

WEST MOORS PARISH COUNCIL

MINUTES of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on **THURSDAY 17th JANUARY 2019** 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

18/304 QUESTIONS FROM MEMBERS OF THE PUBLIC

None

18/305 DECLARATIONS OF INTEREST/DISPENSATIONS

Cllr K Wilkes declared an interest in agenda item 11a, grant application to Home Start – South East Dorset as Cllr Wilkes wife is a trustee of the organisation.

18/306 TO RECEIVE THE CLERK'S REPORT

- a. Public Toilet cleaning contract, minute no 18/243 refers: After contacting various local companies to see if they would be interested in quoting, none have replied. In order for the asset transfer to proceed EDDC required a decision, so after discussions with the Verwood Town Clerk and the Chairman of the Council we informed EDDC that we would remain in the current contract until 31st March 2020. This then allows plenty of time to source an alternative contractor for the future.
- b. Payroll services, minute no 18/244 refers: payroll software has been purchased, paid by direct debit on a monthly basis (£6 per month). It has been purchased before April in order to ensure it is set up correctly; It will be run in conjunction with the current payroll service to ensure all the settings are correct. Staff from East Dorset DC will be assisting with the setup of the software.
- c. Making Tax digital: This is a government initiative where VAT returns have to be submitted via software that is compatible with the HMRC systems. The software currently used by the parish council is currently undergoing pilot trials, so it is tried and tested before the deadline of the 1st April 2019. The parish council deadline for complying with Making Tax Digital is the 1st October 2019.

18/307 TO RECEIVE FINANCIAL INFORMATION

- a) Members received the bank reconciliations up to 31st December 2018, as attached on page 2316 of the minutes.
- b) Members received an income report for November and December 2018.
- c) Internal Controls, bank statements and petty cash up to the 31st December 2018 were checked and initialled by the chairman.
- d) Members received a VAT report from 01.10.18 to 31.12.18. Members agreed that this report was not required as any VAT income is shown on other reports.
- e) Members reviewed a budget comparison report for the 3rd financial quarter (31.12.18)
- f) CCLA Information; A dividend payment of £1,113.12 was received at the end of October.

18/308 ACCOUNTS FOR PAYMENT

It was

RESOLVED that the accounts for payment be approved as attached on page 2317 of the minutes. Cllr's Hawkes and Wilkes to authorise the electronic payments.

Voting: Unanimous

18/309 COMMITTEE BUDGETS AND PRECEPT

Members reviewed the draft committee budgets and made various adjustments as attached on pages 2318 to 2323 of these minutes and agreed that they be put forward to council for approval.

18/310 PENSION DISCRETIONS POLICY

Members reviewed a draft Pension Discretions Policy. After discussion it was **RECOMMENDED that the council adopt the Pensions Discretions Policy as reviewed.**

Voting: unanimous

18/311 COMMUNITY INFRASTRUCTURE LEVY

Members received information on CIL receipts received in the financial year 2018/19 and discussed whether to spend the funds. After discussion it was

RESOLVED that the CIL receipts received in 2018/19 (£607.50) be spent on the purchase of the of the World War 1 Commemoration Benches located on the Petwyn

Voting: Unanimous

18/312 DRAFT MINERALS SITE PLAN CONSULTATION – HORTON HEATH

Members having previously received information discussed whether they wished to respond to the Draft Minerals Site Plan consultation, Horton Heath. Members agreed that they wish to submit a response. Members discussed the possible increase in heavy goods vehicle traffic through West Moors, the possible noise and air pollution additional traffic may cause, debris that may occur on the highway, more traffic driving through an area with many pedestrians, narrow footpath and that heavy lorries from the West Moors Defence Fuels group are not allowed to drive through West Moors. After full discussion members agreed that the Clerk and the Committee Chairman would submit a response on behalf of the parish council along the lines of the points discussed.

18/313 GRANT APPLICATIONS**a. Home start – South East Dorset**

Members reviewed the grant application and it was

RESOLVED that a grant of £800 be awarded to Home Start, South East Dorset for 2018/19

Voting: 5 for, 2 abstentions (Cllr Wilkes having declared an interest abstained for the vote)

b. East Dorset Environment Partnership

Members reviewed the grant application and it was

RESOLVED that a grant of £150 be awarded to East Dorset environment Partnership for 2018/19

Voting: unanimous

18/314 CORRESPONDENCE

None

18/315 STAFF MATTERS

Members received:

- a) Sickness Report: The contents were noted
- b) Overtime Report: The contents were noted

The Chairman declared the meeting closed at 8.50pm

The next meeting of the Finance and General-Purpose Committee is scheduled for 7th March 2019 at 7.30pm

SIGNED DATE

Chairman of Finance and General Purpose Committee

West Moors Parish Council**Bank reconciliation as at 31.12.18**

Amount in bank as at 30/11/18	£196,357.31
Income during December	£1,678.30
Expenditure during December	£20,696.81
Amount in bank as at 31/12/18	£177,338.80

Bank Reconciliation as at 31/12/18

Current	£3,936.39
Deposit	£173,308.33
Petty cash	£94.08

£177,338.80

Less outstanding payments	£0.00
Plus unrepresented receipts	£0.00

£177,338.80

Total amount held in accounts

Long Term Investment:

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

Outstanding Loan Amount

Public Works Loan	(£65,549.01)
-------------------	--------------

Payments made in between meetings

Payment method	Invoice amount	Invoice date	Details
EB	£188.16	21.12.18	Came & Co (Stackhouse Poland Ltd) - Insurance for tractor 16.01.19 to 15.01.2020 (recharged to Terrafirma)
5950	£250.00	08.12.18	Zoe Knight - Apprentice Award 2018-19
Total	£438.16		

Payment list dated 17.01.19

Payment method	Invoice amount	Invoice date	Details
EB 21.01	£107.82	10.12.18	Rebecca Watts - Apprentice Award 2018-19 (first claim)
EB 21.01	£24.02	31.12.18	War on Waste - Excess weight on 4 off cemetery collections in Dec
EB 21.01	£119.94	31.12.18	War on Waste - General & dog waste emptying Dec 18
EB 21.01	£1,554.02	31.12.18	Terrafirma - Fryer Field and Cemetery Grounds Maintenance for December
EB 21.01	£234.00	11.01.19	Play Inspection Co - Annual Play Inspections for Fryer Field Play Area, Skate Park and Oakhurst Play Area
EB 21.01	£28.38	16.01.19	Roman Group - Stationery
EB 21.01	£12.60	16.01.19	Dorset County Council - Recycling collection from office Dec - Mar
5951	£100.00	08.01.19	Urban Heath Partnership (DCC) - 50 pks of dog waste bags rec'd 27.09.18)
Total	£2,180.78		

Direct Debits and Debit Card payments

Payment method	Invoice amount	Invoice date	Details
DC 07.01	£39.54	07.01.19	Raffle Tickets 4 u - 1,000 tickets for WESTIVAL raffle
DC 12.01	£280.74	12.01.19	New Milton Sand and Ballast - gravel for BMX area in accordance with min 18/227
DD 15.01	£4.32	09.01.19	Sage - Payroll software
DD 25.01	£72.35	01.01.19	1st Connect - line rental, call charges & broadband for 01.01 to 31.01.19
Total	£396.95		

Draft Finance and GP Committee budget

Code	Source	Budget 2019/2020
INCOME		
1010	Interest - Deposit account	80.00
1025	Dividend - CCLA Property Fund	4100.00
1030	General	0.00
1040	Sales - Dog Waste bags	320.00
1045	Sales - Kitchen Caddy Bags	4100.00
1050	Insurance Claims	0.00
1070	Grants	0.00
1080	Youth Club - Rent and water charges	100.00
1090	4a Park Way - Rent and insurance	240.00
	Total	8940.00
EXPENDITURE		
2000	Salaries	
2000/1	Administration staff	43922.00
2000/2	Grounds/Other staff	3103.00
	Overtime fund	600.00
Total		47625.00
Staff salaries		
2010	Employers Pension contribution	9663.00
Employers Pension contributions for staff pensions		
2020	Employers NI	3740.00
Employers National Insurance contributions		
2030	Expenses	
2030/1	Office staff Expenses	350.00
2030/3	Councillors Travel expenses	200.00
2030/4	Chairman's allowance	75.00
Total		625.00
Expenses are mainly for travel and parking costs incurred by staff and councillors. The chairman allowance is a small sum of money set aside for use by the chairman at his/her discretion.		
2040	Training	
2040/1	Clerk/Staff	600.00
2200/2	Councillors	600.00
Total		1200.00
Training budget for employees and councillors. Training includes attending courses, seminars, purchase of books that are required to keep up to date with current legislation etc.		
2050	Office & Admin costs	
2050/1	Non Domestic Rates	0.00
2050/2	Electricity	650.00
2050/3	Phone Charges	550.00
2050/4	Broadband charges	350.00
2050/5	Stationery/Office furniture	350.00

2050/6	Photocopies	1600.00
2050/7	Maintenance inc waste collection	400.00
2050/9	Water Charges	130.00
Total		4030.00
The cost of running and maintaining the Parish Office.		
2055	Loan Repayments	6940.00
Repayment of £100,000 loan from the Public Works Loans Board in August 2010 for the purchase of 4 Parkway. Loan is fixed interest rate of 3.41% over a 20 year period. Repayments are made twice a year.		
2060	IT Costs	
2060/1	IT Support	1300.00
2060/2	IT Capital	0.00
Total		1300.00
Costs of purchasing any IT equipment. IT support includes annual fee for Finance and Cemetery, payroll software. Mapping software and antivirus.		
2070	Insurance	2850.00
Includes public liability insurance, insurance for parish council assets and equipment. Motor Insurance for tractor.		
2080	Petty cash	
2080/1	Postage	180.00
2080/2	Other	100.00
Total		280.00
Postage of all Council correspondence and various incidental expenditure.		
2090	Professional Fees	
2090/1	Audit	900.00
2090/2	Legal Fees	1200.00
2090/3	Payroll and other	0.00
Total		2100.00
Internal and External audit fee. Incidental legal fees which may occur throughout the year.		
2100	Subscription costs	
2100/1	DAPTC	1150.00
2100/2	SLCC	230.00
2100/3	ICO/ICCM	200.00
Total		1580.00
DAPTC annual subscription, Society of Local Council Clerks, Information Commissioners Office, ICCM		
2110	Purchase - Dog Waste bags	200.00
2115	Purchase - Kitchen Caddy Bags	2500.00
2120	Grants	
2120/1	Section 137	
2120/1/2	Others	1500.00
2120/1/3	Jean Ware Legacy Award	1000.00
2120/1/4	Apprentice Scheme	1000.00
2120/2	Section 142 - CAB	600.00
Total		4100.00
Grants for external bodies		
2130	Election Expenses	0.00
To cover any expenses for parish council elections		

2140	General & Contingency	100.00
A small budget for general expenditure/contingencies.		
2150	Advertising and Publicity	300.00
A small budget to cover the cost of notices that may be required to be placed in newspapers and items advertised in publications.		
2160	Website	300.00
Website Hosting and management with Vision ICT		
2180	Remembrance Day Costs	800.00
Costs for Remembrance Sunday		
2190	Youth Club Funding	13300.00
Funding for West Moors Youth Club. New code added in 2016 after withdrawal of funding from DCC		
2195	Service Devolution Budget	0.00
Funding to cover costs of services taken over by PC from DCC and EDDC		
Total		103533.00

Draft Environment committee budget

Code	Source	BUDGET
		2019/20
INCOME		
1100	Playing Field Fees	
1100/1	Football	3600.00
1100/3	Multi-Purpose	7600.00
1100/4	Other	1550.00
1100/5	Community Event income	1500.00
Total		14250.00
Income from fees paid by various sports clubs for using the sporting facilities		
1110	Cemetery Fees	
1110/1	Memorial	4000.00
1110/2	Interment	10000.00
1110/3	Purchase Graves	4000.00
Total		18000.00
Income from fees paid by various funeral directors and individuals for interment etc. in the cemetery.		
1115	Allotment Rent	1800.00
Income from allotment rent.		
1125	Memorial Benches and Plaques	100.00
fees from Memorial bench and plaque applications		
TOTAL BUDGETED INCOME		34150.00

EXPENDITURE

3010	Fryer Field Maintenance	
3010/1	General	2400.00

3010/4	Contractor fees	9900.00
Total		12300.00
Fryer Field maintenance covers all aspects of keeping the area in a suitable condition for football and general usage. An external contractor is employed to maintain the Fryer Field.		
3020	Pavilion Running Costs	
3020/1	Electricity	550.00
3020/2	Water/Sewage	700.00
3020/3	Maintenance	1000.00
3020/4	Legionella Testing	800.00
3020/6	Phone/Broadband	550.00
Total		3600.00
Pavilion running costs include services to the pavilion and maintenance costs required to keep the building in good condition.		
3030	Multi Purpose Play Area	
3030/1	Floodlight Maintenance	0.00
3030/2	General Maintenance	2800.00
3030/3	Electricity	500.00
Total		3300.00
Floodlights around the artificial grass pitch were replaced with LED lights in 2017, floodlights around the tennis courts are not used and were not replaced. Each year funds are set aside for renewal of the artificial grass when it reaches the end of its useful life (approx. 10 years after installation) 2019/20 - £2500 added to general maintenance heading (3020/2) for earmarked fund to cover this cost in the future.		
3040	Fencing	2000.00
To cover any incidental fencing requirements in and around the Fryer Field. Includes £1500 to replace fence along footpath from Station Road to Play area		
3050	Fryer Field Play area	
3050/1	Maintenance	250.00
3050/3	Safety Inspections	600.00
Total		850.00
Maintenance fund for keeping the play equipment in a safe and satisfactory condition. Monthly inspections are carried out plus an annual inspection. Fryer Field was completely refurbished in October 2017.		
3060	Oakhurst Play area Maintenance	
3060/1	Maintenance	250.00
3060/3	Safety Inspections	450.00
Total		700.00
Maintenance fund for keeping the play equipment in a safe and satisfactory condition. Monthly inspections are carried out plus an annual inspection.		
3070	Skate park Maintenance	4000.00
General maintenance of the skate park to ensure it is safe to use. Inspections are carried out monthly as part of the Fryer field play area inspections. Due to the high usage the skate park requires painting twice a year. Additional funds due to wear and tear of equipment. (£2500 for maintenance, £1500 to earmarked fund)		
3080	Play Equipment	4000.00
For replacement play equipment in the future. Monies go in to an earmarked fund		
3100	Cemetery Costs	
3100/1	Non Domestic Rates	800.00
3100/2	Water Charges	70.00
3100/3	Buy Back of Cemetery Plots	0.00
Total		870.00
Rates and water charges for the cemetery		
3110	Cemetery Maintenance	

3110/1	General	200.00
3110/2	Fencing	300.00
3110/3	Gravel	350.00
3110/7	Refuse collection service	850.00
3110/8	Contractor Fees	6600.00
Total		8300.00
Cemetery maintenance covers all aspects of work that is required to ensure the cemetery is kept neat and tidy. It also includes funds to carry out any works to improve/replace the area. Refuse collection is carried out weekly.		
3120	Memorial Inspections	360.00
Memorial Inspections are required every 5 years. The last inspection was in April 2014. In order to ensure there are sufficient funds to carry out the inspections in 2019 a earmarked fund is held.		
3130	Lych-gate Maintenance	900.00
For the maintenance of the Lych-gate at the entrance to the cemetery.		
3140	Petwyn Maintenance/improvements	250.00
Budget for maintenance and improvement to the Petwyn Village green. Includes water charges for stand pipe located on the Petwyn.		
3150	Allotments	1000.00
allotment maintenance and improvements		
3160	Tree Maintenance	2500.00
Funds for the maintenance of all trees on parish land. A rolling maintenance program is in place for trees on parish council land.		
4000	Public seats	
4000/1	Maintenance	500.00
4000/2	Purchase	0.00
Total		500.00
For the repair/maintenance/replacement/addition of public seats in the village.		
4010	Bus Shelters	
4010/1	Maintenance	250.00
4010/2	Purchase	0.00
Total		250.00
Budget for the maintenance of Parish Council owned Bus shelters. August 2017 - replacement shelters at Castleman Court and opposite Queens Close.		
4020	Street Furniture (Inc. Dog Bins)	
4020/1	Maintenance	150.00
4020/2	Purchase	0.00
Total		150.00
Repairs/maintenance/purchase of welcome signs, dog bins, refuse bins.		
4030	General	150.00
A general contingency fund for items not specifically covered in the budget		
4040	Christmas decorations	5000.00
Village Christmas decoration costs		
4070	Lengthsman	2800.00
Lengthsman costs		
4090	Dog Warden Scheme	2200.00
Dog warden patrols at Fryer Field. Plus the emptying of Parish Council owned Dog waste bin.		
4095	CCTV	
4095/1	Purchase/Installation	0.00

4095/2	Maintenance	200.00
Total		200.00
CCTV costs		
4096	Public Toilets	8500.00
Park Way toilets - Maintenance, cleaning, consumables, water, sewage, electricity (does not include rates, which will come from reserves)		
4097	Activity Day Costs	1500.00
4098	Fryer Field Development Plan	
4098/1	BMX regeneration	5000.00
4098/2	Adult Exercise Equipment	
4098/3	Youth Focus Equipment	
4098/5	Signage	0.00
Total		5000.00
4099	Keep Britain Tidy Events	50.00
Funds for arranging litter pick events		
TOTAL BUDGETED EXPENDITURE		71230.00