

WIMBORNE MINSTER TOWN COUNCIL

MINUTES of a meeting of the **RESOURCES COMMITTEE** held on **TUESDAY 18 JULY 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 Mrs C A Chedgy
Cllr Mrs S A Cook
Cllr W J Richmond
Cllr T F Wheeler – Ex-Officio – Chairman of the Council

COMMITTEE MEMBERS NOT PRESENT

Cllr J Burden
Cllr Ms C L Butter
Cllr R D Cook – Ex-Officio – Vice-Chairman of the Council

59 **SCHEDULE OF PAYMENTS**

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

60 **MONTHLY ACCOUNTS**

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

61 **SPENDING & RESOURCES REVIEW (Min 35 – 20.06.17)**

The Chairman updated the Committee with the latest activity on the project. The new grant process had been implemented with the application form, guidance notes and link to the Town Council's priorities (against which the applications will be determined) now posted on the website.

She added that process mapping with office staff had been completed and she would work on an Operations Manual over the summer weeks.

The meeting closed at 6.39 pm.

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

WIMBORNE MINSTER TOWN COUNCIL
RESOURCES COMMITTEE MEETING 18 JULY 2017
SCHEDULE OF CHEQUES FOR APPROVAL

Pay Ref	Payment Date	Payee	Description	Amount
DD 1	01.08.17	East Dorset District Council	Business Rates - Town Hall - August 2017	664.00
DD 2	20.07.17	East Dorset District Council	Council Tax - Lodge - July 2017	235.00
DD 6	10.07.17	Extra Energy Limited	Gas - Town Hall - 10.05.17-27.06.17 Balance Due Following Correction	3.61
DD 10	07.07.17	Southern Electric	Electricity - Gazebo 05.03.16-14.06.17 Balance Due Following Correction	9.40
DD 11	16.07.17	Southern Electric	Electricity - Redcotts Rec Lighting 28.03.17-28.06.17	62.50
DD 12	13.07.17	Southern Electric	Electricity - CCTV Poles - 28.03.17-28.06.17	111.46
DD 13	15.08.17	Bournemouth Water	Water - Town Hall 05.01.17-06.07.17	163.28
# SO 1	01.08.17	Wimborne Business Systems Ltd	Line Rental & Internet Services - August 2017	62.21
# DC 1	26.06.17	ASDA Mobile	Groundsman's Mobile Top-Up	20.00
#DC2a&b	03.07.17	The Sign Maker	Memorial Plaque - Quercus Rubra Tree - Cllr H Bartlett	112.06
DC 3	06.07.17	Post Office Ltd	Postage & 100 x 2nd Class & 24 x 1st Class Stamps	73.02
DC 4	18.07.17	British Gas	Gas - Redcotts Pavilion 02.06.17 - 10.07.17	25.21
008784	18.07.17	Petty Cash	Imprest	51.99
008779	18.07.17	Broxap Limited	Post Mounted 'BXMT/DINBIN-50'	100.80
008776	10.07.17	Dorset Drainage Services Ltd	Drain Repairs - Redcotts Changing Rooms	1457.58
008777	11.07.17	Dorset Drainage Services Ltd	Cistern Repairs - Redcotts Public Toilets	136.80
008780	18.07.17	Dutch Touch Designs	Summer Bedding Planting - Redcotts Recreation Ground	108.00
008774	03.07.17	Ecocleen Services Ltd	Cleaning Toilets - Redcotts Rec - June 2017	162.00
008770	21.06.17	L M Read	Toro Grandstand - Annual Service	55.00
			Repairs to Roller Mower	96.25
008782	18.07.17	Local World Limited	Advertisement - Cemetery Clerk 7 Registrar Vacancy	452.88
008783	18.07.17	PHS Group	New Biozone Unit - 30.06.17-18.01.17 - Ladies Public Toilet	86.76
008773	23.06.17	Top Marks Contractors Limited	Window Cleaning - Town Hall - O/S - June 2017	35.00
			Window Cleaning - Town Hall - Inside & O/S - May 2017	55.00
008775	04.07.17	War On Waste Ltd	Wheellie Bin Emptying - June 2017	167.40
008771	22.06.17	Wimborne Business Systems Ltd	Line Rental & internet Services & Installation - Youth Café - May 2017	363.06
			Line Rental & Internet Services - Youth Café - June 2017	48.06
BACS	21.07.17	ACE Office Environments	Stationery, 2018 Diaries & Paper	51.80
BACS	21.07.17	C & O Tractors	Air Filter, Oil Filter, Fuel Filter, Hydraulic Filter & Oil	101.89
BACS	21.07.17	Custom Fire & Security Ltd	CCTV Repairs - Camera 6	114.00
			CCTV Repairs - Replacement DVR Unit	72.00
			CCTV Repairs - Cameras 7, 11 & 18	90.00
			CCTV Repairs - Replaced Faulty Heater Camera 18	65.04

BACS	21.07.17	Dantek Environmental Services (UK) Ltd	Legionella Testing - Redcotts Pavilion - June 2017	125.26
BACS	21.07.17	Jewson Limited	Consumables	76.69
BACS	21.07.17	Lisa Dukes	Cleaning Council Offices 16.05.17 - 04.07.17	170.00
BACS	21.07.17	RJS Window Cleaning	Cleaning Bus Shelters - Leigh Road & St John's Hill - June 2017	52.80
BACS	21.07.17	Spaldings Limited	Stihl Combined Visor & Ear Defenders & Consumables	144.34
BACS	21.07.17	Trade UK (Screwfix)	Hi-Vis Jackets x3 & Safety Boots	80.36
BACS	21.07.17	Clr T F Wheeler	Expenses - Ochsenfurt Exchange Gifts	102.50
			Travel Expenses 15.05.17-01.07.17	188.37
BACS	21.07.17	Wimborne BID Ltd	Square Bookings Assistance June 2017	314.50
BACS	21.07.17	Salaries	Salaries (Town Council & Cemetery Staff)	10444.79
BACS	21.07.17	Inland Revenue	Tax & NIC	2472.50
BACS	21.07.17	Dorset County Pension Fund	Superannuation	2527.94
		Total		22113.11

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

Sum of BACS Payments

17194.78

Date: 12/07/2017

Time: 12:23:28

WIMBORNE MINSTER TOWN COUNCIL

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Profit and Loss

Appendix B

From: Month 3, June 2017

To: Month 3, June 2017

Chart of Accounts:

WIMBORNE COUNCIL ACCOUNTS

	<u>Period</u>	<u>Year to Date</u>	
Income			
Precept	0.00	176,250.00	
EDDC Maintenance Contribution	0.00	115.68	
Admin	0.25	(118.61)	
Town Hall	729.15	4,601.63	
General Recreation	497.33	1,491.99	
Redcotts	8,829.31	9,215.14	
Leigh Park Playing Fields	187.38	187.38	
EDDC Loan Contributions	7,379.75	7,379.75	
Cemetery Salaries Reimbursement	5,042.70	16,154.36	
Cemetery Miscellaneous Expenses	2,400.66	2,449.41	
BID Payments Assistance	46.10	138.30	
	25,112.63		217,865.03
Expenditure			
Town Hall	1,068.29	6,831.17	
Grants, Donation, Subs & Conts	0.00	35,579.75	
Planning & Environment	231.50	917.00	
Buildings & Premises	545.00	6,318.97	
General Recreation	8,047.58	21,249.72	
Redcotts	379.26	5,450.04	
Assets Replacement	0.00	295.00	
	10,271.63		76,641.65
Overheads			
Admin	6,794.51	18,817.00	
Mayoral & Civic	806.05	3,104.52	
Cemetery Salaries	5,042.70	16,154.36	
Cemetery Miscellaneous Expenses	1,000.66	2,449.41	
	13,643.92		40,525.29
Net Profit/(Loss):	1,197.08		100,698.09

Balance Sheet

From: Month 3, June 2017

To: Month 3, June 2017

Chart of Account:

WIMBORNE COUNCIL ACCOUNTS

	<u>Period</u>	<u>Year to Date</u>	
Current Assets			
Bank Current Account	6,145.55	(2,119.72)	
Nationwide Business Bond	0.00	51,416.96	
Capital Reserve Account	(6,194.25)	305,983.01	
Petty Cash	0.00	350.00	
V. A. T	(1,170.15)	527.22	
Debtors Control Account	1,653.65	28,146.69	
	434.80		384,304.16
Current Liabilities			
Receipts in Advance	0.00	1,025.01	
	0.00		1,025.01
Current Assets less Current Liabilities:	434.80		383,279.15
Total Assets less Current Liabilities:	434.80		383,279.15
Financed By			
General Fund	(400.00)	112,998.29	
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	(19.68)	180.01	
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	0.00	334.15	
Fund - Town Centre - Future Enhancements	0.00	2,529.86	
Fund - Mega Van 6671	0.00	500.00	
Fund - Youth Cafe	(342.60)	4,551.65	
Fund - Gunstone Trust	0.00	8,525.78	
P&L Account	1,197.08	100,698.09	
	434.80		383,279.15

Wimborne Minster Town Council
Budget Expenses Vs Actuals with Variances

Jun-17

Acc Ref	Name	Balance YTD	Annual Budget	Variance
5402	ADMIN - Bank Charge	83.00	350.00	267.00
5403	ADMIN - Telephone & Internet	173.92	930.00	756.08
5404	ADMIN - Salaries Office Staff	14,774.93	60,000.00	45,225.07
5405	ADMIN - Superannuation Contributions	1,832.39	6,000.00	4,167.61
5406	ADMIN - Gen Office Expenses	207.58	3,000.00	2,792.42
5407	ADMIN - Training	10.89	300.00	289.11
5408	ADMIN - Postage	41.59	400.00	358.41
5409	ADMIN - Photocopier	279.98	1,270.00	990.02
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	28.21	280.00	251.79
5417	ADMIN - Advertising	30.00	500.00	470.00
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	460.80	2,000.00	1,539.20
5464	ADMIN - Square Bookings Assistance	589.68	3,000.00	2,410.32
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	2,785.23	0.00	-2,785.23
5468	ADMIN - Cemetery Salaries & Superannuation	13,369.13	0.00	-13,369.13
5469	ADMIN - Cemetery Misc Exp	2,449.41	0.00	-2,449.41
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	221.39	1,000.00	778.61
5618	T/HALL - Electricity	123.14	920.00	796.86
5619	T/HALL - Sewerage/Water	0.00	1,000.00	1,000.00
5620	T/HALL - Business Rates	1,992.50	7,000.00	5,007.50
5621	T/HALL - Cleaning products/Waste Disp.	5.76	100.00	94.24
5622	T/HALL - Cleaning contract	80.00	2,000.00	1,920.00
5623	T/HALL - Civil Ceremony costs	142.25	1,500.00	1,357.75
5624	T/HALL - Minor Rep/Maintenance	110.23	2,100.00	1,989.77
5625	T/HALL - Honours Board	95.00	100.00	5.00
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	996.07	5,000.00	4,003.93
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	88.00	500.00	412.00
6269	P&E - Town Centre Maintenance	633.05	2,500.00	1,866.95
6446	BUILDING - T.Hall Refurb Fund	0.00	4,000.00	4,000.00
6447	BUILDING - Building Fund	470.00	4,000.00	3,530.00
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	75.00	1,000.00	925.00
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	413.85	1,200.00	786.15
6658	GEN.REC - Misc incl X.Tree	147.74	3,500.00	3,352.26
6659	GEN.REC - Salaries	15,967.32	59,000.00	43,032.68
6660	GEN.REC - Repair/Renewal	1,190.26	3,500.00	2,309.74
6661	GEN.REC - Consumables	1,219.44	4,000.00	2,780.56
6663	GEN.REC - Planting Fund	182.16	200.00	17.84
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	85.15	300.00	214.85
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	263.50	1,600.00	1,336.50
6677	GEN REC - Dog Control Contr	1,500.00	1,500.00	0.00
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	120.00	100.00	-20.00
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	48.91	0.00	-48.91
6892	R/COTTIS - Pavilion Services	280.95	2,800.00	2,519.05
6893	R/COTTIS - Cleaner/ Maintenance	455.00	2,535.00	2,080.00
6894	R/COTTIS - Pavilion Legionella Testing	310.02	1,215.00	904.98
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
		<u>117,720.62</u>	<u>398,231.00</u>	<u>280,510.38</u>

Jun-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	0.25	0.00	-0.25
3010	ADMIN - EDDC Maintenance CCTV	115.68	3,150.00	3,034.32
3011	ADMIN - EDDC CCTV Loan 1 Contrib	3,526.72	3,527.00	0.28
3013	ADMIN - EDDC CCTV New Loan 2 Repayments	3,853.03	3,853.00	-0.03
3015	ADMIN - EDDC Leigh Park Com Centre Loan	0.00	14,953.00	14,953.00
3017	ADMIN - Cemetery Salaries & Superannuation	12,768.12	0.00	-12,768.12
3018	ADMIN - Cemetery Tax & NIC	3,386.24	0.00	-3,386.24
3019	ADMIN - Cemetery Salaries Administration	0.00	0.00	0.00
3020	ADMIN - BID Payments Assistance	138.30	0.00	-138.30
3021	ADMIN - Cemetery Misc Inc	2,449.41	0.00	-2,449.41
3024	T/HALL - Hire Council Chamber	174.16	750.00	575.84
3025	T/HALL - Marriage Receipts	2,333.33	3,500.00	1,166.67
3026	T/HALL - Private Office Rental	875.00	3,628.00	2,753.00
3027	T/HALL - Hire Committee Room	1,219.14	3,300.00	2,080.86
3057	GEN REC - Lodge Rent	1,092.00	4,400.00	3,308.00
3058	GEN REC - Misc Income	0.00	50.00	50.00
3059	GEN REC - Grounds Maintenance Contract	399.99	1,600.00	1,200.01
3070	R/COTTIS - Football	327.50	1,500.00	1,172.50
3071	R/COTTIS - Bowling	7,927.00	7,927.00	0.00
3072	R/COTTIS - WBC Cap/Renewal	508.00	508.00	0.00
3073	R/COTTIS - WBC Store Rent	200.00	200.00	0.00
3076	R/COTTIS - Changing Rooms	58.33	250.00	191.67
3077	R/COTTIS - Services Tennis	194.31	1,500.00	1,305.69
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	187.38	780.00	592.62
		217,994.39	413,416.00	195,421.61