

WEST MOORS PARISH COUNCIL

MINUTES of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on **THURSDAY 12th APRIL 2018** in the Council Chamber, Pavilion, Fryer Field, West Moors at 7.00pm.

PRESENT: Cllr P Holden – Chairman
 Cllr M Hawkes Cllr Mrs C Holmes Cllr J Lewis
 Cllr R Smith Cllr K Wilkes

OTHERS PRESENT: Mrs J Weedon (Clerk)

APOLOGIES: Cllr J Bartley Cllr Mrs P Yeo

17/431 QUESTIONS FROM MEMBERS OF THE PUBLIC

None

17/432 DECLARATIONS OF INTEREST/DISPENSATIONS

None

17/433 TO RECEIVE THE CLERK'S REPORT

- a. External Audit – Information has now been received from PKF Littlejohn. The end of year submission will be electronic.
- b. The year end internal audit is due to be carried out on the 9th May.
- c. Health and Safety Audit: no further information, on-going.
- d. Pay Offer: The Pay offer of 4.04% over 2 years has now been accepted and will be applied to salaries from 1st April. As of April 2019, the spinal column points on the pay scale will be reorganised, with some of the lower SCP being amalgamated.
- e. General Data Protection Regulations (GDPR): This comes into effect on the 25th May. An information audit is currently being undertaken in the office and possible revisions to current policies and additional polices may be required. Please note that the Clerk cannot be the Data Protection Officer under the new regulations, however NALC is working with the Information Commissioners Office on ways to work around this problem.
- f. Valuation and Survey reports for Park Way and the Pavilion have now been received.

17/434 TO RECEIVE FINANCIAL INFORMATION

- a) Members received the bank reconciliations up to 31st March 2018, as attached on page 2172 of the minutes.
- b) Members received an income report for January, February and March 2018. It was requested that a quarterly VAT report be introduced for members to inspect. *Clerk to Action*
- c) Internal Controls, the Chairman inspected and initialled the bank statements and petty cash up to the 31st March 2018.
- d) Members received a budget comparison report up to 31st March 2018 (4th financial quarter), as attached on pages 2173-2176 of the minutes. Its contents were noted. Concern was raised that a few of the overspends noted in the document did not fully comply to the councils financial regulations and that virement should have taken place to alleviate these overspends. It was noted that members inspect the budget comparison quarterly and the majority of those present agreed that this showed satisfactory control of the budget.
- e) Members received information regarding the CCLA Property Fund. It was noted that an estimated dividend payment of £1,125 is due at the end of April. It was also noted that total dividend payments received for the financial year were £4,818.60 and the estimated value of the fund now stands at £106,129.

17/435 EARMARKED FUNDS

Members reviewed the current earmarked funds and discussed the movement of funds from the budget surplus in to specific earmarked funds. After discussion it was

RESOLVED that

- a) **The Allotment earmarked fund be renamed Cemetery fund**
 - b) **Monies from the MUGA Floodlight fund (£6,328.05) be transferred to the Skatepark/BMX regeneration fund.**
 - c) **Fryer Field Development Plan: Youth Focus Equipment fund and Fryer Field Development Plan: Adult exercise equipment fund be amalgamated and renamed Fryer Field Development Plan: Youth focus/Adult Exercise equipment fund.**
 - d) **Funds from the Public toilet building fund (£2,500) be removed and placed in the Skatepark fund** *Voting: 3 for, 2 against, 1 abstention*
 - e) **Surplus from the 2017/18 budget (£24,715) be moved to various earmarked funds as follows:**
 - £2,000 to Christmas**
 - £500 to Business rates**
 - £1,500 to Capital Equipment fund**
 - £9,500 to BMX BMX/Skatepark Regeneration**
 - £2,500 to Service Devolution**
- The remainder of the budget surplus to go to General Reserves**

Voting: unanimous unless stated otherwise

17/436 ACCOUNTS FOR PAYMENT

It was

RESOLVED that the accounts for payment be approved as attached on page 2177 of the minutes. Cllr's Hawkes and Holmes to authorise the electronic payments.

Voting: Unanimous

17/437 HEALTH AND SAFETY RELATED BUDGET HEADING

Members having previously authorised spending for staff health and safety related matters agreed that when preparing budgets for 2019/20 that the inclusion of a new budget heading for Health and Safety be introduced.

Clerk to action when preparing 2019/20 budget

17/438 STAFF MATTER: SNOW DAYS POLICY

Members considered a council policy on the payment of staff due to snow days, it was agreed that this should also include any extreme event that may cause non-attendance at work. Members discussed who staff should contact in the event that they cannot get in to work. After discussion it was

RECOMMENDED that parish council pay staff in the event that they are unable to attend work due to an extreme event, such as snow. Council Chairman and or Vice Chairman be delegated to decide if an event is extreme. Staff to follow agreed protocol for contacting council about not be able to attend work.

Voting: Unanimous

17/439 STAFF MATTER: SICKNESS REPORT

Members noted sickness report

17/440 STAFF MATTER: OVERTIME REPORT

Members noted overtime report

The Chairman of the committee thanked the staff for their work.

17/441 CORRESPONDENCE

None reported

The Chairman declared the meeting closed at 8.50pm

The next meeting of the Finance and General Purpose Committee is scheduled for 12th July 2018 at 7.30pm

SIGNED DATE
Chairman of Finance and General Purpose Committee

West Moors Parish Council

Bank reconciliation as at 31.03.18

Amount in bank as at 28/02/18	£131,954.02
Income during March	£3,507.29
Expenditure during March	£8,939.74
Amount in bank as at 31/03/18	£126,521.57

Bank Reconciliation as at 31/03/18

Current	£6,617.77
Deposit	£119,862.09
Petty cash	£41.71

	£126,521.57
Less outstanding cheques	£0.00

Total amount held in accounts	£126,521.57

Long Term Investment:

CCLA Property Fund £101,318.53

(nominal as at 31.03.17 figures not yet released for March 2018)

Outstanding Loan Amount

Public Works Loan (£70,134.41)

Financial Budget Comparison

Comparison between 01/04/2017 and 31/03/2018 (4th Quarter)

	17/18 Approved Budget	Actual Net to date	Balance
INCOME			
Finance And General Purposes Committee			
1000 Precept	£120,578.00	£120,578.00	£0.00
1010 Interest - Deposit Acc	£60.00	£85.53	£25.53
1025 Dividend - CCLA Property Fund	£2,500.00	£4,818.60	£2,318.60
1030 General	£0.00	£1,200.30	£1,200.30
1040 Sales - Dog Waste bags	£250.00	£322.50	£72.50
1045 Sales - Kitchen Caddy bags	£3,000.00	£4,006.66	£1,006.66
1050 Insurance Claims	£0.00	£0.00	£0.00
1070 Grants	£0.00	£50,100.00	£50,100.00
1080 Youth Club (rent and water)	£100.00	£128.20	£28.20
1090 Park Way ground rent and insurance charge	£230.00	£240.25	£10.25
Total Finance And General Purposes	£126,718.00	£181,480.04	£54,762.04
Environment Committee			
1100 Fryer Field Fees			
/1 Football	£3,500.00	£3,075.00	-£425.00
/3 MUGA	£6,500.00	£9,712.00	£3,212.00
/4 Other (including MAD income)	£800.00	£3,277.04	£2,477.04
Total	£10,800.00	£16,064.04	£5,264.04
1110 Cemetery Fees			
/1 Memorial	£3,000.00	£3,730.00	£730.00
/2 Interment	£9,500.00	£11,475.00	£1,975.00
/3 Purchase Plot	£4,000.00	£3,785.00	-£215.00
Total	£16,500.00	£18,990.00	£2,490.00
1115 Allotment Rent	£1,000.00	£1,896.91	£896.91
1120 Insurance Settlements	£0.00	£0.00	£0.00
Total Environment	£28,300.00	£36,950.95	£8,650.95
Total Income	£155,018.00	£218,430.99	£63,412.99
** Donations for Railway Interpretation Board			
EXPENDITURE			
Staff and Personnel Committee			
2000 Salaries	£39,304.00	£39,277.64	£26.36
2010 Employers Pension Contributions	£8,060.00	£7,946.13	£113.87
2020 Employers NIC	£2,684.00	£2,760.38	-£76.38
Total Staff and Personnel	£50,048.00	£49,984.15	£63.85
Finance And General Purposes Committee			
2030 Expenses			
/1 Office staff	£300.00	£369.61	-£69.61
/3 Councillors Travel	£150.00	£46.35	£103.65

/4	Chairman's Allowance	£50.00	£13.50	£36.50
	Total	£500.00	£429.46	£70.54
2040	Training			
/1	Clerk/Staff	£500.00	£534.00	-£34.00
/2	Councillors	£500.00	£627.50	-£127.50
	Total	£1,000.00	£1,161.50	-£161.50
2050	Office and Admin Costs			
/1	Non Domestic Rates	£0.00	£0.00	£0.00
/2	Electricity	£750.00	£513.38	£236.62
/3	Phone Charges	£600.00	£376.77	£223.23
/4	Broadband Charges	£300.00	£339.27	-£39.27
/5	Stationery	£350.00	£286.08	£63.92
/6	Photocopier	£1,700.00	£1,430.85	£269.15
/7	Maintenance inc refuse collection	£400.00	£536.05	-£136.05
/9	Water Charges	£120.00	£119.25	£0.75
	Total	£4,220.00	£3,601.65	£618.35
2055	Public Works Loan repayment	£6,940.00	£6,938.22	£1.78
2060	IT Costs			
/1	IT Support	£1,000.00	£1,398.92	-£398.92
/2	IT Capital Expenditure	£0.00	£759.99	-£759.99
	Total	£1,000.00	£2,158.91	-£1,158.91
2070	Insurance	£3,000.00	£2,800.86	£199.14
2080	Petty Cash			
/1	Postage	£300.00	£150.86	£149.14
/2	Other	£150.00	£68.43	£81.57
	Total	£450.00	£219.29	£230.71
2090	Professional Fees			
/1	Audit Fees	£700.00	£700.00	£0.00
/2	Legal Fees	£0.00	£0.00	£0.00
/3	Payroll and other fees	£420.00	£324.00	£96.00
	Total	£1,120.00	£1,024.00	£96.00
	Subscriptions			
/1	DAPTC	£1,100.00	£1,076.94	£23.06
/2	SLCC	£230.00	£200.00	£30.00
/3	IOG and Other (ICO)	£200.00	£125.00	£75.00
	Total	£1,530.00	£1,401.94	£128.06
2110	Purchase of dog waste bags	£200.00	£200.00	£0.00
2115	Purchase of Kitchen Caddy Bags	£2,500.00	£2,656.10	-£156.10
2120	Grants			
/1/2	Other (section 137)	£1,500.00	£800.00	£700.00
/1/3	Legacy Award	£1,000.00	£597.03	£402.97
/1/4	Apprentice Scheme	£1,000.00	£0.00	£1,000.00
/3	CAB (section 142)	£500.00	£300.00	£200.00
	Total	£4,000.00	£1,697.03	£2,302.97
2130	Election Expenses	£0.00	£0.00	£0.00
2140	General & Contingency	£200.00	£43.85	£156.15
2150	Advertising and Publicity	£500.00	£0.00	£500.00
2160	Website Costs	£300.00	£330.00	-£30.00
2180	Remembrance Day costs	£800.00	£720.48	£79.52

2190 Youth Club Funding	£13,300.00	£13,300.00	£0.00
2195 Service Devolution	£0.00	£0.00	£0.00
Total Finance And General Purposes	£41,560.00	£38,683.29	£2,876.71

Environment Committee

3010 Fryer Field Maintenance			
/1 General	£1,000.00	£955.20	£44.80
/2 Large machinery Maintenance	£0.00	£0.00	£0.00
/4 Contractor fees	£10,000.00	£8,880.00	£1,120.00
Total	£11,000.00	£9,835.20	£1,164.80
3020 Pavilion Running costs			
/1 Electricity	£600.00	£539.21	£60.79
/2 Water/sewage charges	£800.00	£550.84	£249.16
/3 Maintenance	£600.00	£770.41	-£170.41 ³
/4 Legionella Testing	£900.00	£550.00	£350.00
/5 Phone/Broadband	£600.00	£256.99	£343.01
Total	£3,500.00	£2,667.45	£832.55
3030 Multi Use Games Area			
/1 Floodlight Maintenance	£0.00	£7,858.64	-£7,858.64 ⁴
/2 General Maintenance	£400.00	£95.00	£305.00
/3 Electricity	£500.00	£270.96	£229.04
Total	£900.00	£8,224.60	-£7,324.60
3040 Fencing	£500.00	£124.36	£375.64
3050 Fryer Field Play Area			
/1 Maintenance	£1,500.00	£272.48	£1,227.52
/2 Safety Inspections	£500.00	£342.86	£157.14
Total	£2,000.00	£615.34	£1,384.66
3060 Oakhurst Play Area			
/1 Maintenance	£400.00	£0.00	£400.00
/2 Safety Inspections	£400.00	£342.86	£57.14
Total	£800.00	£342.86	£457.14
3070 Skatepark Maintenance	£2,000.00	£985.00	£1,015.00
3080 Play Equipment	£0.00	£95,000.00	-£95,000.00 ⁵
3100 Cemetery Costs			
/1 Non Domestic Rates	£200.00	£673.87	-£473.87 ⁶
/2 Water Charges	£100.00	£42.06	£57.94
/3 Buy back of plots	£0.00	£86.00	-£86.00
Total	£300.00	£801.93	-£501.93
3110 Cemetery Maintenance			
/1 General	£200.00	£198.50	£1.50
/2 Fencing	£300.00	£0.00	£300.00
/3 Gravel	£350.00	£350.00	£0.00
/7 Refuse Collection	£500.00	£783.60	-£283.60 ⁷
/8 Contractor fees	£6,000.00	£6,456.00	-£456.00 ⁸
Total	£7,350.00	£7,788.10	-£438.10
3120 Memorial Inspections	£0.00	£0.00	£0.00
3130 Lychgate maintenance	£1,000.00	£480.00	£520.00
3140 Petwyn Maintenance/Improvements	£500.00	£211.96	£288.04

2176

3150	Allotments	£1,000.00	£1,245.91	-£245.91	9
3160	Tree Maintenance	£1,000.00	£1,704.40	-£704.40	10
4000	Public Seats				
/1	Maintenance	£200.00	£6.95	£193.05	
/2	Purchase	£0.00	£0.00	£0.00	
	Total	£200.00	£6.95	£193.05	
4010	Bus Shelters	£2,000.00	£279.50	£1,720.50	
4020	Street Furniture	£150.00	£1,079.51	-£929.51	11
4030	General	£200.00	£0.00	£200.00	
4040	Christmas Decorations	£1,000.00	£7,610.53	-£6,610.53	12
4070	Lengthsman	£3,000.00	£2,182.50	£817.50	
4090	Dog Warden and Bin emptying	£2,000.00	£2,080.00	-£80.00	
4095	CCTV				
/1	Purchase/Installation	£0.00	£0.00	£0.00	
/2	Maintenance	£300.00	£300.00	£0.00	
	Total	£300.00	£300.00	£0.00	
4096	Provision for public toilets	£0.00	£0.00	£0.00	
4098	Fryer Field Development Plan				
/4	Activity Day costs	£1,000.00	£862.90	£137.10	
/5	Signage	£500.00	£0.00	£500.00	
4099	Keep BritainTidy events	£50.00	£22.00	£28.00	
Total Environment		£42,250.00	£144,451.00	-£102,201.00	
Monies for various earmarked funds		£21,160.00			
Total Expenditure		£155,018.00	£233,118.44	-£99,260.44	

Explanation of overspends:

- 1 2060/1 - Costs to resolve IT issues with reception PC
- 2 2060/2 - New keyboard and computer for front desk (£720 from earmarked fund)
- 3 3020/3 - electrical wiring inspection
- 4 3030/1 - Replacement Floodlights monies to come from earmarked fund
- 5 3080 - Fryer field play area refurbishment from earmarked fund (grants of £50,100 received)
- 6 3100/1 - non domestic rates - overspend to come from earmarked fund (finance meeting 19.10.17)
- 7 3110/7 - cemetery refuse collection, overspend due to increase in price per collection
- 8 3110/8 - under budgeted
- 9 3150 - due to additional work to level woodchip
- 10 3160 - Arborcultural report
- 11 4020 - Railway Panel (donations of £1000 received)
- 12 4040 - Christmas decorations to come from earmarked fund

This report shows £63,412.99 surplus income at the end of the financial year (this includes £50,100 of grants)

This reports shows an overspend on expenditure of £99,120.44 at the end of the financial year (this includes monies spend from earmarked funds)

surplus income	£63,412.99
less overspend for expenditure	-£99,260.44
plus money spent from earmarked funds	£110,663.04
less money added to reserves from grants	-£50,100.00
Equals Total surplus funds available at 31.03.18	£24,715.59

Payment list dated 12.04.18

Payment method	Invoice amount	Invoice date	Details
EB 16.04	£30.00	16.03.18	DAPTC - Training, Introduction to External Auditor - Clerk and Chairman
EB 16.04	£140.00	21.03.18	DAPTC - Training, Annual Conference - Cllr's Yeo and Hawkes
EB 16.04	£390.00	29.03.18	Ferndown Town Council - Lengthsman Fees Jan to Mar 18
EB 16.04	£225.00	24.03.18	Terrafirma - repair of Bus Stop at Castleman Court
EB 16.04	£1,533.60	01.04.18	Terrafirma - Grounds Maintenance for March (cemetery and Fryer Field)
EB 16.04	£107.94	31.03.18	War on Waste - General bin and dog bin emptying for March
EB 16.04	£1,200.00	01.04.18	Humphreys and Dancer - Valuation and condition survey of Pavilion and Park Way
EB 16.04	£746.14	01.04.18	EDDC - Cemetery - Non-Domestic Rates for 18/19
EB 16.04	£90.00	01.04.18	ICCM - Annual subscription 2018/19
EB 16.04	£756.14	04.04.18	Elite Playground Services - 12 Monthly Play Inspections for Fryer Field and Oakhurst (Apr 18 to Mar 19)
EB 16.04	£853.20	05.04.18	EdgeIT Systems - Annual fee for hosting of Finance and Cemetery software
EB 16.04	£16.80	06.04.18	Dorset County Council - Recycling collection for Park Way (Apr-June 18)
EB 16.04	£43.20	10.04.18	Vision ICT - New Council email address
EB 16.04	£318.73	07.04.18	Peter Ridley Waste - Food waste bags x 6 boxes
EB 16.04	£318.73	07.04.18	Peter Ridley Waste - Food waste bags x 6 boxes
Chq 5927	£100.00	10.04.18	Petty Cash top up
Chq 5928	£147.35	07.03.18	Curtains.co.uk - Curtains for Pavilion (payable to J Lovegrove)
Total	£7,016.83		

Direct Debits and Debit Card payments

Payment method	Invoice amount	Invoice date	Details
DD 01.04	£419.98	22.03.18	Grenke - Photocopier Lease 01.04.18 to 30.06.18
DD 10.05	£3,469.11	11.04.18	PWLB - Loan Repayment (no 16)
Total	£3,889.09		