

WEST MOORS TOWN COUNCIL

MINUTES of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on
THURSDAY 23rd MAY 2024 in the Pavilion, Fryer Field at 7.30pm.

PRESENT: Cllr M Hawkes Cllr Mrs C Holmes Cllr J Randall
Cllr Mrs N Senior Cllr D Shortell Cllr J Staig
Cllr C Way Cllr K Wilkes Cllr Mrs P Yeo

OTHERS PRESENT: Mrs Amie Fawcett (Assistant to the Clerk)

APOLOGIES: None

24/022 ELECT A COMMITTEE CHAIRMAN FOR THE YEAR 2024/2025

Cllr Colin Way was proposed, seconded and duly elected Chairman of the committee.

24/023 ELECT A COMMITTEE VICE CHAIRMAN FOR THE YEAR 2024/25

Cllr Mrs P Yeo was proposed, seconded and duly elected Vice Chair of the committee.

24/024 QUESTIONS FROM MEMBERS OF THE PUBLIC

None

24/025 DECLARATIONS OF INTEREST/DISPENSATIONS

None

24/026 TO RECEIVE THE CLERK'S REPORT

Nothing to report

24/027 TO RECEIVE FINANCIAL INFORMATION

- a) Members received bank reconciliations up to 30th April 2024, as attached on page 3181 of the minutes.
- b) Internal Controls: Members received income reports for March and April. Bank statements and petty cash up to 30th April have been inspected and checked by the former Chair, Cllr Mrs P Yeo.
- c) Members reviewed the Budget Comparison report for the year 2023/24. Report attached on pages 3182 to 3186 of these minutes.
- d) CCLA: A dividend from the property fund of £1,565.78 was received on 30.04.24 (this covers the period Jan, Feb and March. It was noted that the Property Fund value has decreased again to £119,913, however it is still producing good dividends. The CCLA Public sector deposit account produces around £110 each month in interest.

24/028 ACCOUNTS FOR PAYMENT

None to approve.

24/029 EARMARKED FUNDS

Members reviewed the current earmarked funds. After discussion it was **RESOLVED that the earmarked funds remain unchanged at the current time.**
Voting: Unanimous

24/030 CIL REPORT

Members received a report showing the Community Infrastructure Levy income and expenditure. The report was noted.

24/031 BANK MANDATE

Members reviewed that bank mandates for all the Councils accounts at Lloyds and CCLA. After discussion it was agreed that no changes were required at this time.

24/032 COUNCIL POLICIES

Members reviewed the following policies;

a) Financial regulations

Members reviewed the new model NALC Financial Regulations, with minor changes to take into account how WMTC operates. After reviewing it was **RECOMMENDED that the NALC Model Financial Regulations as presented be adopted by the Council.**

Voting: Unanimous

b) Debit Card Use

Members reviewed an amended terms and conditions for use of the debit card linked to the Lloyds current account. After discussion it was **RESOLVED that the amended Terms and Conditions of the debit card be adopted by Council.**

Voting: Unanimous

24/033 ANNUAL ASSET INSPECTIONS

Members were asked to carry out asset checks for council property. After discussion councillors Senior, Staig and Randall agreed to apportion the checks between them and report the finding back to the Clerk to update the master list.

24/034 GRANTS**a) Castleman Community Larder**

Grant application to assist with purchasing food and essentials for the increasing number of registered users.

RESOLVED that a grant is not awarded to Castleman Community Larder at this stage, as members were disappointed that a grant had not been sought from any other Town Council's and requested more information on costings and a copy of the previous year's accounts.

Voting: Unanimous

b) Vision Wimborne Dialaride

Grant application to assist with the running costs of providing transport needs to people with limited mobility. After discussion it was

RESOLVED that a grant of £500 be awarded to Vision Wimborne Dialaride for the financial year 2024/25.

Voting: Unanimous

24/035 CORRESPONDENCE

None

24/036 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 20:29hrs

The next meeting of the Finance and General-Purpose Committee is scheduled for 11th July 2024 at 19.30hrs

SIGNED DATE

Chair of Finance and General-Purpose Committee

West Moors Town Council

Bank reconciliation as at 30.04.2024

Amount in bank as at 31/03/24	£207,029.57
Income during April	£114,258.78
Expenditure during April	£17,910.66
Amount in bank as at 30/04/24	£303,377.69

Bank Reconciliation as at 30/04/2024

Current	£8,640.88
Deposit	£269,635.54
CCLA PSDA	£25,000.00
Petty cash	£29.57

£303,305.99

Less outstanding payments	£1.30
Plus unpresented receipts	£73.00

£303,377.69

Long Term Investment:

CCLA Property Fund	£119,913.78
(Nominal value at 31.03.2024)	

Outstanding Loan Amount

Public Works Loan	(£40,145.30)
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Financial Budget Comparison

Comparison between 01/04/2023 and 31/03/2024 (4th quarter)

	23/24 Approved Budget	Actual Net to date	Balance
INCOME			
Finance And General Purposes Committee			
1000	£175,355.00	£175,355.00	£0.00
1010	£40.00	£2,358.68	£2,318.68
1011	£220.00	£1,137.31	£917.31
1025	£4,800.00	£5,962.26	£1,162.26
1030	£0.00	£3,043.80	£3,043.80
1035	£0.00	£2,801.48	£2,801.48
1040	£340.00	£300.00	-£40.00
1045	£2,500.00	£2,530.75	£30.75
1050	£0.00	£0.00	£0.00
1070	£0.00	£0.00	£0.00
1080	£100.00	£152.16	£52.16
1090	£200.00	£604.13	£404.13
Total Finance And General Purposes	£183,555.00	£194,245.57	£10,690.57
Environment Committee			
1100	Fryer Field Fees		
/1	£4,000.00	£3,685.18	-£314.82
/3	£7,000.00	£11,640.00	£4,640.00
/4	£2,000.00	£2,073.50	£73.50
/5	£2,000.00	£4,442.75	£2,442.75
	Total	£15,000.00	£21,841.43
1110	Cemetery Fees		
/1	£5,000.00	£7,771.27	£2,771.27
/2	£12,000.00	£7,965.00	-£4,035.00
/3	£6,000.00	£5,013.00	-£987.00
	Total	£23,000.00	£20,749.27
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	£4,500.00	£4,500.00
Total Environment	£39,900.00	£48,971.54	£9,071.54
Total Income	£223,455.00	£243,217.11	£19,762.11

EXPENDITURE**Finance And General Purposes Committee**

2000	Salaries	£73,890.00	£74,526.58	-£636.58
2010	Employers Pension Contributions	£15,410.00	£16,000.25	-£590.25
2020	Employers NIC	£6,970.00	£7,526.02	-£556.02
2030	Expenses			
/1	Office staff	£250.00	£425.83	-£175.83
/3	Councillors Travel	£200.00	£35.10	£164.90
/4	Chairman's Allowance	£75.00	£72.09	£2.91

	Total	£525.00	£533.02	-£8.02	
2040	Training				
/1	Clerk/Staff	£600.00	£416.28	£183.72	
/2	Councillors	£1,000.00	£593.28	£406.72	
	Total	£1,600.00	£1,009.56	£590.44	
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	£2,422.57	-£1,422.57	3
/3	Phone Charges	£650.00	£627.04	£22.96	
/4	Broadband Charges	£350.00	£384.12	-£34.12	
/5	Stationery	£300.00	£282.68	£17.32	
/6	Photocopier	£1,600.00	£2,030.28	-£430.28	
/7	Maintenance inc refuse collection	£1,000.00	£2,006.81	-£1,006.81	4
/9	Water Charges	£130.00	£178.77	-£48.77	
	Total	£5,030.00	£7,932.27	-£2,902.27	
2055	Public Works Loan repayment	£6,940.00	£6,938.22	£1.78	
2060	IT Costs				
/1	IT Support	£1,900.00	£1,639.35	£260.65	
/2	IT Capital Expenditure	£0.00	£10.61	-£10.61	
/3	Website Costs	£300.00	£325.00	-£25.00	
	Total	£2,200.00	£1,974.96	£225.04	
2070	Insurance	£5,000.00	£5,825.70	-£825.70	5
2080	Petty Cash				
/1	Postage	£100.00	£70.85	£29.15	
/2	Other	£100.00	£87.45	£12.55	
	Total	£200.00	£158.30	£41.70	
2090	Professional Fees				
/1	Audit Fees	£1,300.00	£1,185.00	£115.00	
/2	Legal Fees	£500.00	£0.00	£500.00	
/3	Other fees	£0.00	£1,548.00	-£1,548.00	6
	Total	£1,800.00	£2,733.00	-£933.00	
	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	£182.60	£67.40	
2115	Purchase of Kitchen Caddy Bags	£2,000.00	£1,602.96	£397.04	
2120	Grants				
/1/2	General Grants	£3,000.00	£2,800.00	£200.00	
/1/3	Legacy Award	£0.00	£37.91	-£37.91	7
/1/4	Apprentice Scheme	£0.00	£0.00	£0.00	
/3	CAB (section 142)	£800.00	£1,500.00	-£700.00	
	Total	£3,800.00	£4,337.91	-£537.91	
2130	Election Expenses	£0.00	£0.00	£0.00	
2140	General & Contingency	£100.00	£792.45	-£692.45	8
2150	Advertising and Publicity	£600.00	£210.00	£390.00	
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	9
2198	Kings Coronation Celebrations	£450.00	£425.17	£24.83	
2199	Zettle card transaction fees	£0.00	£163.01	-£163.01	
Total Finance And General Purposes		£149,485.00	£161,912.22	-£12,427.22	
Environment Committee					
3010	Fryer Field Maintenance				
/1	General	£2,000.00	£2,764.17	-£764.17	10
/4	Contractor fees	£9,900.00	£8,724.24	£1,175.76	
	Total	£11,900.00	£11,488.41	£411.59	
3020	Pavilion Running costs				
/1	Electricity	£1,100.00	£1,532.04	-£432.04	
/2	Water/sewage charges	£800.00	£1,014.45	-£214.45	
/3	Maintenance	£1,750.00	£11,142.50	-£9,392.50	11
/4	Legionella Testing	£920.00	£1,454.07	-£534.07	12
/5	Phone/Broadband	£550.00	£466.96	£83.04	
	Total	£5,120.00	£15,610.02	-£10,490.02	
3030	Multi Use Games Area				
/1	Floodlight Maintenance	£0.00	£0.00	£0.00	
/2	General Maintenance	£1,500.00	£8,249.97	-£6,749.97	13
/3	Electricity	£300.00	£188.51	£111.49	
/5	Floodlight replacement	£0.00	£0.00	£0.00	
	Total	£1,800.00	£8,438.48	-£6,638.48	
3040	Fencing	£2,000.00	£945.00	£1,055.00	
3050	Fryer Field Play Area				
/1	Maintenance	£250.00	£23.88	£226.12	
/2	Safety Inspections	£450.00	£412.50	£37.50	
	Total	£700.00	£436.38	£263.62	
3060	Oakhurst Play Area				
/1	Maintenance	£250.00	£114.00	£136.00	
/2	Safety Inspections	£350.00	£412.50	-£62.50	
	Total	£600.00	£526.50	£73.50	
3070	Skatepark Maintenance	£200.00	£185.49	£14.51	
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	£32.80	£17.20	
/3	Buy back of plots	£0.00	£0.00	£0.00	
	Total	£1,150.00	£856.15	£293.85	
3110	Cemetery Maintenance				
/1	General	£3,000.00	£302.56	£2,697.44	
/2	Fencing	£300.00	£360.83	-£60.83	
/3	Gravel	£350.00	£265.00	£85.00	
/7	Refuse Collection	£850.00	£873.44	-£23.44	
/8	Contractor fees	£6,700.00	£6,750.46	-£50.46	
	Total	£11,200.00	£8,552.29	£2,647.71	
3120	Memorial Inspections	£0.00	£0.00	£0.00	
3140	Petwyn Maintenance/Improvements	£250.00	£132.96	£117.04	
3150	Allotments	£500.00	£1,290.57	-£790.57	14

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	15
	Total	£300.00	£1,720.00	-£1,420.00	
4010	Bus Shelters	£500.00	£180.00	£320.00	
4020	Street Furniture	£500.00	£553.45	-£53.45	16
4030	General	£150.00	£197.07	-£47.07	17
4040	Christmas	£5,000.00	£6,538.72	-£1,538.72	18
4070	Lengthsman	£1,800.00	£1,644.70	£155.30	
4075	Public Toilets				
/1	Cleaning	£13,000.00	£12,822.72	£177.28	
/2	Maintenance	£1,500.00	£1,664.24	-£164.24	
/3	Water/sewage charges	£1,500.00	£3,308.91	-£1,808.91	19
/4	Electricity costs	£2,000.00	£658.35	£1,341.65	
	Total	£18,000.00	£18,454.22	-£454.22	
4076	Car Park costs	£0.00	£101.77	-£101.77	20
4090	Dog Bins	£550.00	£619.53	-£69.53	
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	£4,730.54	-£3,230.54	21
4098	Fryer Field Development Plan	£0.00	£0.00	£0.00	
4099	Keep Britain Tidy events	£50.00	£154.80	-£104.80	
	Total Environment expenditure	£67,470.00	£83,425.05	-£15,955.05	
	Monies for various earmarked funds	£6,500.00			
	Total Expenditure	£223,455.00	£245,337.27	-£28,382.27	

- 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, gutter clean, carpet clean, new window for 4a (half this cost reimbursed)
- 5 Increase in insurance premium and cyber insurance
- 6 Origin Transport, fee for attendance at Planning meeting
- 7 Trophy invoiced in this financial year
- 8 Chairman board update And Hall Hire at St Anthonys
- 9 CIL approved expenditure - CCTV, Speed Indicator device and gym equipemnt
- 10 Costs for traveller eviction
- 11 New doors at pavilion £4255 to come from reserves. Decorarating, carpet, lights, plumbing issues and cleaning
- 12 Legionella risk assessment (one off cost every 3 years)
- 13 New Floodlights £8141.12 from FF Development fund
- 14 Pest Control costs, these will be ongoing each year.
- 15 Bench in cemetery offset by income heading 1125
- 16 Battery and pads for a defib
- 17 Hedgehog Highway project
- 18 Christmas lights, overspend to come from earmarked fund
- 19 Public toilet water charges - this has now been reduced after changes to the urinal flush unit
- 20 Clearance of green waste from car park

21 Community Event overspend offset by income from event and sponsorship income (heading 1100/5)

This report shows £19,762.11 income above projected budget at the end of the financial year.
The CIL income has gone directly to the earmarked fund, which means the increased income is £16,960.63

This reports shows an overspend on expenditure of £28382.27 at the end of the financial year (£17,877.84 came from earmarked reserves), so the actual overspend is £10,504.43

This equates to a surplus on the budget of
£6,456.20

General Reserves at 31.03.2024

Total Cash Assets (current, deposit and CCLA)	£207,029.57
Value of CCLA Property fund	£119,904.99
Less outstanding loan	-£40,145.30
Less earmarked funds	-£159,614.45
General Reserves	£127,174.81

General Reserves must be between 3 and 12 months total expenditure (these stand at just below 7 months expenditure)