

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.

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17/255 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

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17/256 Update on capital projects

Item	£ Budget	Update	£ Cost
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

New laptop	Not budgeted, agreed at Full Council 23.05.17	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	Replacement	£1460

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:

Organisation	Details	Amount £
Circle of Friends	For speakers' fees	200 (subject to confirmation of cash held)
CM Afternoon WI	For trips and activities	200
CM Allotments Association	For tools and equipment for communal use/loan	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.
CM Carnival	Contribution to H&S welfare facilities for Carnival Day	600
CM Carnival 5km & Junior 1-mile fun run	For new signage and 2018 trophies	200
CM Girl Guiding	For subsidy for District Fun Day	200
CM Royal British Legion Senior Section	For coach outing	200
CM Sports Association	Towards changing room refurbishments	1000
CM Youth Trust	Towards gazebo	250
CM Dementia Friendly Steering Group	For tools for active minds project and 'allybalybee project)	0 (due to Co-op funds received this year)
CM Home Watch – Speed Watch	Towards radar gun	300
ED Beekeepers Association	Towards Bee Vac, observation hive and virtual hive	150
ED CAB	Contribution to running costs	1250
Wimborne & ED Macular Degeneration Support Group	Towards demonstration lighting and gadgets	100
RBL Poppy Appeal	General donation	50 (already donated)
Total		4700

In addition, it was agreed that the Phelipps Charity could make a late application to be considered at Full Council for £250, being the cost of relaunching the charity.

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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.

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).

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- 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).

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- 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.

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- 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).

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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.

APPENDIX 1

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

	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

	2016-17	2016-17	2017-18	to 31.12.17	to 31.03.18	2018-2019
	BUDGET	ACTUAL	BUDGET	ACTUAL	ESTIMATED	BUDGET
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

Estimated movement in Funds

	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 31.03.19	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