

From the Town Clerk



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

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Dear Councillor

16 November 2017

You are invited to attend a meeting of the **RESOURCES COMMITTEE** to be held on **TUESDAY 21 NOVEMBER 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 that reads 'Lawrence West'.

Town Clerk

A G E N D A

- 1 Apologies for Absence.
- 2 **SCHEDULE OF PAYMENTS**
- 3 **MONTHLY ACCOUNTS**
To receive the monthly accounts for the period to the end of October 2017 (copy herewith).
- 4 **FORMER TENNIS PAVILION – STORAGE REQUEST**
To consider the report of the Chairman (copy herewith).
- 5 **SPENDING & RESOURCES REVIEW (Min 122 – 17.10.17)**
The Chairman to report.
- 6 **EXCLUSION OF PRESS AND PUBLIC.**
- 7 **WIMBORNE BOWLS CLUB – RENEWAL OF LEASE**
To consider the report of the Town Clerk (copy herewith)



Resources Committee – 21 November 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: 16/11/2017

Time: 11:46:22

WIMBORNE MINSTER TOWN COUNCIL

Item 3

Profit and Loss

From: Month 7, October 2017

To: Month 7, October 2017

Chart of Accounts:

WIMBORNE COUNCIL ACCOUNTS

	<u>Period</u>	<u>Year to Date</u>	
Income			
Precept	0.00	352,500.00	
EDDC Maintenance Contribution	378.00	560.03	
Admin	233.16	268.42	
Town Hall	1,514.99	9,239.92	
General Recreation	497.33	3,547.31	
Redcotts	0.00	9,537.39	
Leigh Park Playing Fields	2,375.00	2,763.88	
EDDC Loan Contributions	0.00	14,856.32	
Cemetery Salaries Reimbursement	5,260.28	38,636.62	
Cemetery Miscellaneous Expenses	36.20	4,774.42	
BID Payments Assistance	52.41	329.01	
		10,347.37	437,013.32
Expenditure			
Town Hall	1,149.10	20,421.81	
Grants,Donation, Subs & Conts	5,641.00	42,370.75	
Planning & Environment	4,168.25	6,752.25	
Buildings & Premises	9,417.74	39,350.81	
General Recreation	7,467.38	48,456.00	
Redcotts	5,101.75	12,411.58	
Assets Replacement	0.00	1,809.33	
		32,945.22	171,572.53
Gross Profit/(Loss):		<u>(22,597.85)</u>	<u>265,440.79</u>
Overheads			
Admin	6,540.30	55,632.48	
Mayoral & Civic	8.25	4,383.24	
Cemetery Salaries	5,260.58	38,636.92	
Cemetery Miscellaneous Expenses	0.00	4,774.42	
		11,809.13	103,427.06
Net Profit/(Loss):		<u>(34,406.98)</u>	<u>162,013.73</u>

Balance Sheet

From: Month 7, October 2017

To: Month 7, October 2017

Chart of Accounts:

WIMBORNE COUNCIL ACCOUNTS

	<u>Period</u>	<u>Year to Date</u>	
Current Assets			
Bank Current Account	(2,982.90)	(637.27)	
Nationwide Business Bond	0.00	51,416.96	
Capital Reserve Account	(33,477.80)	379,980.02	
Petty Cash	0.00	350.00	
V. A. T	660.68	2,154.03	
Debtors Control Account	763.69	11,236.78	
		(35,036.33)	444,500.52
Current Liabilities			
Receipts in Advance	0.00	1,025.01	
		0.00	1,025.01
Current Assets less Current Liabilities:		(35,036.33)	443,475.51
Total Assets less Current Liabilities:		(35,036.33)	443,475.51
Financed By			
General Fund	(500.00)	107,748.29	
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	0.00	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	(129.35)	5,746.34	
Fund - Gunstone Trust	0.00	8,525.78	
P & L Account	(34,406.98)	162,013.73	
		(35,036.33)	443,475.51

Wimborne Minster Town Council
Budget Expenses Vs Actuals with Variances

Oct-17

Acc Ref	Name	Balance YTD	Annual Budget	Variance
5402	ADMIN - Bank Charge	191.00	350.00	159.00
5403	ADMIN - Telephone & Internet	485.45	930.00	444.55
5404	ADMIN - Salaries Office Staff	33,682.51	60,000.00	26,317.49
5405	ADMIN - Superannuation Contributions	4,080.03	6,000.00	1,919.97
5406	ADMIN - Gen Office Expenses	700.49	3,000.00	2,299.51
5407	ADMIN - Training	14.89	300.00	285.11
5408	ADMIN - Postage	196.21	400.00	203.79
5409	ADMIN - Photocopier	559.95	1,270.00	710.05
5410	ADMIN - Insurance	9,904.41	9,300.00	-604.41
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	17.92	20.00	2.08
5415	ADMIN - Travel	109.92	280.00	170.08
5417	ADMIN - Advertising	229.00	500.00	271.00
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	419.00	1,000.00	581.00
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	1,460.80	2,000.00	539.20
5464	ADMIN - Square Bookings Assistance	1,638.00	3,000.00	1,362.00
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	6,728.71	0.00	-6,728.71
5468	ADMIN - Cemetery Salaries & Superannuation	31,908.21	0.00	-31,908.21
5469	ADMIN - Cemetery Misc Exp	4,774.42	0.00	-4,774.42
5613	T/HALL - Fire Alarm System Contract	525.00	525.00	0.00
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	132.50	400.00	267.50
5617	T/HALL - Heating Gas	276.89	1,000.00	723.11
5618	T/HALL - Electricity	423.88	920.00	496.12
5619	T/HALL - Sewerage/Water	449.90	1,000.00	550.10
5620	T/HALL - Business Rates	4,648.50	7,000.00	2,351.50
5621	T/HALL - Cleaning products/Waste Disp.	13.22	100.00	86.78
5622	T/HALL - Cleaning contract	440.00	2,000.00	1,560.00
5623	T/HALL - Civil Ceremony costs	593.87	1,500.00	906.13
5624	T/HALL - Minor Rep/Maintenance	1,687.15	2,100.00	412.85
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	1,981.42	5,000.00	3,018.58
5839	MAYORAL/CIV - Wim Militia	365.00	800.00	435.00
5840	MAYORAL/CIV - Town Crier Subs/Comp	773.30	450.00	-323.30
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	11,282.00	11,282.00	0.00
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	1,150.00	5,000.00	3,850.00

Acc Ref	Name	Balance YTD	Annual Budget	Variance
6242	P&E - Devolution Community Fund	5,000.20	20,000.00	14,999.80
6245	P & E - Town Square	0.00	3,000.00	3,000.00
6265	P & E - Bus Shelter Exp	264.00	500.00	236.00
6269	P&E - Town Centre Maintenance	1,488.05	2,500.00	1,011.95
6446	BUILDING - T.Hall Refurb Fund	2,068.00	4,000.00	1,932.00
6447	BUILDING - Building Fund	4,751.49	4,000.00	-751.49
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	1,031.48	2,100.00	1,068.52
6455	BUILDING - T/Hall Development Loan	5,926.54	11,900.00	5,973.46
6456	BUILDING - Redcotts Storage/Toilet Loan	6,891.18	6,900.00	8.82
6470	C.C.T.V. - Maintenance	602.45	7,000.00	6,397.55
6471	C.C.T.V. - Loan Repayments	10,528.10	16,400.00	5,871.90
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	280.13	1,200.00	919.87
6656	GEN.REC - Training	0.00	450.00	450.00
6657	GEN.REC - Lodge C.Tax	961.69	1,200.00	238.31
6658	GEN.REC - Miscellaneous	909.23	3,500.00	2,590.77
6659	GEN.REC - Salaries	37,707.05	59,000.00	21,292.95
6660	GEN.REC - Repair/Renewal	1,673.78	3,500.00	1,826.22
6661	GEN.REC - Consumables	2,703.22	4,000.00	1,296.78
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	57.60	200.00	142.40
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	417.90	300.00	-117.90
6671	Gen Rec - Mega Van - Batteries	0.00	500.00	500.00
6672	Gen Rec - Mega Van Servicing	1,030.00	250.00	-780.00
6673	GEN.REC - Jubilee Garden	90.00	200.00	110.00
6674	GEN REC - Dog Waste Disposal	97.50	400.00	302.50
6676	GEN REC - General Waste Disposal	817.90	1,600.00	782.10
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	241.25	800.00	558.75
6870	R/COTTS - Football	177.50	100.00	-77.50
6871	R/COTTS - Bowling	1,315.56	1,500.00	184.44
6874	R/COTTS - Grass Tennis	0.00	100.00	100.00
6891	R/COTTS - Pavilion Gas	113.17	0.00	-113.17
6892	R/COTTS - Pavilion Services	814.54	2,800.00	1,985.46
6893	R/COTTS - Cleaner/ Maintenance	1,040.00	2,535.00	1,495.00
6894	R/COTTS - Pavilion Legionella Testing	727.54	1,215.00	487.46
6897	R/COTTS - Play Area Redevelopment Loan	7,909.72	7,910.00	0.28
6898	R/COTTS - Play Area Fund	0.00	1,000.00	1,000.00
		<u>275,260.70</u>	<u>398,231.00</u>	<u>122,970.30</u>

Oct-17				
Acc Ref	Name	Balance YTD	Annual Budget	Variance
3001	PRECEPT	352,500.00	352,500.00	0.00
3003	ADMIN - Interest Received	0.00	380.00	380.00
3005	ADMIN - Compostable bin liners	24.50	60.00	35.50
3006	ADMIN - Receipts Gen	363.62	0.00	-363.62
3010	ADMIN - EDDC Maintenance CCTV	560.03	3,150.00	2,589.97
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	31,908.21	0.00	-31,908.21
3018	ADMIN - Cemetery Tax & NIC	6,728.41	0.00	-6,728.41
3019	ADMIN - Cemetery Salaries Administration	0.00	0.00	0.00
3020	ADMIN - BID Payments Assistance	329.01	0.00	-329.01
3021	ADMIN - Cemetery Misc Inc	4,774.42	0.00	-4,774.42
3024	T/HALL - Hire Council Chamber	253.32	750.00	496.68
3025	T/HALL - Marriage Receipts	4,049.98	3,500.00	-549.98
3026	T/HALL - Private Office Rental	2,625.00	3,628.00	1,003.00
3027	T/HALL - Hire Committee Room	2,311.62	3,300.00	988.38
3057	GEN REC - Lodge Rent	2,548.00	4,400.00	1,852.00
3058	GEN REC - Misc Income	66.00	50.00	-16.00
3059	GEN REC - Grounds Maintenance Contract	933.31	1,600.00	666.69
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	516.56	1,500.00	983.44
3081	L/PARK - Rugby Club Rent	2,375.00	4,750.00	2,375.00
3083	L/PARK - Rugby Club Insurance	0.00	350.00	350.00
3084	L/PARK - Rugby Waste Disposal	388.88	780.00	391.12
		437,133.02	413,416.00	-23,717.02

REPORT BY THE CHAIRMAN OF RESOURCES COMMITTEE

November 2017

Cllr Mrs Kelly Webb

Use of the Pavilion Storage Facility

An approach has been made to WMTC from the Community and Recreation Officer at EDDC for support with storage for items that are used for Wimborne Minster's various festivals. As Chairman of Resources, I have met with the officer - Tracy Cooper and the BID to discuss in more detail what they are proposing.

Having put certain questions and concerns to them in order to ensure proposal could work with little or no cost or risk to WMTC, they have produced the following for our consideration.

Wimborne Festivals Joint Storage Proposal**The Proposal**

This is a proposal to utilise Redcotts Tennis Pavilion as a joint storage facility for Wimborne's Festival Committees and to implement a management system for the sharing/loaning of equipment between each organisation, to build resilience through increased collaboration, cut costs of hiring expensive equipment and reduce outgoings for each organisation.

Summary

Wimborne is fortunate to have a number of voluntary Festival committees who deliver annual events in the Town.

- Wimborne Minster Folk Festival
- Christmas Save the Children Parade
- Wimborne History Festival
- Sting in the Tale a festival of stories
- Wimborne Minster Food & Drink Festival
- Cider Festival
- Wimborne Literary Festival
- Christmas Light Switch On

Other events come and go but these make up the core annual/bi-enial events.

Each Festival committee owns various amounts of equipment which each organisation struggles to find safe dedicated storage for. In addition each organisation relies on fundraising to replenish old equipment or for the purchase of new festival equipment which is both time consuming and difficult for Volunteers to coordinate strategically. Some Festival Chairs already work together to share items if asked but there is not a typical culture amongst event committees to consistently share resources at the moment.

Wimborne BID and EDDC Community and Recreation Officer have been working together to bring the committee Chairs together to build on the good relationship that already exists between them with the aim of sharing of resources and in particular storage.

During these meetings with Committee Chairmen a list of all the equipment has been compiled that the Festivals would be willing to share usage of, and to this end we have been searching for suitable storage space in town that would not incur the Festival committees any additional costs.

Wimborne Town Council own Redcotts tennis pavilion and has suggested this could be made available as a solution to the problem. On inspection this would indeed be a great storage space for the majority of the equipment inventory.

REPORT BY THE CHAIRMAN OF RESOURCES COMMITTEE

Benefits for jointly storing equipment

- 1 Presently storage is scattered amongst individual committee member's garages, ad hoc containers and other storage facilities around the town, this is unfair on individuals and makes it difficult for Festivals to insure and monitor the whereabouts of all their equipment and resources.
- 2 Lending out resources proves complicated when no management system is in place and therefore makes it difficult to keep track of equipment that has been loaned. Joint storage and management of this storage would make this possible.
- 3 Before this work with the committees there has been no town audit of what equipment actually exists amongst Festival committees making it difficult to share resources, this solution will overcome this problem
- 4 Sharing resources will facilitate further collaboration amongst committees
- 5 Collaboration between each Chairman will strengthen funding bids such as Awards for all and will consequently increase the stock of shared festival equipment for the benefit of the town.
- 6 Festival Committees are not cash rich and cannot afford the going rate for monthly rental of space for storage which needs to be spent on delivering the events; this free storage will alleviate one of the common problems each Committee has articulated.
- 7 Sharing equipment will reduce the need for festivals to hire expensive equipment each year which will reduce each group's outgoings.
- 8 Funding secured by each group i.e. town council grant can be used to enrich events rather than the hiring of equipment.

Risks

- Equipment getting worn out quicker or damaged more frequently causing bad relationships between committees.
- Taking of equipment without booking
- Vandalism and or theft at the Pavilion.
- Storage not big enough once new/bigger equipment has been purchased

How we would manage the Risks

- 1 As a partnership contribution EDDC would be prepared to fund an electronic key pad/alarm for the premises which would allow each Chairman to have their own unique access pin number.
- 2 Ideally CCTV will be installed – however other funding will need to be sought for this
- 3 Funding will be applied for lockable cupboards for valuable electrical equipment
- 4 Wimborne BID would be prepared to set up an online self-service booking system for itemised equipment and oversee its effectiveness.
- 5 There will be an honesty policy whereby anyone who brings something back damaged will report this to Wimborne BID so it can be replaced. A list of 'rules' will be drawn up. The key pad will identify who has accessed the building so we could identify who may have taken equipment and not booked it out if an issue occurs.
- 6 If a committee does not want to share a particular item then it will not be stored in the joint storage facility.
- 7 A small monthly fee may be proposed to each committee that could be used as either a replenishment fund or match funding for external funding applications.
- 8 EDDC will provide shelving (more may be required). Hooks, padlocks and cupboards to be funded.
- 9 Wimborne BID will visit the premises monthly to check it is tidy, and there is no broken equipment
- 10 There will be an agreed stock check twice a year with all Chairmen or representative from each committee. Wimborne BID will hold the inventory online.
- 11 All equipment will be insured by the respective Festival owners, however the consortium may ultimately wish to take out a shared insurance policy on equipment. (to be progressed).

REPORT BY THE CHAIRMAN OF RESOURCES COMMITTEE

- 12 WMTC will insure the building
- 13 Once the storage solution has been implemented, a Festivals meeting will be called to discuss the submission of a bigger funding bid for desired equipment to Awards for All, this will be done by EDDC Officer if the capacity exists in partnership with WMTC, The BID and each Festival Chair.
- 14 Vinyl's depicting Festival scenes will be purchased to cover the windows on the Pavilion in order to disguise what the building is being used for but also promote Wimborne Minsters vibrant festival culture.

In order to reassure councillors, the consortium seeks to legalise the agreement with a lease, and the BID would be the most logical organisation to hold this.

Timescale

It would be ideal to have this agreement ratified by WMTC and a lease signed in January 2018 at the latest so the Festivals can start getting organised for Festival Season 2018.

Future Developments

Once the storage management has run a season and any issues addressed, our next step will be to address the sharing of other resources namely volunteers, perhaps with a joint volunteer policy and training programme. A funding application to the lottery would be sought for this with local match funding.

**Compiled by Tracy Cooper Community and Recreation Officer
tcooper@christchurchandeastdorset.gov.uk
Christchurch and East Dorset Councils
10 November 2017**