

WIMBORNE MINSTER TOWN COUNCIL

MINUTES of a meeting of the **RESOURCES COMMITTEE** held on **TUESDAY 17 JANUARY 2017** 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 P H Bartlett
Cllr J Burden
Cllr Ms C L Butter

COMMITTEE MEMBERS NOT PRESENT

Cllr R D Cook
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

159 **SCHEDULE OF PAYMENTS**

The payments for January 2017 were approved and cheques / BACS form signed if required – see **Appendix A** to these Minutes.

160 **MONTHLY ACCOUNTS**

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

161 **SPENDING & RESOURCES REVIEW (Min 147 – 06.12.16)**

The Chairman advised that work was progressing on the spending & resources review. The report on the specific piece of work around priorities and objectives had been circulated to all Members prior to Christmas and a reminder for feedback sent this week. Members had been asked to respond by 20 January 2017 and some already had. She added that it was important that Members had an input at this stage and as previously stated, all views were welcome. The Chairman had been doing more process mapping with staff and another session was planned.

Resources Committee – 17 January 2017

Work on a review of the grant process would begin shortly and Members' views were welcome.

The meeting closed at 6.37 pm.

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

WIMBORNE MINSTER TOWN COUNCIL
RESOURCES COMMITTEE MEETING 17 JANUARY 2017
SCHEDULE OF CHEQUES FOR APPROVAL

Pay Ref	Payment Date	Payee	Description	Amount
DD 2	20.01.17	East Dorset District Council	Council Tax - Redcotts Lodge - January 2017	225.00
# DD 6	23.12.16	Extra Energy Limited	Gas - Town Hall - 11.11.16 - 10.12.16	289.58
DD 7	14.01.17	Extra Energy Limited	Electricity - Town Hall 04.12.16 - 03.01.17	102.07
# DD 8	19.12.16	Extra Energy Limited	Electricity - Redcotts Pavilion 09.11.16 - 08.12.16	189.68
DD 8	20.01.17	Extra Energy Limited	Electricity - Redcotts Pavilion 09.12.16 - 08.01.17	199.44
# DD 10	26.12.16	Southern Electric	Electricity - Gazebo 31.08.16 - 07.12.16	18.10
DD 11	14.01.17	Southern Electric	Electricity - Recreation Ground Lighting - 23.09.16 - 23.12.16	61.87
DD 12	11.01.17	Southern Electric	Electricity - CCTV Poles 23.09.16-23.12.16	110.33
DD 13	15.02.17	Bournemouth Water	Water - Town Hall - 07.07.16-04.01.17	225.03
DD 15	15.02.17	Bournemouth Water	Water - Redcotts Recreation Ground - 05.07.16-03.01.17	34.74
DD 16	01.02.17	Wessex Water (Water2Business)	Sewerage - Redcotts Recreation Ground - 05.07.16-03.01.17	173.29
DD 19	13.01.17	Public Works Loan Board	Leigh Park Children's & Community Centre Loan	7476.57
# SO 1	01.01.17	Wimborne Business Systems Ltd	Line Rental & Internet Services - January 2017	62.21
# DC 1	07.12.16	ASDA Mobile	Groundsman's Mobile Top Up	20.00
# DC 2	15.12.16	Glasdon UK Limited	Slimline Grit Bin	177.82
008653	17.01.17	Petty Cash	Imprest	219.34
# 008635	06.12.16	AMR 87 (Charborough Estate)	Supply - 1x 30ft, 1x 6ft & 1x 4ft Nordman Fir Christmas Trees	650.40
008654	12.01.17	CPS (Concert Production Systems)	Stage & Sound System - Xmas Lights Switch-On	3240.00
# 008641	12.12.16	Custom Security Services LTD	Call Out & Repair - CCTV Footage Quality - Camera 17	114.00
# 008637	08.12.16	Dave Forrest Transport Limited	Collection & Delivery - Christmas Trees	270.00
# 008646	16.12.16	Dorset Fencing	Supply & Repair V Mesh Fencing - Leigh Park Children's Play Areas	408.00
008652	09.01.17	Green King PLC	Refreshments - New Year's Eve 2016	123.93
008651	17.01.17	Industrial Links	Pressure Gauge & Drive Lubricant	38.13
008658	17.01.17	LITE Limited	Christmas Lighting - 25% (dismantle) Crown Mead & Eastbrook Row	1300.50
			Christmas Lighting - 25% (dismantle) - Main Display	4095.00
008648	19.12.16	LITE Limited	Christmas Lighting - Alteration To Timers	300.00
# 008642	13.12.16	M B Wilkes Ltd	Tarmac Chippings - Petanque Pitch	111.70
008645	16.12.16	P D Farr Engineering Ltd	Repairs - Stihl Brushcutter	86.40
# 008647	19.12.16	PHS Group	Annual Charge - Sanitary Waste Disposal 19.01.17-18.01.18	28.80
			Annual Charge - Air Freshener Contract - Public Toilets	273.60
# 008638	09.12.16	Pure Gas Heating Limited	Committee Room Annual Boiler Service	72.00
# 008643	13.12.16	Pure Gas Heating Limited	Call Out & Repairs - Redcotts Recreation Ground Public Toilet	129.60
# 008640	12.12.16	RJS Window Cleaning	Cleaning - Leigh Road Bus Shelter	26.40
008657	13.01.17	Richard Rowland	Piper - New Year's Eve Gathering	100.00
# 008636	08.12.16	Sadetra Limited (1/4 Food Events 4U)	Management - Christmas Lights Switch-On	100.00
008650	06.01.17	War On Waste Ltd	Wheeie Bin Emptying - December	159.30
# 008644	16.12.16	Wimborne History Festival	Clr SKB - Ward Budget- Grant - Wimborne History Festival	88.34

008656	17.01.17	Wimborne Valognes Twinning Association	Annual Group Membership 2017	15.00
# 008639	09.12.16	Wood Themes	Repairs - Leigh Park Children's Play Equipment	2688.00
008649	04.01.17	WPS Ltd	Additional Driver - Motor Fleet Policy	153.25
BACS	20.01.17	ACE Office Environments	Office Consumables	24.88
BACS	20.01.17	Mrs Sue Cook	Refreshments - New Year's Eve 2016	47.47
BACS	20.01.17	The Consortium	Litter Picker, Dustpan & Consumables	94.82
			297 x 210 No Parking Sign	14.14
BACS	20.01.17	Custom Security Services Ltd	Call Out & Repairs - Cameras 17,19, 6 and 7	114.00
BACS	20.01.17	Dantek Environmental Services (UK) Ltd	Legionella Testing - Redcotts Pavilion	121.50
BACS	20.01.17	Lisa Dukes	Cleaning - Town Hall	120.00
BACS	20.01.17	Jewson Limited	Yale Padlock	16.15
			Consumables	101.83
# BACS	20.01.17	The Minster Press	200 x A6 Tickets - Elvis Evening	58.80
BACS	20.01.17	The Play Inspection Company Ltd	Operational Inspections - Leigh Park & Redcotts Children's Play Areas	240.00
BACS	20.01.17	RJS Window Cleaning	Cleaning Leigh Road Bus Shelter	26.40
BACS	20.01.17	Spaldings	Stihl Hedgecutter Blades & Warning Signs	186.14 *
BACS	20.01.17	Trade UK (Screwfix)	Consumables	20.85
			Forge Steel Workshop Vice 6" & Paintbrushes	78.88
BACS	20.01.17	Wimborne BID Ltd	Square Bookings Assistance 05.12.16 - 01.01.17	222.30
			Town Centre Maintenance 11.11.16 - 10.12.16	225.00
BACS	20.01.17	Salaries	Salaries (Town Council & Cemetery Staff)	10230.30
BACS	20.01.17	Inland Revenue	Tax & NIC	2349.44
BACS	20.01.17	Dorset County Pension Fund	Employees' Superannuation	277.36
		Total		38727.68

- denotes already on SAGE

Sum of BACS Payments

14570.26

* This amount will be recharged to the Cemetery

Profit and Loss

Appendix B

From: Month 9, December 2016

To: Month 9, December 2016

Chart of Accounts:

WIMBORNE COUNCIL ACCOUNTS

	<u>Period</u>	<u>Year to Date</u>	
Income			
Precept	0.00	312,000.00	
EDDC Maintenance Contribution	0.00	295.30	
Admin	209.35	550.97	
Town Hall	240.84	9,538.45	
General Recreation	497.33	4,525.97	
Redcotts	372.40	10,010.77	
Leigh Park Playing Fields	210.44	3,125.27	
EDDC Loan Contributions	0.00	14,856.32	
Cemetery Salaries Reimbursement	4,468.27	38,389.41	
Cemetery Miscellaneous Expenses	0.00	2,965.12	
BID Payments Assistance	43.89	416.95	
	6,042.52		396,674.53
Expenditure			
Town Hall	1,247.11	31,382.63	
Grants, Donation, Subs & Conts	100.00	30,368.75	
Planning & Environment	(248.00)	4,947.37	
Buildings & Premises	95.00	35,169.93	
General Recreation	9,157.19	59,216.01	
Redcotts	487.32	13,376.15	
Assets Replacement	227.27	392.27	
	11,065.89		174,853.11
Overheads			
Admin	21,750.02	83,086.73	
Mayoral & Civic	172.23	5,995.32	
Cemetery Salaries	4,468.27	38,389.41	
Cemetery Miscellaneous Expenses	0.00	2,210.78	
	26,390.52		129,682.24
Net Profit/(Loss):	(31,413.89)		92,139.18

Balance Sheet

From: Month 9, December 2016

To: Month 9, December 2016

Chart of Account:

WIMBORNE COUNCIL ACCOUNTS

	<u>Period</u>	<u>Year to Date</u>	
Current Assets			
Bank Current Account	2,628.33	0.00	
Nationwide Business Bond	0.00	50,696.86	
Capital Reserve Account	(37,528.42)	267,200.91	
Petty Cash	0.00	350.00	
V. A. T	4,183.64	6,356.67	
Debtors Control Account	(2,243.15)	6,736.00	
	(32,959.60)		331,340.44
Current Liabilities			
Suspense Account - Super/Ann	782.63	(2,520.93)	
Creditors Control Account	0.00	(562.38)	
Receipts in Advance	0.00	333.34	
	782.63		(2,749.97)
Current Assets less Current Liabilities:	(33,742.23)		334,090.41
Total Assets less Current Liabilities:	(33,742.23)		334,090.41
Financed By			
General Fund	(2,328.34)	105,998.96	
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 6501&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	0.00	1,778.35	
Fund - Recreation Asset 6502	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. 6500	0.00	47,368.35	
Fund - Town Centre - Future Enhancements	0.00	2,529.86	
P&L Account	(31,413.89)	92,139.18	
	(33,742.23)		334,090.41

WIMBORNE MINSTER TOWN COUNCIL
Budget Expenses Vs Actual with Variances

Dec-16				
Acc Ref	Name	Balance YTD	Annual Budget	Variance
5402	ADMIN - Bank Charge	269.00	350.00	81.00
5404	ADMIN - Salaries Office Staff	42,797.29	55,000.00	12,202.71
5405	ADMIN - Superannuation Contributions	4,133.29	5,200.00	1,066.71
5406	ADMIN - Gen Office Expenses	2,714.14	4,200.00	1,485.86
5407	ADMIN - Training	14.89	100.00	85.11
5408	ADMIN - Postage	158.08	500.00	341.92
5409	ADMIN - Photocopier	889.94	1,200.00	310.06
5410	ADMIN - Insurance	8,567.50	9,000.00	432.50
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	2.38	20.00	17.62
5415	ADMIN - Travel	145.24	300.00	154.76
5417	ADMIN - Advertising	379.00	500.00	121.00
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	460.00	500.00	40.00
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	1,457.20	2,000.00	542.80
5464	ADMIN - Square Bookings Assistance	2,161.25	3,000.00	838.75
5465	ADMIN - I.T & Website	708.75	2,000.00	1,291.25
5466	ADMIN - Christmas Lighting/Stage & P.A	16,731.62	11,965.00	-4,766.62
5467	ADMIN - Cemetery Tax & NIC	8,208.01	0.00	-8,208.01
5468	ADMIN - Cemetery Salaries & Superann	30,181.40	0.00	-30,181.40
5469	ADMIN - Cemetery Miscellaneous Expenses	2,210.78	0.00	-2,210.78
5613	T/HALL - Fire Alarm System Contract	525.00	525.00	0.00
5614	T/HALL - TIC Support	8,500.00	8,500.00	0.00
5615	T/HALL - Town Hall Boiler Maintenance	60.00	100.00	40.00
5616	T/HALL - Carpet Cleaning	275.00	400.00	125.00
5617	T/HALL - Heating Gas	709.97	1,800.00	1,090.03
5618	T/HALL - Electricity	580.19	1,700.00	1,119.81
5619	T/HALL - Sewerage/Water	536.19	400.00	-136.19
5620	T/HALL - Business Rates	6,207.00	7,000.00	793.00
5621	T/HALL - Cleaning Products/Waste Disp	10.44	100.00	89.56
5622	T/HALL - Cleaning Contract	1,145.00	2,500.00	1,355.00
5623	T/HALL - Civil Ceremony Costs	496.23	1,500.00	1,003.77
5624	T/HALL - Minor Rep/Maintenance	288.80	2,100.00	1,811.20
5625	T/HALL - Honours Board	90.00	90.00	0.00
5626	T/HALL - Mortgage	10,928.81	13,750.00	2,821.19
5627	T/HALL - Equipment	0.00	200.00	200.00
5628	T/HALL - Marriage Licence Fund	1,030.00	500.00	-530.00
5830	MAYORAL/CIV - Allowance	2,000.00	2,000.00	0.00
5833	MAYORAL/CIV - Regalia	157.67	100.00	-57.67
5835	MAYORAL/CIV - Civic Fund	2,635.53	5,000.00	2,364.47
5839	MAYORAL/CIV - Wimborne Militia	340.00	750.00	410.00
5840	MAYORAL/CIV - Town Crier subs/comp	75.00	450.00	375.00
5841	MAYORAL/CIV - Members Training	206.67	200.00	-6.67
5842	MAYORAL/CIV - Members Travel	461.45	800.00	338.55
5843	MAYORAL/CIV - Remembrance Day Wreath	119.00	100.00	-19.00
6040	GSL - Cemetery Contribution	7,125.00	7,125.00	0.00
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	19,330.00	22,330.00	3,000.00
6048	GSL - Wimborne Folk Festival	3,000.00	3,000.00	0.00
6050	GSL - Events Fund	700.00	5,000.00	4,300.00

Acc Ref Name	Balance YTD	Annual Budget	Variance
6245 P & E - Town Centre Redev(£30k)	3,000.00	3,000.00	0.00
6265 P & E - Bus Shelter Exp	198.00	250.00	52.00
6269 P & E - Town Centre Maintenance	1,749.37	2,500.00	750.63
6446 BUILDING - T.Hall Refurb Fund	330.00	4,000.00	3,670.00
6447 BUILDING - Buildings Fund	2,056.00	4,000.00	1,944.00
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	425.00	1,000.00	575.00
6453 BUILDING - Lodge Loan	1,031.48	2,100.00	1,068.52
6455 BUILDING - T/Hall Development Loan	5,926.54	11,900.00	5,973.46
6456 BUILDING - Redcotts Storage/Toilets Loan	6,891.18	6,900.00	8.82
6470 C.C.T.V. - Maintenance	555.06	7,000.00	6,444.94
6471 C.C.T.V. - Loan Repayments	10,528.10	16,400.00	5,871.90
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	227.27	1,600.00	1,372.73
6502 ASSETS - Recreation Asset Rep	165.00	5,000.00	4,835.00
6655 GEN.REC - Lighting	195.02	1,200.00	1,004.98
6656 GEN.REC - Training	97.00	150.00	53.00
6657 GEN.REC - Lodge Exp/C.Tax	1,180.23	1,150.00	-30.23
6658 GEN.REC - Misc Inc X.Tree	3,080.79	3,500.00	419.21
6659 GEN.REC - Salaries	44,340.44	50,000.00	5,659.56
6660 GEN.REC - Repair/Renewal	2,628.91	3,500.00	871.09
6661 GEN.REC - Consumables	2,668.71	4,000.00	1,331.29
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.W.Bloom	0.00	200.00	200.00
6667 GEN.REC - Travel	36.00	200.00	164.00
6668 GEN.REC - Contract Work	640.00	3,000.00	2,360.00
6669 GEN REC - G'Mens Tools	238.36	250.00	11.64
6670 GEN REC - G'Mens PPE	168.67	250.00	81.33
6671 GEN REC - Mega Van - Batteries Fund	0.00	500.00	500.00
6672 GEN REC - Mega Van - Servicing	250.00	250.00	0.00
6673 GEN.REC - Jubilee Garden	152.50	200.00	47.50
6674 GEN REC - Dog Bins	277.50	350.00	72.50
6676 GEN REC - Waste Disposal	1,069.88	1,500.00	430.12
6677 GEN REC - Dog Control Contribution	1,500.00	1,500.00	0.00
6678 GEN REC - STRI Membership	530.00	500.00	-30.00
6816 R/COTTES - Toilets Air Freshener Contract	228.00	189.00	-39.00
6817 R/COTTES - Pavilion Boiler Service Contract	0.00	580.00	580.00
6818 R/COTTES - Ground Services	231.50	1,000.00	768.50
6870 R/COTTES - Football	94.48	100.00	5.52
6871 R/COTTES - Bowling	792.98	1,300.00	507.02
6874 R/COTTES - Grass Tennis	0.00	100.00	100.00
6891 R/COTTES - Pavilion Gas	99.30	0.00	-99.30
6892 R/COTTES - Pavillion Services	2,697.67	2,500.00	-197.67
6893 R/COTTES - Cleaner/ Maintenance	1,322.50	2,300.00	977.50
6897 R/COTTES - Play Area Redevelop Loan	7,909.72	7,910.00	0.28
	304,585.35	368,269.00	63,683.65

N/C	Name	Balance	Budget	Variance
3001	Precept	312000.00	312000.00	0.00
3003	ADMIN - Interest Received	498.22	1400.00	901.78
3005	ADMIN - Compostable Bin Liners	52.50	60.00	7.50
3006	ADMIN - Receipts Gen	0.25	0.00	-0.25
3010	ADMIN - EDDC Maintenance CCTV	295.30	3150.00	2854.70
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	30181.40	0.00	-30181.40
3018	ADMIN - Cemetery Tax & NIC	8208.01	0.00	-8208.01
3020	ADMIN - BID Payments Assistance	416.95	0.00	-416.95
3021	ADMIN - Cemetery Misc Inc	2965.12	0.00	-2965.12
3024	T/HALL - Hire Council Chamber	425.01	600.00	174.99
3025	T/HALL - Marriage Receipts	4250.07	5000.00	749.93
3026	T/HALL - Private Office Rental	2625.00	3335.00	710.00
3027	T/HALL - Hire Committee Room	2238.37	3400.00	1161.63
3057	GEN REC - Lodge Rent	3276.00	4400.00	1124.00
3058	GEN REC - Misc Income	50.00	0.00	-50.00
3059	GEN REC - Grounds Maintenance Contract	1199.97	1600.00	400.03
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	1250.77	1300.00	49.23
3081	L/PARK - Rugby Club Rent	2375.00	4750.00	2375.00
3083	L/PARK - Rugby Club Insurance	164.83	350.00	185.17
3084	L/PARK - Rugby Waste Disposal	585.44	720.00	134.56
		<u>396674.53</u>	<u>376283.00</u>	<u>-20391.53</u>