

WEST MOORS PARISH COUNCIL

MINUTES of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on **THURSDAY 11th OCTOBER 2018** in the Council Chamber, Pavilion, Fryer Field, West Moors at 7.33pm.

PRESENT: Cllr Mrs P Yeo – Chairman
 Cllr J Bartley Cllr M Hawkes Cllr P Holden
 Cllr R Smith

OTHERS PRESENT: Mrs J Weedon (Clerk)

APOLOGIES: Cllr K Wilkes

18/175 QUESTIONS FROM MEMBERS OF THE PUBLIC

None

18/176 DECLARATIONS OF INTEREST/DISPENSATIONS

None

18/177 TO RECEIVE THE CLERK'S REPORT

- a. Jim Lewis has been removed from the bank mandate
- b. Bank Mandate, minute no 18/081 refers: all changes have been completed
- c. Electricity supply for all parish council buildings. This has recently been reviewed to ensure the best tariff is being received. A full comparison was carried out and we agreed to remain with SSE for a two year contract period.
- d. The Annual Governance and Accountability Return (External Audit) was returned on the 29th August with no matters arising from the audit. The appropriate 'Notice of conclusion of audit' has been displayed in line with the statutory regulations.
- e. Photocopier – reference council minute 18/167, where a request was made to discuss the current photocopier contract. The current contract with D&E Office Solutions began in July 2017 for a 3-year term (July 2020). At the time members received a full report before agreeing to the 3-year contract. The cost of being released from the current contract would be substantial. It is suggested that it is reviewed in 12 months time when there is one year left on the contract.
- f. Payroll: The payroll for the parish council is currently carried out by EDDC, this includes submitting the RTI that is required by HMRC monthly. As EDDC will cease to exist next year members need to be aware that a new payroll solution will be required. Options included bringing the payroll back in house and purchasing the appropriate software or contracting out to another company. A report on the option available will be produced for the next meeting.
- g. Epicentre: Members have previously been informed that the owners are seeking someone to take over the lease for this community hub. It has been suggested that the parish council might wish to consider taking on the lease and running the coffee shop. Members agreed that this was not a suitable venture for the parish council to consider taking over. However, members agreed that investigations in to 3 Park Way should be considered. Cllr Bartley has already approached the estate agent for details.
- h. Annual pre approved grants to the Memorial Hall and the Youth Club have been paid.

18/178 TO RECEIVE FINANCIAL INFORMATION

- a) Members received the bank reconciliations up to 30th September 2018, as attached on page 2271 of the minutes.
- b) Members received an income report for July, August and September 2018.
- c) Internal Controls, bank statements and petty cash up to the 30th September 2018 were checked and initialled by the chairman.
- d) Members received a VAT report from 01.07.18 to 30.09.18

- e) Members received a budget comparison report up to 30th September 2018 (2nd financial quarter), as attached on pages 2272-2275 of the minutes. Its contents were noted.
- f) Members received information regarding the CCLA Property Fund. It was noted that the estimated value of the council's investment now stands at £106,790. The entire fund has 227 investors and is valued at £1.048 billion. The dividend yield each quarter being more than the parish council could earn in interest.

18/179 ACCOUNTS FOR PAYMENT

No accounts for payment were presented.

18/180 REVIEW COMMITTEE TERMS OF REFERENCE

Members reviewed the Terms of Reference for the committees. No changes to this document were required.

18/181 REVIEW STANDING ORDERS

Members reviewed the parish council's current adopted Standing Orders against the NALC Model Standing Orders for 2018. After discussion it was agreed to remain using the current adopted Standing Orders and that no changes were required to the document.

18/182 REVIEW RISK MANAGEMENT STATEMENT

Members reviewed the parish councils risk management statement. After a few minor changes it was

RESOLVED that the risk management statement be approved as attached on pages 2276 to 2278 of these minutes.

Voting: unanimous

18/183 REVIEW EFFECTIVENESS OF INTERNAL AUDIT

Members reviewed the standards for the internal audit to ensure its effectiveness in order to comply with the annual governance statement. They also reviewed the scope of the internal audit. Members agreed that the internal audit met all the relevant criteria and that the scope of the audit met the council's needs.

18/184 REVIEW VARIABLE DIRECT DEBITS

Members reviewed the current variable direct debits which mainly consist of utilities and membership payments. It was noted that the water charges will be moving to direct debit in the near future.

18/185 CONSIDERATION OF DELEGATED POWER TO THE CLERK TO TRANSFER FUNDS BETWEEN BUDGET HEADINGS

Members considered granting delegated power to the clerk to transfer funds (previously called virement) from one budget heading to another in order to avoid budget overspends.

After discussion it was

RESOLVED that the clerk be given delegated power to transfer funds between budget headings within the same committee budget up to a value of £500.

Voting: unanimous

Members requested that any transfers are highlighted on the budget comparison report

18/186 CONSIDER GRANT APPLICATIONS

- a) **East Dorset Citizens Advise Bureau** – Members considered a grant request to assist with the continuation of services provided by the CAB. After discussion it was **RESOLVED that the East Dorset CAB be awarded a grant of £300 for the year 2018/19**

Voting: unanimous

- b) **Royal British Legion** – Members consider a donation to the Poppy Appeal in appreciation for the assistance the RBL gives for the Remembrance Sunday Parade. After discussion it was **RESOLVED that a donation of £100 be awarded to the RBL Poppy Appeal for 2018/19.**
Voting: 4 for, 1 abstention

18/187 CORRESPONDENCE
None reported

18/188 STAFF MATTERS
Members received:
a) Sickness Report: The contents were noted
b) Overtime Report: The contents were noted

18/189 EXCLUSION OF PRESS AND PUBLIC
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

18/190 STAFF APPRAISAL REPORTS AND RECOMMENDATIONS
Confidential minutes pages 98 to 99 refer

The Chairman declared the meeting closed at 8.40pm

The next meeting of the Finance and General Purpose Committee is scheduled for 15th November 2018 at 7.30pm

SIGNED DATE
Chairman of Finance and General Purpose Committee

West Moors Parish Council

Bank reconciliation as at 30.09.18

Amount in bank as at 31/08/18	£164,301.66
Income during September	£3,116.33
Expenditure during September	£12,152.71
Amount in bank as at 30/09/18	£155,265.28

Bank Reconciliation as at 30/09/18

Current	£9,317.77
Deposit	£146,147.00
Petty cash	£50.51

	£155,515.28
Less outstanding payments	£250.00
Plus unrepresented receipts	£0.00

Total amount held in accounts	£155,265.28

Long Term Investment:

CCLA Property Fund	£106,129.33
(nominal as at 31.03.18)	

Outstanding Loan Amount

Public Works Loan	(£67,861.09)
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Financial Budget Comparison

Comparison between 01/04/2018 and 30/09/2018 (2nd Quarter)

	18/19 Approved Budget	Actual Net to date	Balance
INCOME			
Finance And General Purposes Committee			
1000 Precept	£125,275.00	£62,637.50	-£62,637.50
1010 Interest - Deposit Acc	£60.00	£39.91	-£20.09
1025 Dividend - CCLA Property Fund	£3,500.00	£2,281.78	-£1,218.22
1030 General	£0.00	£13.20	£13.20
1035 CIL Receipts	£0.00	£607.50	£607.50
1040 Sales - Dog Waste bags	£300.00	£237.50	-£62.50
1045 Sales - Kitchen Caddy bags	£3,500.00	£1,830.00	-£1,670.00
1050 Insurance Claims	£0.00	£0.00	£0.00
1070 Grants	£0.00	£0.00	£0.00
1080 Youth Club (rent and water)	£100.00	£0.00	-£100.00
1090 Park Way ground rent and insurance charge	£240.00	£194.50	-£45.50
Total Finance And General Purposes	£132,975.00	£67,841.89	-£65,133.11
Environment Committee			
1100 Fryer Field Fees			
/1 Football	£3,000.00	£833.00	-£2,167.00
/3 MUGA	£7,500.00	£1,371.00	-£6,129.00
/4 Other (including MAD income)	£1,500.00	£3,062.47	£1,562.47
Total	£12,000.00	£5,266.47	-£6,733.53
1110 Cemetery Fees			
/1 Memorial	£4,000.00	£1,915.00	-£2,085.00
/2 Interment	£13,000.00	£2,578.00	-£10,422.00
/3 Purchase Plot	£4,000.00	£2,775.00	-£1,225.00
Total	£21,000.00	£7,268.00	-£13,732.00
1115 Allotment Rent	£1,740.00	£2,031.66	£291.66
1120 Insurance Settlements	£0.00	£0.00	£0.00
1125 Memorial Benches and Plaques	£0.00	£70.00	£70.00
Total Environment	£34,740.00	£14,636.13	-£20,103.87
Total Income	£167,715.00	£82,478.02	-£85,236.98

EXPENDITURE

Finance And General Purposes Committee

2000 Salaries	£41,251.00	£20,400.18	£20,850.82
2010 Employers Pension Contributions	£7,992.00	£4,170.25	£3,821.75
2020 Employers NIC	£2,772.00	£1,458.60	£1,313.40
2030 Expenses			
/1 Office staff	£300.00	£150.56	£149.44
/3 Councillors Travel	£100.00	£0.00	£100.00
/4 Chairman's Allowance	£50.00	£0.00	£50.00
Total	£450.00	£150.56	£299.44

2040	Training			
/1	Clerk/Staff	£600.00	£25.00	£575.00
/2	Councillors	£500.00	£265.00	£235.00
	Total	£1,100.00	£290.00	£810.00
2050	Office and Admin Costs			
/1	Non Domestic Rates	£0.00	£0.00	£0.00
/2	Electricity	£750.00	£258.34	£491.66
/3	Phone Charges	£600.00	£212.26	£387.74
/4	Broadband Charges	£300.00	£0.00	£300.00
/5	Stationery	£300.00	£125.31	£174.69
/6	Photocopier	£1,600.00	£789.96	£810.04
/7	Maintenance inc refuse collection	£900.00	£816.79	£83.21
/9	Water Charges	£130.00	£0.00	£130.00
	Total	£4,580.00	£2,202.66	£2,377.34
2055	Public Works Loan repayment	£6,940.00	£3,469.11	£3,470.89
2060	IT Costs			
/1	IT Support	£1,100.00	£1,042.00	£58.00
/2	IT Capital Expenditure	£100.00	£460.00	-£360.00
	Total	£1,200.00	£1,502.00	-£302.00
2070	Insurance	£3,000.00	£2,603.19	£396.81
2080	Petty Cash			
/1	Postage	£200.00	£79.19	£120.81
/2	Other	£100.00	£25.32	£74.68
	Total	£300.00	£104.51	£195.49
2090	Professional Fees			
/1	Audit Fees	£1,000.00	£750.00	£250.00
/2	Legal Fees	£0.00	£0.00	£0.00
/3	Payroll and other fees	£420.00	£334.00	£86.00
	Total	£1,420.00	£1,084.00	£336.00
	Subscriptions			
/1	DAPTC	£1,100.00	£1,098.14	£1.86
/2	SLCC	£230.00	£0.00	£230.00
/3	IOG and Other (ICO)	£200.00	£90.00	£110.00
	Total	£1,530.00	£1,188.14	£341.86
2110	Purchase of dog waste bags	£200.00	£200.00	£0.00
2115	Purchase of Kitchen Caddy Bags	£2,500.00	£1,593.66	£906.34
2120	Grants			
/1/2	Other (section 137)	£1,500.00	£0.00	£1,500.00
/1/3	Legacy Award	£1,000.00	£243.60	£756.40
/1/4	Apptentice Scheme	£1,000.00	£250.00	£750.00
/3	CAB (section 142)	£600.00	£0.00	£600.00
	Total	£4,100.00	£493.60	£3,606.40
2130	Election Expenses	£0.00	£0.00	£0.00
2140	General & Contingency	£200.00	£12.50	£187.50
2150	Advertising and Publicity	£400.00	£0.00	£400.00
2160	Website Costs	£300.00	£250.00	£50.00
2180	Remembrance Day costs	£800.00	£0.00	£800.00
2190	Youth Club Funding	£13,300.00	£0.00	£13,300.00
2195	Service Devolution	£0.00	£0.00	£0.00
2196	Data Control	£2,000.00	£0.00	£2,000.00
2197	CIL Expenditure	£0.00	£0.00	£0.00

Total Finance And General Purposes		£96,335.00	£41,172.96	£55,162.04
Environment Committee				
3010	Fryer Field Maintenance			
/1	General	£2,000.00	£194.25	£1,805.75
/2	Large machinery Maintenance	£0.00	£0.00	£0.00
/4	Contractor fees	£10,000.00	£3,768.08	£6,231.92
	Total	£12,000.00	£3,962.33	£8,037.67
3020	Pavilion Running costs			
/1	Electricity	£550.00	£251.66	£298.34
/2	Water/sewage charges	£700.00	£427.56	£272.44
/3	Maintenance	£2,000.00	£1,861.36	£138.64
/4	Legionella Testing	£800.00	£250.00	£550.00
/5	Phone/Broadband	£550.00	£231.60	£318.40
	Total	£4,600.00	£3,022.18	£1,577.82
3030	Multi Use Games Area			
/1	Floodlight Maintenance	£0.00	£0.00	£0.00
/2	General Maintenance	£500.00	£39.99	£460.01
/3	Electricity	£500.00	£65.01	£434.99
	Total	£1,000.00	£105.00	£895.00
3040	Fencing	£500.00	£0.00	£500.00
3050	Fryer Field Play Area			
/1	Maintenance	£1,000.00	£42.42	£957.58
/2	Safety Inspections	£600.00	£315.06	£284.94
	Total	£1,600.00	£357.48	£1,242.52
3060	Oakhurst Play Area			
/1	Maintenance	£400.00	£0.00	£400.00
/2	Safety Inspections	£450.00	£315.06	£134.94
	Total	£850.00	£315.06	£534.94
3070	Skatepark Maintenance	£2,500.00	£0.00	£2,500.00
3080	Play Equipment	£0.00	£0.00	£0.00
3100	Cemetery Costs			
/1	Non Domestic Rates	£750.00	£746.14	£3.86
/2	Water Charges	£70.00	£23.02	£46.98
/3	Buy back of plots	£0.00	£0.00	£0.00
	Total	£820.00	£769.16	£50.84
3110	Cemetery Maintenance			
/1	General	£200.00	£0.00	£200.00
/2	Fencing	£200.00	£0.00	£200.00
/3	Gravel	£350.00	£0.00	£350.00
/7	Refuse Collection	£850.00	£422.20	£427.80
/8	Contractor fees	£6,500.00	£2,690.00	£3,810.00
	Total	£8,100.00	£3,112.20	£4,987.80
3120	Memorial Inspections	£0.00	£0.00	£0.00
3130	Lychgate maintenance	£1,000.00	£0.00	£1,000.00
3140	Petwyn Maintenance/Improvements	£250.00	£14.05	£235.95
3150	Allotments	£1,000.00	£385.54	£614.46
3160	Tree Maintenance	£2,500.00	£0.00	£2,500.00
4000	Public Seats			
/1	Maintenance	£200.00	£124.00	£76.00

/2	Purchase	£0.00	£1,554.00	-£1,554.00 ²
	Total	£200.00	£1,678.00	-£1,478.00
4010	Bus Shelters	£250.00	£30.00	£220.00
4020	Street Furniture	£150.00	£73.00	£77.00
4030	General	£150.00	£0.00	£150.00
4040	Christmas Decorations	£5,000.00	£0.00	£5,000.00
4070	Lengthsman	£3,000.00	£452.20	£2,547.80
4090	Dog Warden and Bin emptying	£2,200.00	£1,740.00	£460.00
4095	CCTV			
/1	Purchase/Installation	£200.00	£0.00	£200.00
/2	Maintenance	£300.00	£0.00	£300.00
	Total	£500.00	£0.00	£500.00
4096	Provision for public toilets	£0.00	£0.00	£0.00
4098	Fryer Field Development Plan			
/4	Activity Day costs	£1,500.00	£1,829.40	-£329.40
/5	Signage	£0.00	£0.00	£0.00
4099	Keep BritainTidy events	£50.00	£0.00	£50.00
	Total Environment expenditure	£49,720.00	£17,845.60	£31,874.40
	Monies for various earmarked funds	£21,660.00		
	Total Expenditure	£167,715.00	£59,018.56	£87,036.44

Explanation of overspends:

- 1 2060/2 - Purchase of new computer
- 2 4000/2 - Purchase of new benches

WEST MOORS PARISH COUNCIL RISK MANAGEMENT STATEMENT 2018/19

Adopted: 11.10.2018

Likelihood:

1. IMPROBABLE OCCURRENCE
2. UNLIKELY OCCURRENCE
3. EVEN CHANCE/POSSIBLE OCCURRENCE
4. LIKELY OCCURRENCE
5. ALMOST CERTAIN OCCURRENCE

Severity (probable scale):

1. NEGLIGIBLE
2. SLIGHT
3. MODERATE
4. HIGH
5. VERY HIGH

Quantification Matrix (Likelihood X Severity = Risk Rating)

Risk Index
 Under 6 = Low Risk
 6-12 = Medium Risk
 13 + = High Risk

Hazard	Likelihood	Severity	Risk LXS=	Control Measures in Place
Administration/Staff				
Waste and misappropriation of funds.	2	3	6	Fidelity Guarantee and Legal Expenses with Axa Inspire and officer's liability. Annual estimates and regular monitoring of expenditure against budget.
Unqualified or inexperienced staff	3 <small>(previously 2) amended 9.10.14</small>	3	9 <small>(previously 6) amended 9.10.14</small>	Referencing and checking before appointment of staff. A six-month probationary period before permanency. Disciplinary Rules and Procedures.
Inappropriate activity or behaviour of staff bringing Council into disrepute.	2	4 <small>previously 3 amended 9.10.14</small>	8 <small>previously 6 amended 9.10.14</small>	Referencing and checking before appointment of staff. A Six-month probationary period before permanency. Disciplinary Rules and Procedures.
Inappropriate activity or behaviour of councillors bringing Council into disrepute (Added Sep 2015)	2	4	8	Adoption of Code of Conduct, Complaints Procedure. Appropriate training
Fraud and corruption.	2	4	8	Fidelity Guarantee and Legal Expenses with Axa Inspire. Independent Internal Audit Procedures. Financial Regulations governing financial activities.
Outsourcing of services	2	2	4	Referencing and checking before appointment of contractors. Independent Internal Audit procedures. Financial Regulations governing financial activities.
Activities being outside of legal powers.	2	4	8	Financial Regulations governing financial activities. Standing Orders regularly reviewed (New Standing Order adopted on the 27.02.14). Access to legal advice via the Dorset Association of Parish and Town Councils and access to the National Association of Local Councils and the Society of local Council Clerks. Independent internal audit. Rradar Advice line
Electors rights not being followed.	1	2	2	Access to legal advice via the Dorset Association of Parish and Town Councils and access to the National Association of Local Councils. Independent internal audit.
Improper expenditure under S137	1 <small>[previously 2] amended</small>	3	6	Access to legal advice via the Dorset Association of Parish and Town Councils and direct access to the National Association of Local Councils. Independent internal audit. Council qualified as having the General Power of

	11.10.2018			Competence
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Cemetery				
Damage/vandalism to walls, fences, seats and memorials.	2	2	4	Material damage cover through Axa Inspire. Visual inspection. In House repairs or appropriate qualified contractor.
Inaccurate record keeping and grave space identification.	3	3	9	Computerised record systems with data held on a remote server. Additional paper copies as backup. Staff fully aware of cemetery layout and legal requirements.
Unstable memorials	2	4	8	Memorial stability being checked on a five yearly basis (last completed 2014). Remedial work identified and corrective measures monitored. In House repairs or appropriate qualified contractor. Public Liability Insurance.
Loss of revenue through poor management and badly maintained cemetery.	2	4	8	Material damage cover through Axa Inspire. Computerised record systems. Public Liability Insurance.
Uneven surfaces (added September 2013)	4	3	12	Visual Inspections with remedial action if required. Public Liability Insurance
Open Spaces				
Damage/vandalism to street furniture, paths, grass and paved areas, rubbish and glass accumulation.	2	3	6	Material damage cover through Axa Inspire. Visual inspection identifying any defects and remedial action required. In House repairs or appropriate qualified contractor.
Personal injury through accident.	2	4	8	Visual inspection identifying any defects and remedial action required. Public Liability Insurance.

Play areas				
Damage/vandalism to equipment, street furniture, paths and grass areas, rubbish and glass accumulation.	3	3	9	Material damage cover through Axa Inspire. Inspection by employed contractor. Monthly inspections, written report from Elite Playground Services and identifying any defects and remedial action required. Annual inspection from Play Inspection Company. In house repairs or appropriate qualified contractor.
Person injury through accidents etc.	3	4	12	Inspection by employed contractor. Monthly inspections, written report from Elite Playground Services identifying any defects and remedial action required. Annual inspection from Play Inspection Company. In house repairs or appropriate qualified contractor. Public Liability Insurance.
Fryer Field Recreation Ground.				
Damage/vandalism to buildings, street furniture, paths, grass areas, sports pitches, equipment, rubbish and glass	3	3	9	Material damage cover through Axa Inspire. Visual inspection and regular checks identifying any defects and remedial action required. CCTV

accumulation.				
Personal Injury through accidents etc.	3	4	12	Visual inspection and regular checks identifying any defects and remedial action required. Public Liability Insurance.
Uneven, slippery, muddy surfaces (added September 2013)	4	3	12	Visual Inspection and remedial action if required. Public Liability Insurance.

Parish Council Office, 4 Park Way, West Moors.				
Damage/vandalism to building	2	4	8	Material damage cover through Axa Inspire. Security/panic alarm, Fire alarm system. Public Liability Insurance
Poor management and badly maintained facilities.	2	4	8	Annual inspections and reports on condition of fire fighting equipment. In house repairs or appropriate qualified contractor. Fire Risk Assessment carried out by a specialist contractor and reviewed on a regular basis. PAT testing.

The Petwyn and War Memorial				
Damage/vandalism to War Memorial, grass areas, street furniture	2	3	6	Material damage cover through Axa Inspire. Visual Inspections identifying any defects and remedial action required.
Personal Injury through accidents etc.	3	4	12	Visual inspection and regular checks identifying any defects and remedial action required. Public Liability Insurance.

Allotments				
Damage/vandalism to plots, fencing, gates	2	2	4	Area locked with only allotments holders given access. Material damage covered by Axa Inspire.
Personal injury through accidents	3	4	12	Public Liability Insurance. Regular visual inspections. Plot tenant hold public liability insurance through Allotment Holders Association.
Uneven, slippery, muddy surfaces	4	3	12	Regular visual inspections, maintenance of footpaths. Public Liability insurance.