

From the Town Clerk



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

Phone/Fax: 01202 881655
email: office@wimborne.gov.uk
web: www.wimborne.gov.uk

Dear Councillor

14 September 2017

You are invited to attend a meeting of the **RESOURCES COMMITTEE** to be held on **TUESDAY 19 SEPTEMBER 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 cursive script, appearing to read 'Lawrence Heston'.

Town Clerk

AGENDA

- 1 Apologies for Absence.
- 2 **SCHEDULE OF PAYMENTS**
- 3 **MONTHLY ACCOUNTS**
To receive the monthly accounts for the period to the end of August 2017 (copy herewith).
4. **THE SILENT SOLDIER CAMPAIGN**
To consider participating in this campaign as detailed in the email from the Community Fundraiser (Dorset) of the Royal British Legion (copy herewith).
5. **RADIO WIMBORNE – ‘SON ET LUMIERE’ LIGHT SHOW**
To consider a letter from Malcolm Angel, Director of Radio Wimborne, seeking funding for this event (copy herewith).
6. **EXCLUSION OF PRESS AND PUBLIC**
7. **CCTV**
To consider the report of the Town Clerk (copy herewith).



Resources Committee – 19 September 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: 13/09/2017

WIMBORNE MINSTER TOWN COUNCIL

Time: 09:30:16

Profit and Loss

From: Month 5, August 2017

To: Month 5, August 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	182.03
Admin	5.92	(107.53)
Town Hall	1,140.82	7,147.44
General Recreation	563.33	2,552.65
Redcotts	0.00	9,215.14
Leigh Park Playing Fields	0.00	187.38
EDDC Loan Contributions	7,476.57	14,856.32
Cemetery Salaries Reimbursement	6,918.70	28,115.76
Cemetery Miscellaneous Expenses	0.00	2,826.81
BID Payments Assistance	46.10	230.50
	16,151.44	241,456.50
Expenditure		
Town Hall	9,486.36	17,324.67
Grants,Donation, Subs & Conts	0.00	35,579.75
Planning & Environment	231.50	1,660.00
Buildings & Premises	2,818.00	19,353.22
General Recreation	6,131.16	34,489.21
Redcotts	689.05	6,513.78
Assets Replacement	1,514.33	1,809.33
	20,870.40	116,729.96
Gross Profit/(Loss):	<u>(4,718.96)</u>	<u>124,726.54</u>
Overheads		
Admin	7,830.65	41,749.01
Mayoral & Civic	0.00	4,269.99
Cemetery Salaries	6,918.70	28,115.76
Cemetery Miscellaneous Expenses	1,686.60	4,513.41
	16,435.95	78,648.17
Net Profit/(Loss):	<u>(21,154.91)</u>	<u>46,078.37</u>

Balance Sheet

From: Month 5, August 2017

To: Month 5, August 2017

Chart of Accounts:

WIMBORNE COUNCIL ACCOUNTS

	<u>Period</u>	<u>Year to Date</u>	
Current Assets			
Bank Current Account	(8,646.69)	(2,293.03)	
Nationwide Business Bond	0.00	51,416.96	
Capital Reserve Account	(16,183.69)	267,061.37	
Petty Cash	0.00	350.00	
V. A. T	738.38	989.59	
Debtors Control Account	3,401.74	15,212.93	
		(20,690.26)	332,737.82
Current Liabilities			
Receipts in Advance	0.00	1,025.01	
		0.00	1,025.01
Current Assets less Current Liabilities:		(20,690.26)	331,712.81
Total Assets less Current Liabilities:		(20,690.26)	331,712.81
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	4.70	204.71	
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	5,441.19	
Fund - Mega Van 6671	0.00	500.00	
Fund - Youth Cafe	459.95	4,669.00	
Fund - Gunstone Trust	0.00	8,525.78	
P & L Account	(21,154.91)	46,078.37	
		(20,690.26)	331,712.81

Wimborne Minster Town Council
Budget Expenses Vs Actuals with Variances

Aug-17

Acc Ref	Name	Balance YTD	Annual Budget	Variance
5402	ADMIN - Bank Charge	133.00	350.00	217.00
5403	ADMIN - Telephone & Internet	374.12	930.00	555.88
5404	ADMIN - Salaries Office Staff	24,280.33	60,000.00	35,719.67
5405	ADMIN - Superannuation Contributions	2,998.99	6,000.00	3,001.01
5406	ADMIN - Gen Office Expenses	356.57	3,000.00	2,643.43
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	9,684.41	9,300.00	-384.41
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	12.24	20.00	7.76
5415	ADMIN - Travel	49.26	280.00	230.74
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	1,445.94	1,550.00	104.06
5421	ADMIN - Newsletter	0.00	1,000.00	1,000.00
5422	ADMIN - Public Relations	242.75	1,000.00	757.25
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	1,113.84	3,000.00	1,886.16
5465	ADMIN - I.T. & Website	410.50	800.00	389.50
5466	ADMIN - Christmas Lighting/Stage & PA	0.00	11,700.00	11,700.00
5467	ADMIN - Cemetery Tax & NIC	4,909.95	0.00	-4,909.95
5468	ADMIN - Cemetery Salaries & Superannuation	23,205.81	0.00	-23,205.81
5469	ADMIN - Cemetery Misc Exp	4,513.41	0.00	-4,513.41
5613	T/HALL - Fire Alarm System Contract	0.00	525.00	525.00
5614	T/HALL - TIC Support	7,000.00	8,500.00	1,500.00
5615	T/HALL - Town Hall Boiler Maintenance	75.00	120.00	45.00
5616	T/HALL - Carpet Cleaning	0.00	400.00	400.00
5617	T/HALL - Heating Gas	336.51	1,000.00	663.49
5618	T/HALL - Electricity	206.53	920.00	713.47
5619	T/HALL - Sewerage/Water	163.28	1,000.00	836.72
5620	T/HALL - Business Rates	3,320.50	7,000.00	3,679.50
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	278.81	1,500.00	1,221.19
5624	T/HALL - Minor Rep/Maintenance	1,529.91	2,100.00	570.09
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	176.00	500.00	324.00
6269	P&E - Town Centre Maintenance	820.55	2,500.00	1,679.45
6446	BUILDING - T.Hall Refurb Fund	2,068.00	4,000.00	1,932.00
6447	BUILDING - Building Fund	3,569.32	4,000.00	430.68
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	1,809.33	5,000.00	3,190.67
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	687.77	1,200.00	512.23
6658	GEN.REC - Miscellaneous	814.95	3,500.00	2,685.05
6659	GEN.REC - Salaries	26,665.59	59,000.00	32,334.41
6660	GEN.REC - Repair/Renewal	1,673.78	3,500.00	1,826.22
6661	GEN.REC - Consumables	1,884.25	4,000.00	2,115.75
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	56.70	200.00	143.30
6668	GEN.REC - Contract Work	120.00	3,000.00	2,880.00
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	527.00	1,600.00	1,073.00
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/COTTS - Toilets Air Freshener Contract	72.30	208.00	135.70
6817	R/COTTS - Pavilion Boiler Service Contract	0.00	300.00	300.00
6818	R/COTTS - Water/Sewerage	0.00	800.00	800.00
6870	R/COTTS - Football	120.00	100.00	-20.00
6871	R/COTTS - Bowling	475.94	1,500.00	1,024.06
6874	R/COTTS - Grass Tennis	0.00	100.00	100.00
6891	R/COTTS - Pavilion Gas	72.92	0.00	-72.92
6892	R/COTTS - Pavilion Services	504.73	2,800.00	2,295.27
6893	R/COTTS - Cleaner/ Maintenance	845.00	2,535.00	1,690.00
6894	R/COTTS - Pavilion Legionella Testing	518.78	1,215.00	696.22
6897	R/COTTS - Play Area Redevelopment Loan	3,954.86	7,910.00	3,955.14
6898	R/COTTS - Play Area Fund	0.00	1,000.00	1,000.00
		195,786.92	398,231.00	202,444.08

Aug-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	14.00	60.00	46.00
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	7,476.57	14,953.00	7,476.43
3017	ADMIN - Cemetery Salaries & Superannuation	23,205.81	0.00	-23,205.81
3018	ADMIN - Cemetery Tax & NIC	4,909.95	0.00	-4,909.95
3019	ADMIN - Cemetery Salaries Administration	0.00	0.00	0.00
3020	ADMIN - BID Payments Assistance	230.50	0.00	-230.50
3021	ADMIN - Cemetery Misc Inc	2,826.81	0.00	-2,826.81
3024	T/HALL - Hire Council Chamber	237.49	750.00	512.51
3025	T/HALL - Marriage Receipts	3,608.32	3,500.00	-108.32
3026	T/HALL - Private Office Rental	1,750.00	3,628.00	1,878.00
3027	T/HALL - Hire Committee Room	1,551.63	3,300.00	1,748.37
3057	GEN REC - Lodge Rent	1,820.00	4,400.00	2,580.00
3058	GEN REC - Misc Income	66.00	50.00	-16.00
3059	GEN REC - Grounds Maintenance Contract	666.65	1,600.00	933.35
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>241,578.28</u>	<u>413,416.00</u>	<u>171,837.72</u>

Town Clerk

From: Wimborne Minster TC <office@wimborne.gov.uk>
Sent: 13 September 2017 09:34
To: 'Town Clerk'
Subject: FW: Silent Soldier Campaign
Attachments: How they can look.docx

From: Ian Jarvis [mailto:IJarvis@britishlegion.org.uk]
Sent: 12 September 2017 18:38
To: 'Wimborne Minster TC' <office@wimborne.gov.uk>
Subject: RE: Silent Soldier Campaign

Hi Genny

Thank you for your email and I apologise for the generic reply below but it does cover all the bases

Thank you for your interest in the Dorset Royal British Legion "Silent Soldier" concept which marks the sacrifice of those who fell in the four war years leading up to the Armistice in November 1918. Commemorative events will be held across the United Kingdom during 2018, 100 years after the end of the First World War, and you may wish to join Dorset RBL in remembering those who lost life and limb all those years ago. The original idea came from my colleague in Surrey who has since raised over £50,000 for our beneficiaries in that County with this scheme.

Dorset RBL therefore invites you to sponsor the SILENT SOLDIER seen in the photos on the enclosed flyer. Silent Soldiers will appear across Dorset as we commemorate the end of WW1. They will appear on buildings, and in gardens, fields, roundabouts and many other places. Companies, and individuals, can join the Nation in remembrance by displaying a Silent Soldier.

- Dorset RBL is sure that British communities will come together in all sorts of different ways to consider and remember the huge sacrifice that so many people made during those war years and the Silent Soldier will be Surrey's unique tribute – it refers to those who came home "silently", or did not come home at all.

- The Silent Soldier can be fixed to buildings and walls or stand upright, fixed to posts.

What are the benefits?

- First there are the motivational benefits for directors, managers and staff in knowing that they are advancing a charity which supports and benefits the members of the armed forces communities. You are giving them the security that is essential to them achieving a good quality of life.
- There are also tangible commercial benefits available when you decide to be corporate supporters. A visible link with a charity is a unique selling point that can be used to attract more people to your enterprise via your branches, newsletters, web pages and social media.
- In many current adverts companies are pledging support to prominent charities as corporate supporters and reaping the benefit of that link through increased business.
- A company supporting a charity should provide a positive dividend through new and repeat business from customers.
- Demand is already high for the Silent Soldier, to find out more and to reserve a Silent Soldier please do contact us on the numbers shown.

Dorset Royal British Legion invites you to be part of this once only opportunity to show respect: Display a Silent Soldier.


The cost for a name Silent Soldier is £250 of which the Poppy Appeal will receive £150. If you would like to proceed please let me know and I will place an order for you and also send over a donation request form and an indemnity form. Once payment has been received and the indemnity form returned the Soldier should be with you complete with fixings within 2 weeks.

Please let me know how you would like to proceed.

I look forward to hearing from you.

Regards Ian

Ian Jarvis (JJ)
Community Fundraiser (Dorset)


ijarvis@britishlegion.org.uk
Building 22, Stanley Barracks
Bovington
Dorset BH20 6JB

Poppy Appeal Organiser required in Crossways, could that be you?



www.britishlegion.org.uk

Twitter: @PoppyLegion

Facebook: OfficialPoppyLegion

Facebookhttps: <https://www.facebook.com/poppy.dorsetrbl?ref=bookmarks#!/poppy.dorsetrbl>

Registered Charity Number: 219279.

This message is confidential. It may also be privileged or otherwise protected by legal rules.

From: Wimborne Minster TC [<mailto:office@wimborne.gov.uk>]

Sent: Tuesday, September 12, 2017 1:06 PM

To: Ian Jarvis

Subject: Silent Soldier Campaign

Good afternoon Mr Jarvis,

Would you be able to provide me with further details regarding your Silent Soldier Campaign?

We are interested in participating but will need further details as to costs and/or sponsorship (and any other relevant information) before we go ahead.

Kind regards

Genny Singleton
Finance Administrator
Wimborne Minster Town Council
01202 881655 (Mon to Fri 9.00am – 1.00pm)



www.wimborne.gov.uk

For regular Town Council updates, please ask us to add you to our mailing list.

Malcolm Angel

Radio Wimborne

Allendale Centre

Wimborne

Sept 2017

Wimborne Minster Town Council

Dear Councillors

Radio Wimborne would like to put on the Christmas Son et Lumiere event again this year. It has proved very successful with the local community over the last 2 years.

The volunteers at Radio Wimborne put on the technical light and sound show but there are costs associated with the projector and the promotion of the event, so we therefore require financial support to make the event happen.

We would like to request that the Town Council covers the cost of the hire of the projector, which is £1300+VAT. The BID have also pledged to donate £1000. This will support all other costs and enable Radio Wimborne to ensure all technical equipment is sustainable so that we may put on more of these events on in the future.

This would be promoted as a town partnership event supported by the Town Council and the BID if you were minded to agree our request.

I look forward to hearing from you.

Kind Regards

Malcolm Angel

Director