

**WEST MOORS TOWN COUNCIL**

**MINUTES** of the Virtual **FINANCE & GENERAL PURPOSES COMMITTEE** held on  
**THURSDAY 11<sup>th</sup> MARCH 2021** via Zoom at 7.30pm.

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

**OTHERS PRESENT:** Mrs Judi Weedon (Clerk)

**APOLOGIES:** Cllr Mrs C Holmes

**604            QUESTIONS FROM MEMBERS OF THE PUBLIC**

None

**605            DECLARATIONS OF INTEREST/DISPENSATIONS**

None

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

- a. A New Code of Conduct is due very soon and Dorset Council are asking that we all adopt the same document to make things uniform over the County. When the document is made available it will appear on an agenda for discussion

**607            TO RECEIVE FINANCIAL INFORMATION**

- a) Members received bank reconciliations up to 28<sup>th</sup> February, as attached on page 2657 of the minutes.  
b) Internal Controls: Members received income reports for January and February. Bank statements and petty cash up to 28<sup>th</sup> February have been previously inspected and checked by the Chair, Cllr Mrs P Yeo. Members were informed about the sports fees and cemetery income being less than budgeted for in 2020/21.  
c) CCLA Information – Members received information about the Public Sector Deposit Fund in which the Council has £25,000 in regard to negatives yields and their impact on the fund.

**608            ACCOUNTS FOR PAYMENT**

It was

**RESOLVED that the accounts for payment be approved as attached on page 2658 of the minutes. Cllr's Hawkes and Wilkes to authorise the electronic payments.**

*Voting: Unanimous*

**609            ANNUAL INVESTMENT STRATEGY**

Members reviewed the annual investment strategy.

After discussion it was

**RESOLVED that the Investment Strategy for 2021/22 be approved with the following amendments:**

**10. Investment Plan 2021/22**

**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**

*Voting: Unanimous*

**610            GRANT APPLICATIONS**

- a) **Myra Wells:** *Application considered under the Council's Covid-19 scheme.*

Members considered a grant request to help compensate for the missed opportunity of giving talks to various groups which is the main source of funding for their projects. After discussion it was

**RESOLVED that Myra Wells be awarded £250 under the Covid-19 grant scheme.**

*Voting: 5 for, 1 against*

**b) West Moors Towns Women’s Guild: Application considered under the Covid-19 Grant scheme.**

Members considered a grant request to assist with paying fees for the Guild as subscriptions had not been collected due to Covid-19 restrictions. After discussion it was

**RESOLVED that the West Moors Towns Women’s Guild be awarded £150 under the Covid-19 grant scheme.**

*Voting: unanimous*

**c) Women’s Institute: Application considered under the Covid-19 Grant scheme.**

Members considered a grant request to assist with the cost of upcoming events in preparation for this year’s centenary celebrations.

**RESOLVED that the Women’s Institute be awarded £150 under the Covid-19 grant scheme.**

*Voting: unanimous*

**611 CORRESPONDENCE**

Email from a resident about the name of this Council on their Council Tax bill from Dorset Council. A request had been made to the Chief Executive of Dorset Council to explain the mistake on the Council Tax bill

**612 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.
- d) Members reviewed a draft job description and person specification for the role of Communications Officer. After discussion and few minor amendments, it was, **RECOMMENDED that the Job Description and Person Specification for the post of Communications Officer be approved. These will be kept on file until Council agree to advertise the position.**

*Voting: unanimous*

The Chairman declared the meeting closed at 20:22hrs

The next meeting of the Finance and General-Purpose Committee is scheduled for 27<sup>th</sup> May 2021 at 19.30hrs

SIGNED ..... DATE .....  
Chair of Finance and General-Purpose Committee

**West Moors Town Council**

**Bank reconciliation as at 28.02.21**

Amount in bank as at 31/01/21	£230,658.26
Income during February	£2,449.86
Expenditure during February	£9,806.42
Amount in bank as at 28/02/21	£223,301.70

**Bank Reconciliation as at 28/02/21**

Current	£8,173.00
Deposit	£195,548.35
CCLA PSDA	£25,000.00
Petty cash	£58.22

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£228,779.57

Less outstanding payments	£5,477.87
Plus unpresented receipts	£0.00

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£223,301.70

Total amount held in accounts

**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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<b>Payment list dated 11.03.21</b>			
<b>Payment method</b>	<b>Invoice amount</b>	<b>Invoice date</b>	<b>Details</b>
EB 15.03	£171.00	02.03.21	Dorset Council –February dog warden patrols
EB 15.03	£39.00	22.02.21	DAPTC – Introduction to Planning online Training – Cllr Green
EB 15.03	£39.00	22.02.21	DAPTC – Role of Local Councils in Planning online training – Cllr Green
EB 15.03	£1,544.11	01.03.21	Terrafirma - Grounds and Cemetery maintenance for February 2021
EB 15.03	£105.00	02.03.21	Parley YFC U7's (Shelly Spencer) – <b>REFUND</b> for MUGA
EB 15.03	£387.00	02.03.21	Ringwood Town YFC (U9's, U11's and U12's) - <b>REFUND</b> for MUGA
EB 15.03	£56.00	04.03.21	Verwood Town YFC - <b>REFUND</b> for MUGA
EB 15.03	£75.00	05.03.21	West Parley YFC U9's (Steven Gowing) - <b>REFUND</b> for MUGA
EB 15.03	£308.00	08.03.21	Merley Cobham Sports YFC - <b>REFUND</b> for MUGA
EB 15.03	£292.50	08.03.21	Ringwood Town YFC U10's (G Lloyd-Steer) - <b>REFUND</b> for MUGA
<b>Total</b>	<b>£3,016.61</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 12.03	£8.40	09.03.21	Sage – Payroll software March
DD 01.03	£76.07	18.02.21	Opus Energy - Electricity charges, Pavilion 1 Sep to 17 Feb '21
<b>Total</b>	<b>£84.47</b>		