

**WEST MOORS TOWN COUNCIL**

**MINUTES** of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on **THURSDAY 20<sup>th</sup> JANUARY 2022** in St Anthony's Church Hall, Pinehurst Road at 7.30pm.

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

**OTHERS PRESENT:** Mrs Judi Weedon (Clerk)  
 2 representatives from the Youth Club

**APOLOGIES:** Cllr D Shortell

**21/255 QUESTIONS FROM MEMBERS OF THE PUBLIC**  
 None

**21/256 DECLARATIONS OF INTEREST/DISPENSATIONS**  
 None

**21/257 TO RECEIVE THE CLERK'S REPORT**

- a. Food Caddy bags: The supplier costs for the food waste bags have increased and therefore the retail cost to the public will increase from £4 to £4.50 from the 1<sup>st</sup> February. (Supplier costs have increased by 11.5% and the style of bag has changed. Samples were sent and these are currently being tested by staff members to ensure they are the same quality)

**21/258 TO RECEIVE FINANCIAL INFORMATION**

- a. Members received bank reconciliations up to 31<sup>st</sup> December 2021, as attached on page 2813 of the minutes.
- b. Internal Controls: Members received income reports for November and December. Bank statements and petty cash up to 31<sup>st</sup> December 2021 have been inspected and checked by the Chair, Cllr Mrs P Yeo.
- c. Members received a Budget Comparison report for the period ending 31.12.21 (3<sup>rd</sup> financial quarter), as shown on pages 2814-2817. The contents were noted.

**21/259 ACCOUNTS FOR PAYMENT**

It was

**RESOLVED** that the accounts for payment be approved as attached on page 2818 of the minutes. Cllr's Way and Wilkes to authorise the electronic payments.

*Voting: Unanimous*

**21/260 REVIEW OF COUNCIL DOCUMENTS**

**a. Standing Orders**

Members reviewed the Standing Orders and it was

**RECOMMENDED** that current Standing Order 19e is removed and replaced with the wording from the NALC Model SO for 19e which states: 'A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.'

and 19f which states: 'A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.'

Also, that all reference to the Staff and Personnel committee is removed from the current Standing Orders.

*Voting: unanimous*

**b. Financial Regulations**

Members reviewed the Financial Regulations, and it was

**RECOMMENDED** that current Financial Regulations 3.1 and 3.3 be replaced with wording from the NALC model FR which state:

**3.1** 'Each committee shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.

**3.3** The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

*Voting: unanimous*

**c. Terms of Reference**

Members reviewed the Terms of Reference and agreed that no change was required.

**21/261 GRANT APPLICATIONS**

Before members discussed the grant request they received information on the status of the funds available within the current financial year.

**a) West Moors Memorial Hall**

Members considered a grant request from West Moors Memorial Hall for the continuing maintenance and litter cleaning of the car park.

Members had a considered debate about this issue and looked at the accounts that had been submitted with the grant application form. It was noted that their accounts do not shown any indication of how much money is spent on maintaining the car park and how much income/grants they receive from other users of the car park.

Members present felt that the Memorial Hall should have some form of sinking fund that they use to put money aside for larger works that may be required in the future for the car park, such as resurfacing. Members also noted that a grant award in January 2021 for CCTV had still not been claimed.

Members asked the Clerk to contact the treasurer and ask what they do with funds received specifically for the car park and to discuss if they could highlight these funds in their accounts.

After discussion it was

**RESOLVED** that a grant of £400 be awarded to West Moors Memorial Hall for car park maintenance only to be paid in the new financial year (April 2022)

*Voting: 5 for, 2 abstentions*

**21/262 BUDGET AND PRECEPT**

Representatives from the Youth Club spoke to the committee about the future proposals for increasing the opening of the youth club to other year groups and funds that would be required to enable this to happen. They gave detailed explanations of the current work in the youth club and how many young people that attend on each of the opening days. They stated that they will be looking for funding from other sources. The representatives explained that the future projects would require an additional £10,500 of funding. Committee members applauded the work of the youth club committee and the youth leader for enabling this vital facility to thrive. Members proposed that the additional funding of £10,500 for the youth club should be placed in the council budget for 2022/23, even though this would see quite a large increase in precept. After much deliberation the committee recommend to Council a Precept of £162,840.00 and to accept the budget proposals for the Finance and GP committee as shown on pages 2819-2821 of these minutes and the Environment committee budget as shown on pages 2807-2809 of the environment committee minutes dated 13.01.22. The increase to a band D household if this is accepted by Council would be £4.53 per year (Band D yearly cost £52.43)

**21/263 CORRESPONDENCE**

None

**21/264 STAFF MATTERS**

- Members received:
- a) Sickness Report: The contents were noted
  - b) Overtime Report: The contents were noted

The Chairman declared the meeting closed at 20:59hrs

The next meeting of the Finance and General-Purpose Committee is scheduled for 10<sup>th</sup> March 2022 at 19.30hrs

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

## West Moors Town Council

### Bank reconciliation as at 31.12.21

Amount in bank as at 30/11/21	£202,953.38
Income during December	£4,023.92
Expenditure during December	£9,503.25
Amount in bank as at 31/12/21	£197,474.05

#### Bank Reconciliation as at 31/12/21

Current	£3,988.27
Deposit	£168,404.81
CCLA PSDA	£25,000.00
Petty cash	£80.97

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£197,474.05

Less outstanding payments	£0.00
Plus unpresented receipts	£0.00

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£197,474.05

#### Long Term Investment:

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

#### Outstanding Loan Amount

Public Works Loan	(£50,824.77)
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## Financial Budget Comparison

Comparison between 01/04/2021 and  
31/12/2021 (3rd Quarter)

		21/22 Approved Budget	Actual Net to date	Balance
<b>INCOME</b>				
<b>Finance And General Purposes Committee</b>				
1000	Precept	£146,679.00	£146,679.00	£0.00
1010	Interest - Deposit Acc and CCLA PSDA	£90.00	£15.44	-£74.56
1011	Interest - CCLA PS Deposit Acc	£0.00	£4.88	£4.88
1025	Dividend - CCLA Property Fund	£4,200.00	£3,695.23	-£504.77
1030	General	£0.00	£370.01	£370.01
1035	CIL Receipts	£0.00	£2,089.02	£2,089.02
1040	Sales - Dog Waste bags	£340.00	£210.00	-£130.00
1045	Sales - Kitchen Caddy bags	£4,000.00	£1,781.70	-£2,218.30
1050	Insurance Claims	£0.00	£0.00	£0.00
1070	Grants	£0.00	£153,485.00	£153,485.00
1080	Youth Club (rent and water)	£100.00	£93.66	-£6.34
1090	Park Way ground rent and insurance charge	£200.00	£198.97	-£1.03
<b>Total Finance and General Purposes</b>		<b>£155,609.00</b>	<b>£308,622.91</b>	<b>£153,013.91</b>
<b>Environment Committee</b>				
1100	Fryer Field Fees			
/1	Football	£3,000.00	£4,624.59	£1,624.59
/3	MUGA	£5,000.00	£9,745.50	£4,745.50
/4	Other	£1,000.00	£2,045.00	£1,045.00
/5	Community Event Income	£0.00	£625.00	£625.00
	<b>Total</b>	<b>£9,000.00</b>	<b>£17,040.09</b>	<b>£7,415.09</b>
1110	Cemetery Fees			
/1	Memorial	£4,000.00	£2,770.00	-£1,230.00
/2	Interment	£10,000.00	£9,090.00	-£910.00
/3	Purchase Plot	£4,000.00	£3,420.00	-£580.00
	<b>Total</b>	<b>£18,000.00</b>	<b>£15,280.00</b>	<b>-£2,720.00</b>
1115	Allotment Rent	£1,800.00	£1,885.00	£85.00
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>£28,800.00</b>	<b>£34,205.09</b>	<b>£5,405.09</b>
<b>Total Income</b>		<b>£184,409.00</b>	<b>£342,828.00</b>	<b>£158,419.00</b>

## EXPENDITURE

### Finance And General Purposes Committee

2000	Salaries	£52,829.00	£37,367.28	£15,461.72
2010	Employers Pension Contributions	£10,440.00	£7,708.59	£2,731.41
2020	Employers NIC	£4,125.00	£3,004.64	£1,120.36
2030	Expenses			
/1	Office staff	£400.00	£75.44	£324.56
/3	Councillors Travel	£200.00	£0.00	£200.00

/4	Chairman's Allowance	£75.00	£0.00	£75.00
	Total	£675.00	£75.44	£599.56
2040	Training			
/1	Clerk/Staff	£600.00	£30.00	£570.00
/2	Councillors	£1,200.00	£311.06	£888.94
	Total	£1,800.00	£341.06	£1,458.94
2045	Health & Safety	£100.00	£40.00	£60.00
2050	Office and Admin Costs			
/1	Non Domestic Rates	£0.00	£0.00	£0.00
/2	Electricity	£650.00	£413.12	£236.88
/3	Phone Charges	£550.00	£402.56	£147.44
/4	Broadband Charges	£350.00	£261.00	£89.00
/5	Stationery	£350.00	£73.46	£276.54
/6	Photocopier	£1,920.00	£1,103.64	£816.36
/7	Maintenance inc refuse collection	£450.00	£707.58	-£257.58
/9	Water Charges	£130.00	£48.68	£81.32
	Total	£4,400.00	£3,010.04	£1,389.96
2055	Public Works Loan repayment	£6,940.00	£6,938.22	£1.78
2060	IT Costs			
/1	IT Support	£1,400.00	£1,720.35	-£320.35
/2	IT Capital Expenditure	£500.00	£2,000.00	-£1,500.00 <sup>1</sup>
/3	Website Costs	£300.00	£800.00	-£500.00 <sup>2</sup>
	Total	£2,200.00	£4,520.35	-£2,320.35
2070	Insurance	£3,000.00	£3,062.25	-£62.25
2080	Petty Cash			
/1	Postage	£180.00	£74.15	£105.85
/2	Other	£100.00	£77.69	£22.31
	Total	£280.00	£151.84	£128.16
2090	Professional Fees			
/1	Audit Fees	£900.00	£760.00	£140.00
/2	Legal Fees	£1,200.00	£0.00	£1,200.00
/3	Other fees	£0.00	£0.00	£0.00
	Total	£2,100.00	£760.00	£1,340.00
	Subscriptions			
/1	DAPTC	£1,200.00	£1,191.48	£8.52
/2	SLCC	£250.00	£262.00	-£12.00
/3	Others	£200.00	£185.00	£15.00
	Total	£1,650.00	£1,638.48	£11.52
2110	Purchase of dog waste bags	£250.00	£112.00	£138.00
2115	Purchase of Kitchen Caddy Bags	£2,500.00	£959.06	£1,540.94
2120	Grants			
/1/2	Other (section 137)	£2,500.00	£2,996.79	-£496.79
/1/3	Legacy Award	£1,000.00	£0.00	£1,000.00
/1/4	Apprentice Scheme	£1,000.00	£250.00	£750.00
/3	CAB (section 142)	£600.00	£600.00	£0.00
	Total	£5,100.00	£3,846.79	£1,253.21
2130	Election Expenses	£0.00	£0.00	£0.00
2140	General & Contingency	£100.00	£160.00	-£60.00
2150	Advertising and Publicity	£400.00	£209.24	£190.76
2180	Remembrance Day costs	£800.00	£377.76	£422.24

2190	Youth Club Funding	£13,300.00	£13,300.00	£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	£0.00	£0.00
2198	Queens Anniversary Celebrations	£200.00	£118.71	£81.29
2199	Zettle card transaction fees	£0.00	£31.36	-£31.36
<b>Total Finance and General Purposes</b>		<b>£113,189.00</b>	<b>£87,733.11</b>	<b>£25,455.89</b>

### Environment Committee

3010	Fryer Field Maintenance			
/1	General	£4,000.00	£5,116.79	-£1,116.79 <sup>3</sup>
/4	Contractor fees	£9,900.00	£5,859.06	£4,040.94
	<b>Total</b>	<b>£13,900.00</b>	<b>£10,975.85</b>	<b>£2,924.15</b>
3020	Pavilion Running costs			
/1	Electricity	£800.00	£611.80	£188.20
/2	Water/sewage charges	£800.00	£624.37	£175.63
/3	Maintenance	£1,500.00	£1,665.07	-£165.07 <sup>4</sup>
/4	Legionella Testing	£800.00	£502.82	£297.18
/5	Phone/Broadband	£550.00	£407.46	£142.54
	<b>Total</b>	<b>£4,450.00</b>	<b>£3,811.52</b>	<b>£638.48</b>
3030	Multi Use Games Area			
/1	Floodlight Maintenance	£0.00	£0.00	£0.00
/2	General Maintenance	£300.00	£141.00	£159.00
/3	Electricity	£500.00	£223.67	£276.33
	<b>Total</b>	<b>£800.00</b>	<b>£364.67</b>	<b>£435.33</b>
3040	Fencing	£2,000.00	£0.00	£2,000.00
3050	Fryer Field Play Area			
/1	Maintenance	£250.00	£244.05	£5.95
/2	Safety Inspections	£600.00	£279.54	£320.46
	<b>Total</b>	<b>£850.00</b>	<b>£523.59</b>	<b>£326.41</b>
3060	Oakhurst Play Area			
/1	Maintenance	£250.00	£232.00	£18.00
/2	Safety Inspections	£450.00	£279.54	£170.46
	<b>Total</b>	<b>£700.00</b>	<b>£511.54</b>	<b>£188.46</b>
3070	Skatepark Maintenance	£0.00	£205,029.16	-£205,029.16 <sup>5</sup>
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	£23.70	£26.30
/3	Buy back of plots	£0.00	£0.00	£0.00
	<b>Total</b>	<b>£1,050.00</b>	<b>£1,084.08</b>	<b>-£34.08</b>
3110	Cemetery Maintenance			
/1	General	£4,400.00	£2,517.15	£1,882.85
/2	Fencing	£1,500.00	£0.00	£1,500.00
/3	Gravel	£350.00	£0.00	£350.00
/7	Refuse Collection	£850.00	£585.00	£265.00
/8	Contractor fees	£6,700.00	£4,478.18	£2,221.82
	<b>Total</b>	<b>£13,800.00</b>	<b>£7,580.33</b>	<b>£6,219.67</b>
3120	Memorial Inspections	£0.00	£0.00	£0.00

3140	Petwyn Maintenance/Improvements	£250.00	£0.00	£250.00	
3150	Allotments	£1,000.00	£22.22	£977.78	
3160	Tree Maintenance	£3,000.00	£2,700.00	£300.00	
3170	Climate Emergency	£1,500.00	£514.45	£985.55	
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	£150.00	£350.00	
4020	Street Furniture	£250.00	£1,426.00	£-1,176.00	6
4030	General	£150.00	£514.16	£-364.16	7
4040	Christmas	£4,000.00	£5,433.00	£-1,433.00	8
4070	Lengthsman	£2,000.00	£376.60	£1,623.40	
4090	Dog Warden and Bin emptying	£2,200.00	£1,172.89	£1,027.11	
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 (maint and cleaning)	£0.00	£0.00	£0.00	
4097	Community Event Costs	£1,000.00	£50.00	£950.00	
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>£57,220.00</b>	<b>£245,310.48</b>	<b>£-188,090.48</b>	
	<b>Monies for various earmarked funds</b>	<b>£14,000.00</b>			
	<b>Total Expenditure</b>	<b>£184,409.00</b>	<b>£333,043.59</b>	<b>£-162,634.59</b>	

## Overspend Explanations

- 1 Purchase of PA Equipment
- 2 Final payment for Website Upgrade which was completed in early 2020
- 3 new storage container
- 4 Cupboard for PA equipment and timer for hot water
- 5 Skatepark rebuild - money offset from grants received and earmarked funds
- 6 SID posts and Youth Shelter repaint
- 7 Safety Barrier at Castleman Trailway by Arnold Close
- 8 Christmas 3 year agreement as resolved, excess to come from earmarked fund



<b>Payments made in between meetings</b>			
<b>Payment method</b>	<b>Invoice amount</b>	<b>Invoice date</b>	<b>Details</b>
EB 22.12	£169.81	20.12.21	Gallagher Insurance (Was Came & Co) – Tractor Insurance 16.01.22 to 15.01.23
<b>Total</b>	<b>£169.81</b>		
<b>Payment list dated 20.01.22</b>			
<b>Payment method</b>	<b>Invoice amount</b>	<b>Invoice date</b>	<b>Details</b>
EB 24.01	£855.60	14.12.21	New Forest Signs – replace all signs on council facilities with updated contact information
EB 24.01	£91.69	17.12.21	Aqua Care – Water Hygiene testing December - Pavilion
EB 24.01	£156.00	19.12.21	Safe Zone Fire and Security - Routine maintenance of security alarm, fire system and CCTV in Council office
EB 24.01	£75.00	22.12.21	Stephen Russell Quality Cleaning – Office Carpet clean
EB 24.01	£3,115.96	23.12.21	Light Angels – Christmas Lighting contract 2021 to 2023
EB 24.01	£3.50	17.12.21	Source for Business-Allotment water supply 16 Nov-16 Dec '21
EB 24.01	£50.00	30.12.21	Cole Management – bus stop & office window clean 30 <sup>th</sup> November 2021/24 <sup>th</sup> December 2021
EB 24.01	£478.40	06.01.22	Dorset Council - Waste Collection Services Fryer Field, Cemetery, Pavilion & recycling bags from office
EB 24.01	£36.00	09.01.22	Craig Watkins (Verwood U14's) – <b>REFUND</b> from unused session July 2021
EB 24.01	£2,000.00	10.01.22	RHV – tree works carried out on Petwyn in 2021
EB 24.01	£35.00	10.01.22	Steven Gowing (West Parley) - <b>REFUND</b> – incorrect payment received
EB 31.01	£992.73	17.01.22	HM Revenue and Customs – Tax and NI – Month 10
EB 31.01	£1,095.98	17.01.22	Dorset Council Pension Fund – Month 10 - Pension Contributions
EB 28.01	£3,193.01	28.01.22	Staff Salaries – January payments
<b>Total</b>	<b>£12,178.87</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 05.12	£125.51	30.11.21	1 <sup>st</sup> Connect – 01.12.21 to 31.12.21 Pavilion and office broadband & line rental/call charges for office
DD 01.01	£118.87	01.01.22	1 <sup>st</sup> Connect – 01.01.22 to 31.01.22 Pavilion and office broadband & line rental/call charges for office
DD 13.01	£8.40	09.01.22	Sage - Payroll services for 09.01 to 08.02.22
DD 01.01	£32.63	06.01.22	OPUS – Floodlight electricity 6 Dec '21 to 5 Jan '22
DD 01.01	£69.04	06.01.22	OPUS – Council office electricity 6 Dec '21 to 5 Jan '22£
DC 07.12	£152.00	17.12.21	Woodland Trust – Trees for residents as per minute 537 dated 17.12.20
<b>Total</b>	<b>£506.45</b>		

**Finance and GP Budget 2022/23**

<b>Code</b>	<b>Source</b>	<b>Budget 2022/2023</b>
<b><u>INCOME</u></b>		
<b>1010</b>	Interest - Deposit account	50.00
<b>1025</b>	Dividend - CCLA Property Fund	4500.00
<b>1030</b>	General	0.00
<b>1040</b>	Sales - Dog Waste bags	340.00
<b>1045</b>	Sales - Kitchen Caddy Bags	2500.00
<b>1050</b>	Insurance Claims	0.00
<b>1070</b>	Grants	0.00
<b>1080</b>	Youth Club - Rent and water charges	100.00
<b>1090</b>	4a Park Way - Rent and insurance	200.00
	<b>Total</b>	<b>7690.00</b>
<b><u>EXPENDITURE</u></b>		
<b>2000</b>	<b>Salaries</b>	
2000/1	Staff Salaries	54085.00
	Overtime fund	600.00
<b>Total</b>		<b>54685.00</b>
<b>2010</b>	<b>Employers Pension contribution</b>	<b>10835.00</b>
	Employers Pension contributions for staff pensions	
<b>2020</b>	<b>Employers NI</b>	<b>4675.00</b>
	Employers National Insurance contributions	
<b>2030</b>	<b>Expenses</b>	
2030/1	Office staff Expenses	200.00
2030/3	Councillors Travel expenses	200.00
2030/4	Chairman's allowance	75.00
<b>Total</b>		<b>475.00</b>
	Expenses are mainly for travel costs incurred by staff and councillors. The chairman's allowance is a small sum of money set aside for use by the chairman at his/her discretion.	
<b>2040</b>	<b>Training</b>	
2040/1	Clerk/Staff	600.00
2200/2	Councillors	1200.00
<b>Total</b>		<b>1800.00</b>
	Training budget for employees and councillors. Training includes attending courses, seminars, purchase of books that are required to keep up to date with current legislation etc.	
<b>2045</b>	<b>Health and Safety</b>	<b>100.00</b>
	To cover any aspects of staff health and safety costs.	
<b>2050</b>	<b>Office &amp; Admin costs</b>	
2050/1	Non Domestic Rates	0.00
2050/2	Electricity	750.00
2050/3	Phone Charges	550.00
2050/4	Broadband charges	350.00
2050/5	Stationery/Office furniture	300.00
2050/6	Photocopy charges	1920.00

2050/7	Maintenance Inc. waste collection	450.00
2050/9	Water Charges	130.00
<b>Total</b>		<b>4450.00</b>
The cost of running and maintaining the Council Office.		
<b>2055</b>	<b>Loan Repayments</b>	<b>6940.00</b>
Repayment of £100,000 loan from the Public Works Loans Board in August 2010 for the purchase of 4 Parkway. Loan is fixed interest rate of 3.41% over a 20 year period. Repayments are made twice a year.		
<b>2060</b>	<b>IT Costs</b>	
2060/1	IT Support	1900.00
2060/2	IT Capital	500.00
2060/3	Website costs	300.00
<b>Total</b>		<b>2700.00</b>
Costs of purchasing any IT equipment. IT support includes annual fee for Finance and Cemetery, payroll software. Mapping software and antivirus. Website hosting and support		
<b>2070</b>	<b>Insurance</b>	<b>3000.00</b>
Includes public liability insurance, insurance for council assets and equipment. Motor Insurance for tractor.		
<b>2080</b>	<b>Petty cash</b>	
2080/1	Postage	150.00
2080/2	Other	100.00
<b>Total</b>		<b>250.00</b>
Postage of correspondence and various incidental expenditure.		
<b>2090</b>	<b>Professional Fees</b>	
2090/1	Audit	1300.00
2090/2	Legal Fees	1200.00
2090/3	Payroll and other	0.00
<b>Total</b>		<b>2500.00</b>
Internal and External audit fee. Incidental legal fees which may occur throughout the year.		
<b>2100</b>	<b>Subscription costs</b>	
2100/1	DAPTC	1230.00
2100/2	SLCC	280.00
2100/3	ICO/ICCM	850.00
<b>Total</b>		<b>2360.00</b>
DAPTC annual subscription, Society of Local Council Clerks, Information Commissioners Office, ICCM		
<b>2110</b>	<b>Purchase - Dog Waste bags</b>	<b>250.00</b>
<b>2115</b>	<b>Purchase - Kitchen Caddy Bags</b>	<b>2000.00</b>
<b>2120</b>	<b>Grants</b>	
2120/1/2	Grants under LGA Section 137	3000.00
2120/1/3	Jean Ware Legacy Award	1000.00
2120/1/4	Apprentice Scheme	1000.00
2120/2	CAB - LGA Section 142	800.00
<b>Total</b>		<b>5800.00</b>
Grants for external bodies		
<b>2130</b>	<b>Election Expenses</b>	<b>0.00</b>
To cover any expenses for council elections		
<b>2140</b>	<b>General &amp; Contingency</b>	<b>100.00</b>
A small budget for general expenditure/contingencies.		
<b>2150</b>	<b>Advertising and Publicity</b>	<b>600.00</b>
A small budget to cover the cost of notices that may be required to be placed in newspapers and items advertised in publications.		

<b>2180</b>	<b>Remembrance Day Costs</b>	<b>800.00</b>
	Costs for Remembrance Sunday Parade and Service	
<b>2190</b>	<b>Youth Club Funding</b>	<b>23800.00</b>
	Funding for West Moors Youth Club.	
<b>2195</b>	<b>Service Devolution Budget</b>	<b>0.00</b>
	Funding to cover costs of services taken over from DC.	
<b>2198</b>	<b>Queens Anniversary Celebrations</b>	<b>450.00</b>
	for celebrations for the Queens 70th Anniversary	
	<b>Total</b>	<b>128570.00</b>