



Wimborne Minster Town Council
Town Hall, 37 West Borough, Wimborne, Dorset, BH21 1LT

Minutes of the Resources Committee meeting held on **Monday 19 July at 7pm** in the Committee Room at Wimborne Minster Town Hall, 37 West Borough, Wimborne, Dorset BH21 1LT.

Present: Councillors: D Burt, C Chedgy (Chairman), D March (Deputy Town Mayor), L Hinks, M Hopkins (Vice Chairman) and K Webb.
Members of the public: three
Officers: L Harrison (Town Clerk).

RC/2022/001	<p>Apologies for absence Apologies were received from Cllrs Butter (holiday), Wheeler (work) and Shirley (work). Cllr Webb proposed to accept the apologies, seconded by Cllr Hopkins and agreed by all. Resolved: apologies for absence were accepted.</p>
RC/2022/002	<p>Declarations of interest and dispensations Cllr Webb declared a non-pecuniary interest (Director of Radio Wimborne).</p>
RC/2022/003	<p>Public Participation None.</p>
RC/2022/004	<p>It was agreed that item 9 on the agenda (grant aid requests) would be moved up to the next business for discussion to accommodate the members of the public present.</p> <p>Wimborne Bowls Club grant aid application The application was discussed and due to the nature of the project it was agreed that the Chairman of the Committee and Town Clerk were to meet with the applicant for further discussion, and report back to the Committee.</p>
RC/2022/005	<p>Radio Wimborne grant aid application The application was discussed and information provided by Cllr Webb. Cllr Hinks proposed to accept the grant aid application for £1,000, seconded by Cllr Burt, five in favour and one against. Resolved: Wimborne Minster Town Council agreed to the grant aid application of £1,000 made by Radio Wimborne.</p>
RC/2022/006	<p>Wimborne Minster Folk Festival grant aid application The application was discussed and information provided from two members of the public representing the organisation. Cllr Webb proposed to accept and support the grant aid application for £4,400, seconded by Cllr Burt and agreed by all. Resolved: Wimborne Minster Town Council agreed to the grant aid application of £4,400 made by Wimborne Minster Folk Festival.</p>
RC/2022/007	<p>Dial A Ride grant aid application</p>

RC/2022/008	<p>The application was discussed. Cllr Webb proposed to accept and support the grant aid application for £750, seconded by Cllr Hinks and agreed by all.</p> <p>Resolved: Wimborne Minster Town Council agreed to the grant aid application of £750 made by Dial A Ride.</p> <p>Wimborne Dementia Friendly Community grant aid application</p> <p>The application was discussed. Cllr Webb proposed to accept and support the grant aid application for £750, seconded by Cllr Hinks and agreed by all.</p> <p>Resolved: Wimborne Minster Town Council agreed to the grant aid application of £750 made by Wimborne Dementia Friendly Community.</p>
RC/2022/009	<p>Minutes of the Committee 22 February 2022</p> <p>Cllr Webb proposed that the minutes of the Resources Committee held on the 2 February 2022 be agreed as a true and accurate record of proceedings and signed by the Chairman, seconded by Cllr Hopkins and agreed by all.</p> <p>Resolved: the minutes of the Resources Committee held on the 2 February 2022 were agreed as a true and accurate record of proceedings and were signed by the Chairman.</p>
RC/2022/010	<p>Matters reported from the Town Clerk in relation to actions from previous meetings.</p> <p>It was agreed that the vacancies on some committees would be addressed once the Town Councillor elections had taken place.</p> <p>The Town Clerk provided a verbal report on the outstanding land asset projects with Dorset Council. Cllr Hinks proposed to recommend to Full Council that the Town Mayor and Town Clerk should formally write to the Leader and Chief Executive at Dorset Council escalating the lack of progress on this project, seconded by Cllr Webb and agreed by all.</p> <p>Resolved: The Resources Committee recommended to Full Council that the Town Mayor and Town Clerk were to formally write to the Leader and Chief Executive at Dorset Council escalating the lack of progress with the land asset transfers previously discussed.</p>
RC/2022/011	<p>Appointment of Internal Auditor</p> <p>The quotes were discussed and the Town Clerk confirmed that quotes 2, 3 and 4 provided the same level of service. Cllr Hopkins proposed that the Council change its Internal Auditor and send a letter of thanks to the current Internal Auditor, seconded by Cllr Hinks, five in agreement, one abstention.</p> <p>Resolved: the Town Council was to change its Internal Auditor and send a letter of thanks to the current Internal Auditor.</p> <p>Cllr Webb proposed to accept quote 4 on the provision that the fee for 2022/2023 was reduced to £1,600 and if the end of year process went as normal the Town Council would commit to full price for a three year term, seconded by Cllr March, five in favour and one abstention.</p> <p>Resolved: quote 4 was accepted on the provision that the fee for 2022/2023 was reduced to £1,600 and if the end of year process went</p>

	<p>as normal the Town Council would commit to full price for a three year term.</p>
RC/2022/012	<p>Retention of documents</p> <p>The Town Clerk provided information on retention protocol, archiving requirements and confirmed any documents of a historical interest and/or value would not be destroyed. Cllr Hopkins proposed to accept quote 2 in relation to the removal and shredding of appropriate documents, seconded by Cllr Hinks, five on favour and one abstention.</p> <p>Resolved: quote 2 was accepted in relation to the removal and shredding of appropriate documents.</p> <p>The requirement of a fireproof safe was discussed. Cllr Webb proposed that the Town Council accept the offer of a second hand safe from another local authority if it met the Town Council's requirements and that if the purchase of a safe was required a budget of £2,000 was authorised for the Town Clerk to purchase one and Wimborne Cemetery Joint Management Committee's appropriately charged with regards to the safekeeping of burial books, seconded by Cllr Hinks and agreed by all.</p> <p>Resolved: the Town Council was to accept the offer of a second hand safe from another local authority if it met the Town Council's requirements and that if the purchase of a safe was required a budget of £2,000 was authorised for the Town Clerk to purchase one and Wimborne Cemetery Joint Management Committee's appropriately charged with regards to the safekeeping of burial books.</p>
RC/2022/013	<p>Finance documents</p> <p>The bank statements and reconciliations for month ends April, May and June 2022 were discussed. Cllr Hopkins proposed to approve the bank statements and reconciliations and the Chairman authorised to initial as approved, seconded by Cllr Hinks and agreed by all.</p> <p>Resolved: the bank statements and reconciliations for month ends April, May and June 2022 were approved and the Chairman was authorised to initial as approved.</p> <p>The budget update was noted.</p> <p>The retrospective authorisation of payments from 1 April to 30 June were reviewed. Cllr Webb proposed to approve the retrospective authorisation of payments from 1 April to 30 June, seconded by Cllr Hopkins and agreed by all.</p> <p>Resolved: The retrospective authorisation of payments from 1 April to 30 June were approved.</p>
RC/2022/014	<p>Governance review</p> <p>Cllr Hopkins proposed to authorise the Town Clerk to review the following documents: Financial Regulations, General Reserves and Ear Marked Reserves Policy, Investment Strategy, Asset Register Policy, Gran Aid Policy, Risk Management strategy, LGPC Pension Discretionary Policy and Town Mayor and Members Expenses Policy and bring back to future meetings, seconded by Cllr Burt and agreed by all.</p> <p>Resolved: the town Clerk was authorised to review Financial Regulations, General Reserves and Ear Marked Reserves Policy,</p>

	Investment Strategy, Asset Register Policy, Gran Aid Policy, Risk Management strategy, LGPC Pension Discretionary Policy and Town Mayor and Members Expenses Policy and bring back to future meetings.
RC/2022/015	Rugby Club Lease The report was noted.
RC/2022/016	Close of meeting The next meeting of the Committee was confirmed as 20 September 2022 and the meeting was closed by the Chairman at 8.33pm.

Signature of Chairman:

Date: