

WEST MOORS PARISH COUNCIL

MINUTES of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on Thursday 5th June 2008 in the Council Chamber, Pavilion, Fryer Field, West Moors at 7.30pm.

PRESENT: Cllr J Bartley Cllr P Gausson Cllr. Mrs C. Holmes
Cllr J Price Cllr R Watson Cllr. B. Wye

OTHERS PRESENT: Ms. J. Weedon (Clerk)
Miss Judith Church Mr Stephen Walker

APOLOGIES: Cllr A. Clarke Cllr. J. Young

08/065 QUESTIONS FROM MEMBERS OF THE PUBLIC

None

08/066 TO ELECT CHAIRMAN OF THE COMMITTEE FOR 2008/09

Cllr Clarke was proposed, seconded and duly elected Chairman of the Finance and General Purpose Committee.

08/067 TO ELECT A VICE CHAIRMAN OF THE COMMITTEE FOR 2008/09

Cllr Price was proposed, seconded and duly elected Vice Chairman of the Finance and General Purpose Committee.

08/068 DECLARATIONS OF INTEREST

None

08/069 TO RECEIVE THE CLERK'S REPORT

a) **Insurance minute no 07/434 refers** – Insurance has now been taken out with Norwich Union following discussions with them at a lower premium than originally quoted.

b) **Crowd barriers minute no 07/436 refers** – Barriers have now been purchased.

08/070 TO APPROVE ACCOUNTS FOR PAYMENT

It was proposed, seconded and

RESOLVED that the accounts for payment be approved, attached on pages 283 to 284.

08/071 TO RECEIVE FINANCIAL INFORMATION

a) To receive Financial Summary up to 30th April 2008 attached on page 285

This was reviewed by the committee and proposed, seconded and

RESOLVED that it be accepted.

b) To Receive the Budget Comparison up to 30th April 2008 attached on pages 286 - 289

This was reviewed by the committee and proposed, seconded and

RESOLVED that it be accepted.

08/072 TO CONSIDER REVISIONS TO THE TERMS OF REFERENCE

a) Members discussed the purpose of co-opted members being allowed on the Amenities committee. Members were informed that a user group had already been formed and were able to make representations to the committee at any time. After due consideration It was proposed, seconded and

RECOMMENDED that co-opted members would not be permitted on the Amenities committee and the terms of reference amended as such.

b) Members also considered amendments to the Planning committee terms of reference in order to allow a delegated decision to be made on a planning application

by the chairman of the committee should a situation arise when a decision was required by EDDC before the Planning committee had time to meet. This situation may occur as the planning committee meet every four weeks and therefore the deadline for comments on some applications may be missed. It was felt that if the planning applications were not discussed at a committee meeting then the public are being denied their right to speak on any such application. It was also felt that it was not appropriate for only one person to make a decision on a planning application as what may appear to be a minor application to one person may be contentious to another person. It was proposed that consideration is given to having planning meetings every 3 weeks, this proposal was not seconded. It was agreed that the parish council should be informed of the consultation period closing date on planning application and the clerk has previously requested this information from EDDC. It was proposed seconded and

RECOMMENDED that the chairman does not have discretionary power to comment on any planning applications and that additional meetings be convened as and when necessary. The Terms of Reference to be amended to show this.

Voting: 4 for and 1 against

08/073 TO CONSIDER CHANGING SAVINGS ACCOUNT TO A DIFFERENT PROVIDER

Currently some Council funds are held with the Nationwide. We have been informed that the type of account currently held is being withdrawn. The Nationwide have offered an alternative account but it was felt that the interest rate was poor. An alternative has been found with the Scottish Widows (Treasury Tracker) offering a more competitive interest rate. Cllr Bartley expressed concerns over the operation of such an account, it was explained that the Treasury Tracker account will be linked to the Councils existing current account therefore only allowing money to be moved between Parish Council accounts.

RESOLVED that a Scottish Widows Treasury Tracker account be opened and the funds currently held in the Nationwide be transferred to the Scottish Widows account.

Voting: 4 for and 1 against Cllr Bartley

08/074 TO APPROVE FINAL ACCOUNTS for 2007/08

Having been previously circulated and inspected it was proposed, seconded and

RESOLVED that the final accounts for 2007/08 be approved subject to the internal audit.

08/075 TO REVIEW THE EFFECTIVENESS OF THE INTERNAL AUDIT AND INTERNAL FINANCIAL CONTROL SYSTEM

a) The Accounts and Audit (Amended)(England) Regulations 2006 last year introduced a new requirement for smaller bodies to undertake each year a review of the effectiveness of internal audit. Members reviewed a list of questions provided to complete the effectiveness of internal audit. They reviewed the standards and characteristics of effectiveness and were satisfied that we complied with all the requirements.

b) An internal controls checklist was reviewed and it was agreed that the Chairman and Vice Chairmen of the committee complete the checklist.

08/076 Applications for small grants from the Daphne Harrison fund Under Section 137 of the 1972 Local Government Act

a) Pinehurst Chapel – Application for a grant of £500 towards the cost of funding ongoing youth work. It was proposed, seconded and

RESOLVED that a grant of £500 be awarded to Pinehurst chapel to help fund ongoing youth work

08/077 TO RECEIVE CORRESPONDENCE

None

08/078 TO RECEIVE INFORMATION FROM MEMBERS

Cllr Bartley wished to produce a reconciled final account of the Daphne Harrison money that was left to the Parish Council in 1995. It was noted that a list of grants awarded from this fund was published in 2002. After discussions it was proposed, seconded and **RESOLVED that Cllr Bartley produce a final account of the Daphne Harrison Fund and when complete the Parish Council will consider the document before any publication. This task is to be completed by the end of this financial year.**
Voting: 4 for and 1 against

08/079 ITEMS FOR FUTURE AGENDAS

None

The Chairman declared the meeting closed at 8.32pm.

SIGNED DATE
Chairman of Finance and General Purpose Committee

West Moors Parish Council

Cheques signed between meetings

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
3842	13203	20/05/08	£147.75	£22.01	£125.74	AM New Forest Farm Machinery Ltd	First Service on John Deere
3843	13204	20/05/08	£296.61	£44.18	£252.43	F&GP Edge Designs Ltd	2nd year licence fees for Advantedge software
3844	13205	20/05/08	£30.11	£4.48	£25.63	F&GP The Roman Group	Various stationery
3845	13206	20/05/08	£2,850.00	£0.00	£2,850.00	F&GP Come & Company	Norwich Union Insurance
3846	13207	20/05/08	£198.00	£29.50	£168.50	F&GP East Dorset District Council	Purchase of black and garden sacks
3847	13208	20/05/08	£961.74	£0.00	£961.74	F&GP DAPTC	Annual Subscription 2008-2009
3848	13209	20/05/08	£570.00	£0.00	£570.00	F&GP Field And Garage Repair	Groundman work carried out at Fryer Field & Oakhurst Play Area
3849	13210	20/05/08	£116.33	£17.33	£99.00	F&GP Services HFGL Ltd	Rental for Xerox Copier June - Sept 08
3850	13218	22/05/08	£5,000.00	£744.68	£4,255.32	AM Maverick Industries Ltd	Final payment for Skateramp
3851	13222	25/05/08	£410.24	£0.00	£410.24	F&GP HM Revenue & Customs	Tax and NI - May
3852	13223	25/05/08	£606.17	£0.00	£606.17	F&GP Dorset County Council	Pension – May
3857	13229	25/05/08	£25.00	£0.00	£25.00	F&GP Dorset County Training Partnership	New Chairman Course
Total			£11,211.95	£862.18	£10,349.77		

Cheque List dated 05.06.08

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
3858	13230		£14.50	£0.00	£14.50	F&GP Shaw & Sons Ltd	Parish Councillors Guide
3859	13228		£95.13	£14.16	£80.97	F&GP British Telecommunications PLC	Internet Services
3860	13231		£460.00	£0.00	£460.00	F&GP Field And Garage Repair Services	Grounds duties
3861	13232		£124.55	£18.55	£106.00	AM Sherriff Amenity Services	Weed killing equipment
3861	13233		£230.28	£34.31	£195.97	AM Sherriff Amenity Services	Weed killer
3861	13249		£71.06	£0.00	£71.06	AM Sherriff Amenity Services	Grass Seed
3861			£425.89	£52.86	£373.03		
3862	13243		£511.71	£76.21	£435.50	AM SAS Playgrounds	Work carried out at Fryer Field
3862	13244		£17.63	£2.63	£15.00	AM SAS Playgrounds	Work carried out at Oakhurst School
3862			£529.34	£78.84	£450.50		
3863	13245		£41.01	£6.11	£34.90	F&GP The Roman Group	Copier Paper
3864	13246		£15.21	£2.27	£12.94	AM Tesco	Fuel for machinery
3865	13247		£69.31	£3.30	£66.01	AM Southern Electric	Electricity Feb08/May 08- Pavilion
3865	13248		£20.01	£0.95	£19.06	AM Southern Electric	Electricity Feb08/May08 - Fryers Field

284

3865	£89.32	£4.25	£85.07		
3866	£60.00	£0.00	£60.00	Petty Cash	Petty cash transfer
Total	£1,730.40	£158.49	£1,571.91		

April petty cash expenditure £34.44

May petty cash expenditure £48.04

May staff salaries £2389.59 cheque no's 3853, 3854, 3855, 3856

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

Summary between 01/04/08 and 30/04/08 inclusive.

Balances at the start of the year			
Amenity I			£8,631.66
Amenity II			£7,816.98
Current			£3,054.81
Deposit			£29,310.13
Harrison III			£9,218.53
Petty cash			£18.54
Total			£58,050.65

RECEIPTS	Net	Vat	Gross
Finance And General Purposes	£53,902.28	£0.00	£53,902.28
Amenities	£1,244.00	£0.00	£1,244.00
Total Receipts	£55,146.28	£0.00	£55,146.28

PAYMENTS	Net	Vat	Gross
Finance And General Purposes	£4,342.18	£37.81	£4,379.99
Daphne Harrison Subcommittee	£225.00	£0.00	£225.00
Amenities	£8,724.26	£1,446.99	£10,171.25
Total Payments	£13,291.44	£1,484.80	£14,776.24

Closing Balances			
Amenity I			£8,631.66
Amenity II			£7,816.98
Current			£4,330.84
Deposit			£68,338.58
Harrison III			£9,218.53
Petty cash			£84.10
Total			£98,420.69

Bank Reconciliation as at 30.04.08

Nationwide a/c:	25667.17
Current a/c:	15529.36
Deposit a/c:	68338.58
Petty cash	84.10

	109619.21
Less outstanding cheques	11198.52

Total	98420.69

**West Moors Parish Council
Financial Budget Comparison**

Comparison between 01/04/08 and 30/04/08 inclusive.

INCOME	08/09 Approved	Actual Net	Balance
Finance And General Purposes			
1000 Precept	£87,920.00	£43,960.00	-£43,960.00
1010 Interest - Deposit Acc	£800.00	£68.45	-£731.55
1020 Interest - Amenity I (Annual 1st Jan)	£200.00	£0.00	-£200.00
1025 Interest - Amenity II (annual 1st Jan)	£300.00	£0.00	-£300.00
1030 General	£150.00	£0.00	-£150.00
1040 Refuse Bag Sales	£800.00	£0.00	-£800.00
1050 Insurance Claims	£0.00	£0.00	£0.00
1070 Grants	£0.00	£5,441.00	£5,441.00
1080 Youth Club (rent and water)	£0.00	£0.00	£0.00
Total Finance And General Purposes	<u>£90,170.00</u>	<u>£49,469.45</u>	<u>-£40,700.55</u>
Amenities			
1100 Fryer Field Fees			
1100/1 Football	£2,060.00	£342.00	-£1,718.00
1100/2 Cricket	£415.00	£0.00	-£415.00
1100/3 MUGA	£0.00	£0.00	£0.00
1100/4 Other	£0.00	£10.00	£10.00
1100 Total	<u>£2,475.00</u>	<u>£352.00</u>	<u>-£2,123.00</u>
1110 Cemetery Fees			
1110/1 Memorial	£2,500.00	£440.00	-£2,060.00
1110/2 Interment	£6,000.00	£452.00	-£5,548.00
1110/3 Purchase plot	£4,000.00	£0.00	-£4,000.00
1110 Total	<u>£12,500.00</u>	<u>£892.00</u>	<u>-£11,608.00</u>
1120 Insurance Settlements	£0.00	£0.00	£0.00
Total Amenities	<u>£14,975.00</u>	<u>£1,244.00</u>	<u>-£13,731.00</u>
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 (annual 1st Jan)	£0.00	£0.00	£0.00
Total Daphne Harrison Subcommittee	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>
Total Income	<u>£105,145.00</u>	<u>£50,713.45</u>	<u>-£54,431.55</u>

EXPENDITURE	08/09 Approved	Actual Net	Balance
Finance And General Purposes			
2000	Salaries		
2000/1	Administration Staff	£1,610.01	£22,204.99
2000/2	Grounds/other staff	£847.08	£9,592.92
2000/3	Tax	£306.80	-£306.80
2000/4	NIC	£150.93	-£150.93
2000/5	Pensions	£147.49	-£147.49
2000/6	Student loan	£28.00	-£28.00
2000	Total	£3,090.31	£31,164.69
2010	Employers Pension Contributions	£458.68	£5,061.32
2020	Employers NIC	£144.17	£2,855.83
2030	Expenses		
2030/1	Clerk Expenses	£8.80	£491.20
2030/2	Groundsman Expenses	£0.00	£100.00
2030/3	Councillors Travel Expenses	£25.20	£174.80
2030/4	Chairmans Allowance	£0.00	£50.00
2030	Total	£34.00	£816.00
2040	Training		
2040/1	Clerk	£0.00	£700.00
2040/2	Councillors	£0.00	£200.00
2040	Total	£0.00	£900.00
2050	Office and Admin Costs		
2050/1	Non Domestic Rates	£212.97	£227.03
2050/2	Electricity	£131.73	£268.27
2050/3	Phone Charges	£134.90	£365.10
2050/4	Broadband Charges	£0.00	£330.00
2050/5	Stationery	£0.00	£700.00
2050/6	Photocopier	£0.00	£400.00
2050/7	Repairs and Maintenance	£0.00	£150.00
2050	Total	£479.60	£2,440.40
2060	IT Costs		
2060/1	IT Support	£47.98	£452.02
2060/2	New Computer Equipment	£0.00	£200.00
2060	Total	£47.98	£652.02
2070	Insurance	£0.00	£8,500.00
2080	Petty Cash		
2080/1	Postage	£33.10	£316.90
2080/2	Other	£1.34	£48.66
2080	Total	£34.44	£365.56
2090	Professional Fees		
2090/1	Audit Fee	£0.00	£1,000.00
2090/2	Legal Fees	£0.00	£250.00
2090/3	Other Fees	£0.00	£0.00
2090	Total	£0.00	£1,250.00
2100	Subscriptions		
2100/1	DAPTC	£0.00	£1,000.00
2100/2	Society of L.C. Clerks	£0.00	£0.00
2100/3	Other	£0.00	£0.00
2100	Total	£0.00	£1,000.00
2110	Purchase of Refuse Bags	£0.00	£800.00
2120	Grants		
2120/1	Section 137		
2120/1/1	Youth Club	£0.00	£3,000.00
2120/1/2	Other	£30.00	£1,970.00
2120/1	Total	£30.00	£4,970.00
2120/2	Section 142 - CAB	£0.00	£300.00
2120	Total	£30.00	£5,270.00

2130	Election Expenses	£500.00	£0.00	£500.00
2140	General	£500.00	£23.00	£477.00
2150	Advertising and Publicity	£500.00	£0.00	£500.00
2160	Website Development	£910.00	£0.00	£910.00
Total Finance And General Purposes		£67,805.00	£4,342.18	-£63,462.82

Amenities

3000	Honorariums (gatekeepers)	£1,000.00	£0.00	£1,000.00
3010	Fryer Field Maintenance			
3010/1	General inc Dragon teeth/Street lamp referb.	£1,350.00	£61.00	£1,289.00
3010/2	Large machinery Maintenance	£300.00	£0.00	£300.00
3010/3	Small Machinery Maintenance	£300.00	£0.00	£300.00
3010/4	Cricket Square maintenance	£500.00	£0.00	£500.00
3010/5	Pitch Maintenance	£1,500.00	£0.00	£1,500.00
3010/6	Weed Control	£500.00	£0.00	£500.00
3010/7	Fuel	£750.00	£0.00	£750.00
3010	Total	£5,200.00	£61.00	£5,139.00
3020	Pavilion Running costs			
3020/1	Electricity	£400.00	£0.00	£400.00
3020/2	Water/sewage charges	£400.00	£386.55	£13.45
3020/3	Interior painting	£1,000.00	£0.00	£1,000.00
3020/4	Other	£2,500.00	£623.50	£1,876.50
3020	Total	£4,300.00	£1,010.05	£3,289.95
3030	Multi Use Games Area			
3030/1	Floodlight maintenance	£400.00	£0.00	£400.00
3030/2	General Maintenance	£10,000.00	£0.00	£10,000.00
3030/3	Electricity	£600.00	£0.00	£600.00
3030	Total	£11,000.00	£0.00	£11,000.00
3040	Fencing	£500.00	£0.00	£500.00
3050	Fryer Field Play Area			
3050/1	Maintenance	£1,000.00	£285.11	£714.89
3050/2	General	£0.00	£0.00	£0.00
3050/3	Safety Inspections	£0.00	£0.00	£0.00
3050	Total	£1,000.00	£285.11	£714.89
3060	Oakhurst Play Area			
3060/1	Maintenance	£500.00	£45.00	£455.00
3060/2	General	£0.00	£0.00	£0.00
3060/3	Safety Inspections	£0.00	£0.00	£0.00
3060	Total	£500.00	£45.00	£455.00
3070	Skatepark Maintenance	£500.00	£0.00	£500.00
3080	Play Equipment	£0.00	£6,990.68	-£6,990.68
3090	New Machinery and Equipment	£500.00	£0.00	£500.00
3100	Cemetery Costs			
3100/1	Non Domestic Rates	£200.00	£69.30	£130.70
3100/2	Water charges	£100.00	£0.00	£100.00
3100	Total	£300.00	£69.30	£230.70
3110	Cemetery Maintenance			
3110/1	General	£500.00	£0.00	£500.00
3110/2	Fencing	£300.00	£0.00	£300.00
3110/3	Gravel	£500.00	£0.00	£500.00
3110/4	Landscaping	£0.00	£0.00	£0.00
3110/5	Externally contracted work	£0.00	£0.00	£0.00
3110/6	Weed Control	£600.00	£0.00	£600.00
3110/7	Refuse Collection	£1,200.00	£263.12	£936.88
3110	Total	£3,100.00	£263.12	£2,836.88
3120	Memorial Inspections (last completed August 2003)	£4,000.00	£0.00	£4,000.00
3130	Lynch gate maintenance	£200.00	£0.00	£200.00

