

WIMBORNE MINSTER TOWN COUNCIL

MINUTES of a meeting of the **RESOURCES COMMITTEE** held on **TUESDAY 16 MAY 2017 at 6.30 pm** in the Committee Room, Town Hall, Wimborne Minster.

COMMITTEE MEMBERS PRESENT

Cllr J Burden
Cllr Ms C L Butter
Cllr Mrs C A Chedgy
Cllr Mrs S A Cook
Cllr R P Nunn
Cllr W J Richmond
Cllr Mrs K F Webb
Cllr T F Wheeler – Ex-Officio – Chairman of the Council
Cllr R D Cook – Ex-Officio – Vice-Chairman of the Council

Chairman of the Council presiding.

9 **ELECTION OF CHAIRMAN 2017/2018**

RESOLVED that Cllr Mrs K F Webb be elected Chairman of the Committee for the 2017/2018 municipal year.

Cllr Mrs Webb in the Chair.

10 **ELECTION OF VICE-CHAIRMAN 2017/2018**

RESOLVED that Cllr R P Nunn be elected Vice-Chairman of the Committee for the 2017/2018 municipal year.

11 **SCHEDULE OF PAYMENTS**

The cheques for May 2017 were approved and signed – see **Appendix A** to these Minutes.

12 **MONTHLY ACCOUNTS**

The Town Clerk submitted for information the monthly accounts for the period to the end of April 2017, 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 meeting closed at 6.43 pm.

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

WIMBORNE MINSTER TOWN COUNCIL
RESOURCES COMMITTEE MEETING 16 MAY 2017
SCHEDULE OF CHEQUES FOR APPROVAL

Pay Ref	Payment Date	Payee	Description	Amount
DD 1	01.05.17	East Dorset District Council	Business Rates - Town Hall - June 2017	664.00
DD 2	20.05.17	East Dorset District Council	Council Tax - Lodge - May 2017	235.00
DD 6	20.05.17	Extra Energy Limited	Gas - Town Hall - 01.04.17 - 09.05.17	162.91
DD 7	14.05.17	Extra Energy Limited	Electricity - Town Hall - 04.04.17 - 03.05.17	78.32
DD 8	19.05.17	Extra Energy Limited	Electricity - Pavilion - 01.04.17 - 28.04.17	57.73
# DD 25	24.04.17	Public Works Loan Board	Town Hall Mortgage - Final Repayment	6868.15
# SO 1	01.05.17	Wimborne Business Systems Ltd	Line Rental & Internet Services - April 2017	62.21
# DC 1	21.03.17	ASDA Mobile	Top Up Groundsman's Mobile	20.00
# DC 2	04.04.17	Amazon.co.uk	Flipchart Pad	5.75
# DC 3	19.04.17	Dorset Community Action	Evidencing Need For Funding - Course	30.00
# DC 4	19.04.17	Dorset Community Action	Evidencing Need For Funding - Course	30.00
DC 5	08.05.17	Tesco	Refreshments - Mayor Making 09.05.17	77.09
DC 6	21.04.17	ASDA Mobile	Top Up Groundsman's Mobile	20.00
DC 7	05.05.17	ASDA Mobile	Top Up Groundsman's Mobile	20.00
DC 8	10.05.17	Bournemouth Water	Redcotts Pavilion Water 29.07.16-10.01.17	143.18
			Redcotts Recreation Ground Water 05.07.16-03.01.17	34.74
008725	16.05.17	Petty Cash	Imprest	247.18
008710	04.05.17	A T King	Refreshments - Commonwealth Day 13.03.17	45.00
			Refreshments - Town Criers Competition 01.05.17	456.00
008720	16.05.17	Broxap Limited	90L Oulton Round Litter Bin With Ashtray - St Johns Hill Bus Shelter	235.14
008721	16.05.17	Mrs Diann March	Travel Expenses - 19.04.17	12.87
008722	16.05.17	D F Sales Ltd	20 x 7Ltr Biodegradable & Compostable Kitchen Caddy Liners	52.80
008723	16.05.17	East Dorset TIC Limited	Prizes - Town Crier's Competition	92.30
008706	26.04.17	Ecoclean Services Ltd	Cleaning Toilets & Changing Rooms - Redcotts Rec	264.00
008726	17.05.17	Brendoncare Clubs	Grant Aid 2017-18	1000.00
008727	16.05.17	Citizens Advice East Dorset	Grant Aid 2017-18	7000.00
008728	16.05.17	Colehill & Wimborne Youth & Community Centre	Grant Aid 2017-18	3000.00
008729	16.05.17	Dorset Community Action	Grant Aid 2017-18	5000.00
008730	16.05.17	Dorset Blind Association	Grant Aid 2017-18	250.00
008731	16.05.17	Dorset ME Support Group	Grant Aid 2017-18	400.00
008732	16.05.17	Dorset Wildlife Trust Wimborne Group	Grant Aid 2017-18	100.00
008733	16.05.17	Dreamboats	Grant Aid 2017-18	500.00
008734	16.05.17	Walford Mill Education Trust	Grant Aid 2017-18	2000.00
008735	16.05.17	Wimborne Camera Club	Grant Aid 2017-18	750.00
008736	16.05.17	Wimborne Dementia Friendly Community	Grant Aid 2017-18	3000.00
008737	16.05.17	Wborne & E Dorset Macular Degeneration Supt Grp	Grant Aid 2017-18	75.00

008738	16.05.17	Wimborne In Bloom	Grant Aid 2017-18	600.00
008705	26.04.17	Wimborne Minster Folk Festival	Grant Aid 2017-18	4000.00
008739	16.05.17	Wimborne Town Fairtrade Steering Group	Grant Aid 2017-18	100.00
008740	16.05.17	Wimborne Valognes Twinning Association	Grant Aid 2017-18	100.00
008741	16.05.17	Vision Wimborne Dial A Ride	Grant Aid 2017-18	750.00
008742	16.05.17	Friends Of The Tivoli	Grant Aid 2017-18	750.00
008743	16.05.17	East Dorset Heritage Trust	Grant Aid 2017-18	350.00
008724	16.05.17	Mega Vans FTS Ltd	Annual Software Service Update & New Charger Plug	318.00
008711	08.05.17	Mr Simon Pimlett	Wimborne Militia Annual Insurance 2017-18	365.00
008708	03.05.17	War On Waste Ltd	Wheelie Bin Emptying - April 2017	148.80
008709	03.05.17	Wimborne Engraving	Town Crier Competition - Engraved Awards	120.00
008707	28.04.17	Wood Themes	Break Out & Replace Wooden Post - Leigh Park Adventure Play Area	384.00
BACS	19.05.17	ACE Office Environments	Box White Paper XX51720	26.15
			Laminating Pouches	6.92
BACS	19.05.17	Avoncrop Amenity Products	Football Fertiliser - Award Nutri-Pro 16-2-10+2FE+NU	144.00
			Bowling Green Wetting Agent - Award Osprey Active	348.00
			Line Marking - Football & Tennis - AA Diamond Spray	378.00
			Bowling Green Fertiliser - Award Ultima 12-0-14	223.13
BACS	19.05.17	C & O Tractors	Strimmer Cord & Linch Pin For Tractor Attachments	42.10
BACS	19.05.17	The Consortium Office	Consumables	77.66
			Harrod Portable Goal Net Junior	72.35
BACS	19.05.17	Custom Fire & Security Ltd	Call Out - Master Controller Fault	114.00
			Routine Maintenance - New Panel Battery Fitted & Keypad	157.10
BACS	19.05.17	Dantek Environmental Services (UK) Ltd	Legionella Testing - Redcotts Pavilion - April 2017	125.27
BACS	19.05.17	Jewson Ltd	Timber & Consumables	71.00
			Roofing Bolts & Rawplugs	40.03
			Sadolin & Cement	80.30
BACS	19.05.17	Lisa Dukes	Cleaning - Town Hall	60.00
BACS	19.05.17	RJS Window Cleaning	Cleaning Bus Shelters - Leigh Road & St John's Hill - April 2017	52.80
BACS	19.05.17	Mrs Sue Cook	Travel Expenses - 18.03.17 - 28.04.17	18.45
BACS	19.05.17	Spaldings Limited	Stihl Brushcutter	354.00 *
BACS	19.05.17	TradeUK (Srewfix)	Browguard With Ear Defenders & Trousers	68.96
BACS	19.05.17	Mr T Wheeler	Expenses - Gift - Valognes Twinning Visit	27.50
			1/2 Annual Mayoral Allowance	1000.00
BACS	19.05.17	Wimborne BID Ltd	Square Bookings Assistance 01.04.17 - 30.04.17	314.50
			Town Centre Maintenance 11.04.17 - 10.05.17	225.00
			50% Cleaning - Oil Spill In The Square	240.00
BACS	19.05.17	WP Group	Red Diesel 499L	353.67
BACS	19.05.17	Salaries	Salaries (Town Council & Cemetery Staff)	10900.03
BACS	19.05.17	Inland Revenue	Tax & NIC	2717.62
BACS	19.05.17	Dorset County Pension Fund	Superannuation	2574.38
		Total		61788.09

- denotes already on SAGE * To be recharged to the Cemetery

Sum of BACS Payments

20812.92

Profit and Loss

From: Month 1, April 2017

To: Month 1, April 2017

Appendix B

Chart of Accounts:

WIMBORNE COUNCIL ACCOUNTS

	<u>Period</u>	<u>Year to Date</u>	
Income			
Precept	176,250.00	176,250.00	
Admin	(132.52)	(132.52)	
Town Hall	3,279.99	3,279.99	
General Recreation	497.33	497.33	
Cemetery Salaries Reimbursement	5,596.45	5,596.45	
BID Payments Assistance	46.10	46.10	
	185,537.35	185,537.35	
Expenditure			
Town Hall	4,652.96	4,652.96	
Grants,Donation, Subs & Conts	213.75	213.75	
Planning & Environment	58.05	58.05	
Buildings & Premises	1,760.39	1,760.39	
General Recreation	5,463.73	5,463.73	
Redcotts	3,860.47	3,860.47	
	16,009.35	16,009.35	
Overheads			
Admin	5,796.69	5,796.69	
Mayoral & Civic	43.83	43.83	
Cemetery Salaries	5,596.45	5,596.45	
	11,436.97	11,436.97	
Net Profit/(Loss):	158,091.03	158,091.03	

Date: 11/05/2017
 Time: 09:23:38

WIMBORNE MINSTER TOWN COUNCIL

Balance Sheet

From: Month 1, April 2017
 To: Month 1, April 2017

Chart of Account: WIMBORNE COUNCIL ACCOUNTS

	<u>Period</u>	<u>Year to Date</u>	
Current Assets			
Bank Current Account	(831.20)	(415.92)	
Nationwide Business Bond	0.00	51,416.96	
Capital Reserve Account	150,236.31	366,185.88	
Petty Cash	0.00	350.00	
V. A. T	961.74	1,321.49	
Debtors Control Account	3,645.77	28,677.26	
Prepayments	(47.74)	0.00	
Accrued Income	(1,542.99)	0.00	
	152,421.89		447,535.67
Current Liabilities			
Creditors Control Account	(16.64)	0.00	
Accruals	(12,014.33)	0.00	
Receipts in Advance	(1,716.67)	1,025.01	
	(13,747.64)		1,025.01
Current Assets less Current Liabilities:	166,169.53		446,510.66
Total Assets less Current Liabilities:	166,169.53		446,510.66
Financed By			
General Fund	(5,748.75)	113,478.29	
Fund - Twn Hall/Refurb 6446	0.00	29,657.57	
Fund - Buildings 6447	0.00	20,662.89	
Fund - Redcotts Lodge6452	0.00	1,524.17	
Fund - Marriage Venue Licence5628	0.00	970.00	
Fund - Election Exps 5412	0.00	9,227.99	
Fund - Resources Asset 6501&5413	0.00	8,278.95	
Fund - Traff Order/Signs	0.00	2,609.00	
Fund - Contract Work (Rec) 6668	0.00	2,785.64	
Fund - Planting 6663	0.00	894.90	
Fund - Street Lighting	0.00	640.00	
Fund - Mayor's Charities	361.47	5,530.13	
Fund - Recreation Asset 6502	0.00	16,118.72	
Fund - Legal Expenses	0.00	661.00	
Fund - Car Park/ Footpath 6665	0.00	919.14	
Fund - WBC Cap/ Renewal3072	0.00	3,143.00	
Fund - C.C.T.V. 6500	0.00	54,868.35	
Fund - Town Centre - Future Enhancements	0.00	2,529.86	
Fund - Mega Van 6671	0.00	500.00	
Fund - Youth Cafe	4,940.00	4,894.25	
Fund - Gunstone Trust	8,525.78	8,525.78	
P&L Account	158,091.03	158,091.03	
	166,169.53		446,510.66

Wimborne Minster Town Council
Budget Expenses Vs Actuals with Variances

Apr-17

Acc Ref	Name	Balance YTD	Annual Budget	Variance
5402	ADMIN - Bank Charge	25.00	350.00	325.00
5403	ADMIN - Telephone & Internet	51.84	930.00	878.16
5404	ADMIN - Salaries Office Staff	4,849.95	60,000.00	55,150.05
5405	ADMIN - Superannuation Contributions	585.64	6,000.00	5,414.36
5406	ADMIN - Gen Office Expenses	52.43	3,000.00	2,947.57
5407	ADMIN - Training	10.89	300.00	289.11
5408	ADMIN - Postage	6.84	400.00	393.16
5409	ADMIN - Photocopier	0.00	270.00	270.00
5410	ADMIN - Insurance	0.00	9,300.00	9,300.00
5411	ADMIN - Legal Expenses	0.00	200.00	200.00
5412	ADMIN - Election Exps	0.00	0.00	0.00
5413	ADMIN - Cap Office Equipment	0.00	200.00	200.00
5414	ADMIN - Refreshments	0.00	20.00	20.00
5415	ADMIN - Travel	14.89	280.00	265.11
5417	ADMIN - Advertising	0.00	500.00	500.00
5418	ADMIN - Compostable Bin Liners	0.00	50.00	50.00
5420	ADMIN - Membership of Outside Bodies	369.00	1,550.00	1,181.00
5421	ADMIN - Newsletter	0.00	1,000.00	1,000.00
5422	ADMIN - Public Relations	67.75	1,000.00	932.25
5462	ADMIN - Professional Fees	0.00	700.00	700.00
5463	ADMIN - Audit fees	0.00	2,000.00	2,000.00
5464	ADMIN - Square Bookings Assistance	0.00	3,000.00	3,000.00
5465	ADMIN - I.T. & Website	120.50	800.00	679.50
5466	ADMIN - Christmas Lighting/Stage & PA	0.00	11,700.00	11,700.00
5467	ADMIN - Cemetery Tax & NIC	990.51	0.00	-990.51
5468	ADMIN - Cemetery Salaries & Superannuation	4,605.94	0.00	-4,605.94
5469	ADMIN - Cemetery Misc Exp	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	120.00	120.00
5616	T/HALL - Carpet Cleaning	0.00	400.00	400.00
5617	T/HALL - Heating Gas	0.00	1,000.00	1,000.00
5618	T/HALL - Electricity	0.00	920.00	920.00
5619	T/HALL - Sewerage/Water	0.00	1,000.00	1,000.00
5620	T/HALL - Business Rates	664.50	7,000.00	6,335.50
5621	T/HALL - Cleaning products/Waste Disp.	2.43	100.00	97.57
5622	T/HALL - Cleaning contract	20.00	2,000.00	1,980.00
5623	T/HALL - Civil Ceremony costs	34.14	1,500.00	1,465.86
5624	T/HALL - Minor Rep/Maintenance	0.00	2,100.00	2,100.00
5625	T/HALL - Honours Board	0.00	100.00	100.00
5626	T/HALL - Mortgage	4,060.90	4,061.00	0.10
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	0.00	2,000.00	2,000.00
5833	MAYORAL/CIV - Regalia	0.00	100.00	100.00
5835	MAYORAL/CIV - Civic Fund	0.00	5,000.00	5,000.00
5839	MAYORAL/CIV - Wim Militia	0.00	800.00	800.00
5840	MAYORAL/CIV - Town Crier Subs/Comp	0.00	450.00	450.00
5841	MAYORAL/CIV - Members Training	0.00	250.00	250.00
5842	MAYORAL/CIV - Members Travel	43.83	800.00	756.17
5843	MAYORAL/CIV - Remembrance Day Wreath	0.00	130.00	130.00
6040	GSL - Cemetery Precept	0.00	11,282.00	11,282.00
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	0.00	25,725.00	25,725.00
6048	GSL - Wimborne Folk Festival	0.00	4,000.00	4,000.00
6050	GSL - Events Fund	0.00	5,000.00	5,000.00

Acc Ref	Name	Balance YTD	Annual Budget	Variance
6242	P&E - Devolution Community Fund	0.00	20,000.00	20,000.00
6245	P & E - Town Square	0.00	3,000.00	3,000.00
6265	P & E - Bus Shelter Exp	0.00	500.00	500.00
6269	P&E - Town Centre Maintenance	58.05	2,500.00	2,441.95
6446	BUILDING - T.Hall Refurb Fund	0.00	4,000.00	4,000.00
6447	BUILDING - Building Fund	0.00	4,000.00	4,000.00
6449	BUILDING - Leigh 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	0.00	1,000.00	1,000.00
6453	BUILDING - Redcotts 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/Toilet Loan	3,445.59	6,900.00	3,454.41
6470	C.C.T.V. - Maintenance	0.00	7,000.00	7,000.00
6471	C.C.T.V. - Loan Repayments	0.00	16,400.00	16,400.00
6473	C.C.T.V. - Wayleave Electric	0.00	0.00	0.00
6500	ASSETS - C.C.T.V. Asset	0.00	4,000.00	4,000.00
6501	ASSETS - Resources Asset	0.00	1,600.00	1,600.00
6502	ASSETS - Recreation Asset	0.00	5,000.00	5,000.00
6655	GEN.REC - Lighting	0.00	1,200.00	1,200.00
6656	GEN.REC - Training	0.00	450.00	450.00
6657	GEN.REC - Lodge C.Tax	139.93	1,200.00	1,060.07
6658	GEN.REC - Misc incl X.Tree	47.74	3,500.00	3,452.26
6659	GEN.REC - Salaries	5,213.72	59,000.00	53,786.28
6660	GEN.REC - Repair/Renewal	0.00	3,500.00	3,500.00
6661	GEN.REC - Consumables	53.34	4,000.00	3,946.66
6663	GEN.REC - Planting Fund	0.00	200.00	200.00
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	9.00	200.00	191.00
6668	GEN.REC - Contract Work	0.00	3,000.00	3,000.00
6669	GEN REC - G'Mens Tools	0.00	250.00	250.00
6670	GEN REC - G'Mens PPE	0.00	300.00	300.00
6671	Gen Rec - Mega Van - Batteries	0.00	500.00	500.00
6672	Gen Rec - Mega Van Servicing	0.00	250.00	250.00
6673	GEN.REC - Jubilee Garden	0.00	200.00	200.00
6674	GEN REC - Dog Waste Disposal	0.00	400.00	400.00
6676	GEN REC - General Waste Disposal	0.00	1,600.00	1,600.00
6677	GEN REC - Dog Control Contr	0.00	1,500.00	1,500.00
6678	GEN REC - STRI Membership	0.00	550.00	550.00
6700	Leigh/PK - Play Area Fund	0.00	1,000.00	1,000.00
6816	R/COTTIS - Toilets Air Freshener Contract	0.00	208.00	208.00
6817	R/COTTIS - Pavilion Boiler Service Contract	0.00	300.00	300.00
6818	R/COTTIS - Water/Sewerage	0.00	800.00	800.00
6870	R/COTTIS - Football	0.00	100.00	100.00
6871	R/COTTIS - Bowling	0.00	1,500.00	1,500.00
6874	R/COTTIS - Grass Tennis	0.00	100.00	100.00
6891	R/COTTIS - Pavilion Gas	0.00	0.00	0.00
6892	R/COTTIS - Pavilion Services	0.00	2,800.00	2,800.00
6893	R/COTTIS - Cleaner/ Maintenance	0.00	2,535.00	2,535.00
6894	R/COTTIS - Pavilion Legionella Testing	101.25	1,215.00	1,113.75
6897	R/COTTIS - Play Area Redevelopment Loan	3,954.86	7,910.00	3,955.14
6898	R/COTTIS - Play Area Fund	0.00	1,000.00	1,000.00
		29,814.21	397,231.00	367,416.79

Apr-17				
Acc Ref	Name	Balance YTD	Annual Budget	Variance
3001	PRECEPT	176,250.00	352,500.00	176,250.00
3003	ADMIN - Interest Received	0.00	380.00	380.00
3005	ADMIN - Compostable bin liners	0.00	60.00	60.00
3006	ADMIN - Receipts Gen	0.00	0.00	0.00
3010	ADMIN - EDDC Maintenance CCTV	0.00	3,150.00	3,150.00
3011	ADMIN - EDDC CCTV Loan 1 Contrib	0.00	3,527.00	3,527.00
3013	ADMIN - EDDC CCTV New Loan 2 Repayments	0.00	3,853.00	3,853.00
3015	ADMIN - EDDC Leigh Park Com Centre Loan	0.00	14,953.00	14,953.00
3017	ADMIN - Cemetery Salaries & Superannuation	4,605.94	0.00	-4,605.94
3018	ADMIN - Cemetery Tax & NIC	990.51	0.00	-990.51
3019	ADMIN - Cemetery Salaries Administration	0.00	0.00	0.00
3020	ADMIN - BID Payments Assistance	46.10	0.00	-46.10
3021	ADMIN - Cemetery Misc Inc	0.00	0.00	0.00
3024	T/HALL - Hire Council Chamber	63.33	750.00	686.67
3025	T/HALL - Marriage Receipts	2,025.00	3,500.00	1,475.00
3026	T/HALL - Private Office Rental	875.00	3,628.00	2,753.00
3027	T/HALL - Hire Committee Room	316.66	3,300.00	2,983.34
3057	GEN REC - Lodge Rent	364.00	4,400.00	4,036.00
3058	GEN REC - Misc Income	0.00	50.00	50.00
3059	GEN REC - Grounds Maintenance Contract	133.33	1,600.00	1,466.67
3070	R/COTTIS - Football	0.00	1,500.00	1,500.00
3071	R/COTTIS - Bowling	0.00	7,927.00	7,927.00
3072	R/COTTIS - WBC Cap/Renewal	0.00	508.00	508.00
3073	R/COTTIS - WBC Store Rent	0.00	200.00	200.00
3076	R/COTTIS - Changing Rooms	0.00	250.00	250.00
3077	R/COTTIS - Services Tennis	0.00	1,500.00	1,500.00
3081	L/PARK - Rugby Club Rent	0.00	4,750.00	4,750.00
3083	L/PARK - Rugby Club Insurance	0.00	350.00	350.00
3084	L/PARK - Rugby Waste Disposal	0.00	780.00	780.00
		185,669.87	413,416.00	227,746.13