

WEST MOORS TOWN COUNCIL

**MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE held on
THURSDAY 9th JULY 2026 in the Pavilion, Fryer Field at 7.30pm.**

PRESENT:

Cllr J Staig – Chair		
Cllr M Hawkes	Cllr Mrs C Holmes	Cllr J Randall
Cllr Mrs N Senior	Cllr C Way	Cllr K Wilkes
Cllr Mrs P Yeo		

OTHERS PRESENT: Judi Weedon, Town Clerk

APOLOGIES: Cllr D Shortell
(reasons for absence were noted)

26/7/094 QUESTIONS FROM MEMBERS OF THE PUBLIC
None

26/7/095 DECLARATIONS OF INTEREST/DISPENSATIONS
None

26/7/096 TO RECEIVE THE CLERK'S REPORT
1. All year end documents for the year end were submitted to the external auditor on the 5th May, the public rights period ends on the 14th July

26/7/097 TO RECEIVE FINANCIAL INFORMATION

- a) Members received bank reconciliations up to 30th June 2026, as attached on page 3496 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 Cllr J Staig.
- c) Members scrutinised and noted the Budget Comparison Report for the first quarter to 30.06.2026 as shown on pages 3497-3500
- d) CCLA Information was noted.

26/7/098 ACCOUNTS FOR PAYMENT
It was
RESOLVED that the accounts for payment be approved as attached on page 3498 of the minutes. Cllr's Senior and Wilkes to authorise the electronic payments.
Voting: Unanimous

26/7/099 POLICIES AND PROCEDURES

- a) **Financial Regulations**
Members reviewed the Financial Regulations it was agreed that no changes were required.

b) Standing Orders

Members reviewed that Standing Orders and it was

RECOMMENDED that the following amendments be implemented.

Section 1(ee). Paragraph is removed

Section 13(d) Paragraph is removed

Section 19(b) Wording changed as per Model SO to: A public contract regulated by the Public Contracts Regulations 2015 with Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

Section 19e Remove this section as no longer required

Section 19f Remove this section as no longer required

Section 19g Remove this section as no longer required

Voting: unanimous

c) Social Media Policy

Members reviewed the Social Media Policy and agreed that no changes were required.

26/7/100 CORRESPONDENCE

None

26/7/101 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 17th September 2026 at 19.30hrs

SIGNED DATE
Chair of Finance and General-Purpose Committee

West Moors Town Council

Bank reconciliation as at 30.06.2026

Amount in bank as at 31/05/26	£360,055.43
Income during June	£5,419.42
Expenditure during June	£21,060.15
Amount in bank as at	£344,414.70

Bank Reconciliation as at 30/06/2026

Current	£3,313.52
Deposit	£316,038.57
CCLA PSDA	£25,000.00
Petty cash	£11.94

	£344,364.03
Less outstanding payments	£0.33
Plus unpresented receipts	£51.00

Total amount held in accounts	£344,414.70

Long Term Investment:

CCLA Property Fund	£120,835.44
(Nominal value at 31.03.2026)	

Outstanding Loan Amount

Public Works Loan	(£25,739.19)
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Financial Budget Comparison

Comparison between 01/04/2026 and 30/06/2026 (1st quarter)

		26/27 Approved Budget	Actual Net to date	Balance
INCOME				
Finance And General Purposes Committee				
1000	Precept	£248,947.00	£124,473.50	-£124,473.50
1010	Interest - Deposit Acc	£2,000.00	£426.46	-£1,573.54
1011	Interest - CCLA PS Deposit Acc	£1,000.00	£157.84	-£842.16
1025	Dividend - CCLA Property Fund	£5,000.00	£1,501.23	-£3,498.77
1030	General	£0.00	£0.00	£0.00
1032	Community Event Income	£3,000.00	£4,050.08	£1,050.08
1035	CIL Receipts	£0.00	£0.00	£0.00
1040	Sales - Dog Waste bags	£340.00	£77.50	-£262.50
1045	Sales - Kitchen Caddy bags	£2,500.00	£552.75	-£1,947.25
1050	Insurance Claims	£0.00	£0.00	£0.00
1070	Grants	£0.00	£0.00	£0.00
1080	Youth Club (rent and water)	£200.00	£0.00	-£200.00
1090	Park Way ground rent and insurance charge	£300.00	£339.86	£39.86
Total Finance And General Purposes		£263,287.00	£131,579.22	-£131,707.78
Environment Committee				
1100	Fryer Field Fees			
/1	Football	£4,000.00	£784.84	-£3,215.16
/3	MUGA	£12,000.00	£1,219.00	-£10,781.00
/4	Other	£2,000.00	£1,033.12	-£966.88
	Total	£18,000.00	£3,036.96	-£14,963.04
1110	Cemetery Fees			
/1	Memorial	£5,000.00	£1,539.00	-£3,461.00
/2	Interment	£12,000.00	£3,226.00	-£8,774.00
/3	Purchase Plot	£6,000.00	£3,411.00	-£2,589.00
	Total	£23,000.00	£8,176.00	-£14,824.00
1115	Allotment Rent	£2,000.00	£1,989.98	-£10.02
1120	Insurance Settlements	£0.00	£0.00	£0.00
1125	Memorial Benches and Plaques	£0.00	£0.00	£0.00
Total Environment		£43,000.00	£13,202.94	-£29,797.06
Total Income		£306,287.00	£144,782.16	-£161,504.84

EXPENDITURE

Finance And General Purposes Committee

2000	Salaries	£82,542.00	£19,979.18	£62,562.82
2010	Employers Pension Contributions	£17,300.00	£4,118.88	£13,181.12
2020	Employers NIC	£10,100.00	£2,566.76	£7,533.24
2030	Expenses			
/1	Office staff	£500.00	£69.88	£430.12
/3	Councillors Travel	£200.00	£0.00	£200.00

/4	Chairman's Allowance	£75.00	£0.00	£75.00
	Total	£775.00	£69.88	£705.12
2040	Training			
/1	Clerk/Staff	£600.00	£0.00	£600.00
/2	Councillors	£750.00	£0.00	£750.00
	Total	£1,350.00	£0.00	£1,350.00
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	£2,500.00	£375.45	£2,124.55
/3	Phone Charges	£700.00	£111.53	£588.47
/4	Broadband Charges	£400.00	£108.51	£291.49
/5	Stationery	£350.00	£28.31	£321.69
/6	Photocopier	£1,800.00	£395.33	£1,404.67
/7	Maintenance inc refuse collection	£500.00	£146.18	£353.82
/9	Water Charges	£200.00	£0.00	£200.00
	Total	£6,450.00	£1,165.31	£5,284.69
2055	Public Works Loan repayment	£6,940.00	£3,469.11	£3,470.89
2060	IT Costs			
/1	IT Support	£3,500.00	£1,059.09	£2,440.91
/2	IT Capital Expenditure	£1,000.00	£129.17	£870.83
/3	Website Costs	£15,000.00	£3,224.00	£11,776.00
	Total	£19,500.00	£4,412.26	£15,087.74
2070	Insurance	£6,000.00	£367.36	£5,632.64
2080	Petty Cash			
/1	Postage	£100.00	£7.28	£92.72
/2	Other	£100.00	£0.00	£100.00
	Total	£200.00	£7.28	£192.72
2090	Professional Fees			
/1	Audit Fees	£2,000.00	£487.50	£1,512.50
/2	Legal Fees	£3,500.00	£1,692.00	£1,808.00
/3	Other fees	£0.00	£0.00	£0.00
	Total	£5,500.00	£2,179.50	£3,320.50
	Subscriptions			
/1	DAPTC	£1,800.00	£1,791.14	£8.86
/2	SLCC	£380.00	£0.00	£380.00
/3	Others	£1,400.00	£584.90	£815.10
	Total	£3,580.00	£2,376.04	£1,203.96
2110	Purchase of dog waste bags	£250.00	£62.20	£187.80
2115	Purchase of Kitchen Caddy Bags	£2,000.00	£0.00	£2,000.00
2120	Grants			
/1/2	General Grants	£7,500.00	£2,664.00	£4,836.00
/3	CAB (section 142)	£1,500.00	£0.00	£1,500.00
	Total	£9,000.00	£2,664.00	£6,336.00
2130	Election Expenses	£0.00	£0.00	£0.00
2140	General & Contingency	£250.00	£30.00	£220.00
2150	Advertising and Publicity	£600.00	£40.32	£559.68
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
2197	CIL Expenditure	£0.00	£0.00	£0.00

2198	Community Celebrations	£1,000.00	£539.18	£460.82
4097	Community Event Costs (Westival)	£6,000.00	£4,956.47	£1,043.53
2199	Zettle card transaction fees	£0.00	£19.35	-£19.35
Total Finance And General Purposes		£200,237.00	£49,023.08	£151,213.92

Environment Committee

3010	Fryer Field Maintenance			
/1	General	£3,000.00	£718.90	£2,281.10
/4	Contractor fees	£10,000.00	£1,542.52	£8,457.48
	Total	£13,000.00	£2,261.42	£10,738.58
3020	Pavilion Running costs			
/1	Electricity	£1,500.00	£249.49	£1,250.51
/2	Water/sewage charges	£800.00	£0.00	£800.00
/3	Maintenance	£6,500.00	£751.24	£5,748.76
/4	Legionella Testing	£1,500.00	£344.22	£1,155.78
/5	Phone/Broadband	£550.00	£98.31	£451.69
	Total	£10,850.00	£1,443.26	£9,406.74
3030	Multi Use Games Area			
/2	General Maintenance	£1,500.00	£0.00	£1,500.00
/3	Electricity	£700.00	£91.31	£608.69
/5	Fund for additional MUGA	£0.00	£0.00	£10,000.00
	Total	£2,200.00	£91.31	£2,108.69
3040	Fencing	£2,000.00	£0.00	£2,000.00
3050	Fryer Field Play Area			
/1	Maintenance	£500.00	£0.00	£500.00
/2	Safety Inspections	£500.00	£480.00	£20.00
	Total	£1,000.00	£480.00	£520.00
3060	Oakhurst Play Area			
/1	Maintenance	£500.00	£0.00	£500.00
/2	Safety Inspections	£500.00	£480.00	£20.00
	Total	£1,000.00	£480.00	£520.00
3070	Skatepark Maintenance	£400.00	£0.00	£400.00
3080	Play Equipment	£0.00	£0.00	£0.00
3100	Cemetery Costs			
/1	Non Domestic Rates	£1,000.00	£839.80	£160.20
/2	Water Charges	£50.00	£0.00	£50.00
/3	Buy back of plots	£0.00	£0.00	£0.00
	Total	£1,050.00	£839.80	£210.20
3110	Cemetery Maintenance			
/1	General	£1,500.00	£10.14	£1,489.86
/2	Fencing	£300.00	£0.00	£300.00
/3	Gravel	£350.00	£0.00	£350.00
/7	Refuse Collection	£950.00	£238.29	£711.71
/8	Contractor fees	£7,400.00	£1,187.66	£6,212.34
	Total	£10,500.00	£1,436.09	£9,063.91
3120	Memorial Inspections	£0.00	£0.00	£0.00
3140	Petwyn Maintenance/Improvements	£400.00	£446.55	-£46.55
3145	Open Green Space Maintenance	£2,000.00	£0.00	£2,000.00
3150	Allotments	£1,200.00	£33.85	£1,166.15
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	£1,000.00	£0.00	£1,000.00
/2	Purchase	£0.00	£0.00	£0.00
	Total	£1,000.00	£0.00	£1,000.00
4010	Bus Shelters	£500.00	£0.00	£500.00
4020	Street Furniture	£600.00	£75.93	£524.07
4025	Speed Watch & SID	£500.00	£9.99	£490.01
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	£3,104.00	£11,896.00
/2	Maintenance	£5,000.00	£114.16	£4,885.84
/3	Water/sewage charges	£3,000.00	£172.73	£2,827.27
/4	Electricity costs	£1,000.00	£103.47	£896.53
	Total	£24,000.00	£3,494.36	£20,505.64
4076	Car Park costs	£2,000.00	£0.00	£2,000.00
4090	Dog Bins	£650.00	£0.00	£650.00
4095	CCTV			
/1	Purchase/Installation	£0.00	£0.00	£0.00
/2	Maintenance	£200.00	£0.00	£200.00
	Total	£200.00	£0.00	£200.00
4098	Fryer Field Development Plan	£0.00	£0.00	£0.00
4099	Litter picking events	£500.00	£0.00	£500.00
Total Environment expenditure		£88,550.00	£11,092.56	£87,457.44
Monies for various earmarked funds		£17,500.00		
Total Expenditure		£306,287.00	£60,115.64	£238,671.36