

WIMBORNE MINSTER TOWN COUNCIL

MINUTES of a meeting of the **RESOURCES COMMITTEE** via video link held on **FRIDAY, 19 FEBRUARY 2021 at 10.00 am.**

COMMITTEE MEMBERS PRESENT VIA VIDEO LINK

Cllr C A Chedgy (Chairman)
Cllr C L Butter (Vice-Chairman)
Cllr L C Hinks
Cllr M J Hopkins
Cllr F Shirley
Cllr S Wheeler
Cllr S K Bartlett – Ex-Officio – Chairman of the Council
Cllr K F Webb – Ex-Officio – Vice-Chairman of the Council

MEMBERS NOT PRESENT

Cllr D Burt
Cllr M R Tidd

OFFICERS PRESENT VIA VIDEO LINK

Town Clerk
Administration Officer

361 **SCHEDULE OF PAYMENTS**

The schedule of payments for February 2021 was submitted for information – see **Appendix A** to these Minutes in the Minute Book.

362 **MONTHLY ACCOUNTS**

The Town Clerk submitted for information the accounts for the month of January 2021, 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.

363 **GRANT AID**

The Town Clerk submitted details of applications for grant aid received from Walford Mill Education Trust and Vision Wimborne Dial A Ride, a summary of which had been circulated to each Member and a copy of which appears as **Appendix C** to these Minutes in the Minute Book.

The Chairman reported that she and the Vice-Chairman supported both applications and recommended that they be awarded the full amount for which they had applied.

With regard to the application from Vision Wimborne Dial A Ride, the Chairman pointed out that other neighbouring larger Town and Parish Councils had either not given any grant (because of missed deadlines) or had only been asked for a relatively small amount compared to Wimborne Minster. The Chairman felt that this should be brought to the attention of the applicant who would in future be asked to undertake a similar exercise to that which had been asked of Citizens Advice to include a comparison of populations and percentage of users by residents of each parish. The applicant should also consider the amount of the grants applied for relative to this information. In view of the pandemic no further information would be required this time. This approach was supported by Members.

It was also suggested that the Town Council should additionally contact those neighbouring parishes and towns which used the service to encourage consideration of their Councils giving grant aid to Dial A Ride on the basis of population and use.

RESOLVED

- a. that a grant of £1,700 be made to Walford Mill Education Trust for the purchase of two laptop computers (proof of purchase will be obtained);
- b. that a grant of £750 be made to Vision Wimborne Dial A Ride towards its running costs;
- c. that Vision Wimborne Dial A Ride be asked to consider the request recommended by the Chairman.

The meeting closed at 10.16am.

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

WIMBORNE MINSTER TOWN COUNCIL

SCHEDULE OF PAYMENTS - FEBRUARY 2021

Pay Ref	Payment Date	Payee	Description	Amount
DD 7	16.02.21	British Gas	Electricity - T/Hall - 28.12.20 - 27.01.21	74.93
DD 8	17.02.21	British Gas	Electricity - Redcotts Pavilion - 29.12.21 - 28.01.21	133.70
# DD 9	20.01.21	British Gas	Gas - Redcotts Pavilion - 11.11.20 - 31.12.20	237.04
DD 9	16.02.21	British Gas	Gas - Redcotts Pavilion - 01.01.21 - 31.01.21	167.84
DD 11	19.02.21	Southern Electric	Electricity - Gen Rec Lighting - 05.01.21 - 01.02.21	24.83
DD 12	16.02.21	Southern Electric	Electricity - CCTV Poles - 05.01.21 - 01.02.21	40.30
DD 13	22.02.21	Bournemouth Water	Water - Town Hall - 30.06.20 - 13.01.21	34.96
DD 14	01.02.21	Water2Business	Sewerage - Town Hall - 30.06.20 - 13.01.21	85.03
DD 15	15.02.21	Bournemouth Water	Water - Redcotts Recreation Ground - 27.06.20 - 12.01.21	29.64
DD 16	01.02.21	Water2Business	Sewerage - Redcotts Recreation Ground - 27.06.20 - 12.01.21	171.76
DD 27	10.02.21	O2 Mobile	Groundsman's Mobile Contract - February 2021	8.76
DD 28	14.02.21	SAGE	SAGE Cloud 50 Accounts 01.02.21 - 28.02.21	48.00
DD 29	22.02.21	Rejuvenate IT	Monthly Support, Managed Services, Microsoft 365 & Website Hosting	713.88
DD 29	22.02.21	Rejuvenate IT	VOIP Services, Broadband & Call Charges 01.01.21 - 31.01.21	154.98
# DD 31	15.01.20	Peninsula	Health & Safety Management Contract	172.80
DD 36	12.02.20	Zoom Video Communications Inc.	Standard Pro Monthly & Webinar 100 Monthly 12.02.21 - 11.03.21	43.99
# DC 1	15.01.21	Post Office	Postage - Budget Reports - Posting Hard Copies To Members	21.96
# DC 2	21.01.21	The Minster Press	8 x A3 Colour Copies - Local Plan Notices	10.40
# DC 3	28.01.21	Amazon.co.uk	High Pressure Water Hose	17.45
# DC 4	04.02.21	Post Office	Postage - Arnold Baker - Local Council Administration	11.15
# BACS	29.01.21	Wimborne Rugby Football Club	Insurance Settlement - Claim For Vandalism	1399.76
# BACS	29.01.21	Hunt Forest Group	Deposit - JOHN DEERE Gator™ XUV865M	3950.00
# BACS	28.01.21	Allendale Café (Wimborne Folk Festival)	Community Food Purchases	84.74
# BACS	28.01.21	Aubergine 262 Ltd	Quarterly Website Accessibility Compliance & Annual Website Hosting	597.60
			New Website Set-up & Content Migration, Quarterly Compliance Report	1740.00
# BACS	28.01.21	Dorset Council	Annual Small Society Lotteries Licence - Mayor's Fund	20.00
# BACS	28.01.21	Ecocleen	Cleaning Redcotts Public Toilets - January 2021	593.71
# BACS	28.01.21	Jewson Ltd	Hanson Fast-set Postfix - 4 x 20Kg - Cemetery*	29.38
# BACS	28.01.21	Just William UK	3 x Soft Shell Cold Weather Waterproof Jackets - Groundstaff	133.02

# BACS	28.01.21	Slick Events Ltd	Wimborne Minster Town - Christmas Lighting Display - Balance	15013.20
# BACS	28.01.21	Spaldings Ltd	Trimax Gamma Flail Blades x 32 - John Deere Flail Mower & Consumables	178.50
BACS	12.02.21	Allendale Café (Wimborne Folk Festival)	Community Food Purchases	160.46
BACS	12.02.21	Dorset Council	Dog Warden Patrols - January 2021	152.00
BACS	12.02.21	Genius Self Store	Storage x1 Unit 22.01.21 - 19.02.21	56.00
BACS	12.02.21	Reeves Roofing Ltd	Replacement Slate Tiles - Town Council Office Roof	78.00
BACS	12.02.21	RJS Cleaning Management Ltd	Cleaning Bus Shelters - Leigh Road & St John's Hill	52.80
BACS	12.02.21	War On Waste Ltd	Wheelie Bin Emptying - October 2020 & December 2020	174.88
BACS	15.02.21	The Minster Press	50.00% - Colour Printing - 5 x Dorset Local Plan Booklets	724.75
BACS	16.02.21	Salaries	Council Staff Salaries - February 2021	10454.38
BACS	16.02.21	HMRC	Council Staff - Tax & NIC	2659.48
BACS	16.02.21	Dorset County Pension Fund	Council Staff - Superannuation Contributions	2885.07
BACS	16.02.21	Salaries	Cemetery Staff - Salaries - January 2021	3486.13
BACS	16.02.21	HMRC	Cemetery Staff - Tax & NIC	1211.63
BACS	16.02.21	Dorset County Pension Fund	Cemetery Staff - Superannuation Contributions	1286.71
			Total of all payments:	49325.60

* Recharged in full to Wimborne Cemetery Joint Mngement Committee

Indicates already entered on SAGE

Date: 10/02/2021
Time: 11:57:12

WIMBORNE MINSTER TOWN COUNCIL
Profit and Loss

Appendix B
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From: Month 10, January 2021
To: Month 10, January 2021

Chart of Accounts:

WIMBORNE COUNCIL ACCOUNTS

	<u>Period</u>	<u>Year to Date</u>	
Income			
Precept	0.00	413,450.00	
EDDC Maintenance Contribution	0.00	3,399.98	
Admin	1,599.76	8,949.90	
Town Hall	500.00	5,220.63	
General Recreation	364.00	3,690.00	
Redcotts	1,509.19	4,101.23	
Leigh Park Playing Fields	0.00	615.69	
EDDC Loan Contributions	7,476.57	18,479.86	
Cemetery Salaries Reimbursement	5,998.90	59,888.00	
Cemetery Miscellaneous Expenses	0.00	3,817.26	
BID Payments Assistance	73.47	734.70	
	17,521.89		522,347.25
Expenditure			
Town Hall	1,052.37	10,437.03	
General Fund Expenditure	0.00	1,599.00	
Grants,Donation, Subs & Conts	0.00	14,575.65	
Planning & Environment	44.00	396.00	
Buildings & Premises	663.18	54,326.63	
General Recreation	3,876.35	13,270.69	
Redcotts	1,375.71	16,298.72	
Assets Replacement	3,950.00	6,767.52	
	10,961.61		117,671.24
Gross Profit/(Loss):	<u>6,560.28</u>		<u>404,676.01</u>
Overheads			
Admin	35,824.42	255,125.06	
Mayoral & Civic	0.00	2,310.50	
Cemetery Salaries	5,998.90	59,888.00	
Cemetery Miscellaneous Expenses	24.48	3,530.01	
	41,847.80		320,853.57
Net Profit/(Loss):	<u>(35,287.52)</u>		<u>83,822.44</u>

Date: 10/02/2021
Time: 11:57:33

WIMBORNE MINSTER TOWN COUNCIL

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Balance Sheet

From: Month 10, January 2021
To: Month 10, January 2021

Chart of Accounts:

WIMBORNE COUNCIL ACCOUNTS

	<u>Period</u>	<u>Year to Date</u>	
Current Assets			
Bank Current Account	7,476.57	(1,121.17)	
Nationwide Business Bond	0.00	52,895.21	
Capital Reserve Account	(34,787.22)	324,603.07	
Petty Cash	0.00	500.00	
V. A. T	(1,354.97)	3,785.49	
Debtors Control Account	(6,621.90)	9,872.80	
		(35,287.52)	390,535.40
Current Liabilities			
Receipts in Advance	0.00	1,150.00	
		0.00	1,150.00
Current Assets less Current Liabilities:		(35,287.52)	389,385.40
Total Assets less Current Liabilities:		(35,287.52)	389,385.40
Financed By			
General Fund	0.00	144,271.60	
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	
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 - Improvements (from EDDC)5418 5419	0.00	18,244.55	
Fund - C.C.T.V. 6500	0.00	15,337.51	
Fund - Grants Underspend 2019-20	0.00	16,066.45	
Fund - Working Together Program 6242	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 - CIL - Community infrastructure Levy	0.00	12,586.17	
Fund - Hardship Fund	0.00	3,000.00	
P & L Account	(35,287.52)	83,822.44	
		(35,287.52)	389,385.40

Jan-21

Acc Ref	Name	Balance YTD	Annual Budget	Variance
5401	ADMIN - General Fund Expenditure	1599.00	0	-1,599.00
5402	ADMIN - Bank Charge	488.95	560.00	71.05
5403	ADMIN - Telephone, Mobile & Internet	409.70	1,460.40	1,050.70
5404	ADMIN - Salaries	176413.40	220,552.33	44,138.93
5406	ADMIN - Gen Office Expenses	4248.40	3,500.00	-748.40
5407	ADMIN - Training	160.00	1,500.00	1,340.00
5408	ADMIN - Postage	21.96	350.00	328.04
5409	ADMIN - Photocopying	839.94	1,270.00	430.06
5410	ADMIN - Insurance	12904.99	13,500.00	595.01
5411	ADMIN - Health & Safety	1470.10	1,730.00	259.90
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	13323.62	0.00	-13,323.62
5419	ADMIN - Council Chamber Upgrade	2437.94	0.00	-2,437.94
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	7327.77	0.00	-7,327.77
5460	ADMIN - Bunting	0.00	0.00	0.00
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	2150.00	2,200.00	50.00
5464	ADMIN - BID Contingency Payments & Re-Election	0.00	5,000.00	5,000.00
5465	ADMIN - I.T. Support, Software	6328.13	5,019.60	-1,308.53
5466	ADMIN - Christmas & New Year's Eve	24400.39	24,700.00	299.61
5467	ADMIN - Cemetery Tax & NIC	12130.52	0.00	-12,130.52
5468	ADMIN - Cemetery Salaries & Superannuation	47757.48	0.00	-47,757.48
5469	ADMIN - Cemetery Misc Exp	3530.01	0.00	-3,530.01
5617	T/HALL - Heating Gas	273.05	1,100.00	826.95
5618	T/HALL - Electricity	532.96	1,200.00	667.04
5619	T/HALL - Sewerage/Water	109.39	560.00	450.61
5620	T/HALL - Business Rates	8248.50	8,500.00	251.50
5622	T/HALL - Cleaning contract	255.00	3,000.00	2,745.00
5623	T/HALL - Civil Ceremony costs	304.00	1,520.00	1,216.00
5624	T/HALL - Maintenance	714.11	1,500.00	785.89
5628	T/HALL - Marriage Licence Fund	0.00	500.00	500.00
5830	MAYORAL/CIV - Allowance	2073.00	2,073.00	0.00
5833	MAYORAL/CIV - Regalia	0.00	200.00	200.00
5835	MAYORAL/CIV - Civic Fund	117.50	100.00	-17.50
5839	MAYORAL/CIV - Wim Militia	0.00	400.00	400.00
5840	MAYORAL/CIV - Town Crier Subs/Comp	70.00	600.00	530.00
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	50.00	975.00	925.00
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	396.00	550.00	154.00
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	12415.71	0.00	-12,415.71
6449	BUILDING - Leigh Park Com Centre Loan	14953.14	15,000.00	46.86
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	6891.18	6,900.00	8.82
6470	C.C.T.V. - Maintenance	5271.42	3,500.00	-1,771.42
6471	C.C.T.V. - Loan Repayments	7837.16	7,838.00	0.84
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	6767.52	0.00	-6,767.52

Acc Ref	Name	Balance YTD	Annual Budget	Variance
6655	GEN.REC - Lighting	302.45	500.00	197.55
6656	GEN.REC - Training	0.00	1,500.00	1,500.00
6657	GEN.REC - Lodge C.Tax	1,530.65	1,370.00	-160.65
6658	GEN.REC - Miscellaneous	1,863.19	3,300.00	1,436.81
6660	GEN.REC - Repair/Renewal	999.04	3,500.00	2,500.96
6661	GEN.REC - Consumables	1,439.88	4,000.00	2,560.12
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	960.00	1,300.00	340.00
6669	GEN REC - G'Mens Tools	259.00	500.00	241.00
6670	GEN REC - G'Mens PPE	1,111.89	500.00	-611.89
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	435.00	500.00	65.00
6676	GEN REC - General Waste Disposal	681.79	2,000.00	1,318.21
6677	GEN REC - Dog Control Contract	589.00	2,000.00	1,411.00
6700	LEIGH/PK - Play Area Fund	3,032.44	0.00	-3,032.44
6816	R/COTTIS - Toilets Air Freshener Contract	260.00	250.00	-10.00
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	650.91	1,567.00	916.09
6874	R/COTTIS - Grass Tennis	153.43	500.00	346.57
6891	R/COTTIS - Pavilion Gas	356.36	800.00	443.64
6892	R/COTTIS - Pavilion Services	1,313.16	2,800.00	1,486.84
6893	R/COTTIS - Cleaner/ Maintenance	4,050.20	3,800.00	-250.20
6894	R/COTTIS - Pavilion Legionella Testing	998.10	1,380.00	381.90
6896	R/COTTIS - Play Area Inspections	455.00	850.00	395.00
6897	R/COTTIS - Play Area Redevelopment Loan	7,909.72	7,910.00	0.28
6898	R/COTTIS - Play Area Fund	0.00	0.00	0.00
		<u>438,524.79</u>	<u>475,003.48</u>	<u>36,478.69</u>

Jan-21				
Acc Ref	Name	Balance YTD	Annual Budget	Variance
3001	PRECEPT	413,450.00	413,450.00	0.00
3002	ADMIN - General Fund Income	850.00	0.00	-850.00
3003	ADMIN - Interest Received	118.77	1,000.00	881.23
3005	ADMIN - Compostable bin liners	0.00	60.00	60.00
3006	ADMIN - Receipts Gen	1,413.87	100.00	-1,313.87
3007	ADMIN - Hardship Fund Receipts	6,567.26	0.00	-6,567.26
3010	ADMIN - EDDC Maintenance Contribution CCTV	3,399.98	1,575.00	-1,824.98
3011	ADMIN - EDDC CCTV Loan 1 Contrib	3,526.72	3,527.00	0.28
3015	ADMIN - EDDC Leigh Park Com Centre Loan	14,953.14	14,953.00	-0.14
3017	ADMIN - Cemetery Salaries & Superannuation	47,757.68	0.00	-47,757.68
3018	ADMIN - Cemetery Tax & NIC	12,130.32	0.00	-12,130.32
3019	ADMIN - Cemetery Salaries Administration	0.00	0.00	0.00
3020	ADMIN - BID Payments Assistance	734.70	0.00	-734.70
3021	ADMIN - Cemetery Misc Inc	3,817.26	0.00	-3,817.26
3024	T/HALL - Hire Council Chamber	0.00	850.00	850.00
3025	T/HALL - Marriage Receipts	5,220.63	4,500.00	-720.63
3027	T/HALL - Hire Committee Room	0.00	5,600.00	5,600.00
3057	GEN REC - Lodge Rent	3,640.00	4,400.00	760.00
3058	GEN REC - Misc Income	50.00	50.00	0.00
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/COTTES - Football	915.06	2,050.00	1,134.94
3071	R/COTTES - Bowling Maintenance	1,933.00	8,550.00	6,617.00
3074	R/COTTES - Tennis Insurance	0.00	230.00	230.00
3076	R/COTTES - Changing Rooms	0.00	270.00	270.00
3077	R/COTTES - Recharged Services (Tennis)	1,253.17	2,000.00	746.83
3078	R/COTTES - Pavilion Maintenance Contribution	0.00	3,000.00	3,000.00
3080	L/PARK - Childrens & Community Centre Insurance	147.03	250.00	102.97
3083	L/PARK - Rugby Pavilion Insurance	468.66	950.00	481.34
3084	L/PARK - Rugby Waste Disposal	0.00	0.00	0.00
		522,347.25	467,965.00	-54,382.25

Applications for Grant Aid

2020-2021

To be submitted to Resources on:

19.02.21 Appendix C

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
3	Vision Wimborne Dial A Ride	Running Costs	The purpose of the organisation is to help meet the transport needs of local people with limited mobility.	* Resident * Town Support * Infrastructure * Economy * Partnership Working * Recreation, Culture & Heritage	1. Could you state the current percentage of residents using your service who live within the Town? 2. Are there additional grants to those already mentioned at Q11 to which you have not yet had a response? 3. Are you intending to apply to any other organisations in 2020-21 for assistance as well?	N	£ 750.00	N	To follow
4	Walford Mill Education Trust	One-off item	To purchase two laptops to enable home-working and more flexible working arrangements on site.	* Resident * Town Support * Economy * Tourism * Partnership Working * Recreation, Culture & Heritage	1. Budget 2. Accounts 3. Quotations	Y	£ 1,700.00	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	12.05.20	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