

WIMBORNE MINSTER TOWN COUNCIL

MINUTES of a meeting of the **RESOURCES COMMITTEE** held on **TUESDAY 19 JULY 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 L G Harvey

COMMITTEE MEMBERS NOT PRESENT

Cllr P H Bartlett
Cllr R D Cook
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 S K Bartlett
Cllr Mrs P A Hymers

53 SCHEDULE OF PAYMENTS

The cheques for July 2016 were approved and signed – see **Appendix A** to these Minutes.

54 MONTHLY ACCOUNTS

The Town Clerk submitted for information the monthly accounts for the period to the end of June 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.

55 SPENDING & RESOURCES REVIEW (Min 30 – 21.06.16)

The Chairman gave an update to the Committee. A Project Plan was in the process of being produced and the Spending & Resources Review Working Group would meet again when this was completed.

The meeting closed at 6.38 pm.

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

WIMBORNE MINSTER TOWN COUNCIL
RESOURCES COMMITTEE MEETING 19 JULY 2016
SCHEDULE OF CHEQUES FOR APPROVAL

Pay Ref	Payment Date	Payee	Description	Amount
DD 1	01.08.16	East Dorset District Council	Business Rates - Town Hall - August 2016	690.00
DD 2	20.07.16	East Dorset District Council	Council Tax - Redcotts Lodge - July 2016	225.00
DD 6	22.07.16	Extra Energy	Gas - Town Hall 11.06.16-10.07.16	49.66
DD 7	15.07.16	Extra Energy	Electricity - Town Hall 04.06.16-03.07.16	73.54
DD 11	15.07.16	Southern Electric	Electricity - Recreation Ground 30.03.16-27.06.16	60.76
DD 12	12.07.16	Southern Electric	Electricity - CCTV Pole 30.03.16-27.06.16	108.20
DD 15	05.08.16	Bournemouth Water	Water - Redcotts Recreation Ground 07.01.16-04.07.16	50.18
# SO 1	01.07.16	Wimborne Business Systems Ltd	Line Rental & Internet Services - July 2016	62.21
008554	19.07.16	Petty Cash	Imprest	71.08
# 008546	30.06.16	A T King (The Caterer @ Wimborne RBL)	Queen's Birthday Afternoon Tea & Cake	304.40
# 008464	11.04.16	Friends Of Wimborne Library	Donation	315.00
008552	19.07.16	Local World Limited	Advertisement - Cemetery Assistant	452.88 *
008549	08.07.16	Mega Vans FTS LTD	Call Out & Replacement Faulty ECU	1620.00
008550	19.07.16	Thomas Fattorini Ltd	3x38mm Black & 2x32mm Royal Blue Collarettes	82.00
008553	19.07.16	UK Safety Management Ltd	Fixed Wire Remedial Works	1338.25
008548	08.07.16	War On Waste	Wheelie Bin Emptying - June 2016	141.60
# 008547	30.06.16	W.D.C.A (Wimborne & District Community Assoc)	Grant	4000.00
008551	19.07.16	Wimborne Windows LTD	3x Sealed Units	396.00
008555	19.07.16	WPS Ltd	Motor Insurance Policy Renewal 2016/17	693.68
BACS	22.07.16	Dantek Environmental Services (UK) Ltd	Legionella Testing - Redcotts Pavilion	121.50
BACS	22.07.16	Green Scheme Solutions Ltd	1x Bodmin Benches & Fixing Kit	528.00
BACS	22.07.16	Kore Cleaning Services	Cleaning Council Offices	90.00
			Cleaning Redcotts Toilets & Changing Rooms	75.00
BACS	22.07.16	RJS Window Cleaning Services Ltd	Cleaning - Leigh Road Bus Shelter	26.40
BACS	22.07.16	Top Marks (Dorset) Limited	Window Cleaning Inside & Out - Town Hall	55.00
BACS	22.07.16	Trade UK (Screwfix)	Consumables	44.26
BACS	22.07.16	Viridor Waste Management Limited	Duty Of Care Charge	13.00
BACS	22.07.16	Wimborne BID Ltd	Square Bookings Assistance 16.05.16 - 12.06.16	296.40
			50% Town Centre Maintenance 11.05.16-10.07.16	225.00
BACS	22.07.16	WP Group	444L Red Diesel	303.73
BACS	22.07.16	Salaries	Salaries (Town Council & Cemetery Staff)	9552.10
BACS	22.07.16	Inland Revenue	Tax & NIC	2390.12
BACS	22.07.16	Dorset County Council	Employees' Superannuation	310.02
		Total		24764.97

- denotes already on SAGE

Sum of BACS Payments

14030.53

*This amount will be re-charged to Wimborne Cemetery Joint management Committee

Profit and Loss

Appendix B

From: Month 3, June 2016

To: Month 3, June 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	0.00	102.64	
Admin	344.12	62.39	
Town Hall	394.17	5,048.39	
General Recreation	497.33	(8.01)	
Redcotts	8,949.54	9,124.54	
Leigh Park Playing Fields	183.25	183.25	
EDDC Loan Contributions	7,379.75	7,379.75	
Cemetery Salaries Reimbursement	3,499.13	10,634.52	
BID Payments Assistance	43.89	131.67	
	21,291.18		188,659.14
Expenditure			
Town Hall	1,183.69	7,258.14	
Grants, Donation, Subs & Conts	3,850.00	24,813.95	
Planning & Environment	397.00	487.87	
Buildings & Premises	205.79	5,929.76	
General Recreation	6,403.35	19,158.59	
Redcotts	472.63	5,389.25	
Assets Replacement	0.00	165.00	
	12,512.46		63,202.56
Overheads			
Admin	8,158.58	20,850.27	
Mayoral & Civic	393.58	2,897.56	
Cemetery Salaries	3,499.13	10,634.52	
	12,051.29		34,382.35
Net Profit/(Loss):	(3,272.57)		91,074.23

Date: 12/07/2016
 Time: 11:37:51

WIMBORNE MINSTER TOWN COUNCIL

Balance Sheet

From: Month 3, June 2016
 To: Month 3, June 2016

Chart of Account: WIMBORNE COUNCIL ACCOUNTS

	<u>Period</u>	<u>Year to Date</u>	
Current Assets			
Bank Current Account	(3,189.18)	(6,996.67)	
Nationwide Business Bond	0.00	50,696.86	
Capital Reserve Account	5,573.13	265,920.28	
Petty Cash	0.00	350.00	
V. A. T	(1,074.16)	4,658.45	
Debtors Control Account	(3,153.91)	19,906.26	
		(1,844.12)	334,535.18
Current Liabilities			
Suspense Account - Super/Ann	917.87	(7,451.69)	
Creditors Control Account	47.68	(648.37)	
Receipts in Advance	0.00	333.34	
		965.55	(7,766.72)
Current Assets less Current Liabilities:	(2,809.67)		342,301.90
Total Assets less Current Liabilities:	(2,809.67)		342,301.90
Financed By			
General Fund	112.90	116,703.12	
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	350.00	350.63	
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	(3,272.57)	91,074.23	
		(2,809.67)	342,301.90

WIMBORNE MINSTER TOWN COUNCIL
Budget Expenses Vs Actual with Variances

Jun-16				
Acc Ref Name	Balance YTD	Annual Budget	Variance	
5402 ADMIN - Bank Charge	103.00	350.00	247.00	
5404 ADMIN - Salaries Office Staff	14,641.94	55,000.00	40,358.06	
5405 ADMIN - Superannuation Contributions	1,443.03	5,200.00	3,756.97	
5406 ADMIN - Gen Office Expenses	949.54	4,200.00	3,250.46	
5407 ADMIN - Training	0.00	100.00	100.00	
5408 ADMIN - Postage	63.73	500.00	436.27	
5409 ADMIN - Photocopier	279.98	1,200.00	920.02	
5410 ADMIN - Insurance	200.00	9,000.00	8,800.00	
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	27.95	300.00	272.05	
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	617.50	3,000.00	2,382.50	
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	2,199.99	0.00	-2,199.99	
5468 ADMIN - Cemetery Salaries & Superann	8,434.53	0.00	-8,434.53	
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	237.98	1,800.00	1,562.02	
5618 T/HALL - Electricity	124.17	1,700.00	1,575.83	
5619 T/HALL - Sewerage/Water	0.00	400.00	400.00	
5620 T/HALL - Business Rates	2,067.00	7,000.00	4,933.00	
5621 T/HALL - Cleaning Products/Waste Disp	0.00	100.00	100.00	
5622 T/HALL - Cleaning Contract	532.50	2,500.00	1,967.50	
5623 T/HALL - Civil Ceremony Costs	145.71	1,500.00	1,354.29	
5624 T/HALL - Minor Rep/Maintenance	0.00	2,100.00	2,100.00	
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	89.34	100.00	10.66	
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	66.00	250.00	184.00
6269 P & E - Town Centre Maintenance	421.87	2,500.00	2,078.13
6446 BUILDING - T.Hall Refurb Fund	0.00	4,000.00	4,000.00
6447 BUILDING - Buildings Fund	55.79	4,000.00	3,944.21
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	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	75.00	7,000.00	6,925.00
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	392.31	1,150.00	757.69
6658 GEN.REC - Misc Inc X.Tree	590.20	3,500.00	2,909.80
6659 GEN.REC - Salaries	14,623.60	50,000.00	35,376.40
6660 GEN.REC - Repair/Renewal	352.00	3,500.00	3,148.00
6661 GEN.REC - Consumables	654.17	4,000.00	3,345.83
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	52.50	200.00	147.50
6674 GEN REC - Dog Bins	185.00	350.00	165.00
6676 GEN REC - Waste Disposal	265.50	1,500.00	1,234.50
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	726.14	2,500.00	1,773.86
6893 R/COTTIS - Cleaner/ Maintenance	487.50	2,300.00	1,812.50
6897 R/COTTIS - Play Area Redevelop Loan	3,954.86	7,910.00	3,955.14
	97,634.91	369,269.00	271,634.09

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	21.00	60.00	39.00
3006	ADMIN - Receipts Gen	0.25	0.00	-0.25
3010	ADMIN - EDDC Maintenance CCTV	102.64	3150.00	3047.36
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	8434.53	0.00	-8434.53
3018	ADMIN - Cemetery Tax & NIC	2199.99	0.00	-2199.99
3020	ADMIN - BID Payments Assistance	131.67	0.00	-131.67
3024	T/HALL - Hire Council Chamber	184.16	600.00	415.84
3025	T/HALL - Marriage Receipts	3125.05	5000.00	1874.95
3026	T/HALL - Private Office Rental	875.00	3335.00	2460.00
3027	T/HALL - Hire Committee Room	864.18	3400.00	2535.82
3057	GEN REC - Lodge Rent	1092.00	4400.00	3308.00
3058	GEN REC - Misc Income	0.00	0.00	0.00
3059	GEN REC - Grounds Maintenance Contract	399.99	1600.00	1200.01
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	7880.00	7880.00	0.00
3072	R/COTTS - WBC Cap/renewal	505.00	505.00	0.00
3073	R/COTTS - WBC Store Rent	200.00	200.00	0.00
3076	R/COTTS - Changing Rooms	25.00	300.00	275.00
3077	R/COTTS - 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>190159.14</u>	<u>376283.00</u>	<u>186123.86</u>