

WIMBORNE MINSTER TOWN COUNCIL

MINUTES of a meeting of the RESOURCES COMMITTEE held on TUESDAY 21 NOVEMBER 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 T F Wheeler – Ex-Officio – Chairman of the Council

ALSO PRESENT

Cllr Mrs P A Hymers

COMMITTEE MEMBERS NOT PRESENT

Cllr Ms C L Butter  
Cllr Mrs S A Cook  
Cllr W J Richmond  
Cllr R D Cook – Ex-Officio – Vice-Chairman of the Council

140 SCHEDULE OF PAYMENTS

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

141 MONTHLY ACCOUNTS

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

Mr Martin Tidd, a member of the public present, asked whether Code 5469 (Cemetery Misc. Expenses) on page 3 of the accounts included any sums for legal costs connected to the recent legal proceedings. The Town Clerk replied that they did not but were for those items which the Town Council had ordered from suppliers or contractors on behalf of the Joint Committee and which were then reimbursed.

The Chairman added that a press release had been issued which stated that legal advice was being obtained as to the best way forward for a public inquiry into the circumstances surrounding the recent legal proceedings which had been settled out of court.

Resources Committee – 21 November 2017

142            **FORMER TENNIS PAVILION – STORAGE REQUEST**

The Chairman 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 a request from the District Council's Community and Recreation Officer to use the disused former pavilion as a joint storage facility for the various Wimborne festivals.

Cllr Mrs Chedgy had circulated to all Members a list of questions which she asked the Committee to consider a copy of which appears as **Appendix D** to these Minutes in the Minute Book. In particular she suggested that if the Committee agreed to the proposal a licence to use the facility would be more appropriate than a lease.

The Town Clerk was able to answer some of her questions at the meeting and would meet her to discuss the outstanding issues. He would circulate the final outcome to all Members.

**RESOLVED**

- (a) that the request be approved subject to a suitable licence being drawn up and agreed with the BID once the outstanding issues referred to above have been dealt with;
- (b) that the facility be offered rent free.

143            **SPENDING & RESOURCES REVIEW (Min 122 – 17.10.17)**

The Chairman reported that the Operations Manual had been completed and would be circulated to all Members as soon as possible.

Cllr Mrs Chedgy, who was undertaking a review of leases, had produced a draft report which the Chairman stated would be circulated to all Members when she and the Town Clerk had met Cllr Mrs Chedgy to ensure it contained all relevant information and was complete.

144            **WIMBORNE BOWLS CLUB –RENEWAL OF LEASE**

**RESOLVED** that this item be deferred pending the review of leases referred to in the previous minute.

The meeting closed at 6.54 pm.

Signed ..... Date.....  
Town Mayor and Chairman of the Council

## WIMBORNE MINSTER TOWN COUNCIL

## RESOURCES COMMITTEE MEETING 21 NOVEMBER 2017

## SCHEDULE OF PAYMENTS FOR APPROVAL

Pay Ref	Payment Date	Payee	Description	Amount
DD 1	01.12.17	East Dorset District Council	Business Rates - Town Hall - December 2017	664.00
DD 2	25.11.17	East Dorset District Council	Council Tax - Lodge - November 2017	235.00
# DD 6	05.10.17	British Gas	Gas - Town Hall 27.07.17 - 15.09.17	15.56
DD 6	27.11.17	British Gas	Gas - Town Hall 16.09.17 - 08.11.17	203.94
DD 7	27.11.17	British Gas	Electricity - Town Hall 01.10.17-08.11.17	121.45
DD 8	29.11.17	British Gas	Electricity - Pavilion 24.09.17 - 08.11.17	103.81
# SO 1	01.11.17	Wimborne Business Systems Ltd	Line Rental & Internet Services - November 2017	62.21
# DC 1	11.10.17	Asda Mobile	Groundsman's Mobile Top-up	20.00
# DC 2	20.10.17	Post Office Ltd	100x2nd Class Stamps & 48x1st Class Stamps	71.60
# DC 3	30.10.17	Asda Mobile	Groundsman's Mobile Top-up	20.00
DC 4	20.11.17	British Gas	Gas - Redcotts Pavilion - 15.09.17 - 02.11.17	30.48
DC 5	20.11.17	Furniture@Work	Full Lumbar 3 Lever Office Chair	74.40
008857	21.11.17	Petty Cash	Imprest	100.18
008858	21.11.17	Dorset Drainage Services Lts	Drainage Repairs - Cemetery Road	1992.52 *
008860	21.11.17	Dorset Highways	Road Closure Notice - Christmas Lights Switch On Event	175.00
008859	21.11.17	Ecocleen Services Ltd	Cleaning Toilets & Changing Rooms - Redcotts October 2017	258.00
			Cleaning Toilets & Changing Rooms - Redcotts November 2017	240.00
008853	14.11.17	Fenceworks (Dorset) Ltd	Jubilee Garden - New Lock & Keys	139.00
008869	21.11.17	Land Registry	Land Registry Fee - Cemetery	21.00 *
008861	21.11.17	LITE Ltd	Festive Lighting - Rodways, Leigh Rd & Tree o/s Summers & Co.	1402.80
			Festive Lighting - Crown Mead, Eastbrook Row & Timers	5202.00
008862	21.11.17	Local World Limited	Newsletter Distribution	126.00
# 008848	26.10.17	Mendit Windows & Doors	Replacement Windows - R'Cotts Shed	356.00
008863	21.11.17	The Minster Press	400 8pp Order Of Service Sheets - Remembrance Day Service	119.00
008854	14.11.17	Paul Hanwell	Crown Lift & Dead Wood Removal - Culverhayes Road Trees	700.00
008864	21.11.17	Pure Gas Heating Limited	Repairs - Town Hall Reception Toilet	72.00
008865	21.11.17	Real World Services Ltd	2x Marshalls - Remembrance Day Parade	99.00 **
008866	21.11.17	SAGE (UK) Limited	Sage Cover Extra 12.11.17-11.11.18	201.60
# 008847	19.10.17	Scott Miles Roofing Ltd	Roof Repairs Redcotts	360.00
008867	21.11.17	Tivmanco Ltd	Parking - 1 Additional Car 01.11.17-31.03.18	105.00
008855	14.11.17	War On Waste Limited	Wheelie Bin Emptying - October 2017	167.40
008868	21.11.17	War On Waste Limited	Annual Duty Of Care Charge	30.00
008856	16.11.17	WPS Ltd	Insurance - Additional Premium Following Buildings Revaluation	1114.85
BACS	24.11.17	ACE Office Environments	4 Reams Coloured Paper - Various Colours	23.71
			Bulk Pack - Scott Fold Hand Towels & 5x Notebooks	97.96
BACS	24.11.17	C & O Tractors Ltd	Fuel Shut-Off Valve & Air Filter	80.16
			Consumables	1.44
BACS	24.11.17	Clr T F Wheeler	Travel Expenses	133.65
BACS	24.11.17	The Consortium	Hygiene Supplies	170.75

			Sack Hoop	33.58
			40 x Toilet Rolls	19.97
BACS	24.11.17	Custom Security	CCTV Repairs - Call Out	114.00
			CCTV Repairs To Cameras Following Bad Weather	114.00
			CCTV Repairs - Call Out To Check DVR	114.00
BACS	24.11.17	Dantek Environmental Services (UK) Ltd	Legionella Testing - Redcotts Pavilion - July 2017	125.26
BACS	24.11.17	Jewson Limited	8 x 20kg Blue Circle Postcrete	81.70
			Replacement Padilocks & Strong-Bolts	77.14
			1 x 20kg Blue Circle Postcrete & 2 x Metpost System	39.21
BACS	24.11.17	Lisa Dukes	Cleaning - Town Hall 19.09.17 - 16.11.17	185.00
BACS	24.11.17	RJS Window Cleaning	Cleaning Bus Shelters - Leigh Road & St John's Hill - Sept 2017	52.80
BACS	24.11.17	Spaldings	5Ltrs Oil	36.00
			Hedgecutter Guard	121.20
BACS	24.11.17	Top Marks Contractors Limited	Cleaning Windows Inside & Outside - Town Hall	66.00
BACS	24.11.17	TradeUK (Screwfix)	Mitre Saw, Saw Blades & Cutting Discs	87.44
BACS	24.11.17	Wimborne BID Ltd	Square Bookings Assistance October 2017	314.50
			Town Centre Maintenance 11.09.17-10.10.17	225.00
			50% Yr One Retainer - Community Clean	4500.00
BACS	24.11.17	Wimborne Business Systems Ltd	Call Charges - September 2017	31.25
			Youth Café - Line Rental & Internet Charges - October 2017	48.06
			Call Charges - October 2017	25.99
			Youth Café - Line Rental & Internet Charges - November 2017	48.06
BACS	24.11.17	Salaries	Salaries (Town Council & Cemetery Staff)	12763.38
BACS	24.11.17	Inland Revenue	Tax & NIC	3678.38
BACS	24.11.17	Dorset County Pension Fund	Superannuation	3767.45

Total

41780.84

# - denotes already on SAGE \* To be recharged to the Cemetery \*\* 50% to be recharged to Wimborne BID

Sum of BACS payments

26614.28

Date: 16/11/2017

Time: 11:46:22

**WIMBORNE MINSTER TOWN COUNCIL****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>	
<b>Income</b>			
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
<b>Expenditure</b>			
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
<b>Gross Profit/(Loss):</b>	<u>(22,597.85)</u>		<u>265,440.79</u>
<b>Overheads</b>			
min	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
<b>Net Profit/(Loss):</b>	<u>(34,406.98)</u>		<u>162,013.73</u>

Date: 16/11/2017  
Time: 11:46:33

**WIMBORNE MINSTER TOWN COUNCIL**

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**Balance Sheet**

From: Month 7, October 2017  
To: Month 7, October 2017

**Chart of Accounts:**

WIMBORNE COUNCIL ACCOUNTS

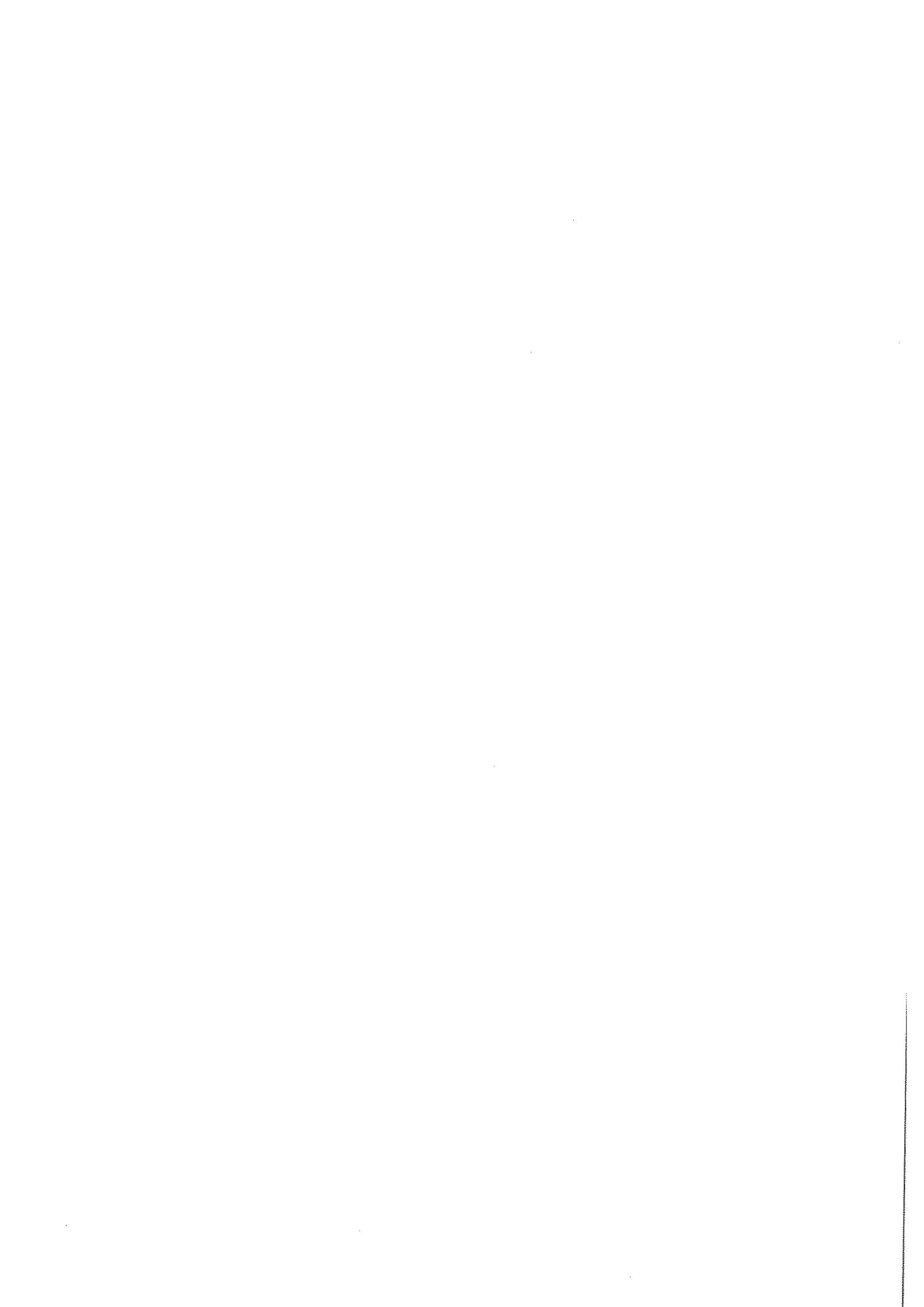
	<u>Period</u>	<u>Year to Date</u>	
<b>Current Assets</b>			
Bank Current Account	(2,982.90)	(637.27)	
Nationwide Business Bond	0.00	51,416.96	
Capital Reserve Account	(33,477.80)	379,980.02	
Petty Cash	0.00	350.00	
V. A. T	660.68	2,154.03	
Debtors Control Account	763.69	11,236.78	
	(35,036.33)		444,500.52
<b>Current Liabilities</b>			
Receipts in Advance	0.00	1,025.01	
	0.00		1,025
<b>Current Assets less Current Liabilities:</b>	(35,036.33)		443,475.51
<b>Total Assets less Current Liabilities:</b>	(35,036.33)		443,475.51
<b>Financed By</b>			
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

Oct-17		Balance YTD	Annual Budget	Variance
Acc Ref	Name			
		191.00	350.00	159.00
5402	ADMIN - Bank Charge	485.45	930.00	444.55
5403	ADMIN - Telephone & Internet	33,682.51	60,000.00	26,317.49
5404	ADMIN - Salaries Office Staff	4,080.03	6,000.00	1,919.97
5405	ADMIN - Superannuation Contributions	700.49	3,000.00	2,299.51
5406	ADMIN - Gen Office Expenses	14.89	300.00	285.11
5407	ADMIN - Training	196.21	400.00	203.79
5408	ADMIN - Postage	559.95	1,270.00	710.05
5409	ADMIN - Photocopier	9,904.41	9,300.00	-604.41
5410	ADMIN - Insurance	0.00	200.00	200.00
5411	ADMIN - Legal Expenses	0.00	0.00	0.00
5412	ADMIN - Election Exps	60.82	200.00	139.18
5413	ADMIN - Cap Office Equipment	17.92	20.00	2.08
5414	ADMIN - Refreshments	109.92	280.00	170.08
5415	ADMIN - Travel	229.00	500.00	271.00
5417	ADMIN - Advertising	44.00	50.00	6.00
5418	ADMIN - Compostable Bin Liners	1,445.94	1,550.00	104.06
5420	ADMIN - Membership of Outside Bodies	419.00	1,000.00	581.00
5421	ADMIN - Newsletter	242.75	1,000.00	757.25
5422	ADMIN - Public Relations	0.00	700.00	700.00
5462	ADMIN - Professional Fees	1,460.80	2,000.00	539.20
5463	ADMIN - Audit fees	1,638.00	3,000.00	1,362.00
5464	ADMIN - Square Bookings Assistance	410.50	800.00	389.50
5465	ADMIN - I.T. & Website	0.00	11,700.00	11,700.00
5466	ADMIN - Christmas Lighting/Stage & PA	6,728.71	0.00	-6,728.71
5467	ADMIN - Cemetery Tax & NIC	31,908.21	0.00	-31,908.21
5468	ADMIN - Cemetery Salaries & Superannuation	4,774.42	0.00	-4,774.42
5469	ADMIN - Cemetery Misc Exp	525.00	525.00	0.00
5613	T/HALL - Fire Alarm System Contract	7,000.00	8,500.00	1,500.00
5614	T/HALL - TIC Support	75.00	120.00	45.00
5615	T/HALL - Town Hall Boiler Maintenance	132.50	400.00	267.50
5616	T/HALL - Carpet Cleaning	276.89	1,000.00	723.11
5617	T/HALL - Heating Gas	423.88	920.00	496.12
5618	T/HALL - Electricity	449.90	1,000.00	550.10
5619	T/HALL - Sewerage/Water	4,648.50	7,000.00	2,351.50
5620	T/HALL - Business Rates	13.22	100.00	86.78
5621	T/HALL - Cleaning products/Waste Disp.	440.00	2,000.00	1,560.00
5622	T/HALL - Cleaning contract	593.87	1,500.00	906.13
5623	T/HALL - Civil Ceremony costs	1,687.15	2,100.00	412.85
5624	T/HALL - Minor Rep/Maintenance	95.00	100.00	5.00
5625	T/HALL - Honours Board	4,060.90	4,061.00	0.10
5626	T/HALL - Mortgage	0.00	200.00	200.00
5627	T/HALL - Equipment	0.00	500.00	500.00
5628	T/HALL - Marriage Licence Fund	1,000.00	2,000.00	1,000.00
5830	MAYORAL/CIV - Allowance	0.00	100.00	100.00
5833	MAYORAL/CIV - Regalia	1,981.42	5,000.00	3,018.58
5835	MAYORAL/CIV - Civic Fund	365.00	800.00	435.00
5839	MAYORAL/CIV - Wim Militia	773.30	450.00	-323.30
5840	MAYORAL/CIV - Town Crier Subs/Comp	0.00	250.00	250.00
5841	MAYORAL/CIV - Members Training	263.52	800.00	536.48
5842	MAYORAL/CIV - Members Travel	0.00	130.00	130.00
5843	MAYORAL/CIV - Remembrance Day Wreath	11,282.00	11,282.00	0.00
6040	GSL - Cemetery Precept	0.00	500.00	500.00
6045	GSL - Grants Contingency Fund	213.75	250.00	36.25
6046	GSL - BID Levy	25,725.00	25,725.00	0.00
6047	GSL - Annual Grants	4,000.00	4,000.00	0.00
6048	GSL - Wimborne Folk Festival	1,150.00	5,000.00	3,850.00
6050	GSL - Events Fund			

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
		275,260.70	398,231.00	122,970.30



Oct-17		Balance YTD	Annual Budget	Variance
Acc Ref	Name			
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/COTTS - Football	327.50	1,500.00	1,172.50
3071	R/COTTS - Bowling	7,927.00	7,927.00	0.00
3072	R/COTTS - WBC Cap/Renewal	508.00	508.00	0.00
3073	R/COTTS - WBC Store Rent	200.00	200.00	0.00
3076	R/COTTS - Changing Rooms	58.33	250.00	191.67
3077	R/COTTS - 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
		<u>437,133.02</u>	<u>413,416.00</u>	<u>-23,717.02</u>



## REPORT BY THE CHAIRMAN OF RESOURCES COMMITTEE

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November 2017

Cllr Mrs Kelly Webb

### Use of the Pavilion Storage Facility

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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  
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Christchurch and East Dorset Councils  
10 November 2017



## APPENDIX D

### Note for resources meeting re item 4. 21.11.17-Cllr Chedgy

In principle I support this idea, but with some amendments.

1. I think we should refer to it as **Redcotts hut** to save any confusion in the future as we have the new "pavilion".
2. I think we should only grant a **licence not a lease** for the following reasons.
  - A licence is more flexible.
  - We retain more control and I see no reason to grant a lease.
  - A licence should be much cheaper to prepare
  - A lease would certainly need the approval of Fields in Trust and this is costly and may not be forthcoming.
  - Circumstances could change for these groups and a long lease would be inappropriate
  - Is the BID a body able to enter into a licence?

### **3. Terms for WMTC**

I see we would insure the building. Am I correct in thinking we already insure so there would be no extra cost?

Who would repair and bear the cost? Interior different to exterior?

What would happen to the boarded up windows? Who pays?

I am concerned about break ins to a wooden door? Today there is a bench outside the door and empty alcohol can(s). Who pays?

WMTC ought to have a key pad number as well.

Should the BID pay for any repairs excess generated by break ins or attempted break in.

No permission for alterations.

Notice either side 3-6 months

Rent?

BID to pay our solicitors costs of the licence

How to access through courts? Are we taking the fence down? Would actually give far more visibility to the toilets and hut and possibly reduce the opportunity for anti social behaviour?

Gutter needs repair and clearing out of weeds.

