

**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
	Anderson	Honeyman	

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
	<b>TOTAL</b>	<b>17127.36</b>

<b>VILLAGE HALL ITEMS</b>		
201166	CPS Ltd - audiovisual 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
	<b>TOTAL</b>	<b>2645.05</b>

*Nem Con.*

**18/295 Update on capital projects**

<b>Item</b>	<b>£ Budget</b>	<b>Update</b>	<b>£ Actual cost (net)</b>
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.  New dual bin purchased at additional cost to cope with additional litter, awaiting installation of base before it can be fixed.	£123495 including professional fees, and works incidental to the installation. 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:

<b>Organisation</b>	<b>Details</b>	<b>Amount £</b>
<b>Circle of Friends</b>	Educational Trip	100
<b>Citizens Advice East Dorset</b>	Contribution to running costs	1500
<b>Corfe Mullen 5K run and childrens one-mile run</b>	To purchase equipment and trophies for CM-based non-club runners	200

<b>Organisation</b>	<b>Details</b>	<b>Amount £</b>
<b>Corfe Mullen Afternoon Women's Institute</b>	Coach hire for trips	100
<b>Corfe Mullen Women's Institute</b>	Cream tea/table top sale - part funds to go to Carnival Committee	50
<b>Corfe Mullen Carnival</b>	purchase of marquee for tea tent	600
<b>Corfe Mullen Community Foodbank</b>	Survey in CM link and surveymonkey to understand how the foodbank is perceived and how it can work on those perceptions.	150
<b>Corfe Mullen Community Foodbank</b>	Free standing banner to put up when open and for use at events	50
<b>Corfe Mullen Day Care Centre</b>	Contribution towards running costs (transport, rent, activities)	0 no application last year and reserves still healthy
<b>Corfe Mullen Girlguiding</b>	new handbooks for new guiding programme	400 Subject to accounts/level or reserves
<b>Corfe Mullen Royal British Legion - Senior Section</b>	Cost of a coach outing	300
<b>Corfe Mullen Sports Association</b>	Phased replacement of showers	1000
<b>Dorset Youth Marching Band</b>	New marching bell	250
<b>East Dorset Tourist Information Centre</b>	contribution to running costs	500
<b>Thomas Phelipps Charity</b>	To award grants in accordance with charitable objects	400
<b>Total</b>		<b>5600</b>
<b>Already donated RBL Poppy Appeal</b>		<b>50</b>
<b>Budget</b>		<b>5500</b>

*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.

## DRAFT CAPITAL PROGRAMME

2019-20	£	2020-21	£	2021-22	£
Van replacement	12000	Wheelchair friendly accessible track around recreation ground	25000		
Henbury Play Area replacement	35000				
Replacement bins	2500				
Skate park seating	2000				
TW Amenity Area enhancements	5000				
Allotments - enhancements for new site	2000				
Buildings maintenance	15000	Buildings maintenance	15000	Buildings maintenance	15000
Highways enhancements	10000	Highways enhancements	10000	Highways enhancements	10000
Plant replacement	2500	Plant replacement	2500	Plant replacement	10000
	<b>86000</b>	<b>0</b>	<b>47500</b>	<b>0</b>	<b>30000</b>

## APPENDIX 2

## DRAFT BUDGET

	2017-18	2017-18	2018-19	to 28.12.18	to 31.03.19	2019-2020
	<i>BUDGET</i>	<i>ACTUAL</i>	<i>BUDGET</i>	<i>ACTUAL</i>	<i>ESTIMATED</i>	<i>BUDGET</i>
<b>INCOME</b>	£	£	£	£	£	£
Precept	294475	294475	294475	294475	294475	297412
Cemetery Fees	10200	18619	16995	11005	14000	14400
Bank interest	1450	32	625	1084	1650	1650
Allotment Rents	0	748	0	33	0	34
Recreation	850	1268	1400	802	802	860
FOI income	5	26	5	1	1	20
Booklet sales	40	8	40	13	13	12
Other income	50	160	50	72	72	60
<b>TOTAL INCOME</b>	<b>307070</b>	<b>315335</b>	<b>313590</b>	<b>307485</b>	<b>311013</b>	<b>314448</b>
<b>EXPENDITURE</b>						
<b>Employees</b>	£	£	£	£	£	£
Salary & wages	146478	145748	153592	115570	153592	162413
Travelling expenses	500	365	500	348	500	500
<b>TOTAL</b>	<b>146978</b>	<b>146113</b>	<b>154092</b>	<b>115918</b>	<b>154092</b>	<b>162913</b>

<b>Recreation</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Grounds maintenance & staff facility	32300	33296	30250	18753	24600	34000
Insurance	575	464	575	483	483	531
Rent - DCC	600	550	700	0	0	550
Play Equipment maintenance	2600	1092	1400	1040	5650	2500
Dog wardening	4000	3900	4000	3900	3900	4000
Community orchard maintenance	300	7	300	0	600	600
Pavilion maintenance (provision)	0	0	0	0	0	2400
<b>TOTAL</b>	<b>40375</b>	<b>39309</b>	<b>37225</b>	<b>24176</b>	<b>35233</b>	<b>44581</b>
<b>General Admin</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Professional services	3100	2629	3100	2417	3512	2882
Staff training and prof fees	1000	711	1000	628	689	770
Member training	960	900	360	0	0	2000
Insurance	2523	2187	2406	2273	2273	2500
DAPTC	1223	1222	1283	1246	1247	1288
Audit fees	1750	1550	1750	0	1500	1550
Hire of rooms	1265	1429	1390	1299	1299	1200
Lockyers Hub rent (net of CMYT rent)	0	0	0	1800	1800	1854
Advertising	250	0	250	0	0	500
Members travelling exps	120	92	180	79	180	185
Chairman's allowance	350	237	1500	1016	1016	1500
Parish Newsletter	2000	1819	2000	1205	1831	1885
Publications & subscriptions	150	1778	150	90	90	200
Website/software/comp maint	1170	1882	1850	1463	1850	1850
PWLB loan interest	2000	1538	2000	1309	1309	1300
Election costs	2400	0	0	0	0	10000
Miscellaneous	48	433	180	166	180	170
<b>TOTAL</b>	<b>20309</b>	<b>18408</b>	<b>19399</b>	<b>14991</b>	<b>18776</b>	<b>31634</b>
<b>Office Costs</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Postage, Printing & Stationery	975	910	1050	718	1000	915
Telephone/Internet	1200	1368	1380	1200	1600	1680
Office Expenses	7132	7144	7360	6550	7359	7625
<b>TOTAL</b>	<b>9307</b>	<b>9423</b>	<b>9790</b>	<b>8468</b>	<b>9959</b>	<b>10220</b>

<b>Vehicles &amp; Plant</b>	£	£	£	£	£	£
Licence & Insurance	900	841	1205	884	960	990
Petrol/Repairs	3120	3632	3500	1628	2375	4000
<b>TOTAL</b>	<b>4020</b>	<b>4465</b>	<b>4705</b>	<b>2512</b>	<b>3335</b>	<b>4990</b>
<b>Cemeteries</b>	£	£	£	£	£	£
Insurance	395	326	359	339	339	373
Rates and utilities	2267	2237	2395	2513	2600	2750
Repairs & maintenance	550	3758	550	642	800	2500
Plot survey - new area	500	0	0	0	0	0
<b>TOTAL</b>	<b>3712</b>	<b>6322</b>	<b>3304</b>	<b>3494</b>	<b>3739</b>	<b>5623</b>
<b>Grants to outside organisations</b>	£	£	£	£	£	£
Small grants programme/donations	5500	4700	5500	300	5750	5500
Additional grant to CMSA	0	5000	0	0	0	
Youth Centre revenue grant	36963	20641	36104	36619	36619	36619
Corfe Mullen Village Hall - contribution to new roof		0			0	0
Corfe Mullen Village Hall - contribution to improvements	0	0	15000	15000	15000	0
<b>TOTAL</b>	<b>42463</b>	<b>30341</b>	<b>56604</b>	<b>51919</b>	<b>57369</b>	<b>42119</b>
	£	£	£	£	£	£
<b>Highways &amp; Street lighting</b>	<b>2090</b>	<b>568</b>	<b>1340</b>	<b>435</b>	<b>1300</b>	<b>5500</b>
<b>Allotments</b>	£	£	£	£	£	£
Rent of land	205	205	205	0	205	1
Water	600	370	500	657	657	750
Maintenance	240	0	240	60	60	250
Legal fees new site	1250	0	1250	0	1250	0
<b>TOTAL</b>	<b>2295</b>	<b>575</b>	<b>2195</b>	<b>717</b>	<b>2172</b>	<b>1001</b>
	£	£	£	£	£	£
<b>TOTAL EXPENDITURE</b>	<b>271549</b>	<b>255525</b>	<b>288654</b>	<b>222630</b>	<b>285953</b>	<b>308581</b>
<b>Net surplus/(deficit)</b>	<b>35521</b>	<b>59810</b>	<b>24936</b>	<b>84855</b>	<b>25038</b>	<b>5867</b>



<b>EXCEPTIONAL AND CAPITAL INCOME</b>	£	£	£	£	£	£
CIL receipts	0	0	0	2352	2352	7055
Capital grant - skate park	0	0	0	60000	60000	0
<b>TOTAL EXCEPTIONAL INCOME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>62352</b>	<b>62352</b>	<b>7055</b>
<b>EXCEPTIONAL AND CAPITAL EXPENDITURE</b>	£	£	£	£	£	£
PWLB Loan repayments	8521	8745	8800	8975	8975	8975
Earmarked reserves expenditure	68250	5264	90000	143176	143820	78945
CMSA contingency	2000	0	0	0	0	0
Allotments provision	0	0	2000	0	0	
Provision for staffing review/revaluation	0	0	0	0	0	2500
Provision for devolved services	10000	0	10000	0	0	10000
Contribution to improvements to PROW Brook Lane to Newtown Lane	1000	1000	0	0	0	0
Asset transfer Towers Way land (provision)	15000	0	0	0	0	0
CIL expenditure	0	0	0	0	2352	7055
<b>TOTAL EXCEPTIONAL EXPENDITURE</b>	<b>104771</b>	<b>15009</b>	<b>110800</b>	<b>152151</b>	<b>155176</b>	<b>107475</b>
<b>Net exceptional/capital surplus/deficit</b>	<b>-104771</b>	<b>-15009</b>	<b>-110801</b>	<b>-89799</b>	<b>-92795</b>	<b>-100420</b>
<b>NET OVERALL SURPLUS/DEFICIT</b>	<b>-69250</b>	<b>44800</b>	<b>-85864</b>	<b>-4944</b>	<b>-67785</b>	<b>-94553</b>
Transfers to funds	0	0	0	0	0	77422
Funded from reserves	69250	-44800	85864	4945	67755	17131
<b>Balanced Budget:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## DRAFT BUDGET ACCOMPANYING NOTES

## APPENDIX 3

## CAPITAL PROGRAMME 2019-2022

Items identified to date have been included, the 20-21 and 21-22 years can be updated if other projects come on stream.

The budget for Henbury play area has been increased as the Community Services Tour identified that more of a redesign was desirable.

### NOTES TO DRAFT BUDGET

Increases by inflation unless other information is available in variance to this, or where the Council has identified increases, e.g. employees.

Allotment rents are put in at zero, although if the new site is constructed promptly, there may be part-year income.

Grants – the Council may wish to consider the level of small grants.

Highways – a new provision is included following the agency agreement with DCC.

### Precept

The adjusted number of households or 'tax base' has decreased to 3882 (18-19 was 3913).

The Council's general reserve is still healthy and it is therefore recommended to keep the precept increase low (1%) and reserves used to support the budget. The Band D equivalent would be £76.61 (2018-19 £75.26).

### Level of funds

The guidance is that the general fund should be held at between 3-12 months' expenditure, and that any other reserves are clearly earmarked for specific projects.

The proposals result in an estimated level of funds at 31.03.20 at just under 6 months' expenditure.

## APPENDIX 4

### MOVEMENT IN FUNDS

	Funds at 31.03.18	est. inc. for 2018-19	est. exp. in 2018-19	Transfer to funds	Forecast at 31.03.19	est. inc. for 2019-20	est. exp. in 2019-20	Transfer to funds	Forecast at 31.03.20
<b>General</b>	278299	311013	-294948	-98000	196364	314448	-332056	-47500	178756
<b>Earmarked Reserve</b>	64817	60000	-143820	98000	78997	0	-78945	47500	47552
<b>CIL reserve</b>	0	2352	-2352		0	7055	-7055		0
	<b>343116</b>	<b>373365</b>	<b>-441120</b>		<b>275361</b>	<b>321503</b>	<b>-418056</b>		<b>226308</b>