

7617
WIMBORNE MINSTER TOWN COUNCIL

MINUTES of an informal meeting of the **RESOURCES COMMITTEE** via video link held on **FRIDAY, 26 NOVEMBER 2021** at 10.00 am.

COMMITTEE MEMBERS PRESENT VIA VIDEO LINK

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

MEMBERS NOT PRESENT

Cllr P Bache
Cllr D Burt
Cllr C L Butter - Ex-Officio - Vice-Chairman of the Council

OFFICERS PRESENT VIA VIDEO LINK

Town Clerk
Committee Officer

96 **SCHEDULE OF PAYMENTS**

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

The Chairman reported that the schedule showed a grant payment to Dreamboats that had been outstanding since 2020. The conditions attached to the payment had now been met.

Cllr Webb reported that the payment to High Mead Farm, one of her Mayoral Charities, had been made from her Mayoral allowance.

97 **MONTHLY ACCOUNTS**

The Town Clerk submitted for information the accounts for the month of October 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 meeting closed at 10.05 am.

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

WIMBORNE MINSTER TOWN COUNCIL
SCHEDULE OF PAYMENTS - NOVEMBER 2021

Reference	Payment Date	Name	Details	Gross
# DD1	01.11.21	Dorset Council	Business Rates - Town Hall - November 2021	823.00
DD2	16.11.21	Dorset Council	Council Tax - Redcotts Lodge - November 2021	275.00
DD3	22.11.21	Rejuvenate IT	Monthly Support, Managed Services, Microsoft 365 & Website Hosting	769.92
DD3	22.11.21	Rejuvenate IT	VOIP Services, Broadband & Call Charges	155.70
DD3	16.11.21	Rejuvenate IT	HP 250 G8 15.6" Notebook - Cllr's Laptop	795.72
DD4	14.11.21	SAGE UK	SAGE 50 Cloud Subscription - 01.11.21 - 30.11.21	48.00
DD5	12.11.21	Zoom.co.uk	Standard Pro Monthly & Webinar 100 Monthly - 12.11.21 - 11.12.21	43.99
DD7	12.11.21	Peninsula	Health & Safety - November 2021	172.80
DD12p	17.11.21	British Gas	Electricity - Redcotts Pavilion - 29.09.21 - 28.10.21	390.14
DD13	19.11.21	Southern Electric	Electricity - Rec Lighting - 02.10.21 - 01.11.21	26.70
DD14	16.11.21	Southern Electric	Electricity - CCTV Pole - 02.10.21 - 01.11.21	44.38
DD31	31.11.21	John Deere Bank	Purchase Finance Agreement - John Deere Gator - November 2021	450.45
# DC 1	12.10.21	WestPack	Berlin Presentation Box, Hooks & Foam - Mayoral Chains	120.60
# DC 2	13.10.21	Amazon.co.uk	Cyclamen Coum Spring Flowering Bulbs x25	32.99
# DC 3	02.11.21	Glenacres Nursery	Begonias x30	28.80
DC 4	09.11.21	Amazon.co.uk	Hole Cover Caps 10mm Black x100 - Play Equipment	5.89
# OP 1	27.10.21	James Dean Creative Landscapes Ltd	Wintering Cherry Tree	216.00
# OP 2	27.10.21	High Mead Farm	Donation - Mayoral Charity 2021/22	1,042.72
# BACS	20.10.21	Dreamboats	Grant Aid 2019/2020	1,000.00
# BACS	28.10.21	WPS Hallam	Town Council Insurance - 1Mth Extension 01.11.21 - 29.11.21	907.55
BACS	08.11.21	Accolade Building Care Ltd	Redcotts Lodge Annual Boiler Service - New Electrode & Gasket Kit	145.68
			Replacement Immersion Heater	146.48
BACS	08.11.21	Avoncrop Amenity Products	Grass Seed & Treatments - Recharged To Bowls Club	1,161.90
BACS	08.11.21	Clearstone Solutions Ltd	Graffiti Removal - Redcotts Skate Facility	634.80
BACS	08.11.21	Dantek Environmental Services (UK) Ltd	Legionella Water Monitoring Contract	137.06
BACS	08.11.21	The Firepoint	Fire Extinguisher Service - Town Hall	145.20
BACS	08.11.21	Hillier Recycling Ltd	Wheelie Bin Emptying - October 2021	118.44
BACS	08.11.21	Jenna Milton	Town Hall Cleaning - October 2021	195.00
BACS	08.11.21	Jewson Ltd	Consumables Including Padlocks For Wimborne Cemetery*	45.22
			Cleaning Equipment	16.30
BACS	08.11.21	Loyal Company Of Town Criers	Annual Subscription 2022	35.00
BACS	08.11.21	2 R's Trading Ltd	Cleaning Public Toilets & Changing Rooms - Redcotts Pavilion	242.64
BACS	08.11.21	Slick Events Ltd	Christmas Lighting Installation Deposit, Tree Lights & Fencing	15793.2
BACS	08.11.21	TradeUK (Screwfix)	Graffiti Remover & Consumables	78.44
BACS	08.11.21	WP Group	499L Red Diesel	450.07
# BACS	09.11.21	Radio Wimborne	Grant Aid 2021/2022 - Son Et Lumiere	700.00
BACS	19.11.21	Accolade Building Care Ltd	Call Out - Central Heating Fault - Redcotts Pavilion	44.26
BACS	19.11.21	Dorset Furnishing Care	Carpet Cleaning - Committee Room & Hall, Spot Clean - Council Chamber	90.00
BACS	19.11.21	Hunt Forest Group	50Hr Service & Inspection Plus Consumables - XUV 865M	177.78
			Investigate & Repair Fault - John Deer Mower - HF19 EVH	1,698.65
BACS	19.11.21	Jewson Ltd	Consumables	4.02
			Hi-Vis Jacket	49.58
BACS	19.11.21	Just William UK	R121A Soft Shell Jacket	44.34
BACS	19.11.21	The Minster Press	4x A4 Grit Bin Labels	58.80
			90x 8pp Orders Of Service - Remembrance Day	109.00
BACS	19.11.21	Fenland Leisure Ltd T/A Online Playgrounds	Swing Chains & Shackles - Redcotts Play Area	131.52
BACS	19.11.21	Pete Herbert Window Cleaning	Cleaning Windows - Town Hall - O/S Only	35.00
BACS	19.11.21	Rainford Electricals	Repairs - Redcotts Public Toilet Electrics - Vandalism	340.00
BACS	19.11.21	RJS Window Cleaning	Cleaning Bus Shelters - Leigh Road & St Johns Hill	52.80
BACS	19.11.21	TradeUK (Screwfix)	Consumables	49.45
BACS	19.11.21	Wimborne In Bloom	Town Centre Cleaning - 01.10.21 - 31.10.21	450.00
BACS	15.11.21	Salaries	Council Staff Salaries - November 2021	11459.93
BACS	15.11.21	HMRC	Council Staff - Tax & NIC	3318.86
BACS	15.11.21	Dorset County Pension Fund	Council Staff - Superannuation Contributions	3310.07
BACS	15.11.21	Salaries	Cemetery Staff - Salaries - November 2021*	3517.35
BACS	15.11.21	HMRC	Cemetery Staff - Tax & NIC*	1226.63
BACS	15.11.21	Dorset County Pension Fund	Cemetery Staff - Superannuation Contributions*	1298.96
Total Payments				54862.78

* Recharged to Wimborne Cemetery Joint Management Committee

Date: 16/11/2021
Time: 12:16:04

WIMBORNE MINSTER TOWN COUNCIL

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Profit and Loss

From: Month 7, October 2021
To: Month 7, October 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	0.00	1,142.81	
Admin	4.04	45.63	
Town Hall	929.15	12,108.28	
General Recreation	364.00	3,621.84	
Redcotts	0.00	10,356.22	
DC Loan Contributions	0.00	18,479.86	
Cemetery Salaries Reimbursement	6,028.23	42,241.73	
Cemetery Miscellaneous Expenses	17.09	197.09	
BID Payments Assistance	73.47	514.29	
	7,415.98		527,507.75
Expenditure			
Town Hall	1,439.17	10,826.89	
Grants, Donation, Subs & Conts	547.00	19,372.65	
Planning & Environment	419.00	3,796.50	
Buildings & Premises	11,004.93	48,540.61	
General Recreation	1,513.34	10,711.71	
Redcotts	4,580.35	13,478.33	
Assets Replacement	0.00	1,803.17	
	19,503.79		108,529.86
Gross Profit/(Loss):	<u>(12,087.81)</u>		<u>418,977.89</u>
Overheads			
Admin	21,349.83	151,966.83	
Mayoral & Civic	1,206.21	2,114.21	
Cemetery Salaries	6,028.23	42,241.73	
Cemetery Miscellaneous Expenses	0.00	180.00	
	28,584.27		196,502.77
Net Profit/(Loss):	<u>(40,672.08)</u>		<u>222,475.12</u>

Date: 16/11/2021
Time: 12:17:09

WIMBORNE MINSTER TOWN COUNCIL

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Balance Sheet

From: Month 7, October 2021
To: Month 7, October 2021

Chart of Accounts:

WIMBORNE COUNCIL ACCOUNTS

	<u>Period</u>	<u>Year to Date</u>	
Current Assets			
Bank Current Account	(450.45)	(450.45)	
Nationwide Business Bond	0.00	53,117.95	
Capital Reserve Account	(35,818.93)	493,707.75	
Petty Cash	0.00	506.98	
V. A. T	701.57	2,916.45	
Debtors Control Account	(309.74)	21,938.63	
		(35,877.55)	571,737.31
Current Liabilities			
Hire Purchase	(438.89)	13,166.66	
Receipts in Advance	0.00	700.00	
		(438.89)	13,866.66
Current Assets less Current Liabilities:		(35,438.66)	557,870.65
Total Assets less Current Liabilities:		(35,438.66)	557,870.65
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	9,660.67	
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	(1,000.00)	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	6,233.42	39,046.24	
Fund - Hardship Fund	0.00	2,345.30	
P & L Account	(40,672.08)	222,475.12	
		(35,438.66)	557,870.65

Wimborne Minster Town Council
Budget Expenses Vs Actuals with Variances

Oct-21

Acc Ref	Name	Balance YTD	Annual Budget	Variance
5401	ADMIN - General Fund Expenditure	0.00	0.00	0.00
5402	ADMIN - Bank Charge	340.60	600.00	259.40
5403	ADMIN - Telephone, Mobile & Internet	825.16	1,650.00	824.84
5404	ADMIN - Salaries	127,612.05	219,000.00	91,387.95
5405	ADMIN - Hire Purchase Interest	69.36	127.16	57.80
5406	ADMIN - Gen Office Expenses	1,907.07	2,000.00	92.93
5407	ADMIN - Training	314.00	1,500.00	1,186.00
5408	ADMIN - Postage	25.50	100.00	74.50
5409	ADMIN - Photocopier Lease	918.98	1,500.00	581.02
5410	ADMIN - Insurance	2,975.73	13,500.00	10,524.27
5411	ADMIN - Health & Safety	1,420.93	4,000.00	2,579.07
5412	ADMIN - Election Expenses Fund	0.00	0.00	0.00
5415	ADMIN - Travel	5.40	100.00	94.60
5417	ADMIN - Advertising	357.00	100.00	-257.00
5420	ADMIN - Membership Of Outside Bodies	1,671.48	2,255.00	583.52
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	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
5464	ADMIN - BID Contribution	0.00	0.00	0.00
5465	ADMIN - IT Support, Software	5,222.43	8,700.00	3,477.57
5466	ADMIN - Christmas & New Year's Eve	92.54	35,000.00	34,907.46
5467	ADMIN - Cemetery Tax & NIC	8,565.19	0.00	-8,565.19
5468	ADMIN - Cemetery Salaries & Superannuation	33,676.54	0.00	-33,676.54
5469	ADMIN - Cemetery Misc Exp	180.00	0.00	-180.00
5617	T/HALL - Heating Gas	432.48	800.00	367.52
5618	T/HALL - Electricity	957.23	600.00	-357.23
5619	T/HALL - Sewerage/Water	99.45	350.00	250.55
5620	T/HALL - Business Rates	5,764.50	9,000.00	3,235.50
5622	T/HALL - Cleaning Contract	643.75	1,500.00	856.25
5623	T/HALL - Civil Ceremony Costs	1,763.20	1,000.00	-763.20
5624	T/HALL - Maintenance	1,166.28	1,000.00	-166.28
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	100.50	200.00	99.50
5835	MAYORAL/CIV - Civic Fund	348.00	2,000.00	1,652.00
5839	MAYORAL/CIV - Wim Militia	400.00	400.00	0.00
5840	MAYORAL/CIV - Town Crier Subs/Comp	35.00	600.00	565.00
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	62.99	1,500.00	1,437.01
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	6,797.00	20,000.00	13,203.00
6242	P & E - Working Together Programme	1,657.50	0.00	-1,657.50
6265	P & E - Bus Shelter Cleaning	264.00	550.00	286.00
6269	P & E - Town Centre Maintenance	1,875.00	3,000.00	1,125.00
6270	P & E - Contribution to Service 88	0.00	0.00	0.00
6447	BUILDINGS - Buildings Fund	16,878.27	10,000.00	-6,878.27
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	2,499.41	5,000.00	2,500.59
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	0.00	1,500.00	1,500.00
6502	ASSETS - Vehicle & Plant	1,803.17	10,000.00	8,196.83

Acc Ref	Name	Balance YTD	Annual Budget	Variance
6655	GEN REC - Lighting	440.52	700.00	259.48
6657	GEN REC - Lodge C.Tax	1121.19	1450.00	328.81
6658	GEN REC - Miscellaneous	2727.36	3300.00	572.64
6660	GEN REC - Repair/ Renewal	2433.57	3500.00	1066.43
6661	GEN REC - Consumables	1672.97	4000.00	2327.03
6663	GEN REC - Planting Fund	160.82	200.00	39.18
6665	GEN REC - Car Park/F.Path Fund	0.00	500.00	500.00
6668	GEN REC - Contract Work	645.00	3000.00	2355.00
6669	GEN REC - G'Mens Tools	69.70	500.00	430.30
6670	GEN REC - G'Mens Clothing & PPE	133.89	1000.00	866.11
6673	GEN REC - Jubilee Garden	199.40	200.00	0.60
6674	GEN REC - Dog Waste Disposal	230.00	500.00	270.00
6676	GEN REC - General Waste Disposal	624.15	2000.00	1375.85
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	0.00	270.00	270.00
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	143.63	150.00	6.37
6871	R/COTTS - Bowling Green Consumables	271.56	1567.00	1295.44
6874	R/COTTS - Grass Tennis	0.00	500.00	500.00
6891	R/COTTS - Pavilion Gas	95.32	800.00	704.68
6892	R/COTTS - Pavilion Services	699.39	2800.00	2100.61
6893	R/COTTS - Cleaner / Maintenance	3061.38	5250.00	2188.62
6894	R/COTTS - Pavilion Legionella Testing	114.26	1380.00	1265.74
6896	R/COTTS - Play Area Inspections	420.00	850.00	430.00
6897	R/COTTS - Play Area Redevelopment Loan	7909.72	7910.00	0.28
6898	R/COTTS - Play Area Fund	357.21	1000.00	642.79
		<u>302032.63</u>	<u>476700.75</u>	<u>174668.12</u>

Oct-21

Acc Ref	Name	Balance YTD	Annual Budget	Variance
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	22.61	240.00	217.39
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
3010	ADMIN - DC Maintenance Contribution CCTV	1,142.81	2,250.00	1,107.19
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	33,676.54	0.00	-33,676.54
3018	ADMIN - Cemetery Tax & NIC	8,565.19	0.00	-8,565.19
3019	ADMIN - Cemetery Salaries Administration	0.00	0.00	0.00
3020	ADMIN - BID Payments Assistance	514.29	0.00	-514.29
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	11,420.83	3,500.00	-7,920.83
3027	T/HALL - Hire Committee Room	687.45	1,000.00	312.55
3057	GEN REC - Lodge Rent	2,548.00	4,400.00	1,852.00
3058	GEN REC - Misc Income	1,073.84	100.00	-973.84
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/COTTTS - Football	1,141.75	2,100.00	958.25
3071	R/COTTTS - Bowling Maintenance	5,721.66	2,000.00	-3,721.66
3074	R/COTTTS - Tennis Insurance	0.00	85.00	85.00
3076	R/COTTTS - Changing Rooms	0.00	270.00	270.00
3077	R/COTTTS - Recharged Services (Tennis)	492.81	2,000.00	1,507.19
3078	R/COTTTS - 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
		<u>527,507.75</u>	<u>477,195.00</u>	<u>-50,312.75</u>