

WEST MOORS PARISH COUNCIL

MINUTES of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on Thursday 11th March 2010 in the Council Chamber, Pavilion, Fryer Field, West Moors at 7.30pm.

PRESENT: Cllr P Holden – Chairman
 Cllr J Bartley Cllr. Mrs C. Holmes Cllr J Price
 Cllr Mrs A Peskett

OTHERS PRESENT: Ms. J. Weedon (Clerk)

APOLOGIES: Cllr Mrs P Yeo

Absent without apologies: Cllr Mrs M Hall

09/355 QUESTIONS FROM MEMBERS OF THE PUBLIC

None

09/356 DECLARATIONS OF INTEREST

None

09/357 TO RECEIVE THE CLERK'S REPORT

- a) Work to replace the garage door is due to take place on the 26th March.
- b) Payroll contract with EDDC for the year 2010/11 has been agreed and signed.

09/358 TO RECEIVE FINANCIAL INFORMATION

- a) To receive Financial Summary up to 28th February 2010 attached on page 652
 The Financial summary was reviewed by the committee and
RESOLVED that it be accepted.
- b) To receive Budget Comparison up to 28th February 2010 attached on pages 653 – 654. The budget comparison was reviewed by the committee and
RESOLVED that it be accepted.
- c) Internal controls – The Chairman and Vice Chairman of the committee inspected the bank reconciliation as at the 28th February against the bank statements. The petty cash for February 2010 was examined and signed by the Chairman of the committee.

09/359 ACCOUNTS FOR PAYMENT

None

09/360 REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT

Members reviewed the Effectiveness of Internal Audit as per the Accounts and Audit (Amendment)(England) Regulations 2006. It was
RESOLVED that the Internal Audit procedure met the standards required by the Accounts and Audit Regulations 2006.

09/361 GRIT BINS

Members discussed the provision of grit bins in the village. After discussion members requested that the Clerk write to Dorset County Council to ask where it was felt a suitable site in the Station Road shopping area would be to place a grit bin. Members further requested that Brewer and Brewer be approached and asked if they would be willing to donate a grit bin to locate on their property. The matter to be brought back to committee when replies received.

09/362 CEMETERY BURIAL VERIFICATION PAYMENTS

Members having been informed that a member of staff was required to check the name plate on each coffin prior to burial discussed options for reimbursing staff for carrying out this task. After considered discussion it was

RECOMMENDED that a £10 fee be payable to the Parish Clerk or Assistant Clerk on each occasion that the verification visit at the cemetery takes place for a burial. This additional £10 cost to be added to the burial fee.

Voting: 4 for, 1 Against

09/363 GRANTS

a) New Forest Citizens Advice Bureau – Grant application to help towards running costs. It was

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

Voting: 4 for, 1 abstention

b) West Moors Youth Club – Application for funds to help towards organising a disco. After discussion it was

RESOLVED that on receipt of an invoice from the Youth Club the Parish Council would pay, in the form of a grant, up to half the cost to a maximum of £150. A copy of the Youth Clubs Child Protection Policy is also required before any funds are released.

Voting: Unanimous

09/364 TO RECEIVE CORRESPONDENCE

a) West Moors Youth Club – Letter of thanks for the revenue grant

The Chairman declared the meeting closed at 8.30pm.

SIGNED DATE
Chairman of Finance and General Purpose Committee

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

Summary between 01/04/09 and 28/02/10 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 | £119,996.02 | £296.00 | £120,292.02 |
| Daphne Harrison Subcommittee | £8.06 | £0.00 | £8.06 |
| Amenities | £27,052.99 | £34.79 | £27,087.78 |
| Total Receipts | £147,057.07 | £330.79 | £147,387.86 |

| PAYMENTS | Net | Vat | Gross |
|------------------------------|-------------|-----------|-------------|
| Finance And General Purposes | £61,801.58 | £795.51 | £62,597.09 |
| Highways and Environment | £4,613.51 | £439.58 | £5,053.09 |
| Amenities | £63,824.73 | £8,641.59 | £72,466.32 |
| Total Payments | £130,239.82 | £9,876.68 | £140,116.50 |

| | |
|--------------------------------|------------|
| Closing | |
| Current | £1,412.73 |
| Deposit | £55,111.78 |
| Petty cash | £11.55 |
| Amenity I - Scottish Widows | £9,025.71 |
| Amenity II - Scottish Widows | £8,173.82 |
| Harrison III - Scottish Widows | £3,022.28 |
| Total | £76,757.87 |

Bank Reconciliation as at 28.02.10

| | |
|--------------------------|----------|
| Scottish Widows a/c: | 20221.81 |
| Current a/c: | 7148.17 |
| Deposit a/c: | 55111.78 |
| Petty cash | 11.55 |
| | ----- |
| | 82493.31 |
| Less outstanding cheques | 5735.44 |
| | ----- |
| Total | 76757.87 |

**West Moors Parish Council
Financial Budget Comparison**

Comparison between 01/04/09 and 28/02/10 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 | £27.49 | -£492.51 |
| 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 | £2,077.71 | £777.71 |
| 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 | £50.00 | -£50.00 |
| Total Finance And General Purposes | £93,092.00 | £104,011.86 | £10,919.86 |
| Amenities | | | |
| 1100 Fryer Field Fees | £4,150.00 | £7,195.78 | £3,045.78 |
| 1110 Cemetery Fees | £12,000.00 | £17,665.50 | £5,665.50 |
| 1120 Insurance Settlements | £0.00 | £2,191.71 | £2,191.71 |
| Total Amenities | £16,150.00 | £27,052.99 | £10,902.99 |
| 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 | £131,072.91 | £21,830.91 |
| EXPENDITURE | 09/10 Approved | Actual Net | Balance |
| Finance And General Purposes | | | |
| 2000 Salaries | £41,092.00 | £39,539.13 | £1,552.87 |
| 2010 Employers Pension | £6,180.00 | £5,662.20 | £517.80 |
| 2020 Employers NIC | £2,500.00 | £735.87 | £1,764.13 |
| 2030 Expenses | £900.00 | £368.49 | £531.51 |
| 2040 Training | £1,050.00 | £278.50 | £771.50 |
| 2050 Office and Admin Costs | £3,090.00 | £2,339.43 | £750.57 |
| 2060 IT Costs | £530.00 | £320.37 | £209.63 |
| 2070 Insurance | £3,000.00 | £2,829.19 | £170.81 |
| 2080 Petty Cash | £400.00 | £506.66 | -£106.66 |
| 2090 Professional Fees | £1,400.00 | £1,475.00 | -£75.00 |
| 2100 Subscriptions | £1,150.00 | £1,188.44 | -£38.44 |
| 2110 Purchase of Refuse Bags | £1,100.00 | £1,527.45 | -£427.45 |
| 2120 Grants | £4,500.00 | £4,066.25 | £433.75 |
| 2130 Election Expenses | £500.00 | £0.00 | £500.00 |
| 2140 General | £500.00 | £461.60 | £38.40 |
| 2150 Advertising and Publicity | £500.00 | £503.00 | -£3.00 |
| 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 | £61,801.58 | £6,990.42 |

Amenities

| | | | | |
|------------------------|------------------------------------|-------------------|-------------------|--------------------|
| 3000 | Honorariums (gatekeepers) | £1,000.00 | £235.00 | £765.00 |
| 3010 | Fryer Field Maintenance | £3,800.00 | £4,703.14 | -£903.14 |
| 3020 | Pavilion Running costs | £5,300.00 | £3,195.12 | £2,104.88 |
| 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 | £665.00 | £1,695.00 |
| 3060 | Oakhurst Play Area | £860.00 | £610.00 | £250.00 |
| 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 | £6,214.26 | -£3,464.26 |
| 3100 | Cemetery Costs | £200.00 | £112.15 | £87.85 |
| 3110 | Cemetery Maintenance | £3,300.00 | £6,524.66 | -£3,224.66 |
| 3120 | Memorial Inspections | £0.00 | £1,921.85 | -£1,921.85 |
| 3130 | Lynch gate maintenance | £150.00 | £14.22 | £135.78 |
| 3140 | Petwyn Maintenance/Improvements | £1,800.00 | £2,126.33 | -£326.33 |
| 3150 | Allotments | £1,000.00 | £0.00 | £1,000.00 |
| 3160 | Tree Maintenance | £0.00 | £0.00 | £0.00 |
| Total Amenities | | £30,020.00 | £63,824.73 | -£33,804.73 |

Highways and Environment

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|---------------------------------------|---------------------------------|------------------|------------------|------------------|
| 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 | £2,201.62 | £298.38 |
| 4050 | Welcome Signs | £0.00 | £312.00 | -£312.00 |
| 4060 | Hanging Baskets | £0.00 | £0.00 | £0.00 |
| 4070 | Lengthsman | £3,120.00 | £1,230.00 | £1,890.00 |
| 4080 | SID Hire | £750.00 | £0.00 | £750.00 |
| 4090 | Dog Warden | £1,560.00 | £234.75 | £1,325.25 |
| Total Highways and Environment | | £9,930.00 | £4,613.51 | £5,316.49 |

Daphne Harrison Subcommittee

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

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|--------------------------|-------------|-------------|-------------|
| Total Expenditure | £108,742.00 | £130,239.82 | -£21,497.82 |
|--------------------------|-------------|-------------|-------------|

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|--------------------------|----------------|----------------|-------------|
| Total Income | £109,242.00 | £131,072.91 | £21,830.91 |
| Total Expenditure | £108,742.00 | £130,239.82 | -£21,497.82 |
| Total Net Balance | £500.00 | £833.09 | |

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 | £147057.07 |
| Net Income Shown on Budget Comparison | £131072.91 |

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|---------------|-----------|--|
| Difference of | £15984.16 | 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. |
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