

WIMBORNE MINSTER TOWN COUNCIL

MINUTES of a meeting of the **RESOURCES COMMITTEE** held on **TUESDAY 15 AUGUST 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 J Burden
Cllr Ms C L Butter
Cllr Mrs C A Chedgy
Cllr Mrs S A Cook
Cllr W J Richmond
Cllr T F Wheeler – Ex-Officio – Chairman of the Council
Cllr R D Cook – Ex-Officio – Vice-Chairman of the Council

ALSO PRESENT

Cllr S K Bartlett
Cllr Mrs P A Hymers
Cllr Mrs D J March

62 **SCHEDULE OF PAYMENTS**

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

63 **MONTHLY ACCOUNTS**

The Town Clerk submitted for information the monthly accounts for the period to the end of July 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 6.34 pm.

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

WIMBORNE MINSTER TOWN COUNCIL
RESOURCES COMMITTEE MEETING 15 AUGUST 2017
SCHEDULE OF CHEQUES FOR APPROVAL

Pay Ref	Payment Date	Payee	Description	Amount
DD 1	01.09.17	East Dorset District Council	Business Rates - Town Hall - September 2017	664.00
DD 2	20.08.17	East Dorset District Council	Council Tax - Lodge - August 2017	235.00
DD 3	14.09.17	Siemens Financial Services Ltd	Photocopier	335.97
DD 7	03.08.17	Extra Energy Limited	Electricity - Town Hall - 31.05.17-30.06.17 -- Final Invoice	78.16
DD 14	01.09.17	Water2Business	Sewerage - Town Hall 05.01.17-06.07.17	264.94
DD 16	01.09.17	Water2Business	Sewerage - Redcotts Recreation Ground 04.01.17-03.07.17	276.52
DD 32	01.09.17	TV Licensing	Annual TV Licence - Town Hall	147.00
# SO 1	01.08.17	Wimborne Business Systems Ltd	Line Rental & Internet Services - July 2017	62.21
# DC 1	21.07.17	Olive Branch	Mayor's Civic Day - Lunch	626.60
# DC 2	21.07.17	ASDA Mobile	Groundsman's Mobile Top - Up	20.00
# DC 3	02.08.17	Bournemouth Water	Water - Redcotts Pavilion 11.01.17-14.07.17	179.28
# DC 4	02.08.17	Bournemouth Water	Water - Redcotts Rec 04.01.17-03.07.17 balance following corrected inv	1.71
008798	15.08.17	Petty Cash	Imprest	111.58
# 008788	24.07.17	C&O Tractors Ltd	Spark Plug	15.74
			Lock & Pin - Tractor Cab	132.19
008794	01.08.17	C&O Tractors Ltd	Ball Pins - Tractor Hitching Point & Cable Ties	34.00
008797	10.08.17	C&O Tractors Ltd	Kawasaki Engine - Ride-On Mower	1817.20
008799	15.08.17	Dorset Tyre Services Ltd	2 x Tyres - Tractor HF05 HWA	167.64
008800	15.08.17	Ecoclean Services Ltd	Cleaning Public Toilets - Redcotts - August 2017	144.00
008801	15.08.17	Ecoclean Services Ltd	Cleaning Public Toilets - Redcotts - July 2017	162.00
# 008785	24.07.17	Millstream Bistro	Mayor's Civic Day - Afternoon Tea x 41	248.00
# 008787	24.07.17	Minster Stone Memorials	Repairs - Human Sundial Stone	180.00
008790	26.07.17	Multi-Signs	100 x Stickers - Litter Bins	115.20
008802	15.08.17	Otto Kampf Ltd	Remove, Refurbish & Reinstall 2x Brass Plaques - Town Hall	210.00
008803	15.08.17	Paul Hanwell	Removal Damaged Tree Limb - Leigh park	120.00
008795	01.08.17	Mr P Milton	Painting - Committee Room, Hallway & Reception	1213.00
008804	15.08.17	Pure Gas Heating LTD	Repairs - Town Hall Disabled Toilet Flush	108.00
			Council Chamber Boiler Annual Service	90.00
008805	15.08.17	Proludic Ltd	2 x Footplates - Leigh Park Children's Play Area Equipment	82.58
008806	15.08.17	Rainford Electrical	Repairs - Jubilee Garden Fountain	250.00
008807	15.08.17	STRI Limited	Advisory Visit - Travel Expenses	54.00
008792	28.07.17	War On Waste Limited	Wheeie Bin Emptying - July 2017	148.80
008796	08.08.17	Wimborne Windows Ltd	Replacement Door - Redcotts Pavilion	750.00
			Repairs - Square Noticeboard	175.00
008786	24.07.17	WPS Ltd	Insurance - Motor Fleet Renewal	967.00
008791	27.07.17	WPS Ltd	Insurance - Amendments Annual Town Council Insurance	136.72
008789	24.07.17	WPS Ltd	Insurance - Town Council Annual Insurance	8246.17
008793	01.08.17	WPS Ltd	Insurance - Amendments Annual Town Council Insurance	193.26

BACS	18.08.17	ACE Office Environments	Archiving Boxes x 20 & Paper	146.84
			6" Cashbox For Groundsman	10.51
BACS	18.08.17	Chubb Fire & Security Ltd	Fire Extinguisher Service & Additional Foam Extinguisher & Parts	131.61
BACS	18.08.17	Dantek Environmental Services (UK) Ltd	Legionella Testing - Redcotts Pavilion - July 2017	125.26
BACS	18.08.17	Dorset Association Of Parish & Town Councils	Annual Subscription	1076.94
BACS	18.08.17	Jewson Limited	Postcrete & Consumables	35.01
			Consumables	58.02
BACS	18.08.17	Play Inspection Company	Quarterly Operational Inspections x4 Playground Equipment	240.00
BACS	18.08.17	RJS Window Cleaning	Cleaning Bus Shelters - Leigh Road & St John's Hill - July 2017	52.80
BACS	18.08.17	Top Marks Contractors Limited	Cleaning Windows - Town Hall Inside & Outside - July 2017	55.00
BACS	18.08.17	Wimborne BID Ltd	Square Bookings Assistance July 2017	314.50
BACS	18.08.17	Wimborne Business Systems Ltd	Website Maintenance & Email & Web Hosting - Annual Charge	348.00
			Call Charges June 2017	36.34
			Call Charges May 2017	34.15
			Call Charges March 2017	45.34
			Youth Café - Internet & Line Rental July 2017	48.06
BACS	18.08.17	Salaries	Salaries (Town Council & Cemetery Staff)	11375.44
BACS	18.08.17	Inland Revenue	Tax & NIC	2895.65
BACS	18.08.17	Dorset County Pension Fund	Superannuation	2889.08
		Total		38682.02

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

Sum of BACS Payments

19918.55

Date: 10/08/2017
Time: 10:57:51

WIMBORNE MINSTER TOWN COUNCIL
Profit and Loss

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Appendix B

From: Month 4, July 2017
To: Month 4, July 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	66.35	182.03	
Admin	2.54	(113.45)	
Town Hall	1,404.99	6,006.62	
General Recreation	497.33	1,989.32	
Redcotts	0.00	9,215.14	
Leigh Park Playing Fields	0.00	187.38	
EDDC Loan Contributions	0.00	7,379.75	
Cemetery Salaries Reimbursement	5,042.70	21,197.06	
Cemetery Miscellaneous Expenses	377.40	2,826.81	
BID Payments Assistance	46.10	184.40	
		7,437.41	225,305.06
Expenditure			
Town Hall	917.14	7,838.31	
Grants, Donation, Subs & Conts	0.00	35,579.75	
Planning & Environment	511.50	1,428.50	
Buildings & Premises	10,216.25	16,535.22	
General Recreation	6,737.08	28,138.05	
Redcotts	374.69	5,824.73	
Assets Replacement	0.00	295.00	
		18,756.66	95,639.56
Gross Profit/(Loss):		<u>(11,319.25)</u>	<u>129,665.50</u>
Overheads			
Admin	15,101.36	33,918.36	
Mayoral & Civic	1,165.47	4,269.99	
Cemetery Salaries	5,042.70	21,197.06	
Cemetery Miscellaneous Expenses	377.40	2,826.81	
		21,686.93	62,212.22
Net Profit/(Loss):		<u>(33,006.18)</u>	<u>67,453.28</u>

Date: 10/08/2017
Time: 10:57:59

WIMBORNE MINSTER TOWN COUNCIL

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Balance Sheet

From: Month 4, July 2017
To: Month 4, July 2017

Chart of Accounts:

WIMBORNE COUNCIL ACCOUNTS

	<u>Period</u>	<u>Year to Date</u>	
Current Assets			
Bank Current Account	9,389.75	6,617.66	
Nationwide Business Bond	0.00	51,416.96	
Capital Reserve Account	(22,740.57)	283,245.06	
Petty Cash	0.00	350.00	
V. A. T	(388.53)	207.21	
Debtors Control Account	(16,335.50)	11,811.19	
		(30,074.85)	353,648.08
Current Liabilities			
Receipts in Advance	0.00	1,025.01	
		0.00	1,025.01
Current Assets less Current Liabilities:		(30,074.85)	352,623.07
Total Assets less Current Liabilities:		(30,074.85)	352,623.07
Financed By			
General Fund	0.00	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	20.00	200.01	
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	2,911.33	5,441.19	
Fund - Mega Van 6671	0.00	500.00	
Fund - Youth Cafe	0.00	4,209.05	
Fund - Gunstone Trust	0.00	8,525.78	
P & L Account	(33,006.18)	67,453.28	
		(30,074.85)	352,623.07

Wimborne Minster Town Council
Budget Expenses Vs Actuals with Variances

Jul-17

Acc Ref	Name	Balance YTD	Annual Budget	Variance
5402	ADMIN - Bank Charge	108.00	350.00	242.00
5403	ADMIN - Telephone & Internet	225.76	930.00	704.24
5404	ADMIN - Salaries Office Staff	19,524.56	60,000.00	40,475.44
5405	ADMIN - Superannuation Contributions	2,418.31	6,000.00	3,581.69
5406	ADMIN - Gen Office Expenses	252.63	3,000.00	2,747.37
5407	ADMIN - Training	14.89	300.00	285.11
5408	ADMIN - Postage	114.61	400.00	285.39
5409	ADMIN - Photocopier	279.98	1,270.00	990.02
5410	ADMIN - Insurance	9,291.15	9,300.00	8.85
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	2.78	20.00	17.22
5415	ADMIN - Travel	39.10	280.00	240.90
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	851.76	3,000.00	2,148.24
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	3,611.59	0.00	-3,611.59
5468	ADMIN - Cemetery Salaries & Superannuation	17,585.47	0.00	-17,585.47
5469	ADMIN - Cemetery Misc Exp	2,826.81	0.00	-2,826.81
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	224.83	1,000.00	775.17
5618	T/HALL - Electricity	132.09	920.00	787.91
5619	T/HALL - Sewerage/Water	0.00	1,000.00	1,000.00
5620	T/HALL - Business Rates	2,656.50	7,000.00	4,343.50
5621	T/HALL - Cleaning products/Waste Disp.	8.23	100.00	91.77
5622	T/HALL - Cleaning contract	250.00	2,000.00	1,750.00
5623	T/HALL - Civil Ceremony costs	210.53	1,500.00	1,289.47
5624	T/HALL - Minor Rep/Maintenance	200.23	2,100.00	1,899.77
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	1,973.17	5,000.00	3,026.83
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	263.52	800.00	536.48
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	663.45	20,000.00	19,336.55
6245	P & E - Town Square	0.00	3,000.00	3,000.00
6265	P & E - Bus Shelter Exp	132.00	500.00	368.00
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	2,819.32	4,000.00	1,180.68
6449	BUILDING - Leigh 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	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	390.36	7,000.00	6,609.64
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	59.53	1,200.00	1,140.47
6656	GEN.REC - Training	0.00	450.00	450.00
6657	GEN.REC - Lodge C.Tax	550.81	1,200.00	649.19
6658	GEN.REC - Miscellaneous	673.95	3,500.00	2,826.05
6659	GEN.REC - Salaries	21,402.77	59,000.00	37,597.23
6660	GEN.REC - Repair/Renewal	1,341.51	3,500.00	2,158.49
6661	GEN.REC - Consumables	1,677.14	4,000.00	2,322.86
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	90.00	200.00	110.00
6667	GEN.REC - Travel	29.70	200.00	170.30
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	144.64	300.00	155.36
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	403.00	1,600.00	1,197.00
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	72.30	208.00	135.70
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	72.92	0.00	-72.92
6892	R/COTTIS - Pavilion Services	176.77	2,800.00	2,623.23
6893	R/COTTIS - Cleaner/ Maintenance	590.00	2,535.00	1,945.00
6894	R/COTTIS - Pavilion Legionella Testing	414.40	1,215.00	800.60
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
		158,262.28	398,231.00	239,968.72

Jul-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	182.03	3,150.00	2,967.97
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	16,984.46	0.00	-16,984.46
3018	ADMIN - Cemetery Tax & NIC	4,212.60	0.00	-4,212.60
3019	ADMIN - Cemetery Salaries Administration	0.00	0.00	0.00
3020	ADMIN - BID Payments Assistance	184.40	0.00	-184.40
3021	ADMIN - Cemetery Misc Inc	2,826.81	0.00	-2,826.81
3024	T/HALL - Hire Council Chamber	205.82	750.00	544.18
3025	T/HALL - Marriage Receipts	2,641.66	3,500.00	858.34
3026	T/HALL - Private Office Rental	1,750.00	3,628.00	1,878.00
3027	T/HALL - Hire Committee Room	1,409.14	3,300.00	1,890.86
3057	GEN REC - Lodge Rent	1,456.00	4,400.00	2,944.00
3058	GEN REC - Misc Income	0.00	50.00	50.00
3059	GEN REC - Grounds Maintenance Contract	533.32	1,600.00	1,066.68
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
		<u>225,429.26</u>	<u>413,416.00</u>	<u>187,986.74</u>