



Dear Councillor

15 August 2019

You are invited to attend a meeting of the **RESOURCES COMMITTEE** to be held on **TUESDAY 20 AUGUST 2019 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 Clerk prior to the meeting.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Laurence Hartley'.

Town Clerk

AGENDA

- 1 Apologies for Absence.
- 2 **SCHEDULE OF PAYMENTS**
- 3 **MONTHLY ACCOUNTS**
To receive the monthly accounts for the end of July 2019 (copy herewith).
- 4 **GRANT AID 2019/20**
To consider and determine five applications for grant aid together with the Chairman and Vice-Chairman's recommendations on each application (copy herewith).
- 5 **GENERAL FUND**
To receive the report of the Town Clerk (copy herewith).
- 6 **ONLINE BANKING**
To consider the report of the Town Clerk (copy herewith)
- 7 **LEASES REVIEW UPDATE (Min 225 – 16.04.19)**
Town Clerk to report.



MEMBERS OF COMMITTEE

Cllr C A Chedgy (Chairman)

Cllr C L Butter (Vice-Chairman)

Cllr D Burt

Cllr L C Hinks

Cllr M Roe

Cllr F Shirley

Cllr M R Tidd

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 CONSIDERATIONS

Members are reminded that the Council has a duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, disability, gender reassignment, marital status, pregnancy and maternity, race, religion or belief, sex and sexual orientation), Crime & Disorder, Health & Safety, Human Rights and Data Protection (General Data Protection Regulation).

Date: 15/08/2019

Time: 11:20:36

WIMBORNE MINSTER TOWN COUNCIL

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Profit and Loss

Item 3

From: Month 4, July 2019

To: Month 4, July 2019

Chart of Accounts:

WIMBORNE COUNCIL ACCOUNTS

	<u>Period</u>	<u>Year to Date</u>	
Income			
Precept	0.00	193,650.00	
EDDC Maintenance Contribution	41.33	1,140.68	
Admin	453.16	918.54	
Town Hall	666.66	6,995.78	
General Recreation	416.00	1,716.00	
Redcotts	103.40	653.36	
Leigh Park Playing Fields	0.00	230.94	
EDDC Loan Contributions	0.00	3,526.72	
Cemetery Salaries Reimbursement	5,779.53	23,118.13	
Cemetery Miscellaneous Expenses	84.90	900.11	
BID Payments Assistance	98.58	318.99	
		7,643.56	233,169.25
Expenditure			
Town Hall	1,362.40	6,026.54	
Grants,Donation, Subs & Conts	35.69	10,233.97	
Planning & Environment	44.00	(6,930.50)	
Buildings & Premises	369.77	18,052.71	
General Recreation	1,212.77	5,789.75	
Redcotts	1,472.65	7,571.12	
Assets Replacement	91.66	24,554.15	
		4,588.94	65,297.74
Gross Profit/(Loss):		<u>3,054.62</u>	<u>167,871.51</u>
Overheads			
Admin	29,517.44	84,258.08	
Mayoral & Civic	455.50	4,722.27	
Cemetery Salaries	5,779.53	23,118.13	
Cemetery Miscellaneous Expenses	25.11	648.85	
		35,777.58	112,747.33
Net Profit/(Loss):		<u>(32,722.96)</u>	<u>55,124.18</u>

Balance Sheet

From: Month 4, July 2019

To: Month 4, July 2019

Chart of Accounts:

WIMBORNE COUNCIL ACCOUNTS

	<u>Period</u>	<u>Year to Date</u>	
Current Assets			
Bank Current Account	39,551.59	(1,284.03)	
Nationwide Business Bond	0.00	52,318.14	
Capital Reserve Account	(67,249.59)	313,704.64	
Petty Cash	0.00	350.00	
V. A. T	(4,246.51)	5,533.03	
Debtors Control Account	(1,278.45)	19,867.67	
		(33,222.96)	390,489.45
Current Liabilities			
Receipts in Advance	0.00	175.00	
		0.00	175.00
Current Assets less Current Liabilities:		(33,222.96)	390,314.45
Total Assets less Current Liabilities:		(33,222.96)	390,314.45
Financed By			
General Fund	(500.00)	120,989.87	
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	0.00	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)	0.00	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	(32,722.96)	55,124.18	
		(33,222.96)	390,314.45

Wimborne Minster Town Council
Budget Expenses Vs Actuals with Variances

Jul-19

Acc Ref	Name	Balance YTD	Annual Budget	Variance
5402	ADMIN - Bank Charge	112.00	380.00	268.00
5403	ADMIN - Telephone, Mobile & Internet	365.93	1,250.00	884.07
5404	ADMIN - Salaries	69,389.42	193,000.00	123,610.58
5406	ADMIN - Gen Office Expenses	1,752.61	3,000.00	1,247.39
5407	ADMIN - Training	140.00	1,000.00	860.00
5408	ADMIN - Postage	147.32	350.00	202.68
5409	ADMIN - Photocopying	279.98	1,370.00	1,090.02
5410	ADMIN - Insurance	10,878.70	12,000.00	1,121.30
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	1,623.82	2,010.00	386.18
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	682.50	4,400.00	3,717.50
5466	ADMIN - Christmas & New Year's Eve	0.00	16,000.00	16,000.00
5467	ADMIN - Cemetery Tax & NIC	4,657.10	0.00	-4,657.10
5468	ADMIN - Cemetery Salaries & Superannuation	18,461.03	0.00	-18,461.03
5469	ADMIN - Cemetery Misc Exp	648.85	0.00	-648.85
5617	T/HALL - Heating Gas	232.85	1,300.00	1,067.15
5618	T/HALL - Electricity	221.78	1,100.00	878.22
5619	T/HALL - Sewerage/Water	0.00	400.00	400.00
5620	T/HALL - Business Rates	3,226.65	7,420.00	4,193.35
5622	T/HALL - Cleaning contract	885.00	3,120.00	2,235.00
5623	T/HALL - Civil Ceremony costs	486.40	1,500.00	1,013.60
5624	T/HALL - Maintenance	973.86	1,400.00	426.14
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	1,723.14	5,000.00	3,276.86
5839	MAYORAL/CIV - Wim Militia	381.00	380.00	-1.00
5840	MAYORAL/CIV - Town Crier Subs/Comp	1,102.22	450.00	-652.22
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	249.44	250.00	0.56
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	132.00	530.00	398.00
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	837.01	0.00	-837.01
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	2,374.96	3,500.00	1,125.04
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	24,554.15	5,000.00	-19,554.15

Acc Ref	Name	Balance YTD	Annual Budget	Variance
6655	GEN.REC - Lighting	100.43	500.00	399.57
6656	GEN.REC - Training	920.00	1,300.00	380.00
6657	GEN.REC - Lodge C.Tax	586.68	1,300.00	713.32
6658	GEN.REC - Miscellaneous	170.88	3,300.00	3,129.12
6660	GEN.REC - Repair/Renewal	1,153.62	3,500.00	2,346.38
6661	GEN.REC - Consumables	1,392.36	4,000.00	2,607.64
6663	GEN.REC - Planting Fund	182.52	0.00	-182.52
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	61.20	200.00	138.80
6668	GEN.REC - Contract Work	0.00	0.00	0.00
6669	GEN REC - G'Mens Tools	10.82	500.00	489.18
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	142.10	200.00	57.90
6674	GEN REC - Dog Waste Disposal	210.00	400.00	190.00
6676	GEN REC - General Waste Disposal	497.92	2,000.00	1,502.08
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/COTTS - Toilets Air Freshener Contract	0.00	240.00	240.00
6817	R/COTTS - Pavilion Boiler Service Contract	0.00	210.00	210.00
6818	R/COTTS - Water/Sewerage	0.00	800.00	800.00
6870	R/COTTS - Football Pitches Consumables	0.00	150.00	150.00
6871	R/COTTS - Bowling Green Consumables	485.50	1,567.00	1,081.50
6874	R/COTTS - Grass Tennis	0.00	0.00	0.00
6891	R/COTTS - Pavilion Gas	69.78	800.00	730.22
6892	R/COTTS - Pavilion Services	496.42	2,800.00	2,303.58
6893	R/COTTS - Cleaner/ Maintenance	845.00	3,500.00	2,655.00
6894	R/COTTS - Pavilion Legionella Testing	323.06	1,300.00	976.94
6896	R/COTTS - Play Area Inspections	435.00	850.00	415.00
6897	R/COTTS - Play Area Redevelopment Loan	3,954.86	7,910.00	3,955.14
6898	R/COTTS - Play Area Fund	961.50	1,000.00	38.50
		<u>188,104.04</u>	<u>430,887.00</u>	<u>242,782.96</u>

Jul-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	749.57	0.00	-749.57
3010	ADMIN - EDDC Maintenance Contribution CCTV	1,140.68	1,575.00	434.32
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	18,461.03	0.00	-18,461.03
3018	ADMIN - Cemetery Tax & NIC	4,657.10	0.00	-4,657.10
3019	ADMIN - Cemetery Salaries Administration	0.00	0.00	0.00
3020	ADMIN - BID Payments Assistance	318.99	0.00	-318.99
3021	ADMIN - Cemetery Misc Inc	900.11	0.00	-900.11
3024	T/HALL - Hire Council Chamber	575.01	550.00	-25.01
3025	T/HALL - Marriage Receipts	4,341.66	5,000.00	658.34
3027	T/HALL - Hire Committee Room	2,079.11	5,600.00	3,520.89
3057	GEN REC - Lodge Rent	1,456.00	4,400.00	2,944.00
3058	GEN REC - Misc Income	0.00	50.00	50.00
3059	GEN REC - Grounds Maintenance Contract	260.00	900.00	640.00
3068	GEN REC - Bowling - Insurance	0.00	450.00	450.00
3069	GEN REC - Bowling - Glass Bottle Collections	72.95	120.00	47.05
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)	30.45	2,200.00	2,169.55
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>233,169.25</u>	<u>443,175.00</u>	<u>210,005.75</u>

General Fund Report

31.07.19

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	
19.07.19	Baker - Lease renewals Redcotts (Tennis)	500.00	
Balance £			120989.87

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	500.00	
Town Bunting - Erection & Removal	3500.00	
Total	13936.21	
Balance of General Fund incl prior commitments		107053.66

Applications for Grant Aid: 2019-2020		To be submitted to Resources on: 20.08.19							
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
3	Cranborne Chase Area of Outstanding Natural Beauty	Specific Project	To provide an app. for i-phones and tablets to enable people to meet virtual characters from the past & visit historic sites and see them as they may have looked in their prime.	<ul style="list-style-type: none"> * Residents * Town Support * Infrastructure * Economy * Tourism * Partnership Working * Recreation, Leisure & Culture 			£ 1,250.00	See FA's note	Defer. Chairman has asked if they are considering funding from Dorset Council and has not yet received a reply
4	1069 (Flight Refuelling Wimborne) Squadron Air Training Corps	Specific Project	Request via RAF Inspector of Badges to the College of Arms to establish an official Squadron Badge.	<ul style="list-style-type: none"> * Residents * Town Support * Tourism * Partnership Working * Crime Prevention * Recreation, Leisure & Culture 			£ 700.00	N	£700.00 Supported - Priorities are met Invoice to be requested as evidence
5	East Dorset Citizens Advice	Annual Running Costs	To provide the advice people need for the problems they face and to improve policies and practices that affect people's lives. Free independent, impartial and confidential advice available to everyone with the aim of enhancing the quality of their lives.	<ul style="list-style-type: none"> * Residents 	2017/2018 accounts provided. 2018/2019 accounts are currently being prepared. A copy has been requested.	Y	£ 8,000.00	N	To follow
6	Poole Harbour Canoe Club	Specific Project	To purchase a defibrillator, training equipment and resources for a Community AED. To provide community training and register the defibrillator with the South West Ambulance Service.	<ul style="list-style-type: none"> * Residents * Town Support * Tourism * Partnership Working * Crime Prevention * Recreation, Leisure & Culture * Infrastructure 			£ 1,245.00	N	£1000.00 Supported - to cover the balance of the actual purchase price. Criteria met, funding has been raised* Invoice to be requested as evidence.
7	Hurting to Healing	Annual Running Costs	To support adult survivors (15 years & over) of childhood abuse.	<ul style="list-style-type: none"> * Residents * Town Support * Partnership Working * Crime Prevention 	2017/2018 accounts provided. 2018/2019 accounts are currently being prepared. A copy has been requested.	Y	£ 500.00	N	£200.00 Supported - They meet the criteria but have reserves so a reduced grant is appropriate.

* The three organisations involved in this application will be made aware that this award will be taken into account if further grant applications are made by them during this financial year.

RESOURCES COMMITTEE

Date: 20 AUGUST 2019
Reference: Item 5 GENERAL FUND
Author: Town Clerk

- 1.0 I have been asked to provide some information to Members about the origin of a General Fund and whether a General fund is required by statute. Also whether there is any formula used to calculate what the amount in the General Fund should be.
- 2.0 Having consulted the Council's Internal Auditor, there is nothing in statute requiring the establishment of a General Fund nor is there any formula for calculating what the amount should be. His view is that the General Fund should not be excessive but the level should be reasonable. He uses a guideline that the General Fund should be based on three to six months running expenses. At the beginning of this financial year 3 months running expenses would be circa £97,000 and 6 months circa £194,000.
- 3.0 The Town Council has had a General Fund in its accounts for many years. It is customary for all Councils (Principal and Local) to have such a Fund to deal with unexpected items of expenditure (which cannot be met from that year's budget or earmarked funds) or to mitigate against any significant losses in income. What should be borne in mind is that the Council is approving a budget in January in any year which then runs from the following April for almost a year which is a long period of time to have certainty over all the figures in the budget.
- 4.0 It is simply prudent for such a Fund to be maintained and it has served the Town Council well over the years.
- 5.0 It is interesting to note that in the last five financial years the General Fund has been in the region of £120,000 which is indicative of accurate budget setting and monitoring over those years.
- 6.0 It is recommended that the Town Council strives to maintain a General Fund at the beginning of each Financial Year of at least £120,000.

RESOURCES COMMITTEE

Date: 20 AUGUST 2019

Reference: Item 6 ONLINE BANKING

Author: Town Clerk

1.0 Introduction & background

- 1.1 In order to allow local councils to operate electronic banking, in May 2014 the Government repealed S150 (5) of the Local Government Act 1972 which had required that "Every cheque or other order for payment of money by a parish or community council shall be signed by two members of the Council."
- 1.2 At that time, the Town Council decided to continue with the existing practice of issuing cheques and making other payments by BACS.
- 1.3 At a recent meeting of this Committee I was asked to report on the options for the Council to convert to online banking.

2.0 Current position

- 2.1 The Town Council operates a business bank account at a monthly cost of £25. This charge was negotiated when the account was first opened and covers all of the service and transaction fees which would ordinarily be applied.
- 2.2 The Town Council also operates a monthly BACS (Bankers' Automated Clearing Service) payment run through Natwest's Autopay service. There is no monthly charge for this service but a £4 cost applies for every amendment to the master file such as adding or removing a payee. The monthly BACS limit for payments is £30,000 per BACS schedule and a charge of £10 applies if this limit is exceeded.
- 2.3 Co-incidentally, the Council's banker has advised that Natwest's Autopay service will be replaced from 1 October 2019 with Autopay Online.

3.0 Electronic banking methods available through Natwest Bank

- 3.1 There are two methods of electronic banking currently available to the Council
- a) **Online (digital) banking** – this would enable the Finance Administrator to view statements and to make payments online. This service is available to any customer with a Natwest account and utilises the Faster Payments Service; a service allowing immediate payments under £250,000. The payments are usually credited instantaneously or within 2 hours of the instruction being sent.

- b) **Bankline** – is a separately operated service independent from Natwest’s online banking service. It provides additional facilities on top of those available through online banking such as report generation and importing and exporting data. At present this is considered too sophisticated for the Council’s needs but could be considered in the future.

4.0 Online Banking vs Bankline

- 4.1 **Online Banking:** There would be no additional cost to the Council should it opt to access online banking for individual transactions but a fee of £15.0 per month would be incurred for Autopay online plus £0.35 per transaction. However only payments made to staff would be included on the Autopay online service in order to protect their privacy when the bank statements are reconciled by the Chairman or Vice-Chairman. This would incur a further £3.50 per month for the 10 staff involved. The other 35 creditors currently paid by BACS would be paid as individual transactions thereby avoiding additional costs.

Bankline: There is a cost to use this service. A monthly service fee of £20 plus a transaction fee levied against each transaction of £0.45.

5.0 Control

- 5.1 Each month, as now, the Resources Committee would receive a ‘Schedule of Payments’. Unless the payment was urgent and the Town Clerk had authorised the payment to be made, no payments would be made until the Schedule had been approved by the Committee. In effect everything would be as it is now except that members would not have cheques and BACS form to sign. The Town Clerk or Assistant Town Clerk will check and verify all payments against invoices before they are paid online to ensure they are correct similar to the checks carried out now against the BACS payment schedules and cheques.
- 5.2 As with any payment method, it will never be possible to completely eradicate mistakes but with double checking payments before they are posted these will be kept to a minimum.

6.0 Recommendations

- 6.1 Given the withdrawal of the current BACS system and the necessity of converting to Autopay online in any event, now seems a good time for the Town Council to change completely to online banking.
- 6.2 The Committee is asked to approve this change and to make the necessary changes to Financial Regulations.