

**WEST MOORS PARISH COUNCIL**

**MINUTES** of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on Thursday 16<sup>th</sup> July 2009 in the Council Chamber, Pavilion, Fryer Field, West Moors at 7.30pm.

**PRESENT:** Cllr J Bartley Cllr P Holden Cllr. Mrs C. Holmes  
Cllr J Price Cllr R Watson

**OTHERS PRESENT:** Ms. J. Weedon (Clerk)

**APOLOGIES:** Cllr. S Walker Cllr Mrs M Hall

**09/070 QUESTIONS FROM MEMBERS OF THE PUBLIC**

None

**09/071 TO ELECT A COMMITTEE CHAIRMAN**

Cllr Holden was proposed, seconded and duly elected Chairman of the committee.

**09/072 TO ELECT A COMMITTEE VICE CHAIRMAN**

Cllr Bartley was proposed, seconded and duly elected Vice Chairman of the committee.

**09/073 DECLARATIONS OF INTEREST**

Cllr Bartley and Cllr Price declared a prejudicial interest in agenda item 9, Memorial Hall car park. They remained in the room and took part in the debate.

**09/074 TO RECEIVE THE CLERK'S REPORT**

Nothing to report

**09/075 TO RECEIVE FINANCIAL INFORMATION**

a) To receive Financial Summary up to 30<sup>th</sup> June 2009 attached on page 540.

The Financial summary was reviewed by the committee and proposed, seconded and

**RESOLVED** that it be accepted.

b) To Receive the Budget Comparison up to 30<sup>th</sup> June 2009 attached on pages 541 - 542

This was reviewed by the committee and members discussed the difference in figures between the financial summary and budget comparison. After discussion it and proposed, seconded and

**RESOLVED** that it be accepted.

Cllr Bartley abstained from the vote

c) Internal Controls – The bank reconciliation as at the 30<sup>th</sup> June 2009 was checked and signed against the bank statements by the Chairman of the committee. The petty cash for June 2009 was examined and signed.

**09/076 ACCOUNTS FOR PAYMENT**

It was

**RESOLVED** that the accounts for payment be approved, as attached on page 543.

**09/077 MEMORIAL HALL CAR PARK**

Members reviewed figures quoted from EDDC for making an area of the memorial hall car park currently covered in scrub suitable for parking. Members felt the price quoted was too expensive and the work specifications too high. Members discussed the

progress of the proposed Medical Centre and the impact that such a development would have on the car park. It was noted that pressure is being placed on the car park from users of the school and the MUGA and it was noted that this pressure may increase if the proposed allotments come to fruition. It was reported that the Memorial Hall see the car park as a village amenity and as such would like some help to improve it. Members discussed other options for clearing and levelling the area in question and suggest that the Memorial Hall Council explore the possibility of using local resources such as the parish council and bowls club groundsman. After a detailed discussion, members suggested that a letter be sent to the Chairman of the Memorial Hall suggesting that they discuss the matter again with a view to contacting all the user groups for help with clearing the site and spreading the cost. Clerk to send letter.

**09/078 PARISH COUNCIL RECEPTION**

Members discussed the possibility of holding a reception for local organisations within the village. It was noted that for many years there was an annual reception organised by the Parish Council. Members discussed if an event licence is required for such occasions. Clerk to investigate. It was further noted that the current legislation does not contain any powers under which the Parish Council can spend money on such an event apart from placing the funds in to the Chairman's Allowance.

After consideration it was proposed seconded and

- a) **RECOMMENDED that a midweek reception for local organisations take place in September or October 2009 and that £200 funds to pay for the event be transferred from general reserves to the Chairman allowance. The event to be organised by a volunteer group of Councillors.**

It was further

- b) **RECOMMENDED that such a civic event be held each year and funds are placed in the budget to reflect this.**

Voting: unanimous

**09/079 COMPLAINTS PROCEDURE**

Members have previously seen a draft copy of the complaints procedure made a minor amendment it was then proposed, seconded and

**RECOMMENDED that the Complaints procedure be adopted by the Parish Council**

Voting: unanimous

**09/080 TERMS OF REFERENCE**

Members discussed amending the terms of reference in regard to the planning committee but felt that no revisions were necessary at this time. Members felt that once the Parish Council had a full compliment of Councillors the issues with meetings not being quorate would be alleviated. It was proposed, seconded and

**RECOMMENDED that no changes to the Terms of Reference in regard to the Planning Committee were required at this time.**

Voting: unanimous

**09/081 PARISH OFFICE**

Members discussed the requirement for a permanent parish office. Items relating to access for the disabled and elderly were discussed. Discussion over the current economic climate and the impact of providing a permanent parish office on the council tax payers of West Moors was discussed and after due consideration it was proposed, seconded and

**RECOMMENDED that the Parish Council does not go ahead with relocating the parish office to a permanent premises in the short term, but the Parish Council looks at a longer term solution to the Parish Office with a working party being formed to investigate the issues.**

Voting: unanimous

**09/082 TO RECEIVE CORRESPONDENCE**

Life Education Centres – Thank you letter for grant received form the Parish Council

The Chairman declared the meeting closed at 9pm.

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

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

Summary between 01/04/09 and 30/06/09 inclusive.

Balances at the start of the year

Current			£1,594.61
Deposit			£45,662.29
Petty cash			£43.43
Amenity I - Scottish Widows			£9,011.25
Amenity II - Scottish Widows			£8,160.71
Harrison III - Scottish Widows			£5,014.22
Total			£69,486.51

RECEIPTS	Net	Vat	Gross
Finance And General Purposes	£62,143.82	£106.12	£62,249.94
Daphne Harrison Subcommittee	£8.06	£0.00	£8.06
Amenities	£5,424.50	£16.57	£5,441.07
Total Receipts	£67,576.38	£122.69	£67,699.07

PAYMENTS	Net	Vat	Gross
Finance And General Purposes	£19,821.28	£262.05	£20,083.33
Highways and Environment	£57.25	£0.00	£57.25
Amenities	£41,673.68	£6,134.51	£47,808.19
Total Payments	£61,552.21	£6,396.56	£67,948.77

**Closing Balances**

Current			£1,303.99
Deposit			£45,631.16
Petty cash			£79.85
Amenity I - Scottish Widows			£9,025.71
Amenity II - Scottish Widows			£8,173.82
Harrison III - Scottish Widows			£5,022.28
Total			£69,236.81

**Bank Reconciliation as at 30.06.09**

Scottish Widows a/c:		22221.81
Current a/c:		8047.97
Deposit a/c:		45631.16
Petty cash		79.85
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		75980.79
Less outstanding cheques		6743.98
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Total		69236.81

**West Moors Parish Council  
Financial Budget Comparison**

Comparison between 01/04/09 and 30/06/09 inclusive.

<b>INCOME</b>	<b>09/10 Approved</b>	<b>Actual Net</b>	<b>Balance</b>
<b>Finance And General Purposes</b>			
1000 Precept	£90,922.00	£45,461.00	-£45,461.00
1010 Interest - Deposit Acc	£520.00	£7.87	-£512.13
1020 Interest - Amenity I	£130.00	£14.46	-£115.54
1025 Interest - Amenity II	£120.00	£13.11	-£106.89
1030 General	£0.00	£0.00	£0.00
1040 Refuse Bag Sales	£1,300.00	£707.48	-£592.52
1050 Insurance Claims	£0.00	£0.00	£0.00
1070 Grants	£0.00	£8,745.00	£8,745.00
1080 Youth Club (rent and water)	£100.00	£0.00	-£100.00
<b>Total Finance And General Purposes</b>	<b>£93,092.00</b>	<b>£54,948.92</b>	<b>-£38,143.08</b>
<b>Amenities</b>			
1100 Fryer Field Fees	£4,150.00	£1,579.50	-£2,570.50
1110 Cemetery Fees	£12,000.00	£3,845.00	-£8,155.00
1120 Insurance Settlements	£0.00	£0.00	£0.00
<b>Total Amenities</b>	<b>£16,150.00</b>	<b>£5,424.50</b>	<b>-£10,725.50</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	£8.06	£8.06
<b>Total Daphne Harrison Subcommittee</b>	<b>£0.00</b>	<b>£8.06</b>	<b>£8.06</b>
<b>Total Income</b>	<b>£109,242.00</b>	<b>£60,381.48</b>	<b>-£48,860.52</b>
<b>EXPENDITURE</b>			
	<b>09/10 Approved</b>	<b>Actual Net</b>	<b>Balance</b>
<b>Finance And General Purposes</b>			
2000 Salaries	£41,092.00	£11,061.87	£30,030.13
2010 Employers Pension Contributions	£6,180.00	£1,540.89	£4,639.11
2020 Employers NIC	£2,500.00	£523.00	£1,977.00
2030 Expenses	£900.00	£91.00	£809.00
2040 Training	£1,050.00	£90.00	£960.00
2050 Office and Admin Costs	£3,090.00	£742.64	£2,347.36
2060 IT Costs	£530.00	£252.43	£277.57
2070 Insurance	£3,000.00	£2,614.01	£385.99
2080 Petty Cash	£400.00	£139.91	£260.09
2090 Professional Fees	£1,400.00	£900.00	£500.00
2100 Subscriptions	£1,150.00	£975.44	£174.56
2110 Purchase of Refuse Bags	£1,100.00	£355.52	£744.48
2120 Grants	£4,500.00	£66.25	£4,433.75
2130 Election Expenses	£500.00	£0.00	£500.00
2140 General	£500.00	£75.32	£424.68
2150 Advertising and Publicity	£500.00	£393.00	£107.00
2160 Website Development	£400.00	£0.00	£400.00
<b>Total Finance And General Purposes</b>	<b>£68,792.00</b>	<b>£19,821.28</b>	<b>£48,970.72</b>

**Amenities**

3000	Honorariums (gatekeepers)	£1,000.00	£0.00	£1,000.00
3010	Fryer Field Maintenance	£3,800.00	£909.58	£2,890.42
3020	Pavilion Running costs	£5,300.00	£595.13	£4,704.87
3030	Multi Use Games Area	£5,400.00	£36,956.46	-£31,556.46
3040	Fencing	£500.00	£0.00	£500.00
3050	Fryer Field Play Area	£2,360.00	£395.00	£1,965.00
3060	Oakhurst Play Area	£860.00	£30.00	£830.00
3070	Skatepark Maintenance	£100.00	£0.00	£100.00
3080	Play Equipment	£1,500.00	£0.00	£1,500.00
3090	New Machinery and Equipment	£2,750.00	£2,273.11	£476.89
3100	Cemetery Costs	£200.00	£72.75	£127.25
3110	Cemetery Maintenance	£3,300.00	£284.80	£3,015.20
3120	Memorial Inspections	£0.00	£156.85	-£156.85
3130	Lynch gate maintenance	£150.00	£0.00	£150.00
3140	Petwyn Maintenance/Improvements	£1,800.00	£0.00	£1,800.00
3150	Allotments	£1,000.00	£0.00	£1,000.00
<b>Total Amenities</b>		<b>£30,020.00</b>	<b>£41,673.68</b>	<b>-£11,653.68</b>

**Highways and Environment**

4000	Public Seats	£500.00	£0.00	£500.00
4010	Bus Shelters	£800.00	£0.00	£800.00
4020	Street Furniture (inc Dog bins)	£500.00	£0.00	£500.00
4030	General	£200.00	£0.00	£200.00
4040	Christmas Decorations	£2,500.00	£0.00	£2,500.00
4050	Welcome Signs	£0.00	£0.00	£0.00
4060	Hanging Baskets	£0.00	£0.00	£0.00
4070	Lengthsman	£3,120.00	£0.00	£3,120.00
4080	SID Hire	£750.00	£0.00	£750.00
4090	Dog Warden	£1,560.00	£57.25	£1,502.75
<b>Total Highways and Environment</b>		<b>£9,930.00</b>	<b>£57.25</b>	<b>£9,872.75</b>

**Daphne Harrison Subcommittee**

6020	Grants from D Harrison III	£0.00	£0.00	£0.00
<b>Total Daphne Harrison Subcommittee</b>		<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>

**Total Expenditure** £108,742.00 £61,552.21 £47,189.79

Total Income	£109,242.00	£60,381.48	-£48,860.52
Total Expenditure	£108,742.00	£61,552.21	£47,189.79
<b>Total Net Balance</b>	<b>£500.00</b>	<b>-£1,170.73</b>	

The £500 difference in the total net balance is due to £500 being allocated in the budget to go into reserves.

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Net Income shown on Financial Summary	£67576.38	
Net Income Shown on Budget Comparison	£60381.48	
Difference of	£7194.90	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.



## West Moors Parish Council

## Cheque list dated 16.07.09

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
4193	13710		£276.00	£36.00	£240.00 AM	SAS Playgrounds	Playground Inspection - June to November
4194	13714		£48.89	£6.38	£42.51 AM	Travis Perkins Trading Co. Ltd	Extension lead, screwdriver
4194	13725		£20.69	£2.70	£17.99 AM	Travis Perkins Trading Co. Ltd	Items for cemetery
4194			£69.58	£9.08	£60.50		
4195	13711		£22.66	£2.96	£19.70 F&GP	The Roman Group	Stationery
4195	13712		£135.99	£17.74	£118.25 AM	The Roman Group	Vacuum Cleaner for pavilion
4195	13713		£16.67	£2.18	£14.49 AM	The Roman Group	First Aid Kit for Groundsman garage
4195	13719		£43.03	£5.61	£37.42 F&GP	The Roman Group	Stationery
4195			£218.35	£28.49	£189.86		
4196	13715		£184.45	£24.06	£160.39 F&GP	East Dorset District Council	Refuse Bags etc
4196	13716		£25.50	£3.33	£22.17 F&GP	East Dorset District Council	Green Recycling Boxes
4196	13717		£59.80	£7.80	£52.00 AM	East Dorset District Council	CCTV Signage
4196	13718		£33.35	£4.35	£29.00 AM	East Dorset District Council	Youth Shelter signage
4196			£303.10	£39.54	£263.56		
4197	13720		£22.50	£0.00	£22.50 H&E	Service Wise	Dog bin contract
4198	13721		£335.82	£43.80	£292.02 AM	SITA	Refuse Contract - Cemetery 01.06.09 - 31.08.09
4199	13722		£73.74	£9.61	£64.13 AM	New Forest Farm Machinery Ltd	Parts for machinery, oil, grease
4200	13723		£10.31	£1.35	£8.96 AM	Murco Petroleum Ltd	Fuel for Strimmer
4201	13724		£1,042.27	£135.95	£906.32 AM	Bournemouth & West Hampshire Water	Installation of Standpipe on Petwyn
4202	13726		£250.78	£0.00	£250.78 F&GP	Bradbury Mrs Krystyna	Holiday Cover for Parish Office
<b>Total</b>			<b>£2,602.45</b>	<b>£303.82</b>	<b>£2,298.63</b>		



