

WIMBORNE MINSTER TOWN COUNCIL

MINUTES of a meeting of the **RESOURCES COMMITTEE** held on **TUESDAY 17 OCTOBER 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 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

COMMITTEE MEMBER NOT PRESENT

Cllr Ms C L Butter

118 **SCHEDULE OF PAYMENTS**

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

119 **MONTHLY ACCOUNTS**

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

120 **CHARGES FOR ROOM HIRE 2018/2019**

The Town Clerk submitted a report, a copy of which had been circulated to each Member and a copy of which appears as **Appendix C** to these Minutes in the Minute Book.

The Committee was asked to consider whether any changes should be made to the existing charges.

RESOLVED that the charges for 2018/19 remain the same as for 2017/18.

121 DRAFT BUDGET 2018/2019

The Town Clerk submitted a draft budget, a copy of which had been circulated to each Member and a copy of which appears as **Appendix D** to these Minutes in the Minute Book.

The Town Clerk pointed out an error on page 3 in account 6471 (CCTV - Loan Repayments) which should read £7838 for 2018/19 and not £16400. The reason for this was that the repayment of one of the two loans for which provision had been made in the budget for debt charges would be completed by 28 March 2018. The corresponding adjustment would need to be made to the income received from the District Council shown on page 4.

RESOLVED that the draft budget, as amended above, be approved for consideration by Council at the appropriate meeting when the precept is set.

(Note: corrected pages 3 & 4 are attached to these Minutes)

122 SPENDING & RESOURCES REVIEW (Min 61 – 18.07.17)

The Chairman submitted for information a report, a copy of which had been circulated to each Member and a copy of which appears as **Appendix E** to these Minutes in the Minute Book.

In the report the Chairman updated Members on the progress so far on the main areas of the review.

Cllr Mrs Chedgy, who was undertaking a review of leases, added that she hoped to report to the next meeting of this Committee. She also considered that the manual in the course of preparation for the Town Council’s operations, should in the future be extended to include those of the Cemetery.

Past mayors who were present also felt that the Mayoral Guide produced by the Town Clerk should be included as an appendix to the Operations Manual and if necessary expanded to include more detail.

The meeting closed at 6.55 pm.

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

WIMBORNE MINSTER TOWN COUNCIL
RESOURCES COMMITTEE MEETING 17 OCTOBER 2017
SCHEDULE OF CHEQUES FOR APPROVAL

Pay Ref	Payment Date	Payee	Description	Amount
DD 1	01.11.17	East Dorset District Council	Business Rates - Town Hall - November 2017	664.00
DD 2	20.10.17	East Dorset District Council	Council Tax - Lodge - October 2017	235.00
DD 7	25.10.17	British Gas	Electricity - Town Hall 06.07.17-30.09.17	213.24
# DD 8	21.09.17	Extra Energy	Electricity - Pavilion 09.08.17 - 08.09.17	172.78
DD 11	13.10.17	Southern Electric	Electricity - Rec Lighting - 29.06.17-25.09.17	60.27
DD 12	10.10.17	Southern Electric	Electricity - CCTV Poles - 29.06.17-25.09.17	107.19
DD 13	23.10.17	Bournemouth Water	Water - Town Hall - 05.01.17-15.09.17	21.68
DD 15	16.10.17	Bournemouth Water	Water - Redcotts Recreation Ground 04.01.17-15.09.17	15.48
DD 17	23.10.17	Bournemouth Water	Water - Redcotts Pavilion - 11.01.17-15.09.17	30.87
DD 20	30.10.17	Public Works Loan Board	CCTV Loan 1	3918.58
# SO 1	01.10.17	Wimborne Business Systems Ltd	Line Rental & Internet Services - October 2017	62.21
# DC 1	19.09.17	Asda Mobile	Groundsman's Mobile Top-up	20.00
# DC 2	21.09.17	Royal Mail	Online Postage Top Up	10.00
# DC 3	27.09.17	PPEdelivered.com	10 x Winter Coats - Groundsmen	108.60 *
DC 4	03.10.17	British Gas	Gas - Redcotts Pavilion - 11.07.17 - 31.08.17	12.99
DC 5	09.10.17	West Dorset District Council	Online Jobsite Advertisement	238.80
008839	17.10.17	Petty Cash	Imprest	191.97
008840	17.10.17	JL Angus	Repairs - Redcotts Roundhouse Wall & Drain Covers	310.00
008846	17.10.17	Richard Broadway	Design & Print 4000 Newsletters	419.00
008841	17.10.17	Mr C Rigler	Assemble Office Furniture & General Office Maintenance	122.24
# 008827	26.09.17	Dorset Furnishing Care	Carpet Cleaning - Cttee Rm, Hall, Reception & 13 x Chairs	132.50
# 008831	27.09.17	Dorset Community Transport	Service 88 01.10.17 - 31.03.18	2600.00
# 008828	26.09.17	DP Marquees Ltd	25 x Folding Chairs - Band - Christmas Lights Switch On	74.32 **
008837	09.10.17	East Dorset TIC Ltd	Window Display Booking - Christmas Lights Switch On	35.00
008835	05.10.17	Ecoleen Service Ltd	Cleaning Toilets & Changing Rooms - Redcotts recreation Ground	234.00
008842	17.10.17	M B Wilkes Ltd	Woodchip - Leigh Park Children's Play Area	440.14
008844	17.10.17	Mega Vans FTS Ltd	Electric Vehicle Service & Parts	918.00
# 008832	29.09.17	Radio Wimborne Ltd	Contribution - Son Et Lumiere Show	1150.00
008843	17.10.17	Rainford Electrical	Repairs To Fountain & Replacement Hand Drier - Redcotts Public Toilets	365.00
008834	05.10.17	Royal British Legion Surrey	Silent Soldier x2	500.00
# 008825	20.09.17	SSE Contracting Ltd	Repairs To Col 9 Redcotts Recreation Ground	106.32
008845	17.10.17	SSE Contracting Ltd	Repair - Col 6 Lamp Redcotts Recreation Ground	89.52
# 008826	20.09.17	Top Marks Contractors Ltd	Window Cleaning - Town Hall O/S	35.00
008833	05.10.17	War On Waste Limited	Wheeie Bin Emptying - September 2017	167.40
BACS	20.10.17	ACE Office Environments	Box White Paper	28.42

BACS	20.10.17	Avoncrop Amenity Products	Chemicals - Bowling Green & Battery - Line Marking Machine	1011.18
BACS	20.10.17	Custom Security	CCTV Repairs - Call Out - CCTV PC Monitor - Less Credit Note	42.00
BACS	20.10.17	Dantek Environmental Services (UK) Ltd	Legionella Testing - Redcotts Pavilion - July 2017	125.26
BACS	20.10.17	Dorset County Council	Gully Cleansing	4724.10
BACS	20.10.17	Jewson Limited	Postcrete	10.21
BACS	20.10.17	Play Inspection Company Ltd	Annual Inspections x 4 Sites	264.00
BACS	20.10.17	RJS Window Cleaning	Cleaning Bus Shelters - Leigh Road & St John's Hill - Sept 2017	52.80
BACS	20.10.17	Spaldings	Safety Boots x3 Pairs	143.97
BACS	20.10.17	TradeUK (Screwfix)	Safety Specs	5.99
BACS	20.10.17	Wimborne BID Ltd	Square Bookings Assistance Sept 2017	314.50
			Town Centre Miantenance 11.08.17-10.09.17	225.00
BACS	20.10.17	Wimborne Business Systems Ltd	Call Charges - August 2017	29.47
			Call Charges - July 2017	25.04
			Youth Café - Line Rental & Internet Charges - August 2017	48.06
			Youth Café - Line Rental & Internet Charges - September 2017	48.06
BACS	20.10.17	Wimborne Cemetery	2nd Half Yearly Contribution	5641.00
BACS		Salaries	Salaries (Town Council & Cemetery Staff)	9946.88
BACS		Inland Revenue	Tax & NIC	2866.77
BACS		Dorset County Pension Fund	Superannuation	2832.19
		Total		42167.00

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

** 50% to be recharged to Wimborne BID

WIMBORNE MINSTER TOWN COUNCIL RESOURCES COMMITTEE										Page 3
Account	Ref Name	2016/17		2017/18		2018/19		Actual figure not yet known Incorporated into Annual Grants	Proposed Budget	
		Budget £	Actual £	Budget £	Revised Budget	Budget	Proposed Budget			
		Expenditure								
6040	GSL - Cemetery Precept	7,125.00	7,125.00	11,282.00	11,282.00	15,000.00	15,000.00	0.00	15,000.00	
6045	GSL - Grants Contingency Fund	500.00	0.00	500.00	500.00	250.00	250.00	0.00	250.00	
6046	GSL - BID Levy	250.00	213.75	250.00	250.00	25,725.00	25,725.00	0.00	25,725.00	
6047	GSL - Annual Grants	22,330.00	19,330.00	25,725.00	25,725.00	37,000.00	37,000.00	0.00	37,000.00	Incorporates TIC & Wborne Folk Festival
6048	GSL - Wimborne Folk Festival	3,000.00	3,000.00	4,000.00	4,000.00	5,000.00	5,000.00	0.00	5,000.00	
6050	GSL - Events Fund	5,000.00	700.00	5,000.00	5,000.00	46,757.00	46,757.00	0.00	46,757.00	
	SUB TOTAL of GROUP	38,205.00	30,368.75	46,757.00	46,757.00	55,250.00	55,250.00	0.00	55,250.00	
6446	BUILDING - T Hall Refurb	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	0.00	4,000.00	Sufficient in Fund
6447	BUILDING - Buildings Fund	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	0.00	4,000.00	
6449	BUILDING - Leigh Park Com Centre Loan	15,000.00	14,953.14	15,000.00	15,000.00	15,000.00	15,000.00	0.00	15,000.00	Invoiced to EDDC
6450	BUILDING - Gazebo	500.00	500.00	500.00	500.00	500.00	500.00	0.00	500.00	
6452	BUILDING - Groundsman's Lodge	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00	1,000.00	
6453	BUILDING - Lodge Loan	2,100.00	2,062.96	2,100.00	2,100.00	2,100.00	2,100.00	0.00	2,100.00	
6455	BUILDING - T/Hall Development Loan	11,900.00	11,853.08	11,900.00	11,900.00	11,900.00	11,900.00	0.00	11,900.00	
6456	BUILDING - Redcoats Storage/Toilets Loan	6,900.00	6,891.18	6,900.00	6,900.00	6,900.00	6,900.00	0.00	6,900.00	
	SUB TOTAL of GROUP	45,400.00	45,260.36	45,400.00	45,400.00	41,400.00	41,400.00	0.00	41,400.00	
6470	C.C.T.V. - Maintenance	7,000.00	8,406.43	7,000.00	7,000.00	7,000.00	7,000.00	0.00	7,000.00	45% invoiced to EDDC
6471	C.C.T.V. - Loan Repayments	16,400.00	16,399.44	16,400.00	16,400.00	16,400.00	16,400.00	0.00	16,400.00	45% invoiced to EDDC
6473	C.C.T.V. - Wayleave Electricity Supply	500.00	-50.00	0.00	0.00	0.00	0.00	0.00	0.00	
	SUB TOTAL of GROUP	23,900.00	24,755.87	23,400.00	23,400.00	14,838.00	14,838.00	0.00	14,838.00	
6500	ASSETS - C.C.T.V Asset Rep	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	0.00	4,000.00	Sufficient in Fund
6501	ASSETS - Resources Asset Rep	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	0.00	1,600.00	
	SUB TOTAL OF GROUP	5,600.00	5,600.00	5,600.00	5,600.00	5,600.00	5,600.00	0.00	5,600.00	
	TOTAL EXPENDITURE	265,140.00	251,889.90	265,263.00	277,478.00	279,673.00	279,673.00	0.00	279,673.00	

		WIMBORNE MINSTER TOWN COUNCIL RESOURCES COMMITTEE				Page 4	
		Income					
Account	Ref Name	2016/17		2017/18		2018/19	
		Budget	Actual	Budget	Revised Budget	Proposed Budget	
		£	£	£	£	£	
3003	ADMIN - Interest Received	1,400.00	1,358.54	380.00	380.00	380.00	interest rates severely cut
3005	ADMIN - Compostable Bin Liners	60.00	91.00	60.00	60.00	60.00	
3006	ADMIN - Receipts Gen	0.00	25.25	0.00	0.00	0.00	
	SUB TOTAL of GROUP	1,460.00	1,474.79	440.00	440.00	440.00	
3010	ADMIN - EDDC Maintenance Contribution CCTV	3,150.00	3,839.49	3,150.00	3,150.00	3,150.00	
3011	ADMIN - EDDC Loans Contrib CCTV	3,527.00	3,526.72	3,527.00	3,527.00	3,527.00	
3013	ADMIN - EDDC CCTV Upgrade Loan Repayments	3,853.00	3,853.03	3,853.00	3,853.00	0.00	
	SUB TOTAL of GROUP	10,530.00	11,219.24	10,530.00	10,530.00	6,677.00	
3015	ADMIN - EDDC Leigh Park Com Centre Loan	14,953.00	14,953.14	14,953.00	14,953.00	14,953.00	
	SUB TOTAL of GROUP	14,953.00	14,953.14	14,953.00	14,953.00	14,953.00	
3024	T/HALL - Hire Council Chamber	600.00	694.17	750.00	500.00	500.00	
3025	T/HALL - Marriage Receipts	5,000.00	3,375.06	3,500.00	2,642.00	3,000.00	Bookings currently down on previous years
3026	T/HALL - Private Office Rental	3,335.00	3,500.00	3,628.00	3,546.53	3,750.00	
3027	T/HALL - Hire Committee Room	3,400.00	3,470.89	3,300.00	3,300.00	2,000.00	Potential reduction if changes made to office space
	SUB TOTAL of GROUP	12,335.00	11,040.12	11,178.00	9,988.53	9,250.00	
	TOTAL INCOME	39,278.00	38,687.29	37,101.00	35,911.53	31,320.00	