

CORFE MULLEN PARISH COUNCIL

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FINANCE & ADMINISTRATION COMMITTEE

There is to be a meeting of the above Committee at the Village Hall, Towers Way, Corfe Mullen on Tuesday 9 January 2018 commencing at 7.30 p.m.

K. Blee
Mrs K M Blee
Parish Clerk
3 January 2018

Mrs Katrina M Blee
Parish Clerk
Council Office
Village Hall
Towers Way
Corfe Mullen
Wimborne
Dorset
BH21 3UA

Members of the Committee: Cllrs. Alexander, Anderson, Harrison, Honeyman, Parkin, Perry, Stennett and Waterman.

PUBLIC DISCUSSION PERIOD

Members of the Public will have an opportunity to raise issues before the meeting starts. Each member of the public will be limited to a 5-minute slot.

AGENDA

1. To Receive apologies for absence
2. To Record any declarations of interest
3. To Approve the minutes of the meeting held on 10th October 2017
4. To Approve Accounts for Payment
5. To Note Update on capital projects
6. To Consider Grant Applications
7. To Consider Draft Budget and precept for the 2018-19 financial year
 - a) Revised capital programme
 - b) Budget spending to 31 December 2017 and Draft Budget
 - c) Estimated movement in funds
 - d) Notes on draft budget
8. Items of Information and Matters for Forthcoming Agendas
9. To Confirm date and time of next meeting as 10 April 2018 at 7.45 pm
(time subject to change)

ITEM 3 MINUTES OF PREVIOUS MEETING

Minutes of the FINANCE AND ADMINISTRATION COMMITTEE held at Corfe Mullen Village Hall on Tuesday 10th October 2017 at 7.45pm

Present: **Chairman:** Cllr Evan Waterman

Anderson	Stennett
Harrison	Waterman
Honeyman	

Officers in attendance: Katrina Blee (Clerk) and Sheila Bird (Assistant Clerk).
Also in attendance: Cllr Jefferies

Public Discussion Period

There were no members of the public present.

17/175 Apologies

Apologies for absence were received from Cllr Parkin.

17/176 Declarations of interest

There were no declarations of interest.

17/177 Minutes

The minutes of the meeting held on 11th July 2017 were approved after the correction to those present to include Cllr Honeyman.

Nem Con.

17/178 Accounts for Payment

The following accounts were agreed for payment:

PARISH COUNCIL ITEMS		
200873	Ellis Whittam annual renewal	2871.00
200874	Logik Copying Systems - quarterly copier charge	69.32
200875	Booker Construction - replacement fencing at Rec.	1416.00
200876	TopCoat - newsletter printing	290.00
200877	HMRC - PAYE/NIC Month 7	1803.80
200878	DCPF - Superannuation Month 7	2672.80
autopay	Month 7	7452.08
200879	K9 Security - security at Rec. for September	720.00
200880	Heritage Seeds - wildflower meadow seeds	48.00
200881	Excalibur Stone - Roy's Meadow memorial	997.20
200882	Wessex Grounds Services - pitch weed control treatment	600.00
Bank tfr	Corfe Mullen Village Hall - hall hire 3rd quarter	288.00

dd 25.09.17	NatWest - bank charge	10.00
dd 25.10.17	Chubb - fire extinguisher rental g'staff building	16.92
card 29.09.17	Post Office - recorded delivery allotment letters	92.96
	TOTAL	19348.08

VILLAGE HALL ITEMS

200883	Olivers Heating - annual boiler service	216.00
200883	Olivers Heating - heating repair - remove air lock	102.00
200884	Kingfisher Electrical x 2 - lighting repairs	105.60
card 22.09.17	Mobile top up for caretaker	20.00
card 26.09.17	Zoundhouse - 2 replacement iPod cables	36.14
	TOTAL	479.74

Nem Con.

17/179 Budget Monitoring Report for the quarter ended 30 September 2017

The report was noted.

17/180 Update on Capital Projects

The following update on Capital Projects was noted:

Item	£ Budget	Update	£ Actual cost (net)
New skate park	60000 +60000 grant funding	Tender deadline 6 th October. Tenders to be considered by a councillor working party and a recommendation to go to Full Council on 24 th October	
Meadow memorial	£850 (prev year)	Completed.	£831
Public Right of Way Brook Lane/Newtown Lane	£1000	Completed	£1000
Replacement gates at Towers Way Play Area	£2000	Awaiting solution from contractor – fence is out of line and loose	
Mini-refurbishment of Henbury Play Area – replacement components	£5000	Not yet started	
Plant replacement	£1000, further £544 agreed at Full Council 28.03.17	Hedge cutter, pole pruner and mower replaced	£1554.51

New line marking machine	Not budgeted, agreed Full Council 28.03.17, budget £682	Replacement	£682.00
New laptop	Not budgeted, agreed at Full Council 23.05.17 £270	For meetings: due to Vista no longer being supported, refurbished one purchased	£248.58
Litter/dog bin replacements	£250, additional expenditure agreed Full Council 28.03.17, new total £1528	Replacement	£1460

17/181 Items of Information and matters for forthcoming agendas

- a) The Clerk advised that future capital project spending will be discussed at the budget meeting in January.
- b) Cllr Alexander advised that he had attended a meeting recently at which it was suggested that local government budgets are likely to experience further cuts.
- c) Cllr Waterman reported on the recent Eastern Area DAPTC meeting and in particular the controversial changes to NHS primary care provision.
- d) Cllr Harrison reported that the business rates situation was still to be finalised.

17/182 Date and time of next meeting

The date and time of the next meeting were confirmed as 9th January 2018 at 7.45pm (time to subject to change).

The meeting closed at 8.10pm.

ITEM 4 ACCOUNTS FOR PAYMENT

PARISH COUNCIL ITEMS		
200923	CMVH - hall hire for skate park consultation	34.50
200923	CMVH - hall hire meetings	380.70
200924	DAPTC x 2 - allotments seminar KB & CG/Data Protection course KB	145.00
200925	Longham Garden Machinery x 2 - brushcutter & blower repairs	170.04
200926	IOG annual membership - J Case	48.00
200927	Dorset Electrical & Fire Alarms - service	88.80
200928	AJV Computing - callout to attend to computer problems	40.00
200929	Logik Copying - quarterly copy charge	139.21
200930	TopCoat Print - newsletter printing	290.00
200931	Broadstone Link - newsletter delivery	201.24
200932	DCPF - Month 10	2672.80
200933	HMRC - PAYE/NIC Month 10	1844.40
autopay	Month 10	7396.63
dd 25.12.17	NatWest autopay charge for amendments	8.00
dd 19.12.17	DCC - waste collections from rec.	129.00

dd 21.12.17	S Electric - streetlight energy November	40.97
dd 21.12.17	Gazprom - office electric usage November	45.18
dd 01.01.18	UK Fuels - fuel	69.70
dd 08.01.18	UK Fuels - fuel	77.02
dd 19.01.18	Chubb - fire ext. rental g'staff bldg.	16.92
card 20.12.17	Post Office - stamps	56.00
card 15.12.17	Amazon - builders garden waste jumbo bags x 5	15.45
card 05.12.17	JCT - minor works building contract	41.41
	TOTAL	13950.97

VILLAGE HALL ITEMS

200934	Olivers Heating - new boiler	5880.00
200927	Dorset Electrical & Fire Alarms - service	88.80
dd 23.12.17	Gazprom - gas usage November	126.18
dd 02.01.18	Water2business - June - Dec usage	554.44
card 06.12.17	B&Q - Christmas decorations	9.00
card 20.11.17	Amazon - starters	5.75
	TOTAL	6664.17

ITEM 5 UPDATE ON CAPITAL PROJECTS

Item	£ Budget	Update	£ Actual cost (net)
New skate park	60000 +60000 grant funding	Contractor appointed. Design consultation with users to take place 17.1.18. Installation will hopefully commence March 2018.	£119800
Meadow memorial	£850 (prev year)	Completed.	£831
Public Right of Way Brook Lane/Newtown Lane	£1000	Completed	£1000
Replacement gates at Towers Way Play Area	£2000	Quotation for reseating fence and replacement gates awaited.	
Mini-refurbishment of Henbury Play Area – replacement components	£5000	Not yet started – likely to take place in 2018-19	

Plant replacement	£1000, further £544 agreed at Full Council 28.03.17	Hedge cutter, pole pruner and mower replaced	£1554.51
New line marking machine	Not budgeted, agreed Full Council 28.03.17, budget £682	Replacement	£682.00
New laptop	Not budgeted, agreed at Full Council 23.05.17 £270	For meetings: due to Vista no longer being supported, refurbished one purchased	£248.58
Litter/dog bin replacements	£250, additional expenditure agreed Full Council 28.03.17, new total £1528	Replacement	£1460

ITEM 6 GRANT APPLICATIONS

Organisation	Project for which assistant sought	Cash held	Total Project Cost £	Amount Requested £	Suggested grant £	Notes
Circle of Friends	contribution to speakers' fees	tba	250	250	200	
CM Afternoon WI	Contribution to trips and activities	964.34	400	300	200	
CM Allotments Association	Tools and equipment for communal use/loan	665.87	500	250		
CM Carnival	H&S welfare such as toilet hire £600, radios £350 and first aid £290. Total £1240	11102	1240	1200	600	
CM Carnival 5km and Junior 1-mile fun run	2018 trophies and new signage	1019.05	300	300	200	
CM Girl guiding	District Fun day - all levels	2782.57	20 per girl	500	200	
CM Royal British Legion Senior Section	Cost of coach outing	343.69	300-400	300	200	
CM Sports Association	Shower and changing room refurbishment project - contribution	30,767	n/k	1000	1000	
CM Youth Trust	gazebo	17245	495	400	250	
Corfe Mullen Dementia Friendly Steering Group	Tools for active minds project and contribution to allybalybee project (children understanding dementia)	tba plus £5793.73 awarded from the Co-op	n/k	100	0	due to Co-op funds received this year
Corfe Mullen Home Watch - Speed Watch	Radar gun	1636.44	966	516	300	
ED Beekeepers Association	Bee Vac, observation hive and virtual hive	2527.34	493	493	150	due to funds held
ED CAB	Contribution to running costs	126291	190306	1000	1000	

Wimborne & East Dorset Macular Degeneration Support Group	Demonstration lighting and gadgets	1376	250	250	100	Have applied for £75 from Wimborne TC
RBL Poppy Appeal	Donation (wreath)	-	50	Already donated	50	
Total				6859	4450	

For consideration and decision

ITEM 7 BUDGET AND PRECEPT

Capital Programme

Earmarked funds 2018-19 TO 2022-23									
2018-19	£	2019-20	£	2020-21	£	2021-22	£	2022-23	£
Skate Park	60000	Van renewal	7000						
Replace gates at Towers Way Play Area	2000								
Partial refurbishments at Henbury Play Area	5000								
Plant renewal	8000	Plant renewal	2500	Plant renewal	2500	Plant renewal	10000	Plant renewal	2500
Cemetery works	15000								
	90000		9500	0	2500	0	10000	0	2500

Spending to 31.12.17 and Draft Budget 2018-19

	2016-17	2016-17	2017-18	to 31.12.17	to 31.03.18	2018-2019
	BUDGET	ACTUAL	BUDGET	ACTUAL	ESTIMATED	BUDGET
INCOME	£	£	£	£	£	£
Precept	288205	288205	294475	294475	294475	294475
Cemetery Fees	12000	10764	10200	13659	16500	16995
Bank interest	1650	1516	1450	371	560	625
Allotment Rents	1500	38	0	32	0	0
Recreation	1100	867	850	1197	1450	1400
FOI income	10	1	5	0	0	5
Booklet sales	40	31	40	6	10	40
Other income	50	49	50	145	95	50
TOTAL INCOME	304555	301471	307070	309885	313090	313590
EXPENDITURE						
Employees	£	£	£	£	£	£

Salary & wages	125750	128835	146478	110045	145776	153592
Travelling expenses	500	440	500	297	400	500
TOTAL	126250	129275	146978	110342	146176	154092
Recreation	£	£	£	£	£	£
Grounds maintenance & staff facility*	29000	34421	32300	29259	34550	30250
Insurance	600	523	575	464	464	525
Rent - DCC	600	600	600	0	0	700
Play Equipment maintenance	1000	5985	2600	1258	1257	1400
Dog wardening	4000	3900	4000	3900	3900	4000
Community orchard maintenance	250	23	300	0	100	300
Waste collection*	2000	0	0	0	0	0
TOTAL	37450	45452	40375	34882	40271	37175
General Admin	£	£	£	£	£	£
Professional services	4200	3051	3100	2629	2629	3100
Staff training and prof fees	1500	1795	1000	609	675	1000
Member training	2500	65	960	900	900	360
Insurance	2850	2373	2523	2187	2187	2523
DAPTC	1200	1199	1223	1222	1222	1259
Audit fees	1500	1550	1750	0	1500	1750
Hire of rooms	1500	1374	1265	1090	1000	1390
Advertising	1000	83	250	0	0	250
Members travelling exps	200	41	120	92	120	180
Chairman's allowance	300	165	350	34	100	1500
Parish Newsletter	2200	1940	2000	1194	1819	2000
Publications & subscriptions	200	194	150	125	90	150
Website/software/comp maint	2000	1882	1170	1467	1500	1850
PWLB loan interest	2200	1762	2000	1538	1538	2000
Election costs	4000	0	2400		0	0
Miscellaneous	50	61	48	419	429	180
TOTAL	27400	17535	20309	13506	15709	19492
Office Costs	£	£	£	£	£	£
Postage, Printing & Stationery	1500	842	975	785	871	1050
Telephone/Internet	1100	1152	1200	1000	1250	1380
Office Expenses	7500	6569	7132	5904	6750	7360
TOTAL	10100	8563	9307	7689	8871	9790
Vehicles & Plant	£	£	£	£	£	£

Licence & Insurance	900	810	900	821	840	1205
Petrol/Repairs	3000	2698	3120	2052	2375	3500
TOTAL	3900	3501	4020	2875	3215	4705
Cemeteries	£	£	£	£	£	£
Insurance	450	354	395	326	326	365
Rates and utilities	1300	1305	2267	2210	2300	2395
Repairs & maintenance	500	46	550	3517	3517	550
Plot survey - new area	500	0	500	0	0	0
TOTAL	2750	1705	3712	6053	6143	3310
Grants to outside organisations	£	£	£	£	£	£
Small grants programme/donations	3500	3500	5500	50	10500	5500
Exceptional grant to CMSA	0	0	0	5000		
Youth Centre revenue grant	30000	11912	36963	35873	35873	36104
Corfe Mullen Village Hall -contribution to new roof		30000			0	
Corfe Mullen Village Hall - contribution to improvements	0	0	0	0	0	15000
TOTAL	33500	45412	42463	40923	46373	56604
	£	£	£	£	£	£
Highways & Street lighting	2500	470	2090	354	500	1340
Allotments	£	£	£	£	£	£
Rent of land	205	205	205	0	0	205
Water	500	446	600	134	200	500
Maintenance	350	125	240	0	200	240
Legal fees new site	1250	0	1250	0	0	1250
TOTAL	2305	776	2295	134	400	2195
	£	£	£	£	£	£
TOTAL EXPENDITURE	246155	252689	271549	216758	267658	288703
Net surplus/(deficit)	58400	48782	35521	93127	45432	24887
EXCEPTIONAL AND CAPITAL INCOME	£	£	£	£	£	£
TOTAL EXCEPTIONAL INCOME	0	0	0	0	0	0

EXCEPTIONAL AND CAPITAL EXPENDITURE	£	£	£	£	£	£
PWLB Loan repayments	8400	8521	8521	8745	8745	8800
Capital Projects - new	5000	0	0	0	0	0
Earmarked reserves expenditure	85000	36473	68250	4433	10433	90000
CMSA contingency	10000	0	0	0	0	0
Allotments provision	0	0	2000	0	0	2000
Provision for devolved services	0	0	10000	0	0	10000
Contribution to improvements to PROW Brook Lane to Newtown Lane	0	0	1000	0	1000	0
Asset transfer Towers Way land (provision)	0	0	15000	0	0	0
TOTAL EXCEPTIONAL EXPENDITURE	108400	44994	104771	13178	20177	110800
Net exceptional/capital surplus/deficit	-108400	-44994	-104772	-13178	-20177	-110800
NET OVERALL SURPLUS/DEFICIT	-50000	3788	-69251	79948	25255	-85913
Transfers to funds	-30000	0	0	0	0	0
Funded from reserves	80000	-3788	69251	-79948	-25255	85913
Balanced Budget:	0	0	0	0	0	0

Estimated movement in Funds – based on above

	Funds at 31.03.17	est. inc. 2017-18	est. exp. in 2017-18	Forecast at 31.03.18	Fund tfrs at 01.04.18	est. inc 2018-19	est. exp. in 2018-19	Forecast at 31.03.18	As a % of precept 2018-19
General	168148	313090	-276403	204835	-45000	313590	309503	163921	55.67
Earmarked Reserve	69250	0	-11433	57817	45000	0	-90000	12817	No. of months exp. 2018-19
	237398	313090	-287836	262652	0	313590	399503	176738	6.36

Accompanying Notes

CAPITAL PROGRAMME 2018-2023

The renewal of one ride on has been brought forward to 2018-19 as it is now nine years old and beginning to cost in repairs. In addition, the renewal of the grounds staff vehicle has been brought forward to 2019-20 as it is 14 years old.

2018-19

The skate park is due to be installed March-May 2018, therefore expenditure for this has been pushed back to 2018-19. The planned works to Towers Way and Henbury Play Area have been delayed due to other work taking priority. The Council recently agreed to seek quotations for an extension to the cemetery drive to accommodate a skip for grave spoil, quotations are to be sought but a budget figure of £15,000 has been included at this stage.

2019-20 to 2022-23

The Council has not identified any projects at this stage, so only planned renewals are included. Should the Council wish to identify projects, the Draft Budget can be amended accordingly.

NOTES TO DRAFT BUDGET

General

Income

Cemetery fees	Increased by 3%.
Bank interest	Increased to reflect higher level held in Public Sector Deposit Fund and uplift in interest rates.
Allotment rents	Kept at zero for prudence, as it is still unknown if a move to the new site will take place during 2018-19.
Recreation	Increased on last year's budget to reflect the new mobile catering unit licence fee.
Other income head	Kept static

Expenditure

Employees	The budget reflects the offer recently made to the staff-side reference a cost of living increase. The employer pension contribution remains at 22%.
Recreation	This is based on current year plus allowances for inflation but with no allowance for pitch improvements. The Head Groundsman, whilst acknowledging that any work may help the ground, has not seen a significant improvement since the works were undertaken. If the Council wishes to undertake further pitch improvements the budget can of course be budgeted for.
Insurances	Up 10% on current year actuals
General Administration	Known increases and or reductions made, main difference is uplift in Chairman's allowance for proposed new Chairman's Spring Reception.
Office	Inflation increases allowed for
Vehicles and plant	Inflation increases allowed for
Cemeteries	Inflation increases allowed for, plot survey not necessary
Grants	Kept static for small grants. Consideration could be given to increasing it given that principal authorities will be reducing or withdrawing funding to local organisations. Youth Trust grant based on their draft budget. Councillors may wish to consider whether it wants to fund the Trust permanently or whether it wants to limit it to five years, or offer a reducing grant and ask the Youth Trust to seek revenue funding elsewhere.

	The Village Hall funds are substantially reduced due to roofing works and new boiler, the Council is asked to grant £15000 towards next phase of works (replacement fencing and tarmacking). Grants will be sought to supplement this.
Highways and street lighting	Reduced because no maintenance contract for street lighting, instead repairs are ordered when necessary
Allotments	Kept similar to last year.
Loan repayments	Kept similar to last year.
Provisions	For new allotments and devolved services

Precept

Due to the Council's reserves position, and the increase in the Council's tax base to 3913 (2016-17 was 3852) no precept increase is necessary whilst still staying within the higher range of acceptable reserves (see below). The Band D equivalent would be £75.26 (2017-18 £76.45).

Level of funds

The guidance is that the general fund should be held at between 3-12 months' expenditure, and that any other reserves are clearly earmarked for specific projects.