

WEST MOORS TOWN COUNCIL

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE held on THURSDAY 18th JANUARY 2024 in the Pavilion, Fryer Field at 7.30pm.

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

OTHERS PRESENT: Mrs Judi Weedon (Clerk)
 4 members of the public

APOLOGIES: Cllr Mrs C Holmes Cllr D Shortell Cllr J Randall

23/261 QUESTIONS FROM MEMBERS OF THE PUBLIC

A resident asked about funding for the youth club and encouraged members not to reduce its funding because of the positive impact the youth club has. They were informed that there were no plans to reduce the youth club funding.

The members were also asked if they see a copy of the youth club accounts, the Chair replied that the members do receive a copy of the accounts.

A resident stated that the youth club was not well attended and only opened twice a week, they were informed that the new youth leader was being more proactive in getting young people to attend and that they were looking at opening an extra day a week.

23/262 DECLARATIONS OF INTEREST/DISPENSATIONS

Cllr K Wilkes declared a personal interest in agenda item 11a, grant application for Home Start Wessex. Cllr Wilkes did not participate during the discussion and did not vote.

23/263 TO RECEIVE THE CLERK'S REPORT

- a. The Flat (4A) above the office sale has fallen through and is not back on the market. New replacement windows are due to be fitted at the end of January, along with replacement cladding at the front and around the side window.
- b. The internal auditor visited on the 20th November 2023, he did not raise any issues. The next visit is scheduled for the 14th February.

23/264 TO RECEIVE FINANCIAL INFORMATION

- a. Members received bank reconciliations for November and December, as attached on pages 3133 of the minutes.
- b. Internal Controls: Members received Income reports for November and December – Bank Statements and petty cash up to 31st December have been checked by Cllr Yeo
- c. Members reviewed the budget comparison for the 3rd quarter 31st December 2023, as attached on pages 3134 to 3138.
- d. CCLA: Property Fund valuation at 30th December was £122,071.63, with a dividend payment due at the end of January. The Deposit Fund continues to pay an average yield of 5.3%.

23/265 ACCOUNTS FOR PAYMENT

It was

RESOLVED that the accounts for payment be approved as attached on page 3138 of the minutes. Cllr's Hawkes and Wilkes to authorise the electronic payments.

Voting: Unanimous

23/266 COMMITTEE BUDGETS AND PRECEPT RECOMMENDATION

- a. Members reviewed the draft budget for the F&GP committee.
 The budget as shown on pages 3139 to 3140 of these minutes was commended to the Council for approval.

- b. Members reviewed the draft Environment budget as attached to the Environment committee minutes dated 11th January. Members did not make any changes to this budget and commend it to the Council for approval.
- c. The committee recommended that the Council consider a precept of £183,444, which is an increase of 4.6%. The Band D cost being £59.43 and increase of 4.75%, which equates to £2.70

23/267 VARIABLE DIRECT DEBITS

Members reviewed the list of variable direct debits and it was

RESOLVED that the Council continue with variable direct debits as presented.

Voting: unanimous.

23/268 NEW POLICIES

a. Lost Property Procedure

Members reviewed the draft Lost Property Procedure and after discussion it was

RECOMMENDED that the Lost Property Procedure be adopted by Council.

Voting: unanimous

b. Volunteer Policy

Members reviewed the draft Volunteer Policy and after discussion it was

RECOMMENDED that the Volunteer Policy be adopted by Council.

Voting: unanimous

23/269 REVIEW POLICIES

a. Freedom of Information including Publication Scheme

Members reviewed the Freedom of Information Policy and it was

RECOMMENDED that the amended Freedom of Information Policy be adopted by Council.

Voting: unanimous

b. Equality and Diversity Policy

Members reviewed the Equality and Diversity Policy and after an additional section was added it was

RECOMMENDED that the amended Equality and Diversity Policy be adopted by Council.

Voting: unanimous

c. Health and Safety Policy

Members reviewed the Health and Safety Policy, no changes were required as the policy was still fit for purpose.

23/270 GRANT APPLICATIONS

a. Home Start Wessex

Members considered an application from Home Start Wessex for a grant to assist with targeted support for families in West Moors.

After discussion it was

RESOLVED that a grant of £1800 be awarded to Home Start Wessex for 2023/04

Voting: unanimous

Cllr Wilkes did not participate or vote.

b. East Dorset and Purbeck Citizens Advice Bureau

Members consider an application for funding to help towards the continued operation of the CAB. Members agreed that the CAB bus that now visited West Moors weekly had become a vital service. After discussion it was

RESOLVED that a grant of £1500 be awarded to the East Dorset and Purbeck CAB for 2023/24.

Voting: unanimous

23/271 CORRESPONDENCE
None

23/272 STAFF MATTERS
Members received:
a) Sickness Report: The contents were noted
b) Overtime Report: The contents were noted

23/273 To Exclude the Press and Public in accordance with Section 1, subsection (2) of the Public Bodies (Admission to meetings) Act 1960
Voting: unanimous

23/274 STAFF APPRAISALS
Members received information of staff appraisals carried out in November 2023

The Chairman declared the meeting closed at 20:59hrs

The next meeting of the Finance and General-Purpose Committee is scheduled for 21st March 2024 at 19.30hrs

SIGNED DATE
Chair of Finance and General-Purpose Committee

West Moors Town Council

Bank reconciliation as at 31.12.2023

Amount in bank as at 30/11/23	£268,559.97
Income during December	£5,301.88
Expenditure during December	£24,972.54
Amount in bank as at 31/12/23	£248,889.31

Bank Reconciliation as at 31/12/23

Current	£1,806.50
Deposit	£222,049.98
CCLA PSDA	£25,000.00
Petty cash	£32.83

£248,889.31

Less outstanding payments	£0.00
Plus unpresented receipts	£0.00

£248,889.31

Total amount held in accounts

Long Term Investment:

CCLA Property Fund	£122,071.63
(Nominal value at 31.12.2023)	

Outstanding Loan Amount

Public Works Loan	(£40,145.30)
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Financial Budget Comparison				
Comparison between 01/04/2023 and 31/12/2023 (3rd quarter)				
		23/24 Approved Budget	Actual Net to date	Balance
INCOME				
Finance And General Purposes Committee				
1000	Precept	£175,355.00	£175,355.00	£0.00
1010	Interest - Deposit Acc	£40.00	£1,682.75	£1,642.75
1011	Interest - CCLA PS Deposit Acc	£220.00	£809.31	£589.31
1025	Dividend - CCLA Property Fund	£4,800.00	£4,408.61	-£391.39
1030	General	£0.00	£2,876.55	£2,876.55
1035	CIL Receipts	£0.00	£2,801.48	£2,801.48
1040	Sales - Dog Waste bags	£340.00	£217.50	-£122.50
1045	Sales - Kitchen Caddy bags	£2,500.00	£1,867.00	-£633.00
1050	Insurance Claims	£0.00	£0.00	£0.00
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	£309.13	£109.13
Total Finance And General Purposes		£183,555.00	£190,327.33	£6,772.33
Environment Committee				
1100	Fryer Field Fees			
/1	Football	£4,000.00	£2,389.18	-£1,610.82
/3	MUGA	£7,000.00	£6,247.00	-£753.00
/4	Other	£2,000.00	£1,795.94	-£204.06
/5	Community Event Income	£2,000.00	£4,402.75	£2,402.75
	Total	£15,000.00	£14,834.87	-£165.13
1110	Cemetery Fees			
/1	Memorial	£5,000.00	£6,686.27	£1,686.27
/2	Interment	£12,000.00	£5,725.00	-£6,275.00
/3	Purchase Plot	£6,000.00	£4,042.00	-£1,958.00
	Total	£23,000.00	£16,453.27	-£6,546.73
1115	Allotment Rent	£1,900.00	£1,880.84	-£19.16
1120	Insurance Settlements	£0.00	£0.00	£0.00
1125	Memorial Benches and Plaques	£0.00	£3,500.00	£3,500.00
Total Environment		£39,900.00	£36,668.98	-£3,231.02
Total Income		£223,455.00	£226,996.31	£3,541.31
EXPENDITURE				
Finance And General Purposes Committee				
2000	Salaries	£73,890.00	£56,224.36	£17,665.64
2010	Employers Pension Contributions	£15,410.00	£12,054.62	£3,355.38
2020	Employers NIC	£6,970.00	£5,678.65	£1,291.35
2030	Expenses			
/1	Office staff	£250.00	£333.30	-£83.30
/3	Councillors Travel	£200.00	£35.10	£164.90

/4	Chairman's Allowance	£75.00	£72.09	£2.91	
	Total	£525.00	£440.49	£84.51	
2040	Training				
/1	Clerk/Staff	£600.00	£221.00	£379.00	
/2	Councillors	£1,000.00	£272.68	£727.32	
	Total	£1,600.00	£493.68	£1,106.32	
2045	Health & Safety	£100.00	£45.00	£55.00	
2050	Office and Admin Costs				
/1	Non Domestic Rates	£0.00	£0.00	£0.00	
/2	Electricity	£1,000.00	£1,718.17	-£718.17	³
/3	Phone Charges	£650.00	£493.10	£156.90	
/4	Broadband Charges	£350.00	£285.78	£64.22	
/5	Stationery	£300.00	£208.36	£91.64	
/6	Photocopier	£1,600.00	£1,329.60	£270.40	
/7	Maintenance inc refuse collection	£1,000.00	£1,039.63	-£39.63	⁴
/9	Water Charges	£130.00	£90.53	£39.47	
	Total	£5,030.00	£5,165.17	-£135.17	
2055	Public Works Loan repayment	£6,940.00	£6,938.22	£1.78	
2060	IT Costs				
/1	IT Support	£1,900.00	£1,546.35	£353.65	
/2	IT Capital Expenditure	£0.00	£10.61	-£10.61	
/3	Website Costs	£300.00	£325.00	-£25.00	
	Total	£2,200.00	£1,881.96	£318.04	
2070	Insurance	£5,000.00	£5,825.70	-£825.70	⁵
2080	Petty Cash				
/1	Postage	£100.00	£67.40	£32.60	
/2	Other	£100.00	£57.79	£42.21	
	Total	£200.00	£125.19	£74.81	
2090	Professional Fees				
/1	Audit Fees	£1,300.00	£1,000.00	£300.00	
/2	Legal Fees	£500.00	£0.00	£500.00	
/3	Other fees	£0.00	£0.00	£0.00	
	Total	£1,800.00	£1,000.00	£800.00	
	Subscriptions				
/1	DAPTC	£1,270.00	£1,270.24	-£0.24	
/2	SLCC	£350.00	£337.00	£13.00	
/3	Others	£200.00	£130.00	£70.00	
	Total	£1,820.00	£1,737.24	£82.76	
2110	Purchase of dog waste bags	£250.00	£120.40	£129.60	
2115	Purchase of Kitchen Caddy Bags	£2,000.00	£1,068.64	£931.36	
2120	Grants				
/1/2	General Grants	£3,000.00	£1,000.00	£2,000.00	
/1/3	Legacy Award	£0.00	£37.91	-£37.91	⁶
/1/4	Apprentice Scheme	£0.00	£0.00	£0.00	
/3	CAB (section 142)	£800.00	£0.00	£800.00	
	Total	£3,800.00	£1,037.91	£2,762.09	
2130	Election Expenses	£0.00	£0.00	£0.00	
2140	General & Contingency	£100.00	£553.45	-£453.45	⁷
2150	Advertising and Publicity	£600.00	£30.00	£570.00	

2180	Remembrance Day costs	£800.00	£560.00	£240.00	
2190	Youth Club Funding	£20,000.00	£18,500.00	£1,500.00	
2195	Service Devolution	£0.00	£0.00	£0.00	
2196	Data Control	£0.00	£0.00	£0.00	
2197	CIL Expenditure	£0.00	£8,198.00	-£8,198.00	⁸
2198	Kings Coronation Celebrations	£450.00	£401.17	£48.83	
2199	Zettle card transaction fees	£0.00	£107.65	-£107.65	
Total Finance And General Purposes		£149,485.00	£128,187.50	£21,297.50	
Environment Committee					
3010	Fryer Field Maintenance				
/1	General	£2,000.00	£2,172.69	-£172.69	⁹
/4	Contractor fees	£9,900.00	£6,543.18	£3,356.82	
	Total	£11,900.00	£8,715.87	£3,184.13	
3020	Pavilion Running costs				
/1	Electricity	£1,100.00	£988.54	£111.46	
/2	Water/sewage charges	£800.00	£466.29	£333.71	
/3	Maintenance	£1,750.00	£8,531.18	-£6,781.18	¹⁰
/4	Legionella Testing	£920.00	£1,253.33	-£333.33	¹¹
/5	Phone/Broadband	£550.00	£358.48	£191.52	
	Total	£5,120.00	£11,597.82	-£6,477.82	
3030	Multi Use Games Area				
/1	Floodlight Maintenance	£0.00	£0.00	£0.00	
/2	General Maintenance	£1,500.00	£8,141.12	-£6,641.12	¹²
/3	Electricity	£300.00	£188.51	£111.49	
/5	Floodlight replacement	£0.00	£0.00	£0.00	
	Total	£1,800.00	£8,329.63	-£6,529.63	
3040	Fencing	£2,000.00	£0.00	£2,000.00	
3050	Fryer Field Play Area				
/1	Maintenance	£250.00	£23.88	£226.12	
/2	Safety Inspections	£450.00	£330.00	£120.00	
	Total	£700.00	£353.88	£346.12	
3060	Oakhurst Play Area				
/1	Maintenance	£250.00	£114.00	£136.00	
/2	Safety Inspections	£350.00	£330.00	£20.00	
	Total	£600.00	£444.00	£156.00	
3070	Skatepark Maintenance	£200.00	£98.00	£102.00	
3080	Play Equipment	£0.00	£0.00	£0.00	
3100	Cemetery Costs				
/1	Non Domestic Rates	£1,100.00	£823.35	£276.65	
/2	Water Charges	£50.00	£26.33	£23.67	
/3	Buy back of plots	£0.00	£0.00	£0.00	
	Total	£1,150.00	£849.68	£300.32	
3110	Cemetery Maintenance				
/1	General	£3,000.00	£119.84	£2,880.16	
/2	Fencing	£300.00	£60.83	£239.17	
/3	Gravel	£350.00	£0.00	£350.00	
/7	Refuse Collection	£850.00	£659.20	£190.80	

/8	Contractor fees	£6,700.00	£5,037.66	£1,662.34	
	Total	£11,200.00	£5,877.53	£5,322.47	
3120	Memorial Inspections	£0.00	£0.00	£0.00	
3140	Petwyn Maintenance/Improvements	£250.00	£16.98	£233.02	
3150	Allotments	£500.00	£843.11	-£343.11	¹³
3160	Tree Maintenance	£3,000.00	£0.00	£3,000.00	
3170	Climate Emergency	£500.00	£0.00	£500.00	
4000	Public Seats				
/1	Maintenance	£300.00	£0.00	£300.00	
/2	Purchase	£0.00	£1,720.00	-£1,720.00	¹⁴
	Total	£300.00	£1,720.00	-£1,420.00	
4010	Bus Shelters	£500.00	£150.00	£350.00	
4020	Street Furniture	£500.00	£502.50	-£2.50	
4030	General	£150.00	£197.07	-£47.07	¹⁵
4040	Christmas	£5,000.00	£6,363.19	-£1,363.19	¹⁶
4070	Lengthsman	£1,800.00	£0.00	£1,800.00	
4075	Public Toilets				
/1	Cleaning	£13,000.00	£8,996.44	£4,003.56	
/2	Maintenance	£1,500.00	£1,322.07	£177.93	
/3	Water/sewage charges	£1,500.00	£2,077.77	-£577.77	¹⁷
/4	Electricity costs	£2,000.00	£481.04	£1,518.96	
	Total	£18,000.00	£12,877.32	£5,122.68	
4076	Car Park costs	£0.00	£0.00	£0.00	
4090	Dog Bins	£550.00	£473.67	£76.33	
4095	CCTV				
/1	Purchase/Installation	£0.00	£0.00	£0.00	
/2	Maintenance	£200.00	£68.00	£132.00	
	Total	£200.00	£68.00	£132.00	
4097	Community Event Costs	£1,500.00	£4,508.54	-£3,008.54	¹⁸
4098	Fryer Field Development Plan	£0.00	£0.00	£0.00	
4099	Keep Britain Tidy events	£50.00	£58.50	-£8.50	
Total Environment expenditure		£67,470.00	£64,045.29	£3,424.71	
Monies for various earmarked funds		£6,500.00			
Total Expenditure		£223,455.00	£192,232.79	£24,722.21	

- 1 Proceeds of sale of equipment and coronation mugs
- 2 Mileage costs to deliver letters, do noticeboards, go to meetings etc breakdown Weedon £153.26 Fawcett £180.04
- 3 Office electricity - includes 3 months from previous year because of supplier changeover
- 4 New lights in office
- 5 Increase in insurance premium and cyber insurance
- 6 Trophy invoiced in this financial year
- 7 Chairman board update And Hall Hire at St Anthonys
- 8 CIL approved expenditure - CCTV, Speed Indicator device and gym equipment
- 9 Costs for traveller eviction
- 10 New doors at pavilion £4255 to come from reserves
- 11 Legionella risk assessment (one off cost every 3 years)
- 12 New Floodlights £8141.12 from FF Development fund

13	Pest Control costs, these will be ongoing each year
14	Bench in cemetery offset by income heading 1125
15	Hedgehog Highway project
16	Christmas lights, overspend to come from earmarked fund
17	Public toilet water charges - this has now been reduced after changes to the urinal flush unit
18	Community Event overspend offset by income from event and sponsorship income (heading 1100/5)

Payment List Dated 18.01.24			
Payment method	Invoice amount	Invoice date	Details
EB 22.01	£153.25	19.12.23	Gallagher – Tractor Insurance 16.01.24 to 15.01.25
EB 22.01	£50.00	21.12.23	Cole Management- office window 28.11 & office & bus stop cleaning 21.12.23
EB 22.01	£7,268.75	01.01.24	Light Angels – 2021-2023 Christmas light plan (plus extra work)
EB 22.01	£78.00	02.01.24	XCS - Admin charge for new copier agreement
EB 22.01	£1,413.60	01.01.24	VCS – Public toilet & pavilion cleaning DECEMBER 2023
EB 22.01	£505.96	05.01.24	Dorset Council – waste collections Jan – March '24
EB 22.01	£419.85	01.01.24	Terrafirma – Various work
EB 22.01	£513.30	01.01.24	Terrafirma – Allotment grass cutting/waste disposal May-Oct '23
EB 22.01	£1,544.11	01.01.24	Terrafirma – Grounds Maintenance December 2023
EB 22.01	£309.00	08.01.24	Terrafirma – Repair work to 9v9 pitch- rechargeable to Grange FC
EB 22.01	£120.00	08.01.24	Presto Plumbing- repair leak in ladies toilet in pavilion
EB 22.01	£236.00	31.12.23	St. Anthony's Church – Hire of hall July-December 2023
EB 22.01	£6.48	03.01.24	Source For Business – Allotment water 4 Dec '23 – 2 Jan '24
EB 31.01	£1,863.61	15.01.24	HMRC – Tax and NI Month 10
EB 31.01	£1,703.79	15.01.24	Dorset Council – Pension Contributions Month 10
EB 22.01	£926.70	11.01.24	Elextra Solutions Ltd – Replacement lights in pavilion hallway, toilets and changing rooms
EB 22.01	£196.63	04.01.24	Source for Business – Water and Sewage changes – Public toilets – 02.12.23 to 03.01.24
Total	£17,309.03		
Payments Authorised in between meetings			
EB 26.01	£4,390.09	26.01.24	Staff Salaries – Month 10 – January
Total	£4,390.09		
Direct Debit and Debit Card payments			
Payment method	Invoice amount	Invoice date	Details
DD 20.12	£108.49	07.12.23	SSE – Floodlights electricity charges 31.03.23 to 23.08.23
DD 27.12	£197.93	11.12.23	SSE – Floodlights electricity charges 24.08.23 to 30.11.23
DD 20.12	£324.56	06.12.23	SSE – Council Office electricity charges 18.06.23 to 31.10.23
DD 20.12	£559.85	06.12.23	SSE – Pavilion electricity charges 01.06.23 to 31.08.23
DD 02.01	£630.00	29.12.23	BNP- New agreement for photocopier lease for 18.12.23 – 17.03.24 (already paid for against old agreement, refund of 331.39 received)
DD 13.01	£15.60	09.01.24	Sage- Payroll 09.01 – 08.02.24
DC 20.12	£19.43	20.12.23	Tesco – Refreshments for meeting
DC 11.01	£147.64	11.01.24	Amazon – Pavilion bathroom accessories and cleaning equipment
Total	£1,984.07		

FINANCE AND GENERAL PURPOSE DRAFT BUDGET 2024/25

Code	Source	Budget 2024/2025
<u>INCOME</u>		
1010	Interest - Deposit account	2000.00
1011	Interest - CCLLA PS Deposit Acc	1000.00
1025	Dividend - CCLA Property Fund	5000.00
1030	General	0.00
1035	CIL Receipts	0.00
1040	Sales - Dog Waste bags	340.00
1045	Sales - Kitchen Caddy Bags	2500.00
1050	Insurance Claims	0.00
1070	Grants	0.00
1080	Youth Club - Rent and water charges	200.00
1090	4a Park Way - Rent and insurance	600.00
	Total	11640.00
<u>EXPENDITURE</u>		
2000	Salaries	
2000/1	Staff Salaries	76070.00
	Overtime fund	600.00
Total		76670.00
2010	Employers Pension contribution	16411.00
2020	Employers NI	7786.00
2030	Expenses	
2030/1	Office staff Expenses	400.00
2030/3	Councillors Travel expenses	200.00
2030/4	Chairman's allowance	75.00
Total		675.00
2040	Training	
2040/1	Clerk/Staff	600.00
2200/2	Councillors	1000.00
Total		1600.00
2045	Health and Safety	100.00
2050	Office & Admin costs	
2050/1	Non Domestic Rates	0.00
2050/2	Electricity	2500.00
2050/3	Phone Charges	700.00
2050/4	Broadband charges	400.00
2050/5	Stationery/Office furniture	350.00
2050/6	Photocopy charges	1800.00
2050/7	Maintenance Inc. waste collection	500.00
2050/9	Water Charges	200.00
Total		6450.00
2055	Loan Repayments	6940.00
2060	IT Costs	
2060/1	IT Support	2000.00
2060/2	IT Capital	0.00
2060/3	Website costs	350.00

Total		2350.00
2070	Insurance	5700.00
2080	Petty cash	
2080/1	Postage	150.00
2080/2	Other	100.00
Total		250.00
2090	Professional Fees	
2090/1	Audit	1500.00
2090/2	Legal Fees	500.00
2090/3	Payroll and other	0.00
Total		2000.00
2100	Subscription costs	
2100/1	DAPTC	1332.00
2100/2	SLCC	350.00
2100/3	ICO/ICCM	850.00
Total		2532.00
2110	Purchase - Dog Waste bags	250.00
2115	Purchase - Kitchen Caddy Bags	2000.00
2120	Grants	
2120/1/2	Grants under LGA Section 137	5000.00
2120/2	CAB - LGA Section 142	800.00
Total		5800.00
2130	Election Expenses	500.00
2140	General & Contingency	500.00
2150	Advertising and Publicity	600.00
2180	Remembrance Day Costs	800.00
2190	Youth Club Funding	20000.00
2195	Service Devolution Budget	0.00
2198	Community Celebrations	400.00
	Total	160314.00