

WEST MOORS PARISH COUNCIL

MINUTES of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on Thursday 21st January 2010 in the Council Chamber, Pavilion, Fryer Field, West Moors at 7.30pm.

PRESENT: Cllr P Holden – Chairman
Cllr J Bartley Cllr R Watson Cllr Mrs P Yeo

OTHERS PRESENT: Ms. J. Weedon (Clerk)

APOLOGIES: Cllr. Mrs C. Holmes Cllr J Price Cllr Mrs A Peskett

Absent without apologies: Cllr Mrs M Hall

09/294 QUESTIONS FROM MEMBERS OF THE PUBLIC
None

09/295 DECLARATIONS OF INTEREST
Cllr Bartley declared a personal and prejudicial interest in agenda item 7, the Memorial Hall grant application.

09/296 TO RECEIVE THE CLERK'S REPORT
a) The insurance claim for the break in to the Fryer Field garage in December is now complete and a cheque has been received. Clerk to arrange work to replace the garage door.

09/297 TO RECEIVE FINANCIAL INFORMATION
a) To receive Financial Summary up to 31st December 2009 attached on page 626
The Financial summary was reviewed by the committee and
RESOLVED that it be accepted.
b) To receive Budget Comparison up to 31st December 2009 attached on pages 627 – 628. The budget comparison was reviewed by the committee and
RESOLVED that it be accepted.

09/298 ACCOUNTS FOR PAYMENT
RESOLVED that the accounts for payment be approved as attached on pages 629 – 630 of the minutes

09/299 GRANT APPLICATION
An application for grant aid from the Memorial Hall was due to be discussed. However, as Cllr Bartley declared a prejudicial interest in this matter it left the meeting inquorate and therefore unable to deal with this matter. It was therefore **RESOLVED** that the item be placed on the next Full Council agenda for discussion and resolution.

09/300 TO RECEIVE CORRESPONDENCE
a) Citizens Advice Bureau – Letter of thanks for the grant received.
b) Royal British Legion – Letter of thanks for the grant received.

The Chairman declared the meeting closed at 7.55pm.

SIGNED DATE
Chairman of Finance and General Purpose Committee

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

Summary between 01/04/09 and 31/12/09 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 | £118,181.21 | £254.45 | £118,435.66 |
| Daphne Harrison Subcommittee | £8.06 | £0.00 | £8.06 |
| Amenities | £17,907.00 | £24.07 | £17,931.07 |
| Total Receipts | £136,096.27 | £278.52 | £136,374.79 |
| PAYMENTS | Net | Vat | Gross |
| Finance And General Purposes | £51,834.52 | £671.53 | £52,506.05 |
| Highways and Environment | £1,399.30 | £177.01 | £1,576.31 |
| Amenities | £58,376.13 | £8,219.24 | £66,595.37 |
| Total Payments | £111,609.95 | £9,067.78 | £120,677.73 |

Closing

| | |
|--------------------------------|------------|
| Current | £1,803.44 |
| Deposit | £63,106.48 |
| Petty cash | £51.84 |
| Amenity I - Scottish Widows | £9,025.71 |
| Amenity II - Scottish Widows | £8,173.82 |
| Harrison III - Scottish Widows | £3,022.28 |
| Total | £85,183.57 |

Bank Reconciliation as at 31.12.09

| | |
|--------------------------|----------|
| Scottish Widows a/c: | 20221.81 |
| Current a/c: | 1875.15 |
| Deposit a/c: | 63106.48 |
| Petty cash | 51.84 |
| | ----- |
| | 85255.28 |
| Less outstanding cheques | 71.71 |
| | ----- |
| Total | 85183.57 |

**West Moors Parish Council
Financial Budget Comparison**

Comparison between 01/04/09 and 31/12/09 inclusive.

| INCOME | 09/10 Approved | Actual Net | Balance |
|---|---------------------------|--------------------|-------------------|
| Finance And General Purposes | | | |
| 1000 Precept | £90,922.00 | £90,922.00 | £0.00 |
| 1010 Interest - Deposit Acc | £520.00 | £22.19 | -£497.81 |
| 1020 Interest - Amenity I | £130.00 | £14.46 | -£115.54 |
| 1025 Interest - Amenity II | £120.00 | £13.11 | -£106.89 |
| 1030 General | £0.00 | £0.09 | £0.09 |
| 1040 Refuse Bag Sales | £1,300.00 | £1,840.26 | £540.26 |
| 1050 Insurance Claims | £0.00 | £1,088.00 | £1,088.00 |
| 1070 Grants | £0.00 | £9,819.00 | £9,819.00 |
| 1080 Youth Club (rent and water) | £100.00 | £0.00 | -£100.00 |
| Total Finance And General Purposes | £93,092.00 | £103,719.11 | £10,627.11 |
| Amenities | | | |
| 1100 Fryer Field Fees | £4,150.00 | £5,125.50 | £975.50 |
| 1110 Cemetery Fees | £12,000.00 | £12,781.50 | £781.50 |
| 1120 Insurance Settlements | £0.00 | £0.00 | £0.00 |
| Total Amenities | £16,150.00 | £17,907.00 | £1,757.00 |
| Highways and Environment | | | |
| 1200 Highways Insurance Settlements | £0.00 | £0.00 | £0.00 |
| Total Highways and Environment | £0.00 | £0.00 | £0.00 |
| Daphne Harrison Subcommittee | | | |
| 6010 Interest - D Harrison III | £0.00 | £8.06 | £8.06 |
| Total Daphne Harrison Subcommittee | £0.00 | £8.06 | £8.06 |
| Total Income | £109,242.00 | £121,634.17 | £12,392.17 |

| EXPENDITURE | 09/10 Approved | Actual Net | Balance |
|---|---------------------------|-------------------|-------------------|
| Finance And General Purposes | | | |
| 2000 Salaries | £41,092.00 | £32,640.79 | £8,451.21 |
| 2010 Employers Pension | £6,180.00 | £4,635.68 | £1,544.32 |
| 2020 Employers NIC | £2,500.00 | £440.71 | £2,059.29 |
| 2030 Expenses | £900.00 | £320.89 | £579.11 |
| 2040 Training | £1,050.00 | £173.60 | £876.40 |
| 2050 Office and Admin Costs | £3,090.00 | £1,829.36 | £1,260.64 |
| 2060 IT Costs | £530.00 | £320.37 | £209.63 |
| 2070 Insurance | £3,000.00 | £2,614.01 | £385.99 |
| 2080 Petty Cash | £400.00 | £406.37 | -£6.37 |
| 2090 Professional Fees | £1,400.00 | £1,475.00 | -£75.00 |
| 2100 Subscriptions | £1,150.00 | £1,141.44 | £8.56 |
| 2110 Purchase of Refuse Bags | £1,100.00 | £1,293.45 | -£193.45 |
| 2120 Grants | £4,500.00 | £3,716.25 | £783.75 |
| 2130 Election Expenses | £500.00 | £0.00 | £500.00 |
| 2140 General | £500.00 | £433.60 | £66.40 |
| 2150 Advertising and Publicity | £500.00 | £393.00 | £107.00 |
| 2160 Website Development | £400.00 | £0.00 | £400.00 |
| 2170 Civic Events | £0.00 | £0.00 | £0.00 |
| Total Finance And General Purposes | £68,792.00 | £51,834.52 | £16,957.48 |

Amenities

| | | | | |
|------------------------|------------------------------------|-------------------|-------------------|--------------------|
| 3000 | Honorariums (gatekeepers) | £1,000.00 | £235.00 | £765.00 |
| 3010 | Fryer Field Maintenance | £3,800.00 | £4,023.72 | -£223.72 |
| 3020 | Pavilion Running costs | £5,300.00 | £2,552.83 | £2,747.17 |
| 3030 | Multi Use Games Area | £5,400.00 | £37,458.00 | -£32,058.00 |
| 3040 | Fencing | £500.00 | £0.00 | £500.00 |
| 3050 | Fryer Field Play Area | £2,360.00 | £615.00 | £1,745.00 |
| 3060 | Oakhurst Play Area | £860.00 | £580.00 | £280.00 |
| 3070 | Skatepark Maintenance | £100.00 | £45.00 | £55.00 |
| 3080 | Play Equipment | £1,500.00 | £0.00 | £1,500.00 |
| 3090 | New Machinery and Equipment | £2,750.00 | £4,871.02 | -£2,121.02 |
| 3100 | Cemetery Costs | £200.00 | £92.86 | £107.14 |
| 3110 | Cemetery Maintenance | £3,300.00 | £3,865.65 | -£565.65 |
| 3120 | Memorial Inspections | £0.00 | £1,921.85 | -£1,921.85 |
| 3130 | Lynch gate maintenance | £150.00 | £0.00 | £150.00 |
| 3140 | Petwyn Maintenance/Improvements | £1,800.00 | £2,115.20 | -£315.20 |
| 3150 | Allotments | £1,000.00 | £0.00 | £1,000.00 |
| 3160 | Tree Maintenance | £0.00 | £0.00 | £0.00 |
| Total Amenities | | £30,020.00 | £58,376.13 | -£28,356.13 |

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 | £635.14 | -£135.14 |
| 4030 | General | £200.00 | £0.00 | £200.00 |
| 4040 | Christmas Decorations | £2,500.00 | £589.91 | £1,910.09 |
| 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 | £174.25 | £1,385.75 |
| Total Highways and Environment | | £9,930.00 | £1,399.30 | £8,530.70 |

Daphne Harrison Subcommittee

| | | | | |
|---|----------------------------|--------------|--------------|--------------|
| 6020 | Grants from D Harrison III | £0.00 | £0.00 | £0.00 |
| Total Daphne Harrison Subcommittee | | £0.00 | £0.00 | £0.00 |

Total Expenditure £108,742.00 £111,609.95 -£2,867.95

| | | | |
|--------------------------|----------------|-------------------|------------|
| Total Income | £109,242.00 | £121,634.17 | £12,392.17 |
| Total Expenditure | £108,742.00 | £111,609.95 | -£2,867.95 |
| Total Net Balance | £500.00 | £10,024.22 | |

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

Net Income shown on Financial Summary £136096.27
 Net Income Shown on Budget Comparison £121634.17

Difference of £14462.10 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

Cheques signed between meetings

| Cheque number | Tn. no | Paid date | Gross | Vat | Net Cttee | Supplier | Details |
|---------------|--------|-----------|----------------|--------------|----------------|----------------|-------------------------------|
| 4323 | 13904 | | £215.18 | £0.00 | £215.18 | Came & Company | Insurance renewal for tractor |
| Total | | | £215.18 | £0.00 | £215.18 | | |

Cheque list dated 21.01.10

| Cheque number | Tn. no | Paid date | Gross | Vat | Net Cttee | Supplier | Details |
|---------------|--------|-----------|------------------|----------------|------------------|--------------------------------|--|
| 4324 | 13896 | | £312.00 | £0.00 | £312.00 | Signworks | Repairs to West Moors village sign |
| 4325 | 13897 | | £1,230.00 | £0.00 | £1,230.00 | Ferndown Town Council | Lengthsman Scheme Apr 09 - Nov 09 |
| 4326 | 13901 | | £176.00 | £0.00 | £176.00 | David Sims | Repairs to garage roof - insurance claim |
| 4327 | 13902 | | £22.50 | £0.00 | £22.50 | Service Wise | Dog bin contract |
| 4328 | 13903 | | £517.50 | £67.50 | £450.00 | Chris Baxter Contractors Ltd | Badger work in cemetery – trench digging |
| 4329 | 13910 | | £27.02 | £3.52 | £23.50 | BMS Ltd | Colour cartridges for printer |
| 4330 | 13911 | | £2,000.00 | £0.00 | £2,000.00 | Tree & Hedging Specialists | Work carried out at cemetery |
| 4331 | 13912 | | £136.00 | £17.74 | £118.26 | East Dorset District Council | Purchase of refuse bags |
| 4332 | 13913 | | £533.58 | £69.60 | £463.98 | M D Guy | Test/install/remove xmas tree lights |
| 4333 | 13914 | | £693.25 | £103.25 | £590.00 | New Forest Farm Machinery Ltd | Brushcutter - to replace stolen one |
| 4334 | 13915 | | £47.00 | £7.00 | £40.00 | SAS Playgrounds | Playground Inspections |
| 4335 | 13916 | | £126.50 | £16.50 | £110.00 | Bournemouth Football | Advert in football handbook |
| 4336 | 13917 | | £16.26 | £2.42 | £13.84 | Travis Perkins Trading Co. Ltd | Line marking paint |
| 4337 | 13919 | | £690.57 | £0.00 | £690.57 | HM Revenue & Customs | Tax and NI - January |
| 4338 | 13920 | | £677.92 | £0.00 | £677.92 | Dorset County Council | Pension payment - January |
| Total | | | £7,206.10 | £287.53 | £6,918.57 | | |

Direct Debit Payments for January

| Cheque number | Tn. no | Paid date | Gross | Vat | Net Cttee | Supplier | Details |
|---------------|--------|-----------|----------------|---------------|----------------|--------------------|------------------------------------|
| DD JAN | 13658 | | £433.11 | £56.49 | £376.62 | C & O Tractors Ltd | Tractor Finance - Payment No 13 |
| DD JAN | 13900 | | £136.95 | £6.52 | £130.43 | Eon | Electricity supply – Parish office |
| Total | | | £570.06 | £63.01 | £507.05 | | |

Charge Card Payments for December and January

| | | | | | | | |
|--------------|-------|----------------|---------------|----------------|------|-------------|--|
| CC DEC | 13898 | £14.47 | £0.00 | £14.47 | F&GP | Tesco | Councillors Christmas event |
| CC DEC | 13899 | £388.92 | £50.73 | £338.19 | AMEN | Screwfix | Cemetery shed, pressure washer, compressor |
| CC JAN | 13918 | £60.00 | £0.00 | £60.00 | AMEN | Well Heeled | Padlocks for Fryer Field and MUGA |
| Total | | £463.39 | £50.73 | £412.66 | | | |

December Petty cash expenditure £49.04
January Staff Salaries £2765.89 (cheque no's 4339 – 4343)