

WIMBORNE MINSTER TOWN COUNCIL

MINUTES of a meeting of the **RESOURCES COMMITTEE** held on **TUESDAY 18 OCTOBER 2016** at 6.45 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 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
Cllr Mrs S A Cook - Ex Officio – Chairman of the Council

MEMBERS ALSO PRESENT

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

104 **SCHEDULE OF PAYMENTS**

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

105 **MONTHLY ACCOUNTS**

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

The Chairman added that for future meetings she would not be going through the monthly accounts page by page as this seemed to be unproductive. Members were provided with the accounts for information on a monthly basis on the Thursday before the Tuesday meeting. If Members had any queries, they should direct these to the Finance Administrator during office hours.

It was not possible in the main to answer any questions at meetings without conferring with the Finance Administrator. The Chairman would draw Members' attention to any particular items if they were unusual or of note.

106 **CHARGES FOR ROOM HIRE 2017/2018**

The Town Clerk submitted a report, a copy of which had been circulated to each Member and a copy of which appears as **Appendix C** to these Minutes in the Minute Book.

The Chairman asked the Committee to consider raising charges slightly in view of the pressure being brought upon the Town Council for increasing expenditure generally and the fact that room charges had not been increased since 2011. This would avoid a larger increase in the future.

RESOLVED that the charges for 2017/18 be increased as follows:

- Council Chamber/ Committee Room (per session) from £34 to £38**
- Lower Rate for local organisations from £17 to £19**
- Civil Ceremonies from £200 to £210 for non-parishioners**
from £150 to £160 for Wimborne Minster parishioners

107 **DRAFT BUDGET 2017/2018**

The Town Clerk submitted a draft budget, a copy of which had been circulated to each Member and a copy of which appears as **Appendix D** to these Minutes in the Minute Book.

RESOLVED that the draft budget, as submitted, be approved for consideration by the Town Council.

108 **SPENDING & RESOURCES REVIEW (Min 77 – 20.09.16)**

The Chairman reported that an update had been issued to all Members last week by email with regard to progress on the review work. She apologised for the lack of progress which had been due to difficulty arranging meetings because of the unavailability of attendees. As stated in the original report and terms of reference, feedback and input from all Councillors was welcomed and encouraged.

The meeting closed at 6.57 pm.

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

WIMBORNE MINSTER TOWN COUNCIL
RESOURCES COMMITTEE MEETING 18 OCTOBER 2016
SCHEDULE OF CHEQUES FOR APPROVAL

Pay Ref	Payment Date	Payee	Description	Amount
DD 1	01.11.16	East Dorset District Council	Business Rates - Town Hall - November 2016	690.00
DD 2	20.10.16	East Dorset District Council	Council Tax - Redcotts Lodge - October 2016	225.00
DD 3	14.09.16	Siemens Financial Services	Photocopier Lease	335.97
DD 11	10.10.16	Southern Electric	Electricity - Recreation Ground Lighting 28.06.16-22.09.16	59.15
DD 20	31.10.16	Public Works Loan Board	CCTV Loan 1	3918.58
DD 25	24.10.16	Public Works Loan Board	Town Hall Mortgage	6868.03
# SO 1	01.10.16	Wimborne Business Systems Ltd	Line Rental & Internet Services - October 2016	62.21
# DC 1	26.09.16	Post Office	100 x 2nd Class Stamps & 12 x 1st Class Stamps	62.68
008600	19.10.16	Petty Cash	Imprest	64.42
008601	18.10.16	A T King	Refreshments x 54 - Mayor's Civic Lunch 14.09.16	648.00
			Refreshments x 60 Somme Anniversary 21.04.16	190.00
008593	19.10.16	BDO LLP	External Audit Fee - Annual Return 2015/2016	1200.00
008594	19.10.16	D P Marquees Ltd	25 x Folding Chairs - Christmas Lights Switch On	74.32
008595	19.10.16	Jewson Ltd	Consumables	3.55
			1.8M Sawn Unseasoned Timber	24.71
			3x Padlocks	57.26 *
008602	18.10.16	Mega Vans FTS LTD	Electric Vehicle - Service & 1x Rear Light Unit	360.00
008596	19.10.16	The Minster Press	22 x A4 16 Page Packs - Mayor's Civic Day 14.09.16	89.00
008597	19.10.16	Rainford Electrical	Fixed Wiring Remedial Works - Groundsman's Lodge	240.00
008598	19.10.16	The Priest's House Museum Trust	Refreshments x50 - Mayor's Civic Day 14.09.16	172.50
008591	11.10.16	War On Waste Ltd	Wheelie Bin Emptying - September	159.30
008592	11.10.16	War On Waste Ltd	Additional Collection 16.09.16	17.94
008599	19.10.16	W.D.C.A (Wimborne & District Community Assoc)	Room Hire & Catering - Mayor's Civic Day 14.09.16	193.50
008590	30.09.16	Wimborne Business Systems Ltd	Call Charges 01.04.16-31.08.16	147.58
			HP Laserjet Colour Printer & Installation	272.72
			Email & Web Hosting & Website Annual Maintenance Charge	348.00
BACS	21.10.16	ACE Office Environments	Office Consumables	37.21
BACS	21.10.16	Avoncrop Amenity Products	Chemicals & Grass Seed - Bowling Green	741.22
BACS	21.10.16	C & O Tractors	2 x Belts Toro Mower	120.94
			Blades - Stihl Hedgecutter	74.21
BACS	21.10.16	Chubb Fire & Security Ltd	1 x Hydrospray Fire Extinguisher - Town Hall	51.82
BACS	21.10.16	Custom Security Services Ltd	Call Out - CCTV Repairs	90.00
BACS	21.10.16	Dantek Environmental Services (UK) Ltd	Legionella Testing - Redcotts Pavilion	121.50
BACS	21.10.16	Dorset Association Of Parish & Town Councils	Clerk's Seminar 22.09.16	40.00
BACS	21.10.16	Mrs Sue Cook	Final Installment - Mayoral Allowance	1000.00

BACS	21.10.16	P D Farr Engineering Ltd	Service & repairs - Toro Mower	637.10
BACS	21.10.16	RJS Window Cleaning Services Ltd	Cleaning - Leigh Road Bus Shelter	26.40
BACS	21.10.16	Wimborne BID Ltd	Square Bookings Assistance 12.09.16-07.10.16	296.40
BACS	21.10.16	Wimborne Cemetery Joint Management Committee	Annual Contribution - 2nd Half	3562.50
BACS	21.10.16	Salaries	Salaries (Town Council & Cemetery Staff)	9966.81
BACS	21.10.16	Inland Revenue	Tax & NIC	2302.29
BACS	21.10.16	Dorset County Pension Fund	Employees' Superannuation	213.12
		Total		35765.94

- denotes already on SAGE

Sum of BACS Payments

19281.52

* £24.33 plus vat will be recharged to the Cemetery