

WEST MOORS TOWN COUNCIL

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE held on THURSDAY 23rd JANUARY 2025 in the Pavilion, Fryer Field at 7.30pm.

PRESENT: Cllr C Way – Chair
 Cllr M Hawkes Cllr Mrs C Holmes Cllr D Shortell
 Cllr J Staig Cllr K Wilkes Cllr Mrs P Yeo

OTHERS PRESENT: Judi Weedon, Town Clerk

APOLOGIES: Cllr Mrs N Senior Cllr J Randall
 (reasons for absence were noted)

24/265 QUESTIONS FROM MEMBERS OF THE PUBLIC

None

24/266 DECLARATIONS OF INTEREST/DISPENSATIONS

Cllr Wilkes declared an interest in agenda item 7a, grant application to HomeStart Wessex. Cllr Wilkes did not participate in the discussion or vote.

24/267 TO RECEIVE THE CLERK'S REPORT

a) Lloyds Bank: Other banking providers are yet to be researched and considered.

24/268 TO RECEIVE FINANCIAL INFORMATION

- a) Members received bank reconciliations up to 31st December 2024, as attached on page 3276 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 inspected and checked by the Chair, Cllr C Way.
- c) Budget Comparison: Members reviewed the budget comparison to 31st December 2024 (3rd quarter), as attached on pages 3277-3280 of these minutes
- d) CCLA Information was noted.

24/269 ACCOUNTS FOR PAYMENT

It was

RESOLVED that the accounts for payment be approved as attached on page 3281 of the minutes. Cllr's Yeo and Wilkes to authorise the electronic payments.

Voting: Unanimous

24/270 GRANTS

Members had a general discussion surrounding the funds available in the budget for grants, and that the grants applications before them would exceed the budgeted amount for this financial year. Members agreed that the applications before them were all worthy causes and agreed to an overspend on the budget.

a) HomeStart Wessex

Grant application for £1880 to assist and support families in West Moors

After discussion it was

RESOLVED that a grant of £1,880 be awarded to HomeStart Wessex for 2024/25

Voting: unanimous

Cllr Wilkes having declared an interest did not vote

b) Mosaic – Supporting Bereaved Children

Grant application for £1400 to help support bereaved children and young people in West Moors with counselling sessions.

After discussion it was

RESOLVED that a grant of £1,400 be awarded to Mosaic for 2024/25

Voting: unanimous

c) Citizens Advice Bureau – East Dorset and Purbeck

Grant application for £1500 to help with providing free advice to residents.

After discussion it was

RESOLVED that a grant of £1,500 be awarded to the Citizens Advice Bureau for 2024/25

Voting: unanimous

24/271 BUDGETS

- a. Members reviewed the draft budget for the F&GP committee.
The budget as shown on pages 3282 to 3283 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 16th 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 £221,148. The Band D cost being £71.03 which equates to £1.37 per week

24/272 COUNCIL POLICIES AND PROCEDURES

Members reviewed the following policies

a) Crime and Disorder Policy

Members reviewed the Crime and Disorder Policy and after discussion it was agreed that no amendments were required.

b) Privacy Notice – General

Members reviewed the General Privacy Notice and after discussion it was agreed that no amendments were required.

c) Privacy Notice – Staff / Councillors

Members reviewed the Privacy Notice for Staff and Councillors and after discussion it was agreed that no amendments were required.

24/273 CORRESPONDENCE

None

24/274 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 20:07hrs

The next meeting of the Finance and General-Purpose Committee is scheduled for 20th March 2025 at 19.30hrs

SIGNED DATE

Chair of Finance and General-Purpose Committee

West Moors Town Council

Bank reconciliation as at 31.12.2024

Amount in bank as at 30/11/24	£273,432.93
Income during December	£2,781.97
Expenditure during December	£20,911.58
Amount in bank as at 31/12/24	£255,303.32

Bank Reconciliation as at 31/12/2024

Current	£1,256.37
Deposit	£228,978.13
CCLA PSDA	£25,000.00
Petty cash	£8.47

£255,242.97

Less outstanding payments	£1.15
Plus unpresented receipts	£61.50

£255,303.32

Long Term Investment:

CCLA Property Fund	£119,306.16
(Nominal value at 30.06.2024)	

Outstanding Loan Amount

Public Works Loan	(£34,528.56)
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Financial Budget Comparison				
Comparison between 01/04/2024 and 31/12/2024 (3rd quarter)				
		24/25 Approved Budget	Actual Net to date	Balance
INCOME				
Finance And General Purposes Committee				
1000	Precept	£183,444.00	£183,444.00	£0.00
1010	Interest - Deposit Acc	£2,000.00	£2,030.22	£30.22
1011	Interest - CCLA PS Deposit Acc	£1,000.00	£959.08	-£40.92
1025	Dividend - CCLA Property Fund	£5,000.00	£4,673.78	-£326.22
1030	General	£0.00	£20.76	£20.76
1035	CIL Receipts	£0.00	£9,415.49	£9,415.49
1040	Sales - Dog Waste bags	£340.00	£207.50	-£132.50
1045	Sales - Kitchen Caddy bags	£2,500.00	£1,578.54	-£921.46
1050	Insurance Claims	£0.00	£0.00	£0.00
1070	Grants	£0.00	£13,616.37	£13,616.37
1080	Youth Club (rent and water)	£200.00	£0.00	-£200.00
1090	Park Way ground rent and insurance charge	£600.00	£339.86	-£260.14
Total Finance And General Purposes		£195,084.00	£216,285.60	£21,201.60
Environment Committee				
1100	Fryer Field Fees			
/1	Football	£4,500.00	£1,982.08	-£2,517.92
/3	MUGA	£10,000.00	£8,415.00	-£1,585.00
/4	Other	£2,500.00	£1,916.80	-£583.20
/5	Community Event Income	£3,000.00	£6,310.60	£3,310.60
	Total	£20,000.00	£18,624.48	-£1,375.52
1110	Cemetery Fees			
/1	Memorial	£5,000.00	£3,467.00	-£1,533.00
/2	Interment	£12,000.00	£11,490.00	-£510.00
/3	Purchase Plot	£6,000.00	£7,242.00	£1,242.00
	Total	£23,000.00	£22,199.00	-£801.00
1115	Allotment Rent	£1,900.00	£1,945.02	£45.02
1120	Insurance Settlements	£0.00	£0.00	£0.00
1125	Memorial Benches and Plaques	£0.00	£2,000.00	£2,000.00
Total Environment		£44,900.00	£44,768.50	-£131.50
Total Income		£239,984.00	£261,054.10	£21,070.10
EXPENDITURE				
Finance And General Purposes Committee				
2000	Salaries	£76,670.00	£54,122.01	£22,547.99
2010	Employers Pension Contributions	£16,411.00	£11,664.92	£4,746.08
2020	Employers NIC	£7,786.00	£5,582.54	£2,203.46
2030	Expenses			
/1	Office staff	£400.00	£306.28	£93.72
/3	Councillors Travel	£200.00	£5.40	£194.60

/4	Chairman's Allowance	£75.00	£17.56	£57.44	
	Total	£675.00	£329.24	£345.76	
2040	Training				
/1	Clerk/Staff	£600.00	£193.00	£407.00	
/2	Councillors	£1,000.00	£365.36	£634.64	
	Total	£1,600.00	£558.36	£1,041.64	
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	£2,500.00	£1,140.43	£1,359.57	
/3	Phone Charges	£700.00	£302.48	£397.52	
/4	Broadband Charges	£400.00	£294.93	£105.07	
/5	Stationery	£350.00	£122.48	£227.52	
/6	Photocopier	£1,800.00	£1,228.51	£571.49	
/7	Maintenance inc refuse collection	£500.00	£429.32	£70.68	
/9	Water Charges	£200.00	£71.27	£128.73	
	Total	£6,450.00	£3,589.42	£2,860.58	
2055	Public Works Loan repayment	£6,940.00	£6,938.22	£1.78	
2060	IT Costs				
/1	IT Support	£2,000.00	£1,655.29	£344.71	
/2	IT Capital Expenditure	£0.00	£19.15	-£19.15	
/3	Website Costs	£350.00	£315.00	£35.00	
	Total	£2,350.00	£1,989.44	£360.56	
2070	Insurance	£5,700.00	£5,648.33	£51.67	
2080	Petty Cash				
/1	Postage	£150.00	£28.92	£121.08	
/2	Other	£100.00	£52.45	£47.55	
	Total	£250.00	£81.37	£168.63	
2090	Professional Fees				
/1	Audit Fees	£1,500.00	£1,025.00	£475.00	
/2	Legal Fees	£500.00	£400.00	£100.00	
/3	Other fees	£0.00	£297.25	-£297.25	¹
	Total	£2,000.00	£1,722.25	£277.75	
	Subscriptions				
/1	DAPTC	£1,332.00	£1,331.21	£0.79	
/2	SLCC	£350.00	£348.00	£2.00	
/3	Others	£850.00	£135.00	£715.00	
	Total	£2,532.00	£1,814.21	£717.79	
2110	Purchase of dog waste bags	£250.00	£117.63	£132.37	
2115	Purchase of Kitchen Caddy Bags	£2,000.00	£1,068.64	£931.36	
2120	Grants				
/1/2	General Grants	£5,000.00	£3,200.00	£1,800.00	
/3	CAB (section 142)	£800.00	£0.00	£800.00	
	Total	£5,800.00	£3,200.00	£2,600.00	
2130	Election Expenses	£500.00	£50.00	£450.00	
2140	General & Contingency	£500.00	£396.47	£103.53	
2150	Advertising and Publicity	£600.00	£899.56	-£299.56	
2180	Remembrance Day costs	£800.00	£570.00	£230.00	
2190	Youth Club Funding	£20,000.00	£20,000.00	£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	£2,951.45	-£2,951.45	²
2198	Community Celebrations	£400.00	£68.27	£331.73	
2199	Zettle card transaction fees	£0.00	£66.47	-£66.47	
Total Finance And General Purposes		£160,314.00	£123,428.80	£36,885.20	
Environment Committee					
3010	Fryer Field Maintenance				
/1	General	£2,000.00	£3,606.23	-£1,606.23	³
/4	Contractor fees	£9,900.00	£6,543.18	£3,356.82	
	Total	£11,900.00	£10,149.41	£1,750.59	
3020	Pavilion Running costs				
/1	Electricity	£1,100.00	£1,067.59	£32.41	
/2	Water/sewage charges	£800.00	£377.53	£422.47	
/3	Maintenance	£5,400.00	£4,175.73	£1,224.27	
/4	Legionella Testing	£920.00	£968.40	-£48.40	
/5	Phone/Broadband	£550.00	£325.51	£224.49	
	Total	£8,770.00	£6,914.76	£1,855.24	
3030	Multi Use Games Area				
/1	Floodlight Maintenance	£0.00	£0.00	£0.00	
/2	General Maintenance	£1,500.00	£30.61	£1,469.39	
/3	Electricity	£300.00	£466.15	-£166.15	
	Total	£1,800.00	£496.76	£1,303.24	
3040	Fencing	£2,000.00	£0.00	£2,000.00	
3050	Fryer Field Play Area				
/1	Maintenance	£250.00	£221.64	£28.36	
/2	Safety Inspections	£450.00	£330.00	£120.00	
	Total	£700.00	£551.64	£148.36	
3060	Oakhurst Play Area				
/1	Maintenance	£250.00	£4,405.20	-£4,155.20	⁴
/2	Safety Inspections	£350.00	£330.00	£20.00	
	Total	£600.00	£4,735.20	-£4,135.20	
3070	Skatepark Maintenance	£200.00	£0.00	£200.00	
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	£30.55	£19.45	
/3	Buy back of plots	£0.00	£0.00	£0.00	
	Total	£1,150.00	£853.90	£296.10	
3110	Cemetery Maintenance				
/1	General	£1,500.00	£2,720.00	-£1,220.00	⁵
/2	Fencing	£300.00	£0.00	£300.00	
/3	Gravel	£350.00	£0.00	£350.00	
/7	Refuse Collection	£850.00	£674.70	£175.30	
/8	Contractor fees	£7,000.00	£5,155.19	£1,844.81	
	Total	£10,000.00	£8,549.89	£1,450.11	
3120	Memorial Inspections	£0.00	£0.00	£0.00	

3140	Petwyn Maintenance/Improvements	£250.00	£1,199.18	-£949.18	6
3150	Allotments	£500.00	£719.53	-£219.53	7
3160	Tree Maintenance	£3,000.00	£3,300.00	-£300.00	8
3170	Climate Emergency	£500.00	£0.00	£500.00	
4000	Public Seats				
/1	Maintenance	£300.00	£0.00	£300.00	
/2	Purchase	£0.00	£0.00	£0.00	
	Total	£300.00	£0.00	£300.00	
4010	Bus Shelters	£500.00	£150.00	£350.00	
4020	Street Furniture	£1,300.00	£1,115.90	£184.10	
4025	Speed Watch & SID	£0.00	£352.80	-£352.80	9
4030	General	£200.00	£650.00	-£450.00	10
4040	Christmas	£6,000.00	£6,408.28	-£408.28	
4070	Lengthsman	£1,800.00	£0.00	£1,800.00	
4075	Public Toilets				
/1	Cleaning	£12,000.00	£9,283.64	£2,716.36	
/2	Maintenance	£2,500.00	£3,873.65	-£1,373.65	11
/3	Water/sewage charges	£3,500.00	£1,719.46	£1,780.54	
/4	Electricity costs	£1,300.00	£678.80	£621.20	
	Total	£19,300.00	£15,555.55	£3,744.45	
4076	Car Park costs	£0.00	£13,957.81	-£13,957.81	12
4090	Dog Bins	£650.00	£459.42	£190.58	
4095	CCTV				
/1	Purchase/Installation	£0.00	£0.00	£0.00	
/2	Maintenance	£200.00	£98.00	£102.00	
	Total	£200.00	£98.00	£102.00	
4097	Community Event Costs	£1,500.00	£7,447.26	-£5,947.26	13
4098	Fryer Field Development Plan	£0.00	£0.00	£0.00	
4099	Keep Britain Tidy events	£50.00	£150.66	-£100.66	
Total Environment expenditure		£73,170.00	£83,815.95	-£10,645.95	
Monies for various earmarked funds		£6,500.00			
Total Expenditure		£239,984.00	£207,244.75	£26,239.25	
**	Grant fo EV Chargers				
1	Westival job review				
2	New Notice boards				
3	Minute No 24/129 - Telescopic bollards at FF				
4	Repairs to Birds Nest Swing and New Fencing				
5	new cemetery footpath as approved min no 23/093				
6	Minute No 24/143 - spotlights on Memorial				
7	Pest Control annual fee going forward				
8	Cost of Tree Maintenance at Fryer Field				
9	repairs to damaged SID				
10	Traveller eviction				
11	New doors on public toilets min no 24/059 - to be paid from Devolution fund (£3238.33)				
12	Re-line disabled bays in car park. EV Charger install offset from grant shown at Heading 1070				
13	Overspend offset from Community event income				

Payments made in between meetings			
EB 03.01	£145.58	31.12.24	Gallagher - Tractor Insurance 16.01.25 to 15.01.26
EB 31.01	£4,560.31	14.01.25	Staff Salaries - Month 10
Total	£4,705.89		
Payment list dated 23.01.2025			
Payment method	Invoice amount	Invoice date	Details
EB 27.01	£146.34	14.12.24	Community Heartbeat Trust - New pads for defib at Spar
EB 27.01	£267.00	07.01.25	Community Heartbeat Trust - New battery for defib at Memorial Hall
EB 27.01	£75.00	10.11.24	S Chislett - Last Post Bugler at Remembrance Parade
EB 27.01	£48.00	02.01.25	NALC - Registration Fee for Local Council Award
EB 27.01	£300.00	03.01.25	Pureshine Exteriors - clear gutters around toilets and supply and fit capping where old roller door was removed
EB 27.01	£1,544.11	31.12.24	Terrafirma - Grounds Maintenance at Fryer Field and cemetery for December
EB 27.01	£1,392.00	03.01.25	Verwood Cleaning Services - Public toilet and pavilion cleaning for December
EB 27.01	£546.93	06.01.25	Dorset Council - Waste collection at Fryer field, office and cemetery 30.12.24 to 30.03.25
EB 27.01	£144.00	13.01.25	SLCC - Training - Cllr Staig - FILCA
EB 27.01	£1,726.66	14.01.25	HMRC - Tax and NI - Month 10
EB 27.01	£1,719.35	14.01.25	Dorset Council - Pension contributions - Month 10
EB 27.01	£129.52	14.01.25	Aquacare - Water hygiene testing at Pavilion on 13.01.25
EB 27.01	£250.00	13.01.25	Urban Displays - Deposit for performance at Westival
EB 27.01	£146.66	07.01.25	Source for Business - Water charges at public toilets 03.12.24 to 05.01.25
EB 27.01	£8.26	07.01.25	Source for Business - Water charges at Allotments 02.12.24 to 06.01.25
EB 27.01	£911.35	14.01.25	HAGS - 2 x floors for climbing unit at Oakhurst Play area
EB 27.01	£156.00	21.01.25	SafeZone Fire and security - Annual Maintenance of fire and Intruder alarms and CCTV in Council office
EB 27.01	£81.60	21.01.25	SafeZone Fire and security - Call out to CCTV at Fryer Field with corrective maintenance
TOTAL	£9,592.78		
Direct Debits and Debit Card payments			
Payment method	Invoice amount	Invoice date	Details
DC 19.12	£62.25	19.12.24	Dorset Council - Commercial Waste sacks for office
DC 09.01	£103.63	09.01.25	Hampshire Flag Company - New Union Flag for Flagpole
DC 21.01	£14.00	21.01.25	Well Heeled - Key cutting
DD 25.12	£131.77	01.12.24	1st Connect - Phone and broadband charges for office and pavilion for December
DD 30.12	£438.68	16.12.24	SSE - Pavilion and floodlight electricity charges 01.19.24 to 30.11.24
DD 09.01	£18.00	09.01.25	Sage - Payroll software monthly subscription
Total	£768.33		

FINANCE AND GENERAL PURPOSE BUDGET 2025/26

Code	Source	Budget 2025/2026
INCOME		
1010	Interest - Deposit account	2000.00
1011	Interest - CCLLA PS Deposit Acc	1000.00
1025	Dividend - CCLA Property Fund	4500.00
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	200.00
	Total	10740.00
EXPENDITURE		
2000	Salaries	
2000/1	Staff Salaries	78642.00
	Overtime fund	600.00
Total		79242.00
2010	Employers Pension contribution	17300.00
2020	Employers NI	10080.00
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	2000.00
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		5950.00
2055	Loan Repayments	6940.00
2060	IT Costs	
2060/1	IT Support	3500.00
2060/2	IT Capital	2500.00
2060/3	Website costs	350.00

Total		6350.00
2070	Insurance	6000.00
2080	Petty cash	
2080/1	Postage	100.00
2080/2	Other	100.00
Total		200.00
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	1731.00
2100/2	SLCC	370.00
2100/3	ICO/ICCM	850.00
Total		2951.00
2110	Purchase - Dog Waste bags	250.00
2115	Purchase - Kitchen Caddy Bags	2000.00
2120	Grants	
2120/1/2	Grants under LGA Section 137	7500.00
2120/2	CAB - LGA Section 142	1000.00
Total		8500.00
2130	Election Expenses	0.00
2140	General & Contingency	250.00
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		172188.00