



4 December 2020

Dear Councillor

You are invited to join a virtual meeting of the **RESOURCES COMMITTEE** via video link on **FRIDAY 11 DECEMBER 2020 at 10.00 am.**

Yours sincerely

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

Town Clerk

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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, 10 December 2020 using the following email address: [office@wimborne.gov.uk](mailto:office@wimborne.gov.uk) or by delivering a hard copy of the question to the Town Hall, West Borough.)

### **A G E N D A**

- 1** Apologies for Absence.
- 2** **SCHEDULE OF PAYMENTS FOR DECEMBER 2020** (copy herewith).
- 3** **MONTHLY ACCOUNTS**  
As normal for the early December meeting, the monthly accounts for November 2020 are not available as the bank statements have not yet been received.
- 4** **TOWN COUNCIL GRANT PROCEDURE –SUGGESTED REVISION**  
To consider the report of the Chairman (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: 954 7575 3708**  
**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: 954 7575 3708**  
**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@wimborne.gov.uk](mailto:office@wimborne.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.

				Item 2
<b>WIMBORNE MINSTER TOWN COUNCIL</b>				
<b>SCHEDULE OF PAYMENTS - DECEMBER 2020</b>				
<b>Pay Ref</b>	<b>Payment Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
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>	<b>31483.17</b>
# - Already entered into SAGE				
* - Recharged in full to Wimborne Cemetery Joint Management Committee				

## WIMBORNE MINSTER TOWN COUNCIL

**To: Resources Committee**

**On: 11 December 2020**

**Item 3**

### 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	

