

**WIMBORNE MINSTER TOWN COUNCIL**

**MINUTES** of a meeting of the **RESOURCES COMMITTEE** via video link held on **FRIDAY, 11 DECEMBER 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**  
**Cllr S Wheeler**  
**Cllr K F Webb – Ex-Officio – Vice-Chairman of the Council**

**COMMITTEE MEMBERS NOT PRESENT**

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

**OFFICERS PRESENT VIA VIDEO LINK**

**Town Clerk**  
**Administration Officer**

**334** **SCHEDULE OF PAYMENTS**

The schedule of payments for November 2020 was submitted – see **Appendix A** to these Minutes in the Minute Book.

The Town Clerk would prepare a report for the January 2021 meeting comparing IT costs pre-lockdown with current costs particularly since all Members had been supplied with laptops and IT support.

**335** **MONTHLY ACCOUNTS**

The Town Clerk reported that as normal for the early December meeting, the monthly accounts for November 2020 were not available as the bank statements had not yet been received.

**336** **TOWN COUNCIL GRANT PROCEDURE –SUGGESTED REVISION**

The Chairman submitted a report, 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.

Resources Committee – 11 December 2020

In the report the Chairman and Vice-Chairman of this Committee had suggested a revision to the current grant procedure by bringing forward the last date for submission of grant applications from 31 January to 30 November in each financial year commencing in 2021/22.

**RECOMMENDED to Council that the suggested amendment to the Council's grant procedure be adopted.**

The meeting closed at 10.17am.

Signed .....Date.....  
Town Mayor and Chairman of the Council

## WIMBORNE MINSTER TOWN COUNCIL

## SCHEDULE OF PAYMENTS - DECEMBER 2020

Pay Ref	Payment Date	Payee	Description	Amount
DD 1	01.12.20	Dorset Council	Business Rates - December 2020	823.00
DD 2	24.12.20	Dorset Council	Council Tax - Redcotts Lodge	262.00
DD 6	10.12.20	British Gas	Gas - T/Hall - 15.08.20 - 10.11.20	34.90
DD 7	10.12.20	British Gas	Electricity - T/Hall - 28.10.20 - 06.11.20	28.18
DD 8	10.12.20	British Gas	Electricity - Redcotts Pavilion - 29.10.20 - 10.11.20	89.02
DD 9	07.12.20	British Gas	Gas - Redcotts Pavilion 01.11.20 - 10.11.20	33.70
DD 10	14.12.20	Souther Electric	Electricity - Gazebo - 31.08.19 - 13.11.20	32.83
DD 27	10.12.20	O2 Mobile	Groundsman's Mobile Contract - December 2020	7.80
DD 28	14.12.20	SAGE UK	SAGE 50 Cloud Subscription 01.12.20 - 31.12.20	48.00
# DD 31	15.11.20	Peninsula	Health & Safety Management Contract	172.80
DC 1	23.11.20	HFE Signs	8ft x 3ft PVC Banner - "Thank you NHS"	82.82
DC 2	28.11.20	Vista Print	0.76m x 1.22m Christmas Banners x3	118.77
DC 3	03.12.20	The Minster Press	Photocopying Charges	7.20
BACS	19.11.20	Allendale Café (Wimborne Folk Festival)	Community Food Purchases	88.00
BACS	19.11.20	Jewson Ltd	Kiln Dried Joists x 18*	19.44
BACS	19.11.20	PKF Littlejohn LLP	Limited Assurance Review - Annual Governance & Accountability Return 2019/20	1560.00
BACS	19.11.20	Reeves Roofing Ltd	Repairs - T/Hall Reception Skylight	702.00
BACS	19.11.20	War On Waste Ltd	Annual Duty Of Care Admin Charge	30.00
BACS	23.11.20	Custom Security Services Ltd	Repairs & Remedial Works - CCTV Backhaul Links	2586.96
BACS	23.11.20	Royal British Legion	Donation - Remembrance Day Wreath	50.00
BACS	02.12.20	Accolade Building Care Ltd	Lodge Water Leak Repair	84.12

BACS	02.12.20	Allendale Café (Wimborne Folk Festival)	Community Food Purchases	80.00
			Community Food Purchases	25.13
BACS	02.12.20	Dantek Environmental Services (UK) Ltd	Legionella Testing - November 2020	133.08
BACS	02.12.20	Dorset Association Of Parish & Town Councils	Website Accessibility Webinar	20.00
			Chairing A Virtual Meeting Webinar - 2 x Delegates	70.00
BACS	02.12.20	Jewson Ltd	Kiln Dried Treated Joists x 80m*	193.32
BACS	02.12.20	The Play Inspection Company Ltd	Operational Inspections & Accompanied Visit - Redcotts & Leigh Park Play Areas	282.00
BACS	02.12.20	Spaldings Ltd	Wheelie Bin Bags & Stihl Kombiengine KM94RC-E Brushcutter	343.62
BACS	04.12.20	Clearstone Solutions Ltd	Cleaning Graffiti - Redcotts Skate Facility	642.00
BACS	11.12.20	Salaries	Council & Cemetery Staff Salaries - December 2020	14339.87
BACS	11.12.20	HMRC	Tax & NIC	4144.62
BACS	11.12.20	Dorset County Pension Fund	Superannuation Contributions	4347.99
			<b>Total of all payments:</b>	31483.17
# - Already entered into SAGE				
* - Recharged in full to Wimborne Cemetery Joint Management Committee				

**WIMBORNE MINSTER TOWN COUNCIL**

**To: Resources Committee**

**On: 11 December 2020**

**CHAIRMAN'S REPORT**

**Town Council Grant Procedure –Suggested Revision**

The current grant application end date is 31 January in any financial year.

It is suggested by the Chairman and Vice Chairman of Resources Committee supported by the Town Clerk and Finance Administrator that this date be moved to 30 November beginning in the 2021/22 financial year.

The reasons and advantages are:

- a. The Town Clerk and Finance Administrator (and to a lesser extent the Chairman and Vice Chairman of Resources Committee), are heavily involved in budget preparation at the end of the calendar year and into January ready for the Town Council Budget Meeting later that month.
- b. In normal times, the office is usually closed for the last week of December and Christmas events and arrangements tend to dominate office time in December.
- c. At the Budget Meeting the grants budget for the next financial year is determined. This is difficult to assess with the grant application period still open. If the grant application closes in the preceding November, we will know any potential call on the grants budget.
- d. If there is an urgent application for grant outside of these dates the application could still be considered at the Town Council's discretion.

The disadvantages are:

- A. The grant application period would be shortened from 10 months to 8 months. This year is very unusual as there have only been a few applications. However, the figures from past years since this system has been in place show the uptake between November and January is minimal –see attached table.
- B. In practice any grant received in December or January is unlikely to be considered until February or March at the earliest.

The Committee is asked to consider this suggested amendment for recommendation to Council.

Month	No. of grants received		
	2018-19	2019-20	2020/21
Apr		1	
May	7	2	1
Jun	11	2	1
Jul	5	2	
Aug		2	
Sep	1	3	
Oct		1	
Nov	1	2	1
Dec		1	
Jan	4	1	
Feb			
Mar		2	
Total	29	19	

