

**WIMBORNE MINSTER TOWN COUNCIL**

**MINUTES** of an informal meeting of the **RESOURCES COMMITTEE** via video link held on **FRIDAY, 21 JANUARY 2022 at 10.00 am.**

**COMMITTEE MEMBERS PRESENT VIA VIDEO LINK**

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

**OFFICERS PRESENT VIA VIDEO LINK**

Town Clerk  
Assistant Town Clerk

**128** **SCHEDULE OF PAYMENTS**

The schedule of payments was submitted for information – see **Appendix A** to these Minutes.

**129** **MONTHLY ACCOUNTS**

The Town Clerk submitted for information the accounts for the month of December 2021, a copy of which had been circulated to each Member and a copy of which appears as **Appendix B** to these Minutes.

The meeting closed at 10.05 am.

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

**WIMBORNE MINSTER TOWN COUNCIL**  
**SCHEDULE OF PAYMENTS - JANUARY 2022**

Reference	Date	Name	Details	Gross
# DD1	01.01.22	Dorset Council	Business Rates - Town Hall - January 2022	823.00
DD2	16.01.22	Dorset Council	Council Tax - Redcotts Lodge - January 2022	275.00
DD3	22.01.22	Rejuvenate IT	Monthly Support, Managed Services, Microsoft 365 & Website Hosting	759.12
# DD3	22.12.21	Rejuvenate IT	Broadband, VOIP & Call charges - November 2021	154.98
DD3	22.01.22	Rejuvenate IT	Broadband, VOIP & Call charges - December 2021	155.17
DD 3	22.01.22	Rejuvenate IT	Cyber Essential Insurance - 1 Year Certification	598.80
DD4	14.01.22	SAGE UK	SAGE 50 Cloud Subscription - 01.12.21 - 31.12.21	48.00
# DD5	12.12.21	ZOOM	Standard Pro-Monthly & Webinar 500 - 12.12.21 - 11.01.22	43.99
DD5	12.01.22	ZOOM	Standard Pro-Monthly & Webinar 500 - 12.01.22 - 11.02.22	43.99
DD6	09.01.22	O2 Business Mobile	Groundsmens' Mobile 26.12.21 - 25.01.22	7.91
DD 9	26.12.21	Southern Electric	Gas - Town hall - 01.09.21 - 07.12.21	172.91
DD 11	26.12.21	Southern Electric	Gas - Redcotts Pavilion - 01.09.21 - 07.12.21	27.10
DD12p	18.01.22	British Gas	Electricity - Redcotts Pavilion - 29.11.21 - 28.12.21	669.54
DD13	22.01.22	Southern Electric	Electricity - Rec Lighting - 02.12.21 - 04.01.22	28.86
DD14	19.01.22	Southern Electric	Electricity - CCTV Pole - 02.12.21 - 04.01.22	48.30
DD 18	15.02.22	Source For Business	Water - Redcotts Recreation Ground 07.07.21 - 12.01.22	45.22
DD 20	22.02.22	Source For Business	Water - Redcotts Pavilion 09.07.21 - 05.01.22	65.16
DD 22	15.01.22	Debt Management Office (PWLb)	Loan - Leigh Park Childrens & Community Centre	7,476.57
# DC 1	03.12.21	Furniture@Work	Flammable liquids COSHH Cabinet - Groundsmen's Store	265.20
# DC 2	23.12.21	Card Factory	Office Consumables	2.00
# DC 3	23.12.21	Waitrose	Consumables	48.48
# DC 4	12.01.22	Net World Sports	Stadium Max Grass Marking Tufts x25	69.94
# OP 1	21.12.21	Mackenzie Construction Ltd	Bike Rack Installation x2	150.42
# OP 2	24.12.21	Wimborne Valognes Twinning Association	Grant Aid 2021-22	500.00
OP 3	04.01.22	Richard Rowland	New Year's Eve Piper	100.00
OP 4	06.01.22	Newsquest Media Group	Advertisement - Town Hall Council Chamber Civil Ceremonies	238.80
OP 5	06.01.22	Blinds2Go	Blackout Blinds x2	88.71
# BACS	23.12.21	Gallaghers Insurance	Town Council Commercial Insurance 21.12.21 - 20.12.22	14,018.84
# BACS	24.12.21	C&O Tractors	Consumables	12.36
# BACS	24.12.21	Custom Security Services	Final Payment - CCTV Upgrades & Link Installations	6,118.80
# BACS	24.12.21	Dantek Environmental Services (UK) Ltd	Legionella Water Monitoring Contract	137.06
# BACS	24.12.21	Jenna Milton	Cleaning - Town Hall - December 2021	161.25
# BACS	24.12.21	Jewson Ltd	Paintbrush set	11.86
# BACS	24.12.21	PHS Group Ltd	Biozone Units x2 - Redcotts Public Toilets	312.00
			Sanitary Waste Disposal - Town Hall 19.01.22 - 18.01.23	43.20
# BACS	24.12.21	Portique	Supply & Fit 10no. Silver Shields - Mayoral Chains	750.00
# BACS	24.12.21	Ricoh UK Ltd	Photocopier Rental & Copying Charges	217.05
# BACS	24.12.21	SLCC	Annual Membership - ATC 2021-22	197.00
# BACS	24.12.21	SLCC Enterprises Ltd	Town Clerk Job Vacancy Advertisement	333.60
# BACS	24.12.21	Screwfix	Holesaw Set 13 Pieces	19.25
BACS	14.01.21	ACE Office Environments	Office Stationery & ink	73.06
BACS	14.01.21	ARCO Ltd	Trojan Shell Gloves x2 & Impacto Gloves x1	51.32
BACS	14.01.21	Enerveo	Repair 3 Street Lights at Leigh Park	327.43
BACS	14.01.21	Glenacres Nursery	20 x Grisselinia Littoralis	111.12
BACS	14.01.21	Hillier Recycling Ltd	Wheelie Bin Emptying - December 2021	78.96
BACS	14.01.21	Jewson Ltd	Painting Supplies	37.94
BACS	14.01.21	RJS Window Cleaning	Cleaning Bus Shelters - Leigh Road & St Johns Hill	52.80
BACS	14.01.21	2 R's Trading Ltd	Cleaning Redcotts Toilets & Changing Rooms - December 2021	721.51
BACS	14.01.21	Screwfix	Boots - Groundstaff	28.99
BACS	14.01.21	Mrs K Webb	Expenses - Refreshments - Mayor's Christmas Reception	63.95
BACS	14.01.22	Salaries	Council Staff Salaries - December 2021	11288.52
BACS	14.01.22	HMRC	Council Staff - Tax & NIC	3182.43
BACS	14.01.22	Dorset County Pension Fund	Council Staff - Superannuation Contributions	3233.18
BACS	14.01.22	Salaries	Cemetery Staff - Salaries - December 2021***	3510.85
BACS	14.01.22	HMRC	Cemetery Staff - Tax & NIC***	1221.43
BACS	14.01.22	Dorset County Pension Fund	Cemetery Staff - Superannuation Contributions***	1295.95
<b>Total Payments</b>				<b>60518.88</b>

\* 45.00% Recharged to Dorset Council

\*\* Recharged in full to Wimborne Bowls Club

\*\*\* Recharged to Wimborne Cemetery Joint Management Committee

Date: 14/01/2022  
Time: 11:24:50

WIMBORNE MINSTER TOWN COUNCIL

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Profit and Loss

From: Month 9, December 2021  
To: Month 9, December 2021

Chart of Accounts:

WIMBORNE COUNCIL ACCOUNTS

	<u>Period</u>	<u>Year to Date</u>	
Income			
Precept	0.00	438,800.00	
DC Maintenance Contribution	2,320.13	6,406.18	
Admin	3.72	53.57	
Town Hall	458.32	14,024.92	
General Recreation	1,014.00	5,074.84	
Redcotts	2,383.64	12,739.86	
DC Loan Contributions	0.00	18,479.86	
Cemetery Salaries Reimbursement	6,028.23	54,307.90	
Cemetery Miscellaneous Expenses	0.00	197.09	
BID Payments Assistance	73.47	661.23	
		12,281.51	550,745.45
Expenditure			
Town Hall	1,471.06	12,657.80	
Grants, Donation, Subs & Conts	1,000.00	21,072.65	
Planning & Environment	419.00	4,634.50	
Buildings & Premises	5,582.75	62,436.13	
General Recreation	1,189.86	13,414.77	
Redcotts	1,899.44	17,506.83	
Assets Replacement	273.10	3,889.96	
		11,835.21	135,612.64
Gross Profit/(Loss):		<u>446.30</u>	<u>415,132.81</u>
Overheads			
Admin	33,855.84	218,873.04	
Mayoral & Civic	1,000.00	3,258.21	
Cemetery Salaries	6,028.23	54,312.90	
Cemetery Miscellaneous Expenses	150.80	347.89	
		41,034.87	276,792.04
Net Profit/(Loss):		<u>(40,588.57)</u>	<u>138,340.77</u>

Date: 14/01/2022  
Time: 11:25:03

WIMBORNE MINSTER TOWN COUNCIL  
Balance Sheet

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From: Month 9, December 2021  
To: Month 9, December 2021

Chart of Accounts:

WIMBORNE COUNCIL ACCOUNTS

	<u>Period</u>	<u>Year to Date</u>	
Current Assets			
Nationwide Business Bond	0.00	53,117.95	
Capital Reserve Account	(43,086.12)	414,692.65	
Petty Cash	0.00	606.98	
V. A. T	1,140.45	6,108.95	
Debtors Control Account	1,468.21	12,135.55	
	(40,477.46)		486,662.08
Current Liabilities			
Hire Purchase	(438.89)	12,288.88	
Receipts in Advance	0.00	700.00	
Allotment Deposits	550.00	600.00	
		111.11	13,588.88
Current Assets less Current Liabilities:	(40,588.57)		473,073.20
Total Assets less Current Liabilities:	(40,588.57)		473,073.20
Financed By			
General Fund	0.00	169,960.25	
Fund - Buildings 6447	0.00	35,663.71	
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	8,997.57	
Fund - Climate Change & Biodiversity	0.00	15,000.00	
Fund - Contract Work (Rec) 6668	0.00	610.36	
Fund - Planting 6663	0.00	1,034.93	
Fund - Vehicle & Plant 6502, 6671,6672	0.00	(405.36)	
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 - C.C.T.V. 6500	0.00	15,337.51	
Fund - Grants Underspend 2019-20	0.00	15,066.45	
Fund - Town Centre Maintenance	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	39,046.24	
Fund - Hardship Fund	0.00	2,345.30	
P & L Account	(40,588.57)	138,340.77	
	(40,588.57)		473,073.20

**Wimborne Minster Town Council**  
**Budget Expenses Vs Actuals with Variances**

Dec-21

Acc Ref	Name	Balance YTD	Annual Budget	Variance
5401	ADMIN - General Fund Expenditure	0.00	0.00	0.00
5402	ADMIN - Bank Charge	446.15	600.00	153.85
5403	ADMIN - Telephone, Mobile & Internet	968.09	1,650.00	681.91
5404	ADMIN - Salaries	164325.35	219,000.00	54,674.65
5405	ADMIN - Hire Purchase Interest	92.48	127.16	34.68
5406	ADMIN - Gen Office Expenses	1605.53	2,000.00	394.47
5407	ADMIN - Training	314.00	1,500.00	1,186.00
5408	ADMIN - Postage	26.49	100.00	73.51
5409	ADMIN - Photocopier Lease	1099.85	1,500.00	400.15
5410	ADMIN - Insurance	20931.40	13,500.00	-7,431.40
5411	ADMIN - Health & Safety	1708.93	4,000.00	2,291.07
5412	ADMIN - Election Expenses Fund	0.00	0.00	0.00
5415	ADMIN - Travel	5.40	100.00	94.60
5417	ADMIN - Advertising	635.00	100.00	-535.00
5420	ADMIN - Membership Of Outside Bodies	1,868.48	2,255.00	386.52
5423	ADMIN - Hardship Fund Expenses (2816)	1,000.00	0.00	-1,000.00
5460	ADMIN - Bunting Installation	2,158.60	4,500.00	2,341.40
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	2,050.00	2,300.00	250.00
5465	ADMIN - IT Support, Software	6620.02	8,700.00	2,079.98
5466	ADMIN - Christmas & New Year's Eve	13017.27	35,000.00	21,982.73
5467	ADMIN - Cemetery Tax & NIC	11013.45	0.00	-11,013.45
5468	ADMIN - Cemetery Salaries & Superannuation	43299.45	0.00	-43,299.45
5469	ADMIN - Cemetery Misc Exp	347.89	0.00	-347.89
5617	T/HALL - Heating Gas	597.16	800.00	202.84
5618	T/HALL - Electricity	975.51	600.00	-375.51
5619	T/HALL - Sewerage/Water	99.45	350.00	250.55
5620	T/HALL - Business Rates	7,410.50	9,000.00	1,589.50
5622	T/HALL - Cleaning Contract	1,146.25	1,500.00	353.75
5623	T/HALL - Civil Ceremony Costs	2,006.40	1,000.00	-1,006.40
5624	T/HALL - Maintenance	422.53	1,000.00	577.47
5628	T/HALL - Marriage Licence Fund	0.00	0.00	0.00
5830	MAYORAL/CIV - Mayoral Allowance	1,042.72	2,085.44	1,042.72
5833	MAYORAL/CIV - Regalia	850.50	200.00	-650.50
5835	MAYORAL/CIV - Civic Fund	598.00	2,000.00	1,402.00
5839	MAYORAL/CIV - Wim Militia	400.00	400.00	0.00
5840	MAYORAL/CIV - Town Crier Subs/Comp	70.00	600.00	530.00
5841	MAYORAL/CIV - Members Training	125.00	500.00	375.00
5842	MAYORAL/CIV - Members Travel	0.00	500.00	500.00
5843	MAYORAL/CIV - Remembrance Day	171.99	1,500.00	1,328.01
6040	GSL - Cemetery Precept	12,328.15	12,328.15	0.00
6046	GSL - BID Levy	247.50	270.00	22.50
6047	GSL - Annual Grants	8,497.00	20,000.00	11,503.00
6242	P & E - Working Together Programme	1,657.50	0.00	-1,657.50
6265	P & E - Bus Shelter Cleaning	352.00	550.00	198.00
6269	P & E - Town Centre Maintenance	2,625.00	3,000.00	375.00
6270	P & E - Contribution to Service 88	0.00	0.00	0.00
6447	BUILDINGS - Buildings Fund	19,166.60	10,000.00	-9,166.60
6449	BUILDINGS - Leigh Park Com Centre Loan	7,476.57	15,000.00	7,523.43
6453	BUILDINGS - Redcotts Lodge Loan	1,031.48	2,100.00	1,068.52
6455	BUILDINGS - T/Hall Development Loan	5,926.54	11,900.00	5,973.46
6456	BUILDINGS - Redcotts Storage/Toilets Loan	6,891.18	6,900.00	8.82
6470	C.C.T.V. - Maintenance	14,106.60	5,000.00	-9,106.60
6471	C.C.T.V. - Loan Repayments	7,837.16	7,838.00	0.84
6500	ASSET REPLACEMENT - C.C.T.V	0.00	5,000.00	5,000.00
6501	ASSET REPLACEMENT - Office Equipment	250.00	1,500.00	1,250.00
6502	ASSETS - Vehicle & Plant	3,639.96	10,000.00	6,360.04

Acc Ref	Name	Balance YTD	Annual Budget	Variance
6655	GEN REC - Lighting	490.79	700.00	209.21
6657	GEN REC - Lodge C.Tax	1442.23	1450.00	7.77
6658	GEN REC - Miscellaneous	2959.17	3300.00	340.83
6660	GEN REC - Repair/ Renewal	3019.83	3500.00	480.17
6661	GEN REC - Consumables	2794.28	4000.00	1205.72
6663	GEN REC - Planting Fund	184.82	200.00	15.18
6665	GEN REC - Car Park/F.Path Fund	0.00	500.00	500.00
6668	GEN REC - Contract Work	895.00	3000.00	2105.00
6669	GEN REC - G'Mens Tools	69.70	500.00	430.30
6670	GEN REC - G'Mens Clothing & PPE	212.16	1000.00	787.84
6673	GEN REC - Jubilee Garden	75.00	200.00	125.00
6674	GEN REC - Dog Waste Disposal	230.00	500.00	270.00
6676	GEN REC - General Waste Disposal	788.65	2000.00	1211.35
6677	GEN REC - Dog Control Cont	28.00	1000.00	972.00
6700	LEIGH/PK - Play Area Fund	225.14	1000.00	774.86
6816	R/COTTS - Toilets Airfreshener Contract	260.00	270.00	10.00
6817	R/COTTS - Pavilion Boilers Service Contract	0.00	220.00	220.00
6818	R/COTTS - Water/Sewerage	405.86	800.00	394.14
6870	R/COTTS - Football Pitches Consumables	581.63	150.00	-431.63
6871	R/COTTS - Bowling Green Consumables	1185.81	1567.00	381.19
6874	R/COTTS - Grass Tennis	0.00	500.00	500.00
6891	R/COTTS - Pavilion Gas	121.13	800.00	678.87
6892	R/COTTS - Pavilion Services	1671.37	2800.00	1128.63
6893	R/COTTS - Cleaner / Maintenance	3827.58	5250.00	1422.42
6894	R/COTTS - Pavilion Legionella Testing	456.92	1380.00	923.08
6896	R/COTTS - Play Area Inspections	620.00	850.00	230.00
6897	R/COTTS - Play Area Redevelopment Loan	7909.72	7910.00	0.28
6898	R/COTTS - Play Area Fund	466.81	1000.00	533.19
		<u>412404.68</u>	<u>476700.75</u>	<u>64296.07</u>

Dec-21

<b>Acc Ref</b>	<b>Name</b>	<b>Balance YTD</b>	<b>Annual Budget</b>	<b>Variance</b>
3001	PRECEPT	438,800.00	438,800.00	0.00
3002	ADMIN - General Fund Income	0.00	0.00	0.00
3003	ADMIN - Interest Received	30.55	240.00	209.45
3005	ADMIN - Compostable bin liners	0.00	20.00	20.00
3006	ADMIN - Receipts Gen	23.02	100.00	76.98
3007	ADMIN - Hardship Fund Receipts	0.00	0.00	0.00
3008	ADMIN - Allotment Administration fees	25.00	0.00	-25.00
3010	ADMIN - DC Maintenance Contribution CCTV	6,406.18	2,250.00	-4,156.18
3011	ADMIN - DC CCTV Loan 1 Contrib	3,526.72	3,527.00	0.28
3015	ADMIN - DC Leigh Park Com Centre Loan	14,953.14	14,953.00	-0.14
3017	ADMIN - Cemetery Salaries & Superannuation	43299.45	0.00	-43,299.45
3018	ADMIN - Cemetery Tax & NIC	11008.45	0.00	-11,008.45
3019	ADMIN - Cemetery Salaries Administration	0.00	0.00	0.00
3020	ADMIN - BID Payments Assistance	661.23	0.00	-661.23
3021	ADMIN - Cemetery Misc Inc	197.09	0.00	-197.09
3024	T/HALL - Hire Council Chamber	0.00	300.00	300.00
3025	T/HALL - Marriage Receipts	12,620.83	3,500.00	-9,120.83
3027	T/HALL - Hire Committee Room	1,404.09	1,000.00	-404.09
3055	GEN REC - Allotment Admin Fees	400.00	0.00	-400.00
3056	GEN REC - Allotment Licence Fees	275.00	0.00	-275.00
3057	GEN REC - Lodge Rent	3,276.00	4,400.00	1,124.00
3058	GEN REC - Misc Income	1,123.84	100.00	-1,023.84
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 Collections	0.00	140.00	140.00
3070	R/COTTIS - Football	2,589.34	2,100.00	-489.34
3071	R/COTTIS - Bowling Maintenance	5,721.66	2,000.00	-3,721.66
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)	1,428.86	2,000.00	571.14
3078	R/COTTIS - Pavilion Maintenance Contribution	3,000.00	0.00	-3,000.00
3080	L/PARK - Childrens & Community Centre Insurance	0.00	260.00	260.00
3083	L/PARK - Rugby Pavilion Insurance	0.00	980.00	980.00
		<b>550,770.45</b>	<b>477,195.00</b>	<b>-73,575.45</b>