

**WEST MOORS TOWN COUNCIL****MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE held on  
THURSDAY 22<sup>nd</sup> MAY 2025 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 C Way  
Cllr K Wilkes

**OTHERS PRESENT:** Judi Weedon, Town Clerk

**APOLOGIES:** Cllr J Staig Cllr Mrs P Yeo  
(reasons for absence were noted)

**25/020 TO ELECT A COMMITTEE CHAIRMAN THE YEAR MAY 2025 TO MAY 2026**  
Cllr C Way was proposed and seconded, and duly elected committee chairman.

**25/021 TO ELECT A VICE COMMITTEE CHAIRMAN THE YEAR MAY 2025 TO MAY 2026**  
In her absence, but with prior consent Cllr Mrs P Yeo was proposed and seconded, and duly elected committee vice chairman.

**25/022 QUESTIONS FROM MEMBERS OF THE PUBLIC**  
None

**25/023 DECLARATIONS OF INTEREST/DISPENSATIONS**  
None

**25/024 TO RECEIVE THE CLERK'S REPORT**  
a) Lloyds Bank: Other banking providers are yet to be researched and considered. The service fee is currently working out at around £14 per month.  
b) All documents for the year end were submitted to BDO on the 29<sup>th</sup> April. BDO will not look at the accounts until the public rights period has ended, which is the 14<sup>th</sup> July.

**25/025 TO RECEIVE FINANCIAL INFORMATION**  
a) Members received bank reconciliations up to 30<sup>th</sup> April 2025, as attached on page 3324 of the minutes.  
b) Internal Controls: Members received income reports for April. Bank statements and petty cash up to 30<sup>th</sup> April have been inspected and checked by the Chair, Cllr C Way.  
c) Budget Comparison: Members reviewed the budget comparison to 30<sup>th</sup> April 2025 (final quarter), as attached on pages 3325-3329 of these minutes. They were content with the general reserve figure at the end of the financial year.  
d) CCLA Information was noted.

**25/026 EARMARKED FUNDS**  
Members reviewed the current earmarked funds, no changes were requested.

**25/027 COMMUNITY INFRASTRUCTURE LEVY REPORT 2024/25**  
Members noted the report and went on to discuss how the CIL funds currently held should be spent. It was suggested that the CIL funds should form the basis for a fund for a new MUGA, members agreed that this was a suitable suggestion.

**25/028 BANK MANDATE**  
Members reviewed for bank mandate for all accounts held and agreed that no changes were required.

**25/029 ACCOUNTS FOR PAYMENT**

It was

**RESOLVED** that the accounts for payment be approved as attached on page 3330 of the minutes. Cllr's Senior and Wilkes to authorise the electronic payments.

*Voting: Unanimous*

**25/030 INVESTMENT STRATEGY**

Members reviewed the investment strategy, minor amendments were made in relation to name changes in government departments, but no changes to the body of the documents were suggested.

**25/031 STRATEGIC PLAN**

Members discussed the Promoting West Moors and Enhancing Town services section of the strategic plan. It was agreed that the Clerk would write these sections of the plan. Once completed the document will appear on an agenda for members to approve.

**25/032 CORRESPONDENCE**

a) Correspondence from the Bowls Club in relation to their grant application which was not approved. It was noted that the grant application will appear on the September F&GP agenda.

**25/033 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

**25/034 EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED:-** that because of the confidential nature of the business to be transacted, it was likely that if Members of the Public were present during discussion, there would be disclosure to them of exempt information and they therefore be excluded from the Meeting in accordance with Section 1, subsection (2) of the Public Bodies (Admission to Meetings) Act 1960

*Voting: Unanimous*

**25/035 ASSISTANT TO THE CLERK, END OF PROBATION PERIOD**

Members reviewed the Assistant to the Clerk employment and noted that she had fitted in very well and was working to a high standard. It was

**RECOMMENDED** that a one increment pay award (SCP 25) back dated to 1<sup>st</sup> April be awarded to the Assistant to the Clerk.

*Voting: unanimous*

The Chairman declared the meeting closed at 19:58hrs

The next meeting of the Finance and General-Purpose Committee is scheduled for 10<sup>th</sup> July 2025 at 19.30hrs

SIGNED ..... DATE .....

Chair of Finance and General-Purpose Committee

**West Moors Town Council**

**Bank reconciliation as at 30.04.2025**

Amount in bank as at 31/03/25	£229,699.93
Income during April	£123,742.54
Expenditure during April	£17,764.61
Amount in bank as at 31/03/25	£335,677.86

**Bank Reconciliation as at 30/04/2025**

Current	£9,378.67
Deposit	£301,280.93
CCLA PSDA	£25,000.00
Petty cash	£18.26

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£335,677.86

Less outstanding payments	£0.00
Plus unrepresented receipts	£0.00

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£335,677.86

Total amount held in accounts

**Long Term Investment:**

CCLA Property Fund	£122,069.34
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(Nominal value at 31.03.2025)

**Outstanding Loan Amount**

Public Works Loan	(£34,528.56)
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Financial Budget Comparison				
Comparison between 01/04/2024 and 31/03/2025 (4th quarter)				
		<b>24/25 Approved Budget</b>	<b>Actual Net to date</b>	<b>Balance</b>
<b>INCOME</b>				
<b>Finance And General Purposes Committee</b>				
1000	Precept	£183,444.00	£183,444.00	£0.00
1010	Interest - Deposit Acc	£2,000.00	£2,590.25	£590.25
1011	Interest - CCLA PS Deposit Acc	£1,000.00	£1,247.69	£247.69
1025	Dividend - CCLA Property Fund	£5,000.00	£6,165.40	£1,165.40
1030	General	£0.00	£167.84	£167.84
1035	CIL Receipts **moved to CIL earmarked fund	£0.00	£9,415.49	£9,415.49
1040	Sales - Dog Waste bags	£340.00	£265.00	-£75.00
1045	Sales - Kitchen Caddy bags	£2,500.00	£2,231.04	-£268.96
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	£145.33	-£54.67
1090	Park Way ground rent and insurance charge	£600.00	£339.86	-£260.14
<b>Total Finance And General Purposes</b>		<b>£195,084.00</b>	<b>£219,628.27</b>	<b>£24,544.27</b>
<b>Environment Committee</b>				
1100	<b>Fryer Field Fees</b>			
/1	Football	£4,500.00	£3,655.08	-£844.92
/3	MUGA	£10,000.00	£16,618.50	£6,618.50
/4	Other	£2,500.00	£2,702.80	£202.80
/5	Community Event Income	£3,000.00	£6,520.60	£3,520.60
	Total	£20,000.00	£29,496.98	£9,496.98
1110	<b>Cemetery Fees</b>			
/1	Memorial	£5,000.00	£6,143.00	£1,143.00
/2	Interment	£12,000.00	£15,310.00	£3,310.00
/3	Purchase Plot	£6,000.00	£8,343.50	£2,343.50
	Total	£23,000.00	£29,796.50	£6,796.50
1115	<b>Allotment Rent</b>	£1,900.00	£1,945.02	£45.02
1120	<b>Insurance Settlements</b>	£0.00	£0.00	£0.00
1125	<b>Memorial Benches and Plaques</b>	£0.00	£3,000.00	£3,000.00
<b>Total Environment</b>		<b>£44,900.00</b>	<b>£64,238.50</b>	<b>£19,338.50</b>
<b>Total Income</b>		<b>£239,984.00</b>	<b>£283,866.77</b>	<b>£43,882.77</b>
<b>EXPENDITURE</b>				
<b>Finance And General Purposes Committee</b>				
2000	<b>Salaries</b>	£76,670.00	£72,583.20	£4,086.80
2010	<b>Employers Pension Contributions</b>	£16,411.00	£15,646.58	£764.42
2020	<b>Employers NIC</b>	£7,786.00	£7,452.50	£333.50

2030	<b>Expenses</b>			
/1	Office staff	£400.00	£357.03	£42.97
/3	Councillors Travel	£200.00	£5.40	£194.60
/4	Chairman's Allowance	£75.00	£17.56	£57.44
	Total	£675.00	£379.99	£295.01
2040	<b>Training</b>			
/1	Clerk/Staff	£600.00	£706.00	-£106.00
/2	Councillors	£1,000.00	£485.36	£514.64
	Total	£1,600.00	£1,191.36	£408.64
2045	<b>Health &amp; Safety</b>	£100.00	£0.00	£100.00
2050	<b>Office and Admin Costs</b>			
/1	Non Domestic Rates	£0.00	£0.00	£0.00
/2	Electricity	£2,500.00	£1,662.15	£837.85
/3	Phone Charges	£700.00	£422.21	£277.79
/4	Broadband Charges	£400.00	£393.24	£6.76
/5	Stationery	£350.00	£199.52	£150.48
/6	Photocopier	£1,800.00	£1,602.96	£197.04
/7	Maintenance inc refuse collection	£500.00	£763.57	-£263.57
/9	Water Charges	£200.00	£135.79	£64.21
	Total	£6,450.00	£5,179.44	£1,270.56
2055	<b>Public Works Loan repayment</b>	£6,940.00	£6,938.22	£1.78
2060	<b>IT Costs</b>			
/1	IT Support	£2,000.00	£1,760.29	£239.71
/2	IT Capital Expenditure	£0.00	£19.15	-£19.15
/3	Website Costs	£350.00	£315.00	£35.00
	Total	£2,350.00	£2,094.44	£255.56
2070	<b>Insurance</b>	£5,700.00	£5,793.91	-£93.91
2080	<b>Petty Cash</b>			
/1	Postage	£150.00	£45.07	£104.93
/2	Other	£100.00	£59.25	£40.75
	Total	£250.00	£104.32	£145.68
2090	<b>Professional Fees</b>			
/1	Audit Fees	£1,500.00	£1,225.00	£275.00
/2	Legal Fees	£500.00	£400.00	£100.00
/3	Other fees	£0.00	£297.25	-£297.25
	Total	£2,000.00	£1,922.25	£77.75
	<b>Subscriptions</b>			
/1	DAPTC	£1,332.00	£1,331.21	£0.79
/2	SLCC	£350.00	£348.00	£2.00
/3	Others	£850.00	£235.00	£615.00
	Total	£2,532.00	£1,914.21	£617.79
2110	<b>Purchase of dog waste bags</b>	£250.00	£117.63	£132.37
2115	<b>Purchase of Kitchen Caddy Bags</b>	£2,000.00	£1,068.64	£931.36
2120	<b>Grants</b>			
/1/2	General Grants	£5,000.00	£6,480.00	-£1,480.00
/3	CAB (section 142)	£800.00	£1,500.00	-£700.00
	Total	£5,800.00	£7,980.00	-£2,180.00
2130	<b>Election Expenses</b>	£500.00	£50.00	£450.00
2140	<b>General &amp; Contingency</b>	£500.00	£452.09	£47.91

2150	<b>Advertising and Publicity</b>	£600.00	£899.56	<b>-£299.56</b>	3
2180	<b>Remembrance Day costs</b>	£800.00	£570.00	£230.00	
2190	<b>Youth Club Funding</b>	£20,000.00	£20,000.00	£0.00	
2195	<b>Service Devolution</b>	£0.00	£0.00	£0.00	
2196	<b>Data Control</b>	£0.00	£0.00	£0.00	
2197	<b>CIL Expenditure</b>	£0.00	£2,951.45	<b>-£2,951.45</b>	4
2198	<b>Community Celebrations</b>	£400.00	£184.28	£215.72	
2199	<b>Zettle card transaction fees</b>	£0.00	£104.79	<b>-£104.79</b>	
<b>Total Finance And General Purposes</b>		<b>£160,314.00</b>	<b>£155,578.86</b>	<b>£4,735.14</b>	
<b>Environment Committee</b>					
3010	<b>Fryer Field Maintenance</b>				
/1	General	£2,000.00	£4,263.61	<b>-£2,263.61</b>	5
/4	Contractor fees	£9,900.00	£9,451.26	£448.74	
	Total	£11,900.00	£13,714.87	<b>-£1,814.87</b>	
3020	<b>Pavilion Running costs</b>				
/1	Electricity	£1,100.00	£1,528.63	<b>-£428.63</b>	
/2	Water/sewage charges	£800.00	£635.54	£164.46	
/3	Maintenance	£5,400.00	£5,444.07	<b>-£44.07</b>	
/4	Legionella Testing	£920.00	£1,291.20	<b>-£371.20</b>	
/5	Phone/Broadband	£550.00	£433.99	£116.01	
	Total	£8,770.00	£9,333.43	<b>-£563.43</b>	
3030	<b>Multi Use Games Area</b>				
/1	Floodlight Maintenance	£0.00	£0.00	£0.00	
/2	General Maintenance	£1,500.00	£553.90	£946.10	
/3	Electricity	£300.00	£807.91	<b>-£507.91</b>	
	Total	£1,800.00	£1,361.81	£438.19	
3040	<b>Fencing</b>	£2,000.00	£0.00	£2,000.00	
3050	<b>Fryer Field Play Area</b>				
/1	Maintenance	£250.00	£221.64	£28.36	
/2	Safety Inspections	£450.00	£420.25	£29.75	
	Total	£700.00	£641.89	£58.11	
3060	<b>Oakhurst Play Area</b>				
/1	Maintenance	£250.00	£5,164.66	<b>-£4,914.66</b>	6
/2	Safety Inspections	£350.00	£420.25	<b>-£70.25</b>	
	Total	£600.00	£5,584.91	<b>-£4,984.91</b>	
3070	<b>Skatepark Maintenance</b>	£200.00	£90.25	£109.75	
3080	<b>Play Equipment</b>	£0.00	£0.00	£0.00	
3100	<b>Cemetery Costs</b>				
/1	Non Domestic Rates	£1,100.00	£823.35	£276.65	
/2	Water Charges	£50.00	£49.63	£0.37	
/3	Buy back of plots	£0.00	£102.00	<b>-£102.00</b>	
	Total	£1,150.00	£974.98	£175.02	
3110	<b>Cemetery Maintenance</b>				
/1	General	£1,500.00	£2,720.00	<b>-£1,220.00</b>	7
/2	Fencing	£300.00	£0.00	£300.00	
/3	Gravel	£350.00	£270.00	£80.00	
/7	Refuse Collection	£850.00	£899.60	<b>-£49.60</b>	

/8	Contractor fees	£7,000.00	£7,394.15	-£394.15	
	Total	£10,000.00	£11,283.75	-£1,283.75	
3120	<b>Memorial Inspections</b>	£0.00	£0.00	£0.00	8
3140	<b>Petwyn Maintenance/Improvements</b>	£250.00	£1,354.28	-£1,104.28	9
3150	<b>Allotments</b>	£500.00	£1,339.81	-£839.81	10
3160	<b>Tree Maintenance</b>	£3,000.00	£4,024.80	-£1,024.80	
3170	<b>Climate Emergency</b>	£500.00	£0.00	£500.00	
4000	<b>Public Seats</b>				
/1	Maintenance	£300.00	£0.00	£300.00	
/2	Purchase	£0.00	£0.00	£0.00	
	Total	£300.00	£0.00	£300.00	
4010	<b>Bus Shelters</b>	£500.00	£210.00	£290.00	11
4020	<b>Street Furniture</b>	£1,300.00	£1,833.35	-£533.35	12
4025	<b>Speed Watch &amp; SID</b>	£0.00	£352.80	-£352.80	13
4030	<b>General</b>	£200.00	£650.00	-£450.00	
4040	<b>Christmas</b>	£6,000.00	£6,408.28	-£408.28	
4070	<b>Lengthsman</b>	£1,800.00	£1,730.85	£69.15	
4075	<b>Public Toilets</b>				
/1	Cleaning	£12,000.00	£13,168.20	-£1,168.20	14
/2	Maintenance	£2,500.00	£4,641.63	-£2,141.63	15
/3	Water/sewage charges	£3,500.00	£1,866.12	£1,633.88	
/4	Electricity costs	£1,300.00	£902.22	£397.78	
	Total	£19,300.00	£20,578.17	-£1,278.17	
4076	<b>Car Park costs</b>	£0.00	£13,957.81	-£13,957.81	16
4090	<b>Dog Bins</b>	£650.00	£612.56	£37.44	
4095	<b>CCTV</b>				
/1	Purchase/Installation	£0.00	£0.00	£0.00	
/2	Maintenance	£200.00	£464.00	-£264.00	
	Total	£200.00	£464.00	-£264.00	
4097	<b>Community Event Costs</b>	£1,500.00	£8,227.26	-£6,727.26	
4098	<b>Fryer Field Development Plan</b>	£0.00	£0.00	£0.00	
4099	<b>Keep Britain Tidy events</b>	£50.00	£150.66	-£100.66	
<b>Total Environment expenditure</b>		<b>£73,170.00</b>	<b>£104,880.52</b>	<b>-£31,710.52</b>	
<b>Monies for various earmarked funds</b>		£6,500.00			
<b>Total Expenditure</b>		<b>£239,984.00</b>	<b>£260,459.38</b>	<b>-£20,475.38</b>	

- \*\* Grant fo EV Chargers
- 1 Westival job review
  - 2 Approved grants
  - 3 Job Adverts
  - 4 New Notice boards from CIL funds
  - 5 Minute No 24/129 - Telescopic bollards at FF
  - 6 Repairs to Birds Nest Swing and New Fencing 23/316
  - 7 new cemetery footpath as approved min no 23/093
  - 8 Minute No 24/143 - spotlights on Memorial
  - 9 Pest Control annual fee going forward
  - 10 Cost of Tree Maintenace at Fryer Field and 3 year tree inspection report
  - 11 Purchase of cemetery benches under Memorial bench policy, offest from income under heading 1125
  - 12 repairs to damaged SID



13	Traveller eviction
14	New doors on public toilets min no 24/059 - to be paid from Devolution fund (£3,238.33)
15	Reline disabled bays in car park. EV Charger install offset from grant shown at Heading 1070
16	Overspend offset from Community event income (includes some spending for 2025 event)

This report shows £43,822.77 income above projected budget at the end of the financial year.

The CIL income has gone directly to the earmarked fund (£9,415.49), which means the increased income is £34,467.28

The grant for the EV chargers (£13,616.37) is offset against the expenditure

This reports shows an overspend on expenditure of £20,475.38 at the end of the financial year (£6,189.78 came from earmarked reserves)

This equates to an overspend on the budget of -  
£14,285.60

Surplus income surplus minus expenditure overspend equates to £20,181.68 budget surplus at end of financial year

General Reserves at 31.03.2025

Total Cash Assets (current, deposit and CCLA)	£229,699.93
Value of CCLA Property fund	£122,069.34
Less outstanding loan	-£34,528.56
Less earmarked funds	-£169,340.16
General Reserves	£147,900.55

General Reserves must be between 3 and 12 months total expenditure (these stand at 6.44 months expenditure)



<b>Payment list dated 22.05.25</b>			
<b>Payment method</b>	<b>Invoice amount</b>	<b>Invoice date</b>	<b>Details</b>
EB 23.05	£1,103.16	13.05.25	EDGE IT - Finance and cemetery software annual fee
EB 23.05	£1,730.57	14.05.25	DAPTC - Annual Membership fee
EB 23.05	£50.00	13.05.25	Cole Management - Window Cleaning and Bus stop cleaning in May
EB 23.05	£150.00	14.05.25	Hartcliff Farm - Hay bales for Westival
EB 23.05	£2,982.54	19.05.25	Mark Harrod Ltd - 2 x sets of full size aluminium goal posts
EB 23.05	£112.27	12.05.25	South West Hygiene - Sanitary services for public toilets 12.06.25 to 11.09.25
<b>TOTAL</b>	<b>£6,128.54</b>		
<b>Direct Debits and Debit Card payments</b>			
<b>Payment method</b>	<b>Invoice amount</b>	<b>Invoice date</b>	<b>Details</b>
DC 13.05	£18.99	13.05.25	Gravesham Trophy Centre - Wheel Display trophy
DC 21.05	£133.50	21.05.25	Dorset Council - Commercial waste bags for use at Westival
DC 15.05	£6.00	15.05.25	Meta - Facebook advertising for Westival
DC 17.05	£1.78	17.05.25	Meta - Facebook advertising for Westival
DD 25.05	£132.11	01.05.25	1st Connect - Phone and broadband charges
DD 06.06	£37.15	19.05.25	British Gas - Electricity charges 12.04.25 to 11.05.25 - Public Toilets
<b>Total</b>	<b>£329.53</b>		