

WEST MOORS TOWN COUNCIL

MINUTES of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on **THURSDAY 1st JULY 2021** in St Anthony's Church Hall, Pinehurst Road at 7.30pm.

PRESENT: Cllr A Clarke Cllr M Hawkes Cllr Mrs C Holmes
Cllr Mrs N Senior Cllr C Way Cllr K Wilkes
Cllr Mrs P Yeo

OTHERS PRESENT: Mrs Judi Weedon (Clerk)
PCSO's James Marsh and Adam Fitzwalter

APOLOGIES: None
Absent without Apologies: Cllr D Shortell

- 21/044 ELECT A COMMITTEE CHAIRMAN FOR THE YEAR 2021/2022**
Cllr Mrs P Yeo was proposed, seconded and duly elected Chairman of the committee
- 21/045 ELECT A COMMITTEE VICE CHAIRMAN FOR THE YEAR 2021/22**
Cllr Mrs N Senior was proposed, seconded and duly elected Vice Chairman of the committee.
- 21/046 QUESTIONS FROM MEMBERS OF THE PUBLIC**
None
- 21/047 DECLARATIONS OF INTEREST/DISPENSATIONS**
None
- 21/048 TO RECEIVE THE CLERK'S REPORT**
- a. External Audit: All financial details and AGAR were submitted to PKF Littlejohn on the 11th May.
 - b. The Broadband service at the Pavilion has been changed as the contract with BT was due to expire. Quotations were sought and 1st Connect installed a Soega line, this is a broadband line with no landline phone line. This was a cheaper option than remaining with BT by £6.75 per month.
 - c. Energy supplier: Opus Energy supply all the council sites and the contract is due for renewal later this year. A company that deals with finding the best deal has the relevant information to search for a new deal.
 - d. The Council office re-opened to the public from 10am to 2pm on Monday 21st June.
 - e. The CCTV Code of Practice has been updated to include the CCTV inside the Council office.
- 21/049 TO RECEIVE FINANCIAL INFORMATION**
- a) Members received bank reconciliations up to 31st May, as attached on page 2720 of the minutes.
 - b) Internal Controls: Members received income reports for March, April and May. Bank statements and petty cash up to 31st May have been previously inspected and checked by the Chair, Cllr Mrs P Yeo.
 - c) Members received a Budget Comparison report for the year ending 31.03.2021, as shown on pages 2721-2724. The contents were noted.
 - d) CCLA Information – A dividend from the Property Fund of £1,289.82 was received at the end of May. Monthly interest is received on the Deposit Fund. Members discussed the fact that the property fund invests in commercial property and that they needed to keep an eye on how the fund is performing.

21/050 GRANT APPLICATIONS

a) West Moors Community Speedwatch:

PCSO James March explained how the Community Speedwatch scheme operated under the supervision of Dorset Police and gave a very comprehensive explanation of how the scheme works, its benefits and the type of equipment used. He also explained that the West Moors Speedwatch is currently inactive due to volunteer issues and that the Police would be carrying out a recruitment drive to try and get some more volunteers to help. Members thanked PCSO James March for coming and for informing them that the Police feel that the Community Speedwatch team is a valuable asset for the community.

Members then considered a grant request to purchase updated equipment.

After discussion it was

RESOLVED that a grant of £296.79 be awarded to the West Moors Community Speedwatch Team in order to purchase updated equipment. The grant to be paid once the Community Speedwatch Team is active again.

Voting: unanimous

Members asked if there could be a council representative on the Community Speedwatch Team who could give reports to Council.

21/051 ACCOUNTS FOR PAYMENT

It was

RESOLVED that the accounts for payment be approved as attached on page 2725 of the minutes. Cllr's Hawkes and Wilkes to authorise the electronic payments.

Voting: Unanimous

21/052 EARMARKED FUNDS

Members reviewed the current earmarked funds.

After discussion it was

RESOLVED that the funds from the Youth Club Roof fund (£1045.14) and the Business Rates fund (£526.13) be moved to Christmas Decorations fund. The Fryer Field Development Plan: youth focus/adult exercise equipment fund be renamed as Fryer Field Development Fund. All other earmarked funds remain unchanged.

Voting: Unanimous

21/053 BANK MANDATE/SIGNATORIES

Members reviewed the current bank mandate and signatories for all the bank accounts held by the Town Council.

After discussion it was

RESOLVED that Cllr Mrs Nicki Senior and Cllr Colin Way be added to the bank mandate and internet banking authorised persons for Lloyds bank

Voting: Unanimous

21/054 JEAN WARE LEGACY AWARD

Members reviewed the deadlines and award criteria for the Annual Jean Ware Legacy Award.

After discussion it was

RESOLVED that the deadline for Jean Ware Legacy Award be changed to bring it in line with the financial year and to make more time available for potential applicants to apply.

Voting: Unanimous

The Award closing date will be in March each year with the award presented at the Annual Town Meeting.

21/055 CORRESPONDENCE

None

21/056 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 20:39hrs

The next meeting of the Finance and General-Purpose Committee is scheduled for 9th September 2021 at 19.30hrs

SIGNED DATE
Chair of Finance and General-Purpose Committee

West Moors Town Council

Bank reconciliation as at 31.05.21

Amount in bank as at 30/04/21	£278,382.25
Income during May	£52,387.66
Expenditure during May	£16,695.41
Amount in bank as at 31/05/21	£314,074.50

Bank Reconciliation as at 31/05/21

Current	£50,644.97
Deposit	£238,392.66
CCLA PSDA	£25,000.00
Petty cash	£36.87

	£314,074.50
Less outstanding payments	£0.00
Plus unpresented receipts	£0.00

Total amount held in accounts	£314,074.50

Long Term Investment:

CCLA Property Fund	£127,104.00
(nominal as at 31.03.21)	

Outstanding Loan Amount

Public Works Loan	(£53,383.69)
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Financial Budget Comparison

Comparison between 01/04/2020 and 31/03/2021 (4th Quarter)

	20/21 Approved Budget	Actual Net to date	Balance
INCOME			
Finance And General Purposes Committee			
1000	£146,383.00	£146,383.00	£0.00
1010	£90.00	£60.37	-£29.63
1011	£0.00	£2.96	£2.96
1025	£4,200.00	£4,533.96	£333.96
1030	£0.00	£274.37	£274.37
1035	£0.00	£506.25	£506.25
1040	£340.00	£220.00	-£120.00
1045	£4,100.00	£2,231.69	-£1,868.31
1050	£0.00	£540.00	£540.00
1070	£0.00	£0.00	£0.00
1080	£100.00	£156.26	£56.26
1090	£200.00	£193.84	-£6.16
Total Finance And General Purposes	£155,413.00	£155,102.70	-£310.30
Environment Committee			
1100			
/1	£3,400.00	£2,491.10	-£908.90
/3	£7,600.00	£4,968.49	-£2,631.51
/4	£1,550.00	£982.50	-£567.50
/5	£1,500.00	-£15.00	-£1,515.00
Total	£14,050.00	£8,427.09	-£5,622.91
1110			
/1	£4,000.00	£3,235.00	-£765.00
/2	£10,000.00	£8,225.00	-£1,775.00
/3	£4,000.00	£3,270.00	-£730.00
Total	£18,000.00	£14,730.00	-£3,270.00
1115	£1,800.00	£1,801.57	£1.57
1120	£0.00	£0.00	£0.00
1125	£0.00	£0.00	£0.00
Total Environment	£33,850.00	£24,958.66	-£8,891.34
Total Income	£189,263.00	£180,061.36	-£9,201.64

EXPENDITURE**Finance And General Purposes Committee**

2000	£49,914.00	£49,833.79	£80.21
2010	£10,160.00	£10,251.06	-£91.06
2020	£3,944.00	£4,005.80	-£61.80
2030			
/1	£400.00	£24.64	£375.36
/3	£200.00	£0.00	£200.00
/4	£75.00	£49.99	£25.01

	Total	£675.00	£74.63	£600.37
2040	Training			
/1	Clerk/Staff	£600.00	£75.00	£525.00
/2	Councillors	£1,500.00	£980.00	£520.00
	Total	£2,100.00	£1,055.00	£1,045.00
2045	Health & Safety	£100.00	£63.00	£37.00
2050	Office and Admin Costs			
/1	Non Domestic Rates	£0.00	£0.00	£0.00
/2	Electricity	£650.00	£576.14	£73.86
/3	Phone Charges	£550.00	£549.70	£0.30
/4	Broadband Charges	£350.00	£247.96	£102.04
/5	Stationery	£350.00	£208.66	£141.34
/6	Photocopier	£1,600.00	£1,715.47	-£115.47
/7	Maintenance inc refuse collection	£400.00	£4,427.64	-£4,027.64
/9	Water Charges	£130.00	£83.33	£46.67
	Total	£4,030.00	£7,808.90	-£3,778.90
2055	Public Works Loan repayment	£6,940.00	£6,938.22	£1.78
2060	IT Costs			
/1	IT Support	£1,400.00	£1,339.37	£60.63
/2	IT Capital Expenditure	£0.00	£740.00	-£740.00
/3	Website Costs	£1,350.00	£905.00	£445.00
	Total	£2,750.00	£2,984.37	-£234.37
2070	Insurance	£2,850.00	£2,909.02	-£59.02
2080	Petty Cash			
/1	Postage	£180.00	£85.72	£94.28
/2	Other	£100.00	£14.71	£85.29
	Total	£280.00	£100.43	£179.57
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	£563.00	-£363.00
	Total	£1,650.00	£1,974.27	-£324.27
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	£1,800.00	£700.00
/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	£2,613.37	£2,486.63
2130	Election Expenses	£0.00	£0.00	£0.00
2140	General & Contingency	£100.00	£100.00	£0.00
2150	Advertising and Publicity	£400.00	£129.00	£271.00
2180	Remembrance Day costs	£800.00	£0.00	£800.00
2190	Youth Club Funding	£13,300.00	£15,692.06	-£2,392.06
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	Zettle card transaction fees	£0.00	£21.67	-£21.67
Total Finance And General Purposes		£110,343.00	£108,320.65	£2,022.35

Environment Committee

3010	Fryer Field Maintenance			
/1	General	£4,000.00	£4,980.28	-£980.28 ⁵
/4	Contractor fees	£9,900.00	£8,724.24	£1,175.76
	Total	£13,900.00	£13,704.52	£195.48
3020	Pavilion Running costs			
/1	Electricity	£800.00	£599.41	£200.59
/2	Water/sewage charges	£800.00	£708.37	£91.63
/3	Maintenance	£1,500.00	£492.35	£1,007.65
/4	Legionella Testing	£800.00	£500.00	£300.00
/5	Phone/Broadband	£550.00	£437.88	£112.12
	Total	£4,450.00	£2,738.01	£1,711.99
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	£187.98	£312.02
	Total	£800.00	£204.64	£595.36
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
	Total	£850.00	£284.62	£565.38
3060	Oakhurst Play Area			
/1	Maintenance	£250.00	£16.92	£233.08
/2	Safety Inspections	£450.00	£277.54	£172.46
	Total	£700.00	£294.46	£405.54
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	£27.74	£42.26
/3	Buy back of plots	£0.00	£0.00	£0.00
	Total	£970.00	£1,008.77	-£38.77
3110	Cemetery Maintenance			
/1	General	£5,000.00	£2,028.99	£2,971.01 ^{**}
/2	Fencing	£300.00	£0.00	£300.00
/3	Gravel	£350.00	£420.16	-£70.16
/7	Refuse Collection	£850.00	£780.00	£70.00
/8	Contractor fees	£6,600.00	£6,618.06	-£18.06
	Total	£13,100.00	£9,847.21	£3,252.79
3120	Memorial Inspections	£0.00	£0.00	£0.00
3130	Lychgate maintenance	£0.00	£0.00	£0.00
3140	Petwyn Maintenance/Improvements	£250.00	£90.76	£159.24
3150	Allotments	£1,000.00	£515.47	£484.53

3160	Tree Maintenance	£2,500.00	£400.00	£2,100.00
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	£691.50	-£441.50
4020	Street Furniture	£250.00	£482.00	-£232.00
4030	General	£150.00	£0.00	£150.00
4040	Christmas	£4,000.00	£2,926.77	£1,073.23
4070	Lengthsman	£2,800.00	£1,379.20	£1,420.80
4090	Dog Warden and Bin emptying	£3,000.00	£1,727.40	£1,272.60
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	£1,569.00	£431.00
4098	Fryer Field Development Plan	£0.00	£0.00	£0.00
4099	Keep BritainTidy events	£50.00	£0.00	£50.00
	Total Environment expenditure	£63,920.00	£38,398.13	£25,521.87
	Monies for various earmarked funds	£15,000.00		
	Total Expenditure	£189,263.00	£146,718.78	£27,544.22

Explanation of overspends

- 1 Installation of screens in office and barriers outside
 - 2 New laptop for homeworking
 - 3 Breakthrough Communications Councils Compliance Hub
 - 4 Additional funding for roof replacement as agreed from earmarked fund (£3945.86)
 - 5 Clearance and levelling of old BMX area
 - 6 replacement polycarbonate in 2 shelters after vandalism
 - 7 replacement Pinehurst Rd Noticbard and Defib spares
 - 8 Covid grants
- ** £1,837.99 to come from general reserves (cemetery gate works) £5000 in the budget was for badger work only

This report shows £9,201.64 income deficit at the end of the financial year. This is mainly due to the loss of sports income as well as cemetery income being low compared to previous years.

This reports shows an underspend on expenditure of £27,544 at the end of the financial year (£3,954.86 came from earmarked reserves, so the actual surplus is £31,498.86

This is a total surplus on the budget of £22,297.22

General Reserves at 31.03.2021

Total Cash Assets (current, deposit and CCLA)	£308,147.66
Less loan	-£55,899.71
Less earmarked funds	-£186,705.73

General Reserves £65,542.22

General Reserves must be between 3 and 12 months total expenditure (these stand at just over 4 months expenditure)

Payment list dated 1st July 2021			
EB 05.07	£14.90	18.06.21	The Roman Group – stationery
EB 05.07	£60.00	22.06.21	DAPTC – Community Communication online training 10.6.21 - Cllrs Hawkes and Holmes –
EB 05.07	£6.02	17.06.21	South West Water Business – Allotment water supply
EB 05.07	£270.00	29.06.21	Pear Technology – Mapping support and updates.
Total	£350.92		
Direct Debit and Debit Card payments			
Payment method	Invoice amount	Invoice date	Details
DC 29.06	£64.49	29.06.21	NALC – ‘Future Communities 2021’ seminar for Carol Holmes
Total	£64.49		