

WEST MOORS TOWN COUNCIL

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE held on THURSDAY 9th SEPTEMBER 2021 in St Anthony's Church Hall, Pinehurst Road at 7.30pm.

PRESENT: Cllr Mrs P Yeo - Chair
 Cllr M Hawkes Cllr Mrs C Holmes Cllr Mrs N Senior
 Cllr D Shortell Cllr K Wilkes

OTHERS PRESENT: Mrs Judi Weedon (Clerk)

APOLOGIES: Cllr A Clarke Cllr C Way

21/128 QUESTIONS FROM MEMBERS OF THE PUBLIC

None

21/129 DECLARATIONS OF INTEREST/DISPENSATIONS

None

21/130 TO RECEIVE THE CLERK'S REPORT

- a. Audit: As previously reported to Council the audit for 2020/21 is complete with no issues raised. The statutory notices were all displayed and placed on the website.
- b. Bank Mandate: Cllrs Mrs N Senior and C Way are now on the bank mandate as signatories. Internet banking access has been approved for Cllr Senior, the application for Cllr Way is still being processed.
- c. The annual inspection of Council assets is due to be carried out. This is usually done by a councillor and all assets are checked for condition. Cllr Wilkes agreed to carry out this task.
- d. The earmarked funds have been updated as per minute no 21/052. Members received a copy of the document.

21/131 TO RECEIVE FINANCIAL INFORMATION

- a. Members received bank reconciliations up to 31st August, as attached on page 2756 of the minutes.
- b. Internal Controls: Members received income reports for June, July and August. Bank statements and petty cash up to 31st August have been inspected and checked by the Chair, Cllr Mrs P Yeo.
- c. Members received a Budget Comparison report for the period ending 31.06.2021 (1st financial quarter), as shown on pages 2757-2760. The contents were noted.
- d. CCLA Information – Dividends for the property fund are still giving a good return compared with other deposit accounts. At the 31st July the mid-price value was £3.08 per unit, making the investment value worth £133,323.96 (over a £6,000 increase since March). The current information of the fund can be found at <https://www.ccla.co.uk/investment-solutions/fund/the-local-authorities-property-fund>

21/132 ACCOUNTS FOR PAYMENT

It was

RESOLVED that the accounts for payment be approved as attached on page 2761 of the minutes. Cllr's Hawkes and Yeo to authorise the electronic payments.

Voting: Unanimous

21/133 RISK MANAGEMENT STATEMENT

Members reviewed the Risk Management Statement to ensure it covers all risks. Changes were made to the insurance provider on the document. It was

RESOLVED that the Risk Management statement for 2021/22 be approved.

Voting: unanimous

21/134 INTERNAL FINANCIAL CONTROLS

a. Effectiveness of internal controls

Members reviewed the internal controls checklist and the effectiveness of the internal audit. Members agreed that the scope of the internal audit was sufficient for the council's needs and the effectiveness of the internal audit met all the legal requirements.

b. Internal Auditor

Members reviewed the appointment of the current internal auditor and the scope of the internal audit. Members felt that the internal auditor work was appropriate and effective. The appointment of the internal auditor was reviewed as the current auditor had informed the Council that he wished to retire, although content to carry out this year's audit. A quotation from another audit company had been received some time ago and members reviewed the qualifications and experience of Mr Paul Reynolds from Fair Account. After discussion it was

RESOLVED that Fair Account be appointed internal auditor commencing financial year 2021/22 for the sum of £495 per annum.

Voting: unanimous

Members requested that Mr Peter Walker (retiring auditor) be sent a thank you card for his services over the years along with a £40 gardening voucher.

21/135 GRANT APPLICATIONS

a) Citizens Advice Bureau – Purbeck and East Dorset:

Members consider a grant request from the CAB to assist with costs for helping residents of West Moors.

After discussion it was

RESOLVED that a grant of £600 be awarded to Purbeck and East Dorset Citizens Advice Bureau for the year 2021/22.

Voting: unanimous

21/136 CORRESPONDENCE

None

21/137 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) It was requested that a member of the Council is present with the Clerk/Assistant whilst they lock up the building after each meeting, to ensure the safety of staff.

The Chairman declared the meeting closed at 20:06hrs

The next meeting of the Finance and General-Purpose Committee is scheduled for 11th November 2021 at 19.30hrs

SIGNED DATE

Chair of Finance and General-Purpose Committee

Financial Budget Comparison				
Comparison between 01/04/2021 and 30/06/2021 (1st Quarter)				
		21/22 Approved Budget	Actual Net to date	Balance
INCOME				
Finance And General Purposes Committee				
1000	Precept	£146,679.00	£73,339.50	-£73,339.50
1010	Interest - Deposit Acc and CCLA PSDA	£90.00	£5.25	-£84.75
1011	Interest - CCLA PS Deposit Acc	£0.00	£1.10	£1.10
1025	Dividend - CCLA Property Fund	£4,200.00	£1,289.82	-£2,910.18
1030	General	£0.00	£0.00	£0.00
1035	CIL Receipts	£0.00	£2,089.02	£2,089.02
1040	Sales - Dog Waste bags	£340.00	£72.50	-£267.50
1045	Sales - Kitchen Caddy bags	£4,000.00	£429.99	-£3,570.01
1050	Insurance Claims	£0.00	£0.00	£0.00
1070	Grants	£0.00	£52,250.00	£52,250.00
1080	Youth Club (rent and water)	£100.00	£0.00	-£100.00
1090	Park Way ground rent and insurance charge	£200.00	£198.97	-£1.03
Total Finance And General Purposes		£155,609.00	£129,676.15	-£25,932.85
Environment Committee				
1100	Fryer Field Fees			
/1	Football	£3,000.00	£2,414.50	-£585.50
/3	MUGA	£5,000.00	£2,452.50	-£2,547.50
/4	Other	£1,000.00	£350.00	-£650.00
/5	Community Event Income	£0.00	£0.00	£0.00
	Total	£9,000.00	£5,217.00	-£3,783.00
1110	Cemetery Fees			
/1	Memorial	£4,000.00	£775.00	-£3,225.00
/2	Interment	£10,000.00	£1,785.00	-£8,215.00
/3	Purchase Plot	£4,000.00	£100.00	-£3,900.00
	Total	£18,000.00	£2,660.00	-£15,340.00
1115	Allotment Rent	£1,800.00	£1,775.00	-£25.00
1120	Insurance Settlements	£0.00	£0.00	£0.00
1125	Memorial Benches and Plaques	£0.00	£0.00	£0.00
Total Environment		£28,800.00	£9,652.00	-£19,148.00
Total Income		£184,409.00	£139,328.15	-£45,080.85
EXPENDITURE				
Finance And General Purposes Committee				
2000	Salaries	£52,829.00	£12,406.16	£40,422.84
2010	Employers Pension Contributions	£10,440.00	£2,558.73	£7,881.27
2020	Employers NIC	£4,125.00	£994.77	£3,130.23
2030	Expenses			
/1	Office staff	£400.00	£12.26	£387.74
/3	Councillors Travel	£200.00	£0.00	£200.00

/4	Chairman's Allowance	£75.00	£0.00	£75.00	
	Total	£675.00	£12.26	£662.74	
2040	Training				
/1	Clerk/Staff	£600.00	£30.00	£570.00	
/2	Councillors	£1,200.00	£86.18	£1,113.82	
	Total	£1,800.00	£116.18	£1,683.82	
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	£125.39	£524.61	
/3	Phone Charges	£550.00	£121.44	£428.56	
/4	Broadband Charges	£350.00	£87.00	£263.00	
/5	Stationery	£350.00	£5.49	£344.51	
/6	Photocopier	£1,920.00	£365.83	£1,554.17	
/7	Maintenance inc refuse collection	£450.00	£384.22	£65.78	
/9	Water Charges	£130.00	£0.00	£130.00	
	Total	£4,400.00	£1,089.37	£3,310.63	
2055	Public Works Loan repayment	£6,940.00	£3,469.11	£3,470.89	
2060	IT Costs				
/1	IT Support	£1,400.00	£993.36	£406.64	
/2	IT Capital Expenditure	£500.00	£0.00	£500.00	
/3	Website Costs	£300.00	£0.00	£300.00	
	Total	£2,200.00	£993.36	£1,206.64	
2070	Insurance	£3,000.00	£0.00	£3,000.00	
2080	Petty Cash				
/1	Postage	£180.00	£17.00	£163.00	
/2	Other	£100.00	£29.28	£70.72	
	Total	£280.00	£46.28	£233.72	
2090	Professional Fees				
/1	Audit Fees	£900.00	£150.00	£750.00	
/2	Legal Fees	£1,200.00	£0.00	£1,200.00	
/3	Other fees	£0.00	£0.00	£0.00	
	Total	£2,100.00	£150.00	£1,950.00	
	Subscriptions				
/1	DAPTC	£1,200.00	£1,191.48	£8.52	
/2	SLCC	£250.00	£0.00	£250.00	
/3	Others	£200.00	£150.00	£50.00	
	Total	£1,650.00	£1,341.48	£308.52	
2110	Purchase of dog waste bags	£250.00	£56.00	£194.00	
2115	Purchase of Kitchen Caddy Bags	£2,500.00	£479.53	£2,020.47	
2120	Grants				
/1/2	Other (section 137)	£2,500.00	£0.00	£2,500.00	
/1/3	Legacy Award	£1,000.00	£0.00	£1,000.00	
/1/4	Apprentice Scheme	£1,000.00	£0.00	£1,000.00	
/3	CAB (section 142)	£600.00	£0.00	£600.00	
	Total	£5,100.00	£0.00	£5,100.00	
2130	Election Expenses	£0.00	£0.00	£0.00	
2140	General & Contingency	£100.00	£0.00	£100.00	
2150	Advertising and Publicity	£400.00	£27.50	£372.50	

2180	Remembrance Day costs	£800.00	£0.00	£800.00	
2190	Youth Club Funding	£13,300.00	£0.00	£13,300.00	
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	Queens Anniversary Celebrations	£200.00	£0.00	£200.00	
2199	Izettle card transaction fees	£0.00	£11.33	-£11.33	
Total Finance And General Purposes		£113,189.00	£23,752.06	£89,436.94	
Environment Committee					
3010	Fryer Field Maintenance				
/1	General	£4,000.00	£243.59	£3,756.41	
/4	Contractor fees	£9,900.00	£1,496.94	£8,403.06	
	Total	£13,900.00	£1,740.53	£12,159.47	
3020	Pavilion Running costs				
/1	Electricity	£800.00	£180.93	£619.07	
/2	Water/sewage charges	£800.00	£0.00	£800.00	
/3	Maintenance	£1,500.00	£0.00	£1,500.00	
/4	Legionella Testing	£800.00	£150.00	£650.00	
/5	Phone/Broadband	£550.00	£168.93	£381.07	
	Total	£4,450.00	£499.86	£3,950.14	
3030	Multi Use Games Area				
/1	Floodlight Maintenance	£0.00	£0.00	£0.00	
/2	General Maintenance	£300.00	£0.00	£300.00	
/3	Electricity	£500.00	£53.73	£446.27	
	Total	£800.00	£53.73	£746.27	
3040	Fencing	£2,000.00	£0.00	£2,000.00	
3050	Fryer Field Play Area				
/1	Maintenance	£250.00	£20.55	£229.45	
/2	Safety Inspections	£600.00	£210.04	£389.96	
	Total	£850.00	£230.59	£619.41	
3060	Oakhurst Play Area				
/1	Maintenance	£250.00	£0.00	£250.00	
/2	Safety Inspections	£450.00	£210.04	£239.96	
	Total	£700.00	£210.04	£489.96	
3070	Skatepark Maintenance	£0.00	£7,710.00	-£7,710.00	¹
3080	Play Equipment	£0.00	£0.00	£0.00	
3100	Cemetery Costs				
/1	Non Domestic Rates	£1,000.00	£1,060.38	-£60.38	
/2	Water Charges	£50.00	£0.00	£50.00	
/3	Buy back of plots	£0.00	£0.00	£0.00	
	Total	£1,050.00	£1,060.38	-£10.38	
3110	Cemetery Maintenance				
/1	General	£4,400.00	£0.00	£4,400.00	
/2	Fencing	£1,500.00	£0.00	£1,500.00	
/3	Gravel	£350.00	£0.00	£350.00	
/7	Refuse Collection	£850.00	£195.00	£655.00	
/8	Contractor fees	£6,700.00	£1,119.74	£5,580.26	

	Total	£13,800.00	£1,314.74	£12,485.26	
3120	Memorial Inspections	£0.00	£0.00	£0.00	
3140	Petwyn Maintenance/Improvements	£250.00	£0.00	£250.00	
3150	Allotments	£1,000.00	£3.52	£996.48	
3160	Tree Maintenance	£3,000.00	£2,000.00	£1,000.00	
3170	Climate Emergency	£1,500.00	£0.00	£1,500.00	
4000	Public Seats				
/1	Maintenance	£200.00	£0.00	£200.00	
/2	Purchase	£0.00	£0.00	£0.00	
	Total	£200.00	£0.00	£200.00	
4010	Bus Shelters	£500.00	£0.00	£500.00	
4020	Street Furniture	£250.00	£143.59	£106.41	
4030	General	£150.00	£14.16	£135.84	
4040	Christmas	£4,000.00	£0.00	£4,000.00	
4070	Lengthsman	£2,000.00	£376.00	£1,624.00	
4090	Dog Warden and Bin emptying	£2,200.00	£132.60	£2,067.40	
4095	CCTV				
/1	Purchase/Installation	£3,570.00	£3,070.42	£499.58	
/2	Maintenance	£0.00	£0.00	£0.00	
	Total	£3,570.00	£3,070.42	£499.58	
4096	Public Toilet (maintenance and cleaning)	£0.00	£0.00	£0.00	
4097	Community Event Costs	£1,000.00	£769.00	£231.00	
4098	Fryer Field Development Plan	£0.00	£0.00	£0.00	
4099	Keep Britain Tidy events	£50.00	£0.00	£50.00	
	Total Environment expenditure	£57,220.00	£19,329.16	£37,890.84	
	Monies for various earmarked funds	£14,000.00			
	Total Expenditure	£184,409.00	£43,081.22	£127,327.78	
1	Veolia Contributing 3rd party payment for Skatepark Grant				

Payment list dated 09.09.21			
Payment method	Invoice amount	Invoice date	Details
EB 13.09	£624.37	16.08.21	Source for Business - Water and sewerage for Pavilion - 12 Feb to 13 Aug '21
EB 13.09	£86.00	25.08.21	C M Lovegrove Plumbing – replacement tap in men’s shower room at pavilion
EB 13.09	£300.00	01.08.21	Vision ICT – website hosting Oct '21 to Sep '22
EB 13.09	£80.00	30.08.21	St. Anthony’s Church Hall – Hire of hall for council & committee meetings July and August '21
EB 13.09	£1,544.11	31.08.21	Terraforma – Grounds Maintenance August 2021
EB 13.09	£869.00	07.09.21	B Fowler – pavilion cupboard alterations for PA equipment storage – supply and labour
EB 13.09	£100.00	07.09.21	Diverse Abilities – refund of deposit for hire of Pavilion 01.09.21
Total	£3,603.48		
Direct Debit and Debit Card payments			
Payment method	Invoice amount	Invoice date	Details
DD 31.08	£420.00	31.07.21	BNP Leasing Solutions – Photocopier rental 30.08 to 30.11.21
DD 21.09	£58.81	07.09.21	OPUS – pavilion electricity 06.08 to 05.09.21
DC 02.09.	£222.94	02.09.21	RS Comp - litter picking equipment for bimonthly events
Total	£701.75		