

7578
WIMBORNE MINSTER TOWN COUNCIL

MINUTES of an informal meeting of the **RESOURCES COMMITTEE** via video link held on **FRIDAY, 18 JUNE 2021 at 10.00 am.**

COMMITTEE MEMBERS PRESENT VIA VIDEO LINK

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

COMMITTEE MEMBER NOT PRESENT

Cllr M J Hopkins

OFFICERS PRESENT VIA VIDEO LINK

Town Clerk
Assistant Town Clerk

31 **SCHEDULE OF PAYMENTS**

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

The Chairman highlighted that in a forthcoming schedule a payment to Dorset Council would appear for repairs to the footpath between the Scout Headquarters and Redcotts Recreation Ground which was necessary because of tree root heave damaging the surface.

32 **MONTHLY ACCOUNTS**

The Town Clerk submitted for information the accounts for the month of May 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.

The Chairman asked if the Committee was minded to support a virement of the Improvements Fund (codes 5418 & 5419) in the sum of £1,032.99 to the Buildings Fund (code 6447).

The Committee was minded to support this minor change.

Town Clerk's decision – to approve the virement as suggested.

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GRANT AID

The Chairman reported that the Folk Festival Committee had withdrawn its grant application and had thanked the Committee for its support in the past.

The meeting closed at 10.13 am.

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

WIMBORNE MINSTER TOWN COUNCIL

SCHEDULE OF PAYMENTS - JUNE 2021

Pay Ref	Payment Date	Payee	Description	Amount
DD1	01.06.21	Dorset Council	Business Rates - Town Hall - June	823.00
DD2	16.06.21	Dorset Council	Council Tax - Redcotts Lodge - June	275.00
DD3	22.06.21	Rejuvenate IT	Monthly Support, Managed Services, Microsoft 365 & Website Hosting - June	717.48
DD3	22.06.21	Rejuvenate IT	VOIP Services, Broadband & Call Charges - May	154.98
DD3	10.06.21	Rejuvenate IT	Microsoft 365 20.05.21 - 31.05.21 - Scanner	1.39
DD4	16.06.21	SAGE UK	SAGE 50 Cloud Subscription - 01.06.21 - 31.06.21	48.00
DD5	12.06.21	Zoom.co.uk	Standard Pro Monthly & Webinar 100 Monthly - 12.06.21 - 11.06.21	43.99
DD6	09.06.21	O2 Business	Grounds Mobile	8.39
DD9	25.06.21	British Gas	Gas - Town Hall - 02.04.21 - 02.06.21	32.21
DD10	17.06.21	British Gas	Electricity - Town Hall - 28.04.21 - 27.05.21	43.74
# DD11	18.05.21	British Gas	Gas - Redcotts Pavilion - 02.04.21 - 01.05.21	9.13
DD 11	21.06.21	British Gas	Gas - Redcotts Pavilion - 02.05.21 - 01.06.21	9.43
DD12	18.06.21	British Gas	Electricity - Redcotts Pavilion - 29.04.21 - 28.05.21	120.49
DD13	19.06.21	Southern Electric	Electricity - Rec Lighting - 05.05.21 - 01.06.21	24.83
DD14	16.06.21	Southern Electric	Electricity - CCTV Pole - 05.05.21 - 01.06.21	40.30
DD30	22.07.21	ICO Registration	Annual ICO Registration - 23.07.21 - 22.07.22	35.00
# DC 1	23.05.21	Amazon.co.uk	Heavy Duty Basketball Net	20.98
# DC 2	27.05.21	Gulliver's Bookshop	Book Tokens - Gift - Outgoing Mayor	25.05
# DC 3	27.05.21	Carnival Flowers	Flowers - Gift - Outgoing Mayoress	45.00
BACS	04.06.21	Accolade Building Care Ltd	Replacement & Fitting - Siphon & Trap - Council Chamber Boiler	142.12
BACS	04.06.21	Allied Office Machines	Photocopier Removal	300.00
BACS	04.06.21	Clearstone Solutions	Restoration Cleaning - Jubilee Garden & Town Hall Courtyard	4320.00
BACS	04.06.21	Hillier Recycling Ltd	Wheelie Bin Emptying - May 2021	39.48
BACS	04.06.21	Jenna Milton	Town Hall Cleaning - May 2021	93.75
BACS	04.06.21	Just William UK	15 x Hi-Vis Vests	71.10
BACS	04.06.21	Multi-Signs	Supply & Fit Graphics - New Gator Vehicle	200.40
BACS	04.06.21	Ollie Noscoe Arborist	Crown Lift - Beech Tree & Remove Arisings	120.00
BACS	04.06.21	WP Group Ltd	499L Red Diesel	392.44
BACS	07.06.21	Robert Maddick (Signwriter)	Honours Board - 2020 Cllr SK Bartlett & 2021 Cllr KF Webb	178.00
BACS	16.06.21	Abacus Services	Repair & Repaint Jubilee Garden Gates & Treat Tivoli Car Park Access Gate	650.00
BACS	16.06.21	Mr Alan Breakwell	Annual Internal Accounts Audit 2020-2021	750.00
BACS	16.06.21	Genius Self Store	Storage 16.05.21 - 11.06.21	56.00
BACS	16.06.21	Hillier Recycling Ltd	Wheelie Bin Emptying - 28.05.21	19.74
BACS	16.06.21	OFCOM	Annual Radio Licence Fee - Shop-Watch	100.00
BACS	16.06.21	RJS Cleaning Management Ltd	Cleaning Bus Shelters - Leigh Road & St Johns Hill - May 2021	52.80
BACS	16.06.21	WPS Hallam Insurance Brokers	Endorsement - Addition Of Gator Vehicle 28.05.21 - 29.07.21	102.46
BACS	16.06.21	Salaries	Council Staff Salaries - May 2021	11422.83
BACS	16.06.21	HMRC	Council Staff - Tax & NIC	3302.80
BACS	16.06.21	Dorset County Pension Fund	Council Staff - Superannuation Contributions	3301.45
BACS	16.06.21	Salaries	Cemetery Staff - Salaries - May 2021	3510.85
BACS	16.06.21	HMRC	Cemetery Staff - Tax & NIC	1221.43
BACS	16.06.21	Dorset County Pension Fund	Cemetery Staff - Superannuation Contributions	1295.95
Total of all payments:				34121.99

Date: 11/06/2021
Time: 09:57:16

WIMBORNE MINSTER TOWN COUNCIL
Profit and Loss

Appendix B
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From: Month 2, May 2021
To: Month 2, May 2021

Chart of Accounts:

WIMBORNE COUNCIL ACCOUNTS

	<u>Period</u>	<u>Year to Date</u>	
Income			
Precept	0.00	219,400.00	
Admin	17.82	22.77	
Town Hall	950.00	6,620.83	
General Recreation	364.00	728.00	
Cemetery Salaries Reimbursement	6,028.23	12,056.46	
BID Payments Assistance	73.47	146.94	
	7,433.52		238,975.00
Expenditure			
Town Hall	1,111.02	1,972.52	
Grants, Donation, Subs & Conts	247.50	8,411.58	
Planning & Environment	44.00	44.00	
Buildings & Premises	422.23	16,048.65	
General Recreation	2,243.51	2,568.49	
Redcotts	676.20	5,266.24	
Assets Replacement	32.34	3,870.38	
	4,776.80		38,181.86
Gross Profit/(Loss):	<u>2,656.72</u>		<u>200,793.14</u>
Overheads			
Admin	21,666.52	41,633.31	
Mayoral & Civic	20.00	295.00	
Cemetery Salaries	6,028.23	12,056.46	
	27,714.75		53,984.77
Net Profit/(Loss):	<u>(25,058.03)</u>		<u>146,808.37</u>

Balance Sheet

From: Month 2, May 2021
 To: Month 2, May 2021

Chart of Accounts:

WIMBORNE COUNCIL ACCOUNTS

	<u>Period</u>	<u>Year to Date</u>	
Current Assets			
Bank Current Account	(154.98)	(154.98)	
Nationwide Business Bond	0.00	53,117.95	
Capital Reserve Account	(35,219.57)	427,585.14	
Petty Cash	0.00	306.98	
V. A. T	4,288.29	5,203.69	
Debtors Control Account	6,028.23	13,299.20	
		(25,058.03)	499,357.98
Current Liabilities			
Receipts in Advance	0.00	700.00	
		0.00	700.00
Current Assets less Current Liabilities:		(25,058.03)	498,657.98
Total Assets less Current Liabilities:		(25,058.03)	498,657.98
Financed By			
General Fund	0.00	169,960.25	
Fund - Buildings 6447	0.00	34,630.72	
Fund - Marriage Venue Licence 5628	0.00	1,394.00	
Fund - Election Exps 5412	0.00	6,990.99	
Fund - Office Equipment 6501 & 5413	0.00	9,766.67	
Fund - Traff Order/Signs	0.00	15,000.00	
Fund - Contract Work (Rec) 6668	0.00	610.36	
Fund - Planting 6663	0.00	1,034.93	
Fund - Mayor's Charities	0.00	1,831.50	
Fund - Vehicle & Plant 6502, 6671,6672	0.00	19,344.64	
Fund - Service 88	0.00	5,000.00	
Fund - Professional Fees & Legal Expenses	0.00	723.50	
Fund - Car Park/ Footpath 6665	0.00	2,419.14	
Fund - Improvements (from EDDC)5418 5419	0.00	1,032.99	
Fund - C.C.T.V. 6500	0.00	15,337.51	
Fund - Grants Underspend 2019-20	0.00	16,066.45	
Fund - Town Centre Maintenance (formerly TC	0.00	3,000.00	
Fund - Working Together Program 6242	0.00	2,500.00	
Fund - Leigh Park Play Area	0.00	38.93	
Fund - Redcotts Play Area	0.00	1,658.13	
Fund - Gunstone Trust	0.00	8,350.78	
Fund - CIL - Community infrastructure Levy	0.00	32,812.82	
Fund - Hardship Fund	0.00	2,345.30	
P & L Account	(25,058.03)	146,808.37	
		(25,058.03)	498,657.98

May-21

Acc Ref	Name	Balance YTD	Annual Budget	Variance
5401	ADMIN - General Fund Expenditure	0.00	0.00	0.00
5402	ADMIN - Bank Charge	76.90	600.00	523.10
5403	ADMIN - Telephone, Mobile & Internet	135.74	1,650.00	1,514.26
5404	ADMIN - Salaries	36,429.47	219,000.00	182,570.53
5406	ADMIN - Gen Office Expenses	480.42	2,000.00	1,519.58
5407	ADMIN - Training	314.00	1,500.00	1,186.00
5408	ADMIN - Postage	25.50	100.00	74.50
5409	ADMIN - Photocopier Lease	0.00	1,500.00	1,500.00
5410	ADMIN - Insurance	0.00	13,500.00	13,500.00
5411	ADMIN - Health & Safety	288.00	4,000.00	3,712.00
5412	ADMIN - Election Expenses Fund	0.00	0.00	0.00
5413	ADMIN - Office Equipment	0.00	0.00	0.00
5415	ADMIN - Travel	0.00	100.00	100.00
5417	ADMIN - Advertising	59.00	100.00	41.00
5418	ADMIN - IT Upgrade (2860)	0.00	0.00	0.00
5419	ADMIN - Council Chamber Refurb (2860)	0.00	0.00	0.00
5420	ADMIN - Membership Of Outside Bodies	1,636.48	2,255.00	618.52
5421	ADMIN - Newsletter	0.00	0.00	0.00
5422	ADMIN - Public Relations	0.00	0.00	0.00
5423	ADMIN - Hardship Fund Expenses (2816)	1,000.00	0.00	-1,000.00
5460	ADMIN - Bunting Installation	0.00	4,500.00	4,500.00
5461	ADMIN - Climate Change & Biodiversity	0.00	0.00	0.00
5462	ADMIN - Professional Fees	0.00	0.00	0.00
5463	ADMIN - Audit fees	0.00	2,300.00	2,300.00
5464	ADMIN - BID Contribution	0.00	0.00	0.00
5465	ADMIN - IT Support, Software	1,767.80	8,700.00	6,932.20
5466	ADMIN - Christmas & New Year's Eve	0.00	35,000.00	35,000.00
5467	ADMIN - Cemetery Tax & NIC	2443.06	0.00	-2,443.06
5468	ADMIN - Cemetery Salaries & Superannuation	9613.40	0.00	-9,613.40
5469	ADMIN - Cemetery Misc Exp	0.00	0.00	0.00
5617	T/HALL - Heating Gas	0.00	800.00	800.00
5618	T/HALL - Electricity	40.62	600.00	559.38
5619	T/HALL - Sewerage/Water	0.00	350.00	350.00
5620	T/HALL - Business Rates	1649.50	9,000.00	7,350.50
5622	T/HALL - Cleaning Contract	0.00	1,500.00	1,500.00
5623	T/HALL - Civil Ceremony Costs	182.40	1,000.00	817.60
5624	T/HALL - Maintenance	100.00	1,000.00	900.00
5628	T/HALL - Marriage Licence Fund	0.00	0.00	0.00
5830	MAYORAL/CIV - Mayoral Allowance	0.00	2,085.44	2,085.44
5833	MAYORAL/CIV - Regalia	0.00	200.00	200.00
5835	MAYORAL/CIV - Civic Fund	295.00	2,000.00	1,705.00
5839	MAYORAL/CIV - Wim Militia	0.00	400.00	400.00
5840	MAYORAL/CIV - Town Crier Subs/Comp	0.00	600.00	600.00
5841	MAYORAL/CIV - Members Training	0.00	500.00	500.00
5842	MAYORAL/CIV - Members Travel	0.00	500.00	500.00
5843	MAYORAL/CIV - Remembrance Day	0.00	1,500.00	1,500.00
6040	GSL - Cemetery Precept	6164.08	12,328.15	6,164.07
6046	GSL - BID Levy	247.50	270.00	22.50
6047	GSL - Annual Grants	2000.00	20,000.00	18,000.00
6242	P & E - Working Together Programme	0	0.00	0.00
6245	P & E - The Square Contribution	0	0.00	0.00
6265	P & E - Bus Shelter Cleaning	44	550.00	506.00
6269	P & E - Town Centre Maintenance	0	3,000.00	3,000.00
6270	P & E - Contribution to Service 88	0	0.00	0.00
6447	BUILDINGS - Buildings Fund	6439.68	10,000.00	3,560.32
6449	BUILDINGS - Leigh Park Com Centre Loan	0.00	15,000.00	15,000.00
6453	BUILDINGS - Redcotts Lodge Loan	0.00	2,100.00	2,100.00
6455	BUILDINGS - T/Hall Development Loan	0.00	11,900.00	11,900.00
6456	BUILDINGS - Redcotts Storage/Toilets Loan	3445.59	6,900.00	3,454.41

Acc Ref	Name	Balance YTD	Annual Budget	Variance
6470	C.C.T.V. - Maintenance	2244.80	5,000.00	2,755.20
6471	C.C.T.V. - Loan Repayments	3919.58	7,838.00	3,918.42
6500	ASSET REPLACEMENT - C.C.T.V	0.00	5,000.00	5,000.00
6501	ASSET REPLACEMENT - Office Equipment	0.00	1,500.00	1,500.00
6502	ASSETS - Vehicle & Plant	3870.38	10,000.00	6,129.62
6655	GEN REC - Lighting	26.91	700.00	673.09
6656	GEN REC - Training	0.00	0.00	0.00
6657	GEN REC - Lodge C.Tax	318.59	1,450.00	1,131.41
6658	GEN REC - Miscellaneous	1709.91	3,300.00	1,590.09
6660	GEN REC - Repair/ Renewal	88.98	3,500.00	3,411.02
6661	GEN REC - Consumables	145.40	4,000.00	3,854.60
6663	GEN REC - Planting Fund	0.00	200.00	200.00
6665	GEN REC - Car Park/F.Path Fund	0.00	500.00	500.00
6666	GEN REC - Wimborne In Bloom	0.00	0.00	0.00
6667	GEN REC - Travel	0.00	0.00	0.00
6668	GEN REC - Contract Work	0.00	3,000.00	3,000.00
6669	GEN REC - G'Mens Tools	0.00	500.00	500.00
6670	GEN REC - G'Mens Clothing & PPE	0.00	1,000.00	1,000.00
6671	GEN REC - Mega Van - Batteries Fund	0.00	0.00	0.00
6672	GEN REC - Mega Van Servicing, MOT & Rep	0.00	0.00	0.00
6673	GEN REC - Jubilee Garden	0.00	200.00	200.00
6674	GEN REC - Dog Waste Disposal	0.00	500.00	500.00
6676	GEN REC - General Waste Disposal	278.70	2,000.00	1,721.30
6677	GEN REC - Dog Control Cont	0.00	1,000.00	1,000.00
6700	LEIGH/PK - Play Area Fund	0.00	1,000.00	1,000.00
6816	R/COTTS - Toilets Airfreshener Contract	0.00	270.00	270.00
6817	R/COTTS - Pavilion Boilers Service Contract	0.00	220.00	220.00
6818	R/COTTS - Water/Sewerage	0.00	800.00	800.00
6870	R/COTTS - Football Pitches Consumables	0.00	150.00	150.00
6871	R/COTTS - Bowling Green Consumables	0.00	1,567.00	1,567.00
6874	R/COTTS - Grass Tennis	0.00	500.00	500.00
6891	R/COTTS - Pavilion Gas	8.70	800.00	791.30
6892	R/COTTS - Pavilion Services	117.24	2,800.00	2,682.76
6893	R/COTTS - Cleaner / Maintenance	1,029.06	5,250.00	4,220.94
6894	R/COTTS - Pavilion Legionella Testing	0.00	1,380.00	1,380.00
6896	R/COTTS - Play Area Inspections	0.00	850.00	850.00
6897	R/COTTS - Play Area Redevelopment Loan	3,954.86	7,910.00	3,955.14
6898	R/COTTS - Play Area Fund	156.38	1,000.00	843.62
		<u>92,747.63</u>	<u>476,573.59</u>	<u>383,825.96</u>

May-21

Acc Ref	Name	Balance YTD	Annual Budget	Variance
3001	PRECEPT	219,400.00	438,800.00	219,400.00
3002	ADMIN - General Fund Income	0.00	0.00	0.00
3003	ADMIN - Interest Received	0.00	240.00	240.00
3005	ADMIN - Compostable bin liners	0.00	20.00	20.00
3006	ADMIN - Receipts Gen	22.77	100.00	77.23
3007	ADMIN - Hardship Fund Receipts	0.00	0.00	0.00
3010	ADMIN - EDDC Maintenance Contribution C	0.00	2,250.00	2,250.00
3011	ADMIN - EDDC CCTV Loan 1 Contrib	0.00	3,527.00	3,527.00
3015	ADMIN - EDDC Leigh Park Com Centre Loan	0.00	14,953.00	14,953.00
3017	ADMIN - Cemetery Salaries & Superannuat	9,613.40	0.00	-9,613.40
3018	ADMIN - Cemetery Tax & NIC	2,443.06	0.00	-2,443.06
3019	ADMIN - Cemetery Salaries Administration	0.00	0.00	0.00
3020	ADMIN - BID Payments Assistance	146.94	0.00	-146.94
3021	ADMIN - Cemetery Misc Inc	0.00	0.00	0.00
3024	T/HALL - Hire Council Chamber	0.00	300.00	300.00
3025	T/HALL - Marriage Receipts	6,620.83	3,500.00	-3,120.83
3027	T/HALL - Hire Committee Room	0.00	1,000.00	1,000.00
3057	GEN REC - Lodge Rent	728.00	4,400.00	3,672.00
3058	GEN REC - Misc Income	0.00	100.00	100.00
3059	GEN REC - Grounds Maintenance Contract	0.00	0.00	0.00
3068	GEN REC - Bowling - Insurance	0.00	170.00	170.00
3069	GEN REC - Bowling - Glass Bottle Collection	0.00	140.00	140.00
3070	R/COTTIS - Football	0.00	2,100.00	2,100.00
3071	R/COTTIS - Bowling Maintenance	0.00	2,000.00	2,000.00
3074	R/COTTIS - Tennis Insurance	0.00	85.00	85.00
3076	R/COTTIS - Changing Rooms	0.00	270.00	270.00
3077	R/COTTIS - Recharged Services (Tennis)	0.00	2,000.00	2,000.00
3078	R/COTTIS - Pavilion Maintenance Contributic	0.00	0.00	0.00
3080	L/PARK - Childrens & Community Centre Ins	0.00	260.00	260.00
3083	L/PARK - Rugby Pavilion Insurance	0.00	980.00	980.00
3084	L/PARK - Rugby Waste Disposal	0.00	0.00	0.00
		238,975.00	477,195.00	238,220.00