

WIMBORNE MINSTER TOWN COUNCIL

MINUTES of a meeting of the **RESOURCES COMMITTEE** held on **TUESDAY 20 SEPTEMBER 2016** at 6.00 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 Ms C L Butter  
Cllr L G Harvey  
Cllr Mrs S A Cook - Ex Officio – Chairman of the Council  
Cllr T F Wheeler – Ex Officio – Vice-Chairman of the Council

COMMITTEE MEMBERS NOT PRESENT

Cllr P H Bartlett  
Cllr J Burden  
Cllr R D Cook

ALSO PRESENT

Cllr S K Bartlett  
Cllr Mrs S A Bell  
Cllr Mrs P A Hymers  
Cllr Mrs D J March

74 QUESTIONS FROM THE PUBLIC

Mrs C Chedgy (CC)

CC asked for clarification as to what the budget heading account reference 6655 – Lighting represented. The Town Clerk responded that this was to pay for the maintenance and electricity for the footpath lighting in Redcotts Recreation Ground.

CC asked whether the electricity costs for the floodlighting of the tennis courts was reimbursed by the Tennis Club. The Town Clerk confirmed that it was.

75 SCHEDULE OF PAYMENTS

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

76                    **MONTHLY ACCOUNTS**

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

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

The Chairman advised the Committee that she would be sending out to all Members the latest version of the draft Action Plan.

The meeting closed at 6.12 pm.

Signed .....Date.....  
Town Mayor and Chairman of the Council

**WIMBORNE MINSTER TOWN COUNCIL**  
**RESOURCES COMMITTEE MEETING 20 SEPTEMBER 2016**  
**SCHEDULE OF CHEQUES FOR APPROVAL**

Pay Ref	Payment Date	Payee	Description	Amount
DD 1	01.10.16	East Dorset District Council	Business Rates - Town Hall - October 2016	690.00
DD 2	20.09.16	East Dorset District Council	Council Tax - Redcotts Lodge - September 2016	225.00
DD 6	24.09.16	Extra Energy	Gas - Town Hall 11.08.16-10.09.16	43.60
DD 7	18.09.16	Extra Energy	Electricity - Town Hall 04.08.16-07.09.16	48.29
DD 10	17.09.16	Southern Electric	Electricity - Gazebo 15.06.16-30.08.16	14.47
DD 21	28.09.16	Public Works Loan Board	CCTV Loan 2	4281.14
DD 22	29.09.16	Public Works Loan Board	Town Hall Refurbishment Loan	5926.54
DD 23	30.09.16	Public Works Loan Board	Redcotts Lodge Loan	1031.48
DD 24	11.10.16	Public Works Loan Board	Redcotts New Storage & Toilets Loan	3445.59
DD 26	04.10.16	Public Works Loan Board	Redcotts Play Area Refurbishment Loan	3954.86
# DD 32	01.09.16	TV Licensing	Annual TV Licence	145.50
# SO 1	01.09.16	Wimborne Business Systems Ltd	Line Rental & Internet Services - August 2016	62.21
DC 1	08.09.16	Amazon.co.uk	Local Authority Meetings: A Manual of Law & Practice	9.98
DC 2	08.09.16	Asda Mobile	Mobile Top-Up	20.00
008583	20.09.16	Petty Cash	Imprest	40.87
008577	20.09.16	Colehill & Wimborne Youth & Community Centre	Grant Aid 2016/17	2000.00
008575	07.09.16	DAC Beachcroft LLP	Legal Fees - Vat Element	373.70
008572	31.08.16	Ecoclean Services	Cleaning - Redcotts Toilets & Changing Rooms - August	54.00
008581	20.09.16	Hospital Radio Publications	Advertisement	210.00
008584	20.09.16	Jewson Ltd	Yale Padlock	28.06
			Consumables	17.78
008589	20.09.16	Jewson Ltd	Postcrete 6 x 20kg Bags	62.57
008585	15.09.16	Kingston Maurward College	Pesticide Certificate - Course Fees	475.00
008578	20.09.16	Loyal Company Of Town Criers	Annual Subscription 2016/17	40.00
008587	20.09.16	Pure Gas Heating Limited	Repairs To Disabled Public Toilet	93.36
008579	20.09.16	Rainford Electrical	Alterations - Wall & Picture Lighting Council Chamber	126.00
			PAT Testing - T/Hall & Grounds, Periodic Testing - Lodge	230.00
008582	20.09.16	Richard Broadway	Design - Town Council Newsletter - August 2016	75.00
008586	20.09.16	The Royal British Legion Wimborne	Mayor's Civic Luncheon 14.09.16	68.00
008573	02.09.16	War On Waste Ltd	Wheelie Bin Emptying - August 16	159.30
008574	05.09.16	Wimborne In Bloom	Charities Fayre	15.00
008588	20.09.16	Wimborne Minster Model Town	Refreshments - Mayor's Civic Day 14.09.16	28.84
008576	07.09.16	Wimborne Windows Ltd	2x Replacement Sealed Units - Redcotts Pavilion	414.00

008580	20.09.16	Xadon Limited	Printing - 400x Newsletters	385.00
BACS	23.09.16	ACE Office Environments	Office Consumables	63.89
BACS	23.09.16	Arco Limited	Groundsmen's Clothing & Line Marking Paint	115.10
BACS	23.09.16	C & O Tractors	Air Conditioning Service - Tractor HF53 MHK	140.87
BACS	23.09.16	Chubb Fire & Security Ltd	Fire Extinguisher Service - Redcotts Pavilion	91.93
			Fire Extinguisher Service - Town Hall	35.54
BACS	23.09.16	Cllr Mrs Sue Cook	Travel Expenses 12.06.16-13.08.16	100.80
BACS	23.09.16	Dantek Environmental Services (UK) Ltd	Legionella Testing - Redcotts Pavilion	121.50
BACS	23.09.16	East Dorset District Council	Square Enhancement Contribution 2016	3000.00
			Fundraising Seminar	20.00
BACS	23.09.16	Lisa Dukes	Cleaning Contract - Town Hall 12.07.16-31.08.16	200.00
BACS	23.09.16	P D Farr Engineering Ltd	Steel Gate Posts - Redcotts Recreation Ground	822.00
BACS	23.09.16	The Play Inspection Company Ltd	Annual Play Area Inspections - Leigh Park & Redcotts	264.00
BACS	23.09.16	RJS Window Cleaning Services Ltd	Cleaning - Leigh Road Bus Shelter	26.40
BACS	23.09.16	TradeUK (Screwfix)	Consumables	60.94
			Groundstaff Safety Boots x5	149.95
BACS	23.09.16	Viridor Waste Management Limited	Duty Of Care Charge	13.00
BACS	23.09.16	Wimborne BID Ltd	Square Bookings Assistance 15.08.16-11.09.16	296.40
			Town Centre Maintenance 11.08.16-10.09.16	225.00
BACS	23.09.16	Salaries	Salaries (Town Council & Cemetery Staff)	9871.33
BACS	23.09.16	Inland Revenue	Tax & NIC	3850.92
BACS	23.09.16	Dorset County Pension Fund	Employees' Superannuation	225.26
		<b>Total</b>		<b>44489.97</b>

# - denotes already on SAGE

Sum of BACS Payments

19694.83

Date: 09/09/2016

**WIMBORNE MINSTER TOWN COUNCIL**

Time: 10:27:16

**Profit and Loss**

From: Month 5, August 2016

To: Month 5, August 2016

Chart of Accounts:

## WIMBORNE COUNCIL ACCOUNTS

	<u>Period</u>	<u>Year to Date</u>	
<b>Income</b>			
Precept	0.00	156,000.00	
EDDC Maintenance Contribution	0.00	167.05	
Admin	0.00	69.39	
Town Hall	404.18	6,692.59	
General Recreation	497.33	2,486.65	
Redcotts	0.00	9,124.54	
Leigh Park Playing Fields	0.00	183.25	
EDDC Loan Contributions	7,476.57	14,856.32	
Cemetery Salaries Reimbursement	3,424.86	17,484.24	
Cemetery Miscellaneous Expenses	754.34	1,131.74	
BID Payments Assistance	65.83	241.39	
	12,623.11		208,437.16
<b>Expenditure</b>			
Town Hall	2,202.75	10,496.40	
Grants, Donation, Subs & Conts	142.30	24,106.25	
Planning & Environment	869.50	1,566.87	
Buildings & Premises	630.00	15,584.59	
General Recreation	5,589.74	31,373.87	
Redcotts	542.45	6,531.49	
Assets Replacement	0.00	165.00	
	9,976.74		89,824.47
<b>Overheads</b>			
Admin	13,553.06	40,644.19	
Mayoral & Civic	112.15	3,078.04	
Cemetery Salaries	3,424.86	17,484.24	
Cemetery Miscellaneous Expenses	0.00	377.40	
	17,090.07		61,583.87
<b>Net Profit/(Loss):</b>	<b>(14,443.70)</b>		<b>57,028.82</b>

Balance Sheet

From: Month 5, August 2016

To: Month 5, August 2016

Chart of Account:

WIMBORNE COUNCIL ACCOUNTS

	<u>Period</u>	<u>Year to Date</u>	
<b>Current Assets</b>			
Bank Current Account	2,010.00	(238.34)	
Nationwide Business Bond	0.00	50,696.86	
Capital Reserve Account	(26,315.13)	233,632.43	
Petty Cash	0.00	350.00	
V. A. T	192.77	837.77	
Debtors Control Account	10,853.62	12,646.26	
		(13,258.74)	297,924.98
<b>Current Liabilities</b>			
Suspense Account - Super/Ann	862.96	(5,716.08)	
Creditors Control Account	0.00	(648.37)	
Receipts in Advance	0.00	333.34	
		862.96	(6,031.11)
<b>Current Assets less Current Liabilities:</b>		(14,121.70)	303,956.09
<b>Total Assets less Current Liabilities:</b>		(14,121.70)	303,956.09
<b>Financed By</b>			
General Fund	0.00	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	322.00	794.63	
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	(14,443.70)	57,028.82	
		(14,121.70)	303,956.09

**WIMBORNE MINSTER TOWN COUNCIL**  
**Budget Expenses Vs Actual with Variances**

Aug-16

Acc Ref Name	Balance YTD	Annual Budget	Variance
5402 ADMIN - Bank Charge	157.00	350.00	193.00
5404 ADMIN - Salaries Office Staff	24,057.34	55,000.00	30,942.66
5405 ADMIN - Superannuation Contributions	2,350.13	5,200.00	2,849.87
5406 ADMIN - Gen Office Expenses	1,143.12	4,200.00	3,056.88
5407 ADMIN - Training	0.00	100.00	100.00
5408 ADMIN - Postage	69.60	500.00	430.40
5409 ADMIN - Photocopier	279.98	1,200.00	920.02
5410 ADMIN - Insurance	8,728.46	9,000.00	271.54
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	107.71	300.00	192.29
5417 ADMIN - Advertising	204.00	500.00	296.00
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	1,173.25	3,000.00	1,826.75
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	3,594.81	0.00	-3,594.81
5468 ADMIN - Cemetery Salaries & Superann	13,889.43	0.00	-13,889.43
5469 ADMIN - Cemetery Miscellaneous Expenses	377.40	0.00	-377.40
5613 T/HALL - Fire Alarm System Contract	525.00	525.00	0.00
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	275.00	400.00	125.00
5617 T/HALL - Heating Gas	323.75	1,800.00	1,476.25
5618 T/HALL - Electricity	283.47	1,700.00	1,416.53
5619 T/HALL - Sewerage/Water	536.19	400.00	-136.19
5620 T/HALL - Business Rates	3,447.00	7,000.00	3,553.00
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	277.71	1,500.00	1,222.29
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	35.00	450.00	415.00
5841 MAYORAL/CIV - Members Training	190.00	200.00	10.00
5842 MAYORAL/CIV - Members Travel	217.71	800.00	582.29
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	213.75	250.00	36.25
6047 GSL - Annual Grants	17,330.00	23,330.00	6,000.00
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	110.00	250.00	140.00
6269 P & E - Town Centre Maintenance	1,456.87	2,500.00	1,043.13
6446 BUILDING - T.Hall Refurb Fund	330.00	4,000.00	3,670.00
6447 BUILDING - Buildings Fund	1,591.00	4,000.00	2,409.00
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	388.05	7,000.00	6,611.95
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	97.00	150.00	53.00
6657 GEN.REC - Lodge Exp/C.Tax	654.95	1,150.00	495.05
6658 GEN.REC - Misc Inc X.Tree	590.20	3,500.00	2,909.80
6659 GEN.REC - Salaries	24,054.07	50,000.00	25,945.93
6660 GEN.REC - Repair/Renewal	1,702.00	3,500.00	1,798.00
6661 GEN.REC - Consumables	1,306.32	4,000.00	2,693.68
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	27.00	200.00	173.00
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	516.25	1,500.00	983.75
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	231.50	1,000.00	768.50
6870 R/COTTIS - Football	89.50	100.00	10.50
6871 R/COTTIS - Bowling	176.68	1,300.00	1,123.32
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	1,499.05	2,500.00	1,000.95
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
	<b>151,458.34</b>	<b>369,269.00</b>	<b>217,810.66</b>



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	7476.57	14953.00	7476.43
3017	ADMIN - Cemetery Salaries & Superannuation	13889.43	0.00	-13889.43
3018	ADMIN - Cemetery Tax & NIC	3594.81	0.00	-3594.81
3020	ADMIN - BID Payments Assistance	241.39	0.00	-241.39
3021	ADMIN - Cemetery Misc Inc	1131.74	0.00	-1131.74
3024	T/HALL - Hire Council Chamber	283.34	600.00	316.66
3025	T/HALL - Marriage Receipts	3625.06	5000.00	1374.94
3026	T/HALL - Private Office Rental	1750.00	3335.00	1585.00
3027	T/HALL - Hire Committee Room	1034.19	3400.00	2365.81
3057	GEN REC - Lodge Rent	1820.00	4400.00	2580.00
3058	GEN REC - Misc Income	0.00	0.00	0.00
3059	GEN REC - Grounds Maintenance Contract	666.65	1600.00	933.35
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>208437.16</u>	<u>376283.00</u>	<u>167845.84</u>