

**WEST MOORS PARISH COUNCIL**

**MINUTES** of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on Thursday 12<sup>th</sup> November 2009 in the Council Chamber, Pavilion, Fryer Field, West Moors at 7.30pm.

**PRESENT:**

Cllr P Holden – Chairman			
Cllr J Bartley	Cllr Mrs M Hall	Cllr. Mrs C. Holmes	
Cllr J Price	Cllr R Watson	Cllr Mrs P Yeo	

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

**APOLOGIES:** Cllr Mrs A Peskett

**09/216 QUESTIONS FROM MEMBERS OF THE PUBLIC**

None

**09/217 DECLARATIONS OF INTEREST**

Cllr Bartley declared a prejudicial interest in agenda item 10, Correspondence regarding the Memorial Hall Car Park. Cllr Bartley left the room and took no part in the discussion. Cllr Price declared a personal interest in agenda item 10, Correspondence regarding the Memorial Hall car park. Cllr Price remained in the room but took no part in the discussions.

Cllr Holden declared a personal interest in agenda item 10, Correspondence regarding the Memorial Hall car park. Cllr Holden remained in the room and participated in the discussion.

**09/218 TO RECEIVE CORRESPONDENCE**

Letter from Memorial Hall Council requesting financial support from the Parish Council to help with the maintenance of their car park. Cllr Bartley gave a brief statement on the wear and tear of the car park, he left the room. Cllr Price did not take part in the discussion.

Councillors discussed the request in light of preparing the budget for 2010/11. Members requested that the Memorial Hall Council provide past costs for the upkeep of the car park in order to gain some clarification on the figure requested. Clerk to write to the Memorial Hall Council for clarification.

**09/219 TO RECEIVE THE CLERK'S REPORT**

a) Memorial Hall Car Park minute no 08/440, 09/077 refers – The Parish Council has now cleared the overgrown vegetation from the area of the car park as requested and has received a letter of thanks from the Chairman of the Memorial Hall.

**09/220 TO RECEIVE FINANCIAL INFORMATION**

a) To receive Financial Summary up to 30<sup>th</sup> September 2009 attached on page 591. The Financial summary was reviewed by the committee and **RESOLVED** that it be accepted.

Members requested that the Amenity I and Amenity II accounts be combined for accounting purposes and renamed reserves. Clerk to action at the end of the financial year.

b) To Receive the Budget Comparison up to 30<sup>th</sup> September 2009 attached on pages 592 - 593

This was reviewed by the committee. After discussion **RESOLVED** that it be accepted.

c) Internal Controls – The bank reconciliation as at the 30<sup>th</sup> September 2009 was checked and signed against the bank statements by the Chairman of the

committee. The petty cash for September 2009 was examined and signed by the Chairman of the committee.

**09/221 ACCOUNTS FOR PAYMENT**

No Accounts for payment were presented

**09/222 RISK MANAGEMENT STATEMENT**

After consideration and discussion it was

**RECOMMENDED that the Risk Management Statement for 2009/10 be approved.**

**09/223 PRELIMINARY COMMITTEE BUDGET FOR 2010/11**

Members have previously seen a preliminary copy of the budget, assessed each figure. The preliminary figures are attached on pages 595 to 597 of these minutes.

**09/224 GRANT APPLICATIONS**

*Applications for grants under Section 142 of the 1972 Local Government Act:*

a) East Dorset Citizens Advice Bureau – grant application to help with providing a local service.

**RESOLVED that a grant of £100 be paid for the year 2009/10**

Voting: 4 for, 2 abstentions

*Applications for grants under Section 137 of the 1972 Local Government Act*

b) Victim Support – Grant application to help fund the training of one volunteer.

**RESOLVED not to support the grant application**

Voting: unanimous

c) West Moors Youth Club – Application for annual revenue grant

**RESOLVED that £3300 be awarded to the Youth Club**

Voting: unanimous

d) Royal British Legion – Annual Donation

**RESOLVED that a cheque for £50 be sent to the RBL**

Voting: unanimous

e) Mr Chislett – Bugler for the Remembrance day parade

**RESOLVED that a donation of £60 be approved**

Voting: 5 for, 1 against

f) Talbot Corps of Drums Youth Marching Band (St Johns Ambulance) – Donation for their attendance at the Remembrance Day Parade

**RESOLVED that a donation of £140 be approved for this year only, in light that a donation was not given last year.**

Voting: Unanimous

**09/225 EXCLUDE PRESS AND PUBLIC**

**RESOLVED:-** that because of the confidential nature of the business to be transacted, it was likely that if Members of the Public were present during discussion, there would be disclosure to them of exempt information and they therefore be excluded from the Meeting in accordance with Section 1, subsection (2) of the Public Bodies (Admission to Meetings) Act 1960

**09/226 STAFFING MATTERS**

Members discussed matters relating to staff appraisals. Confidential minute page 12 – 13 refers.

The Chairman declared the meeting closed at 9.45pm.

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

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

Summary between 01/04/09 and 30/09/09 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	£114,683.80	£187.91	£114,871.71
Daphne Harrison Subcommittee	£8.06	£0.00	£8.06
Amenities	£12,229.50	£19.57	£12,249.07
Total Receipts	£126,921.36	£207.48	£127,128.84
<b>PAYMENTS</b>	<b>Net</b>	<b>Vat</b>	<b>Gross</b>
Finance And General Purposes	£33,168.48	£418.87	£33,587.35
Highways and Environment	£750.89	£95.28	£846.17
Amenities	£47,726.66	£6,960.53	£54,687.19
Total Payments	£81,646.03	£7,474.68	£89,120.71

**Closing**

Current	£3,105.87
Deposit	£82,097.96
Petty cash	£69.00
Amenity I - Scottish Widows	£9,025.71
Amenity II - Scottish Widows	£8,173.82
Harrison III - Scottish Widows	£5,022.28
Total	£107,494.64

**Bank Reconciliation as at 30.09.09**

Scottish Widows a/c:	22221.81
Current a/c:	6197.36
Deposit a/c:	82097.96
Petty cash	69.00
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	110586.13
Less outstanding cheques	3091.49
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Total	107494.64

**West Moors Parish Council  
Financial Budget Comparison**

Comparison between 01/04/09 and 30/09/09 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	£90,922.00	£0.00
1010 Interest - Deposit Acc	£520.00	£13.67	-£506.33
1020 Interest - Amenity I (Annual 1st Jan)	£130.00	£14.46	-£115.54
1025 Interest - Amenity II (annual 1st Jan)	£120.00	£13.11	-£106.89
1030 General	£0.00	£0.09	£0.09
1040 Refuse Bag Sales	£1,300.00	£1,396.70	£96.70
1050 Insurance Claims	£0.00	£0.00	£0.00
1070 Grants	£0.00	£8,855.00	£8,855.00
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>£101,215.03</b>	<b>£8,123.03</b>
<b>Amenities</b>			
1100 Fryer Field Fees	£4,150.00	£3,040.50	-£1,109.50
1110 Cemetery Fees	£12,000.00	£9,189.00	-£2,811.00
1120 Insurance Settlements	£0.00	£0.00	£0.00
<b>Total Amenities</b>	<b>£16,150.00</b>	<b>£12,229.50</b>	<b>-£3,920.50</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>£113,452.59</b>	<b>£4,210.59</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	£21,462.03	£19,629.97
2010 Employers Pension	£6,180.00	£3,065.46	£3,114.54
2020 Employers NIC	£2,500.00	£171.39	£2,328.61
2030 Expenses	£900.00	£201.00	£699.00
2040 Training	£1,050.00	£143.60	£906.40
2050 Office and Admin Costs	£3,090.00	£1,261.10	£1,828.90
2060 IT Costs	£530.00	£294.94	£235.06
2070 Insurance	£3,000.00	£2,614.01	£385.99
2080 Petty Cash	£400.00	£270.51	£129.49
2090 Professional Fees	£1,400.00	£900.00	£500.00
2100 Subscriptions	£1,150.00	£1,141.44	£8.56
2110 Purchase of Refuse Bags	£1,100.00	£838.15	£261.85
2120 Grants	£4,500.00	£66.25	£4,433.75
2130 Election Expenses	£500.00	£0.00	£500.00
2140 General	£500.00	£345.60	£154.40
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>£33,168.48</b>	<b>£35,623.52</b>



FINANCE AND GP  
Preliminary Budget 2010.11

Code	Source	BUDGET 2007/08	Actual year end 31.03.08	BUDGET 2008/09	Actual year end 31.03.09	BUDGET 2009/10	Actual Half year 30.09.09	Preliminary BUDGET 2010/11
<b>INCOME</b>								
1000	Precept	80000	80000	87920	87920	90922	45461.00	
1010	Interest - Deposit account	500.00	1261.29	800.00	932.16	520.00	11.83	50.00
1020	Interest - (Amenity I) - Scot Wid		274.29	200.00	379.59	130.00	14.46	50.00
1025	Interest - (Amenity II) - Scot Wid		248.42	300.00	343.73	120.00	13.11	50.00
1030	General		1669.98	150.00	258.79	0.00	0.09	0.00
1040	Sale of Waste bags	800.00	1210.55	800.00	2044.93	1300.00	1396.70	1300.00
1050	Insurance Claims		0.00		851.15			
1060	VAT refund		7514.34					
1070	Grants		12056.05		54446.00		8855.00	
1080	Youth Club Rent and water charges		142.41		74.85	100.00		50.00
	<b>Total Income</b>	<b>81300.00</b>	<b>104377.33</b>	<b>90170.00</b>	<b>147251.20</b>	<b>93092.00</b>	<b>55752.19</b>	<b>1500</b>
<b>EXPENDITURE</b>								
2000	<b>Salaries</b>	<b>26195.00</b>	<b>32220.97</b>	<b>34255.00</b>	<b>40638.42</b>	<b>41092.00</b>	<b>21462.03</b>	<b>45498.02</b>
2000/1	Administration staff	22405.00	16806.59	23815.00	20606.29	26081.00	10175.40	26984.68
2000/2	Grounds/Other staff		9822.97	10440.00	11713.84	15011.00	6912.70	15113.34
2000/3	Tax	2940.00	2828.81		3982.60		2137.60	
2000/4	NI	850.00	1692.77		2097.40		1012.85	
2000/5	Pension		813.77		1813.29		983.48	
2000/6	Student Loan		256.00		425.00		240.00	
	Overtime fund							3400
2010	<b>Employers Pension contrib</b>	<b>2680.00</b>	<b>2725.14</b>	<b>5520.00</b>	<b>5639.14</b>	<b>6180.00</b>	<b>3065.46</b>	<b>6421</b>
2020	<b>Employers NI</b>	<b>4000.00</b>	<b>1796.53</b>	<b>3000.00</b>	<b>1250.02</b>	<b>2500.00</b>	<b>171.39</b>	<b>2500</b>
2030	<b>Expenses</b>	<b>750.00</b>	<b>598.20</b>	<b>850.00</b>	<b>452.58</b>	<b>900.00</b>	<b>201.00</b>	<b>500.00</b>
2030/1	Clerk Expenses	650.00	309.60	500.00	242.40	500.00	108.60	250.00

FINANCE AND GP  
Preliminary Budget 2010.1.11

2030/2	Groundsman Expenses		68.80	100.00	51.18	100.00	76.00	100.00
2030/3	Councillors Travel expenses	100.00	194.80	200.00	136.00	250.00	16.40	100.00
2030/4	Chairman's allowance	50.00	25.00	50.00	23.00	50.00	0.00	50.00
	<b>2040 Training</b>							
2040/1	Clerk/Staff	350.00	524.75	900.00	299.50	1050.00	143.60	850.00
2200/2	Councillors	250.00	245.00	700.00	235.00	700.00	143.60	500.00
		100.00	279.75	200.00	64.50	350.00	0.00	350.00
	<b>2050 Office &amp; Admin costs</b>							
2050/1	Non Domestic Rates	1985.00	4925.08	2920.00	3085.77	3090.00	1261.10	4250.00
2050/2	Electricity	0.00	412.92	440.00	212.97	300.00	223.67	250.00
2050/3	Phone Charges	500.00	223.99	400.00	562.53	400.00	71.12	600.00
2050/4	Broadband charges	500.00	501.02	500.00	574.03	560.00	281.67	600.00
2050/5	Stationery/Office furniture	300.00	323.88	330.00	323.88	330.00	161.94	350.00
2050/6	Photocopies	335.00	959.35	700.00	504.24	700.00	182.90	600.00
2050/7	Repairs and Maintenance	350.00	636.82	400.00	656.99	650.00	339.80	700.00
2050/8	Parish Office sinking fund	500	1867.10	150.00	251.13	150.00	0.00	150.00
		-	-	-	-	-	-	1000.00
	<b>2060 IT Costs</b>							
2060/1	IT Support	1150.00	2274.83	700.00	385.53	530.00	294.94	550.00
2060/2	IT Capital	400	329.46	500	350.41	330.00	252.43	350.00
		750	1945.37	200	35.12	200.00	42.51	200.00
	<b>2070 Insurance</b>							
		7250.00	8498.36	5900.00	2914.09	3000	2614.01	3000
	<b>2080 Petty cash</b>							
2080/1	Postage	400.00	641.57	400	613.12	400	253.11	550
2080/2	Other	350.00	447.84	350	430.55	350	177.92	350
		50.00	193.73	50	182.57	50	75.19	200
	<b>2090 Professional Fees</b>							
2090/1	Audit	1000.00	1620.83	1250	1270	1400	900.00	1750
2090/2	Legal Fees	1000.00	1085.00	1000.00	1200.00	1300.00	650.00	1300.00
2090/3	Other		108.33	250.00	0.00	100.00	0.00	200.00
			427.50	0.00	70.00		250.00	250.00
	<b>2100 Subscription costs</b>							
2100/1	DAPTC	800.00	903.20	1000.00	1351.74	1150.00	1141.44	1220
2100/2	SLCC		771.20	1000.00	961.74	1000.00	975.44	1000.00
2100/3	Other		132.00		145.00	150.00	166.00	170.00
					245.00			50.00
	<b>2110 Purchase of Waste bags</b>							
		800.00	1067.72	800.00	1530.04	1100.00	838.15	1000

FINANCE AND GP  
Preliminary Budget 2010.1.11

2120	<b>Grants</b>	<b>5800</b>	<b>5050</b>	<b>5300.00</b>	<b>3770.00</b>	<b>4500.00</b>	<b>66.25</b>	<b>4000.00</b>
2120/1	Section 137	2600						
2120/1/1	Youth Club	3000.00	3000.00	3000.00	3000.00	3300.00	0.00	3300.00
2120/1/2	Others		1850.00	2000.00	470.00	1000.00	66.25	500.00
2120/2	Section 142 - CAB	200.00	200.00	300.00	300.00	200.00	0.00	200.00
2130	<b>Election Expenses</b>	<b>500.00</b>	<b>109.00</b>	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	<b>0.00</b>	<b>500</b>
2140	<b>General</b>	<b>500.00</b>	<b>733.00</b>	<b>500.00</b>	<b>389.51</b>	<b>500.00</b>	<b>338.10</b>	<b>300</b>
2150	<b>Advertising and Publicity</b>	<b>500.00</b>	<b>15.00</b>	<b>500.00</b>	<b>25.50</b>	<b>500.00</b>	<b>393.00</b>	<b>700</b>
2160	<b>Website Development</b>			<b>910.00</b>	<b>53.55</b>	<b>400.00</b>	<b>0.00</b>	<b>100</b>
2170	<b>Civic Events</b>	-	-	-	-	-	-	<b>200</b>
	<b>To Reserves</b>					<b>500.00</b>		
	<b>Parish Plan - no longer in use</b>	0.00	100.00					
	<b>Total Expenditure</b>	<b>55210.00</b>	<b>63704.12</b>	<b>65205.00</b>	<b>63668.51</b>	<b>69292.00</b>	<b>33143.58</b>	<b>73889.02</b>
	<b>Breakdown of Grant Aid (Section 137)</b>							
	Youth Club	3000	3000	3000	3000	3300		3300
	Youth Club Summer Events		500					
	Skatefest		500					
	Age Concern		500		300			
	Vitalise		200					
	Sound Music Festival							
	British Legion (wreath for Remembrance Day)		50		50			
	Girl guides							
	Various		100		120	1000	66.25	500
	Unidentified	2600		2000				
	CAB - Section 142		200	300	300	200		200
	<b>Total</b>	<b>5600</b>	<b>5050</b>	<b>5300</b>	<b>3770</b>	<b>4500</b>	<b>66.25</b>	<b>4000</b>