

THE PUBLIC AND PRESS ARE CORDIALLY INVITED TO BE PRESENT
Please note that meetings may be recorded

WEST MOORS TOWN COUNCIL

4 Park Way, West Moors, Dorset BH22 0HL
Tel: 01202 861044 Email: office@westmoors-tc.gov.uk



Dear Councillor

You are summoned to attend a meeting of the **FINANCE & GENERAL-PURPOSE COMMITTEE** being held on **THURSDAY 22nd MAY 2025 at 7.30pm** in The Pavilion, Fryer Field to transact the following business:

J Weedon

Judi Weedon
Town Clerk

15th May 2025

Committee Membership

Cllr M Hawkes
Cllr D Shortell
Cllr Mrs P Yeo

Cllr Mrs C Holmes
Cllr J Staig

Cllr J Randall
Cllr C Way

Cllr Mrs N Senior
Cllr K Wilkes

AGENDA

1. [To Elect a Committee Chair for May 2025 to May 2026](#)
2. [To Receive Apologies for Absence](#)
3. [To Elect a Committee Vice Chair for May 2025 to May 2026](#)
4. [Questions from Members of the Public](#) (Public to submit questions a minimum of 24 hours prior to meeting. Any questions/representations will be read out) Public session is limited to 10 minutes
5. [To Receive Declarations of Interests on any Matter on this Agenda](#)
6. [To Receive Clerks Report](#)
7. [To Receive Financial Information](#)
 - a. [Bank Reconciliations up to end April 2025](#)
 - b. [Internal Controls and income reports to end April 2025](#)
 - c. [Budget Comparison for Year end 31.03.25, showing reserves at year end](#)
 - d. [CCLA Information](#)
8. [To Review Earmarked Funds](#)
9. [To Receive Community Infrastructure Levy Report for 2024/25](#)
10. [To Review Bank Mandate](#)
11. [To Approve Accounts for Payment](#)
12. To Review Policies and Procedure
 - a. [Investment Strategy](#)
13. [To Discuss Objectives for Promoting West Moors and Enhancing Town services surveys for inclusion in Council Strategic Plan](#)

14. [To Receive Correspondence](#)

15. [Staff Matters:](#)

- a. Sickness Report
- b. Overtime report
- c. Annual Leave report

16. [**To Exclude the Press and Public in accordance with Section 1, subsection \(2\) of the Public Bodies \(Admission to meetings\) Act 1960**](#)

17. [To Discuss end of probation period for the Assistant to the Clerk](#)

AGENDA ITEM 1 and 3 – Chair of Committee

Members present are required to elect a Chair and Vice Chair of the committee who will serve until May 2026.

Nominations for Chairman and Vice Chairman are put forward at the meeting and a vote will take place.

AGENDA ITEM 2 – Apologies for Absence

The Clerk will give the apologies for those councillors who have given prior notice that they are unable to attend the meeting.

PLEASE NOTE: That a reason for all future apologies for non-attendance at meetings will be required. This is part of the Local Government Act 1972 s 85(3) and Sch 12 para 40.

The reason for the apology will be noted in the minutes.

AGENDA ITEM 4 – Questions from Members of the Public

Public are required to submit questions a minimum of 24 hours prior to meeting. Please note that the meeting is by law 'a meeting held in public, not a 'public meeting'. The law gives members of the public the right to attend and observe but not to speak. Any questions/representations received will be read out) Public session is limited to 10 minutes

AGENDA ITEM 5 – Declarations of Interests

If an item appears on the agenda that a member holds a pecuniary interest in, as stated on their registration of pecuniary interest form, they must declare that interest and follow the rules set out in the Code of Conduct.

If any member is in any doubt whether to declare an interest, please speak to the clerk.

AGENDA ITEM 6 – Clerks Report

1. Lloyds Bank: Other banking providers are yet to be researched and considered. The service fee is currently working out at around £14 per month.
2. All documents for the year end were submitted to BDO on the 29th April. BDO will not look at the accounts until the public rights period has ended, which is the 14th July.

Agenda Item 7 – Financial Information

Agenda 7a – Bank Reconciliations

Bank Statements up to 30.04.25 have been checked by the Cllr C Way, and should any other member wish to inspect the bank statements they can be emailed or made available at the meeting

West Moors Town Council

Bank reconciliation as at 30.04.2025

Amount in bank as at 31/03/25	£229,699.93
Income during April	£123,742.54
Expenditure during April	£17,764.61
Amount in bank as at 31/03/25	£335,677.86

Bank Reconciliation as at 30/04/2025

Current	£9,378.67
Deposit	£301,280.93
CCLA PSDA	£25,000.00
Petty cash	£18.26

	£335,677.86
Less outstanding payments	£0.00
Plus unpresented receipts	£0.00

Total amount held in accounts	£335,677.86

Long Term Investment:

CCLA Property Fund	£122,069.34
--------------------	-------------

(Nominal value at 31.03.2025)

Outstanding Loan Amount

Public Works Loan	(£34,528.56)
-------------------	--------------

Agenda Item 7b – Income reports

Income report for April 2025 shown below

Received Income 01.04.25 to 30.04.25			
Accepted date	Gross	Organisation	Details
01.04.25	£60.00	Friends of the Stays of Greece	Storage fees
01.04.25	£164.00	Various	Allotment rent
01.04.25	£50.00	Flooring Elegance	Westival Sponsorship
02.04.25	£208.00	Various	Allotment rent
02.04.25	£100.00	Stonebarrow	Westival Sponsorship
02.04.25	£100.00	Tec Check	Westival Sponsorship
02.05.25	£50.00	Various	Westival Stall fees
02.05.25	£95.54	CCLA Public Sector Deposit Account	Interest
03.04.25	£44.00	Various	Allotment rent
03.04.25	£76.00	Various	Westival Stall fees
04.04.25	£86.00	Various	Allotment rent
04.04.25	£16.00	Kelly Payne	Sports Fees
04.04.25	£80.00	Various	Westival Stall fees
04.04.25	£30.00	Friends of the Stays of Greece	Storage fees
04.04.25	£250.00	Anonymous	Westival Sponsorship
07.04.25	£174.00	Various	Allotment rent
07.04.25	£200.00	JK House training	Westival Sponsorship
07.04.25	£500.00	Phoenix Marble and Granite	Westival Sponsorship
07.04.25	£80.00	Various	Westival Stall fees
08.04.25	£3,466.60	HMRC	VAT refund
08.04.25	£32.00	Various	Allotment rent
08.04.25	£82.00	Various	Bag sales
08.04.25	£16.00	Kiely	Sports fees
08.04.25	£70.00	Various	Westival Stall fees
09.04.25	£49.00	Various	Allotment rent
09.04.25	£168.77	Lloyds Bank	Interest
10.04.25	£1,335.00	N O'Hara funeral directors	cemetery fees
10.04.25	£10.00	Various	Westival Stall fees
11.04.25	£49.00	Various	Allotment rent
11.04.25	£16.00	Kelly Payne	Sports Fees
11.04.25	£30.00	Various	Westival Stall fees
14.04.25	£485.00	JB Hall	cemetery fees
14.04.25	£85.00	HELM	Sports and pavilion hire
14.04.25	£150.00	Brook View Nursing Home	Westival Sponsorship
14.04.25	£71.00	Various	Allotment rent
14.04.25	£32.00	Village surgery	Pavilion hire
15.04.25	£50.00	Various	Westival Stall fees
15.04.25	£52.50	Various	Bag sales
22.04.25	£88.00	Various	Allotment rent
22.04.25	£17.50	John Berry	Pavilion hire
22.04.25	£60.00	Various	Westival Stall fees
23.04.25	£32.00	A Smith	Pavilion hire
23.04.25	£425.00	N O'Hara funeral directors	cemetery fees
23.04.25	£31.50	Various	Bag sales
23.04.25	£20.00	Various	Westival Stall fees

24.04.25	£778.00	West Moors Youth FC	Sports fees
24.04.25	£115.00	Various	Allotment rent
24.04.25	£16.00	Kelly Payne	Sports Fees
24.04.25	£20.00	Various	Westival Stall fees
25.04.25	£132.00	Various	Allotment rent
25.04.25	£110,574.00	Dorset Council	Precept
28.04.25	£58.00	Williams Monumental	cemetery fees
28.04.25	£120.00	Various	Allotment rent
28.04.25	£421.00	Longfleet Fc	Sports Fees
28.04.25	£136.00	West Moors YFC	Sports Fees
28.04.25	£21.99	Opus Energy	Refund?
29.04.25	£345.00	Verwood Town FC	Sports Fees
29.04.25	£156.00	Ferndown All stars	Sports Fees
29.04.25	£98.00	Various	Allotment rent
29.04.25	£46.00	Various	Bag sales
30.04.25	£1,418.14	CCLA Local Authority Property Fund	Dividend
	£123,742.54		

AGENDA ITEM 7c – Budget Comparison

Financial Budget Comparison					
Comparison between 01/04/2024 and 31/03/2025 (4th quarter)					
		24/25 Approved Budget	Actual Net to date	Balance	
INCOME					
Finance And General Purposes Committee					
1000	Precept	£183,444.00	£183,444.00	£0.00	
1010	Interest - Deposit Acc	£2,000.00	£2,590.25	£590.25	
1011	Interest - CCLA PS Deposit Acc	£1,000.00	£1,247.69	£247.69	
1025	Dividend - CCLA Property Fund	£5,000.00	£6,165.40	£1,165.40	
1030	General	£0.00	£167.84	£167.84	
1035	CIL Receipts **moved to CIL earmarked fund	£0.00	£9,415.49	£9,415.49	
1040	Sales - Dog Waste bags	£340.00	£265.00	-£75.00	
1045	Sales - Kitchen Caddy bags	£2,500.00	£2,231.04	-£268.96	
1050	Insurance Claims	£0.00	£0.00	£0.00	
1070	Grants	£0.00	£13,616.37	£13,616.37	**
1080	Youth Club (rent and water)	£200.00	£145.33	-£54.67	
1090	Park Way ground rent and insurance charge	£600.00	£339.86	-£260.14	
Total Finance And General Purposes		£195,084.00	£219,628.27	£24,544.27	
Environment Committee					
1100	Fryer Field Fees				
/1	Football	£4,500.00	£3,655.08	-£844.92	
/3	MUGA	£10,000.00	£16,618.50	£6,618.50	
/4	Other	£2,500.00	£2,702.80	£202.80	
/5	Community Event Income	£3,000.00	£6,520.60	£3,520.60	
	Total	£20,000.00	£29,496.98	£9,496.98	
1110	Cemetery Fees				
/1	Memorial	£5,000.00	£6,143.00	£1,143.00	
/2	Interment	£12,000.00	£15,310.00	£3,310.00	
/3	Purchase Plot	£6,000.00	£8,343.50	£2,343.50	
	Total	£23,000.00	£29,796.50	£6,796.50	
1115	Allotment Rent	£1,900.00	£1,945.02	£45.02	
1120	Insurance Settlements	£0.00	£0.00	£0.00	
1125	Memorial Benches and Plaques	£0.00	£3,000.00	£3,000.00	
Total Environment		£44,900.00	£64,238.50	£19,338.50	
Total Income		£239,984.00	£283,866.77	£43,882.77	
EXPENDITURE					
Finance And General Purposes Committee					
2000	Salaries	£76,670.00	£72,583.20	£4,086.80	
2010	Employers Pension Contributions	£16,411.00	£15,646.58	£764.42	
2020	Employers NIC	£7,786.00	£7,452.50	£333.50	
2030	Expenses				
/1	Office staff	£400.00	£357.03	£42.97	
/3	Councillors Travel	£200.00	£5.40	£194.60	
/4	Chairman's Allowance	£75.00	£17.56	£57.44	
	Total	£675.00	£379.99	£295.01	
2040	Training				

[BACK TO TOP](#)

/1	Clerk/Staff	£600.00	£706.00	-£106.00	
/2	Councillors	£1,000.00	£485.36	£514.64	
	Total	£1,600.00	£1,191.36	£408.64	
2045	Health & Safety	£100.00	£0.00	£100.00	
2050	Office and Admin Costs				
/1	Non Domestic Rates	£0.00	£0.00	£0.00	
/2	Electricity	£2,500.00	£1,662.15	£837.85	
/3	Phone Charges	£700.00	£422.21	£277.79	
/4	Broadband Charges	£400.00	£393.24	£6.76	
/5	Stationery	£350.00	£199.52	£150.48	
/6	Photocopier	£1,800.00	£1,602.96	£197.04	
/7	Maintenance inc refuse collection	£500.00	£763.57	-£263.57	
/9	Water Charges	£200.00	£135.79	£64.21	
	Total	£6,450.00	£5,179.44	£1,270.56	
2055	Public Works Loan repayment	£6,940.00	£6,938.22	£1.78	
2060	IT Costs				
/1	IT Support	£2,000.00	£1,760.29	£239.71	
/2	IT Capital Expenditure	£0.00	£19.15	-£19.15	
/3	Website Costs	£350.00	£315.00	£35.00	
	Total	£2,350.00	£2,094.44	£255.56	
2070	Insurance	£5,700.00	£5,793.91	-£93.91	
2080	Petty Cash				
/1	Postage	£150.00	£45.07	£104.93	
/2	Other	£100.00	£59.25	£40.75	
	Total	£250.00	£104.32	£145.68	
2090	Professional Fees				
/1	Audit Fees	£1,500.00	£1,225.00	£275.00	
/2	Legal Fees	£500.00	£400.00	£100.00	
/3	Other fees	£0.00	£297.25	-£297.25	¹
	Total	£2,000.00	£1,922.25	£77.75	
	Subscriptions				
/1	DAPTC	£1,332.00	£1,331.21	£0.79	
/2	SLCC	£350.00	£348.00	£2.00	
/3	Others	£850.00	£235.00	£615.00	
	Total	£2,532.00	£1,914.21	£617.79	
2110	Purchase of dog waste bags	£250.00	£117.63	£132.37	
2115	Purchase of Kitchen Caddy Bags	£2,000.00	£1,068.64	£931.36	
2120	Grants				
/1/2	General Grants	£5,000.00	£6,480.00	-£1,480.00	²
/3	CAB (section 142)	£800.00	£1,500.00	-£700.00	²
	Total	£5,800.00	£7,980.00	-£2,180.00	
2130	Election Expenses	£500.00	£50.00	£450.00	
2140	General & Contingency	£500.00	£452.09	£47.91	
2150	Advertising and Publicity	£600.00	£899.56	-£299.56	³
2180	Remembrance Day costs	£800.00	£570.00	£230.00	
2190	Youth Club Funding	£20,000.00	£20,000.00	£0.00	
2195	Service Devolution	£0.00	£0.00	£0.00	
2196	Data Control	£0.00	£0.00	£0.00	
2197	CIL Expenditure	£0.00	£2,951.45	-£2,951.45	⁴
2198	Community Celebrations	£400.00	£184.28	£215.72	
2199	Zettle card transaction fees	£0.00	£104.79	-£104.79	
Total Finance And General Purposes		£160,314.00	£155,578.86	£4,735.14	

Environment Committee					
3010	Fryer Field Maintenance				
/1	General	£2,000.00	£4,263.61	-£2,263.61	⁵
/4	Contractor fees	£9,900.00	£9,451.26	£448.74	
	Total	£11,900.00	£13,714.87	-£1,814.87	
3020	Pavilion Running costs				
/1	Electricity	£1,100.00	£1,528.63	-£428.63	
/2	Water/sewage charges	£800.00	£635.54	£164.46	
/3	Maintenance	£5,400.00	£5,444.07	-£44.07	
/4	Legionella Testing	£920.00	£1,291.20	-£371.20	
/5	Phone/Broadband	£550.00	£433.99	£116.01	
	Total	£8,770.00	£9,333.43	-£563.43	
3030	Multi Use Games Area				
/1	Floodlight Maintenance	£0.00	£0.00	£0.00	
/2	General Maintenance	£1,500.00	£553.90	£946.10	
/3	Electricity	£300.00	£807.91	-£507.91	
	Total	£1,800.00	£1,361.81	£438.19	
3040	Fencing	£2,000.00	£0.00	£2,000.00	
3050	Fryer Field Play Area				
/1	Maintenance	£250.00	£221.64	£28.36	
/2	Safety Inspections	£450.00	£420.25	£29.75	
	Total	£700.00	£641.89	£58.11	
3060	Oakhurst Play Area				
/1	Maintenance	£250.00	£5,164.66	-£4,914.66	⁶
/2	Safety Inspections	£350.00	£420.25	-£70.25	
	Total	£600.00	£5,584.91	-£4,984.91	
3070	Skatepark Maintenance	£200.00	£90.25	£109.75	
3080	Play Equipment	£0.00	£0.00	£0.00	
3100	Cemetery Costs				
/1	Non Domestic Rates	£1,100.00	£823.35	£276.65	
/2	Water Charges	£50.00	£49.63	£0.37	
/3	Buy back of plots	£0.00	£102.00	-£102.00	
	Total	£1,150.00	£974.98	£175.02	
3110	Cemetery Maintenance				
/1	General	£1,500.00	£2,720.00	-£1,220.00	⁷
/2	Fencing	£300.00	£0.00	£300.00	
/3	Gravel	£350.00	£270.00	£80.00	
/7	Refuse Collection	£850.00	£899.60	-£49.60	
/8	Contractor fees	£7,000.00	£7,394.15	-£394.15	
	Total	£10,000.00	£11,283.75	-£1,283.75	
3120	Memorial Inspections	£0.00	£0.00	£0.00	
3140	Petwyn Maintenance/Improvements	£250.00	£1,354.28	-£1,104.28	⁸
3150	Allotments	£500.00	£1,339.81	-£839.81	⁹
3160	Tree Maintenance	£3,000.00	£4,024.80	-£1,024.80	¹⁰
3170	Climate Emergency	£500.00	£0.00	£500.00	
4000	Public Seats				
/1	Maintenance	£300.00	£0.00	£300.00	
/2	Purchase	£0.00	£0.00	£0.00	
	Total	£300.00	£0.00	£300.00	
4010	Bus Shelters	£500.00	£210.00	£290.00	

4020	Street Furniture	£1,300.00	£1,833.35	-£533.35	11
4025	Speed Watch & SID	£0.00	£352.80	-£352.80	12
4030	General	£200.00	£650.00	-£450.00	13
4040	Christmas	£6,000.00	£6,408.28	-£408.28	
4070	Lengthsman	£1,800.00	£1,730.85	£69.15	
4075	Public Toilets				
/1	Cleaning	£12,000.00	£13,168.20	-£1,168.20	
/2	Maintenance	£2,500.00	£4,641.63	-£2,141.63	14
/3	Water/sewage charges	£3,500.00	£1,866.12	£1,633.88	
/4	Electricity costs	£1,300.00	£902.22	£397.78	
	Total	£19,300.00	£20,578.17	-£1,278.17	
4076	Car Park costs	£0.00	£13,957.81	-£13,957.81	15
4090	Dog Bins	£650.00	£612.56	£37.44	
4095	CCTV				
/1	Purchase/Installation	£0.00	£0.00	£0.00	
/2	Maintenance	£200.00	£464.00	-£264.00	
	Total	£200.00	£464.00	-£264.00	
4097	Community Event Costs	£1,500.00	£8,227.26	-£6,727.26	16
4098	Fryer Field Development Plan	£0.00	£0.00	£0.00	
4099	Keep Britain Tidy events	£50.00	£150.66	-£100.66	
Total Environment expenditure		£73,170.00	£104,880.52	-£31,710.52	
Monies for various earmarked funds		£6,500.00			
Total Expenditure		£239,984.00	£260,459.38	-£20,475.38	
**	Grant for EV Chargers				
1	Westival job review				
2	Approved grants				
3	Job Adverts				
4	New Notice boards from CIL funds				
5	Minute No 24/129 - Telescopic bollards at FF				
6	Repairs to Birds Nest Swing and New Fencing 23/316				
7	new cemetery footpath as approved min no 23/093				
8	Minute No 24/143 - spotlights on Memorial				
9	Pest Control annual fee going forward				
10	Cost of Tree Maintenance at Fryer Field and 3 year tree inspection report				
11	Purchase of cemetery benches under Memorial bench policy, offset from income under heading 1125				
12	repairs to damaged SID				
13	Traveller eviction				
14	New doors on public toilets min no 24/059 - to be paid from Devolution fund (£3,238.33)				
15	Reline disabled bays in car park. EV Charger install offset from grant shown at Heading 1070				
16	Overspend offset from Community event income (includes some spending for 2025 event)				
This report shows £43,822.77 income above projected budget at the end of the financial year.					
The CIL income has gone directly to the earmarked fund (£9,415.49), which means the increased income is £34,467.28					
The grant for the EV chargers (£13,616.37) is offset against the expenditure					
This reports shows an overspend on expenditure of £20,475.38 at the end of the financial year (£6,189.78 came from earmarked reserves)					
This equates to an overspend on the budget of -£14,285.60					
Surplus income surplus minus expenditure overspend equates to £20,181.68 budget surplus at end of financial year					

[BACK TO TOP](#)

General Reserves at 31.03.2025				
Total Cash Assets (current, deposit and CCLA)	£229,699.93			
Value of CCLA Property fund	£122,069.34			
Less outstanding loan	-£34,528.56			
Less earmarked funds	-£169,340.16			
General Reserves	£147,900.55			
General Reserves must be between 3 and 12 months total expenditure (these stand at 6.44 months expenditure)				

AGENDA ITEM 7d – CCLA Information

The Public Sector Deposit Fund is providing a yield 4.2976% at the 12th May 2025. (a slight decrease from the figure reported in March)

The Property Fund is currently remaining stable and has increase very slightly at £2.82 per unit (as of 30.04.25).

A CCLA Property fund dividend payment for Jan, Feb and March of £1,418.14 was received on 30.04.25

THE PUBLIC AND PRESS ARE CORDIALLY INVITED TO BE PRESENT
Please note that meetings may be recorded

AGENDA ITEM 8 – Review Earmarked Funds

Members are requested to review the earmarked funds and the general reserves to ensure they are adequate

Earmarked Funds 2024/25	Starting Balances as at 01.04.24	To be added to fund from 24.25 budget (start April 2024)	Surplus Monies from 23.24 budget to be added to various funds	removed from earmarked fund	Money Spent during 2024.25	Funds added during the year	Total earmarked fund balances at 31.03.2025
MUGA replacement grass	£51,500.00	£2,500.00					£54,000.00
Memorial Inspections	£1,800.00						£1,800.00
Play equipment	£27,265.00	£4,000.00					£31,265.00
Cemetery fund	£24,065.29						£24,065.29
Christmas decorations	£6,228.16						£6,228.16
Council Office maintenance fund	£720.11						£720.11
Election expenses	£500.00						£500.00
Staffing contingency/Pension Deficit	£6,800.00						£6,800.00
Capital Equipment Fund	£2,880.00						£2,880.00
Fryer Field Development Fund	£11,292.16						£11,292.16
Service Devolution fund	£9,052.07				£3,238.33		£5,813.74
Homewatch - custodian of funds for 10 years, deposited 2019)	£1,000.00						£1,000.00
CIL monies	£16,511.66				£2,951.45	£9,415.49	£22,975.70
Total	£159,614.45	£6,500.00	£0.00	£0.00	£6,189.78	£9,415.49	£169,340.16

*new doors for toilets min no 24/059

reviewed 23.05.24

updated 31.03.2025

Earmarked Funds 2025/26	Starting Balances as at 01.04.25	To be added to fund from 25.26 budget (start April 2025)	Surplus Monies from 24.25 budget to be added to various funds	removed from earmarked fund	Money Spent during 2025.26	Funds added during the year	Total earmarked fund balances
MUGA replacement grass	£54,000.00	£2,500.00					£56,500.00
New MUGA - new fund from April 2025	£0.00	£10,000.00					£10,000.00
Memorial Inspections	£1,800.00						£1,800.00
Play equipment	£31,265.00	£4,000.00					£35,265.00
Cemetery fund	£24,065.29						£24,065.29
Christmas decorations	£6,228.16						£6,228.16
Council Office maintenance fund	£720.11						£720.11
Election expenses	£500.00						£500.00
Staffing contingency/Pension Deficit	£6,800.00						£6,800.00
Capital Equipment Fund	£2,880.00						£2,880.00
Fryer Field Development Fund	£11,292.16						£11,292.16
Service Devolution fund	£5,813.74						£5,813.74
Homewatch - custodian of funds for 10 years, deposited 2019)	£1,000.00						£1,000.00
CIL monies	£22,975.70						£22,975.70
Total	£169,340.16	£16,500.00	£0.00	£0.00	£0.00	£0.00	£185,840.16

AGENDA ITEM 9 – Community Infrastructure Levy Report for 2024/25

Members are asked to note the report below, which has been published on the Town Council website.

Neighbourhood Portion of Community Infrastructure Levy (CIL) Report 2024/2025

1. Total CIL receipts for the reported year
£9,415.49
2. Total CIL expenditure for the reported year
£2,951.45
3. Summary details of CIL expenditure during reported year
CIL funds were used to purchase 2 new noticeboards.
 - a. The items to which CIL has been applied:
Noticeboards located at Queens Close and Uplands Road
 - b. The amount of CIL expenditure on each item:
£2,951.45 – 2 x Noticeboard
4. Details of any notices received in accordance with regulation 59E (recovery of unspent CIL receipts):
None
 - a. Subject to notices served in accordance with regulation 59E during the reported year
None
 - b. The total value of CIL receipts subject to a notice served in accordance with regulation 59E in any year that has not been paid to the relevant charging authority by the end of the reported year
None
5. Total Amount of:
 - a. CIL receipts for the reported year retained at the end of the reported year
£9,415.45
 - b. CIL receipts from previous year retained at the end of the reported year.
£2,801.48

AGENDA ITEM 10 – Bank Mandate

By having this agenda item it gives the opportunity to review which councillors will be on the bank mandate for each account.

Current signatories on the Bank Mandate for Lloyds

Cllr Yeo

Cllr Wilkes

Cllr Way

Cllr Senior

Cllr Hawkes

The Clerk/RFO

Assistant to the Clerk – to produce payment list only in the absence of the clerk

Current signatories on Mandate for the CCLA Deposit account

Cllr Yeo

Cllr Wilkes

Cllr Hawkes

The Clerk/RFO

Current signatories on Mandate for the CCLA Property Fund mandate

Cllr Yeo

Cllr Hawkes

The Clerk/RFO

The current signatories have worked well over the past 12 months and therefore no changes are recommended.

AGENDA ITEM 11 – Accounts for Payment

List of payments to be approved at the meeting

AGENDA ITEM 12 – Review Policies and Procedures

Agenda Item 12 a - Investment Strategy

This document was last reviewed in March 2024.

Members are asked to review the policy to ensure that it is still fit for purpose.

WEST MOORS TOWN COUNCIL

ANNUAL INVESTMENT STRATEGY 2023/24

Introduction

West Moors Town Council acknowledges the importance of prudently investing all funds held on behalf of the community by the Council.

This Strategy complies (as appropriate) with the revised requirements set out in the *Guidance on Local Government Investments* issued by the Department of Communities and Local Government in April 2010.

2. Investment Objectives

- 2.1 In accordance with Section 15(1) of the 2003 Act, the Council will have regard (a) to such guidance as the Secretary of State may issue, and (b) to such other guidance as the Secretary of State may by regulations specify.
- 2.2 The Council's investment priorities are first the security of reserves, second the liquidity of the investments and thirdly return.
- 2.3 All investments will be made in sterling.
- 2.4 The Department for Levelling Up, Housing and Communities (now the Ministry of Housing, Communities & Local Government) maintains that borrowing of monies purely to invest, or to lend and make a return, is unlawful and this Council will not engage in such activity.
- 2.5 Where external investment managers are used, they will be contractually required to comply with the Strategy.

3. Specified Investments

- 3.1 Specified Investments are those offering high security and high liquidity, made in sterling and with a maturity of no more than a year. Such short term investments made with a body or investment scheme of high credit quality (including the UK Government or a local authority or town/parish council) will automatically be Specified Investments. The Council will only invest in institutions with good credit ratings from approved credit rating organisations.
- 3.2 For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, West Moors Town Council will use:
 - Deposits with banks, building societies, local authorities or other public authorities (Investment opportunities to be reviewed regularly to identify any suitable investment accounts on offer)

Any short term surplus will be invested with the Lloyds Bank Business Instant Access Deposit Account.

4. **Non-Specified Investments**

- 4.1 These investments have greater potential risk – examples include investment in the money market, stocks and shares.
- 4.2 Given the unpredictability and uncertainties surrounding such investments, West Moors Town Council will not use this type of investment.

5. **Liquidity of Investments**

- 5.1 The Responsible Finance Officer together with the Finance and GP committee will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.
- 5.2 Investments will be regarded as being committed on the date of the council's decision to invest, rather than the date on which the funds are paid over to the counterparty.

6. **Long Term Investments**

- 6.1 Long term investments are defined in the Guidance as greater than 36 months

7. **Investment Reporting**

- 7.1 Investment forecasts for the coming financial year are accounted for when the budget is prepared. At the end of the financial year, the Responsible Finance Officer will report on investment activity to the Finance and General Purpose committee.

8 **Review and Amendment of Regulations**

- 8.1 This strategy will be reviewed annually and at other times as necessary. The Annual Strategy for the coming financial year will be prepared by the Responsible Finance Officer in conjunction with the Chairman of the Finance and General Purpose committee and presented for approval by the F&GP committee.
- 8.2 The Council reserves the right to make variations to the strategy at any time, subject to the approval of the full council. Any variations will be made available to the public.

9. **Publication**

- 9.1 In accordance with the Freedom of Information Act 2000, this document will be published on the Town Council's website www.westmoors-tc.gov.uk and will be available in hard copy from the Council's office.

10. **Investment Plan 2023/24**

- 10.1 The Town Council uses Lloyds Bank for its day to day banking needs. Funds not immediately required will be held in the Lloyds Bank Business Instant Access Deposit Account.
- 10.2 The Council will continue with the CCLA Local Authorities Property Fund.
*The CCLA has been appointed by the Local Authorities' Mutual Investment Trust (LAMIT) to manage and administer the Local Authorities' Property Fund. **Local Authorities' Property Fund provides a high quality, well-diversified commercial and industrial property portfolio; it focuses on delivering attractive income; it is actively managed to add value; it is usually held with other investments such as equities, bonds and cash to give a broad spread of assets and achieve combined income and growth objectives.***

The Fund offers all the advantages of a professionally managed property portfolio, with broadly diversified exposure to high quality properties in the strongest areas of the market.

- 10.3. In order to ensure the Town Council receives the best possible return on any funds, a deposit may be held in the CCLA Public Sector Deposit Fund.

AGENDA ITEM 13 – Strategic Plan Objectives for Promoting West Moors and Enhancing Town Services

As per the discussion at the Council meeting held on the 24th April, it was agreed that each committee would discuss the results of the surveys pertaining to their areas and decide on the items to be included in the strategic plan for the council.

Attached separately for members are copies of the data from the Promoting West Moors and the Enhancing Town Services surveys.

Members are requested to consider what they would like to include in the Strategic Plan document as objectives for these areas of responsibility and how they would like to proceed with producing this section of the document.

AGENDA ITEM 14 – Correspondence

1. Email from the Bowling Club in reference to the grant application that was declined by the Town Council. They have clarified their position as not being a private members club and wish for the council to reconsider the grant application. This will appear on the agenda in September.

AGENDA ITEM 15 – Staff Matters

Sickness report: No sickness since last reported

Overtime report: Since last reported: no extra paid hours have been worked, additional; hours worked have been added to lieu time owed.

Annual Leave:

Clerk will be on annual leave from the 23rd to 27th June

AGENDA ITEM 16 – Exclude press and public

To Exclude the Press and Public in accordance with Section 1, subsection (2) of the Public Bodies (Admission to meetings) Act 1960

AGENDA ITEM 17 – End of Probation period for Assistant to Clerk

Restricted discussion item