

**WEST MOORS TOWN COUNCIL**

**MINUTES** of the Virtual **FINANCE & GENERAL PURPOSES COMMITTEE** held on  
**THURSDAY 21<sup>st</sup> JANUARY 2021** via Zoom at 7.30pm.

**PRESENT:** Cllr Mrs P Yeo - Chair  
Cllr A Clarke                      Cllr M Hawkes                      Cllr Mrs C Holmes  
Cllr C Way                              Cllr K Wilkes

**OTHERS PRESENT:** Mrs Judi Weedon (Clerk)  
Cllr Mrs R Burke

**APOLOGIES:**                      None

**Absent without Apologies:** Cllr D Shortell

**553            QUESTIONS FROM MEMBERS OF THE PUBLIC**  
None

**554            DECLARATIONS OF INTEREST/DISPENSATIONS**  
None

**555            TO RECEIVE THE CLERK'S REPORT**

- a. Youth Club: Thank you letter for the annual grant and the grant towards the roof repairs.
- b. Photocopier contract: The new copier was delivered and set up and is working well. Reimbursement of the termination costs of the old contract have been received.

**556            TO RECEIVE FINANCIAL INFORMATION**

- a) Members received bank reconciliation report up to 31<sup>st</sup> December 2020, as attached on page 2611 of the minutes.
- b) Internal controls: Members received income report for December. Bank statements and petty cash up to 31<sup>st</sup> December have previously been inspected and checked by the Chair, Cllr Mrs P Yeo.
- c) Members received a Budget Comparison report from 01.04.20 to 31.12.20 as shown on pages 2612-2615. The contents were noted.
- d) CCLA Information: An additional £25,000 has been invested in the Property Fund and £25,000 has been placed in the Public Sector Deposit Account. The property fund continues to perform well in the current climate, and it is estimated that dividends received will reach the budgeted target.

**557            ACCOUNTS FOR PAYMENT**

It was

**RESOLVED that the accounts for payment be approved as attached on page 2616 of the minutes. Cllr's Hawkes and Wilkes to authorise the electronic payments.**

*Voting: Unanimous*

**558            BUDGETS**

- a) Members reviewed the draft Finance and General-Purpose committee budget and added £1,638 to the staff budget for a possible Communications officer. No other changes were made to the draft committee budget.
- b) Members reviewed the draft Environment committee budget and agreed to reduce the amount in the cemetery budget by £1000 in order that the precept increase remained below 1%.
- c) After the budgets were reviewed members agreed that they should go forward to Council with a recommendation for a precept of £147,279 for 2021/2022.

**559 GRANT APPLICATIONS**

- a) **West Moors Memorial Hall:** Application considered under the normal grant application process.

Members having previously considered this application but requested more up to date financial information before coming a to decision, reconsidered a grant request for £2,534 from the Memorial Hall to help to install CCTV cameras and re mark the car park. Members discussed the application, After discussion it was **RESOLVED that the Memorial Hall be granted £800 towards the installation of CCTV for the year 2020/21. The grant money to be release only when the works are complete, and evidence provided.**

*Voting: unanimous*

- b) **West Moors Flower Group:** Application considered under the Covid-19 Grant scheme.

Members considered a grant request to assist with the payment of affiliation fees due to reduced income caused by the pandemic. After discussion it was **RESOLVED that the West Moors Flower Group be awarded £250 under the Covid-19 grant scheme.**

*Voting: unanimous*

**560 PROPOSED COUNCIL BUSINESS PLAN**

Members reviewed information put together by Cllr C Way as a start to formulating a Council Business Plan for the next 5 years, taking in to consideration previous business plan documents produced by the Council.

Members had a frank discussion about the draft documents and what should and should not be included in any Council business plan, relating to physical items and non-physical (procedural items) such as communications. It was noted that any business plan had to work in conjunction with the adopted Climate and Biodiversity Emergency Plan.

It was agreed that formal remit/aims/objectives and terms of reference were needed so Councillors working the business plan had set objectives, Clerk to write and put on the next appropriate agenda for approval. Cllr Way to arrange a meeting with the other councillors who agreed to work on the plan with him.

**561 CORRESPONDENCE**

None

**562 STAFF MATTERS**

Members received:

- a) Sickness Report: The contents were noted
- b) Overtime Report: The contents were noted
- c) Annual Leave report: The contents were noted

The Chairman declared the meeting closed at 20:45hrs

The next meeting of the Finance and General-Purpose Committee is scheduled for 11<sup>th</sup> March 2021 at 19.30hrs

SIGNED ..... DATE .....

Chair of Finance and General-Purpose Committee

## West Moors Town Council

### Bank reconciliation as at 31.12.20

Amount in bank as at 30/11/20	£262,451.31
Income during December	£2,910.88
Expenditure during December	£7,063.45
Funds transfer to CCLA Property Fund	£25,000.00
Amount in bank as at 31/12/20	£233,298.74

#### Bank Reconciliation as at 31/12/20

Current	£5,672.07
Deposit	£202,544.74
CCLA PSDA	£25,000.00
Petty cash	£81.93
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	£233,298.74
Less outstanding payments	£0.00
Plus unpresented receipts	£0.00
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Total amount held in accounts	£233,298.74

#### Long Term Investment:

CCLA Property Fund	£128,926.00
(nominal as at 31.12.20)	

#### Outstanding Loan Amount

Public Works Loan	(£55,899.71)
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## Financial Budget Comparison

Comparison between 01/04/2020 and 31/12/2020 (3rd Quarter)

	20/21 Approved Budget	Actual Net to date	Balance
<b>INCOME</b>			
<b>Finance And General Purposes Committee</b>			
1000 Precept	£146,383.00	£146,383.00	£0.00
1010 Interest - Deposit Acc and CCLA PSDA	£90.00	£55.24	-£34.76
1025 Dividend - CCLA Property Fund	£4,200.00	£3,218.92	-£981.08
1030 General	£0.00	£271.37	£271.37
1035 CIL Receipts	£0.00	£506.25	£506.25
1040 Sales - Dog Waste bags	£340.00	£172.50	-£167.50
1045 Sales - Kitchen Caddy bags	£4,100.00	£1,955.02	-£2,144.98
1050 Insurance Claims	£0.00	£540.00	£540.00
1070 Grants	£0.00	£0.00	£0.00
1080 Youth Club (rent and water)	£100.00	£0.00	-£100.00
1090 Park Way ground rent and insurance charge	£200.00	£193.84	-£6.16
<b>Total Finance And General Purposes</b>	<b>£155,413.00</b>	<b>£153,296.14</b>	<b>-£2,116.86</b>
<b>Environment Committee</b>			
1100 Fryer Field Fees			
/1 Football	£3,400.00	£2,259.60	-£1,140.40
/3 MUGA	£7,600.00	£5,877.99	-£1,722.01
/4 Other	£1,550.00	£810.00	-£740.00
/5 Community Event Income	£1,500.00	-£15.00	-£1,515.00
Total	£14,050.00	£8,932.59	-£3,602.41
1110 Cemetery Fees			
/1 Memorial	£4,000.00	£2,500.00	-£1,500.00
/2 Interment	£10,000.00	£5,285.00	-£4,715.00
/3 Purchase Plot	£4,000.00	£2,790.00	-£1,210.00
Total	£18,000.00	£10,575.00	-£7,425.00
1115 Allotment Rent	£1,800.00	£1,801.57	£1.57
1120 Insurance Settlements	£0.00	£0.00	£0.00
1125 Memorial Benches and Plaques	£0.00	£0.00	£0.00
<b>Total Environment</b>	<b>£33,850.00</b>	<b>£21,309.16</b>	<b>-£12,540.84</b>
<b>Total Income</b>	<b>£189,263.00</b>	<b>£174,605.30</b>	<b>-£14,657.70</b>

## EXPENDITURE

### Finance And General Purposes Committee

2000 Salaries	£49,914.00	£37,277.63	£12,636.37
2010 Employers Pension Contributions	£10,160.00	£7,692.33	£2,467.67
2020 Employers NIC	£3,944.00	£3,006.89	£937.11
2030 Expenses			
/1 Office staff	£400.00	£12.55	£387.45
/3 Councillors Travel	£200.00	£0.00	£200.00
/4 Chairman's Allowance	£75.00	£20.00	£55.00
Total	£675.00	£32.55	£642.45

2040	Training			
/1	Clerk/Staff	£600.00	£0.00	£600.00
/2	Councillors	£1,500.00	£437.00	£1,063.00
	Total	£2,100.00	£437.00	£1,663.00
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	£650.00	£409.17	£240.83
/3	Phone Charges	£550.00	£384.10	£165.90
/4	Broadband Charges	£350.00	£226.84	£123.16
/5	Stationery	£350.00	£208.66	£141.34
/6	Photocopier	£1,600.00	£1,363.03	£236.97
/7	Maintenance inc refuse collection	£400.00	£4,177.74	-£3,777.74 <sup>1</sup>
/9	Water Charges	£130.00	£49.00	£81.00
	Total	£4,030.00	£6,818.54	-£2,788.54
2055	Public Works Loan repayment	£6,940.00	£6,938.22	£1.78
2060	IT Costs			
/1	IT Support	£1,400.00	£1,282.37	£117.63
/2	IT Capital Expenditure	£0.00	£740.00	-£740.00 <sup>2</sup>
/3	Website Costs	£1,350.00	£905.00	£445.00
	Total	£2,750.00	£2,927.37	-£177.37
2070	Insurance	£2,850.00	£2,730.27	£119.73
2080	Petty Cash			
/1	Postage	£180.00	£67.60	£112.40
/2	Other	£100.00	£11.04	£88.96
	Total	£280.00	£78.64	£201.36
2090	Professional Fees			
/1	Audit Fees	£900.00	£700.00	£200.00
/2	Legal Fees	£1,200.00	£0.00	£1,200.00
/3	Other fees	£0.00	£0.00	£0.00
	Total	£2,100.00	£700.00	£1,400.00
	Subscriptions			
/1	DAPTC	£1,200.00	£1,157.27	£42.73
/2	SLCC	£250.00	£254.00	-£4.00
/3	Others	£200.00	£185.00	£15.00
	Total	£1,650.00	£1,596.27	£53.73
2110	Purchase of dog waste bags	£250.00	£112.00	£138.00
2115	Purchase of Kitchen Caddy Bags	£2,500.00	£954.06	£1,545.94
2120	Grants			
/1/2	Other (section 137)	£2,500.00	£1,000.00	£1,500.00
/1/3	Legacy Award	£1,000.00	£113.37	£886.63
/1/4	Apprentice Scheme	£1,000.00	£250.00	£750.00
/3	CAB (section 142)	£600.00	£450.00	£150.00
	Total	£5,100.00	£1,813.37	£3,286.63
2130	Election Expenses	£0.00	£0.00	£0.00
2140	General & Contingency	£100.00	£100.00	£0.00
2150	Advertising and Publicity	£400.00	£70.00	£330.00
2180	Remembrance Day costs	£800.00	£0.00	£800.00
2190	Youth Club Funding	£13,300.00	£15,692.06	-£2,392.06 <sup>3</sup>
2195	Service Devolution	£0.00	£0.00	£0.00
2196	Data Control	£0.00	£0.00	£0.00

2197	CIL Expenditure	£0.00	£0.00	£0.00
2198	VE Day Celebrations	£400.00	£0.00	£400.00
2199	Izettle card transaction fees	£0.00	£19.62	-£19.62
<b>Total Finance And General Purposes</b>		<b>£110,343.00</b>	<b>£88,996.82</b>	<b>£21,346.18</b>

**Environment Committee**

3010	Fryer Field Maintenance			
/1	General	£4,000.00	£1,847.68	£2,152.32
/4	Contractor fees	£9,900.00	£5,816.16	£4,083.84
	<b>Total</b>	<b>£13,900.00</b>	<b>£7,663.84</b>	<b>£6,236.16</b>
3020	Pavilion Running costs			
/1	Electricity	£800.00	£412.39	£387.61
/2	Water/sewage charges	£800.00	£261.98	£538.02
/3	Maintenance	£1,500.00	£184.15	£1,315.85
/4	Legionella Testing	£800.00	£350.00	£450.00
/5	Phone/Broadband	£550.00	£328.41	£221.59
	<b>Total</b>	<b>£4,450.00</b>	<b>£1,536.93</b>	<b>£2,913.07</b>
3030	Multi Use Games Area			
/1	Floodlight Maintenance	£0.00	£0.00	£0.00
/2	General Maintenance	£300.00	£16.66	£283.34
/3	Electricity	£500.00	£170.20	£329.80
	<b>Total</b>	<b>£800.00</b>	<b>£186.86</b>	<b>£613.14</b>
3040	Fencing	£2,000.00	£150.00	£1,850.00
3050	Fryer Field Play Area			
/1	Maintenance	£250.00	£7.08	£242.92
/2	Safety Inspections	£600.00	£277.54	£322.46
	<b>Total</b>	<b>£850.00</b>	<b>£284.62</b>	<b>£565.38</b>
3060	Oakhurst Play Area			
/1	Maintenance	£250.00	£0.00	£250.00
/2	Safety Inspections	£450.00	£277.54	£172.46
	<b>Total</b>	<b>£700.00</b>	<b>£277.54</b>	<b>£422.46</b>
3070	Skatepark Maintenance	£1,500.00	£343.80	£1,156.20
3080	Play Equipment	£0.00	£0.00	£0.00
3100	Cemetery Costs			
/1	Non Domestic Rates	£900.00	£981.03	-£81.03
/2	Water Charges	£70.00	£27.27	£42.73
/3	Buy back of plots	£0.00	£0.00	£0.00
	<b>Total</b>	<b>£970.00</b>	<b>£1,008.30</b>	<b>-£38.30</b>
3110	Cemetery Maintenance			
/1	General	£5,000.00	£1,837.99	£3,162.01
/2	Fencing	£300.00	£0.00	£300.00
/3	Gravel	£350.00	£0.00	£350.00
/7	Refuse Collection	£850.00	£585.00	£265.00
/8	Contractor fees	£6,600.00	£4,390.08	£2,209.92
	<b>Total</b>	<b>£13,100.00</b>	<b>£6,813.07</b>	<b>£6,286.93</b>
3120	Memorial Inspections	£0.00	£0.00	£0.00
3130	Lychgate maintenance	£0.00	£0.00	£0.00
3140	Petwyn Maintenance/Improvements	£250.00	£74.59	£175.41
3150	Allotments	£1,000.00	£434.22	£565.78
3160	Tree Maintenance	£2,500.00	£0.00	£2,500.00

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3170	Climate Emergency	£500.00	£0.00	£500.00
4000	Public Seats			
/1	Maintenance	£200.00	£40.00	£160.00
/2	Purchase	£0.00	£0.00	£0.00
	Total	£200.00	£40.00	£160.00
4010	Bus Shelters	£250.00	£631.50	-£381.50 <sup>4</sup>
4020	Street Furniture	£250.00	£87.00	£163.00
4030	General	£150.00	£0.00	£150.00
4040	Christmas	£4,000.00	£225.36	£3,774.64
4070	Lengthsman	£2,800.00	£665.00	£2,135.00
4090	Dog Warden and Bin emptying	£3,000.00	£1,005.80	£1,994.20
4095	CCTV			
/1	Purchase/Installation	£0.00	£0.00	£0.00
/2	Maintenance	£200.00	£0.00	£200.00
	Total	£200.00	£0.00	£200.00
4096	Public Toilet (maint and cleaning)	£8,500.00	£0.00	£8,500.00
4097	Community Event Costs	£2,000.00	£769.00	£1,231.00 <sup>5</sup>
4098	Fryer Field Development Plan	£0.00	£0.00	£0.00
4099	Keep BritainTidy events	£50.00	£0.00	£50.00
	<b>Total Environment expenditure</b>	<b>£63,920.00</b>	<b>£22,197.43</b>	<b>£41,722.57</b>
	<b>Monies for various earmarked funds</b>	<b>£15,000.00</b>		
	<b>Total Expenditure</b>	<b>£189,263.00</b>	<b>£111,194.25</b>	<b>£63,068.75</b>

1 Installation of screens in office and barriers outside

2 New laptop for homeworking

3 Additional funding for roof replacement as agreed from earmarked fund (£3945.86)

4 replacement polycarbonate in 2 shelters after vandalism

5 Covid grants

\*\* £1,837.99 to come from general reserves (cemetery gate works) £5000 in the budget was for badger work only

<b>Payment made in between meetings</b>			
<b>Payment method</b>	<b>Invoice amount</b>	<b>Invoice date</b>	<b>Details</b>
Transfer	£25,000.00	22.12.20	Funds to CCLA Public Sector Deposit Account
Transfer	£25,000.00	22.12.20	Funds to CCLA Property Fund
EB 14.01	£178.75	22.12.20	Came and Company – Tractor Insurance 16.01.21 to 15.01.22
<b>Total</b>	<b>£50,178.75</b>		
<b>Payment list dated 14.01.21</b>			
<b>Payment method</b>	<b>Invoice amount</b>	<b>Invoice date</b>	<b>Details</b>
EB 29.01	£3,224.11	14.01.21	Staff Salaries – Month 10
EB 30.01	£1,029.51	14.01.21	HM Revenue and Customs – Tax and NI – Month 10
EB 30.01	£1,095.98	14.01.21	Dorset Council Pension Fund – Month 10 - Pension Contributions
EB	£78.00	17.12.20	DAPTC – Important planning concepts online training Cllrs' Yeo and Way
EB	£1,530.93	31.12.20	Terrafirma - Grounds and Cemetery maintenance for December
EB	£95.00	04.01.21	Dorset Council – Dog Warden charges for December 2020
EB	£460.20	06.01.21	Dorset Council – Dog and general waste bin emptying 28 Dec to 28 Mar '21
EB	£100.00	06.12.20	Nick Mills Electrical – supply and fit replacement extractor fan in kitchen
<b>Total</b>	<b>£7,613.73</b>		
<b>Direct Debit and Debit Card payments</b>			
<b>Payment method</b>	<b>Invoice amount</b>	<b>Invoice date</b>	<b>Details</b>
DD 12.01	£8.40	09.01.21	Sage – Payroll software January
DD 25.01	£76.00	01.01.21	1 <sup>st</sup> Connect - office line rental, call charge & broadband – JAN
DD 21.01	£49.27	06.01.21	Opus Energy – Electricity charges, Council Office
DD 21.01	£36.46	06.01.21	Opus Energy – Electricity charges, Pavilion
DD	£14.58	06.01.20	Opus Energy – Electricity charges, Floodlights
DC 12.01	£6.00	12.01.20	HM Land Registry – Title deed for land adjacent to Cemetery for Cemetery WP
DD 31.01	£131.36	17.01.21	BT - Pavilion line rental and broadband 1 Jan to 31 Mar '21
<b>Total</b>	<b>£322.07</b>		