

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 4 April 2019 commencing at 7.15 p.m.

PLEASE NOTE EARLIER START TIME

A handwritten signature in black ink that reads 'K. Blee'.

Mrs K M Blee
Clerk to the Council
3 April 2019

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 8th January 2019
4. To Approve Accounts for Payment
5. To Note the Budget Monitoring Report for the quarter ended 31.03.19
6. Items of Information and Matters for Forthcoming Agendas
7. To Confirm date and time of next meeting as 9 July 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 8 January 2019 commencing at 7.45pm.

Present: - Cllr Waterman - Chairman

Cllrs	Alexander	Harrison	Parkin	Stennett
	Anderson	Honeyman	Perry	

Officers in attendance: Sheila Bird (Clerk) and Claire Gamble (Assistant Clerk).
Also in attendance: Cllrs Dix, Everett, A Holland, P Holland and Mattocks.

PUBLIC DISCUSSION PERIOD

There were 2 members of the public present.

18/291 Apologies for Absence

Apologies were received from Cllrs Perry and Stennett.

18/292 Declarations of Interest

Cllr Harrison declared an interest in Item 18/296 as he is a trustee of Corfe Mullen Youth Trust and a member of the Carnival Committee.

Cllr Honeyman declared an interest in Item 18/296 as he is a trustee of Corfe Mullen Youth Trust.

Cllr Parkin and declared an interest in Item 18/296 she is a trustee of the Phelipps Charity.

18/293 Minutes

The minutes of the Finance & Administration Committee held on 9 October 2018 were approved.

Nem Con.

18/294 Accounts for Payment

Subject to some amendments to the cheque numbers the following accounts were agreed for payment:

PARISH COUNCIL ITEMS		
201153	J G Fallon - toilet repair at recreation ground	72.00
201154	Glasdon - salt bin, ice melt and equipment for cemetery	552.11
201155	Kingfisher Electrical Contractors Ltd - light repair at rec toilets	72.00
201156	PHS - annual contract paper towels	81.35
201157	TopCoat printing - Jan newsletter	290.00
201158	B&Q - tools and materials	180.53
201159	Dorset Fire & Electrical - fire detection/alarm check	44.40
201160	Corfe Mullen Village Hall - hall hire Jan-Mar 2019	678.80

201161	Martin Brockett - essential tree works at rec, cem and Springdale	380.00
201162	Borough of Poole - November grounds maintenance	369.60
201163	Broadstone Link - newsletter delivery	201.24
dd	UK Fuels - fuel	70.20
201164	Dorset County Pension Fund - Month 10	2801.34
201165	HMRC - Month10	1861.99
Autopay	Month 10	7853.89
dd 21.12.18	Waste and recycling collections November	145.60
dd 21.12.18	Southern Electric - street light energy November	52.86
dd 24.12.18	UK Fuels Ltd - diesel	71.69
dd 29.12.18	Southern Electric - chapel electricity	19.65
dd 02.01.19	Water2business - allotments water June to December	415.82
dd 02.01.19	Water2business -new cem water June to December	22.05
dd 02.01.19	Water2business- old cem water June to December	15.16
dd 27.12.18	British Gas - office electricity Nov-Dec	162.30
dd 25.01.19	Chubb Fire & Security Ltd - fire extinguisher rental Jan	16.92
dd 01.01.19	EDDC office rates	360.00
dd 01.01.19	EDDC cemetery rates	235.00
card 05.12.18	postage	2.41
card 11.12.18	Xmas meeting refreshments - Chairman's allowance	31.45
card 12.12.18	postage	67.00
	TOTAL	17127.36

VILLAGE HALL ITEMS		
201166	CPS Ltd - audio-visual repair Small Hall	154.09
201156	PHS - annual contract janitorial supplies and services	1416.88
201159	Dorset Fire & Electrical - fire detection/alarm check	44.40
dd 15.12.18	Gazprom - gas usage November	183.00
dd 17.12.18	Dual Energy - electricity November	217.71
dd 02.01.19	Water2Business - water bill 16.6.18-4.12.18	558.97
card 29.11.18	Southern Softflow - salt for water softener	55.00
card 20.12.18	Coffee for bingo and coffee mornings	15.00
	TOTAL	2645.05

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18/295 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	£123495 including professional fees and works incidental to the installation.

		months. Litter a problem, may ease off. Consider additional or larger bin. New dual bin purchased at additional cost to cope with additional litter, awaiting installation of base before it can be fixed.	This includes 2.5% retention still to be paid.
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 for a total redesign and hard landscaping to make the play area more accessible. Suggested budget £35000. DCC has now confirmed renewal of licence.	Committee asked to consider increased budget
Plant replacement	£8000	Two new strimmers and ride-on (less part exchange for old ride-on)	£5205.00
Cemetery works	£15000	To be completed early January 2019. Additional works to include strengthened gates and safety drop bolts.	Estimated at £14498

18/296 Grant Applications 2018 - 2019

The Council's budget is £5500 for the year 2018-19. £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:

Organisation	Details	Amount £
Circle of Friends	Educational Trip	100
Citizens Advice East Dorset	Contribution to running costs	1500
Corfe Mullen 5K run and children's one-mile run	To purchase equipment and trophies for CM-based non-club runners	200
Corfe Mullen Afternoon Women's Institute	Coach hire for trips	100
Corfe Mullen Women's Institute	Cream tea/table top sale - part funds to go to Carnival Committee	50
Corfe Mullen Carnival	purchase of marquee for tea tent	600
Corfe Mullen Community Foodbank	Survey in CM link and SurveyMonkey to understand how the foodbank is perceived and how it can work on those perceptions.	150
Corfe Mullen Community Foodbank	Free standing banner to put up when open and for use at events	50

Corfe Mullen Day Care Centre	Contribution towards running costs (transport, rent, activities)	0 no application last year and reserves still healthy
Corfe Mullen Girlguiding	new handbooks for new guiding programme	400 Subject to accounts/level or reserves
Corfe Mullen Royal British Legion - Senior Section	Cost of a coach outing	300
Corfe Mullen Sports Association	Phased replacement of showers	1000
Dorset Youth Marching Band	New marching bell	250
East Dorset Tourist Information Centre	contribution to running costs	500
Thomas Phelipps Charity	To award grants in accordance with charitable objects	400
Total		5600
Already donated RBL Poppy Appeal		50
Budget		5500

Nem Con

[Minute Note: the total of £5450 on the agenda was incorrect; to be reviewed at Full Council on 22.01.19 as to whether to adjust grants awarded or increase budget by £150].

18/297 Draft Budget and precept for 2019-20 financial year

- a) The draft capital programme for the next three years (Appendix 1) was considered and agreed for onward recommendation to Full Council with an increase to the new Buildings maintenance reserve of £5,000 for the years 2020-21 and 2021-2022.
- b) Members fully considered the draft budget (Appendix 2) and accompanying notes (Appendix 3) and it was agreed that it should be recommended to Full Council for agreement with the additional £5000 building reserve to be funded from the reserves. It was therefore agreed to recommend to Full Council that the precept for 2019-2020 be set at £297412 (Band D equivalent £76.61 given the tax base of 3882).
- c) The estimated movement in funds (Appendix 4) was noted and members were satisfied with the resultant level of general reserve the budget would provide.

Nem Con.

18/298 Date and time of the next meeting

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

The meeting closed at 8.15p.m.

ITEM 4 ACCOUNTS FOR PAYMENT

PARISH COUNCIL ITEMS		
201290	D J Andrews - MOT and repairs to Ford Ranger	659.46
201291	Top Coat Print - newsletter printing	290.00
201292	MAS Seeds - plug plants for wildflower meadow	435.00
201293	CMVH - meeting room hire	465.60
201294	Broadstone Link - newsletter delivery	201.24
201295	Corfe Mullen Scouts - electric & water charges for g'staff building Jan 2016 - Mar 2019	2350.39
201296	Rigby Taylor - inline filter assembly for line marker	459.51
201297	M B Wilkes - ballast	47.51
201298	DCPF - Superannuation Month 1	2897.49
201299	HMRC - PAYE/NIC Month 1	2316.78
autopay	Month 1	7743.78
dd 08.04.19	S Electric - cemetery electricity	35.95
dd 08.04.19	UK Fuels - fuel	104.85
dd 01.04.19	UK Fuels - fuel	105.27
dd 25.04.19	Chubb - fire extinguisher rental g'staff bldg. April	17.42
card 03.04.19	Tower Supplies - polo shirts for new groundsman	53.56
card 31.03.19	Indeed - online advertising for groundsman	64.21
card 27.03.19	Post Office - stamps	64.55
card 19.03.19	Postage	2.80
	TOTAL	18315.37

ITEM 5 BUDGET MONITORING REPORT

	2018-19	To 31.03.19	Variance
	ANNUAL BUDGET	ACTUAL	
INCOME	£	£	
Precept	294475	294475	0
Cemetery Fees	16995	17785	790
Bank interest	625	1664	1039
Allotment Rents	0	33	33
Recreation	1400	803	-597
FOI income	5	1	-4
Booklet/dvd/Sales	40	17	-23
Other income	50	79	29
TOTAL INCOME	313590	314857	1267
EXPENDITURE			
Employees			
Salary & wages	153592	153219	-374
Travelling expenses	500	444	-56
TOTAL	154092	153663	-430

Recreation			
Grounds maintenance	30250	27706	-2544
Insurance	575	483	-93
Rent - DCC	700	0	-700
Play Equipment maintenance	1400	1607	207
Dog wardening	4000	3900	-100
Community orchard	300	280	-20
TOTAL	37225	33976	-3249
General Administration			
Professional services	3100	3402	302
Staff training and prof fees	1000	580	-420
Member training	360	65	-295
Insurance	2406	2273	-133
DAPTC	1283	1247	-36
Audit fees	1750	0	-1750
Hire of rooms	1390	1299	-91
Lockyers Hub rent (Net of CMYT contribution)	0	1800	1800
Advertising	250	108	-142
Members travelling exps	180	102	-78
Chairman's allowance	1500	2337	837
Parish Newsletter	2000	1831	-169
Publications & subscriptions	150	125	-25
Website/software/computer support/maint	1850	1475	-375
PWLB loan interest	2000	1309	-691
Election costs	0	0	0
Miscellaneous	180	225	45
TOTAL	19399	18178	-1221
Office Costs			
Postage, Printing & Stationery	1050	1399	349
Telephone/Internet	1380	1581	201
Office Expenses	7360	7548	188
TOTAL	9790	10528	738
Vehicles & Plant			
Licence & Insurance	1205	905	-300
Petrol/Repairs	3500	3336	-164
TOTAL	4705	4241	-464
Cemeteries			
Insurance	359	339	-19
Rates and utilities	2395	2542	147
Repairs & maintenance	550	1603	1053
TOTAL	3304	4484	1180

Grants to outside organisations			
Small grant programme/donations	5500	5900	400
CMVH grant	15000	15000	
Youth Trust revenue grant	36104	36619	515
Total	56604	57519	915
Highways & Street lighting	1340	574	-766
Allotments			
Rent of land	205	0	-205
Water	500	660	160
Maintenance	240	60	-180
Legal fees re new site	1250	0	-1250
TOTAL	2195	720	-1475
TOTAL EXPENDITURE	288654	283882	-4772
EXCEPTIONAL AND CAPITAL INCOME			
CIL receipts	0	2352	2352
Capital grant: Mitigation Fund for Wheel Park	0	60000	60000
TOTAL EXCEPTIONAL INCOME		62352	62352
EXCEPTIONAL AND CAPITAL EXPENDITURE			
PWLB Loan repayments	8800	8975	175
Cap exp Earmarked reserves	150000	140412	-9588
Allotments provision	2000	0	-2000
Provision for devolved services	10000	0	-10000
Allotments compensation (net of Savills contribution offset against rent)	0	4168	4168
Skate park associated costs (prof services, additional works)	0	4775	4775
Springdale Road bus stop hardstanding	0	1264	1264
Electrical works: Christmas Tree Project	0	3023	3023
Office air conditioning	0	2200	2200
New seat and litter bin	0	1086	1086
TOTAL EXCEPTIONAL EXPENDITURE	170800	165903	-4897