

WIMBORNE MINSTER TOWN COUNCIL

MINUTES of a meeting of the **RESOURCES COMMITTEE** held on **TUESDAY 16 APRIL 2019** at 6.30 pm in the Committee Room, Town Hall, Wimborne Minster.

COMMITTEE MEMBERS PRESENT

Cllr Mrs C A Chedgy (Chairman)
Cllr T F Wheeler (Vice-Chairman)
Cllr J Burden
Cllr Ms C L Butter
Cllr R D Cook
Cllr Mrs S A Cook
Cllr R P Nunn
Cllr W J Richmond
Cllr Mrs K F Webb – Ex-Officio – Chairman of the Council
Cllr S K Bartlett – Ex-Officio – Vice-Chairman of the Council

ALSO PRESENT

Cllr Mrs P A Hymers
Cllr Mrs D J March
Cllr Mrs A E Roberts

OFFICER PRESENT

Town Clerk

221 **SCHEDULE OF PAYMENTS**

The payments for April 2019 were approved and cheques/BACS form signed as required – see **Appendix A** to these Minutes.

222 **MONTHLY ACCOUNTS**

The Town Clerk reported that the final accounts were in the course of preparation and would be submitted to a future meeting.

223

ERECTION & REMOVAL OF TOWN BUNTING

The Town Clerk submitted a report, 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 Committee was asked to consider whether to support a proposal to erect bunting in the town centre over the summer months by funding the cost of its installation and removal using the company which installed the Christmas lights. The cost was £6,600 but Wimborne BID had agreed through its Operations Manager to fund 50% of that cost.

Some Members were concerned about the apparent lack of forward planning of this proposal and the short notice given to the Town Council to consider it bearing in mind that work had already begun by volunteers to make the 1,000 metres of bunting required without having funding to install it. Some members were concerned about the cost.

The Chairman acknowledged that, ideally, the organisers (some of which were town councillors) could have approached the Council first before beginning work. However, she reminded members that Walford Mill Crafts Education Trust Ltd had returned to the Town Council £3,850 of the grant awarded in the last financial year. This money would be transferred to the General Fund and could be used to meet the Council's contribution.

In the report the Town Clerk had suggested adding a contingency sum of £500 to the installation and removal cost in order to meet any shortfall in the bunting being made by volunteers. The BID Manager had also agreed to fund 50% of that amount. Some Members hoped that this would not be necessary if additional support from the public was sought via social media.

There were also some concerns about the appearance of cloth hand-made bunting and how it would look following rainfall. This would have to be gauged at the end of the summer and if thought to be unsuccessful and bunting was proposed for next year, the Council would have to consider other options.

In response to the suggestion that the Council's grounds staff could be trained to carry out the installation and removal in future years, the Chairman responded that this possibility had already been costed and it would be more expensive and more complicated than the Lite Company doing the work.

RECOMMENDED to Council that, subject to Wimborne BID confirming the offer of its Operations Manager to contribute 50% of

the overall cost, the Town Council contribute £3,500 from the General Fund as suggested in the report.

224

GRANT AID 2019/2020

The Town Clerk submitted a schedule containing two applications for grant aid 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 application from the Dorset Youth Marching Band for £2,000 was for transport and accommodation costs in respect of their participation in the Valognes Liberation Celebrations to be held in June this year. The Chairman and Vice-Chairman recommended that they be awarded the full amount. The Chairman of the Council drew the Committee's attention to a potential difficulty with travelling to France in June because of changes to ferry sailing times and the Band would need to confirm that their visit was still practicable before payment was made.

The second application was from Wimborne Minster Folk Festival seeking a grant of £4,400 to fund children and youth activities, workshops, storytelling and music on Willow Walk during the 2019 Festival. The Chairman and Vice-Chairman recommended a grant of £4,000 which represented an increase over last year's grant of £3,600.

The Committee was mindful of the Folk Festival organisers' aim to become financially self-sufficient thereby obviating the need to apply for funding from other bodies although this was taking longer than anticipated. Although their reserves were rising, the point was made that inclement weather during a Folk Festival weekend could have an adverse effect on income. It had been suggested by some Members of the Committee when considering last year's grant application that the organisers might consider taking out event insurance in order to provide some protection against financial loss. Apparently this had not been investigated this year but the organisers should be asked to consider this for next year.

RESOLVED:

- a) that a grant of £2,000 be awarded to the Dorset Youth Marching Band subject to the Band being able to confirm that changes to their travel arrangements can be accommodated;
- b) that a grant of £4,000 be awarded to Wimborne Minster Folk Festival.

225 WIMBORNE RUGBY FOOTBALL CLUB LEASE (Min.55-21.08.18)

The Town Clerk submitted a report, 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.

Although the deed of variation to provide for changes to the rent charged to the Club under the terms of the existing lease was almost ready for execution, the Club had asked the Town Council to approve an assignment of the lease from the Trustees shown in the original lease to Wimborne Rugby Football Club Ltd.

The Committee recognised that the changed legal status of the Club meant that the potentially onerous personal liabilities on Trustees, who were volunteers, would be removed.

RESOLVED that the assignment be approved.

The meeting closed at 7.30 pm.

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

Appendix A
WIMBORNE MINSTER TOWN COUNCIL

RESOURCES COMMITTEE MEETING 16 APRIL 2019

SCHEDULE OF PAYMENTS FOR APPROVAL

Pay Ref	Payment Date	Payee	Description	Amount
DD 1	01.05.19	Dorset Council	Business Rates - Town Hall - May 2019	696.75
DD 1a	01.05.19	Dorset Council	Business Rates - Town Hall - Front Office - April 2019	145.90
DD 6	18.04.19	British Gas	Gas - Town Hall - 28.02.19 - 01.04.19	269.52
DD 7	18.04.19	British Gas	Electricity - Town Hall - 18.12.18 - 01.04.19	411.56
DD 8	18.04.19	British Gas	Electricity - Pavilion - 15.12.18 - 01.04.19	848.56
DD 9	18.04.19	British Gas	Gas - Pavilion - 01.03.19 - 01.04.19	81.87
DD 11	12.04.19	Southern Electric	Electricity - Rec Lighting - 22.12.18 - 25.03.19	106.23
DD 12	09.04.19	Southern Electric	Electricity - CCTV Poles - 22.12.18 - 25.03.19	185.14
DD 20	29.04.19	Public Works Loan Board	CCTV Loan 1	3918.58
DD 28	01.04.19	SAGE UK	SAGE 50 Cloud Subscription 01.04.19 - 30.04.19	36.00
# SO 1	01.04.19	Wimborne Business Systems Ltd	Line Rental & Internet Services - April 2019	62.21
# DC 1	25.03.19	Curry's PC World	Sandisk - Ultra USB 3 32GB	9.99
# DC 2	25.03.19	Post Office Ltd	Stamps 100 x 2nd Class, 36 x 1st Class & 12 Large Letter 1st Class	98.92
# DC 3	02.04.19	FirstAid4Less	First Aid Refill x4	42.90
# DC 4	03.04.19	Dorset Council	Business Rates - Town Hall - Front Office - 11.03.19 - 31.03.19	80.09
DC 5	15.04.19	Amazon.co.uk	LT01 A4 Laminator	24.48
009204	26.03.19	Accolade Building Care Ltd	Repairs - Front Office WC	112.21
009214	16.04.19	Allied Office Machines Ltd	Photocopying Charges	86.52
009215	16.04.19	Broxap Ltd	90L Oulton Round Litter Bin x2	373.08
009206	27.03.19	C31A Solutions Ltd	GDPR Support & Training - Councillors & Staff	1285.20
009208	03.04.19	Mr C J Whyatt	Hire of Safety Fencing - 19.01.19 - 23.03.19	688.56
009224	16.04.19	Mr S K Bartlett	Travel Expenses 01.04.18 - 31.03.19	285.30
009223	16.04.19	Dorset Association Of Parish & Town Councils	DAPTC Annual Conference x2 Delegates	140.00
009227	16.04.19	Dorset Council	Bid Levy 01.04.19 - 31.03.20	213.75
009226	16.04.19	Ecocleen Services Ltd	Cleaning Changing Rooms & Public Toilets - Redcotts - April 2019	330.00
009216	16.04.19	Farnfields Solicitors	Legal Services - Transfer Of Community Assets From EDDC	3618.00
009217	16.04.19	Thomas Fattorini Ltd	Past Mayor's Badge - Engraved x3	575.21
009218	16.04.19	The Firepoint	Fire Marshall Training x9	378.00
009209	03.04.19	Genesis Construction Ltd	Repairs - Fire Doors x3 & Construct New Worktop	642.00
009219	16.04.19	Kompan Ltd	Replacement Ropes/Chains/Shackles & Fixings	599.40
009220	16.04.19	L M Read	Call Out - Tractor Tyre Fault	53.10
009210	04.04.19	McBain (Southern) Ltd	Supply & Fit 2 Fire Escape Push Bars Redcotts Pavilion	751.20
009221	16.04.19	M B Wilkes Ltd	Woodland Mulch - Physick Garden	106.07
009222	16.04.19	Paramount Window & Facia Ltd	Supply & Fit 2 Replacement Sealed Units	868.00
009225	16.04.19	PHS Group	Sanitary Waste Collection 04.04.19 - 18.01.20 - Additional Bin	11.32
009205	27.03.19	SSE	Electricity - Christmas Lighting 2018	516.69
009211	05.04.19	RVS Wimborne Befriending Service	Grant Aid 2018-19	500.00
009213	05.04.19	War On Waste Ltd	Wheelee Bin Emptying - March 2019	172.26
			Excess Weight Charges - Wheelee Bin Emptying - March 2019	17.95
			Confidential Waste Collection	6.30
009228	16.04.19	War On Waste Ltd	Duty Of Care Charge	30.00

BACS	23.04.19	ACE Office Environments	Office Stationery & Suspension Files	100.98
			Scottfold Hand Towels, File Dividers & White Paper	115.57
BACS	23.04.19	Avoncrop Amenily Products	Wild Flower Seed	312.00
BACS	23.04.19	Custom Security Services Ltd	Call Out & Repairs - Camera 14	90.00
			Call Out - 3 Cameras	210.00
BACS	23.04.19	Lisa Dukes	Cleaning - Town Hall	180.00
BACS	23.04.19	Jewson Limited	2 Toilet Roll Holders & Hygiene Supplies	94.25
BACS	23.04.19	The Play Inspection Company	Quarterly Operational Play Area Inspections x4	240.00
BACS	23.04.19	RJS Window Cleaning	Cleaning Bus Shelters - Leigh Road & St John's Hill - March 2019	52.80
BACS	23.04.19	South West Councils	Annual Associate Membership 01.04.19 - 31.03.20	510.00
BACS	23.04.19	TradeUK (Screwfix)	Chainsaw Boots	79.99
BACS	23.04.19	Wimborne Business Systems Ltd	Call Charges - January 2019	27.56
			Call Charges - February 2019	13.18
			New Line Installation & Line Rental 25.02.19 - 31.03.19	135.84
			IT Support - March 2019	81.00
			IT Support - April 2019	81.00
			Office 365 Exchange Online x6 - March 2019	21.60
			Office 365 Exchange Online x6 - April 2019	21.60
BACS	23.04.19	Wimborne Cemetery	Expenses Contribution 01.04.19 - 31.03.20	5984.53
BACS	23.04.19	Salaries	Salaries (Town Council & Cemetery Staff)	12901.46
BACS	23.04.19	Inland Revenue	Tax & NIC	3800.95
BACS	23.04.19	Dorset County Pension Fund	Superannuation	4491.15
Total				48924.28

- denotes already on SAGE

* Recharged to Wimborne Cemetery

Sum of BACS Payments

29545.46

RESOURCES COMMITTEE – 16 April 2018

Item 4 Erection and Removal of Town Bunting

Report of the Town Clerk

Members will be aware of the proposal initiated by some town councillors to decorate the Town with bunting over the summer months beginning with the Folk Festival weekend. The Chairman of the Council approached Wimborne War On Waste to help gather support from the community and the suggestion was made that home-made plastic-free bunting should be used if possible. Following calls for help on social media, Individuals have delivered hand-made bunting to the Town Hall and there has been a workshop in the Committee Room where local people spent a day making bunting.

The only practical method for the bunting to be flown safely is to use the infrastructure already in place to which the Christmas lights are attached.

The Lite Company has provided a quotation of £6600 to erect and remove the bunting. Wimborne BID has agreed to contribute 50% towards this cost.

There is approximately 1000 metres of cross-street wiring and the aim of the community-based project is to hand-make that length of bunting. However that laudable aim is unlikely to be reached and the Town Council might wish to provide a contingency sum to meet the cost of any shortfall with plastic-free factory-made bunting.

The BID will contribute 50% towards this contingency and £250 each is suggested.

As there is no budget for this, if members support the project and the suggestions above, the Committee is asked to recommend to Council that the Council's contribution of £3550 be met from the General Fund.

Applications for Grant Aid		2019-2020		To be submitted to Resources on:		16.04.19			
No.	Name of Organisation & date application received	Purpose - * Running costs * Project * One-off item * Event	Proposed use of funds/Purpose of the Organisation	Council Priorities stated	Additional information requested	Additional information received Y/N	Grant requested	Does the organisation itself make grants? Y/N	Ch/VCh Recommended Grant
1	Wimborne Minster Folk Festival	Event	To fund the Children's & Youth's activities, workshops and storytelling and the music on Willow Walk as per their enclosed breakdown.	* Resident * Town Support * Infrastructure * Economy * Tourism * Partnership Working * Crime Prevention * Recreation, Culture & Heritage	2018 accounts requested - now received.	Y	£ 4,400.00	N	Recommendation to follow
2	Dorset Youth Marching Band	Event	Transport and accommodation costs for a trip to the Valognes Liberation Celebrations in France in June 2019.	* Resident * Town Support * Tourism * Partnership Working * Crime Prevention * Recreation, Culture & Heritage	Account balances requested - now received.	Y	£ 2,000.00	N	£2,000.00

RESOURCES COMMITTEE – 16 April 2018

Item 6 Wimborne Rugby Football Club – Lease Revision

Report of the Town Clerk

Members will recall that on 21 August 2018 the Committee approved a revision of the lease with the Rugby Club to provide for an annual rent of £1.

The deed of variation is in the course of preparation and almost ready for execution. However, the Rugby Club has asked whether the Council would consider assigning the lease from the Trustees shown on the original lease to Wimborne Rugby Football Club Ltd.

The Club was not incorporated when the last lease was renewed in 2003 and could not be a party to the lease as an unincorporated association. The Club is now an Industrial and Provident Society.

With a limited company, the liability is limited to the assets that the company owns. With trustees the liability is limited to the assets of the individuals who are the trustees.

Under the terms of the lease, the assignment requires the consent of the landlord, the Town Council.

This is essentially a technicality and will have no bearing on the relationship with the Town Council as landlord.

The Committee is asked to approve the assignment.