

WEST MOORS PARISH COUNCIL

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE held on THURSDAY 7th MARCH 2019 in the Council Chamber, Pavilion, Fryer Field, West Moors at 7.30pm.

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

OTHERS PRESENT: Mrs Amie Fawcett (Assistant to the Clerk)
Cllr C Octon
3 members of the public

APOLOGIES: Cllr P Warn Cllr K Wilkes

18/362 QUESTIONS FROM MEMBERS OF THE PUBLIC

Secretary of West Moors Memorial Hall (WMMH), Mr John Bartley was present as a representative for Grant application minute 18/370b.

Mr Bartley gave further information on the reasons for the grant application. Over 1,100 bookings are made in WMMH every year. The population using this venue are older and the chairs need to be fit for the hirer. They have offered to donate their current chairs to West Moors Youth and Community Club and any other organisations that have a requirement for them. They are not replacing all the chairs as specific hirers are content with the existing ones. The quote may seem of high value but the chair specification is unique.

18/363 DECLARATIONS OF INTEREST/DISPENSATIONS

None

18/364 TO RECEIVE THE CLERK'S REPORT

a. Payroll services, minute no 18/244 refers: Staff from East Dorset DC have assisted with the setup of the software and the parish office are now responsible for salaries. This month's salaries have been issued successfully.

18/365 TO RECEIVE FINANCIAL INFORMATION

- a) Members received the bank reconciliations up to 28th February, as attached on page 2345 – 2346 of the minutes.
- b) Members received an income report for January and February 2019.
- c) Internal Controls, bank statements and petty cash up to the 28th February were checked and initialled by the chairman.
- d) CCLA Information; A dividend payment of £1,166.20 was received at the end January

18/366 ACCOUNTS FOR PAYMENT

There were no accounts for payment

18/367 TO CONSIDER THE LONE WORKING POLICY

On various occasions either the Clerk or her Assistant works alone. A policy is to be considered to ensure such employees are protected as there is not one in place After discussion it was

RECOMMENDED that this policy be adopted for all paid employees.

It was also **RECOMMENDED that a similar policy be drawn up for Councillors at Saturday Surgery or other occasions when alone while on Council business, such policy to include other volunteers.**

18/368 TO CONSIDER THE EMAIL ETIQUETTE PROTOCOL

Members discussed the email etiquette protocol that we do not currently have in place. After discussion it was

RESOLVED that this protocol be postponed until the next Finance meeting so any new council members can discuss.

18/369 TO CONSIDER THE 'GOOD CITIZEN AWARD' FOR WEST MOORS

Members discussed the possibility of initiating a 'Good Citizen Award' for West Moors where an individual or group is annually recognised for their service to the Community or another individual or group by nomination.

After discussion it was

RESOLVED that this award proposal be postponed till the next Finance meeting so any new council members can discuss.

18/370 GRANT APPLICATIONS**a. West Moors Middle School**

Members reviewed the grant application and it was

RESOLVED that a grant of £100 be awarded to West Moors Middle School to hire a mural artist to paint colourful murals on the Main School Hall walls, dining room and possibly the hallways.

Voting: Unanimous

b. West Moors Memorial Hall

Members reviewed the grant application and it was

RESOLVED that a grant of £1,000 be awarded to West Moors Memorial Hall to replace the worn out chairs for lighter comfortable ones

Voting: 3 for, 1 abstain

c. Oakhurst Community Hub

Members reviewed the grant application and it was

RESOLVED that the Officer Role Secretary and Trustee for this charity be invited to present at the next Finance meeting to provide further details of this application before a decision is made.

Voting: Unanimous.

18/371 CORRESPONDENCE

Notification was received from DAPTC regarding the new opportunity for a Crowd funding grant for rural communities. Cllr P Holden suggested this be sent to Oakhurst Community Hub charity R.I.S.E to assist in their funding.

18/372 STAFF MATTERS

a) After discussion it was

RESOLVED that the parish council pay for Amie Fawcett to register for Cilca within 2 months as it would benefit the Council considerably.

The Chairman declared the meeting closed at 9pm

The next meeting of the Finance and General-Purpose Committee is scheduled for 23rd May 2019 at 7.30pm

SIGNED DATE

Chairman of Finance and General Purpose Committee

West Moors Parish Council

Bank reconciliation as at 31.01.19

| | |
|-------------------------------|-------------|
| Amount in bank as at 31/12/18 | £177,338.80 |
| Income during January | £14,329.70 |
| Expenditure during January | £6,613.76 |
| Amount in bank as at 31/01/19 | £185,054.74 |

Bank Reconciliation as at 31/01/19

| | |
|-------------------------------|-------------|
| Current | £11,770.09 |
| Deposit | £173,315.73 |
| Petty cash | £68.92 |
| | ----- |
| | £185,154.74 |
| Less outstanding payments | £100.00 |
| Plus unpresented receipts | £0.00 |
| | ----- |
| Total amount held in accounts | £185,054.74 |

Long Term Investment:

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

Outstanding Loan Amount

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

West Moors Parish Council

Bank reconciliation as at 28.02.19

| | |
|-------------------------------|-------------|
| Amount in bank as at 31/01/19 | £185,054.74 |
| Income during February | £2124.25 |
| Expenditure during February | £7212.51 |
| Amount in bank as at 28/02/19 | £179,966.48 |

Bank Reconciliation as at 28/02/19

| | |
|-------------------------------|-------------|
| Current | £6749.48 |
| Deposit | £173,323.56 |
| Petty cash | £43.44 |
| | ----- |
| | 180,116.48 |
| Less outstanding payments | £150.00 |
| Plus unrepresented receipts | £0.00 |
| | ----- |
| Total amount held in accounts | £180,073.04 |

Long Term Investment:

| | |
|--------------------------|-------------|
| CCLA Property Fund | £106,741.00 |
| (nominal as at 27/02/19) | |

Outstanding Loan Amount

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