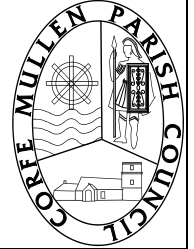


# CORFE MULLEN PARISH COUNCIL

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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 10 April 2018 commencing at 7.15 p.m.

**PLEASE NOTE EARLIER START TIME**

*K. Blee*

Mrs K M Blee  
Parish Clerk  
4 April 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 9<sup>th</sup> January 2018
4. To Approve Accounts for Payment
5. To Note the Budget Monitoring Report for the quarter ended 31.03.18
6. To Note Update on capital projects
7. To Consider recording of grants in kind
8. Items of Information and Matters for Forthcoming Agendas
9. To Confirm date and time of next meeting as 10 July 2018 at 7.45 pm  
(time subject to change)

### ITEM 3 MINUTES OF PREVIOUS MEETING

**Minutes of the FINANCE & ADMINISTRATION COMMITTEE held at the Village Hall, Corfe Mullen on Tuesday 9 January 2018 commencing at 7.30p.m.**

**Present:** - Cllr Waterman - Chairman

Cllrs	Alexander	Harrison	Parkin	Stennett
	Anderson	Honeyman	Perry	

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

Also in attendance: Cllrs Dix, Everett, A Holland, P Holland and Jefferies.

#### **PUBLIC DISCUSSION PERIOD**

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

#### **17/252 Apologies for Absence**

None received.

#### **17/253 Declarations of Interest**

Cllr Harrison declared an interest in Items 17/257 & 17/258 as he is a trustee of Corfe Mullen Youth Trust and a member of the Carnival Committee.

Cllr Honeyman declared an interest in Items 17/257 & 17/258 as he is a trustee of Corfe Mullen Youth Trust.

Cllr Parkin and Cllr Perry declared an interest in Item 17/257 as they are trustees of the Phelipps Charity.

#### **17/254 Minutes**

The minutes of the Finance & Administration Committee held on 10 October 2017 were approved.

Nem Con.

#### **17/255 Accounts for Payment**

<b>PARISH COUNCIL ITEMS</b>		
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'stuff 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
	<b>TOTAL</b>	<b>13950.97</b>

<b>VILLAGE HALL ITEMS</b>		
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
	<b>TOTAL</b>	<b>6664.17</b>

Nem Con.

**17/256 Update on capital projects**

<b>Item</b>	<b>£ Budget</b>	<b>Update</b>	<b>£ Cost</b>
New skate park	60000 +60000 grant funding (from the Heathland Mitigation Fund)	Contractor appointed. Design consultation with users to take place 17.1.18. Installation will hopefully commence March 2018.	£119800 (estimated)
Meadow memorial	£850 (prev year)	Completed.	£831
PROW Brook Lane/Newtown Lane	£1000	Completed	£1000
Replacement gates at Towers Way Play Area	£2000	Quotation for reseating fence and replacement gates awaited – will be 2018-19.	
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	Replacement	£682.00

<i>New laptop</i>	<i>Not budgeted, agreed at Full Council 23.05.17</i>	<i>For meetings: due to Vista no longer being supported, refurbished one purchased</i>	<i>£248.58</i>
<i>Litter/dog bin replacements</i>	<i>£250, additional expenditure agreed Full Council 28.03.17</i>	<i>Replacement</i>	<i>£1460</i>

**17/257 Grant Applications 2017-18**

The Council's budget is £5500 for the year 2017-18. £50 has already been donated to the Royal British Legion Poppy Appeal and therefore it was agreed to recommend the following grants to Full Council:

<b>Organisation</b>	<b>Details</b>	<b>Amount £</b>
<i>Circle of Friends</i>	<i>For speakers' fees</i>	<i>200 (subject to confirmation of cash held)</i>
<i>CM Afternoon WI</i>	<i>For trips and activities</i>	<i>200</i>
<i>CM Allotments Association</i>	<i>For tools and equipment for communal use/loan</i>	<i>It was agreed to defer consideration until the new site is set up. In addition, it was not yet known what the developer may offer.</i>
<i>CM Carnival</i>	<i>Contribution to H&amp;S welfare facilities for Carnival Day</i>	<i>600</i>
<i>CM Carnival 5km &amp; Junior 1-mile fun run</i>	<i>For new signage and 2018 trophies</i>	<i>200</i>
<i>CM Girl Guiding</i>	<i>For subsidy for District Fun Day</i>	<i>200</i>
<i>CM Royal British Legion Senior Section</i>	<i>For coach outing</i>	<i>200</i>
<i>CM Sports Association</i>	<i>Towards changing room refurbishments</i>	<i>1000</i>
<i>CM Youth Trust</i>	<i>Towards gazebo</i>	<i>250</i>
<i>CM Dementia Friendly Steering Group</i>	<i>For tools for active minds project and 'allybalybee project)</i>	<i>0 (due to Co-op funds received this year)</i>
<i>CM Home Watch – Speed Watch</i>	<i>Towards radar gun</i>	<i>300</i>
<i>ED Beekeepers Association</i>	<i>Towards Bee Vac, observation hive and virtual hive</i>	<i>150</i>
<i>ED CAB</i>	<i>Contribution to running costs</i>	<i>1250</i>
<i>Wimborne &amp; ED Macular Degeneration Support Group</i>	<i>Towards demonstration lighting and gadgets</i>	<i>100</i>
<i>RBL Poppy Appeal</i>	<i>General donation</i>	<i>50 (already donated)</i>
<i>Total</i>		<i>4700</i>

In addition, it was agreed that the Phelipps Charity could make a late application to be considered at Full Council, Full Council for £250, being the cost of relaunching the charity. Cllr. Harrison requested that in future information be provided on the membership numbers of clubs and societies and also that the level of the previous year's grant (if any) be included.

Nem Con.

**17/258 Draft Budget and precept for 2018-19 financial year**

- a) *The draft capital programme for the next five years was considered and agreed for onward recommendation to Full Council with the addition of a provision in the 2019-20 financial year for the installation of an accessible path around the recreation ground (Appendix 1).*

*Nem Con.*

- b) *The actual income and expenditure to 31.12.17 and projected income and expenditure to 31.03.18 were noted. Following a question from a councillor, the Clerk clarified that the additional salary costs from 16-17 related to an additional member of staff being employed, cost of living increases and salary increments.*
- c) *Members fully considered the draft budget and accompanying notes and the following key decisions were made for onward recommendation to Full Council:*
- i. No further football pitch improvements will be undertaken this year.*
  - ii. The Chairman's allowance will be increased by £1150 to fund a new Chairman's Reception to increase community engagement, network with other partners in the District and thank volunteers for their work in the parish.*
  - iii. The small grants budget to be kept at £5500 for 2018-19.*
  - iv. A two-year commitment will be made to the Corfe Mullen Youth Trust for revenue funding, this to be £36104 for 2018-19 in accordance with the Trust's budget. However, it will be frozen at this level for 2019-20 and the Trust will be encouraged to research alternative sources of funding to reduce the financial burden on the Parish Council, given that with local government reorganisation in Dorset, the Parish Council may need to consider taking on other assets and services.*
  - v. £15,000 be granted to Corfe Mullen Village Hall towards further improvements.*
  - vi. That the draft budget for 2018-19 be approved (Appendix 2).*

*Nem Con.*

- d) *The estimated movement in funds (Appendix 3) was considered together with the advice from the Clerk that unearmarked reserves should be kept to approximately 3-6 months' expenditure and it was agreed to recommend to Full Council that the level of funds as stated on the draft budget (£85913) would be used towards general expenditure.*

*Nem Con.*

- e) *The tax base for 2018-19 of 3913 (up from 3852 in 2017-18) was noted and it was agreed to recommend to Full Council to keep the 2018-19 precept at the same level as 2017-18, £294475. It was noted that the Band D equivalent would be £75.26 (down from £76.45 in 2017-18).*

*Nem Con.*

**17/259 Items of information and matters for forthcoming agendas**

*Cllr Perry informed members that he is still in possession of the original Christmas tree lights used for the Parish Council's tree at Windgreen (although without any bulbs).*

**17/260 Date and time of the next meeting**

*The date and time of the next meeting was confirmed as Tuesday 10 April at 7.45 pm (time subject to change). Cllr Parkin gave her apologies in advance due to holidays.*

The meeting closed at 8.47p.m.

**ITEM 4 ACCOUNTS FOR PAYMENT**

<b>PARISH COUNCIL ITEMS</b>		
200980	D.J.Andrews - van mot, service, incl new rear brakes and cambelt	887.33
200981	Top Coat Print - newsletter printing	290.00
200982	Broadstone Link - newsletter delivery	201.24
200983	HMRC PAYE/NIC Month 1	1863.85
200984	DCPF - Superannuation Month 1	2686.03
autopay	Month 1	7429.03
dd 18.04.18	Chubb - fire extinguisher rental g'staff building	16.92
dd 09.04.18	UK Fuels - fuel	67.90
dd 01.04.18	EDDC - office rates	360.00
dd 01.04.18	EDDC - cemetery rates	238.23
card 22.03.18	Amazon - plastic name tags with holders	13.99
card 27.03.18	Assistant Clerk 10 year service gift (from Chairman's Allowance)	17.99
card 14.03.18	Post Office - stamps	56.00
card 21.03.18	Cooperative - refreshments for Annual Parish Meeting	19.47
	<b>TOTAL</b>	<b>14147.98</b>

<b>VILLAGE HALL ITEMS</b>		
200985	PHS - hand towels	17.64
card 22.03.18	Amazon - vacuum jug for Small Hall	17.14
card 23.03.18	Co-op- kettle for Small Hall	17.99
	<b>TOTAL</b>	<b>52.77</b>

**ITEM 5 BUDGET MONITORING REPORT**

	2017-18	To 31.03.18	To 31.03.18	Variance
	ANNUAL BUDGET	EXPECTED	ACTUAL (29.3.18)	
INCOME	£		£	
Precept	294475	294475	294475	0
Cemetery Fees	10200	10200	18619	8419
Bank interest	1450	1450	647	-803
Allotment Rents	0	0	32	32
Recreation	850	850	1268	418
FOI income	5	5	0	-5
Booklet/dvd/Sales	40	40	8	-32
Other income	50	50	190	140
<b>TOTAL INCOME</b>	<b>307070</b>	<b>307070</b>	<b>315238</b>	<b>8168</b>
<b>EXPENDITURE</b>				
<b>Employees</b>				
Salary & wages	146478	146478	145871	-607
Travelling expenses	500	500	365	-135
<b>TOTAL</b>	<b>146978</b>	<b>146978</b>	<b>146236</b>	<b>-742</b>
<b>Recreation</b>				
Grounds maintenance	32300	32300	32632	332
Insurance	575	575	464	-111
Rent - DCC	600	600	0	-600
Play Equipment maintenance	2600	2600	1258	-1342
Dog wardening	4000	4000	3900	-100
Community orchard	300	300	7	-293
<b>TOTAL</b>	<b>40375</b>	<b>40375</b>	<b>38262</b>	<b>-2113</b>
<b>General Administration</b>				
Professional services	3100	3100	2629	-471
Staff training and prof fees	1000	1000	636	-364
Member training	960	960	900	-60
Insurance	2523	2523	2187	-336
DAPTC	1223	1223	1222	-1
Audit fees	1750	1750	0	-1750
Hire of rooms	1265	1265	1429	164
Advertising	250	250	0	-250
Members travelling exps	120	120	92	-28
Chairman's allowance	350	350	214	-136
Parish Newsletter	2000	2000	1819	-181
Publications & subscriptions	150	150	160	10
Website/software/computer support/maint	1170	1170	1778	608
PWLB loan interest	2000	2000	1538	-462
Election costs	2400	2400	0	-2400

Miscellaneous	48	48	58	10
<b>TOTAL</b>	<b>20309</b>	<b>20309</b>	<b>14663</b>	<b>-5646</b>
<b>Office Costs</b>				
Postage, Printing & Stationery	975	975	934	-41
Telephone/Internet	1200	1200	1368	168
Office Expenses	7132	7132	7141	9
<b>TOTAL</b>	<b>9307</b>	<b>9307</b>	<b>9443</b>	<b>136</b>
<b>Vehicles &amp; Plant</b>				
Licence & Insurance	900	900	841	-59
Petrol/Repairs	3120	3120	3631	511
<b>TOTAL</b>	<b>4020</b>	<b>4020</b>	<b>4472</b>	<b>452</b>
<b>Cemeteries</b>				
Insurance	395	395	326	-69
Rates and utilities	2267	2267	2237	-30
Repairs & maintenance	550	550	898	348
Plot survey - new area	500	500	0	-500
<b>TOTAL</b>	<b>3712</b>	<b>3212</b>	<b>3462</b>	<b>250</b>
<b>Grants to outside organisations</b>				
Small grant programme/donations	5500	5500	4700	-800
Youth Trust revenue grant	36963	36963	36751	-212
CMSA additional capital grant	0	0	5000	5000
<b>Total</b>	<b>42463</b>	<b>42463</b>	<b>46451</b>	<b>3989</b>
<b>Highways &amp; Street lighting</b>	<b>2090</b>	<b>2090</b>	<b>568</b>	<b>-1522</b>
<b>Allotments</b>				
Rent of land	205	205	0	-205
Water	600	600	370	-230
Maintenance	240	240	0	-240
Legal fees re new site	1250	1250	0	-1250
<b>TOTAL</b>	<b>2295</b>	<b>2295</b>	<b>370</b>	<b>-1925</b>
<b>TOTAL EXPENDITURE</b>	<b>271549</b>	<b>229086</b>	<b>217476</b>	<b>-11610</b>
<b>EXCEPTIONAL AND CAPITAL INCOME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EXCEPTIONAL AND CAPITAL EXPENDITURE</b>				
PWLB Loan repayments	8521	8521	8745	224
Capital Projects - renewal	68250	68250	3433	-64817
Allotments provision	2000	2000	0	-2000
Provision for devolved services	10000	10000	0	-10000
Contribution to improvements to PROW Brook Lane to Newtown Lane	1000	1000	1000	0



Asset transfer land at Towers Way	15000	15000	0	-15000
Resurfacing old cem drive	0	0	2860	2860
Meadow Memorial bf prev yr	850	850	831	-19
Payment re damaged car at rec	0	0	375	375
<b>TOTAL EXCEPTIONAL EXPENDITURE</b>	<b>105621</b>	<b>105621</b>	<b>13178</b>	<b>-88733</b>

## ITEM 6 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 7     RECORDING OF GRANTS IN KIND**

The Parish Council currently gives revenue funding to Corfe Mullen Youth Trust. With the Local Government Reorganisation, it is likely that the Parish Council may take on more services. It will be important to demonstrate to the public the actual level of subsidy the Parish Council provides to community organisations, and this should include time given by the Parish Council as well as financial grants. It may be that in the future the Parish Council offers support to other organisations such as help with funding applications, general advice from the Clerk etc.

The Clerk has already been asked to record hours spent on Youth Trust assistance and it is recommended that this is quantified annually in accordance with the hourly cost of employing the Clerk so that this can be reported to residents as part of the Council's Annual Accounts in the newsletter, on the website, or in an Annual Report.

This does not strictly apply to the Corfe Mullen Village Hall because the Parish Council as sole managing trustee does not charge for its services otherwise it would not be able to claim back VAT on purchases for the Village Hall. Therefore, only financial grants to the Village Hall should be recorded and reported.

**For decision.**