

WEST MOORS TOWN COUNCIL

**MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE held on
THURSDAY 10th JULY 2025 in the Pavilion, Fryer Field at 7.30pm.**

PRESENT: Cllr C Way – Chair
Cllr M Hawkes Cllr Mrs N Senior Cllr J Staig
Cllr Mrs P Yeo

OTHERS PRESENT: Judi Weedon, Town Clerk

APOLOGIES: Cllr Mrs C Holmes Cllr K Wilkes Cllr J Randall
(reasons for absence were noted)

Absent without apologies: Cllr D Shortell

25/082 QUESTIONS FROM MEMBERS OF THE PUBLIC
None

25/083 DECLARATIONS OF INTEREST/DISPENSATIONS
None

25/084 TO RECEIVE THE CLERK'S REPORT
a) External Audit – A query was received from the auditor, they noted that there had been a change in internal auditor during the year and required additional information showing approval of the new auditor. All relevant information was sent to BDO within 24 hours.

25/085 TO RECEIVE FINANCIAL INFORMATION
a) Members received bank reconciliations up to 30th June 2025, as attached on page 3347 of the minutes.
b) Internal Controls: Members received income reports for May and June. Bank statements and petty cash up to 30th June have been inspected and checked by the Chair, Cllr C Way.
c) Budget Comparison: Members reviewed the budget comparison to 30th June 2025 (first quarter), as attached on pages 3348-3351 of these minutes.
d) CCLA Information was noted, with special mention of the incorporation of CCLA into the Jupiter Investment Group.

25/086 ACCOUNTS FOR PAYMENT
It was
RESOLVED that the accounts for payment be approved as attached on page 3352 of the minutes. Cllr's Senior and Yeo to authorise the electronic payments.
Voting: Unanimous

25/087 ANNUAL ASSET CHECKS
Members discussed carrying out the checks on the Town Council assets. Cllr's Senior, Staig, Way and Yeo agreed to carry out these checks. Clerk to send details.

25/088 INFORMATION TECHNOLOGY (IT) AND CYBER SECURITY POLICY
Members reviewed a draft IT and Cyber Security Policy.
After discussion it was
RECOMMENDED that the IT and Cyber Security Policy be adopted by Council.
Voting: unanimous

25/089 CORRESPONDENCE

None

25/090 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 19:44hrs

The next meeting of the Finance and General-Purpose Committee is scheduled for
18th September 2025 at 19.30hrs

SIGNED DATE
Chair of Finance and General-Purpose Committee

West Moors Town Council

Bank reconciliation as at 30.06.2025

Amount in bank as at 31/05/25	£312,051.44
Income during June	£3,222.82
Expenditure during June	£20,097.97
Amount in bank as at 30/06/25	£295,176.29

Bank Reconciliation as at 30/06/2025

Current	£2,416.00
Deposit	£267,674.22
CCLA PSDA	£25,000.00
Petty cash	£56.07

	£295,146.29
Less outstanding payments	£10.00
Plus unrepresented receipts	£40.00

Total amount held in accounts	£295,176.29

Long Term Investment:

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

Outstanding Loan Amount

Public Works Loan	(£31,648.16)
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Financial Budget Comparison

Comparison between 01/04/2025 and 30/06/2025 (1st quarter)

		25/26 Approved Budget	Actual Net to date	Balance
INCOME				
Finance And General Purposes Committee				
1000	Precept	£221,148.00	£110,574.00	-£110,574.00
1010	Interest - Deposit Acc	£2,000.00	£345.79	-£1,654.21
1011	Interest - CCLA PS Deposit Acc	£1,000.00	£279.21	-£720.79
1025	Dividend - CCLA Property Fund	£4,500.00	£1,418.14	-£3,081.86
1030	General	£0.00	£30.32	£30.32
1035	CIL Receipts	£0.00		£0.00
1040	Sales - Dog Waste bags	£340.00	£52.50	-£287.50
1045	Sales - Kitchen Caddy bags	£2,500.00	£461.25	-£2,038.75
1050	Insurance Claims		£0.00	£0.00
1070	Grants		£0.00	£0.00
1080	Youth Club (rent and water)	£200.00	£0.00	-£200.00
1090	Park Way ground rent and insurance charge	£200.00	£339.86	£139.86
Total Finance And General Purposes		£231,888.00	£113,501.07	-£118,386.93
Environment Committee				
1100	Fryer Field Fees			
/1	Football	£4,000.00	£613.00	-£3,387.00
/3	MUGA	£10,000.00	£1,896.50	-£8,103.50
/4	Other	£2,000.00	£748.95	-£1,251.05
/5	Community Event Income	£3,000.00	£3,000.00	£0.00
	Total	£19,000.00	£6,258.45	-£12,741.55
1110	Cemetery Fees			
/1	Memorial	£5,000.00	£323.00	-£4,677.00
/2	Interment	£12,000.00	£1,750.00	-£10,250.00
/3	Purchase Plot	£6,000.00	£350.00	-£5,650.00
	Total	£23,000.00	£2,423.00	-£20,577.00
1115	Allotment Rent	£1,900.00	£1,973.65	£73.65
1120	Insurance Settlements	£0.00	£0.00	£0.00
1125	Memorial Benches and Plaques	£0.00	£0.00	£0.00
Total Environment		£43,900.00	£10,655.10	-£33,244.90
Total Income		£275,788.00	£124,156.17	-£151,631.83

EXPENDITURE

Finance And General Purposes Committee

2000	Salaries	£79,242.00	£13,793.02	£65,448.98
2010	Employers Pension Contributions	£17,300.00	£4,081.50	£13,218.50
2020	Employers NIC	£10,080.00	£2,407.54	£7,672.46
2030	Expenses			
/1	Office staff	£400.00	£64.89	£335.11
/3	Councillors Travel	£200.00	£0.00	£200.00
/4	Chairman's Allowance	£75.00	£0.00	£75.00

	Total	£675.00	£64.89	£610.11
2040	Training			
/1	Clerk/Staff	£600.00	£120.00	£480.00
/2	Councillors	£1,000.00	£80.00	£920.00
	Total	£1,600.00	£200.00	£1,400.00
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	£2,000.00	£492.19	£1,507.81
/3	Phone Charges	£700.00	£124.79	£575.21
/4	Broadband Charges	£400.00	£105.09	£294.91
/5	Stationery	£350.00	£59.90	£290.10
/6	Photocopier	£1,800.00	£409.62	£1,390.38
/7	Maintenance inc refuse collection	£500.00	£84.46	£415.54
/9	Water Charges	£200.00	£0.00	£200.00
	Total	£5,950.00	£1,276.05	£4,673.95
2055	Public Works Loan repayment	£6,940.00	£3,469.11	£3,470.89
2060	IT Costs			
/1	IT Support	£3,500.00	£959.30	£2,540.70
/2	IT Capital Expenditure	£2,500.00	£1,960.00	£540.00
/3	Website Costs	£350.00	£0.00	£350.00
	Total	£6,350.00	£2,919.30	£3,430.70
2070	Insurance	£6,000.00	£367.36	£5,632.64
2080	Petty Cash			
/1	Postage	£100.00	£6.96	£93.04
/2	Other	£100.00	-£7.80	£107.80
	Total	£200.00	-£0.84	£200.84
2090	Professional Fees			
/1	Audit Fees	£1,500.00	£450.00	£1,050.00
/2	Legal Fees	£500.00	£0.00	£500.00
/3	Other fees	£0.00	£0.00	£0.00
	Total	£2,000.00	£450.00	£1,550.00
	Subscriptions			
/1	DAPTC	£1,731.00	£1,730.57	£0.43
/2	SLCC	£370.00	£0.00	£370.00
/3	Others	£850.00	£1,102.00	-£252.00
	Total	£2,951.00	£2,832.57	£118.43
2110	Purchase of dog waste bags	£250.00	£62.20	£187.80
2115	Purchase of Kitchen Caddy Bags	£2,000.00	£539.32	£1,460.68
2120	Grants			
/1/2	General Grants	£7,500.00	£2,614.00	£4,886.00
/3	CAB (section 142)	£1,000.00	£0.00	£1,000.00
	Total	£8,500.00	£2,614.00	£5,886.00
2130	Election Expenses	£0.00	£0.00	£0.00
2140	General & Contingency	£250.00	£34.64	£215.36
2150	Advertising and Publicity	£600.00	£0.00	£600.00
2180	Remembrance Day costs	£800.00	£0.00	£800.00
2190	Youth Club Funding	£20,000.00	£0.00	£20,000.00
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	Community Celebrations	£400.00	£396.21	£3.79
2199	Zettle card transaction fees	£0.00	£9.61	-£9.61
Total Finance And General Purposes		£172,188.00	£35,516.48	£136,671.52

Environment Committee

3010	Fryer Field Maintenance			
/1	General	£4,500.00	£3,445.68	£1,054.32
/4	Contractor fees	£10,000.00	£1,497.60	£8,502.40
	Total	£14,500.00	£4,943.28	£9,556.72
3020	Pavilion Running costs			
/1	Electricity	£1,500.00	£0.00	£1,500.00
/2	Water/sewage charges	£800.00	£0.00	£800.00
/3	Maintenance	£5,400.00	£600.00	£4,800.00
/4	Legionella Testing	£1,500.00	£221.62	£1,278.38
/5	Phone/Broadband	£550.00	£101.72	£448.28
	Total	£9,750.00	£923.34	£8,826.66
3030	Multi Use Games Area			
/2	General Maintenance	£4,000.00	£0.00	£4,000.00
/3	Electricity	£500.00	£0.00	£500.00
/5	Fund for additional MUGA	£10,000.00	£0.00	
	Total	£14,500.00	£0.00	£4,500.00
3040	Fencing	£2,000.00	£0.00	£2,000.00
3050	Fryer Field Play Area			
/1	Maintenance	£250.00	£0.00	£250.00
/2	Safety Inspections	£450.00	£450.00	£0.00
	Total	£700.00	£450.00	£250.00
3060	Oakhurst Play Area			
/1	Maintenance	£250.00	£0.00	£250.00
/2	Safety Inspections	£350.00	£450.00	-£100.00
	Total	£600.00	£450.00	£150.00
3070	Skatepark Maintenance	£200.00	£0.00	£200.00
3080	Play Equipment	£4,000.00	£0.00	£4,000.00
3100	Cemetery Costs			
/1	Non Domestic Rates	£1,100.00	£823.35	£276.65
/2	Water Charges	£50.00	£0.00	£50.00
/3	Buy back of plots	£0.00	£180.00	-£180.00
	Total	£1,150.00	£1,003.35	£146.65
3110	Cemetery Maintenance			
/1	General	£1,500.00	£3.85	£1,496.15
/2	Fencing	£300.00	£0.00	£300.00
/3	Gravel	£350.00	£0.00	£350.00
/7	Refuse Collection	£850.00	£230.49	£619.51
/8	Contractor fees	£7,100.00	£1,152.86	£5,947.14
	Total	£10,100.00	£1,387.20	£8,712.80
3120	Memorial Inspections	£0.00	£0.00	£0.00
3140	Petwyn Maintenance/Improvements	£250.00	£0.00	£250.00
3150	Allotments	£750.00	£378.11	£371.89
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	£0.00	£0.00
	Total	£300.00	£0.00	£300.00
4010	Bus Shelters	£500.00	£0.00	£500.00
4020	Street Furniture	£600.00	£0.00	£600.00
4025	Speed Watch & SID	£500.00	£0.00	£500.00
4030	General	£200.00	£0.00	£200.00
4040	Christmas	£7,500.00	£0.00	£7,500.00
4070	Lengthsman	£1,800.00	£0.00	£1,800.00
4075	Public Toilets			
/1	Cleaning	£15,000.00	£3,023.56	£11,976.44
/2	Maintenance	£5,000.00	£1,174.91	£3,825.09
/3	Water/sewage charges	£3,000.00	£0.00	£3,000.00
/4	Electricity costs	£1,000.00	£207.62	£792.38
	Total	£24,000.00	£4,406.09	£19,593.91
4076	Car Park costs	£150.00	£1,858.00	-£1,708.00 ¹
4090	Dog Bins	£650.00	£157.04	£492.96
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	£5,000.00	£2,653.82	£2,346.18
4098	Fryer Field Development Plan	£0.00	£0.00	£0.00
4099	Litter picking events	£200.00	£0.00	£200.00
	Total Environment expenditure	£103,600.00	£18,678.23	£74,921.77
	Monies for various earmarked funds			
	Total Expenditure	£275,788.00	£54,194.71	£211,593.29

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Car park re-lining costs as approved minute no 24/258

Payment list dated 10.07.25			
Payment method	Invoice amount	Invoice date	Details
EB 11.07	£175.00	01.07.25	Wessex Ferret Club - Westival
EB 11.07	£117.60	16.07.25	SafeZone Fire and Security - Routine maintenance of CCTV at FF
EB 11.07	£560.71	02.07.25	Dorset Council - Rubbish collection at FF, Cemetery and office from 30.06.25 to 28.09.25
EB 11.07	£306.00	30.06.25	Pear Technology - Annual Mapping software fee
EB 11.07	£1,590.40	06.07.25	Terraforma - Grounds maintenance for June
EB 11.07	£305.00	09.07.25	Steamship Circus - Final payment for Westival Circus workshop
EB 11.07	£50.69	30.06.25	South West Hygiene - Sanitary bin service for pavilion 25.06.25 to 24.09.25
EB 11.07	£144.00	08.07.25	Canford Drains - Routine maintenance of drains at pavilion prior to Westival
TOTAL	£3,249.40		
Direct Debits and Debit Card payments			
Payment method	Invoice amount	Invoice date	Details
DC 19.06	£27.98	19.06.25	Vistaprint - Westival posters
DC 18.06	£14.58	18.06.25	Amazon - Key box for office
DC - ATM	£1,000.00	07.07.25	Westival Cash Raffle Prizes - Withdrawal of £1000 from ATM over 4 lots
DD 02.07	£568.82	16.06.25	SSE - electricity charges for pavilion and floodlights
Total	£1,611.38		