

**Minutes of the FINANCE & ADMINISTRATION COMMITTEE held at the Village Hall, Corfe Mullen on Tuesday 9<sup>th</sup> April 2019 commencing at 7.17 p.m.**

**Present:** - Cllr Waterman- Chairman

Cllrs	Alexander	Stennett
	Harrison	

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

**PUBLIC DISCUSSION PERIOD**

There were no members of the public present.

**18/416 Apologies for Absence**

Apologies were received from Cllr Perry.

**18/417 Declarations of Interest**

There were no declarations of interest.

**18/418 Minutes**

The minutes of the Finance & Administration Committee held on 8 January 2019 were approved following the deletion of Cllrs Perry and Stennett from the list of those present. Proposed by Cllr Harrison, Seconded by Cllr Alexander.

Voting: unanimous.

*Nem Con.*

**18/419 Accounts for Payment**

The following accounts were approved for payment unanimously following being proposed by Cllr Harrison and seconded by Cllr Alexander:

<b>PARISH COUNCIL ITEMS</b>		
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
	<b>TOTAL</b>	<b>18315.37</b>

The Clerk was asked to remind the Scouts Association in future if they overlook to invoice the Council for electricity and water at the grounds staff facility.

*Nem Con*

**18/420 Budget Monitoring Report for the quarter ended 31 March 2019 (Appendix 1)**

Following some queries from members, Cllr Harrison proposed that the report be noted. Seconded by Cllr Alexander.

Voting: unanimous.

**18/421 Date and time of the next meeting**

The date and time of the next meeting was confirmed as Tuesday 9<sup>th</sup> July at 7.45 pm (*time subject to change*).

Cllr Harrison asked for thanks to be recorded to Cllr Waterman for his service as Chairman to the committee and wished him well in his retirement from being a parish councillor. Cllr Waterman said he had thoroughly enjoyed being Chairman and thanked his fellow councillors for their support, especially on the occasion when the Parish Clerk had been unwell and unable to attend.

The meeting closed at 7.26 p.m.

## BUDGET MONITORING REPORT 31.03.19

	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
<b>TOTAL INCOME</b>	<b>313590</b>	<b>314857</b>	<b>1267</b>
<b>EXPENDITURE</b>			
<b>Employees</b>			
Salary & wages	153592	153219	-374
Travelling expenses	500	444	-56
<b>TOTAL</b>	<b>154092</b>	<b>153663</b>	<b>-430</b>
<b>Recreation</b>			
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
<b>TOTAL</b>	<b>37225</b>	<b>33976</b>	<b>-3249</b>
<b>General Administration</b>			
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

## APPENDIX 1 (cont'd)

PWLB loan interest	2000	1309	-691
Election costs	0	0	0
Miscellaneous	180	225	45
<b>TOTAL</b>	<b>19399</b>	<b>18178</b>	<b>-1221</b>
<b>Office Costs</b>			
Postage, Printing & Stationery	1050	1399	349
Telephone/Internet	1380	1581	201
Office Expenses	7360	7548	188
<b>TOTAL</b>	<b>9790</b>	<b>10528</b>	<b>738</b>
<b>Vehicles &amp; Plant</b>			
Licence & Insurance	1205	905	-300
Petrol/Repairs	3500	3336	-164
<b>TOTAL</b>	<b>4705</b>	<b>4241</b>	<b>-464</b>
<b>Cemeteries</b>			
Insurance	359	339	-19
Rates and utilities	2395	2542	147
Repairs & maintenance	550	1603	1053
<b>TOTAL</b>	<b>3304</b>	<b>4484</b>	<b>1180</b>
<b>Grants to outside organisations</b>			
Small grant programme/donations	5500	5900	400
CMVH grant	15000	15000	
Youth Trust revenue grant	36104	36619	515
<b>Total</b>	<b>56604</b>	<b>57519</b>	<b>915</b>
<b>Highways &amp; Street lighting</b>	<b>1340</b>	<b>574</b>	<b>-766</b>
<b>Allotments</b>			
Rent of land	205	0	-205
Water	500	660	160
Maintenance	240	60	-180
Legal fees re new site	1250	0	-1250
<b>TOTAL</b>	<b>2195</b>	<b>720</b>	<b>-1475</b>
<b>TOTAL EXPENDITURE</b>	<b>288654</b>	<b>283882</b>	<b>-4772</b>
<b>EXCEPTIONAL AND CAPITAL INCOME</b>			
CIL receipts	0	2352	2352
Capital grant: Mitigation Fund for Wheel Park	0	60000	60000
<b>TOTAL EXCEPTIONAL INCOME</b>		<b>62352</b>	<b>62352</b>

<b>EXCEPTIONAL AND CAPITAL EXPENDITURE</b>			
PWLB Loan repayments	8800	8975	<b>175</b>
Cap exp Earmarked reserves	150000	140412	<b>-9588</b>
Allotments provision	2000	0	<b>-2000</b>
Provision for devolved services	10000	0	<b>-10000</b>
Allotments compensation (net of Savills contribution offset against rent)	0	4168	<b>4168</b>
Skate park associated costs (prof services, additional works)	0	4775	<b>4775</b>
Springdale Road bus stop hardstanding	0	1264	1264
Electrical works: Christmas Tree Project	0	3023	<b>3023</b>
Office air conditioning	0	2200	<b>2200</b>
New seat and litter bin	0	1086	<b>1086</b>
<b>TOTAL EXCEPTIONAL EXPENDITURE</b>	<b>170800</b>	<b>165903</b>	<b>-4897</b>