

**WEST MOORS PARISH COUNCIL**

**MINUTES** of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on Thursday 15<sup>th</sup> April 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	Cllr Mrs P Yeo		

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

**APOLOGIES:**

**Absent without apologies:** Cllr Mrs M Hall

**09/407 QUESTIONS FROM MEMBERS OF THE PUBLIC**

None

**09/408 DECLARATIONS OF INTEREST**

Cllr Price declared a personal interest in agenda item 12 – Memorial Hall correspondence.

Cllr Bartley declared a personal and prejudicial interest in agenda item 12 – Memorial Hall correspondence. Cllr Bartley left the room and took no part in any discussion.

Cllrs Holden, Bartley, Holmes, Price, Peskett and Yeo declared a personal interest in agenda item 4d – Homewatch products

**09/409 TO RECEIVE THE CLERK'S REPORT**

a) Garage door at Fryer Field has now been replaced.

b) Grit Bins minute no 09/361 refers – no further information at this time.

c) Youth Club grant minute no 09/363b refers – A copy of the Youth Clubs Child Protection Policy has now been received.

d) West Moors Home Watch has approached the Parish Council to ask if we would sell security products. Members agreed that if the products could be sold on a sale or return basis then the Parish office would stock the products. However if it required the Parish Council purchasing the products up front then a Resolution from the Parish Council would be required. Clerk to investigate options.

e) Parish Office Working Party has met and has investigated options for relocating the Parish Office. An extraordinary meeting of the Parish Council is to be held on the 29<sup>th</sup> April to discuss the options for the Parish office.

**09/410 TO RECEIVE FINANCIAL INFORMATION**

a) To receive Financial Summary up to 31<sup>st</sup> March 2010 attached on page 671  
The Financial summary was reviewed by the committee and  
**RESOLVED that it be accepted.**

b) To receive Budget Comparison up to 31<sup>st</sup> March 2010 attached on pages 672 - 673.  
The budget comparison was reviewed by the committee and  
**RESOLVED that it be accepted.**

**09/411 ACCOUNTS FOR PAYMENT**

It was

**RESOLVED that the accounts for payment be approved, as attached cheque list dated 15.04.10 on page 674 of the minutes.**

**09/412 MEETING SCHEDULE**

Members discussed two options for meeting schedules for 2010/11 after discussion it was

**RECOMMENDED that Schedule B attached on page 675 of the minutes be approved. The nature of the changes to the meeting schedule require that the efficiency of the changes be reviewed at the Full Council meeting on the 22<sup>nd</sup> July.**

Voting: 5 for, 1 against

**09/413 WARD SYSTEM**

Members discussed the idea of abolishing the ward system in West Moors. The Parish Council had already resolved in May 2007 that having a single ward would be preferable. After a brief discussion it was

**RESOLVED to write to the Electoral Commission to ask for consideration to abolish the ward system in West Moors.**

Cllr John Bartley to draft a letter

Voting: Unanimous

**09/414 PARISH COUNCIL INSURANCE**

After a discussion it was

**RESOLVED to renew the Parish Council insurance through Came and Company at a cost of £2736.86 and enter into a 3 year binding agreement.**

Voting: Unanimous

**09/415 REGISTRATION OF COUNCIL LAND**

The land registry is keen to see all land registered and a person from the land registry will be visiting the Parish office on the 6<sup>th</sup> May 2010 to view the deeds held by the Parish Council for the land we own. It will cost approximately £210 to complete the procedure of registering the Parish Council owned land. After discussion it was

**RESOLVED that the Parish Council wish to register the Fryer Field and Cemetery with the Land registry.**

Voting: Unanimous

**09/416 GRANTS**

a) EDDC Sting in the Festival of Stories – A request for a donation towards these events. After a discussion it was

**RESOLVED that no grant be awarded.**

Voting: 4 for, 1 against, 1 abstention

**09/417 TO RECEIVE CORRESPONDENCE**

a) West Moors Memorial Hall – correspondence regarding the Memorial Hall car park. Members had previously received a copy of correspondence between the Parish Office and the Memorial Hall secretary.

Cllr Bartley having declared a personal and prejudicial interest left the room.

Members discussed the correspondence and its contents were noted. Members felt that the matter of the Memorial Hall car park is now closed as a Resolution of the Parish Council has already been passed.

The Chairman declared the meeting closed at 8.44pm.

SIGNED ..... DATE .....

Chairman of Finance and General Purpose Committee

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

Summary between 01/04/09 and 31/03/10 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	£120,128.43	£318.79	£120,447.22
Daphne Harrison Subcommittee	£8.06	£0.00	£8.06
Amenities	£30,392.32	£66.29	£30,458.61
Total Receipts	£150,528.81	£385.08	£150,913.89

PAYMENTS	Net	Vat	Gross
Finance And General Purposes	£66,663.36	£836.95	£67,500.31
Highways and Environment	£5,153.51	£534.08	£5,687.59
Amenities	£66,569.05	£9,025.94	£75,594.99
Total Payments	£138,385.92	£10,396.97	£148,782.89

Closing

Current	-£241.69
Deposit	£51,613.98
Petty cash	£23.41
Amenity I - Scottish Widows	£9,025.71
Amenity II - Scottish Widows	£8,173.82
Harrison III - Scottish Widows	£3,022.28
Total	£71,617.51

**Bank Reconciliation as at 31.03.10**

Scottish Widows a/c:	20221.81
Current a/c:	2973.29
Deposit a/c:	51613.98
Petty cash	23.41
	-----
	74832.49
Less outstanding cheques	3214.98
	-----
Total	71617.51

**West Moors Parish Council  
Financial Budget Comparison**

Comparison between 01/04/09 and 31/03/10 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	£29.69	-£490.31
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	£2,207.92	£907.92
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
<b>Total Finance and General Purposes</b>	<b>£93,092.00</b>	<b>£104,144.27</b>	<b>£11,052.27</b>
<b>Amenities</b>			
1100 Fryer Field Fees	£4,150.00	£8,831.11	£4,681.11
1110 Cemetery Fees	£12,000.00	£19,369.50	£7,369.50
1120 Insurance Settlements	£0.00	£2,191.71	£2,191.71
<b>Total Amenities</b>	<b>£16,150.00</b>	<b>£30,392.32</b>	<b>£14,242.32</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>£134,544.65</b>	<b>£25,302.65</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	£43,219.48	-£2,127.48
2010 Employers Pension	£6,180.00	£6,175.46	£4.54
2020 Employers NIC	£2,500.00	£894.37	£1,605.63
2030 Expenses	£900.00	£394.89	£505.11
2040 Training	£1,050.00	£358.50	£691.50
2050 Office and Admin Costs	£3,090.00	£2,452.14	£637.86
2060 IT Costs	£530.00	£320.37	£209.63
2070 Insurance	£3,000.00	£2,829.19	£170.81
2080 Petty Cash	£400.00	£554.80	-£154.80
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	£1,651.87	-£551.87
2120 Grants	£4,500.00	£4,166.25	£333.75
2130 Election Expenses	£500.00	£0.00	£500.00
2140 General	£500.00	£479.60	£20.40
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
<b>Total Finance And General Purposes</b>	<b>£68,792.00</b>	<b>£66,663.36</b>	<b>£2,128.64</b>
<b>Amenities</b>			
3000 Honorariums (gatekeepers)	£1,000.00	£470.00	£530.00

3010	Fryer Field Maintenance	£3,800.00	£5,581.15	-£1,781.15
3020	Pavilion Running costs	£5,300.00	£3,374.66	£1,925.34
3030	Multi Use Games Area	£5,400.00	£38,285.82	-£32,885.82
3040	Fencing	£500.00	£0.00	£500.00
3050	Fryer Field Play Area	£2,360.00	£690.00	£1,670.00
3060	Oakhurst Play Area	£860.00	£625.00	£235.00
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	£6,590.88	-£3,840.88
3100	Cemetery Costs	£200.00	£112.15	£87.85
3110	Cemetery Maintenance	£3,300.00	£6,731.99	-£3,431.99
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
<b>Total Amenities</b>		<b>£30,020.00</b>	<b>£66,569.05</b>	<b>-£36,549.05</b>
<b>Highways and Environment</b>				
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	£2,741.62	-£241.62
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
<b>Total Highways and Environment</b>		<b>£9,930.00</b>	<b>£5,153.51</b>	<b>£4,776.49</b>
<b>Daphne Harrison Subcommittee</b>				
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>
<b>Total Expenditure</b>		<b>£108,742.00</b>	<b>£138,385.92</b>	<b>-£29,643.92</b>
Total Income		£109,242.00	£134,544.65	£25,302.65
Total Expenditure		£108,742.00	£138,385.92	-£29,643.92
<b>Total Net Balance</b>		<b>£500.00</b>	<b>-£3,841.27</b>	

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  
Net Income Shown on Budget Comparison

£150528.81  
£134544.65

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  
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2070	Insurance	£3,000.00	£2,829.19	£170.81
2080	Petty Cash	£400.00	£554.80	-£154.80
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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
<b>Total Finance And General Purposes</b>		<b>£68,792.00</b>	<b>£66,663.36</b>	<b>£2,128.64</b>

**Amenities**

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3160	Tree Maintenance	£0.00	£0.00	£0.00
<b>Total Amenities</b>		<b>£30,020.00</b>	<b>£66,569.05</b>	<b>-£36,549.05</b>

**Highways and Environment**

4000	Public Seats	£500.00	£0.00	£500.00
4010	Bus Shelters	£800.00	£0.00	£800.00
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4080	SID Hire	£750.00	£0.00	£750.00
4090	Dog Warden	£1,560.00	£234.75	£1,325.25
<b>Total Highways and Environment</b>		<b>£9,930.00</b>	<b>£5,153.51</b>	<b>£4,776.49</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>

<b>Total Expenditure</b>	<b>£108,742.00</b>	<b>£138,385.92</b>	<b>-£29,643.92</b>
Total Income	£109,242.00	£134,544.65	£25,302.65
Total Expenditure	£108,742.00	£138,385.92	-£29,643.92
<b>Total Net Balance</b>	<b>£500.00</b>	<b>-£3,841.27</b>	

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Net Income shown on Financial Summary  
Net Income Shown on Budget Comparison

£150528.81  
£134544.65

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.

## West Moors Parish Council

### Cheques Signed for in between meetings

Cheque number	Tn. no	Paid date	Gross	Vat	Net	Cttee Supplier	Details
4396	13996	30.03.10	1031.66	153.65	878.01	AM Openings	New Roller Door to Garage at Fryer Field
4397	13997	30.03.10	24.23	3.61	20.62	F&GP Roman Group	Copier Paper, Notepads
4398	Transfer		60.00	0.00	60.00	F&GP Petty Cash	Funds required
4399		15.04.10	98.70	14.70	84.00	AM Dorset Soil & Aggregates	Shingle for cemetery
<b>Total</b>			<b>1214.59</b>	<b>171.96</b>	<b>1042.63</b>		

### Cheque list dated 15.04.2010

Cheque number	Tn. no	Paid date	Gross	Vat	Net	Cttee Supplier	Details
4400	13998		23.75	0.00	23.75	H&E Service Wise	Dog Bin Emptying
4401			83.80	0.00	83.80	F&GP EDDC	Rates for Cemetery Premises
4401			176.43	0.00	176.43	F&GP EDDC	Rates for Portacabin
4402			1560.00	0.00	1560.00	H&E EDDC	Dog Warden Patrols
4403			96.45	14.36	82.09	AM C & O Tractors	Repairs to tractor
4404			10.23	0.00	10.23	F&GP BMS Ltd	Printer Cartridges
4405			230.70	34.36	196.34	AM M.D.Guy & Son	Service contract for MUGA floodlights
4406			400.00	0.00	400.00	AM RHV	Tree work at cemetery
4407			305.50	45.50	260.00	F&GP EDDC	Fee for Payroll Services
4408			2736.86	0.00	2736.86	F&GP Came & Co.	Parish Council Insurance Renewal
<b>Total</b>			<b>5623.72</b>	<b>94.22</b>	<b>5529.50</b>		

### Direct Debit Payments for April

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
DD April			£442.53	£65.91	£376.62	AM	Tractor Finance - Payment No 16
<b>Total</b>			<b>£442.53</b>	<b>£65.91</b>	<b>£376.62</b>		C & O Tractors Ltd

### Charge Card Payments for April

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
CC April			10.00	1.49	8.51	AM	New Padlock for Oakhurst Play Area

March Expenditure Petty Cash £48.14

**West Moors Parish Council**  
**Calendar of Meetings**  
**2010/2011**

<b><u>May 2010</u></b>		<b><u>December</u></b>	
6th	Environment	2nd	Planning Consultative/ Finance
13th	Finance	9th	no meeting
20th	Planning Consultative	16th	Council
27th	Annual Parish Council	23rd	no meeting
		30th	no meeting
<b><u>June</u></b>			
3rd	Environment	<b><u>January 2011</u></b>	
10th	Planning Consultative / Finance	6th	Planning Consultative
17th	no meeting	13th	Environment
24th	Council	20th	Finance
		27th	Planning / Council
<b><u>July</u></b>			
1st	Planning Consultative / Environment	<b><u>February</u></b>	
8th	Finance	3rd	no meeting
15th	no meeting	10th	Environment
22nd	Planning Consultative / Council	17th	Planning Consultative
29th	no meeting	24th	Council
<b><u>August</u></b>		<b><u>March</u></b>	
5th	no meeting	3rd	no meeting
12th	no meeting	10th	Planning Consultative / Finance
19th	Planning Consultative	17th	Environment
26th	Council	24th	Council
		31st	Planning Consultative
<b><u>September</u></b>			
2nd	Finance	<b><u>April</u></b>	
9th	Planning Consultative / Environment	7th	Environment
16th	no meeting	14th	Finance
23rd	Council	21st	Planning Consultative
30th	Planning Consultative	28th	Annual Public Parish Meeting
<b><u>October</u></b>			
7th	Environment	<b><u>May</u></b>	
14th	no meeting	5th	Environment
21st	Planning Consultative / Finance	12th	Planning Consultative
28th	Council	19th	Finance
		26th	Annual Parish Council
<b><u>November</u></b>			
4th	no meeting		
11th	Planning Consultative / Environment		
18th	Finance		
25th	Council		

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

advised.

Planning meetings where they are on the same evening as another meeting will commence at 7



7pm in the Pavilion