

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 9th October 2018 commencing at 7.15 p.m.

PLEASE NOTE EARLIER START TIME

Mrs K M Blee
Clerk to the Council
3rd October 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 July 2018
4. To Approve Accounts for Payment
5. To Receive the Budget Monitoring Report for the quarter ended 30.09.18
6. To Note correspondence regarding precept setting
7. To Consider overarching budget strategy for 2019-20
8. Business continuity and succession planning
9. To receive an update on capital projects
10. Items of Information and Matters for Forthcoming Agendas
11. To Confirm date and time of next meeting as 8th January 2019 at 7.45 pm (*time subject to change*)

ITEM 3 MINUTES OF LAST MEETING

Minutes of the FINANCE & ADMINISTRATION COMMITTEE held at the Village Hall, Corfe Mullen on Tuesday 10 July 2018 commencing at 7.45pm

Present: - Cllr Waterman- Chairman

Cllrs	Alexander	Honeyman	Stennett
	Anderson	Parkin	

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.

18/073 Election of Chairman for the Municipal year 2018-19

Cllr Waterman was nominated by Cllr Alexander and seconded by Cllr Anderson. There being no other nominations he was duly elected.

Nem Con.

18/074 Election of Vice-Chairman for the Municipal year 2018-19

Cllr Honeyman was nominated by Cllr Alexander and seconded by Cllr Parkin. There being no other nominations he was duly elected.

Nem Con.

18/075 Apologies for Absence

Apologies were received from Cllr Harrison.

18/076 Declarations of Interest

There were no declarations of interest.

18/077 Minutes

The minutes of the Finance & Administration Committee held on 10 April 2018 were approved.

Nem Con.

18/078 Appoint 5 members to the Staffing Sub-Committee

Cllrs Anderson, Honeyman, Parkin, Stennett and Waterman were on this committee last year and all were willing to serve again this year.

Nem Con.

18/079 Accounts for Payment

PARISH COUNCIL ITEMS		
201036	ESPO - toilet rolls and disinfectant	21.50
201037	M B Wilkes x 2 - topsoil	80.26

201038	Dorset Electrical - fire alarm service	160.51
201039	CMVH - meeting room hire	338.40
201040	Broadstone Link - newsletter delivery	201.24
201041	Topcoat Print - newsletter printing	290.00
201042	Borough of Poole - Grounds Maintenance May	739.20
201043	K9 - June security at rec.	720.00
201044	K9 - to supply keyholding service for g'stuff building from 01.07.18 to 31.12.18	252.00
201045	EDGE IT Systems - 4th year of 5-year contract	564.00
201046	Move Catering - credit for cancelled matches as agreed by PC	68.00
201047	HMRC - PAYE/NIC Month 4	2106.50
201048	DCPF - Superannuation Month 4	2956.88
autopay	Month 4	8224.04
dd 02.07.18	Water2business - water usage cemeteries/allotments Dec 17 - May 18	271.78
dd 02.07.18	UK Fuels - fuel	120.80
dd 25.07.18	Chubb - fire extinguisher rental g'stuff bldg. July	16.92
card 27.06.18	Post Office - stamps	64.70
card 22.06.18	Tesco - mobile top up for groundstaff	20.00
card 21.06.18	Co-op - sellotape	2.00
	TOTAL	17218.73
VILLAGE HALL ITEMS		
201036	ESPO - toilet rolls and brush	31.00
201038	Dorset Electrical - fire alarm service	160.51
dd 02.07.18	Water2business - water usage June - December	556.63
	TOTAL	748.14

Cllr Parkin queried the cost of the keyholding service for the groundstaff building and agreed to give the Clerk details of the company she uses personally to obtain a quotation.

Nem Con.

18/080 Budget Monitoring Report for the quarter ended 30.06.18 (Appendix 1)

The budget monitoring report for the quarter ended 30.06.18 was noted.

Nem Con.

18/081 Annual Risk Assessment Exercise (Appendix 2)

The changes to the Annual Risk Assessment Exercise were noted and agreed.

The Clerk informed members that she would be giving a report on planned business continuity at the October meeting.

Nem Con.

18/082 Review of Banking and Investments

It was agreed to continue with the current policy of investing longer term in the Public Sector Deposit Fund and ensure that no more than £85000 is held with any banking institution where possible continues.

Nem Con.

18/083 Update on Capital Projects

Item	£ Budget	Update	£ Actual cost (net)
New skate park	60000 +60000 grant funding	Opened 4 July 2018. Official opening planned for August 2018. Some snagging and monitoring to take place over the next 2 months. Litter a problem, may ease off. Consider additional or larger bin. It was decided to monitor the situation as it may be necessary to purchase a larger litter/recycling bin.	£119850 installation There will also be the cost of crown lifting a tree and clearing a drain. Clerk informed of additional costs for Project Manager and Health & Safety management fee.
Replacement gates at Towers Way Play Area	£2000	Completed	£2175
Mini-refurbishment of Henbury Play Area – replacement components	£5000	Not yet started – likely to take place in 2018-19. Larger refurbishment being considered by Community Services Committee: Clerk to obtain quotations. The licence expires in 2019 – Clerk asked to tie licence up first before investigating providing a safety rail on the pavement.	
Plant replacement	£8000	Two new strimmers. Quotation to be sought for replacement ride-on.	£1030.00
Cemetery works	£15000	Quotations to be considered by Community Services Committee in August	

Nem Con.

18/084 Items of Information and Matters for Forthcoming Agendas

- a) Cllr Parkin suggested that the Parish Council should consider funding for projects which would enhance the village. She agreed to chair a working party to look into this. Cllrs Honeyman and Stennett agreed to join the working party. This will also be taken to Full Council in July to see if any councillors wished to join.
- b) Cllr Honeyman commented on the broken and leaning posts and bollards near the roundabout at Lake Gates and that they did not give a good impression to people coming to Corfe Mullen.

18/085 Date and time of the next meeting

The date and time of the next meeting was confirmed as Tuesday 9th October at 7.45 pm (time subject to change).

The meeting closed at 8.20pm.

ITEM 4 ACCOUNTS FOR PAYMENT

PARISH COUNCIL ITEMS		
201091	Rigby Taylor x 2 – line marking paint and machine accessories	554.40
201092	Borough of Poole - grounds maintenance August	739.20
201093	TopCoat Print - newsletter printing	290.00
201094	R Evetts - office window clean	9.00
201095	Transfer to PSDF (excess second half precept)	80000.00
201096	SSE - PAT Testing	223.27
201097	Broadstone Link - newsletter delivery	201.24
201098	Lockyers Middle School - 6 months' rental for community hub	4750.00
201099	M B Wilkes - topsoil	40.52
201100	CMVH - meeting room hire	282.00
201101	Longham Garden Machinery - new Kubota ride-on (including part ex for old m/c)	5010.00
201102	HMRC - PAYE/NIC Month 7	1862.39
201103	DCPF - Superannuation Month 7	2801.34
autopay	Month 7	7868.23
dd 08.10.18	UK Fuels - fuel	74.66
dd 24.09.18	UK Fuels - fuel	112.98
dd 25.10.18	Chubb - fire ext. rental g'staff bldg.	16.92
card 21.09.18	OfficeMachines.net - stapler and hole punchers for office	32.99
card 21.09.18	Amazon - 3 x padlocks for groundstaff	60.00
card 26.09.18	Post Office - stamps	58.00
	TOTAL	104987.14

VILLAGE HALL ITEMS		
201096	SSE - PAT Testing	148.85
dd 22.09.18	Gazprom - gas supply August	40.51
card 25.09.18	Screwfix - lamps	39.90
card 26.09.18	Post Office - stamps	11.60
	TOTAL	240.86

ITEM 5 BUDGET MONITORING REPORT

	2018-19	To 30.09.18	To 30.09.18	Variance
	ANNUAL BUDGET	EXPECTED	ACTUAL	
INCOME	£		£	
Precept	294475	294475	147238	-147238
Cemetery Fees	16995	8498	6716	-1781
Bank interest	625	313	669	356
Allotment Rents	0	0	0	0
Recreation	1400	3	-65	-68
FOI income	5	3	0	-3
Booklet/dvd/Sales	40	20	0	-20
Other income	50	25	55	30
Rent from CMYT	0	7700	7700	0
TOTAL INCOME	313590	311037	162313	-148724
EXPENDITURE				
Employees				
Salary & wages	153592	76796	77838	1042
Travelling expenses	500	250	230	-20
TOTAL	154092	77046	78068	1022
Recreation				
Grounds maintenance	30250	15125	11718	-3407
Insurance	575	575	483	-93
Rent - DCC	700	700	0	-700
Play Equipment maintenance	1400	700	2175	1475
Dog wardening	4000	4000	3900	-100
Community orchard	300	150	0	-150
TOTAL	37225	21250	18276	-2975
General Administration				
Professional services	3100	3100	2417	-683
Staff training and prof fees	1000	500	286	-215
Member training	360	180	0	-180
Insurance	2406	2406	2273	-133
DAPTC	1283	1283	1247	-36
Audit fees	1750	0	0	0
Hire of rooms	1390	695	-2612	-3307
Advertising	250	125	0	-125
Members travelling exps	180	90	0	-90
Chairman's allowance	1500	1250	985	-265
Parish Newsletter	2000	1000	748	-252
Publications & subscriptions	150	90	90	0
Website/software/computer support	1850	1200	1153	-47
PWLB loan interest	2000	1000	683	-317
Election costs	0	0	0	0
Rent: Lockyers Hub	0	9500	4750	-4750
Miscellaneous	180	90	162	72

TOTAL	19399	22509	12182	-10327
Office Costs				
Postage, Printing & Stationery	1050	525	403	-122
Telephone/Internet	1380	690	792	102
Office Expenses	7360	5480	5437	-43
TOTAL	9790	6695	6632	-63
Vehicles & Plant				
Licence & Insurance	1205	1205	884	-321
Petrol/Repairs	3500	1750	1098	-652
TOTAL	4705	2955	1982	-973
Cemeteries				
Insurance	359	359	339	-19
Rates and utilities	2395	2320	2440	120
Repairs & maintenance	550	275	39	-236
TOTAL	3304	2954	2818	-135
Grants to outside organisations				
Small grant programme/donations	5500	0	0	0
CMVH grant	15000	15000	15000	
Youth Trust revenue grant	36104	24069	27464	3395
Total	56604	39069	42464	3395
Highways & Street lighting	1340	670	221	-449
Allotments				
Rent of land	205	103	0	-103
Water	500	250	242	-8
Maintenance	240	120	60	-60
Legal fees re new site	1250	1250	0	-1250
TOTAL	2195	1723	302	-1421
TOTAL EXPENDITURE	288654	174871	162945	-11926
EXCEPTIONAL AND CAPITAL INCOME				
CIL receipts	0	0	894	894
Capital grant from mitigation Fund for Wheel Park	0	0	60000	60000
TOTAL EXCEPTIONAL INCOME			60894	60894
EXCEPTIONAL AND CAPITAL EXPENDITURE				
PWLB Loan repayments	8800	4400	4458	58
Cap exp Earmarked reserves	150000	142000	118122	-23878
Allotments provision	2000	0	0	0
Provision for devolved services	10000	0	0	0
Skate park associated costs			3985	3985

TOTAL EXCEPTIONAL EXPENDITURE	170800	146400	126565	-19835
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ITEM 6 PRECEPT SETTING UNDER NEW UNITARY

The following correspondence has been received, which should be duly noted and passed to the Clerk for action.

To note.



Financial Services
Civic Offices
Bridge Street
Christchurch
Dorset BH23 1AZ

The Parish Clerk
Corfe Mullen Parish Council
Via email

Date: 1 October 2018
Contact: Liz Walker
Our Ref:
Your Ref:
Phone: 01202 795491
Email: lwalker@christchurchandeastdorset.gov.uk
SMS: 07781 480191

Dear Sir / Madam

Budget Setting 2019/20

As you may be aware East Dorset District Council, along with 5 other local authorities, is currently going through the process of becoming a new unitary authority from the 1st April 2019 which will be known as Dorset Council.

As we transition to becoming the new authority there will be a small change to the way in which we require you to submit any precept request on behalf of your Parish or Town Council this year.

Enclosed with this communication you will find a blank Final Precept Notification template which will need to be returned to us by **31 January 2019** in order to ensure that agenda and billing deadlines are met. The completed and appropriately signed form can either be returned by post or via email to me using the contact details at the top of this letter.

If you are precepting an amount greater than £140,000 we will require you to provide us with your budgeted gross expenditure for the 2019/20 financial year in box B of the form. This extra information is part of a statutory requirement to publish the details of large preceptors in the area.

Council Tax Base

The regulations for calculating the Council Tax Base require it to be based on information as at 30 November each year. This unadjusted tax base will then be subject to detailed calculations for each parish to account for the Local Council Tax Support Scheme implications. This will now be a more complex task with over 220 parish and towns to process for the Dorset Council area, therefore will take more time to calculate. We will confirm this to you as soon as possible and are aiming to complete this by 22 December 2018.



www.dorsetforyou.com
@cb_edd_councils



Council Tax Levels

The Band D council tax charge (the national average Band) is calculated by dividing the precept by the council tax base. This will be done by the Council on behalf of Dorset Council.

A spreadsheet which you may choose to assist you with any calculations you might wish to undertake will be provided alongside the taxbase confirmation in December.

Timing of Payments

The precept requested on behalf of your Parish or Town Council will be paid to the nominated bank account in two equal instalments, normally being **30 April 2019** and **30 September 2019**. If either of those dates falls on a non-working day the payment will be made on the last working day of the relevant month.

Updating Contact Information and Bank Details

As in previous years we will continue to use email as our primary method of contacting Town and Parish Councils. It is much quicker for information to be received and saves the cost of postage for both the District Council and yourselves when returning information to us. We would be grateful if you could update us with any change to your preferred email address on the Precept Request form.

To ensure that we are able to make payments to you promptly and securely we also need to keep your payment details up to date. If there has been a change in your bank or account details in the previous 12 months or if you have any upcoming changes in situation can you please contact me directly using the details above.

Please do not hesitate to contact me should you have any questions.

Yours faithfully

Liz Walker
Group Accountant
Christchurch and East Dorset Councils

Dorset Council

**Local Government Act 1972
Town and Parish Precept Request 2019/20**

Name of Parish/Town Council:

	£
(A) Precept (Amount to be charged to council tax payers)*	

The above precept amount (A) is to be paid in two equal instalments on the 30th day of April 2019 and on the 30th day of September 2019. If either of those dates falls on a weekend the payment will be made on the last working day of the month.

	£
*(B) If precept is greater than £140,000 please provide your budgeted gross expenditure for 2019/20	

AUTHORISED at a Meeting of the Parish/Town held on the:

.....day of.....20.....

Signed..... Dated.....20.....

Designation.....Telephone No.....
(The Officer appointed for this purpose)

Email Address:

Please advise us of any changes in your bank details since the last Precept payment

Bank Name:

Account:

Sort Code:

ITEM 7 2019-2020 BUDGET STRATEGY

The Committee is asked to provide guidance to the Clerk on a general strategy when drafting the next budget. The Committee is reminded of the internal auditor's comment that the general reserve should not be held at more than 3 to 6 months of revenue expenditure. Other reserves should be clearly earmarked and directly correlate to an agreed capital programme.

For discussion.

ITEM 8 BUSINESS CONTINUITY AND SUCCESSION PLANNING

Business Continuity

The Committee previously asked the Clerk to look at arrangements for business continuity. The document at the end of this report is based on a template provided for parish and town councils and is a first step in ensuring business continuity in all scenarios.

A key part in this will be ensuring that all staff procedures are written down and securely available. To date the Assistant Clerks' and Village Hall caretakers' tasks have been written down, but these will need reviewing regularly to ensure that they are up to date, and other tasks relating to the Clerk and the grounds staff team will also have to be incorporated into a procedure manual. It is recommended that the Clerk is asked to make this project a priority over the next 3-6 months.

The manual will then need to be stored not only in the Parish Council's document cloud but also held by a third party such as the Parish Council Chairman.

In addition, it is recommended that the Staffing Sub-Committee be asked to consider the current staffing structure to ensure that it provides sufficient deputising for key staff.

In the first instance, the Council is asked to consider the draft business continuity document and the above recommendations.

For consideration.

Succession planning

There is a total of eleven staff currently employed by the Parish Council and Village Hall, and approximately 55% of these are either at retirement age or nearing this. It is essential therefore that the Council assesses the impact of several staff retiring within a short space of time and plans for this. It is therefore recommended that the Staffing Sub-Committee is also asked to look at this, to ensure that the skills and responsibilities of younger staff are sufficient to allow smooth succession.

For consideration.

ITEM 9 UPDATE ON CAPITAL PROJECTS

Item	£ Budget	Update	£ Actual cost (net)
New skate park	60000 +60000	Opened 4 July 2018. Official opening August 2018, when some feedback from users was received. Snagging relating to	£119850 installation

	grant funding	<p>railings due to be remedied on 3rd or 4th October. New litter bin on order to address problem of additional litter. Seating for spectators to be considered at Community Services in November, for onward recommendation to Full Council.</p> <p>Retention of 5% to be held for three months after railings remedied in case of any further defects.</p> <p>Some reports of anti social behaviour by adult users, in addition to litter problems and a small amount of graffiti, otherwise all feedback very positive.</p>	<p>Additional costs relating to tree works, CDM fee, project management fee likely to be in the region of £3500. Final costs to be reported to Committee in January 2019 once known.</p>
Replacement gates at Towers Way Play Area	£2000	Completed (Additional budget agreed by councillors).	£2175
Mini-refurbishment of Henbury Play Area – replacement components	£5000	<p>Not started, although the Clerk has had some play area companies out to take an initial look. Larger refurbishment being considered but agreed no action until it is known whether, and on what terms the licence from Dorset County Council is to be renewed.</p> <p>Clerk has put in an enquiry regarding the licence to DCC, awaiting on a response.</p>	
Plant replacement	£8000	<p>Planned plant replacement completed under budget.</p> <p>Two new strimmers £1030. Old ride on part exchanged for new one like for like, part ex value was £1300, net cost was £4175.</p>	£5205.00
Cemetery works	£15000	Not started. Quotations considered by Community Services Committee in August and one accepted, subject to Clerk checking no planning permission required.	