



Dear Councillor

17 October 2019

You are invited to attend a meeting of the **RESOURCES COMMITTEE** to be held on **TUESDAY 22 OCTOBER 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 'Lawrence Hartley'.

Town Clerk

AGENDA

- 1 Apologies for Absence.
- 2 **GRANT AID 2019/20**
To consider and determine four applications for grant aid set out on the usual schedule (copy herewith). The recommendations of the Chairman and Vice-Chairman on each will be reported at the meeting.
- 3 **SCHEDULE OF PAYMENTS**
- 4 **MONTHLY ACCOUNTS**
To receive the monthly accounts for the end of September 2019 (copy herewith).
- 5 **QUARTERLY REVIEW OF THE 2019/20 BUDGET**
To receive the report of the Town Clerk (copy herewith).
- 6 **DEED OF VARIATION – WIMBORNE RUGBY CLUB (Min 115 – 17.09.19)**
To note that this deed has now been executed and that the Rugby Club has paid the Town Council's legal costs relating thereto.
- 7 **EXCLUSION OF PRESS & PUBLIC**
- 8 **INTERNAL REDECORATION OF COUNCIL CHAMBER, HALL, STAIRS, LANDING, KITCHENS AND TOILETS.**
To consider the report of the Town Clerk (copy herewith).



MEMBERS OF COMMITTEE

Cllr C A Chedgy (Chairman)

Cllr C L Butter (Vice-Chairman)

Cllr D Burt

Cllr L C Hinks

Cllr M J Hopkins

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).

Applications for Grant Aid: 2019-2020		To be submitted to Resources on: 22.10.19							
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 	Chairman has requested additional information		£ 1,250.00	See FA's note	To follow
11	Wimborne History Festival Ltd	Event	To put on the 2020 Wimborne History Festival consisting of three parts: <ul style="list-style-type: none"> * Living History Weekend * Voices from the Workhouse * Talks, lectures and story writing competition Any grant would only be used for the Living History Event	<ul style="list-style-type: none"> * Residents * Town Support * Economy * Tourism * Recreation, Leisure & Culture 			£ 5,000.00	N	To follow
12	Walford Mill Education Trust Limited	Running costs	To promote, maintain, improve & advance education and training, particularly in the Arts & Crafts. The grant would partly support the annual running costs and partly the position of Education Co-Ordinator.	<ul style="list-style-type: none"> * Residents * Town Support * Tourism * Recreation, Leisure & Culture * Partnership Working 	Accounts and budget to follow	Yes - Draft 2018 accounts received and cash flow forecast	£ 3,000.00	N	To follow
13	The MARS Trust	Running costs	To teach young people good communication and relationship skills applicable to all areas of their lives through multi-media workshops in schools. The grant would support the delivery of such workshops to year 9 students in QE School - 18 workshop events in total.	<ul style="list-style-type: none"> * Residents * Town Support 			£ 2,500.00	N	To follow

Date: 16/10/2019
Time: 14:18:58

WIMBORNE MINSTER TOWN COUNCIL
Profit and Loss

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Item 4

From: Month 6, September 2019
To: Month 6, September 2019

Chart of Accounts:

WIMBORNE COUNCIL ACCOUNTS

	<u>Period</u>	<u>Year to Date</u>	
Income			
Precept	193,650.00	387,300.00	
EDDC Maintenance Contribution	0.00	1,140.68	
Admin	381.66	3,990.59	
Town Hall	283.32	8,383.27	
General Recreation	364.00	2,535.00	
Redcotts	10,108.51	10,761.87	
Leigh Park Playing Fields	0.00	230.94	
EDDC Loan Contributions	0.00	11,003.29	
Cemetery Salaries Reimbursement	5,779.53	34,677.19	
Cemetery Miscellaneous Expenses	25.11	1,535.59	
BID Payments Assistance	146.94	539.40	
		210,739.07	462,097.82
Expenditure			
Town Hall	1,164.74	7,813.10	
General Fund Expenditure	0.00	7,310.75	
Grants,Donation, Subs & Conts	7,584.52	27,718.49	
Planning & Environment	44.00	(6,786.50)	
Buildings & Premises	7,534.19	31,843.35	
General Recreation	1,976.19	9,743.82	
Redcotts	910.37	9,361.21	
Assets Replacement	0.00	24,554.15	
		19,214.01	111,558.37
Gross Profit/(Loss):		<u>191,525.06</u>	<u>350,539.45</u>
Overheads			
Admin	25,788.79	131,935.17	
Mayoral & Civic	50.00	6,985.76	
Cemetery Salaries	5,779.53	34,677.19	
Cemetery Miscellaneous Expenses	25.11	859.07	
		31,643.43	174,457.19
Net Profit/(Loss):		<u>159,881.63</u>	<u>176,082.26</u>

Date: 16/10/2019
Time: 14:19:12

WIMBORNE MINSTER TOWN COUNCIL

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Balance Sheet

From: Month 6, September 2019

To: Month 6, September 2019

Chart of Accounts:

WIMBORNE COUNCIL ACCOUNTS

	<u>Period</u>	<u>Year to Date</u>	
Current Assets			
Bank Current Account	15,999.35	(3,123.98)	
Nationwide Business Bond	0.00	52,318.14	
Capital Reserve Account	144,405.55	424,839.15	
Petty Cash	0.00	350.00	
V. A. T	(19.68)	7,211.92	
Debtors Control Account	(503.59)	29,915.30	
		159,881.63	511,510.53
Current Liabilities			
Receipts in Advance	0.00	175.00	
		0.00	175.00
Current Assets less Current Liabilities:		159,881.63	511,335.53
Total Assets less Current Liabilities:		159,881.63	511,335.53
Financed By			
General Fund	0.00	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	63.01	
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	159,881.63	176,082.26	
		159,881.63	511,335.53

Wimborne Minster Town Council
Budget Expenses Vs Actuals with Variances

Sep-19

Acc Ref	Name	Balance YTD	Annual Budget	Variance
5401	ADMIN - General Fund Expenditure	7310.75	0	-7,310.75
5402	ADMIN - Bank Charge	162.00	380.00	218.00
5403	ADMIN - Telephone, Mobile & Internet	512.54	1,250.00	737.46
5404	ADMIN - Salaries	105,354.82	208,500.00	103,145.18
5406	ADMIN - Gen Office Expenses	1,712.13	3,000.00	1,287.87
5407	ADMIN - Training	540.00	1,000.00	460.00
5408	ADMIN - Postage	150.32	350.00	199.68
5409	ADMIN - Photocopying	559.96	1,370.00	810.04
5410	ADMIN - Insurance	12,671.88	12,000.00	-671.88
5412	ADMIN - Election Exps Fund	0.00	4,000.00	4,000.00
5413	ADMIN - Office Equipment	554.96	500.00	-54.96
5417	ADMIN - Advertising	229.00	500.00	271.00
5418	ADMIN - Council Chamber Upgrade	702.00	0.00	-702.00
5419	ADMIN - IT Upgrade		0.00	0.00
5420	ADMIN - Membership of Outside Bodies	1,843.82	2,010.00	166.18
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	768.00	0.00	-768.00
5463	ADMIN - Audit fees	2,085.80	2,050.00	-35.80
5465	ADMIN - I.T. & Website	1,174.96	4,400.00	3,225.04
5466	ADMIN - Christmas & New Year's Eve	4,280.48	16,000.00	11,719.52
5467	ADMIN - Cemetery Tax & NIC	6,985.74	0.00	-6,985.74
5468	ADMIN - Cemetery Salaries & Superannuation	27,691.45	0.00	-27,691.45
5469	ADMIN - Cemetery Misc Exp	859.07	0.00	-859.07
5617	T/HALL - Heating Gas	310.95	1,300.00	989.05
5618	T/HALL - Electricity	357.97	1,100.00	742.03
5619	T/HALL - Sewerage/Water	276.62	400.00	123.38
5620	T/HALL - Business Rates	3,226.65	7,420.00	4,193.35
5622	T/HALL - Cleaning contract	1,323.75	3,120.00	1,796.25
5623	T/HALL - Civil Ceremony costs	790.40	1,500.00	709.60
5624	T/HALL - Maintenance	1,526.76	1,400.00	-126.76
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	1,743.34	200.00	-1,543.34
5835	MAYORAL/CIV - Civic Fund	2,485.78	5,000.00	2,514.22
5839	MAYORAL/CIV - Wim Militia	381.00	380.00	-1.00
5840	MAYORAL/CIV - Town Crier Subs/Comp	1,137.22	450.00	-687.22
5841	MAYORAL/CIV - Members Training	5.00	500.00	495.00
5842	MAYORAL/CIV - Members Travel	162.42	800.00	637.58
5843	MAYORAL/CIV - Remembrance Day	50.00	900.00	850.00
6040	GSL - Cemetery Precept	11,969.05	11,970.00	0.95
6046	GSL - BID Levy	249.44	250.00	0.56
6047	GSL - Annual Grants	15,500.00	40,000.00	24,500.00
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	176.00	530.00	354.00
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	7,360.83	0.00	-7,360.83
6449	BUILDING - Leigh Park Com Centre Loan	7,476.57	15,000.00	7,523.43
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	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	2,683.76	3,500.00	816.24
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	164.88	500.00	335.12
6656	GEN.REC - Training	920.00	1,300.00	380.00
6657	GEN.REC - Lodge C.Tax	882.22	1,300.00	417.78
6658	GEN.REC - Miscellaneous	170.88	3,300.00	3,129.12
6660	GEN.REC - Repair/Renewal	2,493.91	3,500.00	1,006.09
6661	GEN.REC - Consumables	3,165.80	4,000.00	834.20
6663	GEN.REC - Planting Fund	189.15	0.00	-189.15
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	119.61	200.00	80.39
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	843.23	2,000.00	1,156.77
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	190.17	800.00	609.83
6870	R/COTTS - Football Pitches Consumables	10.84	150.00	139.16
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	102.98	800.00	697.02
6892	R/COTTS - Pavilion Services	923.22	2,800.00	1,876.78
6893	R/COTTS - Cleaner/ Maintenance	1,430.00	3,500.00	2,070.00
6894	R/COTTS - Pavilion Legionella Testing	538.38	1,300.00	761.62
6896	R/COTTS - Play Area Inspections	655.00	850.00	195.00
6897	R/COTTS - Play Area Redevelopment Loan	3,954.86	7,910.00	3,955.14
6898	R/COTTS - Play Area Fund	1,070.26	1,000.00	-70.26
		294,608.06	446,387.00	159,089.69

Sep-19				
Acc Ref	Name	Balance YTD	Annual Budget	Variance
3001	PRECEPT	387,300.00	387,300.00	0.00
3002	ADMIN - General Fund Income	2,461.88	0.00	-2,461.88
3003	ADMIN - Interest Received	325.92	400.00	74.08
3005	ADMIN - Compostable bin liners	17.50	60.00	42.50
3006	ADMIN - Receipts Gen	1,185.29	0.00	-1,185.29
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	7,476.57	14,953.00	7,476.43
3017	ADMIN - Cemetery Salaries & Superannuation	27,691.45	0.00	-27,691.45
3018	ADMIN - Cemetery Tax & NIC	6,985.74	0.00	-6,985.74
3019	ADMIN - Cemetery Salaries Administration	0.00	0.00	0.00
3020	ADMIN - BID Payments Assistance	539.40	0.00	-539.40
3021	ADMIN - Cemetery Misc Inc	1,535.59	0.00	-1,535.59
3024	T/HALL - Hire Council Chamber	600.01	550.00	-50.01
3025	T/HALL - Marriage Receipts	5,241.66	5,000.00	-241.66
3027	T/HALL - Hire Committee Room	2,541.60	5,600.00	3,058.40
3057	GEN REC - Lodge Rent	2,184.00	4,400.00	2,216.00
3058	GEN REC - Misc Income	0.00	50.00	50.00
3059	GEN REC - Grounds Maintenance Contract	351.00	900.00	549.00
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	10,050.00	10,050.00	0.00
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)	88.96	2,200.00	2,111.04
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>462,097.82</u>	<u>443,175.00</u>	<u>-18,922.82</u>

General Fund Report

30.09.19

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	
27.06.19	LITE - Town Centre Bunting Installation	2461.87	
31.07.19	Redlynch (Lappset) - Leigh Park Safety Surfacing	2387.00	
Balance £			116141.00

Commitments outstanding

Detail	Amount £	
	DR	CR
Legal Fees - Asset Transfer	5982.00	
Preparing & completing the surface of Leigh Park play area	1567.21	
Baker - Lease Renewals Redcotts	500.00	
Town Bunting - Removal	820.63	
Total	8869.84	
Balance of General Fund incl prior commitments		107271.16

RESOURCES COMMITTEE

Date: 22 OCTOBER 2019

Reference: Item 5 – QUARTERLY REVIEW OF 2019/20 BUDGET

Author: Town Clerk

Members will have seen the monthly accounts for September 2019 under the previous item

Most expenditure budget heads are on target and should not be overspent.

Where a 'Fund' appears in the budget head although it might show as overspent, the transfer from the main Fund (shown on Page 2 of the monthly accounts) will occur at the end of the financial year as will any underspend.

I draw to the Committee's attention the following:

Code 5401 – General Fund Expenditure – the amount shown is legal fees connected with the land and leases review and transfer of assets from Dorset Council.

Code 5410 – Insurance – slightly over budget but a rebate has been received which appears in Income Code 3006 Receipts General.

Code 5412 – Election Expenses – it is unlikely that any payments will be demanded following the recent election.

Code 5413 – Office Equipment – overspend as a result of the appointment of Receptionist for desk and chair.

Code 5418 – new Code added in order to monitor payments for Council Chamber upgrade following awarding of £25K by EDDC.

Code 5419 – new Code added to monitor payments for ICT following awarding of £25K by EDDC

Code 5421 – Newsletter – with the demise of the Stour and Avon Magazine it is unlikely that a newsletter will be produced during the current financial year.

Code 5462 – Professional Fees – this was a solicitor's fee for work undertaken in 2018/19 and not presented until recently.

Codes 5467, 5468 and 5469 – Cemetery Expenses – are recharged in full to the WCJMC.

Code 5624 – Town Hall Maintenance – overspend as a result of a Fire Risk Assessment, and several carpet cleans.

Code 5833 – Mayoral/Civic -Regalia – Overspent following purchase of new robe for Town Mayor.

Code 5840 - Mayoral/Civic – Town Crier Subs/Competition – Donations amounting to £747.52 received from other bodies which appear in Code 3006 – Receipts General.

Code 6502 – ASSETS – Vehicle & Plant – overspend following purchase of mower the cost of which was met from £25K awarded by EDDC which is in the Vehicle & Plant Fund on Page 2.

Code 6672 – Mega Van Servicing – transfer to be made from Vehicle & Plant Fund on Page 2 at the end of the year.