

WEST MOORS PARISH COUNCIL

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE held on THURSDAY 15th NOVEMBER 2018 in the Council Chamber, Pavilion, Fryer Field, West Moors at 7.30pm.

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

OTHERS PRESENT: Mrs J Weedon (Clerk)

APOLOGIES: None

18/237 QUESTIONS FROM MEMBERS OF THE PUBLIC

None

18/238 DECLARATIONS OF INTEREST/DISPENSATIONS

None

18/239 TO RECEIVE THE CLERK'S REPORT

- a. The Half year audit was completed on the 31st October and the internal auditor did not raise any concerns.
- b. Parish Office Christmas opening times: After consultation with the Chairman of the Council and the Chairman of Finance and GP committee the parish office will close at 1pm on Christmas Eve and reopen on Monday 31st December. It will then be closed on 1st January and reopen on the Thursday 3rd Jan.
- c. Grants, minute no 18/186 refers: Grant to East Dorset CAB was presented on Wednesday 14th November in the parish office. The Poppy Appeal donation was presented to a Royal British Legion representative on 13th November.
- d. An application has been received for an Apprentice/Vocational training grant. The application has been approved for Zoe Knight.

18/240 TO RECEIVE FINANCIAL INFORMATION

- a) Members received the bank reconciliations up to 31st October 2018, as attached on page 2294 of the minutes.
- b) Members received an income report for October 2018.
- c) Internal Controls, bank statements and petty cash up to the 31st October 2018 were checked and initialled by the chairman.
- d) CCLA Information; Members received information regarding the CCLA Property Fund. The Fund Fact Sheet for September states that the gross dividend yield is 4.27%. The fund has continued to grow, and six new assets have been acquired over the last financial quarter, a portfolio of four car dealerships in London and two industrial sites in Peterborough with total purchase costs of £88 million. The fund has not been materially affected by the current spate of store closures. A dividend payment of £1,113.12 was received at the end of October.

18/241 ACCOUNTS FOR PAYMENT

It was

RESOLVED that the accounts for payment be approved as attached on page 2295 of the minutes. Cllr's Hawkes and Wilkes to authorise the electronic payments.

Voting: Unanimous

18/242 REVIEW EARMARKED FUNDS

Members reviewed the current earmarked funds. No changes were made to any of the funds.

18/243 PUBLIC TOILET CLEANING CONTRACT

Members were informed that after the public toilets in Park Way are transferred to the parish council under district council asset transfer, the parish council will be responsible for all aspects of cleaning maintenance etc. Currently EDDC have a contract for cleaning all the public toilets that they own and this includes those toilets being transferred to local town and parish councils. EDDC have asked if the parish council wish to remain in this contract paying the portion of the fee which is for Park Way toilets. The clerk informed members that a couple of local commercial cleaning companies had been contacted to see if they wished to quote for this work, however no replies had been received.

It was suggested that the toilets could be closed, thus saving the monies that would be required for cleaning etc and that negotiations with local businesses are held to see if people could use their toilets with a donation from the parish council. Other members felt that losing a public toilet was not acceptable.

It was noted that any expenditure for the public toilets could come from the service devolution earmarked fund during the first year of ownership.

Members felt that it would be more appropriate to continue to search for a local company to carry out any cleaning works and requested that the clerk continue to investigate. It was also suggested that the parish council could advertise locally for a cleaner.

Action: Clerk to investigate local cleaning companies to see if they are interested in a contract to open, close and clean and the public toilets.

18/244 PAYROLL SERVICES

Members were informed that the payroll services currently provided by East Dorset District Council will not be provided after the commencement of the Dorset Authority. Members were presented with two options, one for processing the payroll in house using Sage cloud software and another for outsourcing to a local accountancy company. After discussion it was

RESOLVED that from April 2019 payroll is processed in house by the clerk using Sage software for a trial period of 6 months, with a monthly report to the Chairman of the Finance and GP committee detailing any issues that may have occurred and the time spend processing the payroll.

Voting: Unanimous

18/245 REVIEW MEMBER/OFFICER PROTOCOL

Members reviewed the Member/Officer protocol and after discussion it was

RESOLVED that the following changes be applied to the protocol:

Item 5: Clerical Assistant changed to 'Assistant to the Clerk'

Item 4.8; the word of be changed to 'or'

Item 10.5: the word 'ward' removed

Item 11.2: the wording 'advised by the SLCC changed to 'an appropriate body'

Item 11.3: The wording 'Standards Board be changed to 'Monitoring Officer'

Item 11.3: DAPTC deleted.

Voting: Unanimous

18/246 CORRESPONDENCE

1. Email from Cllr Yeo regarding the apprentice grant award to Liam Griffin. Liam's parents have spoken to Cllr Yeo and expressed their appreciation for the parish council support, which meant a great deal to Liam.

18/247 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 8.15pm

The next meeting of the Finance and General Purpose Committee is scheduled for 17th January 2019 at 7.30pm

SIGNED DATE
Chairman of Finance and General Purpose Committee

West Moors Parish Council

Bank reconciliation as at 31.10.18

Amount in bank as at 30/09/18	£155,265.28
Income during October	£68,620.13
Expenditure during October	£16,995.77
Amount in bank as at 31/10/18	£206,889.64

Bank Reconciliation as at 31/10/18

Current	£3,176.53
Deposit	£203,791.26
Petty cash	£21.85

	£206,989.64
Less outstanding payments	£100.00
Plus unrepresented receipts	£0.00

Total amount held in accounts	£206,889.64

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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Payments made in between meetings			
5947	£100.00	13.11.18	Petty Cash top up
Total	£100.00		
Payment list dated 15.11.2018			
Payment method	Invoice amount	Invoice date	Details
EB 19.11	£19.99	26.10.18	The Roman Group - Stationary
EB 19.11	£16.02	31.10.18	The Roman Group - Stationary
EB 19.11	£40.00	24.10.18	BW Event Medical Services - Remembrance Day 11.11.18 First Aid cover
EB 19.11	£318.73	25.10.18	Peter Ridley Waste - 6 boxes of Caddy bags (20 rolls per box)
EB 19.11	£318.73	25.10.18	Peter Ridley Waste - 6 boxes of Caddy bags (20 rolls per box)
EB 19.11	£229.32	01.11.18	War on Waste - Cemetery bin emptying for Nov 18 - Jan 2019
EB 19.11	£119.94	31.10.18	War on Waste - general and dog bin emptying for Oct 18
EB 19.11	£10.03	31.10.18	War on Waste - excess weight charge (16.10)
EB 19.11	£150.00	01.11.18	Peter Walker - Internal Audit Half year end
EB 19.11	£1,554.02	31.10.18	Terrafirma - Grounds Maintenance for Oct 2018 (Cemetery & Fryer Field)
EB 19.11	£1,140.00	03.11.18	Michael Grimes - Skate park repair works
EB 19.11	£775.14	09.11.18	Bishop Sports & Leisure - Basketball hoop for MUGA area (£194.40 to be reimbursed by Terrafirma for goods ordered on same invoice).
EB 19.11	£395.00	15.11.18	Kevin Payne Decorating - Painting of Pavilion shower room floors
Total	£5,086.92		
Direct Debits and Debit Card			
Payment method	Invoice amount	Invoice date	Details
DC 10.10	£79.99	10.10.18	Microsoft - Annual Office and Cloud subscription
DC 26.10	£15.75	25.10.18	Vista Print - Mug and note book for winner of Category 2 the end of WW1 Centenary Design a stamp competition
DC 31.10	£16.20	30.10.18	Vista Print - Mug and note book for winner of category 1 the end of WW1 Centenary Design a stamp competition
DC 26.10	£24.00	30.10.18	The Works - Hamper for Design a window display competition and gifts for the Christmas Card competition
DC 06.11	£7.50	06.11.18	Engraved Tags - key fob for pavilion patio door
DC 12.11	£25.58	12.11.18	UK Safety Store - Construction site signs for BMX area
DD 23.11	£35.00	14.10.18	Information Commissioners Office - Annual renewal fee
DD 12.11	£3,469.11	15.10.18	PWLB - Loan repayment - payment 17
DD 09.11	£86.40	26.10.18	BT - Pavilion internet charges 1 Oct to 31 Dec 18
DD 25.11	£91.27	01.11.18	1st Connect - Office line rental, call charges & broadband 01.11 to 30.11
Total	£3,850.80		