

**Minutes of the FINANCE & ADMINISTRATION COMMITTEE held at the Village Hall, Corfe Mullen on Tuesday 13<sup>th</sup> April 2010**

**Present:** Cllr E Haward– Acting Chairman (in the absence of Cllr P Haward and as there is currently no Vice Chairman for this Committee, it was agreed that Cllr E Haward would act as Chairman)

Cllrs	S Damon	JP Holland	A Perry
	A Holland	V Kitson	

Officers in attendance: Katrina Blee (Clerk), Sheila Bird (Assistant Clerk).

**PUBLIC DISCUSSION PERIOD**

**There were no members of the public present.**

**09/420 Apologies for Absence**

Apologies for absence were received from Cllrs P Haward and Jefferies.

**09/421 Declarations of Interest**

There were no declarations of interest.

**09/422 Minutes**

The minutes of the Finance & Administration Committee held on 12<sup>th</sup> January 2010 were approved.

*Nem Con*

**09/422 Accounts for Payment**

The following accounts were agreed for payment:

3436	Corfe Mullen Carnival Committee (retrospective) s.145	250.00
3437	Corfe Mullen Village Hall 09/10 grant (retrospective)	2000.00
3438	CMVH - hall hire for meetings (retrospective)	243.00
3439	Savills - allotments rent March 10 to September 10	102.50
3440	DAPTC - training seminar - Mrs S Bird	30.00
3440	DAPTC - finance seminar - Mrs K Blee	15.00
3441	Kingfisher Electrical - install socket in workshop	129.25
3442	EDDC - Dog Warden Patrols April 10 to March 11	3900.00
3443	Sage 50 Payroll Sagecover	141.00
3444	M B Wilkes - topsoil and gravel	258.83
3445	EDDC - Recycling supplies	108.80
3446	Dorset Probation Board - community service visits Jan & Feb	81.13
3446	Dorset Probation Board - community service visits March	70.50

3447	Mrs C Gamble - reimburse for stamps	48.72
3448	DCC Superannuation Month 1	1905.78
3449	Inland Revenue Month 1 PAYE/NIC	1623.83
3450	Tower Supplies - groundsman's supplies	19.90
3451	Longham Garden Machinery	401.70
3452	R Evetts - window cleaning	8.00
Autopay	Payroll Month 1	5851.14
dd 12.04.10	Public Works Loan Board	707.99
dd 05.04.10	Arval - fuel	74.00
dd 01.04.10	Office rates	151.89
dd 01.04.10	Cemetery rates	51.78
	<b>TOTAL</b>	<b>18174.74</b>

*Nem Con*

**09/423 Budget Monitoring Report for the q/e 31.03.10 (Appendix 1)**

After clarification on a number of points, the report was noted.

**09/424 Items of Report and Matters for Forthcoming Agendas**

- a) The Clerk reported that the Village Hall had secured £2500 revenue funding from EDDC. They will review their existing commitments in the summer and so it is hoped that the Village Hall would receive further funding in the future.
- b) Members were updated on the proposed dog control orders. EDDC is likely to only approve control orders regarding fouling and banning of dogs from play areas. The Parish Council would then have to decide if it wants to pursue the adoption of control orders in respect of banning dogs from pitches and dogs on leads restrictions.

**09/425 Date and time of the next meeting**

The date and time of the next meeting was confirmed as Tuesday 13<sup>th</sup> July 2010 at 7.45 pm (time subject to change).

	<b>2009-10 BUDGET</b>	<b>Actual to 31.03.10</b>
	£	£
<b>INCOME</b>		
Precept	205775	205775
Cemetery Fees	6100	10260
Bank interest	1200	2689
Paper	3200	2016
Allotment Rents	1210	1260
Recreation	43	3
FOI income	5	52
Recycling/booklet/dvd Sales	2000	3349
VH Management Charge	19000	19000
Other income	0	263
<b>TOTAL INCOME</b>	<b>238533</b>	<b>244667</b>

**EXPENDITURE****Employees**

Salary & wages	123500	114478
Travelling expenses	1100	610
<b>TOTAL</b>	<b>124600</b>	<b>115088</b>

**Recreation**

Grounds maintenance	17850	17622
Insurance	1400	1248
Litter/dog bins renewal	120	112
Rent - DCC	650	0
Play Equipment maintenance	1200	505
Springdale POS	500	0
Dog wardening	4000	0
<b>TOTAL</b>	<b>25720</b>	<b>19487</b>

**General Administration**

Staff training, prof fees and conferences	700	535
Member training & Conferences	250	0
Insurance	1600	1337
DAPTC	1150	1041
Audit fees	1525	910
Hire of rooms	1150	1465
Advertising	810	857
Members travelling exps	100	0
Chairman's allowance	300	0
Parish Newsletter	2300	1637
Publications & Software	150	145
Notice Boards	250	0
Website/software support/comp maint	1450	807
PWLB loan interest	750	96
Election costs	1200	0
Miscellaneous	83	263
<b>TOTAL</b>	<b>13768</b>	<b>9093</b>

**Office Costs**

Postage, Printing & Stationery	1400	1420
Telephone/Internet	1100	990
Office Expenses	7300	6295
<b>TOTAL</b>	<b>9800</b>	<b>8705</b>

<b>Recycling/booklet/dvd supplies</b>	<b>2000</b>	<b>2929</b>
---------------------------------------	-------------	-------------

**Vehicles & Plant**

Licence & Insurance	535	645
Petrol/Repairs	2500	1431
<b>TOTAL</b>	<b>3035</b>	<b>2076</b>

**Cemeteries**

Insurance	375	390
Rates and utilities	650	546
Repairs & maintenance	610	159
<b>TOTAL</b>	<b>1635</b>	<b>1095</b>

<b>S.137/Other Donations</b>	<b>5000</b>	<b>4419</b>
------------------------------	-------------	-------------

<b>Grant to Village hall (s.137)</b>	<b>21000</b>	<b>21000</b>
--------------------------------------	--------------	--------------

<b>Street Lighting</b>	<b>350</b>	<b>447</b>
------------------------	------------	------------

<b>Highways</b>	<b>0</b>	<b>60</b>
-----------------	----------	-----------

**Allotments**

Rent of land	205	205
Water	100	163
Maintenance	300	0
<b>TOTAL</b>	<b>605</b>	<b>368</b>

<b>Amenity Planting</b>	<b>500</b>	<b>142</b>
-------------------------	------------	------------

<b>TOTAL EXPENDITURE</b>	<b>208013</b>	<b>184909</b>
--------------------------	---------------	---------------

<b>Net surplus/(deficit)</b>	<b>30520</b>	<b>59759</b>
------------------------------	--------------	--------------

<b>EXCEPTIONAL AND CAPITAL INCOME</b>	<b>0</b>	<b>0</b>
---------------------------------------	----------	----------

**EXCEPTIONAL AND CAPITAL EXPENDITURE**

PWLB Loan repayments	2770	2770
DCC rent previous years	2750	0
Capital Projects - new - per agreed prog	2000	5116
Capital Projects - renewal - per agreed prog	16550	8343
<b>TOTAL EXCEPTIONAL EXPENDITURE</b>	<b>24070</b>	<b>16229</b>

<b>Excep/Cap Net surplus/deficit</b>	<b>-24070</b>	<b>-16229</b>
--------------------------------------	---------------	---------------

<b>Transfer to Capital Funds</b>	<b>-25000</b>	<b>-25000</b>
----------------------------------	---------------	---------------

<b>funded from reserves</b>	<b>18550</b>	<b>13459</b>
-----------------------------	--------------	--------------

<b>OVERALL NET SURPLUS/DEFICIT</b>	<b>0</b>	<b>31989</b>
------------------------------------	----------	--------------

