

From the Town Clerk



WIMBORNE MINSTER TOWN COUNCIL  
Town Hall, 37 West Borough, Wimborne Minster,  
Dorset, BH21 1LT

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Dear Councillor

15 June 2017

You are invited to attend a meeting of the **RESOURCES COMMITTEE** to be held on **TUESDAY 20 JUNE 2017 at 6.30 pm** in the Committee Room at the Town Hall, West Borough, Wimborne Minster.

Members of the public are advised that they may speak at the meeting on items on the agenda, at the discretion of the Chairman, if notification is given to the Town Clerk prior to the meeting.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Lawrence Kent'.

Town Clerk

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**AGENDA**

- 1 Apologies for Absence.
- 2 **SCHEDULE OF PAYMENTS**
- 3 **MONTHLY ACCOUNTS**  
To receive the monthly accounts for the period to the end of May 2017 (copy herewith).
- 4 **THE YELLOW BRICK FESTIVAL 28/29 JULY 2017 – APPLICATION FOR FINANCIAL SUPPORT**  
To consider a paper from the organiser of this event seeking financial support (copy herewith).



Resources Committee – 20 June 2017

**MEMBERS OF COMMITTEE**

**Cllr Mrs K F Webb (Chairman)**

**Cllr R P Nunn (Vice-Chairman)**

**Cllr J Burden**

**Cllr Ms C L Butter**

**Cllr Mrs C A Chedgy**

**Cllr Mrs S A Cook**

**Cllr W J Richmond**

**Ex-Officio - Chairman & Vice-Chairman of the Council**

(Members are reminded of the importance of letting the office know of non-attendance by noon on the day of the meeting.)

**LOCALISM ACT 2011 and CODE of CONDUCT**

Members are reminded to comply with those elements of the Localism Act and the Town Council's Code of Conduct in respect of disclosable pecuniary interests.

**GENERAL CONDUCT**

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety and Human Rights.

Date: 14/06/2017  
Time: 13:14:17

**WIMBORNE MINSTER TOWN COUNCIL**

Item 3

**Profit and Loss**

From: Month 2, May 2017  
To: Month 2, May 2017

Chart of Accounts:

WIMBORNE COUNCIL ACCOUNTS

	<u>Period</u>	<u>Year to Date</u>	
<b>Income</b>			
Precept	0.00	176,250.00	
EDDC Maintenance Contribution	115.68	115.68	
Admin	13.66	(118.86)	
Town Hall	592.49	3,872.48	
General Recreation	497.33	994.66	
Redcotts	385.83	385.83	
Cemetery Salaries Reimbursement	5,515.21	11,111.66	
Cemetery Miscellaneous Expenses	183.75	183.75	
BID Payments Assistance	46.10	92.20	
		7,350.05	192,887.40
<b>Expenditure</b>			
Town Hall	1,109.92	5,762.88	
Grants,Donation, Subs & Conts	31,366.00	35,579.75	
Planning & Environment	627.45	685.50	
Buildings & Premises	4,013.58	5,773.97	
General Recreation	7,197.91	12,661.64	
Redcotts	755.31	4,835.78	
Assets Replacement	295.00	295.00	
		45,365.17	65,594.52
<b>Overheads</b>			
Admin	6,225.80	12,022.49	
Mayoral & Civic	2,254.64	2,298.47	
Cemetery Salaries	5,515.21	11,111.66	
Cemetery Miscellaneous Expenses	1,448.75	1,448.75	
		15,444.40	26,881.37
<b>Net Profit/(Loss):</b>		<b>(53,459.52)</b>	<b>100,411.51</b>

Date: 14/06/2017

Time: 13:14:51

**WIMBORNE MINSTER TOWN COUNCIL**

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**Balance Sheet**

From: Month 2, May 2017

To: Month 2, May 2017

Chart of Account:

WIMBORNE COUNCIL ACCOUNTS

	<u>Period</u>	<u>Year to Date</u>	
<b>Current Assets</b>			
Bank Current Account	(2,108.75)	(7,172.67)	
Nationwide Business Bond	0.00	51,416.96	
Capital Reserve Account	(54,008.62)	312,177.26	
Petty Cash	0.00	350.00	
V. A. T	85.78	1,515.27	
Debtors Control Account	(2,184.22)	26,493.04	
		(58,215.81)	384,779.86
<b>Current Liabilities</b>			
Receipts in Advance	0.00	1,025.01	
		0.00	1,025.01
<b>Current Assets less Current Liabilities:</b>		(58,215.81)	383,754.85
<b>Total Assets less Current Liabilities:</b>		(58,215.81)	383,754.85
<b>Financed By</b>			
General Fund	240.00	113,398.29	
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	(5,330.44)	199.69	
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 Crier	334.15	334.15	
Fund - Town Centre - Future Enhancements	0.00	2,529.86	
Fund - Mega Van 6671	0.00	500.00	
Fund - Youth Cafe	0.00	4,894.25	
Fund - Gunstone Trust	0.00	8,525.78	
P&L Account	(53,459.52)	100,411.51	
		(58,215.81)	383,754.85

**Wimborne Minster Town Council**  
**Budget Expenses Vs Actuals with Variances**

May-17

Acc Ref	Name	Balance YTD	Annual Budget	Variance
5402	ADMIN - Bank Charge	54.00	350.00	296.00
5403	ADMIN - Telephone & Internet	103.68	930.00	826.32
5404	ADMIN - Salaries Office Staff	9,882.59	60,000.00	50,117.41
5405	ADMIN - Superannuation Contributions	1,208.76	6,000.00	4,791.24
5406	ADMIN - Gen Office Expenses	144.66	3,000.00	2,855.34
5407	ADMIN - Training	10.89	300.00	289.11
5408	ADMIN - Postage	30.25	400.00	369.75
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	60.82	200.00	139.18
5414	ADMIN - Refreshments	0.00	20.00	20.00
5415	ADMIN - Travel	21.55	280.00	258.45
5417	ADMIN - Advertising	0.00	500.00	500.00
5418	ADMIN - Compostable Bin Liners	44.00	50.00	6.00
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	262.08	3,000.00	2,737.92
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	1,958.87	0.00	-1,958.87
5468	ADMIN - Cemetery Salaries & Superannuation	9,152.79	0.00	-9,152.79
5469	ADMIN - Cemetery Misc Exp	1,448.75	0.00	-1,448.75
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	155.15	1,000.00	844.85
5618	T/HALL - Electricity	74.59	920.00	845.41
5619	T/HALL - Sewerage/Water	0.00	1,000.00	1,000.00
5620	T/HALL - Business Rates	1,328.50	7,000.00	5,671.50
5621	T/HALL - Cleaning products/Waste Disp.	4.93	100.00	95.07
5622	T/HALL - Cleaning contract	80.00	2,000.00	1,920.00
5623	T/HALL - Civil Ceremony costs	56.90	1,500.00	1,443.10
5624	T/HALL - Minor Rep/Maintenance	1.91	2,100.00	2,098.09
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	1,000.00	2,000.00	1,000.00
5833	MAYORAL/CIV - Regalia	0.00	100.00	100.00
5835	MAYORAL/CIV - Civic Fund	190.02	5,000.00	4,809.98
5839	MAYORAL/CIV - Wim Militia	365.00	800.00	435.00
5840	MAYORAL/CIV - Town Crier Subs/Comp	668.30	450.00	-218.30
5841	MAYORAL/CIV - Members Training	0.00	250.00	250.00
5842	MAYORAL/CIV - Members Travel	75.15	800.00	724.85
5843	MAYORAL/CIV - Remembrance Day Wreath	0.00	130.00	130.00
6040	GSL - Cemetery Precept	5,641.00	11,282.00	5,641.00
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	25,725.00	25,725.00	0.00
6048	GSL - Wimborne Folk Festival	4,000.00	4,000.00	0.00
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	195.95	20,000.00	19,804.05
6245	P & E - Town Square	0.00	3,000.00	3,000.00
6265	P & E - Bus Shelter Exp	44.00	500.00	456.00
6269	P&E - Town Centre Maintenance	445.55	2,500.00	2,054.45
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	2,328.38	16,400.00	14,071.62
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	295.00	5,000.00	4,705.00
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	276.89	1,200.00	923.11
6658	GEN.REC - Misc incl X.Tree	47.74	3,500.00	3,452.26
6659	GEN.REC - Salaries	10,661.10	59,000.00	48,338.90
6660	GEN.REC - Repair/Renewal	0.00	3,500.00	3,500.00
6661	GEN.REC - Consumables	1,079.31	4,000.00	2,920.69
6663	GEN.REC - Planting Fund	134.83	200.00	65.17
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	15.30	200.00	184.70
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	57.47	300.00	242.53
6671	Gen Rec - Mega Van - Batteries	0.00	500.00	500.00
6672	Gen Rec - Mega Van Servicing	265.00	250.00	-15.00
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	124.00	1,600.00	1,476.00
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	120.00	800.00	680.00
6870	R/COTTIS - Football	0.00	100.00	100.00
6871	R/COTTIS - Bowling	475.94	1,500.00	1,024.06
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	54.98	2,800.00	2,745.02
6893	R/COTTIS - Cleaner/ Maintenance	220.00	2,535.00	2,315.00
6894	R/COTTIS - Pavilion Legionella Testing	205.64	1,215.00	1,009.36
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
		93,029.57	397,231.00	304,201.43

May-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	10.50	60.00	49.50
3006	ADMIN - Receipts Gen	0.00	0.00	0.00
3010	ADMIN - EDDC Maintenance CCTV	115.68	3,150.00	3,034.32
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	8,551.78	0.00	-8,551.78
3018	ADMIN - Cemetery Tax & NIC	2,559.88	0.00	-2,559.88
3019	ADMIN - Cemetery Salaries Administration	0.00	0.00	0.00
3020	ADMIN - BID Payments Assistance	92.20	0.00	-92.20
3021	ADMIN - Cemetery Misc Inc	183.75	0.00	-183.75
3024	T/HALL - Hire Council Chamber	79.16	750.00	670.84
3025	T/HALL - Marriage Receipts	2,158.33	3,500.00	1,341.67
3026	T/HALL - Private Office Rental	875.00	3,628.00	2,753.00
3027	T/HALL - Hire Committee Room	759.99	3,300.00	2,540.01
3057	GEN REC - Lodge Rent	728.00	4,400.00	3,672.00
3058	GEN REC - Misc Income	0.00	50.00	50.00
3059	GEN REC - Grounds Maintenance Contract	266.66	1,600.00	1,333.34
3070	R/COTTIS - Football	327.50	1,500.00	1,172.50
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	58.33	250.00	191.67
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
		<b>193,016.76</b>	<b>413,416.00</b>	<b>220,399.24</b>

Madcap Events Limited  
 Phone: 07596985744  
 Email : madcapevents2@gmail.com



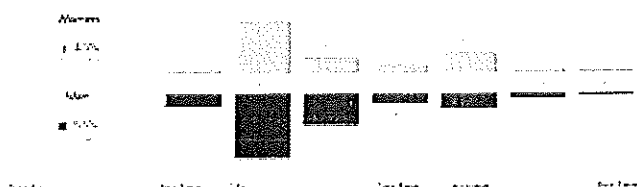
Event: The Yellow Brick Festival  
 Date : 28 to 29 of July 2017

### What the festival is

Madcap Events limited presents: 'The Yellow Brick Festival'. This is a new family friendly, youth/young adult orientated music and art event taking place in the fields by Julian's Bridge in Wimborne between 28th to 29th of July. Our main aim is to enrich the young adults of the future with new music and art, we also aim for a successful event which supports both local and up and coming artists across the UK. We are also working with local traders in Dorset to provide a flee market styled trade area. We aim to have two large themed stage area with amplified music, lights and a bar inside. We will have a communal eating area to stress the importance of community and friendship among our event. We also want to make sure both families and young adults can have ample eating space and that no one is left out. We are working with two charities, Teenage cancer trust and a suicide awareness charity. We will pledge 50p from every ticket sold to them. We have received two licences from EDCC and we will be turning down the music after 11pm and will be soundproofing our tents as much as possible to avoid annoying the residents. We are also offering those closest to the field free tickets to our event.

### Tickets

We aim to sell an average of 1000 tickets in total, we will have 4 tiers of tickets to offer a manageable cost to both families and young adults. We are aiming for a target audience of mainly 16-30, with some scope either side. Tickets for the weekend start at £12, then go up to £16, then £20. We are also selling day tickets for £10 on the Friday night and £15 on the Saturday.

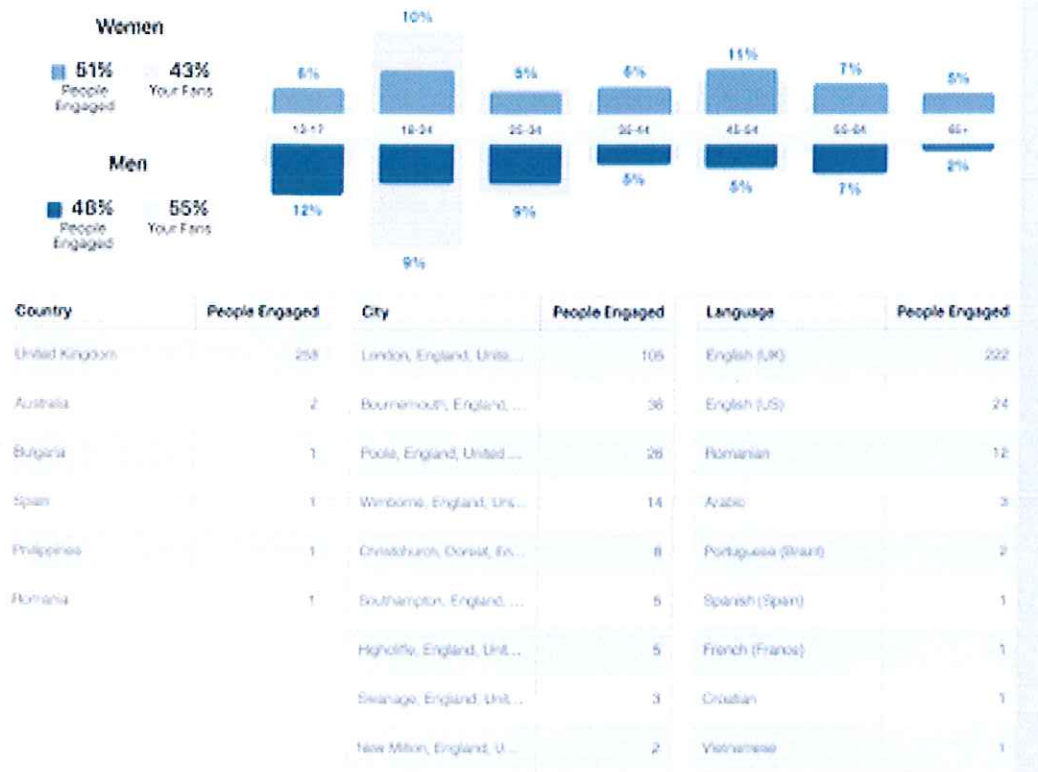


We've also invited patients from teenage cancer trust to join us that weekend and therefore we'll be making it as access friendly as we can. We aim to give our charity the minimum of £1000.

We aim to get custom from local people in Wimborne, Bournemouth and Poole while also attracting young adults from wider areas such as Southampton, London and Bristol etc. We are currently marketing this

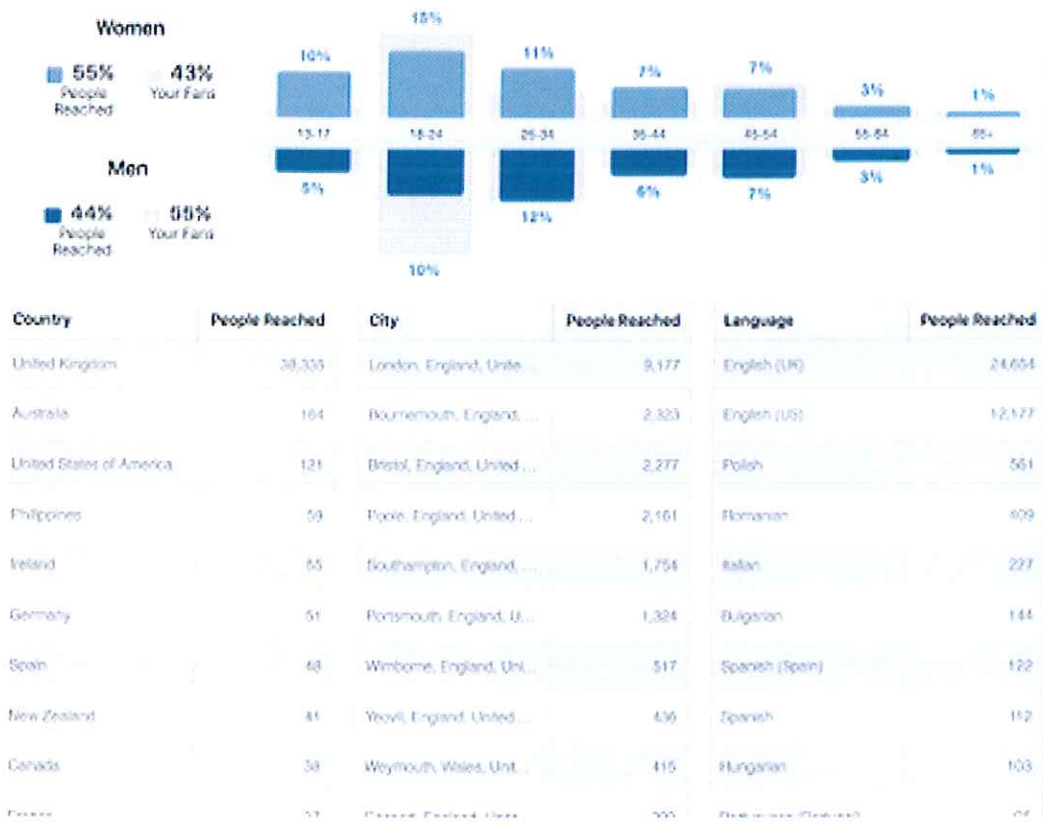


The people who have liked, commented on, or shared your posts or engaged with your Page in the past 28 days.



thought social media such as Facebook which has seen a response larger from our targeted audience, 18-24.

The number of people your post was served to in the past 28 days.



## Background

The idea behind the festival came about when we saw the lack of music events around the Wimborne area, and as Emily and Josh knew so many bands and artists in Dorset they both wanted to give more bands and artists a platform to perform locally. Emily, a radio host at Radio Wimborne had built up a good reputation with local bands and the local youth to promote new music in the area, and has also put on smaller music events in Wimborne and knew how popular they are with the local youth and has also been involved with Wimborne Minster Folk Festival and loves to give up and coming music a slot on the Willow Walk stages. Her radio started from the idea of giving youth music and events aimed at them a platform to promote themselves positively which has also influenced the Yellow Brick festival too. She wants to extend her platform to music and other forms of art, since she understands what the local demographic's enjoy. While Josh has worked both with local events and a local record company to help more artists get recognition. Ash joined our team to help with our branding, logistics and technical support, hence where the festival idea was born, although a profit organisation we'd like to use our profit for future festival events and grown our event over time. We want to be able to pay ever artist at our events.

## Site/ Address

The meadows by Julian's Bridge. (B307)  
Wimborne  
Bh21 1EG

- We will have access to the site from Thursday 27th of July.
- Access to water supply.
- Site will open to public from 5pm Friday and 10AM Saturday.

## Hirer

Merely Hall Farm  
Willett Road  
Wimborne  
Dorset  
BH21 3DH

## Access

Main access to our site is via the B3078. We have emergency access through the field next door, which is also accessible through the B3078. We have an emergency access path in a site plan.

### Experience of team

**Emily** - 3+ years music events planning, ranging from small acoustic nights to Wimborne Folk Festival.

Also a freelance sound engineer/technician with over 2 years festival experience.

2+ years - Radio Host

2+ years - Wimborne Minster folk festival

**Josh** - 3+ years - working with artists, booking them for local events.

1-2 years - record label experience.

**Ash** - 5+ - years technical/logistic festival experience. Includes music performance and events management.

3-5 - years social media, graphic's and website experience.

### Health and Safety

We are in talks with all relevant parties including Police and Fire, Environmental Health and EDCC.

We will have a health and Safety officer at the festival.

### The event program

Main stage: Live music on Friday night from 6pm to 12:30Am.

Live music on Saturday from 11am to 12:30AM.

Second Stage - Live music on Friday night from 5:30pm to 12:30AM.

Live music on Saturday from 11am to 12:30 AM.

Trade Stands - 35 pitches for traders

5 food pitches

Entertainment area - We will have mini theatre shows, workshops etc in this area for people to get involved with.

We are working with Wimborne traders such as Eight Arch and The Gin House, to provide excellent bars.

#### Proposed Budget and request sponsorship from council

Above you'll find a break down of our cost, however we'd be requesting from the council £2000 to cover the costs of entertainment and performers for local youth's and younger children to enrich their experiences in Wimborne. This would allow us to book street theatre shows such as 'Wet picnic' and we'd be able to afford more culture and art thought out the site and it will also pay for our children rides.

We'll be funding for the rest of the outgoings through trade stands, ticket sales and other sponsorships including Wimborne BID and other local companies. We also have a crowd funding page set up too. So far we have raised £1000 from small sponsors and we'll continue doing so, if we weren't to get income we'd be relying on Madcap Events to pay for the remaining outgoings.

Description		Amount	extra detail
Friday to Monday	Field & field care	£1250.00	
£14-£15 per hour (4 members)	Security	£1344.00	
Inc. staging	Marquee	£3121.11	
12ft by 16ft	Staging	£0.00	
for 15 toilets	Toilets	£1038.00	
	Pa	£1680.00	
	Lighting	£1618.00	
	TENS licence	£42.00	
	Signage	£100.00	
A1 hire - 60kva	Generator	£321.00	
	Wristbands	£500.00	
	Advertising	£750.00	
	Bar	£0.00	
	Decorations	£500.00	
	Artist Budget	£4000.00	
	Entertainment budget	£2000.00	
	Insurance	£800.00	
	PPL Licence	£100.00	
	St John's Ambulance	£200.00	
	Fencing	TBC	
<b>Total</b>		£19364.11	