

WIMBORNE MINSTER TOWN COUNCIL

MINUTES of an EXTRAORDINARY MEETING of the TOWN COUNCIL via video link held on FRIDAY, 17 JULY 2020 at 10.30 am

MEMBERS PRESENT VIA VIDEO LINK

Cllr S K Bartlett – Town Mayor & Chairman of the Council
Cllr K F Webb – Deputy Town Mayor & Vice-Chairman of the Council

Cllr D Burt (present as attendee)
Cllr C L Butter
Cllr C A Chedgy
Cllr L C Hinks
Cllr M J Hopkins
Cllr W J Richmond
Cllr A E Roberts
Cllr M R Tidd
Cllr S Wheeler

MEMBERS NOT PRESENT

Cllr D J March
Cllr F Shirley

OFFICERS PRESENT VIA VIDEO LINK

Town Clerk
Administration Officer

278 INTERNAL AUDITOR'S REPORT

The Town Clerk submitted the Auditor's Report for the 2019/2020 financial year, a copy of which had been circulated to each Member and a copy of which appears as **Appendix A** to these Minutes in the Minute Book.

The Internal Auditor had inspected the various areas of financial administration set out in the report to ensure that appropriate procedures and systems were in place and that the Town Council operated sound financial management.

The Internal Auditor had suggested a review of the earmarked funds as part of the budgetary process for 2021/22 and a review of Financial Regulations before the next Town Council elections in 2024.

RESOLVED that the report of the Internal Auditor be received and noted and the reviews be undertaken as suggested in due course.

279 **FINAL ACCOUNTS 2019/2020**

The Town Clerk submitted the final accounts for the year ending 31 March 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.

RESOLVED that the final accounts be approved.

280 **ANNUAL RETURN 2019/2020 – ANNUAL GOVERNANCE STATEMENT**

The Town Clerk submitted the Annual Governance Statement as part of the Annual Return to the external auditor for the year ending 31 March 2020, 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.

RESOLVED that the Annual Governance Statement be approved for submission to external audit.

281 **ANNUAL RETURN 2019/2020 – ACCOUNTING STATEMENTS**

The Town Clerk submitted the Accounting Statements as part of the Annual Return to the external auditor for the year ending 31 March 2020, 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.

RESOLVED that the Accounting Statements be approved for submission to external audit.

(Note: Members asked the Town Clerk to pass on their thanks to the Finance Administrator).

282 **REQUEST TO CHANGE COMMITTEE APPOINTMENT**

The Town Clerk reported that he had received a request from Cllr Wheeler to move his Committee membership from Recreation & Leisure Committee to Resources Committee where there was a vacancy.

RESOLVED that the change be approved with immediate effect.

The meeting closed at 10.35 am.

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

Report of the Internal Auditor on the Wimborne Minster Town Council Accounts for the year ended 31st March 2020.

1. In accordance with the Council's Financial Regulations inspection of the accounts have been carried out, advice has been provided throughout the year as well as the completion of the Internal Auditor's Report section of the Annual Return. Arising from Covid-19 it has not been possible to visit the offices and the year-end work has been carried out from home. Jenny has provided all the information I required through Dropbox to carry out the audit.
2. It is pleasing to report that through the hard work and commitment of the team of officers led by the Town Clerk that the standard of financial administration remains high during a very challenging year.
3. In carrying out the inspection the main objective is to ensure appropriate financial procedures and systems are in place and that the Town Council operates sound financial management.
4. The following areas have been reviewed:
 - Invoices - checked through the nominal codes activity and reviewed a number of invoices to ensure VAT had been correctly accounted
 - Sundry Debtors –Invoices sent out promptly at the month end for the correct amount, and appropriate controls are in place to monitor payment. Year-end outstanding balances were compared with balances outstanding at the end of June 2020. Whilst it is understandable in the present climate there will be delays in invoices being paid three invoices are still outstanding from the BID one of which relates to the Christmas Lights. There is a risk over this debt and the Town Clerk is monitoring the situation.
 - Petty Cash – checked through the nominal code activity and reviewed a number of the invoices to ensure Vat had been correctly applied. The change in the petty cash float approved in Financial Regulations is being introduced in 2020/21.
 - Salaries - ensured that the correct monthly salaries have been applied based on the approved spinal points/hourly. Sample of overtime and travelling claims were verified and the calculations checked.
 - Risk Assessment – this was approved by Council.
 - Inventory and Asset Schedule up to date.
 - Follow up on recommendations from previous audit to review the action taken.
 - Council minutes – to ensure all matters affecting the financial affairs of the Council have where appropriate been implemented.
 - Funds - There are still a large number of funds and further review to consolidate some of them would be appropriate at budget setting time.
 - Budgetary Process –The budget process was clear with the report on budgets and precepts comprehensive and including all the information Members required to determine the precept sufficient to meet the Town Council's requirements.

- Budget monitoring – regular reporting in detail to the Resources Committee. The Town Clerk will continue to update Members of changes in the General Fund balance.
- Financial Regulations – these were revised and a further review should be undertaken before the next Council elections.
- Annual Report prepared for the External Auditor and the Annual Report to the Town Council.

5. Thank you to the Town Clerk and his staff for their assistance and for dealing with any query I raised promptly and any changes agreed being implemented.

Alan Breakwell

July 2020.

Income/Expenditure 2019/2020

Item 3

Year End 2019/2020

Income

Precept	£ 387,300.00	
Admin	£ 1,403.10	
Town Hall	£ 12,129.03	
General Recreation	£ 4,948.35	
Redcotts	£ 16,558.41	
Leigh Park	£ 1,753.05	
EDDC CCTV Maintenance Contributions	£ 4,607.16	
EDDC CCTV Loan Contributions	£ 18,479.86	
Interest	£ 1,234.32	
Cemetery Salaries Costs	£ 69,354.37	
Cemetery Salaries Administration	£ 157.10	
Cemetery Miscellaneous Expenses	£ 5,996.83	
		£ 523,921.58

Expenditure

Town Hall	£ 16,558.00	
Grants, Donations & Subscriptions	£ 52,218.49	
Planning & Environment	£ 10,090.50	
General Recreation	£ 18,613.08	
Redcotts	£ 20,483.36	
Leigh Park	£ 1,000.00	
Administration	£ 250,928.50	
Mayoral & Civic	£ 11,329.80	
Buildings & Premises	£ 53,273.66	
Asset Replacement	£ 6,500.00	
Cemetery Salaries	£ 69,354.37	
Cemetery Miscellaneous Expenses	4,312.47	£ 514,662.23

NET INCOME/EXPENDITURE

£ 9,259.35

Balance from Previous Year	£ 117,513.92
Expenditure from General Reserve Fund	£ 844.28
Fund Transfers into(out of) General Fund	£ 263.61
Income/Expenditure (as above)	£ 9,259.35

Net

£ 126,192.60

The above statement represents the Income and Expenditure during the financial year to 31 March 2020

CHAIRMAN
DATED:

RESPONSIBLE FINANCIAL OFFICER
DATED:

Balance Sheet 2019/2020

Year End 2019/2020

Current Assets

Cash

	-
Current Account	33.95
Business Bond - Nationwide	52,895.21
High Interest Account	225,653.65
Petty Cash	350.00

£ 278,864.91

Debtors

V.A.T.	7,605.30
Debtors Control Account	33,335.54
Prepayments	76.64
Accrued Income	-

£ 41,017.48

Current Liabilities

Creditors	
Receipts in Advance	2,100.00
Accruals	15,575.60

£ 17,675.60

Net Assets:

£ 302,206.79

General Balances		£ 126,192.60
Fund - Town Hall Refurbishment 6446	-	
Fund - Buildings 6447 & 6450	28,101.16	
Fund - Redcotts Lodge 6452	-	
Fund - Marriage Licence	894.00	
Fund - Election Exps 5412	6,990.99	
Fund - Resources Asset Replacement 6501& 5413	9,766.67	
Fund - Traff Order/Signs 6251	-	
Fund - Contract Work (Rec) 6668 & 6894	1,470.36	
Fund - Rec Planting 6663	995.89	
Fund - BID Support	-	
Fund - Leigh Park Play Area 6700	3,071.37	
Fund - Redcotts Play Area 6898	1,658.13	
Fund - Mega Van 6671	-	
Fund - Vehicle & Plant 6502	24,445.69	
Fund - Renamed - PWLB R'cotts Lodge Loan Principle	-	
Fund - Redcotts Future Development Fund (6895)	10,000.00	
Fund - Car Park/ Footpath	2,419.14	
Fund - Service 88	2,500.00	
Fund - Legal Expenses	1,061.00	
Fund - WBC Cap/ Renewal	4,180.00	
Fund - Street Lighting	-	
Fund - Improvements Fund 5418 & 5419	18,244.55	
Fund - Grants Underspend 2019-20 6047	16,066.45	

Fund - Mayor's Charities	1,831.50	
Fund - Renamed - Section 106 R'Cotts Tennis Courts	29.00	
Fund - The Square Contribution	9,000.00	
Fund - C.C.T.V Asset Replacement 6500	22,437.51	
Fund - Town Crier 5840	-	
Fund - TCLG Fund	-	
Fund - Renamed - Working Together Program	2,500.00	
Fund - Youth Café	-	
Fund - Gunstone Trust	8,350.78	
	£ 176,014.19	<u>£ 302,206.79</u>

The above statement represents the true and fair financial position of the Council as at the 31st March 2020

CHAIRMAN
DATED:

RESPONSIBLE FINANCIAL OFFICER
DATED:

Income / Expenditure for 2017/2018 & 2018/2019

Year End 2017/18		Year End 2018/19
	Income	
£ 376,500.00	Precept	£ 387,300.00
£ 1,553.22	Administration	£ 1,403.10
£ 11,457.49	Town Hall	£ 12,129.03
£ 6,100.01	General Recreation	£ 4,948.35
£ 12,609.51	Redcotts	£ 16,558.41
£ 1,949.28	Leigh Park	£ 1,753.05
£ 29,763.76	Donations	£ 23,087.02
£ 1,173.64	Interest	£ 1,234.32
£ 86,745.45	Cemetery Salaries Costs	£ 69,354.37
£ 158.37	Cemetery Salaries Administration	£ 157.10
£ 3,065.62	Cemetery Miscellaneous Expenses	£ 5,996.83
£ 531,076.35		£ 523,921.58
£ 154,576.35		£ 136,621.58
	Expenditure	
£ 17,417.08	Town Hall	£ 16,558.00
£ 48,900.15	Grant, Donations & Subscriptions	£ 52,218.49
£ 23,520.50	Planning & Environment	£ 10,090.50
£ 92,932.50	General Recreation	£ 18,613.08
£ 19,306.94	Redcotts	£ 20,483.36
£ 1,000.00	Leigh Park	£ 1,000.00
£ 147,855.91	Administration	£ 250,928.50
£ 8,349.92	Mayoral & Civic	£ 11,329.80
£ 52,639.65	Buildings & Premises	£ 53,273.66
£ 6,600.00	Asset Replacement	£ 6,500.00
£ 86,939.25	Cemetery Salaries	£ 69,354.37
£ 2,980.00	Cemetery Miscellaneous Expenses	£ 4,312.47
£ 508,441.90		£ 514,662.23
£ 22,634.45	NET INCOME/EXPENDITURE	£ 9,259.35
£ 129,200.71	General Balance from Previous Year	£ 117,513.92
£ 29,941.79	Expenditure from General Fund	£ 844.28
-£ 4,379.45	Fund Transfers into(out of) General Fund	£ 263.61
£ 22,634.45	Income/Expenditure	£ 9,259.35
£ 117,513.92	Net (Bal c/fwd)	£ 126,192.60
£ 175,569.74	Other Funds Balances from Previous Year	£ 146,660.45
£ 36,973.85	Income to Funds	£ 77,274.94
£ 4,940.94	Contributions to Funds	£ 12,088.87
£ 70,824.08	Expenditure from Funds	£ 60,010.07
£ 146,660.45	Balance Carried Forward	£ 176,014.19
£ 264,174.37	Total Funds	£ 302,206.79

Balance Sheet for 2017/2018 & 2018/2019

Year 2017/18

Year 2018/19

Current Assets		
Cash		
4532.9	Current Account	-33.95
52318.14	Nationwide Business Bond	52895.21
217417.97	High Interest Account	225653.65
340.69	Petty Cash	350.00
£ 274,609.70		£278,864.91
Debtors/Creditors		
Debtors		
3014.34	V.A.T	7605.30
19810.80	Debtors Control Account	33335.54
1045.88	Prepayments	76.64
515.00	Accrued Income	0.00
£24,386.02		£41,017.48
Current Liabilities		
3066.66	Receipts in Advance	2100.00
Creditors		
31754.69	Accruals	15575.60
£ 34,821.35		£ 17,675.60
		Net Assets:
£ 264,174.37		£302,206.79
117513.92	General Balances	£126,192.60
31,589.57	Fund - Town Hall Refurbishment 6446	0.00
6,960.00	Fund - Buildings 6447 & 6450	28101.16
2,120.83	Fund - Redcotts Lodge 6452	0.00
1,970.00	Fund - Marriage Licence	894.00
2,990.99	Fund - Election Exps 5412	6990.99
8,321.63	Fund - Resources Asset Replacement 6501& 5413	9766.67
2,609.00	Fund - Traff Order/Signs 6251	0.00
3,570.36	Fund - Contract Work (Rec) 6668 & 6894	1470.36
1,205.53	Fund - Rec Planting 6663	995.89
0.00	Fund - BID Support	0.00
2,100.52	Fund - Leigh Park Play Area 6700	3071.37
2,000.00	Fund - Redcotts Play Area 6898	1658.13
-2,070.00	Fund - Mega Van 6671	0.00
22,579.84	Fund - Vehicle & Plant 6502	24445.69
615.45	Fund - Renamed - PWLB R'cotts Lodge Loan Principle	0.00
10,000.00	Fund - Redcotts Future Development Fund (6895)	10000.00
1,919.14	Fund - Car Park/ Footpath	2419.14
0.00	Fund - Service 88	2500.00
1,061.00	Fund - Legal Expenses	1061.00
4,180.00	Fund - WBC Cap/ Renewal	4180.00
640.00	Fund - Street Lighting	0.00
0.00	Fund - Improvements Fund 5418 & 5419	18244.55
0.00	Fund - Grants Underspend 2019-20 6047	16066.45
3,595.61	Fund - Mayor's Charities	1831.50
29.00	Fund - Renamed - Section 106 R'Cotts Tennis Courts	29.00

0.00	Fund - The Square Contribution	9000.00
26,487.51	Fund - C.C.T.V Asset Replacement 6500	22437.51
0.00	Fund - Town Crier 5840	0.00
3,833.89	Fund - TCLG Fund	0.00
0.00	Fund - Renamed - Working Together Program	2500.00
0.00	Fund - Youth Café	0.00
8,350.78	Fund - Gunstone Trust	8350.78

£ 146,660.45

£ 264,174.37

£176,014.19

£302,206.79

WIMBORNE MINSTER TOWN COUNCIL
ACCOUNTS - YEAR ENDING 31st MARCH 2020

Supporting Notes

Assets

At the close of business on 31st March 2020 the following assets were held:

<u>Asset Register</u>	<u>2020</u>	<u>Asset No</u>	<u>Cost £</u>	<u>Date Acquired</u>
OFFICE				
Mayoral Chains of Office		MR001	3,295	-
Mayoral Medallion		MR002	1,098	-
COMMITTEE ROOM				
30 Hard Back Chairs (Green seats)		ADM007	1,984	FEB 02
4 Single Tables 6 Doubles				FEB 02
6 Conference Side Chairs (Grey seats)		ADM008	702	AUG 19
TOWN HALL				
Oak Table (12ft x 3ft)		ADM004	1,500	DEC 96
5 Medium & 7 Small Wooden Tables		ADM005	3,120	JUL 98
55 Hard Back Chairs (Gold Seats)		ADM011	1,800	OCT 03
57 Banqueting Chairs		ADM012	946	FEB 20
8 Telford Folding Tables		ADM013	1,360	MAR 20

REDCOTTS RECREATION GROUND

GROUNDSMANS YARD				
Tractor TN55D reg HF53 MHK		GRE028	19,589	JAN 04
Tractor TC210 reg HF05 HWA		GRE031	5,900	APR 05
John Deere Commercial Mower with Flail Deck HF19 EVH		GRE032	24200	JUN 19
Aixam Mega Multitruck reg HF58 GWL		GRE002	500	NOV 12
Major 8400GR RollerMower		GRE037	4,600	OCT 08
Sisis Maxi Slit (Outfield Spiker)		GRE020	1,717	APR 99
Bearcat Chipper/Shedder		GRE019	2,500	APR 99
Tractor/Front Loader		GRE016	2,300	NOV 96
Bomford Flailhead		GRE039	1,946	MAR 11
Bonford Wren Hedgecutter		GRE033	4,500	DEC 05
PSU Leaf sucker/Blower		GRE036	1,605	OCT 08
Hayter Toro Grandstand		GRE030	7,120	DEC 04
Spraycare 50l Caddy		GRE023	1,257	APR 01
Sisis Super Turfman (New)		GRE018	3,172	APR 11
Lloyds Paladin 24" Mower		GRE026	3,750	APR 02
Sisis Vari Seeder		GRE003	1,195	APR 97
Sisis Pow Spreader TDM/48DT		GRE004	3,021	PRE 95
Lewis Back Acter		GRE005	6,080	MAY 97
Long Reach Irrigation Sprayer		GRE025	1,633	MAR 02
Long Reach Irrigator		GRE032	1,809	JUL 05
Sisis Rotorake Mk 5 AR5114		GRE001	4,024	JAN 13
Allett 30" Cylinder Mower		GRE040	2,929	APR 14
Protea 510 Golf 20" Mower		GRE041	2,250	JUL 14

Value of machinery excluding tractors and mega truck
which are insured separately.

£57,408

REDCOTTS PLAY AREA	LAN015	75,672	APR 14
REDCOTTS SKATE FACILITY	LAN016	34,500	SEPT 13

BUILDINGS

Redcotts Lodge	LAN003	157,755	PRE 95
Pavilion, Leigh Park	LAN004	240,971	PRE 95
Pavilion, Redcotts Recreation Ground	LAN005	416,326	PRE 95
Toilet Building Redcotts Recreation Ground	LAN006	38,595	JUL 11
Gazebo, Town Hall	LAN007	55,481	PRE 95
Roundhouse, Redcotts Recreation Ground	LAN008	6,000	PRE 95
Tennis Pavilion, Redcotts Recreation Ground	LAN009	50,000	PRE 95
Town Hall	LAN010	435,451	PRE 95
Leigh Park Community Centre	LAN011	590,218	MAR 10
New Groundsmens' Store	LAN014	84,443	MAR 12

OTHER

Leigh Park Toddlers Play Area	LAN12	24,950	SEPT 11
Leigh Park Adventure Play Area	LAN 13	33,482	JAN 19
CCTV EQUIPMENT	CCT001	204,571	2018/19
Redcotts Recreation Ground	LAN001	1	
Leigh Park Playing Fields	LAN002	1	
Shop-watch Repeater & Ariel	CCT002	1,100	Mar 12
Bus Shelter - St John's Hill	LAN17	3,720	Nov 16
Christmas Lights Displays		1	2018/19
Wimborne Cemetery	LAN18	1	Pre 95
Gazebo/Tivoli Car Park Retaining Wall	LAN19	1,021	JUL17
TOTAL		£2,577,641	

Note: All items valued at historical cost except completed buildings pre 2011 which were fixed at 2010 insurance values

DISPOSED OF IN 2013/14

Sisis Autorake Mk4	GRE021	2,333	AUG 99
Sisis Sprolly	GRE023	1,257	APR 01
		3,590	

DISPOSED OF IN 2014/15

Haytor Senator	GRE006	3,277	PRE 95
20" Protea C/W Brush & Grass Box	GRE038	1,600	DEC 09
		4,877	

The Sisis Autorake Mk4 has been replaced with a newer model but is still used for spiking.

The 20" Protea Mower is being kept for spare parts only.

Leases

At year end there was one lease/rental agreement in operation.

<u>Lessor</u>	<u>Purpose</u>	<u>Annual Payable</u>	<u>Expiry Date</u>
Siemens Financial Services	Photocopier	£1,169.92	14/12/2020

This figure includes £339.95 per annum to settle the prior lease agreement.

Borrowings

At the close of business on 31st March 2020, the following loans to the council were outstanding:

Purpose	Amount	Loan Rate (%)	Maturity Date
Town Hall Refurbishment	£55,603.40	5.50	29/09/2025
C.C.T.V. Loan	£45,811.77	5.00	29/10/2026
Redcotts Lodge	£15,626.40	4.75	30/09/2029
Leigh Park Community Centre	£207,647.78	4.63	13/07/2042
Redcotts Rec New Storage & Toilets	£79,878.72	3.85	11/04/2035
Redcotts Play Area Redevelopment	£33,088.56	2.97	04/04/2024
TOTAL	£437,656.63		

Debts Outstanding

At the close of business on 31st March 2020 debts of £ 41,017.48 were outstanding. £7,605.30 of this relates to V.A.T. and £76.64 relates to prepayments for the new financial year. The age of the remaining debts was:

	No.	Value
Less than 3 months old		£21,326.49
Less than 6 months old	1	£12,009.05
Less than 12 months old	0	-
Over 12 months old	0	-
	Total	£33,335.54

Agency Work

During the year, the Council did not undertake any agency work.

General Fund

During the year, the following transactions took place from the General Fund:

Date	Details	Debit £	Credit £
01/04/2019	B/Fwd Balance		117,513.92
	Town Centre Bunting	6,565.00	
	Leigh/pk Safety surfacing concrete edging - Lappset	2,387.00	
	Baker Property Consultants – Surveyor Fees	500.00	
	Save the Children expenses	39.13	
	CJ Wyatt – Safety Fencing 24.03.19 – 23.04.19	344.28	
	Baker Property Consultants – Survey fees Tennis Club Lease	500.00	
	Wimborne BID - 50% Town Centre Bunting		3,282.51
	Farnfields – Refund of fees		152.00
	Wimborne Bowls Club – Surveyor Fees		500.00
	Fund Transfers		5820.23
	P&L from 2019-20		9259.35
31/03/2020	Balance at year end		126,192.60

Commitments still outstanding from decisions made in 2018-19

Details	Debit £	Credit £
Legal Fees - Asset Transfer balance (original allocation £9,000)	5982.00	
Balance of General Fund including prior commitments		120,210.60

During the year the following movements of the funds took place:

Code	Fund	Balance C/F	Income	Expenditure	Moved	Balance C/F
2800	General Balances	117,513.92	9,259.35	844.28	263.61	126,192.60
2801	Fund - Town Hall Refurbishment 6446	31,589.57			-31,589.57	0.00
2802	Fund - Buildings 6447 & 6450	6,960.00			21,141.16	28,101.16
2803	Fund - Redcotts Lodge 6452	2,120.83			-2,120.83	0.00
2804	Fund - Marriage Licence	1,970.00			-1,076.00	894.00
2805	Fund - Election Exps 5412	2,990.99			4,000.00	6,990.99
2806	Fund - Resources Asset Rep 6501& 5413	8,321.63			1,445.04	9,766.67
2807	Fund - Traffic Order/Signs 6251	2,609.00			-2,609.00	0.00
2808	Fund - Contract Work (Rec) 6668 & 6894	3,570.36			-2,100.00	1,470.36
2810	Fund - Rec Planting 6663	1,205.53			-209.64	995.89
2811	Fund - BID Support	0.00				0.00
2812	Fund - Leigh Park Play Area 6700	2,100.52			970.85	3,071.37
2813	Fund - Redcotts Play Area 6898	2,000.00			-341.87	1,658.13
2814	Fund - Mega Van 6671	-2,070.00			2,070.00	0.00
2815	Fund - Vehicle & Plant 6502	22,579.84	25,000.00	24,200.00	1,065.85	24,445.69
2820	Fund - PWLB Redcotts Lodge Loan Principle	615.45			-615.45	0.00
2823	Fund - Redcotts Future Development (6895)	10,000.00				10,000.00
2824	Fund - Car Park/ Footpath	1,919.14			500.00	2,419.14
2825	Fund - Service 88	0.00			2,500.00	2,500.00
2826	Fund - Legal Expenses	1,061.00				1,061.00
2828	Fund - WBC Cap/ Renewal	4,180.00				4,180.00
2829	Fund - Street Lighting	640.00			-640.00	0.00
2860	Fund - Improvements Fund 5418 & 5419	0.00	50,000.00	31,755.45		18,244.55
2870	Fund - Grants Underspend 2019-20 6047	0.00			16,066.45	16,066.45
2880	Fund - Mayor's Charities	3,595.61	2,274.94	4,054.62	15.57	1,831.50
2890	Fund - Section 106 Redcotts Tennis Courts	29.00				29.00
2896	Fund - The Square Contribution	0.00			9,000.00	9,000.00
2897	Fund - C.C.T.V Asset Replacement 6500	26,487.51			-4,050.00	22,437.51
2898	Fund - Town Crier 5840	0.00				0.00
2900	Fund - TCLG Fund	3,833.69			-3,833.69	0.00
2901	Fund - Working Together Program	0.00			2,500.00	2,500.00
2904	Fund - Youth Café	0.00				0.00
2905	Fund - Gunstone Trust	8,350.78				8,350.78
	Bal Excl General Reserve	146,660.45	77,274.94	60,010.07	12,088.87	176,014.19
	Bal inc General Reserve	264,174.37	86,534.29	60,854.35	12,352.48	302,206.79

Note to Funds

2905 Fund – Gunstone Trust – The trust has ceased now that they have achieved their objectives. Their remaining monies were donated to the Town Council for use on recreation facilities around the town.

Of the above funds only 2900 Fund – Town Centre Future Enhancement was a restricted fund. The money was only to be spent for specific purposes as detailed in the service level agreement between East Dorset District Council, Wimborne BID and the Town Council. The service level agreement has now lapsed and the balance in this fund has been spent in full. The fund will be closed, and the code assigned to it repurposed in the new financial year.

A balance of £16,006.45 from the budget allocated for Grants remained unspent at year end and was transferred to a new fund code 2870 – Fund – Grants Underspend 2019-20 to be carried over into the new financial year.

It should be noted that a commitment of £1000 remains outstanding resulting from the Council's decision to award a grant to Dreamboats pending the completion of certain conditions.

In May 2019, a grant of £75,000 was received from East Dorset District Council of which £25,000 was transferred into code 2815 – Fund – Vehicle & Plant to fund a new tractor/mower.

A new John Deere Flail Mower was purchased using these funds at a cost of £24,200 leaving £800 unspent as at 31 March 2020.

The remaining £50,000 was transferred into code 2860 – Fund – Improvements Fund, from which £25,000 was allocated towards refurbishing the Council Chamber and £25,000 towards upgrading our ICT provision.

The Council Chamber refurbishment is almost complete. The amount spent so far is £23,756.83 leaving a balance of £1,243.17 unspent as at 31 March 2020

The first stages of the ICT upgrade have now been completed at a cost of £7,998.62 leaving a balance of £17,001.38 as at 31 March 2020 to fund further improvements in the new financial year.

Tenancies

During the year, the following tenancies were held with the Council acting as Landlord:

Tenant	Property	Rent received within the Financial year 2019/20
G Holdsworth	Redcotts Lodge	£ 4,368
Wimborne Rugby Club	Pavilion & Rugby Pitches	£ 1
	Leigh Park	
Wimborne Bowls Club	Bowling Green	£ 1
	Redcotts	
Wimborne Minster	Pavilion & Tennis Courts	£ 1
Tennis Club	Redcotts	
Dorset County Council	Leigh Park Children's & Community Centre	£ 1

Pensions

There were 10 employees who contributed to the Dorset County Council Superannuation Scheme between 1 April 2019 and 31 March 2020.

For the year of account, the Council's contribution to the Superannuation Scheme was 22.00% of the pensionable pay. The employees' contributions ranged from 5.5% to 6.5%.

Approved by Barnett Waddington, Actuary to Dorset County Council Pension Fund.

S. 137 Payments

The Town Council has adopted the General Power of Competence under the Localism Act 2011 and no longer makes any payments under Section 137.

Signed :-

Chairman
Dated:

Responsible Financial Officer
Dated:

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

Appendix C

Wimborne Minster Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		Yes means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

Signed by the Chairman and Clerk of the meeting where approval was given:

and recorded as minute reference:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.wimborne.gov.uk

Section 2 – Accounting Statements 2019/20 for

Wimborne Minster Town Council

Appendix D

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	304,770	264,174	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	376,500	387,300	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	191,550	213,897	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	175,211	204,474	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	51,507	51,507	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	381,928	307,183	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	264,174	302,207	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	274,610	278,865	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,542,483	2,577,641	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	468,981	437,657	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.
Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved