

WEST MOORS PARISH COUNCIL

MINUTES of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on Tuesday 29th April 2008 in the Council Chamber, Pavilion, Fryer Field, West Moors at 7.30pm.

PRESENT: Cllr A. Clarke - Chairman
 Cllr J Bartley Cllr. Mrs C. Holmes Cllr R Watson
 Cllr. B. Wye

OTHERS PRESENT: Ms. J. Weedon (Clerk)
 Cllr P Holden

APOLOGIES: Cllr P Gausson Cllr J Price Cllr. J. Young

ABSENT WITHOUT APOLOGIES: Cllr Mrs M Hall

QUESTIONS FROM MEMBERS OF THE PUBLIC

None

07/429 DECLARATIONS OF INTEREST

Cllr A Clarke declared a personal interest in agenda item 8, grant application for St Mary's Church. Cllr Clarke did not speak or vote on this matter.

07/430 TO RECEIVE THE CLERK'S REPORT

Nothing to report

07/431 TO APPROVE ACCOUNTS FOR PAYMENT

Members discussed the option of paying the telephone bill by direct debit as British Telecom now make an additional charge for paying by cheque. It was proposed, seconded and

RESOLVED that the accounts for payment be approved, attached on page 248. Also that a direct debit be set up to pay the British Telecom phone bill and investigations carried out to see if additional savings can be made by paying other utility bills by direct debit.

07/432 TO RECEIVE FINANCIAL INFORMATION

a) To receive Financial Summary up to 31st March 2008 attached on page 249
 This was reviewed by the committee and proposed, seconded and
RESOLVED that it be accepted.

b) To Receive the Budget Comparison up to 31st March 2008 attached on pages 250 – 253
 This was reviewed by the committee and proposed, seconded and
RESOLVED that it be accepted.

07/433 TO APPROVE THE REVISED TERMS OF REFERENCE

Members discussed the option for the inclusion of co-opted members from sporting associations to the Amenities committee. It was decided that the option for co-opted members to attend amenities committee meetings should be left in place even though at present there are no co-opted members. It was proposed, seconded and
RECOMMENDED that the amended terms of Reference be approved and adopted as shown on page 254 - 255 of these minutes.

07/434 TO CONSIDER THE PARISH COUNCIL INSURANCE

Members compared the 3 quotes varying from £4379.59 to £7607.12 and felt that some clarification on the policy excess and playground inspections was required before making the decision. It was proposed, seconded and

RESOLVED that the clerk contact the insurance company and pass the additional information to Cllrs Holmes, Wye and Clarke who will be delegated to make the final decision that either the AON or Norwich Union quote be approved.

Members expressed their thanks to Cllr Bartley for his work in producing an up to date inventory for the purpose of the insurance quotes.

07/435 TO CONSIDER GRANT APPLICATIONS

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

a) Life Education Dorset – Application for a grant of £278 towards health and drug prevention programmes in local schools. Members expressed concern over the Parish Council funding education in schools and felt that other organisations/bodies should fund such projects. It was proposed, seconded and

RESOLVED that a grant is not awarded to Life Education Dorset.

b) Dorset and Somerset Air Ambulance – A request for a grant of £30 for attending and giving a presentation at the parish Council Annual Public Meeting. It was proposed, seconded and

RESOLVED that a grant of £30 be awarded to the Dorset and Somerset Air ambulance.

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

c) Pinehurst Chapel – Application for a grant of £500 towards the cost of funding ongoing youth work. Some members expressed concern that as Parish Councils are non political then maybe they should also be non religious. After further discussion it was proposed, seconded and

RESOLVED that a decision is put on hold until a copy of the child protection policy is received and confirmation of the entry requirements for attending the youth club.

d) St Mary the Virgin Parish Church Council – Application for a grant towards the cost of installing an audio link and loop system in the meeting room adjoining the church. It was proposed, seconded and

RESOLVED that a grant of £400 be awarded to help fund the installation of the audio system. The funds not to be released until the work starts.

e) West Moors Skatepark – Application for £500 towards a youth shelter. Cllr Holden informed members that a grant of £2000 has been approved from East Dorset Community Partnership, this has been awarded to the Local Action Group. Additional funds to be raised through grants and fundraising. It was proposed, seconded and

RESOLVED that a grant of £500 be awarded towards the purchase of a youth shelter. The funds to be held by the parish council until the shelter is purchased.

07/436 TO CONSIDER THE PURCHASE OF CROWD BARRIERS

Each year the crowd barriers are hired to protect the Christmas tree at a cost of approximately £135 for 8 barriers. There is an opportunity to purchase barriers at a cost of £10 each. After discussions it was proposed, seconded and

RESOLVED that fourteen crowd barriers be purchased.

07/437 TO RECEIVE CORRESPONDENCE

None

07/438 TO RECEIVE INFORMATION FROM MEMBERS

Cllr Bartley suggested that the fluorescent tubes in the Pavilion be changed as the tubes currently used in them may not be available for much longer. Clerk to investigate.

07/439 ITEMS FOR FUTURE AGENDAS

What the Parish Council intend to do with Parish Office. Clerk to source the information regarding the lease of the Parish office and the running costs before placing on a future agenda.

The Chairman declared the meeting closed at 8.35pm.

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
3807		25/03/08	£28.06	£4.18	£23.88	FinGP Roman Group	Stationary
3808	13169	25/03/08	£110.07	£0.00	£110.07	FinGP Wragg Mrs L	March Salary
3809	13170	25/03/08	£39.11	£0.00	£39.11	FinGP Ealey Mrs N	March Fees
3810	13171	25/03/08	£39.11	£0.00	£39.11	FinGP Williams Mrs E	March fees
3811		25/03/08	£22.89	£3.41	£19.48	Travis Perkins	Shower head and hose for pavilion
3815		25/03/08	£551.10	£0.00	£551.10	HM Revenue and Customs	March Tax and NI
3816		25/03/08	£409.59	£0.00	£409.59	Dorset County Council	March – Pension
3817		27/03/08	£25.00	£3.72	£21.28	Brackendale Nurseries	Plant for Petwyn
3818		10/04/08	£138.32	£6.59	£131.73	EON	Electricity Supply Parish Office
3819		10/04/08	£386.55	£0.00	£386.55	West Moors Youth Club	Water rates
3820		cancelled written in error					
3821		10/04/08	£309.17	£46.05	£263.12	SITA	Cemetery refuse charges
3822		11/04/08	£100.00	£0.00	£100.00	Petty cash	Transfer of funds
3823		18/04/08	£599.25	£89.25	£510.00	Dantek	Pavilion Legionella Assessment
3824		25/04/08	£629.90	£0.00	£629.90	HM Revenue and Customs	April Tax and NI
3825		25/04/08	£606.17	£0.00	£606.17	Dorset County Council	April Pension
Total			£3,994.29	£153.20	£3,841.09		

Cheque list dated 29.04.08

3830		£23.00	£0.00	£23.00	Annikas Florist	Flowers fro Miss James – Cemetery
3831		£56.38	£8.40	£47.98	Supanames Hosting	Web Domain name renewal
3832		£133.38	£19.88	£113.50	Fire Extinguisher maintenance	Fire extinguisher annual inspection
3833		£225.00	£0.00	£0.00	West Moors Arts Society	Grant
3834		£8214.05	£1,437.48	£6776.57	Maverick Industries	Skateramp – part payment
3835		£69.30	£0.00	£69.30	East Dorset District Council	Non domestic rates - Cemetery
3836		£212.97	£0.00	£212.97	East Dorset District Council	Non domestic rates – Parish office
3837		£157.72	£22.82	£134.90	British Telecom	Phone charges
3838		£335.00	£49.89	£285.11	Brackendale Nurseries	Planting for Fryer Field
3839		£124.55	£18.55	£106.00	SAS _Playgrounds	Repairs to Oakhurst Playarea
3840		£25.20	£0.00	£25.20	Wye Cllr B	Travel Expenses
3841		£30.00	£0.00	£30.00	Dorset And Somerset Air Ambulance	Grant for attending Annual Public meeting
Total		£9,606.55	£1,557.02	£7,824.53		

March Petty cash expenditure £54.19

March staff salaries £2706.18 cheque no's 3812, 3813, 3814

April staff salaries £2465.89 cheque no's 3826, 3827, 3828, 3829

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

Summary between 01/04/07 and 31/03/08 inclusive.

Balances at the start of the year	
Amenity I	£8,357.37
Amenity II	£7,568.56
Current	£5,568.87
Deposit	£19,048.84
Harrison III	£9,738.84
Petty cash	£33.65
Total	£50,316.13

RECEIPTS	Net	Vat	Gross
Finance And General Purposes	£104,377.33	£179.93	£104,557.26
Playing Fields	£2,685.93	£109.72	£2,795.65
Cemetery	£14,891.00	£0.00	£14,891.00
Highways	£642.25	£0.00	£642.25
Daphne Harrison Subcommittee	£319.69	£0.00	£319.69
Total Receipts	£122,916.20	£289.65	£123,205.85

PAYMENTS	Net	Vat	Gross
Finance And General Purposes	£52,811.03	£1,635.46	£54,446.49
Playing Fields	£43,866.27	£5,096.45	£48,962.72
Cemetery	£3,903.63	£466.27	£4,369.90
Highways	£6,280.87	£971.35	£7,252.22
Daphne Harrison Subcommittee	£440.00	£0.00	£440.00
Total Payments	£107,301.80	£8,169.53	£115,471.33

Closing Balances	
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

Bank Reconciliation as at 31.03.08

Portman a/c:	25667.17
Current a/c:	5408.69
Deposit a/c:	29310.13
Petty cash	18.54

	60404.53
Less outstanding cheques	2353.88

Total	58050.65

**West Moors Parish Council
Financial Budget Comparison**

Comparison between 01/04/07 and 31/03/08 inclusive.

INCOME	07/08 Approved	Actual Net	Balance
Finance And General Purposes			
6 Precept	£80,000.00	£80,000.00	£0.00
14 Grants	£0.00	£12,056.05	£12,056.05
16 Interest - Deposit	£500.00	£1,261.29	£761.29
20 Interest - Amenity I (Annual 1st Jan)	£0.00	£274.29	£274.29
25 Interest - Amenity II (annual 1st Jan)	£0.00	£248.42	£248.42
31 Youth Club	£0.00	£142.41	£142.41
42 General	£0.00	£1,669.98	£1,669.98
45 Fin & GP Insurance Claims	£0.00	£0.00	£0.00
60 Sale of waste bags	£800.00	£1,210.55	£410.55
65 Petty Cash Income	£0.00	£0.00	£0.00
Total Finance And General Purposes	£81,300.00	£96,862.99	£15,562.99
Playing Fields			
205 Fees			
205/1 Football	£2,000.00	£2,017.42	£17.42
205/2 Cricket	£0.00	£239.90	£239.90
205/3 MUGA	£0.00	£0.00	£0.00
205 Total	£2,000.00	£2,257.32	£257.32
210 Playing Fields Insurance Claims	£0.00	£428.61	£428.61
Total Playing Fields	£2,000.00	£2,685.93	£685.93
Cemetery			
405 Fees			
405/1 Memorial	£2,470.00	£2,902.50	£432.50
405/2 Interment	£9,840.00	£6,437.00	-£3,403.00
405/3 Purchase plot	£0.00	£5,551.50	£5,551.50
405 Total	£12,310.00	£14,891.00	£2,581.00
410 Cemetery Insurance Claims	£0.00	£0.00	£0.00
Total Cemetery	£12,310.00	£14,891.00	£2,581.00
Highways			
615 Highways Insurance Claims	£0.00	£642.25	£642.25
616 Public seat sponsorship	£0.00	£0.00	£0.00
646 Contribution to Christmas Lights	£0.00	£0.00	£0.00
Total Highways	£0.00	£642.25	£642.25
Daphne Harrison Subcommittee			
52 Interest - D Harrison III (annual 1st Jan)	£0.00	£319.69	£319.69
Total Daphne Harrison Subcommittee	£0.00	£319.69	£319.69
Total Income	£95,610.00	£115,401.86	£19,791.86

EXPENDITURE	07/08 Approved	Actual Net	Balance	
Finance And General Purposes				
5	Salaries and Expenses			
5/1	Clerk			
5/1/1	Salary paid to Clerk	£10,400.00	£13,266.67	-£2,866.67
5/1/2	Clerk's National Insurance	£850.00	£1,220.21	-£370.21
5/1/3	Clerk's Income Tax	£2,940.00	£2,340.27	£599.73
5/1	Total	£14,190.00	£16,827.15	-£2,637.15
5/2	NIC - Employer's Contribution	£4,000.00	£1,769.53	£2,230.47
5/3	Clerk's Expenses			
5/3/2	Travel	£500.00	£309.60	£190.40
5/3/3	Other Expenses	£150.00	£0.00	£150.00
5/3	Total	£650.00	£309.60	£340.40
5/6	Clerk's Training	£250.00	£245.00	£5.00
5/8	Clerk's Assistant			
5/8/1	Assistant's Salary	£3,725.00	£3,539.92	£185.08
5/8/2	Assistant's National Insurance	£0.00	£6.53	-£6.53
5/8/3	Assistant's Income Tax	£0.00	£0.00	£0.00
5/8	Total	£3,725.00	£3,546.45	£178.55
5/9	Pension Contributions	£2,680.00	£3,538.91	-£858.91
5/10	Student Loan payments	£0.00	£256.00	-£256.00
5/11	HMRC online incentive	£0.00	-£150.00	£150.00
5	Total	£25,495.00	£26,342.64	-£847.64
10	Grants (S137 only)			
10/1	Grants (S137 only) - Sundry	£2,600.00	£1,850.00	£750.00
10/2	Grants (S137 only) - Youth Club	£3,000.00	£3,000.00	£0.00
10	Total	£5,600.00	£4,850.00	£750.00
11	Grants (S31 only)	£0.00	£0.00	£0.00
12	Grants (S142 only)	£200.00	£200.00	£0.00
15	Parish Office Costs			
15/1	Stationery	£335.00	£959.35	-£624.35
15/2	Copier	£350.00	£636.82	-£286.82
15/3	Rates	£0.00	£412.92	-£412.92
15/4	Electricity Supply	£500.00	£223.99	£276.01
15/5	Repairs & Maintenance	£0.00	£1,867.10	-£1,867.10
15/6	BT Phone Charges			
15/6/1	Call Charges	£500.00	£501.02	-£1.02
15/6/2	Internet charges	£300.00	£323.88	-£23.88
15/6	Total	£800.00	£824.90	-£24.90
15	Total	£1,985.00	£4,925.08	-£2,940.08
20	Insurances	£7,250.00	£8,498.36	-£1,248.36
25	Subscriptions	£800.00	£903.20	-£103.20
30	Professional Fees			
30/1	Audit Fee	£1,000.00	£1,085.00	-£85.00
30/2	Legal Fees	£0.00	£108.33	-£108.33
30/3	Other Fees	£0.00	£427.50	-£427.50
30	Total	£1,000.00	£1,620.83	-£620.83
40	Petty Cash			
40/1	Postage	£350.00	£447.84	-£97.84
40/2	Other	£50.00	£193.73	-£143.73
40	Total	£400.00	£641.57	-£241.57
45	Election Expenses	£500.00	£109.00	£391.00
55	IT Support	£400.00	£359.71	£40.29
56	IT Capital	£750.00	£1,945.37	-£1,195.37
60	Misc Items	£500.00	£733.00	-£233.00
85	Councillors' Costs			

85/1	Travel	£100.00	£194.80	-£94.80
85/2	Training	£100.00	£279.75	-£179.75
85/3	Chairmans Allowance	£0.00	£25.00	-£25.00
85	Total	£200.00	£499.55	-£299.55
94	Parish Council Newsletter	£500.00	£15.00	£485.00
98	Parish Plan	£0.00	£100.00	-£100.00
100	Purchase of Waste Bags	£800.00	£1,067.72	-£267.72
Total Finance And General Purposes		£46,380.00	£52,811.03	£6,431.03
Playing Fields				
305	Contract Fees			
305/1	Groundsman salary	£6,930.00	£8,502.13	-£1,572.13
305/11	Groundsman - NI	£0.00	£466.03	-£466.03
305/12	Groundsman - Tax	£0.00	£488.54	-£488.54
305/13	Groundsman - sick pay	£0.00	£0.00	£0.00
305/14	Groundsman Expenses	£0.00	£68.80	-£68.80
305/20	Booking Clerk - Pavilion	£1,070.00	£1,228.17	-£158.17
305/30	Booking Clerk - Multi-Purpose	£820.00	£0.00	£820.00
305/40	Pavilion Cleaner	£1,350.00	£1,320.84	£29.16
305/50	Gates (Fryer Field)	£480.00	£469.32	£10.68
305/60	Gates (Oakhurst)	£480.00	£469.32	£10.68
305	Total	£11,130.00	£13,013.15	-£1,883.15
310	Water Rates	£350.00	£149.23	£200.77
315	Electricity			
315/1	Pavilion	£800.00	£331.06	£468.94
315/2	Multi-Purpose	£600.00	£79.39	£520.61
315	Total	£1,400.00	£410.45	£989.55
320	Fryer Field Maintenance			
320/1	General	£2,000.00	£2,383.37	-£383.37
320/2	Tractor Maintenance	£600.00	£48.38	£551.62
320/3	Small Machinery Maintenance	£470.00	£180.05	£289.95
320/4	Cricket Wicket	£500.00	£214.97	£285.03
320/5	Reseeding	£1,000.00	£128.00	£872.00
320/6	Weed Control	£0.00	£475.00	-£475.00
320	Total	£4,570.00	£3,429.77	£1,140.23
321	Expenditure in lieu of insurance	£0.00	£0.00	£0.00
330	Fencing	£500.00	£600.00	-£100.00
335	Pavilion			
335/1	Interior Painting	£0.00	£0.00	£0.00
335/2	Other	£800.00	£289.74	£510.26
335/3	Disabled Access	£0.00	£15.63	-£15.63
335	Total	£800.00	£305.37	£494.63
340	Multi-Purpose Maintenance	£10,000.00	£1,170.03	£8,829.97
345	Fryer Field Play Area	£5,000.00	£4,565.67	£434.33
346	Toddler Swings	£0.00	£0.00	£0.00
350	Skatepark Maintenance	£250.00	£250.00	£0.00
351	Skatepark Equipment	£0.00	£3,749.00	-£3,749.00
361	Trailer	£0.00	£0.00	£0.00
362	New Machinery and Equipment	£1,500.00	£15,233.08	-£13,733.08
371	Oakhurst Play Area - Maintenance	£500.00	£990.52	-£490.52
Total Playing Fields		£36,000.00	£43,866.27	£7,866.27
Cemetery				
505	Admin	£200.00	£187.27	£12.73
510	Water Rates	£100.00	£45.69	£54.31

515	Maintenance			
515/1	General	£500.00	£631.79	-£131.79
515/2	Fencing	£1,100.00	£106.25	£993.75
515/3	Gravel	£500.00	£0.00	£500.00
515/4	Landscaping	£1,000.00	£560.00	£440.00
515/5	Externally contracted work	£500.00	£140.00	£360.00
515/14	Weed Control	£500.00	£418.00	£82.00
515/20	Roller Bin Service	£1,000.00	£995.90	£4.10
515/28	Contract Fees	£3,330.00	£818.73	£2,511.27
515	Total	£8,430.00	£3,670.67	£4,759.33
535	Lynch gate maintenance	£0.00	£0.00	£0.00
Total Cemetery		£8,730.00	£3,903.63	-£4,826.37

Highways

35	Public Seats Purchase	£0.00	£0.00	£0.00
36	Public Seats Maintenance	£500.00	£0.00	£500.00
41	Bus Shelter Maintenance	£500.00	£1,387.25	-£887.25
605	General	£200.00	£2,367.07	-£2,167.07
606	Christmas Decs (Village)	£3,000.00	£1,897.60	£1,102.40
607	Welcome Signs	£100.00	£0.00	£100.00
610	Hanging Baskets	£200.00	£0.00	£200.00
615	Petwyn Maintenance	£0.00	£628.95	-£628.95
Total Highways		£4,500.00	£6,280.87	£1,780.87

Daphne Harrison Subcommittee

11	Grants from D Harrison III	£0.00	£440.00	-£440.00
13	Daphne Harrison Library Project	£0.00	£0.00	£0.00
Total Daphne Harrison Subcommittee		£0.00	£440.00	£440.00

Total Expenditure	£95,610.00	£107,301.80	-£11,691.80
Total Income	£95,610.00	£115,401.86	£19,791.86
Total Expenditure	£95,610.00	£107,301.80	-£11,691.80
Total Net Balance	£0.00	£8,100.06	

All items in bold and italic add up to final totals

Net Income shown on Financial Summary	£122916.20
Net Income Shown on Budget Comparison	£115401.86

Difference of	£ 7514.34	This figure is the VAT reclaimed and paid to us so far this year. The budget comparison does not take VAT into account as VAT is not budgeted for.
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