

**WEST MOORS PARISH COUNCIL**

**MINUTES** of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on Thursday 5<sup>th</sup> March 2009 in the Council Chamber, Pavilion, Fryer Field, West Moors at 7.30pm.

**PRESENT:** Cllr A. Clarke - Chairman  
 Cllr J Bartley Cllr. Mrs C. Holmes Cllr R Watson  
 Cllr. J. Young Cllr. B. Wye

**OTHERS PRESENT:** Ms. J. Weedon (Clerk)  
 Cllr P Holden

**APOLOGIES:** Cllr P Gausson Cllr J Price

**08/490 QUESTIONS FROM MEMBERS OF THE PUBLIC**  
 None

**08/491 DECLARATIONS OF INTEREST**  
 None

**08/492 TO RECEIVE THE CLERK'S REPORT**

- a) The internal auditor visited on the 12<sup>th</sup> February and is due back in April to complete the Annual Return. Mrs Greene was happy with the way in which the Council reviewed the action points from the previous year.
- b) Interest rate minute no 08/434a refers – No information at this time
- c) Memorial Hall Car Park minute no 04/440 refers – No further information at this time.

**08/493 TO RECEIVE FINANCIAL INFORMATION**

- a) To receive Financial Summary up to 31<sup>st</sup> January 2009 attached on page 475. This was reviewed by the committee and proposed, seconded and **RESOLVED** that it be accepted.
- b) To Receive the Budget Comparison up to 31<sup>st</sup> January 2009 attached on pages 476 – 477.  
 This was reviewed by the committee and proposed, seconded and **RESOLVED** that it be accepted.  
 Members discussed the layout of the budget comparison and the Clerk agreed to make minor changes to the format.

**08/494 MANAGEMENT OF MEMORIALS POLICY AND PROCEDURE DOCUMENT**  
 Members discussed the role the Diocese should have in relation to West Moors cemetery and whether they should have any authority over the Parish Council cemetery. Clerk to investigate. After a lengthy discussion it was

- a) **RECOMMENDED that the Management of Memorials Policy and Procedure Document be adopted.**
- b) **RECOMMENDED that the Memorial Inspections be carried out in 2009 but investigations and advice is sought with regard to the Parish Council's insurance position if inspections are not carried out in the future. Advice is sought on our obligations to conduct memorial inspections.**  
 Voting: 4 for 1 against  
 Cllr Barley wished it noted that he voted against the proposal

**08/495 EARMARK FUNDS FOR MEMORIAL INSPECTIONS**  
 After a brief discussion it was

**RESOLVED** that the unspent £4000 budgeted for Memorial inspections in the 2008/09 budget is earmarked for Memorial inspections in the future.

**08/496 GROUNDSMAN**

After a brief discussion it was

**RECOMMENDED** that the part time temporary groundsman position be made permanent with effect from April 2009.

Members conveyed their thanks to Mr Peter Burns for the excellent work he has done in the cemetery.

**08/497 MEETING SCHEDULE FOR 2009/10**

After a brief discussion it was

**RECOMMENDED** that the meeting schedule attached on pages 478 of these minutes be approved.

**08/498 STANDING ORDERS**

After a brief discussion it was

**RESOLVED** that Standing Order no 55 be amended to say 'The Statement of Accounts of the Council (which is subject to external audit) shall be presented to the Council for formal approval before the end of the June'

**08/499 TO CONSIDER GRANT APPLICATIONS**

Applications for grants Under Section 137 of the 1972 Local Government Act

a) Age Concern – grant application for funding towards costs of maintaining day centres.

**RESOLVED** that a grant of £300 be awarded for the year 2008/09 to Age Concern.

Voting: 3 for, 2 against

**08/500 TO RECEIVE CORRESPONDENCE**

None

The Chairman declared the meeting closed at 8.20pm.

SIGNED ..... DATE .....  
Chairman of Finance and General Purpose Committee

**West Moors Parish Council  
Financial Summary – Cashbook**

Summary between 01/04/08 and 31/01/09 inclusive.

Balances at the start of the year

Current	£3,054.81
Deposit	£29,310.13
Petty cash	£18.54
Amenity I - Scottish Widows	£8,631.66
Amenity II - Scottish Widows	£7,816.98
Harrison III - Scottish Widows	£9,218.53
Total	£58,050.65

RECEIPTS	Net	Vat	Gross
Finance And General Purposes	£111,789.35	£296.12	£112,085.47
Daphne Harrison Subcommittee	£380.69	£0.00	£380.69
Amenities	£14,709.50	£0.00	£14,709.50
Total Receipts	£126,879.54	£296.12	£127,175.66

PAYMENTS	Net	Vat	Gross
Finance And General Purposes	£54,719.80	£753.49	£55,473.29
Highways and Environment	£4,195.89	£455.53	£4,651.42
Daphne Harrison Subcommittee	£1,785.00	£0.00	£1,785.00
Amenities	£35,635.69	£4,136.77	£39,772.46
Total Payments	£96,336.38	£5,345.79	£101,682.17

Closing Balances

Current	£3,617.83
Deposit	£57,152.88
Petty cash	£44.35
Amenity I - Scottish Widows	£9,011.25
Amenity II - Scottish Widows	£8,160.71
Harrison III - Scottish Widows	£5,514.22
Total	£83,501.24

**Bank Reconciliation as at 31.01.09**

Scottish Widows a/c:	22686.18
Current a/c:	7792.25
Deposit a/c:	57152.88
Petty cash	44.35
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	87675.66
Less outstanding cheques	4174.42
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Total	83501.24

**West Moors Parish Council  
Financial Budget Comparison**

Comparison between 01/04/08 and 31/01/09 inclusive.

<b>INCOME</b>		<b>08/09</b>	<b>Actual Net</b>	<b>Balance</b>
		<b>Approved</b>		
<b>Finance And General Purposes</b>				
1000	Precept	£87,920.00	£87,920.00	£0.00
1010	Interest - Deposit Acc	£800.00	£922.75	£122.75
1020	Interest - Amenity I (Annual 1st Jan)	£200.00	£379.59	£179.59
1025	Interest - Amenity II (annual 1st Jan)	£300.00	£343.73	£43.73
1030	General	£150.00	£258.79	£108.79
1040	Refuse Bag Sales	£800.00	£1,722.98	£922.98
1050	Insurance Claims	£0.00	£851.15	£851.15
1070	Grants	£0.00	£11,441.00	£11,441.00
1080	Youth Club (rent and water)	£0.00	£0.00	£0.00
<b>Total Finance And General Purposes</b>		<b>£90,170.00</b>	<b>£103,839.99</b>	<b>£13,669.99</b>
<b>Amenities</b>				
1100	Fryer Field Fees	£2,475.00	£3,692.00	£1217.00
1110	Cemetery Fees	£12,500.00	£11,017.50	-£1,485.50
1120	Insurance Settlements	£0.00	£0.00	£0.00
<b>Total Amenities</b>		<b>£14,975.00</b>	<b>£14,709.50</b>	<b>-£265.50</b>
<b>Highways and Environment</b>				
1200	Highways Insurance Settlements	£0.00	£0.00	£0.00
<b>Total Highways and Environment</b>		<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Daphne Harrison Subcommittee</b>				
6010	Interest - D Harrison III	£0.00	£380.69	£380.69
<b>Total Daphne Harrison Subcommittee</b>		<b>£0.00</b>	<b>£380.69</b>	<b>£380.69</b>
<b>Total Income</b>		<b>£105,145.00</b>	<b>£118,930.18</b>	<b>£13,785.18</b>
<b>EXPENDITURE</b>		<b>08/09</b>	<b>Actual Net</b>	<b>Balance</b>
		<b>Approved</b>		
<b>Finance And General Purposes</b>				
2000	Salaries	£34,255.00	£34,607.50	-£352.50
2010	Employers Pension Contributions	£5,520.00	£4,699.28	£820.72
2020	Employers NIC	£3,000.00	£934.76	£2,065.24
2030	Expenses	£850.00	£352.38	£497.62
2040	Training	£900.00	£234.50	£665.50
2050	Office and Admin Costs	£2,920.00	£2,523.96	£396.04
2060	IT Costs	£700.00	£335.53	£364.47
2070	Insurance	£5,900.00	£2,889.09	£3,010.91
2080	Petty Cash	£400.00	£493.11	-£93.11
2090	Professional Fees	£1,250.00	£1,270.00	-£20.00
2100	Subscriptions	£1,000.00	£1,351.74	-£351.74
2110	Purchase of Refuse Bags	£800.00	£1,275.79	-£475.79
2120	Grants	£5,300.00	£3,320.00	£1,980.00
2130	Election Expenses	£500.00	£0.00	£500.00
2140	General	£500.00	£396.01	£103.99
2150	Advertising and Publicity	£500.00	£25.50	£474.50

2160	Website Development	£910.00	£53.55	£856.45
<b>Total Finance And General Purposes</b>		<b>£65,205.00</b>	<b>£54,762.70</b>	<b>£10,442.30</b>
<b>Amenities</b>				
3000	Honorariums (gatekeepers)	£1,000.00	£626.66	£373.34
3010	Fryer Field Maintenance	£5,200.00	£8,002.77	-£2,802.77
3020	Pavilion Running costs	£4,300.00	£4,074.07	£225.93
3030	Multi Use Games Area	£11,000.00	£4,466.43	£6,533.57
3040	Fencing	£500.00	£191.10	£308.90
3050	Fryer Field Play Area	£1,000.00	£1,326.96	-£326.96
3060	Oakhurst Play Area	£500.00	£208.93	£291.07
3070	Skatepark Maintenance	£500.00	£0.00	£500.00
3080	Play Equipment	£0.00	£11,246.00	-£11,246.00
3090	New Machinery and Equipment	£500.00	£2,843.84	-£2,343.84
3100	Cemetery Costs	£300.00	£105.50	£194.50
3110	Cemetery Maintenance	£3,100.00	£1,497.17	£1,602.83
3120	Memorial Inspections	£4,000.00	£0.00	£4,000.00
3130	Lynch gate maintenance	£200.00	£0.00	£200.00
3140	Petwyn Maintenance/Improvements	£2,200.00	£1,046.26	£1,153.74
3150	Allotments	£0.00	£0.00	£0.00
<b>Total Amenities</b>		<b>£34,300.00</b>	<b>£35,635.69</b>	<b>-£1,335.69</b>
<b>Highways and Environment</b>				
4000	Public Seats	£200.00	£0.00	£200.00
4010	Bus Shelters	£1,000.00	£1,410.00	-£410.00
4020	Street Furniture (inc Dog bins)	£1,140.00	£761.50	£378.50
4030	General	£200.00	£34.27	£165.73
4040	Christmas Decorations	£3,000.00	£1,510.12	£1,489.88
4050	Welcome Signs	£100.00	£0.00	£100.00
4060	Hanging Baskets	£0.00	£0.00	£0.00
4070	Lengthsman	£0.00	£480.00	-£480.00
4080	SID Hire	£0.00	£0.00	£0.00
4090	Dog Warden	£0.00	£0.00	£0.00
<b>Total Highways and Environment</b>		<b>£5,640.00</b>	<b>£4,195.89</b>	<b>£1,444.11</b>
<b>Daphne Harrison Subcommittee</b>				
6020	Grants from D Harrison III	£0.00	£1,785.00	-£1,785.00
<b>Total Daphne Harrison Subcommittee</b>		<b>£0.00</b>	<b>£1,785.00</b>	<b>-£1,785.00</b>
<b>Total Expenditure</b>		<b>£105,145.00</b>	<b>£96,379.28</b>	<b>£8,765.72</b>
Total Income		£105,145.00	£118,930.18	£13,785.18
Total Expenditure		£105,145.00	£96,379.28	£8,765.72
<b>Total Net Balance</b>		<b>£0.00</b>	<b>£22,550.90</b>	<b>£22,550.90</b>

Net Income shown on Financial Summary £126879.54  
 Net Income Shown on Budget Comparison £118930.18

Difference of £ 7949.36 This figure is the VAT reclaimed and paid to us so far this year. The budget comparison does not take VAT into account hence the difference in the net income figures.

**Calendar of Meetings**  
**2009/2010**

<b><u>May 2009</u></b>	<b><u>December</u></b>
7th <b>Planning</b>	3rd <b>Finance</b>
14th <b>Amenities</b>	10th <b>Planning</b>
21st <b>Finance</b>	17th <b>Council</b>
28th <b>Annual Parish Council</b>	24th <b>no meeting</b>
	31st <b>no meeting</b>
<b><u>June</u></b>	<b><u>January 2009</u></b>
4th <b>Planning</b>	7th <b>Planning</b>
11th <b>Environment</b>	14th <b>Environment</b>
18th <b>no meeting</b>	21st <b>Finance</b>
25th <b>Council</b>	28th <b>Council</b>
<b><u>July</u></b>	
2nd <b>Planning</b>	<b><u>February</u></b>
9th <b>Environment</b>	4th <b>Planning</b>
16th <b>Finance</b>	11th <b>Environment</b>
23rd <b>Council</b>	18th <b>no meeting</b>
30th <b>Planning</b>	25th <b>Council</b>
<b><u>August</u></b>	<b><u>March</u></b>
6th <b>no meeting</b>	4th <b>Planning</b>
13th <b>no meeting</b>	11th <b>Finance</b>
20th <b>Planning</b>	18th <b>Environment</b>
27th <b>Council</b>	25th <b>Council</b>
<b><u>September</u></b>	<b><u>April</u></b>
3rd <b>Environment</b>	1st <b>Planning</b>
10th <b>Finance</b>	8th <b>Environment</b>
17th <b>Planning</b>	15th <b>Finance</b>
24th <b>Council</b>	22nd <b>Annual Public Parish Meeting</b>
	29th <b>Planning</b>
<b><u>October</u></b>	<b><u>May</u></b>
1st <b>Planning</b>	6th <b>Environment</b>
8th <b>Environment</b>	13th <b>Finance</b>
15th <b>no meeting</b>	20th <b>Planning</b>
22nd <b>Council</b>	27th <b>Annual Parish Council</b>
29th <b>Planning</b>	
<b><u>November</u></b>	
5th <b>Environment</b>	
12th <b>Finance</b>	

19th	<b>Planning</b>	
26th	<b>Council</b>	

All meetings to commence at 7.30pm in The Pavilion, Fryer Playing Field unless otherwise advised.