

WIMBORNE MINSTER TOWN COUNCIL

MINUTES of a meeting of the RESOURCES COMMITTEE via video link held on FRIDAY, 17 JULY 2020 at 10.00 am.

COMMITTEE MEMBERS PRESENT VIA VIDEO LINK

Cllr C A Chedgy (Chairman)
Cllr C L Butter (Vice-Chairman)
Cllr D Burt
Cllr L C Hinks
Cllr M J Hopkins
Cllr M R Tidd

COMMITTEE MEMBER NOT PRESENT

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

OFFICERS PRESENT VIA VIDEO LINK

Town Clerk
Administration Officer

276 SCHEDULE OF PAYMENTS

The payments schedule for July 2020 was submitted for information – see Appendix A to these Minutes in the Minute Book.

277 MONTHLY ACCOUNTS

The Town Clerk submitted for information the monthly accounts for the period to the end of June 2020, 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 meeting closed at 10.05 am.

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

WIMBORNE MINSTER TOWN COUNCIL

SCHEDULE OF PAYMENTS - 17 JULY 2020

Pay Ref	Payment Date	Payee	Description	Amount
# DD 1	01.07.20	Dorset Council	Business Rates - June 2020	823.00
DD 2	25.07.20	Dorset Council	Council Tax - Redcotts Lodge	262.00
# DD 6	26.06.20	British Gas	Gas - T/Hall - 02.04.20 - 03.06.20 (Estimated Reading)	243.98
DD 7	17.07.20	British Gas	Electricity - T/Hall - 28.05.20 - 27.06.20	43.57
DD 8	17.07.20	British Gas	Electricity - Redcotts Pavilion - 16.05.20 - 28.06.20	137.97
DD 10	25.07.20	Southern Electric	Electricity - Gazebo - 04.03.20 - 08.06.20	24.34
DD 11	19.07.20	Southern Electric	Electricity - Recreation Ground Lighting - 02.06.20 - 01.07.19	25.67
DD 12	19.07.20	Southern Electric	Electricity - CCTV Poles - 02.06.20 - 01.07.20	41.88
DD 13	03.08.20	Water2Business	Sewerage - Town Hall - 18.01.20 - 29.06.20	68.31
DD 15	03.08.20	Water2Business	Sewerage - Redcotts Recreation Ground - 09.01.20 - 26.06.20	125.91
DD 27	10.07.20	O2 Mobile	Mobile Phone Contract - Groundsman & Cemetery Groundsman*	65.83
DD 28	14.07.20	SAGE UK	SAGE 50 Cloud Subscription 01.07.20 - 31.07.20	48.00
DD 29	22.07.20	Rejuvenate IT Ltd	Monthly IT Support Contract & Office 365 - July 2020	633.36
DD 29	22.07.20	Rejuvenate IT Ltd	Call charges - 01.07.20 - 31.07.20	154.98
DD 31	15.07.20	Peninsula	Health & Safety Management Contract - Month 7	172.80
DD 36	07.12.20	Zoom Video Communication Inc.	Standard Pro Monthly - Subscription - 12.07.20 - 11.08.20 & Webinar 100 Mthly	43.99
# DC 1	01.07.20	Dorset Council	Wimborne BID Levy - 01.04.20 - 31.03.21	247.50
# DC 2	02.07.20	Amazon.co.uk	First Aid Refills - Wipes & CPR Face Masks	34.81
DC 3	06.07.20	Rapid	Draper Penetrating Graffiti Remover 400ml x5	44.52
DC 4	17.07.20	Dorset Council	Pest Control Treatments - Redcotts Recreation Ground	165.00
# BACS	08.06.20	Folk Festival	Allendale Café - Donation - Coronavirus Community Support	1000.00
# BACS	22.06.20	Accolade Building Care Ltd	Replace 1x Mixer Tap - Redcotts Lodge & 2 x New Taps - Redcotts Pavilion	249.22
# BACS	22.06.20	Dorset Association of Parish & Town Councils	Annual Subscription 2020/2021 Including LCR - 1 x Copy	1157.27
# BACS	22.06.20	Fields In Trust	Professional Services - Wimborne Bowls Club Lease Renewal**	300.00
# BACS	22.06.20	Paul Hanwell	Stump Removal - Redcotts Recreation Ground	150.00
# BACS	22.06.20	Rejuvenate IT	IT Support & Microsoft 365 Business Basic - Cllrs' Laptops 07.05.20 - 31.05.20	165.82
# BACS	30.06.20	Abacus Services	Redcotts Lodge & Garage - Repainting Exterior	3060.00
# BACS	30.06.20	Accolade Building Care Ltd	Install 2 x Replacement Taps - Redcotts Pavilion	179.08
# BACS	30.06.20	Dantek Environmental Services Ltd	Legionella Testing - June 2020	133.08
# BACS	30.06.20	Floortek LTD	Supply & Install Flint Supa Cord Tiles & Old Carpet Disposal (Less Deposit Paid)	412.80
# BACS	30.06.20	Genius Self Store	Tables & Carpet Storage - 4Wks	160.00
# BACS	30.06.20	LM Read	TC21 Tractor - Annual Service & Parts	268.70
# BACS	30.06.20	Just William	Groundsmens' Uniform	393.24
# BACS	30.06.20	Radio Wimborne	Grant Aid - 2020/21	2000.00
# BACS	30.06.20	Rejuvenate IT	IT Support & Office 365 Staff & Cllr Laptops 01.06.20 - 30.06.20	633.36
# BACS	30.06.20	Spaldings Ltd	Auto Darkening Welding Helmet & Strimmer Line	142.09
# BACS	30.06.20	War On Waste Ltd	Wheelie Bin Emptying - May 2020	78.96
			Wheelie Bin Emptying - Excess Weight Charge - May 2020	11.35
# BACS	30.06.20	WDCA	Civic Day - Room Hire	67.50

# BACS	30.06.20	Wimborne Bowls Club	Surveyor fees - Overpayment Refund	600.00
# BACS	03.07.20	Abacus Services	Council Chamber Door Adjustment	85.00
# BACS	03.07.20	Kingfisher Electrical	Replace Light Fittings & Sockets - Council Chamber, Hallway & Landing	1680.00
BACS	15.07.20	Ecoclean Services Ltd	Cleaning - Redcotts Recreation Ground Public Toilets July 2020	593.71
BACS	15.07.20	Farnfields Solicitors	Professional Charges - Wimborne Tennis Club Lease	60.00
BACS	15.07.20	WPS Hallam	Additional Premium - Member Laptop Cover	46.45
			Annual Fleet Motor Insurance 2020-21	1756.56
BACS	17.07.20	Abacus Services	Council Chamber Painting & Repairs - Sockets, Switches, Staircase, Spindles	280.00
BACS	17.07.20	Allied Office Machines	Photocopying Charges	36.00
BACS	17.07.20	Avoncrop Amenity Products	AA Diamond Spray Line Marking Paint & Consumables	646.26
BACS	17.07.20	Just William UK	PW98 Forestry Helmet, Ear Defenders & Mask x2	59.88
BACS	17.07.20	Lafone Communications Ltd	12 x Plantronics Blackwire C520 Biaural Headsets	760.80
BACS	17.07.20	Jenna Milton	Cleaning Town Hall March & July	60.00
BACS	17.07.20	RJS Window Cleaning Ltd	Cleaning Bus Shelters - St Johns Hill & Leigh Road - June 2020	52.80
BACS	17.07.20	Spaldings Ltd	Challenger Clear Safety Goggles x6	62.64
			200 x Dustbin Liners & 10 x Paint Brushes	105.84
			Brushcutter Head	76.37
BACS	17.07.20	Salaries	Council & Cemetery Staff Salaries - May 2020	14398.83
BACS	17.07.20	HMRC	Tax & NIC	4076.10
BACS	17.07.20	Dorset County Pension Fund	Superannuation Contributions	4313.77
			Total of all payments:	43720.90

- * 50% Recharged to Wimborne Cemetery
Recharged in full to Wimborne Bowls Club
- ** Club

Date: 14/07/2020
Time: 11:09:57

WIMBORNE MINSTER TOWN COUNCIL

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Profit and Loss

From: Month 3, June 2020
To: Month 3, June 2020

Chart of Accounts:

WIMBORNE COUNCIL ACCOUNTS

	<u>Period</u>	<u>Year to Date</u>	
Income			
Precept	0.00	206,725.00	
EDDC Maintenance Contribution	2,078.99	2,078.99	
Admin	330.17	19,281.01	
Town Hall	450.00	1,400.00	
General Recreation	364.00	1,092.00	
EDDC Loan Contributions	3,526.72	3,526.72	
Cemetery Salaries Reimbursement	5,818.99	17,456.97	
Cemetery Miscellaneous Expenses	76.67	76.67	
BID Payments Assistance	220.41	220.41	
	12,865.95		251,857.77
Expenditure			
Town Hall	1,124.64	2,783.12	
General Fund Expenditure	250.00	999.00	
Grants, Donation, Subs & Conts	2,000.00	8,164.08	
Planning & Environment	44.00	88.00	
Buildings & Premises	3,458.11	13,068.67	
General Recreation	1,198.11	1,968.53	
Redcotts	655.52	4,772.96	
	8,730.38		31,844.36
Gross Profit/(Loss):			220,013.41
Overheads		4,135.57	
Admin	23,090.97	71,068.80	
Mayoral & Civic	67.50	1,104.00	
Cemetery Salaries	5,818.99	17,456.97	
Cemetery Miscellaneous Expenses	25.78	76.67	
	29,003.24		89,706.44
Net Profit/(Loss):		(24,867.67)	130,306.97

Date: 14/07/2020
 Time: 11:10:59

WIMBORNE MINSTER TOWN COUNCIL
Balance Sheet

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From: Month 3, June 2020
 To: Month 3, June 2020

Chart of Accounts:

WIMBORNE COUNCIL ACCOUNTS

	Period	Year to Date	
Current Assets			
Bank Current Account	(633.36)	(633.36)	
Nationwide Business Bond	0.00	52,895.21	
Capital Reserve Account	(25,614.58)	349,001.07	
Petty Cash	0.00	350.00	
V. A. T	423.94	5,043.84	
Debtors Control Account	356.33	26,407.00	
Current Liabilities			433,063.76
Receipts in Advance	0.00	1,150.00	
		0.00	1,150.00
Current Assets less Current Liabilities:		(25,467.67)	431,913.76
Total Assets less Current Liabilities:		(25,467.67)	431,913.76
General Fund	(600.00)	139,692.60	
Fund - Buildings 6447	0.00	28,101.16	
Fund - Marriage Venue Licence 5628	0.00	894.00	
Fund - Election Exps 5412	0.00	6,990.99	
Fund - Office Equipment 6501 & 5413	0.00	9,766.67	
Fund - Contract Work (Rec) 6668	0.00	1,470.36	
Fund - Planting 6663	0.00	995.89	
Fund - Mayor's Charities	0.00	1,831.50	
Fund - Vehicle & Plant 6502, 6671,6672	0.00	24,445.69	
RENAMED - Fund - Service 88	0.00	2,500.00	
Fund - Professional Fees & Legal Expenses	0.00	1,061.00	
Fund - Car Park/ Footpath 6665	0.00	2,419.14	
Fund - WBC Cap/ Renewal 3072	0.00	4,180.00	
Fund - Improvements (from EDDC)5418 5419	0.00	18,244.55	
Fund - Section 106 - Redcotts Tennis Courts	0.00	29.00	
Fund - C.C.T.V. 6500	0.00	15,337.51	
Fund - Grants Underspend 2019-20	0.00	16,066.45	
RENAMED - Fund - Working Together Program	0.00	2,500.00	
Fund - Leigh Park Play Area	0.00	3,071.37	
Fund - Redcotts Play Area	0.00	1,658.13	
Fund - Gunstone Trust	0.00	8,350.78	
Fund - Hardship Fund	0.00	3,000.00	
Fund - Square Contribution	0.00	9,000.00	
P & L Account	(24,867.67)	130,306.97	
		(25,467.67)	431,913.76

Wimborne Minster Town Council
Budget Expenses Vs Actuals with Variances

Jun-20

Acc Ref	Name	Balance YTD	Annual Budget	Variance
5401	ADMIN - General Fund Expenditure	999	0	-999.00
5402	ADMIN - Bank Charge	124.6	560.00	435.40
5403	ADMIN - Telephone, Mobile & Internet	0	1,460.40	1,460.40
5404	ADMIN - Salaries	51010.51	220,552.33	169,541.82
5406	ADMIN - Gen Office Expenses	308.62	3,500.00	3,191.38
5407	ADMIN - Training	0	1,500.00	1,500.00
5408	ADMIN - Postage	0	350.00	350.00
5409	ADMIN - Photocopying	279.98	1,270.00	990.02
5410	ADMIN - Insurance	0	13,500.00	13,500.00
5411	ADMIN - Health & Safety	432	1,730.00	1,298.00
5412	ADMIN - Election Exps Fund	0	0.00	0.00
5413	ADMIN - Office Equipment	0	0.00	0.00
5415	ADMIN - Travel	0	300.00	300.00
5417	ADMIN - Advertising	0	500.00	500.00
5418	ADMIN - ICT Upgrade	11756.16	0.00	-11,756.16
5419	ADMIN - Council Chamber Upgrade	832.94	0.00	-832.94
5420	ADMIN - Membership of Outside Bodies	1600.27	2,200.00	599.73
5421	ADMIN - Newsletter	0	0.00	0.00
5422	ADMIN - Public Relations	0	300.00	300.00
5423	ADMIN - Hardship Fund Expenses - 2816	6280.19	0.00	-6,280.19
5460	ADMIN - Bunting	0	4,500.00	4,500.00
5461	ADMIN - Climate Change & Biodiversity	0	15,000.00	15,000.00
5462	ADMIN - Professional Fees	0	0.00	0.00
5463	ADMIN - Audit Fees	0	2,200.00	2,200.00
5464	ADMIN - BID Contingency Payments & Re-Election	0	5,000.00	5,000.00
5465	ADMIN - I.T. Support, Software	120	5,019.60	4,899.60
5466	ADMIN - Christmas & New Year's Eve	0	16,000.00	16,000.00
5467	ADMIN - Cemetery Tax & NIC	3471.77	0.00	-3,471.77
5468	ADMIN - Cemetery Salaries & Superannuation	13985.2	0.00	-13,985.20
5469	ADMIN - Cemetery Misc Exp	76.67	0.00	-76.67
5617	T/HALL - Heating Gas	239.81	1,100.00	860.19
5618	T/HALL - Electricity	70.81	1,200.00	1,129.19
5619	T/HALL - Sewerage/Water	0	560.00	560.00
5620	T/HALL - Business Rates	2472.5	8,500.00	6,027.50
5622	T/HALL - Cleaning contract	0	3,000.00	3,000.00
5623	T/HALL - Civil Ceremony costs	0	1,520.00	1,520.00
5624	T/HALL - Maintenance	0	1,500.00	1,500.00
5628	T/HALL - Marriage Licence Fund	0	500.00	500.00
5830	MAYORAL/CIV - Allowance	1036.5	2,073.00	1,036.50
5833	MAYORAL/CIV - Regalia	0	200.00	200.00
5835	MAYORAL/CIV - Civic Fund	67.5	4,300.00	4,232.50
5839	MAYORAL/CIV - Wim Militia	0	400.00	400.00
5840	MAYORAL/CIV - Town Crier Subs/Comp	0	600.00	600.00
5841	MAYORAL/CIV - Members Training	0	500.00	500.00
5842	MAYORAL/CIV - Members Travel	0	800.00	800.00
5843	MAYORAL/CIV - Remembrance Day	0	975.00	975.00
6040	GSL - Cemetery Precept	6164.08	12,328.15	6,164.07
6046	GSL - BID Levy	0	270.00	270.00
6047	GSL- Annual Grants	2000	40,000.00	38,000.00
6242	P&E - Working Together Programme	0	0.00	0.00
6245	P & E - The Square Contribution	0	3,000.00	3,000.00
6265	P & E - Bus Shelter Cleaning	88	550.00	462.00
6269	P&E - Town Centre Maintenance	0	3,000.00	3,000.00
6270	P&E - Contribution To Service 88	0	2,500.00	2,500.00
6447	BUILDING - Buildings Fund	3423.41	0.00	-3,423.41
6449	BUILDING - Leigh Park Com Centre Loan	0	15,000.00	15,000.00

Acc Ref	Name	Balance YTD	Annual Budget	Variance
6453	BUILDING - Redcotts Lodge Loan	0	2,100.00	2,100.00
6455	BUILDING - T/Hall Development Loan	0	11,900.00	11,900.00
6456	BUILDING - Redcotts Storage/Toilet Loan	3445.59	6,900.00	3,454.41
6470	C.C.T.V. - Maintenance	2281.09	3,500.00	1,218.91
6471	C.C.T.V. - Loan Repayments	3918.58	7,838.00	3,919.42
6500	ASSETS - C.C.T.V.	0	0.00	0.00
6501	ASSETS - Office Equipment	0	0.00	0.00
6502	ASSETS - Vehicle & Plant	0	0.00	0.00
6655	GEN.REC - Lighting	49.49	500.00	450.51
6656	GEN.REC - Training	0.00	1,500.00	1,500.00
6657	GEN.REC - Lodge C.Tax	461.96	1,370.00	908.04
6658	GEN.REC - Miscellaneous	227.41	3,300.00	3,072.59
6660	GEN.REC - Repair/Renewal	223.92	3,500.00	3,276.08
6661	GEN.REC - Consumables	214.29	4,000.00	3,785.71
6663	GEN.REC - Planting Fund	0.00	0.00	0.00
6665	GEN.REC - Car Park/F.Path Fund	0.00	0.00	0.00
6666	GEN.REC - Wimborne In Bloom	0.00	0.00	0.00
6667	GEN.REC - Travel	5.40	200.00	194.60
6668	GEN.REC - Contract Work	150.00	1,300.00	1,150.00
6669	GEN REC - G'Mens Tools	0.00	500.00	500.00
6670	GEN REC - G'Mens PPE	386.92	500.00	113.08
6671	GEN REC - Mega Van - Batteries	0.00	0.00	0.00
6672	GEN REC - Mega Van Servicing	0.00	550.00	550.00
6673	GEN.REC - Jubilee Garden	0.00	200.00	200.00
6674	GEN REC - Dog Waste Disposal	105.00	500.00	395.00
6676	GEN REC - General Waste Disposal	144.14	2,000.00	1,855.86
6677	GEN REC - Dog Control Contract	0.00	2,000.00	2,000.00
6700	LEIGH/PK - Play Area Fund	0.00	0.00	0.00
6816	R/COTTIS - Toilets Air Freshener Contract	0.00	250.00	250.00
6817	R/COTTIS - Pavilion Boiler Service Contract	0.00	220.00	220.00
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	218.10	1,567.00	1,348.90
6874	R/COTTIS - Grass Tennis	0.00	500.00	500.00
6891	R/COTTIS - Pavilion Gas	30.92	800.00	769.08
6892	R/COTTIS - Pavilion Services	96.38	2,800.00	2,703.62
6893	R/COTTIS - Cleaner/ Maintenance	140.00	3,800.00	3,660.00
6894	R/COTTIS - Pavilion Legionella Testing	332.70	1,380.00	1,047.30
6896	R/COTTIS - Play Area Inspections	0.00	850.00	850.00
6897	R/COTTIS - Play Area Redevelopment Loan	3,954.86	7,910.00	3,955.14
6898	R/COTTIS - Play Area Fund	0.00	0.00	0.00
		123,227.27	475,003.48	351,776.21

Wimborne Minster Town Council
Budget Expenses Vs Actuals with Variances

Jun-20

Acc Ref	Name	Balance YTD	Annual Budget	Variance
3001	PRECEPT	206,725.00	413,450.00	206,725.00
3002	ADMIN - General Fund Income	600.00	0.00	-600.00
3003	ADMIN - Interest Received	101.22	1,000.00	898.78
3005	ADMIN - Compostable bin liners	0.00	60.00	60.00
3006	ADMIN - Receipts Gen	12,586.42	100.00	-12,486.42
3007	ADMIN - Hardship Fund Receipts	5,993.37	0.00	-5,993.37
3010	ADMIN - EDDC Maintenance Contribution CCTV	2,078.99	1,575.00	-503.99
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	13,985.20	0.00	-13,985.20
3018	ADMIN - Cemetery Tax & NIC	3,471.77	0.00	-3,471.77
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	76.67	0.00	-76.67
3024	T/HALL - Hire Council Chamber	0.00	850.00	850.00
3025	T/HALL - Marriage Receipts	1,400.00	4,500.00	3,100.00
3027	T/HALL - Hire Committee Room	0.00	5,600.00	5,600.00
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	0.00	0.00	0.00
3068	GEN REC - Bowling - Insurance	0.00	460.00	460.00
3069	GEN REC - Bowling - Glass Bottle Collections	0.00	140.00	140.00
3070	R/COTTIS - Football	0.00	2,050.00	2,050.00
3071	R/COTTIS - Bowling Maintenance	0.00	8,550.00	8,550.00
3074	R/COTTIS - Tennis Insurance	0.00	230.00	230.00
3076	R/COTTIS - Changing Rooms	0.00	270.00	270.00
3077	R/COTTIS - Recharged Services (Tennis)	0.00	2,000.00	2,000.00
3078	R/COTTIS - Pavilion Maintenance Contribution	0.00	3,000.00	3,000.00
3080	L/PARK - Childrens & Community Centre Insurance	0.00	250.00	250.00
3083	L/PARK - Rugby Pavilion Insurance	0.00	950.00	950.00
3084	L/PARK - Rugby Waste Disposal	0.00	0.00	0.00
		251,857.77	467,965.00	216,107.23