



16 October 2020

Dear Councillor

You are invited to join a virtual meeting of the **RESOURCES COMMITTEE** via video link on **FRIDAY 23 OCTOBER 2020 at 10.00 am.**

Yours sincerely

A handwritten signature in cursive script, appearing to read 'Lawrence Hart'.

Town Clerk

Members of the public are invited to submit questions to the Committee in writing by **9.30 am on the day before this meeting** (i.e. Thursday, 22 October 2020 using the following email address: office@wimborne.gov.uk or by delivering a hard copy of the question to the Town Hall, West Borough.)

AGENDA

- 1 Apologies for Absence.
- 2 **SCHEDULE OF PAYMENTS FOR OCTOBER 2020** (copy herewith).
- 3 **MONTHLY ACCOUNTS**
To receive the monthly accounts for the month of September 2020 (copy herewith).
- 4 **APPLICATION FOR GRANT AID – CITIZENS ADVICE (Min 294 – 18.09.20)**
To consider and determine an application for grant aid from Citizens Advice deferred from the last meeting and set out in the usual schedule (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 F Shirley
Cllr M R Tidd
Cllr S Wheeler
Ex-Officio - Chairman & Vice-Chairman of the Council

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).

PUBLIC ATTENDANCE AT VIRTUAL MEETINGS

Members of the public and press will be allowed to listen *and watch* the meeting in audio mode only using Zoom. To avoid disruption the public and press will not be displayed on video or be able to be heard by the meeting.

Please choose one of the following options to observe and / or listen to the meeting from 10am:

To access online via Zoom website:

1. Access the Zoom Video and Teleconferencing website by the following link:
<https://zoom.us/>
2. Click to 'Join a Meeting'
3. When prompted, insert Meeting ID and Password as below:
Meeting ID: 967 3472 2030
Password: 267701

Please note, you may be asked to register and sign into your Zoom user account. This will require a personal email address and password

To access audio only by telephone:

1. Dial United Kingdom: +44 330 088 5830; or +44 131 460 1196; or +44 203 481 5237; or +44 203 481 5240; or +44 208 080 6591; or +44 208 080 6592.
2. When prompted, insert Meeting ID and Password as below:
Meeting ID: 967 3472 2030
Password: 267701

Any questions which members of the public wish to put to the Council or Committees must be in writing and received by 9.30 am on the preceding working day before the meeting using the following email address: office@winborne.gov.uk. Alternatively, a written question can be delivered to the Town Hall by 9.30 am on the preceding working day before the meeting. Every effort will be made to answer the question at the meeting but there may be a need to obtain information from other sources and in those circumstances a written response will be provided at a subsequent time.

WIMBORNE MINSTER TOWN COUNCIL
SCHEDULE OF PAYMENTS - OCTOBER 2020

Pay Ref	Payment Date	Payee	Description	Amount
DD 1	01.10.20	Dorset Council	Business Rates - October 2020	823.00
DD 2	25.10.20	Dorset Council	Council Tax - Redcotts Lodge	262.00
DD 7	16.10.20	British Gas	Electricity - T/Hall - 28.08.20 - 27.09.20	58.24
DD 8	16.10.20	British Gas	Electricity - Redcotts Pavilion - 29.08.20 - 28.09.20	149.66
DD 11	19.09.20	Southern Electric	Electricity - Recreation Ground Lighting - 04.08.20 - 01.09.20	25.45
DD 11	19.10.20	Southern Electric	Electricity - Recreation Ground Lighting - 02.09.20 - 01.10.20	26.08
DD 12	16.09.20	Southern Electric	Electricity - CCTV Poles - 04.08.20 - 01.09.20	41.71
DD 12	16.10.20	Southern Electric	Electricity - CCTV Poles - 02.09.20 - 01.10.20	42.96
DD 18	01.08.20	Water2Business	Sewerage - Redcotts Pavilion - 29.01.20 - 02.07.20	205.08
DD 20	29.10.20	Debt Management Office (PWLB)	CCTV Loan 1	3918.58
DD 24	12.10.20	Debt Management Office (PWLB)	Redcotts New Storage & Toilets Loan	3445.59
DD 28	14.10.20	SAGE UK	SAGE 50 Cloud Subscription 01.10.20 - 30.10.20	48.00
DD 29	22.10.20	Rejuvenate IT Ltd	Managed Services - Website Hosting 01.08.20 - 31.10.20	54.00
			Monthly IT Support Contract & Office 365 - October 2020	723.48
			Call Charges & VOIP Service - 01.08.20 - 31.08.20	155.58
DD 31	15.09.20	Peninsula	Health & Safety Management Contract	172.80
DD 36	12.10.20	Zoom Video Communication Inc.	Standard Pro Monthly - Subscription - 12.10.20 - 11.11.20 & Webinar 100 Mhly	43.99
DC 1	15.09.20	Amazon.co.uk	Civic Ceremonial: A Handbook, History & Guide For Mayors, Councillors & Officers	64.00
DC 2	15.09.20	Amazon.co.uk	Points Of Order Book	2.98
DC 3	15.09.20	Amazon.co.uk	HP High Yield Ink Cartridge - Black	32.90
DC 4	15.09.20	Amazon.co.uk	HP High Yield Ink Cartridge - Tri-Colour	23.49
DC 5	18.09.20	Amazon.co.uk	Daffodil Bulbs, Narcissi Dwarf, Tete a Tete x100 bulbs	11.98
DC 6	22.09.20	Amazon.co.uk	6000 British Wildflower Seeds 20kg x2	25.98
DC 7	23.09.20	Amazon.co.uk	HP High Yield Ink Cartridge - Tri-Colour	22.98
DC 8	26.09.20	Amazon.co.uk	HP High Yield Ink Cartridge - Black	26.00
DC 9	06.10.20	Dorset Waste Partnership	Commercial Waste Sacks - Dog Bin Emptying x2	220.00
BACS	11.09.20	Dorset Association Of Parish & Town Councils	Agendas & Minutes Webinar x2 Delegates	70.00
BACS	11.09.20	Lee Wright Services	Path Clearance & Shrub Maintenance - Jubilee Garden	25.00
BACS	11.09.20	RJS Cleaning Management Ltd	Cleaning Bus Shelters - Leigh Road & St Johns Hill	52.80
BACS	11.09.20	Steve Collins & Sons Surfacing Ltd	64m2 Tarmacadam - Wimborne Cemetery*	3840.00
BACS	11.09.20	TradeUK	White Paint 2.5Ltr	17.99
BACS	11.09.20	War On Waste Ltd	Wheellie Bin Emptying - August 2020	78.96
			Wheellie Bin Emptying - Excess Weight Charge - August 2020	67.32
BACS	11.09.20	Wimborne Cemetery Joint Management Cttee	Second Half - Annual Contribution 2020-21	6164.07
BACS	17.09.20	Accolade Building Care	Council Chamber Boiler Investigation	131.85
BACS	17.09.20	Ecoclean Services Ltd	Cleaning Redcotts Public Toilets - September 2020	574.56
BACS	30.09.20	Dantek Environmental Services Ltd	Legionella Testing	133.08
BACS	30.09.20	Ecoclean Services Ltd	Cleaning Redcotts Public Toilets - October 2020	574.56
BACS	30.09.20	Genius Self Store	Storage	166.00
BACS	30.09.20	Jenna Milton	Civil Ceremonies Cleaning - Town Hall - September x3.5Hrs	52.50
BACS	30.09.20	LM Read	Machinery Repairs - Tractor & Toro Grandstand Mower	136.50
BACS	30.09.20	War On Waste Ltd	Wheellie Bin Emptying - August 2020	78.96
BACS	30.09.20	Play Inspection Company Ltd	Children's Play Areas & Skate Facility - Annual Inspection	264.00
BACS	01.10.20	Slick Events Ltd	50% Christmas Lighting Scheme 2020	15013.20
BACS	09.10.20	The Consortium	Refillable Soap Dispensers x3 - Redcotts Public Toilets	71.96
BACS	09.10.20	Loyal Company of Town Criiers	Annual Subscription - Mr Chris Brown - 2020-21	35.00
BACS	09.10.20	MB Wilkes Ltd	Washed Sand - Top Dressing Bowling Green	75.48
BACS	09.10.20	RJS Cleaning Management Ltd	Cleaning Bus Shelters - Leigh Road & St Johns Hill	52.80

BACS	16.10.20	Accolade Building Care Ltd	Council Chamber Boiler Repair & Thermostat Adjustment	291.30
			Condensate Pipe Work	14.44
BACS	16.10.20	Allied Office Machines	Copier Charges	36.00
BACS	16.10.20	Avoncrop Amenity Products	AA Classic Grass Seed & Soil Conditioner - Bowling Green	308.82
BACS	16.10.20	Ecoleen Services Ltd	Cleaning - Redcoats Public Toilets Balancing Payment October 2020	19.15
BACS	16.10.20	Happyccino Ltd	Refreshments - High Sheriff's Visit	74.90
BACS	16.10.20	Mackenzie Construction Ltd	Remedial Works To Council Chamber Exterior Wall	5551.20
BACS	16.10.20	Reeves Roofing Ltd	Replacement Slate Tiles - Town Hall	188.00
BACS	16.10.20	War On Waste Ltd	Wheeler Bin Emptying - September 2020	78.96
			Wheeler Bin Emptying - Excess Weight Charge - September 2020	23.49
BACS	16.10.20	Wimborne Model Town	5x Cream Teas - High Sheriff's Visit	27.50
BACS	16.10.20	Salaries	Council & Cemetery Staff Salaries - September 2020	14611.82
BACS	16.10.20	HMRC	Tax & NIC	4332.23
BACS	16.10.20	Dorset County Pension Fund	Superannuation Contributions	4481.96
			Total of all payments:	68336.85

* Reimbursed in full by Wimborne Cemetery

Date: 16/10/2020

Time: 10:17:08

WIMBORNE MINSTER TOWN COUNCIL**Profit and Loss**

From: Month 6, September 2020

To: Month 6, September 2020

Chart of Accounts:

WIMBORNE COUNCIL ACCOUNTS

	<u>Period</u>	<u>Year to Date</u>
Income		
Precept	206,725.00	413,450.00
EDDC Maintenance Contribution	0.00	2,078.99
Admin	232.22	19,643.65
Town Hall	721.62	4,226.57
General Recreation	364.00	2,184.00
EDDC Loan Contributions	0.00	3,526.72
Cemetery Salaries Reimbursement	6,840.74	35,935.69
Cemetery Miscellaneous Expenses	3,200.00	3,302.45
BID Payments Assistance	0.00	293.88
	218,083.58	484,641.95
Expenditure		
Town Hall	1,166.52	6,038.64
General Fund Expenditure	0.00	1,599.00
Grants, Donation, Subs & Conts	6,164.07	14,575.65
Planning & Environment	44.00	220.00
Buildings & Premises	9,918.28	30,807.16
General Recreation	820.48	4,562.61
Redcotts	2,202.02	8,660.87
Assets Replacement	1,142.04	1,842.04
	21,457.41	68,305.97
Gross Profit/(Loss):	<u>196,626.17</u>	<u>416,335.98</u>
Overheads		
Admin	23,500.64	147,985.64
Mayoral & Civic	66.98	1,255.98
Cemetery Salaries	6,840.74	35,935.69
Cemetery Miscellaneous Expenses	3,200.00	3,328.23
	33,608.36	188,505.54
Net Profit/(Loss):	<u>163,017.81</u>	<u>227,830.44</u>

Date: 16/10/2020

Time: 10:17:58

WIMBORNE MINSTER TOWN COUNCIL

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Balance Sheet

From: Month 6, September 2020

To: Month 6, September 2020

Chart of Accounts:

WIMBORNE COUNCIL ACCOUNTS

	<u>Period</u>	<u>Year to Date</u>	
Current Assets			
Bank Current Account	(248.55)	(1,046.91)	
Nationwide Business Bond	0.00	52,895.21	
Capital Reserve Account	158,232.16	451,637.62	
Petty Cash	0.00	350.00	
V. A. T	1,681.62	2,837.42	
Debtors Control Account	3,352.58	24,463.89	
		163,017.81	531,137.23
Current Liabilities			
Receipts in Advance	0.00	1,150.00	
		0.00	1,150.00
Current Assets less Current Liabilities:		163,017.81	529,987.23
Total Assets less Current Liabilities:		163,017.81	529,987.23
Financed By			
General Fund	0.00	140,242.60	
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	163,017.81	227,830.44	
		163,017.81	529,987.23

Sep-20

Acc Ref	Name	Balance YTD	Annual Budget	Variance
5401	ADMIN - General Fund Expenditure	1599.00	0	-1,599.00
5402	ADMIN - Bank Charge	281.70	560.00	278.30
5403	ADMIN - Telephone, Mobile & Internet	129.65	1,460.40	1,330.75
5404	ADMIN - Salaries	105398.19	220,552.33	115,154.14
5406	ADMIN - Gen Office Expenses	935.30	3,500.00	2,564.70
5407	ADMIN - Training	70.00	1,500.00	1,430.00
5408	ADMIN - Postage	0.00	350.00	350.00
5409	ADMIN - Photocopying	559.96	1,270.00	710.04
5410	ADMIN - Insurance	12904.99	13,500.00	595.01
5411	ADMIN - Health & Safety	849.10	1,730.00	880.90
5412	ADMIN - Election Exps Fund	0.00	0.00	0.00
5413	ADMIN - Office Equipment	0.00	0.00	0.00
5415	ADMIN - Travel	0.00	300.00	300.00
5417	ADMIN - Advertising	0.00	500.00	500.00
5418	ADMIN - ICT Upgrade	13851.42	0.00	-13,851.42
5419	ADMIN - Council Chamber Upgrade	3083.94	0.00	-3,083.94
5420	ADMIN - Membership of Outside Bodies	1862.27	2,200.00	337.73
5421	ADMIN - Newsletter	0.00	0.00	0.00
5422	ADMIN - Public Relations	0.00	300.00	300.00
5423	ADMIN - Hardship Fund Expenses - 2816	6601.85	0.00	-6,601.85
5460	ADMIN - Bunting	0.00	4,500.00	4,500.00
5461	ADMIN - Climate Change & Biodiversity	0.00	15,000.00	15,000.00
5462	ADMIN - Professional Fees	337.50	0.00	-337.50
5463	ADMIN - Audit Fees	850.00	2,200.00	1,350.00
5464	ADMIN - BID Contingency Payments & Re-Election	0.00	5,000.00	5,000.00
5465	ADMIN - I.T. Support, Software	1423.90	5,019.60	3,595.70
5466	ADMIN - Christmas & New Year's Eve	0.00	16,000.00	16,000.00
5467	ADMIN - Cemetery Tax & NIC	7279.05	0.00	-7,279.05
5468	ADMIN - Cemetery Salaries & Superannuation	28656.64	0.00	-28,656.64
5469	ADMIN - Cemetery Misc Exp	3328.23	0.00	-3,328.23
5617	T/HALL - Heating Gas	239.81	1,100.00	860.19
5618	T/HALL - Electricity	229.81	1,200.00	970.19
5619	T/HALL - Sewerage/Water	109.39	560.00	450.61
5620	T/HALL - Business Rates	4941.50	8,500.00	3,558.50
5622	T/HALL - Cleaning contract	172.50	3,000.00	2,827.50
5623	T/HALL - Civil Ceremony costs	304.00	1,520.00	1,216.00
5624	T/HALL - Maintenance	41.63	1,500.00	1,458.37
5628	T/HALL - Marriage Licence Fund	0.00	500.00	500.00
5830	MAYORAL/CIV - Allowance	1036.50	2,073.00	1,036.50
5833	MAYORAL/CIV - Regalia	0.00	200.00	200.00
5835	MAYORAL/CIV - Civic Fund	184.48	4,300.00	4,115.52
5839	MAYORAL/CIV - Wim Militia	0.00	400.00	400.00
5840	MAYORAL/CIV - Town Crier Subs/Comp	35.00	600.00	565.00
5841	MAYORAL/CIV - Members Training	0.00	500.00	500.00
5842	MAYORAL/CIV - Members Travel	0.00	800.00	800.00
5843	MAYORAL/CIV - Remembrance Day	0.00	975.00	975.00
6040	GSL - Cemetery Precept	12328.15	12,328.15	0.00
6046	GSL - BID Levy	247.50	270.00	22.50
6047	GSL - Annual Grants	2000.00	40,000.00	38,000.00
6242	P&E - Working Together Programme	0.00	0.00	0.00
6245	P & E - The Square Contribution	0.00	3,000.00	3,000.00
6265	P & E - Bus Shelter Cleaning	220.00	550.00	330.00
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 - Buildings Fund	6177.89	0.00	-6,177.89
6449	BUILDING - Leigh Park Com Centre Loan	7476.57	15,000.00	7,523.43
6453	BUILDING - Redcotts Lodge Loan	1031.48	2,100.00	1,068.52
6455	BUILDING - T/Hall Development Loan	5926.54	11,900.00	5,973.46
6456	BUILDING - Redcotts Storage/Toilet Loan	3445.59	6,900.00	3,454.41
6470	C.C.T.V. - Maintenance	2830.51	3,500.00	669.49
6471	C.C.T.V. - Loan Repayments	3918.58	7,838.00	3,919.42
6500	ASSETS - C.C.T.V.	0.00	0.00	0.00
6501	ASSETS - Office Equipment	0.00	0.00	0.00
6502	ASSETS - Vehicle & Plant	1842.04	0.00	-1,842.04

Acc Ref	Name	Balance YTD	Annual Budget	Variance
6655	GEN.REC - Lighting	125.10	500.00	374.90
6656	GEN.REC - Training	0.00	1,500.00	1,500.00
6657	GEN.REC - Lodge C.Tax	919.97	1,370.00	450.03
6658	GEN.REC - Miscellaneous	402.01	3,300.00	2,897.99
6660	GEN.REC - Repair/Renewal	477.70	3,500.00	3,022.30
6661	GEN.REC - Consumables	935.67	4,000.00	3,064.33
6663	GEN.REC - Planting Fund	35.96	0.00	-35.96
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	790.05	500.00	-290.05
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	25.00	200.00	175.00
6674	GEN REC - Dog Waste Disposal	215.00	500.00	285.00
6676	GEN REC - General Waste Disposal	480.75	2,000.00	1,519.25
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	151.84	800.00	648.16
6870	R/COTTIS - Football Pitches Consumables	0.00	150.00	150.00
6871	R/COTTIS - Bowling Green Consumables	302.18	1,567.00	1,264.82
6874	R/COTTIS - Grass Tennis	153.43	500.00	346.57
6891	R/COTTIS - Pavilion Gas	30.92	800.00	769.08
6892	R/COTTIS - Pavilion Services	616.32	2,800.00	2,183.68
6893	R/COTTIS - Cleaner/ Maintenance	2,565.92	3,800.00	1,234.08
6894	R/COTTIS - Pavilion Legionella Testing	665.40	1,380.00	714.60
6896	R/COTTIS - Play Area Inspections	220.00	850.00	630.00
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
		<u>257,965.64</u>	<u>475,003.48</u>	<u>217,037.84</u>

Applications for Grant Aid		2020-2021			To be submitted to Resources on:			16.10.20	
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
1	East Dorset Citizen's Advice Bureaux	Running Costs	The purpose of the organisation is to provide the advice people need for the problems they face and to improve the policies and practices that affect people's lives. The advice is free, independent, impartial and confidential and available to everyone with the aim of enhancing the quality of their lives.	* Resident	1. Could we have the 19/20 accounts if only in draft. Or when will they or the final accounts be available? 2. Could we have the budget for 20/21. 3. Could you tell us if this has been revised because of Covid or where is it likely to be impacted? 4. Can you tell us the allocation from Dorset Council for 20/21 and going forward if known? 5. In the Annual Report for 18/19 page 5 there is a detailed breakdown of grants from all sources. Could you give us the same for 19/20 and, as requested, for 20/21? 6. Have any staff been furloughed due to Covid?	Y	£ 10,000.00	N	To follow

Grants awarded to date:

Date received	Name of Organisation	Grant requested	Amount awarded	Cheque No.	Date of Payment	Evidence of Use	Notes/Recommendation
1	Radio Wimborne Ltd	£ 2,000.00	£ 2,000.00	BACS	30.06.20		
	Total	£ 2,000.00	£ 2,000.00				

Grant Budget 2020-21	£ 40,000.00
Remaining Budget 2020-21	£ 38,000.00

Date received	Grants Awaiting a Decision	Amount Requested	Recommendation
2	East Dorset Citizen's Advice Bureaux	£ 10,000.00	to follow
	Total	£ 10,000.00	

Summary	
Total amount requested in 2020-21	£ 12,000.00
Total budget for Grants & Events for 2020-21	£ 40,000.00
Balance remaining between the Grants budget	£ 28,000.00