

**WIMBORNE MINSTER TOWN COUNCIL**

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

**COMMITTEE MEMBERS PRESENT**

Cllr C A Chedgy (Chairman)  
Cllr C L Butter (Vice-Chairman)  
Cllr D Burt  
Cllr L C Hinks  
Cllr M Roe  
Cllr M R Tidd  
Cllr S K Bartlett – Ex-Officio – Chairman of the Council

**COMMITTEE MEMBERS NOT PRESENT**

Cllr F Shirley  
Cllr K F Webb – Ex-Officio – Vice-Chairman of the Council

**ALSO PRESENT**

Cllr D J March  
Cllr W J Richmond  
Cllr A E Roberts

**OFFICER PRESENT**

Town Clerk

**58** **SCHEDULE OF PAYMENTS**

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

**59** **MONTHLY ACCOUNTS**

The Town Clerk submitted for information the monthly accounts for the period to the end of June 2019, 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.

60                    **QUARTERLY REVIEW OF THE 2019/20 BUDGET**

The Town Clerk reported that only one item in the budget was currently exceeding expectations and that was Code 6656 – General Recreation – Training, as a result of a chainsaw operator’s course attended by the Assistant Groundsman.

61                    **REVIEW OF GENERAL FUND**

The Town Clerk submitted for information a schedule on the current level of the General Fund including predicted payments from it in the 2019/20 financial year, 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 Town Clerk would confer with the Council’s Internal Auditor as to what was the optimum level of the General Fund and whether there was a formula for working this figure out, determined nationally.

The meeting closed at 6.46 pm.

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

## WIMBORNE MINSTER TOWN COUNCIL

## RESOURCES COMMITTEE MEETING 16 JULY 2019

## SCHEDULE OF PAYMENTS FOR APPROVAL

Pay Ref	Payment Date	Payee	Description	Amount
DD 2	25.07.19	Dorset Council	Council Tax - Redcotts Lodge - July 2019	253.00
DD 7	09.07.19	British Gas	Electricity - Town Hall - 02.04.19 - 19.06.19	208.72
DD 8	25.07.19	British Gas	Electricity - Redcotts Pavilion - 02.04.19 - 30.06.19	595.70
DD 9	22.07.19	British Gas	Gas - Redcotts Pavilion - 01.06.19 - 30.06.19	20.19
DD 10	04.07.19	Southern Electric	Electricity - Gazebo - 05.03.19 - 12.06.19	24.13
DD 11	14.07.19	Southern Electric	Electricity - Recreation Ground - 26.03.19 - 26.06.19	105.45
DD 12	11.07.19	Southern Electric	Electricity - CCTV Poles - 26.03.19 - 26.06.19	183.70
DD 27	10.07.19	O2 Mobile	Cemetery & Groundsmen's Mobiles 26.06.19 - 25.07.19*	61.70
DD 28	16.07.19	SAGE UK	SAGE 50 Cloud Subscription 01.07.19 - 31.07.19	36.00
SO 1	01.07.19	Wimborne Business Systems Ltd	Line Rental & Internet Services - July 2019	62.21
009294	16.07.19	Petty Cash	Petty Cash Imprest	87.74
009290	16.07.19	Mrs Ann Roberts	Reimbursement Of Expenses - Ochsenfurt Twinning Gift	48.00
009274	24.06.19	Accolade Building Care Ltd	Supply & Install New Shower - Redcotts Lodge	602.64
009285	16.07.19	Accolade Building Care Ltd	Call Out Charge - Faulty Shower	72.48
009286	16.07.19	Allied Office Machines Ltd	Photocopying Charges	108.55
009288	16.07.19	Dorset Drainage Services Ltd	Paviour Repairs - Town Hall Driveway	132.32
009287	16.07.19	Dutch Touch Design	Supply & Install Replacement Bedding Plants	122.40
009281	03.07.19	Ecocleen Services Ltd	Cleaning Public Toilets & Changing Rooms - R'Cotts Recreation Grd - June 2019	312.00
009282	16.07.19	Fenland Leisure Products Ltd	Safety Surface Repair Kit - Redcotts Children's Play Area	74.40
009295	16.07.19	Mr James Hood	Travel Expenses & Parking 02.07.19	33.95
009276	09.07.19	Kyleigh's Papercuts Ltd	A4 Bespoke Commission - Valognes Twinning Gift	140.00
009275	24.06.19	Mrs Hannah Simpson (t/a Midson)	Refreshments - Town Cryer's Competition 06.05.19**	491.00
009292	16.07.19	Lee Wright Services	Grounds Maintenance - Leigh Park Community Centre	120.00
009272	24.06.19	New Forest Farm Machinery Ltd	John Deere Commercial Mower & Trimax Flail Deck	29040.00
009283	16.07.19	Kompan Ltd	Children's Play Slide Repairs - Redcotts Play Area	480.00
009273	24.06.19	L M Read	Repairs - Lloyds Mower & Supply & Fit Kubota Blades x3*	213.29
			Annual Service Lloyds Mower & New Holland Tractor	743.83
009291	16.07.19	Rainford Electrical	Supply & Instal New Jubilee Fountain Pump	140.00
009278	24.06.19	The Royal British Legion Club (Wimborne) Ltd	Refreshments - Mayor-Making 14.05.19	96.15
009289	10.07.19	TradeUK (Screwfix)	Titan 2-Stroke Blower/Vac & Toilet Cistern Lever x1	115.28
009284	03.07.19	War On Waste Ltd	Wheelie Bin Emptying - June 2019	157.92
			Glass Bottle Recycling	16.44
009293	16.07.19	War On Waste Ltd	Wheelie Bin Emptying- Excess Weight Charges - June 2019	0.79
009280	03.07.19	Wimborne Home Improvements Ltd	Remove & Replace Broken Glass - Gazebo Window	130.00
BACS	19.07.19	ACE Office Environments	Office Stationery	80.56
BACS	19.07.19	C&O Tractors Ltd	Door Catch - Tractor Door & Consumables	145.54
			Drive Socket & Fuel Can	14.63
BACS	19.07.19	Jenna Milton	Cleaning Town Hall - 15.06.19 - 15.07.19	195.00
BACS	19.07.19	The Play Inspection Company Ltd	Inspections - Children's Play Areas x 4	282.00
BACS	19.07.19	RJS Window Cleaning	Cleaning Bus Shelters - Leigh Road & St John's Hill - July 2019	52.80
BACS	19.07.19	Top Marks Contractors Limited	Cleaning Windows - Town Hall Outside Only - April & June 2019	79.60

BACS	19.07.19	TradeUK (Screwfix)	Specialist Tool Set 7 Consumables	72.93
BACS	19.07.19	Dorset Council	Bid Levy 01.04.19-31.03.20	35.69
BACS	19.07.19	Wimborne Business Systems Ltd	Call Charges - May 2019	26.12
			New Line Rental 01202 886764 July 2019	13.86
			IT Support - July 2019	81.00
			Office 365 Exchange Online x6 - July 2019	21.60
BACS	19.07.19	Salaries	Salaries (Town Council & Cemetery Staff)	14212.51
BACS	19.07.19	Inland Revenue	Tax & NIC	4248.54
BACS	19.07.19	Dorset County Pension Fund	Superannuation	4976.42

Total 59568.78

# - denotes already on SAGE

\* 50% - Recharged to Wimborne Cemetery \*\* 50% recharged to Wimborne BID

Sum of BACS Payments 24538.80

Date: 08/07/2019  
Time: 10:49:23

**WIMBORNE MINSTER TOWN COUNCIL**  
**Profit and Loss**

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From: Month 3, June 2019  
To: Month 3, June 2019

Appendix B

**Chart of Accounts:**

WIMBORNE COUNCIL ACCOUNTS

	<u>Period</u>	<u>Year to Date</u>	
<b>Income</b>			
Precept	0.00	193,650.00	
EDDC Maintenance Contribution	1,099.35	1,099.35	
Admin	(74,838.69)	465.38	
Town Hall	1,420.82	6,329.12	
General Recreation	416.00	1,300.00	
Redcotts	549.96	549.96	
Leigh Park Playing Fields	230.94	230.94	
EDDC Loan Contributions	3,526.72	3,526.72	
Cemetery Salaries Reimbursement	5,946.68	17,338.60	
Cemetery Miscellaneous Expenses	469.46	815.21	
BID Payments Assistance	73.47	220.41	
	(61,105.29)		225,525.69
<b>Expenditure</b>			
Town Hall	2,586.79	4,664.14	
Grants,Donation, Subs & Conts	0.00	10,198.28	
Planning & Environment	44.00	(6,974.50)	
Buildings & Premises	9,676.57	17,180.74	
General Recreation	725.92	3,752.91	
Redcotts	751.37	6,098.47	
Assets Replacement	235.00	262.49	
	14,019.65		35,182.53
<b>Gross Profit/(Loss):</b>	<u>(75,124.94)</u>		<u>190,343.16</u>
<b>Overheads</b>			
Admin	20,078.44	54,740.64	
Mayoral & Civic	0.00	3,679.62	
Cemetery Salaries	5,946.68	17,338.60	
Cemetery Miscellaneous Expenses	329.51	526.24	
	26,354.63		76,285.10
<b>Net Profit/(Loss):</b>	<u>(101,479.57)</u>		<u>114,058.06</u>

**Balance Sheet**

From: Month 3, June 2019

To: Month 3, June 2019

**Chart of Accounts:**

## WIMBORNE COUNCIL ACCOUNTS

	<u>Period</u>	<u>Year to Date</u>	
<b>Current Assets</b>			
Bank Current Account	(6,911.85)	(9,648.71)	
Nationwide Business Bond	0.00	52,318.14	
Capital Reserve Account	(26,841.77)	380,954.23	
Petty Cash	0.00	350.00	
V. A. T	319.91	4,803.55	
Debtors Control Account	6,954.14	21,146.12	
		(26,479.57)	449,923.33
<b>Current Liabilities</b>			
Receipts in Advance	0.00	175.00	
		0.00	175.00
<b>Current Assets less Current Liabilities:</b>		(26,479.57)	449,748.33
<b>Total Assets less Current Liabilities:</b>		(26,479.57)	449,748.33
<b>Financed By</b>			
General Fund	0.00	121,489.87	
Fund - Buildings 6447	0.00	40,670.40	
Fund - Marriage Venue Licence 5628	0.00	1,970.00	
Fund - Election Exps 5412	0.00	2,990.99	
Fund - Office Equipment 6501 & 5413	0.00	8,321.63	
Fund - Contract Work (Rec) 6668	0.00	3,570.36	
Fund - Planting 6663	0.00	1,205.53	
Fund - Mayor's Charities	0.00	0.01	
Fund - Vehicle & Plant 6502, 6671,6672	25,000.00	45,509.84	
Fund - Redcotts Future Development Fund 689	0.00	10,000.00	
Fund - Professional Fee & Legal Expenses	0.00	1,061.00	
Fund - Car Park/ Footpath 6665	0.00	1,919.14	
Fund - WBC Cap/ Renewal 3072	0.00	4,180.00	
Fund - Improvements Fund (from EDDC)	50,000.00	50,000.00	
Fund - Section 106 - Redcotts Tennis Courts	0.00	29.00	
Fund - C.C.T.V. 6500	0.00	26,487.51	
Fund - Fund - TCLG Fund	0.00	3,833.69	
Fund - Leigh Park Play Area	0.00	2,100.52	
Fund - Redcotts Play Area	0.00	2,000.00	
Fund - Gunstone Trust	0.00	8,350.78	
P & L Account	(101,479.57)	114,058.06	
		(26,479.57)	449,748.33

**Wimborne Minster Town Council**  
**Budget Expenses Vs Actuals with Variances**

Jun-19				
Acc Ref	Name	Balance YTD	Annual Budget	Variance
5402	ADMIN - Bank Charge	87.00	380.00	293.00
5403	ADMIN - Telephone, Mobile & Internet	262.77	1,250.00	987.23
5404	ADMIN - Salaries	51,349.24	193,000.00	141,650.76
5406	ADMIN - Gen Office Expenses	1,496.61	3,000.00	1,503.39
5407	ADMIN - Training	140.00	1,000.00	860.00
5408	ADMIN - Postage	35.42	350.00	314.58
5409	ADMIN - Photocopying	279.98	1,370.00	1,090.02
5410	ADMIN - Insurance	0.00	12,000.00	12,000.00
5412	ADMIN - Election Exps Fund	0.00	4,000.00	4,000.00
5413	ADMIN - Office Equipment	534.97	500.00	-34.97
5417	ADMIN - Advertising	229.00	500.00	271.00
5420	ADMIN - Membership of Outside Bodies	1,588.82	2,010.00	421.18
5421	ADMIN - Newsletter	0.00	1,000.00	1,000.00
5422	ADMIN - Public Relations	132.50	500.00	367.50
5462	ADMIN - Professional Fees	0.00	0.00	0.00
5463	ADMIN - Audit fees	785.80	2,050.00	1,264.20
5464	ADMIN - Square Bookings Assistance	0.00	0.00	0.00
5465	ADMIN - I.T. & Website	615.00	4,400.00	3,785.00
5466	ADMIN - Christmas & New Year's Eve	0.00	16,000.00	16,000.00
5467	ADMIN - Cemetery Tax & NIC	3,492.78	0.00	-3,492.78
5468	ADMIN - Cemetery Salaries & Superannuation	13,845.82	0.00	-13,845.82
5469	ADMIN - Cemetery Misc Exp	526.24	0.00	-526.24
5617	T/HALL - Heating Gas	232.85	1,300.00	1,067.15
5618	T/HALL - Electricity	0.00	1,100.00	1,100.00
5619	T/HALL - Sewerage/Water	0.00	400.00	400.00
5620	T/HALL - Business Rates	2,526.65	7,420.00	4,893.35
5622	T/HALL - Cleaning contract	690.00	3,120.00	2,430.00
5623	T/HALL - Civil Ceremony costs	425.60	1,500.00	1,074.40
5624	T/HALL - Maintenance	789.04	1,400.00	610.96
5628	T/HALL - Marriage Licence Fund	0.00	0.00	0.00
5830	MAYORAL/CIV - Allowance	1,021.00	2,042.00	1,021.00
5833	MAYORAL/CIV - Regalia	479.34	200.00	-279.34
5835	MAYORAL/CIV - Civic Fund	1,418.99	5,000.00	3,581.01
5839	MAYORAL/CIV - Wim Militia	381.00	380.00	-1.00
5840	MAYORAL/CIV - Town Crier Subs/Comp	363.72	450.00	86.28
5841	MAYORAL/CIV - Members Training	0.00	500.00	500.00
5842	MAYORAL/CIV - Members Travel	15.57	800.00	784.43
5843	MAYORAL/CIV - Remembrance Day	0.00	900.00	900.00
6040	GSL - Cemetery Precept	5,984.53	11,970.00	5,985.47
6046	GSL - BID Levy	213.75	250.00	36.25
6047	GSL- Annual Grants	4,000.00	40,000.00	36,000.00
6242	P&E - Working Together Programme	0.00	2,500.00	2,500.00
6245	P & E - The Square Contribution	0.00	3,000.00	3,000.00
6265	P & E - Bus Shelter Cleaning	88.00	530.00	442.00
6269	P&E - Town Centre Maintenance	0.00	3,000.00	3,000.00
6270	P&E - Contribution To Service 88	0.00	2,500.00	2,500.00
6447	BUILDING - Building Fund	140.00	0.00	-140.00
6449	BUILDING - Leigh Park Com Centre Loan	7,476.57	15,000.00	7,523.43
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
6457	BUILDINGS - St Johns Ambulance Buildings	0.00	1,500.00	1,500.00
6470	C.C.T.V. - Maintenance	2,200.00	3,500.00	1,300.00
6471	C.C.T.V. - Loan Repayments	3,918.58	7,838.00	3,919.42
6500	ASSETS - C.C.T.V.	0.00	0.00	0.00
6501	ASSETS - Office Equipment	0.00	1,500.00	1,500.00
6502	ASSETS - Vehicle & Plant	262.49	5,000.00	4,737.51

Acc Ref	Name	Balance YTD	Annual Budget	Variance
6655	GEN.REC - Lighting	0.00	500.00	500.00
6656	GEN.REC - Training	920.00	1,300.00	380.00
6657	GEN.REC - Lodge C.Tax	438.91	1,300.00	861.09
6658	GEN.REC - Miscellaneous	50.88	3,300.00	3,249.12
6660	GEN.REC - Repair/Renewal	329.55	3,500.00	3,170.45
6661	GEN.REC - Consumables	1,067.32	4,000.00	2,932.68
6663	GEN.REC - Planting Fund	80.52	0.00	-80.52
6665	GEN.REC - Car Park/F.Path Fund	0.00	500.00	500.00
6666	GEN.REC - Wimborne In Bloom	0.00	150.00	150.00
6667	GEN.REC - Travel	45.45	200.00	154.55
6668	GEN.REC - Contract Work	0.00	0.00	0.00
6669	GEN REC - G'Mens Tools	0.00	500.00	500.00
6670	GEN REC - G'Mens PPE	311.22	500.00	188.78
6671	GEN REC - Mega Van - Batteries	0.00	0.00	0.00
6672	GEN REC - Mega Van Servicing	250.00	0.00	-250.00
6673	GEN.REC - Jubilee Garden	2.10	200.00	197.90
6674	GEN REC - Dog Waste Disposal	105.00	400.00	295.00
6676	GEN REC - General Waste Disposal	351.96	2,000.00	1,648.04
6677	GEN REC - Dog Control Contr	0.00	1,600.00	1,600.00
6700	LEIGH/PK - Play Area Fund	0.00	1,000.00	1,000.00
6816	R/COTTIS - Toilets Air Freshener Contract	0.00	240.00	240.00
6817	R/COTTIS - Pavilion Boiler Service Contract	0.00	210.00	210.00
6818	R/COTTIS - Water/Sewerage	0.00	800.00	800.00
6870	R/COTTIS - Football Pitches Consumables	0.00	150.00	150.00
6871	R/COTTIS - Bowling Green Consumables	485.50	1,567.00	1,081.50
6874	R/COTTIS - Grass Tennis	0.00	0.00	0.00
6891	R/COTTIS - Pavilion Gas	50.55	800.00	749.45
6892	R/COTTIS - Pavilion Services	0.00	2,800.00	2,800.00
6893	R/COTTIS - Cleaner/ Maintenance	585.00	3,500.00	2,915.00
6894	R/COTTIS - Pavilion Legionella Testing	323.06	1,300.00	976.94
6896	R/COTTIS - Play Area Inspections	200.00	850.00	650.00
6897	R/COTTIS - Play Area Redevelopment Loan	3,954.86	7,910.00	3,955.14
6898	R/COTTIS - Play Area Fund	499.50	1,000.00	500.50
		121,526.60	430,887.00	309,360.40



Jun-19				
Acc Ref	Name	Balance YTD	Annual Budget	Variance
3001	PRECEPT	193,650.00	387,300.00	193,650.00
3003	ADMIN - Interest Received	168.97	400.00	231.03
3005	ADMIN - Compostable bin liners	0.00	60.00	60.00
3006	ADMIN - Receipts Gen	296.41	0.00	-296.41
3010	ADMIN - EDDC Maintenance Contribution CCTV	1,099.35	1,575.00	475.65
3011	ADMIN - EDDC CCTV Loan 1 Contrib	3,526.72	3,527.00	0.28
3015	ADMIN - EDDC Leigh Park Com Centre Loan	0.00	14,953.00	14,953.00
3017	ADMIN - Cemetery Salaries & Superannuation	13,845.82	0.00	-13,845.82
3018	ADMIN - Cemetery Tax & NIC	3,492.78	0.00	-3,492.78
3019	ADMIN - Cemetery Salaries Administration	0.00	0.00	0.00
3020	ADMIN - BID Payments Assistance	220.41	0.00	-220.41
3021	ADMIN - Cemetery Misc Inc	815.21	0.00	-815.21
3024	T/HALL - Hire Council Chamber	491.67	550.00	58.33
3025	T/HALL - Marriage Receipts	4,091.66	5,000.00	908.34
3027	T/HALL - Hire Committee Room	1,745.79	5,600.00	3,854.21
3057	GEN REC - Lodge Rent	1,092.00	4,400.00	3,308.00
3058	GEN REC - Misc Income	0.00	50.00	50.00
3059	GEN REC - Grounds Maintenance Contract	208.00	900.00	692.00
3068	GEN REC - Bowling - Insurance	0.00	450.00	450.00
3069	GEN REC - Bowling - Glass Bottle Collections	0.00	120.00	120.00
3070	R/COTTIS - Football	450.00	1,700.00	1,250.00
3071	R/COTTIS - Bowling Maintenance	0.00	10,050.00	10,050.00
3074	R/COTTIS - Tennis Insurance	0.00	230.00	230.00
3076	R/COTTIS - Changing Rooms	99.96	270.00	170.04
3077	R/COTTIS - Recharged Services (Tennis)	0.00	2,200.00	2,200.00
3078	R/COTTIS - Pavilion Maintenance Contribution	0.00	2,000.00	2,000.00
3080	L/PARK - Childrens & Community Centre Insurance	0.00	150.00	150.00
3083	L/PARK - Rugby Pavilion Insurance	0.00	900.00	900.00
3084	L/PARK - Rugby Waste Disposal	230.94	790.00	559.06
		<u>225,525.69</u>	<u>443,175.00</u>	<u>217,649.31</u>

## General Fund Report

30.06.19

Date	Details	Debit £	Credit £
01.04.19	B/F Balance at start of year 2019-20		121762.92
03.05.19	Mr C J Whyatt - Safety Fencing 01.04.19 - 23.04.19	273.05	
<b>Balance £</b>			<b>121489.87</b>

## Commitments outstanding

Detail	Amount £	
	DR	CR
Legal Fees - Asset Transfer	5982.00	
Leigh/pk Safety surfacing concrete edging - Lappset	2387.00	
Preparing & completing the surface of Leigh Park play area	1567.21	
Baker - Lease Renewals Redcotts	1000.00	
Town Bunting - Erection & Removal	3500.00	
<b>Total</b>	<b>14436.21</b>	
<b>Balance of General Fund incl prior commitments</b>		<b>107053.66</b>