUNCIL

MINUTES of a meeting of the **RESOURCES COMMITTEE** held on **TUESDAY 16 AUGUST 2016** at 6.30 pm in the Committee Room, Town Hall, Wimborne Minster.

COMMITTEE MEMBERS PRESENT

Cllr Mrs K F Webb (Chairman)
Cllr R P Nunn (Vice-Chairman)
Cllr J Burden
Cllr Ms C L Butter
Cllr R D Cook
Cllr L G Harvey

COMMITTEE MEMBERS NOT PRESENT

Cllr P H Bartlett
Cllr Mrs S A Cook – Ex-Officio – Chairman of the Council
Cllr T F Wheeler – Ex-Officio – Vice-Chairman of the Council

ALSO PRESENT

Cllr Mrs D J March
Cllr Mrs A E Roberts

70 **QUESTIONS FROM THE PUBLIC**

Mrs C Chedgy (CC)

CC asked for clarification as to why questions were restricted to items on the agenda. KW advised that whilst Committee meetings must be held in public, there was nothing to say that the public had the right to speak. Historically in this Council the Chairman of each Committee uses their discretion in allowing members of the public to speak, providing questions relate to items on the agenda.

CC asked whether tennis receipts should be itemised in the monthly accounts. KW advised that such receipts were collected periodically due to the low amounts (less than £100) and the cost of administering collection. The last collection was in 2013 (since verified as the 2014/15 financial year) and was likely to be addressed again at the end of the current financial year.

CC asked if the original debt to which the Council was a guarantor was discharged. KW confirmed it had been as the loan had been repaid. CC asked why the Charge secured against the leasehold property (Tennis Club) was still registered against the leasehold interest. The Town Clerk would investigate.

Resources Committee – 16 August 2016

CC asked additional questions regarding the Tennis Club accounts but KW considered these to be straying from the matters on the agenda and since CC had written to the Council the same day, those questions would be considered separately.

71 **SCHEDULE OF PAYMENTS**

The payments for August 2016 were approved and cheques / BACS form signed if required – see **Appendix A** to these Minutes.

Cllr Mrs Roberts asked about the payment of £780 for repainting the railings at Julians Bridge and whether the work had been approved by Council. The Town Clerk replied that the poor state of the railings had been raised at the Annual Town Meeting and as the County Council which owned them was not prepared to repaint them, he had agreed with Wimborne BID to share the cost under his delegated authority. The £390 would be met from the Town Centre Maintenance budget.

72 **MONTHLY ACCOUNTS**

The Town Clerk submitted for information the monthly accounts for the period to the end of July 2016, a copy of which had been circulated to each Member and a copy of which appears as **Appendix B** to these Minutes in the Minute Book.

73 **SPENDING & RESOURCES REVIEW (Min 55 – 19.07.16)**

The Chairman reported that with the holiday season no further progress had been made although she had brought Cllr Mrs Hymers (whom had not been able to attend the first meeting of the Working Group) up to date and outlined the intended plan of action.

The meeting closed at 6.46 pm.

SignedDate.....
Town Mayor and Chairman of the Council

WIMBORNE MINSTER TOWN COUNCIL
RESOURCES COMMITTEE MEETING 16 AUGUST 2016
SCHEDULE OF CHEQUES FOR APPROVAL

Pay Ref	Payment Date	Payee	Description	Amount
DD 1	01.09.16	East Dorset District Council	Business Rates - Town Hall - September 2016	690.00
DD 2	20.08.16	East Dorset District Council	Council Tax - Redcotts Lodge - August 2016	225.00
DD 6	21.08.16	Extra Energy	Gas - Town Hall 11.07.16-10.08.16	40.39
DD 7	14.08.16	Extra Energy	Electricity - Town Hall 04.07.16-03.08.16	75.13
DD 8	28.07.16	Extra Energy	Electricity - Redcotts Pavilion 09.06.16-08.08.16	684.49
DD 13	15.08.16	Bournemouth Water	Water - Town Hall 12.01.16-06.07.16	199.22
DD 14	01.08.16	Wessex Water	Sewerage - Town Hall 12.01.16-06.07.16	336.97
DD 16	01.08.16	Wessex Water	Sewerage - Redcotts Rec 07.01.16-04.07.16	181.32
DD 17	15.09.16	Bournemouth Water	Water - Redcotts Pavilion 19.01.16-28.07.16	72.87
DD 18	01.09.16	Wessex Water	Sewerage - Redcotts Pavilion 19.01.16-28.07.16	225.95
# SO 1	01.08.16	Wimborne Business Systems Ltd	Line Rental & Internet Services - August 2016	62.21
# DC 1	19.07.16	Asda Mobile	Mobile Top Up	20.00
DC 2	03.08.16	OFCOM	Annual Radio Licence Fee - Shopwatch	100.00
008560	16.08.16	Petty Cash	Imprest	150.81
008561	16.08.16	AHGTC(Ancient & Honorable Guild of Town Criers)	Town Crier Annual Membership 2016/17	35.00
008562	16.08.16	Cllr Terry Wheeler	Travel Expenses 05.07.16-20.07.16	57.15
008563	16.08.16	Dorset Furnishing Care	Carpet Cleaning - Town Hall	275.00
008557	01.08.16	Jewson Limited	Consumables	26.20
008564	16.08.16	Kingston Maurward College	Pesticide Certificate Exam Fee	97.00
008565	16.08.16	Local World Limited	Advertisement - Grant Aid 2017/18	64.80
008566	20.07.16	Phillipa Hammond	Repairs To Stone Wall - Jubilee Garden	100.00
008566	16.08.16	Mr P Milton (Decorators)	Painting Julian's Bridge Railings	780.00 **
008567	16.08.16	STRI Limited	Expenses - Advisory Visit 14.07.16	75.40
008559	11.08.16	War On Waste Limited	Wheeie Bin Emptying - July 2016	159.30
008568	16.08.16	Wimborne Minster PCC	Engraving Name Of R G Watts To War Memorial Plaque	420.00
008558	01.08.16	WPS Ltd	Town Council Insurance Policy 2016/2017	7889.95
BACS	19.08.16	ACE Office Environments	5x Reams White Paper 1x Ream Yellow & Staples	33.11
			3x A5 Jotta Pads	9.18
BACS	19.08.16	C & O Tractors	Battery - Toro Mower	51.37
BACS	19.08.16	The Consortium	200 x Refuse Sacks & Consumables	140.05
BACS	19.08.16	Custom Security Services Ltd	Call Out & Repairs To CCTV Control Room	114.00
			Call Out & Repairs To CCTV Cameras 17-20	138.00
			Fire Alarm Contract - Town Hall 01.08.16-31.07.17	630.00

BACS	19.08.16	Dantek Environmental Services (UK) Ltd	Legionella Testing - Redcotts Pavilion	121.50
BACS	19.08.16	East Dorset District Council	BID Levy - 01.08.16 - 31.03.17	142.30
BACS	19.08.16	P D Farr Engineering Ltd	10x 150mm - Post Sockets	144.00 *
BACS	19.08.16	RJS Window Cleaning Services Ltd	Cleaning - Leigh Road Bus Shelter	26.40
BACS	19.08.16	Viridor Waste Management Limited	Duty Of Care Charge	13.00
BACS	19.08.16	Wimborne BID Ltd	Square Bookings Assistance 11.07.16-14.08.16	370.50
			Town Centre Maintenance 11.07.16-10.08.16	225.00
BACS	19.08.16	Salaries	Salaries (Town Council & Cemetery Staff)	9639.62
BACS	19.08.16	Inland Revenue	Tax & NIC	2364.35
BACS	19.08.16	Dorset County Council	Employees' Superannuation	306.49
		Total		27513.03

- denotes already on SAGE

Sum of BACS Payments

14468.87

* This amount will be reimbursed by Allendale Football Club ** The cost to be shared with Wimborne BID

Date: 11/08/2016

Time: 11:10:32

WIMBORNE MINSTER TOWN COUNCIL

Page: 1

Profit and Loss

Appendix B

From: Month 4, July 2016

To: Month 4, July 2016

Chart of Accounts:

WIMBORNE COUNCIL ACCOUNTS

	<u>Period</u>	<u>Year to Date</u>	
Income			
Precept	0.00	156,000.00	
EDDC Maintenance Contribution	64.41	167.05	
Admin	7.00	69.39	
Town Hall	1,240.02	6,288.41	
General Recreation	1,997.33	1,989.32	
Redcotts	0.00	9,124.54	
Leigh Park Playing Fields	0.00	183.25	
EDDC Loan Contributions	0.00	7,379.75	
Cemetery Salaries Reimbursement	3,424.86	14,059.38	
Cemetery Miscellaneous Expenses	377.40	377.40	
BID Payments Assistance	43.89	175.56	
	7,154.91	195,814.05	
Expenditure			
Town Hall	1,035.51	8,293.65	
Grants,Donation, Subs & Conts	0.00	24,813.95	
Planning & Environment	209.50	697.37	
Buildings & Premises	9,024.83	14,954.59	
General Recreation	6,625.54	25,784.13	
Redcotts	599.79	5,989.04	
Assets Replacement	0.00	165.00	
	17,495.17	80,697.73	
Overheads			
Admin	6,240.86	27,091.13	
Mayoral & Civic	68.33	2,965.89	
Cemetery Salaries	3,424.86	14,059.38	
Cemetery Miscellaneous Expenses	377.40	377.40	
	10,111.45	44,493.80	
Net Profit/(Loss):	(20,451.71)	70,622.52	

Balance Sheet

From: Month 4, July 2016

To: Month 4, July 2016

Chart of Account:

WIMBORNE COUNCIL ACCOUNTS

	<u>Period</u>	<u>Year to Date</u>	
Current Assets			
Bank Current Account	8,202.73	(3,098.34)	
Nationwide Business Bond	0.00	50,696.86	
Capital Reserve Account	(5,972.72)	259,947.56	
Petty Cash	0.00	350.00	
V. A. T	(4,013.45)	645.00	
Debtors Control Account	(18,113.62)	1,792.64	
	(19,897.06)		310,333.72
Current Liabilities			
Suspense Account - Super/Ann	872.65	(6,579.04)	
Creditors Control Account	0.00	(648.37)	
Receipts in Advance	0.00	333.34	
	872.65		(6,894.07)
Current Assets less Current Liabilities:	(20,769.71)		317,227.79
Total Assets less Current Liabilities:	(20,769.71)		317,227.79
Financed By			
General Fund	(440.00)	111,958.72	
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	122.00	472.63	
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	(20,451.71)	70,622.52	
	(20,769.71)		317,227.79

WIMBORNE MINSTER TOWN COUNCIL
Budget Expenses Vs Actual with Variances

Jul-16			
Acc Ref Name	Balance YTD	Annual Budget	Variance
5402 ADMIN - Bank Charge	132.00	350.00	218.00
5404 ADMIN - Salaries Office Staff	19,346.54	55,000.00	35,653.46
5405 ADMIN - Superannuation Contributions	1,895.86	5,200.00	3,304.14
5406 ADMIN - Gen Office Expenses	1,014.21	4,200.00	3,185.79
5407 ADMIN - Training	0.00	100.00	100.00
5408 ADMIN - Postage	68.33	500.00	431.67
5409 ADMIN - Photocopier	279.98	1,200.00	920.02
5410 ADMIN - Insurance	893.68	9,000.00	8,106.32
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	72.43	300.00	227.57
5417 ADMIN - Advertising	150.00	500.00	350.00
5418 ADMIN - Compostable Bin Liners	43.00	50.00	7.00
5420 ADMIN - Membership Of Outside Bodies	1,454.16	1,485.00	30.84
5421 ADMIN - Newsletter	0.00	500.00	500.00
5422 ADMIN - Public Relations	0.00	1,000.00	1,000.00
5462 ADMIN - Professional Fees	0.00	700.00	700.00
5463 ADMIN - Audit fees	457.20	2,000.00	1,542.80
5464 ADMIN - Square Bookings Assistance	864.50	3,000.00	2,135.50
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	2,897.50	0.00	-2,897.50
5468 ADMIN - Cemetery Salaries & Superann	11,161.88	0.00	-11,161.88
5469 ADMIN - Cemetery Miscellaneous Expenses	377.40	0.00	-377.40
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	285.28	1,800.00	1,514.72
5618 T/HALL - Electricity	211.92	1,700.00	1,488.08
5619 T/HALL - Sewerage/Water	0.00	400.00	400.00
5620 T/HALL - Business Rates	2,757.00	7,000.00	4,243.00
5621 T/HALL - Cleaning Products/Waste Disp	0.00	100.00	100.00
5622 T/HALL - Cleaning Contract	622.50	2,500.00	1,877.50
5623 T/HALL - Civil Ceremony Costs	211.17	1,500.00	1,288.83
5624 T/HALL - Minor Rep/Maintenance	55.00	2,100.00	2,045.00
5625 T/HALL - Honours Board	90.00	90.00	0.00
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	157.67	100.00	-57.67
5835 MAYORAL/CIV - Civic Fund	1,137.66	5,000.00	3,862.34
5839 MAYORAL/CIV - Wimborne Militia	340.00	750.00	410.00
5840 MAYORAL/CIV - Town Crier subs/comp	0.00	450.00	450.00
5841 MAYORAL/CIV - Members Training	170.00	200.00	30.00
5842 MAYORAL/CIV - Members Travel	160.56	800.00	639.44
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	18,180.00	23,330.00	5,150.00
6048 GSL - Wimborne Folk Festival	3,000.00	3,000.00	0.00
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	88.00	250.00	162.00
6269 P & E - Town Centre Maintenance	609.37	2,500.00	1,890.63
6446 BUILDING - T.Hall Refurb Fund	330.00	4,000.00	3,670.00
6447 BUILDING - Buildings Fund	1,171.00	4,000.00	2,829.00
6449 BUILDING - L/Park Com Centre Loan	7,476.57	15,000.00	7,523.43
6450 BUILDING - Gazebo	0.00	500.00	500.00
6452 BUILDING - Groundsman's Lodge	75.00	1,000.00	925.00
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	178.05	7,000.00	6,821.95
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	57.87	1,200.00	1,142.13
6656 GEN.REC - Training	0.00	150.00	150.00
6657 GEN.REC - Lodge Exp/C.Tax	523.63	1,150.00	626.37
6658 GEN.REC - Misc Inc X.Tree	590.20	3,500.00	2,909.80
6659 GEN.REC - Salaries	19,129.12	50,000.00	30,870.88
6660 GEN.REC - Repair/Renewal	1,702.00	3,500.00	1,798.00
6661 GEN.REC - Consumables	1,017.00	4,000.00	2,983.00
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	12.60	200.00	187.40
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	152.50	200.00	47.50
6674 GEN REC - Dog Bins	185.00	350.00	165.00
6676 GEN REC - Waste Disposal	383.50	1,500.00	1,116.50
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	17.40	0.00	-17.40
6892 R/COTTIS - Pavilion Services	1,250.93	2,500.00	1,249.07
6893 R/COTTIS - Cleaner/ Maintenance	562.50	2,300.00	1,737.50
6897 R/COTTIS - Play Area Redevelop Loan	3,954.86	7,910.00	3,955.14
	125,241.53	369,269.00	244,027.47

N/C	Name	Balance	Budget	Variance
3001	Precept	156000.00	312000.00	156000.00
3003	ADMIN - Interest Received	41.14	1400.00	1358.86
3005	ADMIN - Compostable Bin Liners	28.00	60.00	32.00
3006	ADMIN - Receipts Gen	0.25	0.00	-0.25
3010	ADMIN - EDDC Maintenance CCTV	167.05	3150.00	2982.95
3011	ADMIN - EDDC Contrib CCTV Loan 1	3526.72	3527.00	0.28
3013	ADMIN - EDDC Contrib CCTV Loan 2 (Upgrade)	3853.03	3853.00	-0.03
3015	ADMIN - EDDC Leigh Park Com Centre Loan	0.00	14953.00	14953.00
3017	ADMIN - Cemetery Salaries & Superannuation	11161.88	0.00	-11161.88
3018	ADMIN - Cemetery Tax & NIC	2897.50	0.00	-2897.50
3020	ADMIN - BID Payments Assistance	175.56	0.00	-175.56
3021	ADMIN - Cemetery Misc Inc	377.40	0.00	-377.40
3024	T/HALL - Hire Council Chamber	269.17	600.00	330.83
3025	T/HALL - Marriage Receipts	3291.72	5000.00	1708.28
3026	T/HALL - Private Office Rental	1750.00	3335.00	1585.00
3027	T/HALL - Hire Committee Room	977.52	3400.00	2422.48
3057	GEN REC - Lodge Rent	1456.00	4400.00	2944.00
3058	GEN REC - Misc Income	0.00	0.00	0.00
3059	GEN REC - Grounds Maintenance Contract	533.32	1600.00	1066.68
3060	GEN REC - Apprentice Grant	0.00	1500.00	1500.00
3070	R/COTTIS - Football	150.00	1500.00	1350.00
3071	R/COTTIS - Bowling	7880.00	7880.00	0.00
3072	R/COTTIS - WBC Cap/renewal	505.00	505.00	0.00
3073	R/COTTIS - WBC Store Rent	200.00	200.00	0.00
3076	R/COTTIS - Changing Rooms	25.00	300.00	275.00
3077	R/COTTIS - Services Tennis	364.54	1300.00	935.46
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	183.25	720.00	536.75
		<u>195814.05</u>	<u>376283.00</u>	<u>180468.95</u>