



NOTICE OF NEXT COUNCIL MEETING

Dear Councillors

You are hereby summoned to attend the following meeting:

Meeting of... **FINANCE & ADMINISTRATION COMMITTEE**

Time... **19:15**

Date... **Tuesday 8 August 2023**

Place... **Small Hall, Village Hall, Towers Way, Corfe Mullen BH21 3UA**

A handwritten signature in black ink, appearing to read "C Horsley".

Catherine Horsley
Town Clerk & RFO
2 August 2023

Councillors will be discussing all the items listed on the agenda below.

PUBLIC PARTICIPATION: In accordance with Standing Orders, a maximum of 30 minutes is set aside before the meeting commences to enable members of the public to bring issues relevant to the agenda to the attention of Councillors. Up to 5 minutes is allowed for each person. Members of the public will only be permitted to speak during the Public Participation agenda item.

AGENDA

- FA 23/01 To Elect a Chair for the Municipal Year 2023/24**
- FA 23/02 To Elect a Vice-Chair for the Municipal Year 2023/24**
- FA 23/03 To Receive and Accept apologies for absence (LGA 1972 s85 (1))**
- FA 23/04 To Record any declarations of interest** Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)
- FA 23/05 Paper A - To Approve minutes of meeting held on 9 May 2023** LGA 1972, sch 12, para 41
- FA 23/06 Paper B – TO FOLLOW - To Approve Accounts for Payment** – accounts to be paid are held until as late possible to ensure as many payments can be captured to avoid payment delays to suppliers.

- FA 23/07** **Paper C – To Note the Budget Monitoring Reports for the quarter ended 30 June 2023**
- FA 23/08** **Paper D – To Approve Grant Policy and Application Form for the 2023/24 Financial Year**
- FA 23/09** **Paper E – To Review Banking Arrangements**
- FA 23/10** **Paper F – To Approve Streetlighting Quotation in Towers Way**
- FA 23/11** **Paper G – To Consider and Approve Quotation for Additional Work in the ‘pit area’ at the Recreation Ground**
- FA 23/12** **Matters for forthcoming agendas** No decisions can be taken¹
- FA 23/13** **To Agree a date and time for the next meeting** – Tuesday 10 October 2023 at 19:00 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.
- FA 23/14** **Close of Meeting**

¹ Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)



**Minutes of the Meeting of Finance & Administration Committee held at 18:30
on Tuesday 9 May 2023 in the Main Hall of the Village Hall**

Present: **Councillors**
J Lortie (Chair)
A Craven
P Harrison
A Holland
P Holland
B Honeyman
J Stennett
D Sowry-House

In Attendance: Catherine Horsley (Town Clerk & RFO)
Rachel Virrill (Deputy Town Clerk– Minute taker)

Public Participation

There were two members of the public present, none of whom wished to speak.

FA 22/36 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

There were no apologies for absence.

FA 22/37 To Record any declarations of interest Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

There were no declarations of interest.

FA 22/38 Paper A - To Approve minutes of meeting held on 10 January 2023 LGA 1972, sch 12, para 41

The minutes of the meeting held on 10 January 2023 were **APPROVED**.

FA 22/39 Paper B – To Approve Accounts for Payment

Cllr Lortie raised the following query:

- Line 81: Was the supplier known to the Council. The Deputy Clerk confirmed NC Services was a separate licensed waste clearance business run by the Senior Youth Worker of the Corfe Mullen Youth Trust. The services were used to clear waste from the Grounds Unit Compound at a lower cost than hiring a skip.

It was **RESOLVED** to **APPROVE** the accounts for payment, totalling £10,965.91.

FA 22/40 Paper C - To Receive and Note the Budget Monitoring Report for the quarter ended 31 March 2023

Cllr Craven raised queries relating to accumulative figures for the 2022/23 financial year as follows:

- Line 75: What did the overspend relate to. The Clerk confirmed this was due to the water usage invoice received for the allotments dating back to 2019. Invoice was now received 6 monthly, with the next invoice due in June 2023.
- Line 99: What did the overspend relate to. The Clerk confirmed the annual insurance renewal across all cost codes was lower than previously.
- Line 88: Spend was not included in the 2022/23 budget. The Clerk confirmed the cost related to exceptional/capital budgeted spend for the chapel repairs in the 2021/22 financial year. However, work was not completed and invoiced during the financial year and was therefore carried forward to the 2022/23 financial year.
- Line 90: What did the overspend relate to. The Clerk confirmed the actual cost was higher than anticipated when setting the budget.
- Line 44: Should a by-election be held, what was the anticipated costs to the Council. The Clerk confirmed the costs were much higher than the budgeted amount.
- Line 68: What did the overspend relate to. The Clerk confirmed the overspend related to the Lockyers Hub rental costs from 1 April to 30 September 2023 invoiced and paid in advance.
- Line 79: Receipts were considerably higher than the budgeted amount. The Clerk confirmed actual receipt date for s.106 monies was unpredicted, although Council were aware of a payment due for Phase 2 of the Bellway/Harry J Palmer development.
- Recreational Ground Income: Receipts were considerably higher than anticipated, which was good news bearing in mind the additional spend incurred since taking over responsibility of sports provision and the sports pavilion from Corfe Mullen Sports Association (CMSA).

Members received and **NOTED** the Budget Monitoring Report for quarter 4 ending 31 March 2023.

FA 22/41 Matters for forthcoming agendas No decisions can be taken¹

Consideration to be given to regular costs e.g., insurance and tree surveys being included on the risk management schedule to be reviewed annually in October, ahead of budget setting. Members also agreed consideration should be given to a contingency budget for replacement play equipment.

FA 22/42 To Agree a date and time for the next meeting – Tuesday 8 August 2023 at 19:00 in the Main Hall of the Village Hall, Towers Way, Corfe Mullen.

FA 22/43 Close of Meeting at 18:40.

Signed as a correct record of the meeting..... Date.....

¹ Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)



FINANCE AND ADMINISTRATION COMMITTEE – REPORT

Meeting Date: 8 August 2023

Agenda Item: TC 23/06

Paper: B

Subject:	Accounts for Payment
Prepared By:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	To approve the accounts for payment as scheduled on the attached PDF.
Key Points:	<p>Accounts for payment is now created direct from Scribe Accounting.</p> <p>Each transaction has a number in the first column which is the transaction number in Scribe for ease of reference when Councillor's log into Scribe to check invoices.</p> <p>The description provides the detail of the transaction for what it was for.</p> <p>The supplier is the person being paid.</p> <p>The pay type is whether it is IB (instant BACs) DD (direct debit) or Cheque. If it is a cheque the cheque number should be included.</p> <p>The notes column will provide any further explanation about the transaction.</p>
Recommendation:	To APPROVE the Accounts for Payment.

Corfe Mullen Town Council

PAYMENTS (AWAITING AUTHORISATION) LIST - 8 August 2023

Voucher	Code	Date	Payment method	Description	Supplier	Total
284	Rates & Utilities	01/08/2023	DD	Rates	Dorset Council	227.00
287	Rates	01/08/2023	DD	Rates	Dorset Council	393.00
289	Miscellaneous	20/07/2023	Card	Supplies	Co-op Supermarket	0.90 Bleach for office
290	Equipment Fuel	26/07/2023	Card	Fuel	Euro Garages - Esso Fuel	30.74
291	Printing/Postage/Static	27/07/2023	Card	Postage	Royal Mail Group Ltd	2.50 Unpaid postage fee
292	Health & Safety Services	28/07/2023	DD	H&S Services	Peninsula Business Services Limited	316.08
293	VH Reimbursement	09/08/2023	IB	CMVH Items	Amazon Payments UK Ltd.	16.67 To be reimbursed by CMVH
294	Pavilion - Utilities	18/08/2023	DD	Pavilion Gas	British Gas	283.95
295	Telephone/Internet	04/08/2023	DD	Digital Phone Lines	Buzz Networks Ltd.	47.76
296	Employment Services	20/08/2023	DD	Payroll Subscription	Central Computer Management Ltd	48.00
297	Ground Staff Building (25/09/2023	DD	Fire Safety	Chubb Fire Limited	20.96 Fire Extinguishers monthly charge
298	Pavilion - Cleaning & S	09/08/2023	IB	Cleaning	Clean Deep Services Limited	722.40
298	Office Cleaning (inc Wi	09/08/2023	IB	Cleaning	Clean Deep Services Limited	25.80
298	Public Toilets	09/08/2023	IB	Cleaning	Clean Deep Services Limited	446.40
298	Ground Staff Building (09/08/2023	IB	Cleaning	Clean Deep Services Limited	129.00
299	Meeting Room Hire	09/08/2023	IB	Room Hire	Corfe Mullen Village Hall	156.00 CMTC Meetings
300	Bank Charges	04/08/2023	DD	BACs Charges	The Co-Operative Bank	4.12
301	Waste & Recycling	16/08/2023	DD	Waste Collection	Dorset Waste Partnership	382.25 Grounds Unit
301	Office - Waste Collectio	16/08/2023	DD	Waste Collection	Dorset Waste Partnership	29.68
301	Pavilion - Utilities	16/08/2023	DD	Waste Collection	Dorset Waste Partnership	31.42
302	VH Reimbursement	09/08/2023	IB	Supplies	Eastern Shires Purchasing Org.	12.02 To be reimbursed by CMVH
302	Printing/Postage/Static	09/08/2023	IB	Supplies	Eastern Shires Purchasing Org.	26.50 A4 paper
303	Cleaning Materials & S	09/08/2023	IB	Supplies	GLS Educational Supplies	230.30 Refuse sacks
304	Security (Alarm & CCT	09/08/2023	IB	Security	K9 Security (Guarding) Ltd.	744.00
305	Pavilion - Maintenance	09/08/2023	IB	Maintenance	Maintain UK Drains Limited	66.96 Clean drains at Pavilion
306	Waste & Recycling	09/08/2023	IB	Waste Collection	NC Services	55.00 Waste Clearance from Grounds Unit
307	Miscellaneous	03/08/2023	Card	Land Registry Fees	HM Land Registry	3.00
308	Office Cleaning (inc Wi	09/08/2023	IB	Cleaning	R Evetts	10.00 Office windows
309	Pavilion - Cleaning & S	09/08/2023	IB	Cleaning	R Evetts	25.50 Pavilion windows
310	Cleaning Materials & S	09/08/2023	IB	Materials	Trade UK (Screwfix)	4.99 Corner braces for memorial bench
311	Public Toilets	09/08/2023	IB	Materials	Trade Uk (B&Q)	15.88 Replacement flush for public toilets
312	VH Reimbursement	09/08/2023	IB	CMVH Items	IIC Products (Victor Floorcare Equipment	43.20 To be reimbursed by CMVH
313	Pavilion - Maintenance	09/08/2023	IB	Plumbing Works	Volts Electrical Services UK Ltd	120.00 Isolate faulty shower
314	Recreation/Sports Faci	09/08/2023	IB	Tree Works	Treestuff Ltd	565.00 Tree works at Springdale and Allotments
314	Tree Survey	09/08/2023	IB	Tree Works	Treestuff Ltd	3,455.00 Tree works at Springdale and Allotments
315	Vehicle Fuel	07/08/2023	Card	Fuel	Euro Garages - Esso Fuel	46.37

316	Cleaning Materials & S	07/08/2023	Card	Supplies	Co-op Supermarket	2.53	Cleaning supplies for Grounds Unit
317	Street Lighting and Fu	19/08/2023	DD	Streetlighting - Electricity	SSE Energy Solutions (Southern Electric)	59.18	
Total:						8,800.06	



FINANCE AND ADMINISTRATION COMMITTEE – REPORT

Meeting Date: 8 August 2023

Agenda Item: FA 23/07

Paper: C

Subject:	Budget Monitoring Report – Q1 2023/24
Purpose of Report:	To Receive and Note the Q1 Budget Monitoring Report.
Prepared by:	Catherine Horsley, Town Clerk & RFO
Background:	Budget Monitoring for 2023/24 to be carried out at the end of each quarter.
Key Points:	<p>The attached budget monitoring report (Appendix 1) shows the position of each cost centre/code in respect of budgeted and actual income and expenditure during Q1 2023/24 including any variances.</p> <p>The report shows 3 columns for both receipts (income) and payments (expenditure) as follows:</p> <ul style="list-style-type: none"> • Total for year – total allocated budget • Year to date – total allocated budget divided by 4 to show Q1 budget (April to June) • Actual – Q1 actual receipts/payments <p>The variance column shows the under/overspend of each receipt and payments cost centre/code against Q1 2023/24 budget up to 30 June 2023.</p> <p>Note: the total variance box amount shows the difference between the actual receipts versus actual payments.</p> <p>The overall position is positive, with an underspend of £31,549.49 at the end of Q1 2023/24. However, members should note the following items when considering the Q1 financial position:</p> <ul style="list-style-type: none"> • Banking – CCLA transfers take place twice a year on receipt of the precept • PWLB – final repayment made in May 2023 • Insurance – due in October 2023 • Employees – salaries underspend due to reduced Grounds Team • Exceptional & Capital – majority of spend will be during Q2 & Q3 2023/24 (Trailer, tree survey spend from 2022/23) • Subscriptions – payable annually • Public Toilets – overspend due to vandalism • Pavilion Maintenance – approved spend from 2022/23 • Contractors – BCP have yet to invoice for work carried out to date <p>Appendix 2 provides an overview of the reserves and general fund balances at the end of Q1 2023/24 for information. The general fund provides for budgeted expenditure during Q2 2023/24 and circa 4</p>

	months operating costs, with the recommendation to hold a minimum of 3-6 months.
Implications:	It is required as part of the Town Councils internal controls to monitor the budget at least on a quarterly basis. Failure to do so would result in not being able to satisfy the external audit checks in respect of internal controls. Close budget monitoring should be carried out to ensure the Council finances are on track and every item is accounted for. Members should be checking for any anomalies and unusual variances which have not been explained.
Recommendation:	To Receive and Note the Q1 2023/24 Budget Monitoring Report.

Corfe Mullen Town Council
Receipts and Payments compared with Flexed Budget (01/04/2023 to 30/06/2023)

	Budget Receipts		Act. Receipts	Budget Payments		Act. Payments	Variance
	Total for year	Year to Date		Total for Year	Year to Date		Year to Date
Cost Centre Allotments							
74 Rent							
75 Water				250.00	62.53		62.53
76 Maintenance				3,000.00	750.00	282.43	467.57
77 Compensation							
99 Insurance				300.00	75.00		75.00
106 Sheds							
Cost Centre Banking							
82 CCLA transfers				50.00	12.47	25.00	-12.53
100 Bank Charges				60.00	15.00	12.78	2.22
101 PWLB Loan Interest				70.00	17.53	66.24	-48.71
Cost Centre Cemeteries							
64 Insurance				700.00	175.03		175.03
65 Rates & Utilities				4,000.00	1,000.03	936.57	63.46
66 Repairs and Maintenance				2,000.00	499.97	283.16	216.81
Cost Centre Climate Change							
58 Events and Measures				500.00	124.97	12.00	112.97
Cost Centre CMVH							
108 VH Reimbursement							
Cost Centre CMYT							
125 CMYT - Reimbursement							
Cost Centre Employees							
10 Salaries				166,000.00	41,500.03	31,179.91	10,320.12
11 Travelling Expenses				300.00	75.00	24.30	50.70
92 PAYE				21,000.00	5,250.00	3,551.80	1,698.20
93 National Insurance				29,000.00	7,249.97	5,025.88	2,224.09
95 Pension				59,000.00	14,749.97	11,012.29	3,737.68

Corfe Mullen Town Council

Receipts and Payments compared with Flexed Budget (01/04/2023 to 30/06/2023)

Cost Centre	Budget Receipts		Act. Receipts	Budget Payments		Act. Payments	Variance
	Total for year	Year to Date		Total for Year	Year to Date		Year to Date
Exceptional and Capital							
80 PWLB Loan Repayments				5,076.00	1,269.00	5,075.67	-3,806.67
84 Allotment Improvements							
85 Plant Replacement				2,000.00	499.97		499.97
86 Litter Bin/Dog Bin Replacement							
87 Highways Improvements net of CIL							
88 Chapel Repairs							
89 Platinum Jubilee Celebration							
90 Building Revaluation							
91 Trailer for Groundstaff Team						2,150.00	-2,150.00
109 Cricket Fence and Nets				2,000.00	499.97		499.97
110 Henbury Play Area Fence							
111 Tree Survey						1,545.00	-1,545.00
112 Recreation Ground Pit Area				2,000.00	499.97		499.97
113 Office Porch				6,000.00	1,500.00		1,500.00
114 Neighbourhood Plan						223.94	-223.94
115 Remembrance Sunday				1,000.00	250.03		250.03
117 CIL Expenditure							
127 Kings Coronation				1,000.00	250.03		250.03
128 Replacement Laptop				800.00	199.97		199.97
129 Replacement Vehicle				12,000.00	3,000.00		3,000.00
130 Civic Regalia				1,000.00	250.03	972.80	-722.77
131 Website Redesign				5,000.00	1,249.97		1,249.97
132 Old Cemetery Driveway				10,000.00	2,500.03		2,500.03
General Admin							
28 Legal Fees				2,000.00	499.97		499.97
29 Employment Services				1,500.00	375.00	605.00	-230.00
30 Staff Training				2,500.00	625.03	324.00	301.03
31 Staff Professional Fees				500.00	124.97	337.00	-212.03
32 Councillor Training				500.00	124.97	179.68	-54.71
33 Insurance				1,700.00	424.97		424.97
34 DAPTC				1,450.00	362.53	1,444.56	-1,082.03

Corfe Mullen Town Council
Receipts and Payments compared with Flexed Budget (01/04/2023 to 30/06/2023)

	Budget Receipts		Act. Receipts	Budget Payments		Act. Payments	Variance
	Total for year	Year to Date		Total for Year	Year to Date		Year to Date
35 Audit Fees				2,400.00	600.00	800.00	-200.00
36 Meeting Room Hire				2,000.00	499.97	510.00	-10.03
37 Advertising				1,000.00	250.03	208.95	41.08
38 Councillors Travelling Expenses				100.00	25.03		25.03
39 Chairman's Allowance				500.00	124.97	98.22	26.75
40 Town Council Newsletter				6,000.00	1,500.00		1,500.00
41 Publications and Subscriptions				300.00	75.00	95.00	-20.00
42 Office IT & Software				4,800.00	1,200.00	664.06	535.94
44 Election Costs				500.00	124.97		124.97
45 Miscellaneous				50.00	12.47	6.00	6.47
46 Notice Boards & Signs				1,000.00	250.03		250.03
47 Civic Expenses				1,000.00	250.03	76.00	174.03
105 Health & Safety Services				3,500.00	874.97	790.20	84.77
Cost Centre Grants							
68 Youth Centre Revenue Grant				37,000.00	9,250.03	7,641.25	1,608.78
69 CMVH				3,000.00	750.00		750.00
73 Small Grants Programme GPC				6,000.00	1,500.00		1,500.00
Cost Centre Income: Allotment							
4 Allotment Rents			348.32				348.32
Cost Centre Income: Bank Interest							
3 Bank Interest	1,500.00	375.00	4,953.15				4,578.15
Cost Centre Income: Booklet Sales							
7 Booklet/Leaflet Sales							
Cost Centre Income: Cemetery							
2 Cemetery Fees	4,500.00	1,125.00	1,698.00				573.00
Cost Centre Income: Exceptional and Capital							
78 CIL Receipts	4,000.00	1,000.03	6,261.60				5,261.57
79 S.106 Receipts							

Corfe Mullen Town Council
Receipts and Payments compared with Flexed Budget (01/04/2023 to 30/06/2023)

	<u>Budget Receipts</u>		<u>Act. Receipts</u>	<u>Budget Payments</u>		<u>Act. Payments</u>	<u>Variance</u>
	Total for year	Year to Date		Total for Year	Year to Date		Year to Date
120 Neighbourhood Plan Grant Funding			-2,143.13				-2,143.13
Cost Centre Income: FOI							
6 FOI							
Cost Centre Income: Other							
8 Other Income							
9 Village hall							
102 VAT Reclaim							
Cost Centre Income: Precept							
1 Precept	502,456.00	125,614.03	251,228.00				125,613.97
Cost Centre Income: Recreation Ground							
5 Recreation	100.00	25.03	3,600.00				3,574.97
118 Pitch Fees	5,000.00	1,249.97	1,420.00				170.03
119 Tennis Court Fees	5,000.00	1,249.97	1,174.00				-75.97
126 Refundable Damage Deposit			-150.00				-150.00
133 Cricket Fees			42.00				42.00
Cost Centre Office Costs							
48 Printing/Postage/Stationery				500.00	124.97	142.53	-17.56
49 Telephone/Internet				1,100.00	274.97	245.08	29.89
50 Copier Lease							
51 Insurance				700.00	175.03		175.03
52 Rates				4,000.00	1,000.03	1,178.62	-178.59
53 Repairs & Maintenance				1,000.00	250.03		250.03
54 Utilities				3,500.00	874.97	410.28	464.69
55 Fire and Security				1,000.00	250.03		250.03
56 Office Cleaning (inc Windows)				400.00	100.03	89.06	10.97
57 Miscellaneous				100.00	25.03	2.00	23.03
104 Office Furniture							
107 Office - Waste Collection				450.00	112.50	94.36	18.14

Corfe Mullen Town Council
Receipts and Payments compared with Flexed Budget (01/04/2023 to 30/06/2023)

	Budget Receipts		Act. Receipts	Budget Payments		Act. Payments	Variance
	Total for year	Year to Date		Total for Year	Year to Date		Year to Date
Cost Centre Recreation							
12 Ground Staff Building (premises Co:				3,000.00	750.00	526.16	223.84
13 Public Toilets				5,000.00	1,249.97	1,361.35	-111.38
14 PPE & Uniform				2,000.00	499.97	28.96	471.01
15 Cleaning Materials & Supplies				2,000.00	499.97	407.57	92.40
16 Litter & Dog Bins				1,000.00	250.03		250.03
17 Security (Alarm & CCTV)				9,500.00	2,374.97	1,940.00	434.97
18 Waste & Recycling				4,600.00	1,150.03	1,066.61	83.42
19 Tools & Equipment				4,000.00	1,000.03	94.14	905.89
20 Contractor Costs				3,000.00	750.00	675.00	75.00
21 Utilities				3,000.00	750.00		750.00
22 Insurance				700.00	175.03		175.03
23 Rent DCC				650.00	162.47		162.47
24 Play Areas				6,000.00	1,500.00	1,389.32	110.68
25 Dog Warden							
26 Community Orchard							
27 Tree Planting				200.00	49.97		49.97
97 Telephone/Broadband/Mobiles				700.00	175.03	143.28	31.75
98 Recreation/Sports Facility Maintena				10,000.00	2,500.03	2,096.15	403.88
116 Pavilion - Health & Safety				1,000.00	250.03	139.98	110.05
121 Pavilion - Utilities				15,000.00	3,750.00	2,466.66	1,283.34
122 Pavilion - Professional Fees				1,000.00	250.03		250.03
123 Pavilion - Cleaning & Supplies				9,000.00	2,250.00	1,844.23	405.77
124 Pavilion - Maintenance				5,000.00	1,249.97	5,857.00	-4,607.03
Cost Centre Street Lighting & Furniture							
81 Street Lighting and Furniture				3,000.00	750.00	200.13	549.87
Cost Centre Vehicles & Plant							
59 Road Tax				350.00	87.47		87.47
60 Insurance				1,500.00	375.00		375.00
61 Vehicle Fuel				1,500.00	375.00	436.16	-61.16
62 Vehicle Maintenance				1,000.00	250.03	23.69	226.34

Corfe Mullen Town Council

Receipts and Payments compared with Flexed Budget (01/04/2023 to 30/06/2023)

	Budget Receipts		Act. Receipts	Budget Payments		Act. Payments	Variance
	Total for year	Year to Date		Total for Year	Year to Date		Year to Date
63 Plant Maintenance				2,000.00	499.97		499.97
103 Equipment Fuel				700.00	175.03	71.53	103.50
GRAND TOTALS	£522,556.00	£130,639.03	£268,431.94	£522,556.00	£130,639.03	£99,089.54	£169,342.40

Corfe Mullen Town Council
Reserves Balance up to 30th Jun 2023
2023-2024

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Capital					
Plant Replacement	737.07	1,262.93			2,000.00
Chapel Repairs	-2,612.60	2,612.60			0.00
Trailer for Grounds Maintenance	2,500.00		2,150.00		350.00
Office Porch	4,000.00	6,000.00			10,000.00
Replacement Vehicle		12,000.00			12,000.00
Total Capital	4,624.47	21,875.53	2,150.00		24,350.00
Earmarked					
Platinum Jubilee Celebration	1,299.97	-1,299.97			0.00
Building Revaluation	-700.00	700.00			0.00
Section 106 Monies	204,848.02				204,848.02
Pavilion Refurbishment/Rebuild	42,761.67				42,761.67
Cricket Fence and Nets	2,000.00				2,000.00
Henbury Play Area Fence	-1,072.50	1,072.50			0.00
Tree Survey	5,000.00		1,545.00		3,455.00
Recreation Ground Pit Area	5,000.00	-3,000.00			2,000.00
Neighbourhood Plan	6,629.11		223.94		6,405.17
Remembrance Sunday	1,958.98	-958.98			1,000.00
CIL Receipts	2,989.76			6,261.60	9,251.36
Kings Coronation		1,000.00			1,000.00
Replacement Laptop		800.00			800.00
Civic Regalia		1,000.00	972.80		27.20
Website Redesign		5,000.00			5,000.00
Old Cemetery Driveway		10,000.00			10,000.00
Refundable Damage Deposits		750.00		-150.00	600.00
Total Earmarked	270,715.01	15,063.55	2,741.74	6,111.60	289,148.42
TOTAL RESERVE	275,339.48	36,939.08	4,891.74	6,111.60	313,498.42
GENERAL FUND					293,411.90
TOTAL FUNDS					606,910.32



FINANCE & ADMINISTRATION COMMITTEE – REPORT

Meeting Date: 8 August 2023

Agenda Item: FA 23/08

Paper: D

Subject:	Grant Policy and Application Form 2023/24
Prepared By:	Catherine Horsley, Town Clerk and RFO
Purpose of Report:	To review and approve the Grant Policy and Application Form for 2023/24 grant applications.
Background:	The Grant Policy and Application Form is reviewed and updated each year to ensure it meets with both the Councils requirements and current legislation.
Key Points:	<p>The small Grants Programme budget is £6,000.</p> <p>The policy has been reviewed in line with the SLCC best practice template. Applications must be received by Friday 29 September 2023 for consideration by the Finance and Administration Committee meeting scheduled on 10 October 2023, followed by ratification at the Full Council meeting scheduled on 24 October 2023. Any grants awarded will be paid by 30 November 2023.</p>
Implications:	Failure to have an up-to-date policy leaves the Council open to challenge and risks the Council acting illegally.
Recommendation:	To recommend the approval of the Grant Policy and Application Form for 2023/24.



Corfe Mullen Town Council

Grants to Local Organisations Policy

Introduction

A grant is any payment made by the Town Council to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Council. The Council awards grants at its discretion to local organisations that can demonstrate a clear need for financial support where the Parish will benefit by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Parish of Corfe Mullen in a positive way

Grant Application Process

1. This policy, application form, and any other required forms will be available on the Town Council website or by request from the Clerk to the Council, who will, upon receipt of all applications after the application deadline date, collate all the necessary information from the applicants ready for presentation and discussion at the appropriate Council meeting(s).
2. All questions on the application form should be fully answered and additional information supporting an application should be provided.
3. In addition to the application form organisations will be required to provide the following supporting information:
 - a copy of their written constitution or details of their aims and purpose
 - full details of the project or activity
 - demonstrate the grant will be of benefit to the local community within the Parish
 - the proportion or number of beneficiaries living in the electoral area,
 - demonstrate a clear need for the funding
 - a copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan
4. All grant applications must be received by **29 September** for grants to be awarded by **30 November**.
5. The Council will make the decision on which grants to award, and all applicants will be contacted following the Council's decision.
6. The Council has a limited budget each year and for the year 2023-24, the total small grants budget is £6,000.
7. The Council's Finance & Administration Committee will normally consider grant applications in October for ratification at Full Council at the end of October, however, the Committee may consider further applications at other times subject to budget availability.

Conditions of Funding

1. The organisation must be either not-for-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
2. Grants will not be made to individuals.
3. Grants will not be made retrospectively.
4. Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
5. An organisation should have a bank account in its own name with two authorised representatives as signatories.
6. The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for, and evidence of expenditure should be supplied to the Council as requested.
7. Only one application for a grant will be considered from each organisation in any one financial year.
8. Ongoing commitments to award grants or subsidies in future years will not be made. A new application will be required each year.
9. Each application will be assessed on its own merits.
10. The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application that it considers being inappropriate or against the objectives of the Council.
11. Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.
12. The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
13. Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.



GRANT TO LOCAL ORGANISATION APPLICATION FORM

Please Read These Notes Carefully Before Completing the Form

1. Not all the questions contained in this application form are relevant to all organisations or have enough space for adequate explanation. As such, the Council welcomes any supporting information which you believe will better explain and assist your application.
2. If there is insufficient space on any part of the application form, please indicate and attach a separate note.
3. When making your application:

The Council particularly encourages applications for specific one-off costs or projects. However, it may also consider revenue costs except for those which are the responsibility of another local authority, for example, the Principal Authority, Dorset Council.
4. All applications **must** include:
 - a) A copy of the latest financial statement of the organisation (if applicable showing all general and special balances).
 - b) All applications for grant funding must declare any other grants that have been received in connection with the same application.
5. Requests for grants will only normally be considered from the following categories:
 - a) A Corfe Mullen-based charity, organisation or association.
 - b) An organisation or association serving the needs of the residents of Corfe Mullen.
 - c) An organisation or association serving a specific section of the Corfe Mullen community.
 - d) An award of a grant must give direct benefit to all or some of the residents of Corfe Mullen, and the size of the grant should be commensurate with the benefit delivered.
 - e) The Council as a body does not affiliate to any political party or religion therefore will not provide grant aid to support any religious group or activity in the village. By law, the Council cannot offer financial assistance to any political party.
6. Applications for grants which do not meet the criteria set out in 5 above may still be considered in certain circumstances where the law allows.
7. You will be informed in writing whether your application has been successful.
9. If you have any queries or wish to discuss the application, please contact the Council Office on 01202 698600 or email office@corfemullen-tc.gov.uk

1.	Name of organisation	
2.	Name of contact	
3.	Contact Address	
4.	Tel. No	
5.	Email Address	
6.	Address where activities are based <i>if different from contact address</i>	
7.	What area (community) is served?	
8.	Are there any other similar facilities or services provided in the area/district?	
9.	Approximately how many people in Corfe Mullen benefit from and/or attend your organisation/activity?	
10.	How does your organisation/activity benefit the residents of Corfe Mullen?	
11.	Present charges/subscription/fees. Please attach schedule if available.	
12.	Are there any proposals to change or introduce charges, subscriptions or fees? If so, please advise effective dates.	

13.	Details of the project, facilities, or service to be provided and how it will benefit the community:	
14.	a) Proposed starting date of project or acquisition date of equipment.	
	b) Estimated completion date or length of time for the project.	
15.	Please give details of the cost of the project	

16.	Please give details of other grants awarded or applied for.	
17.	Amount of grant requested from Corfe Mullen Town Council	
18.	Any other relevant information <i>continue on a separate sheet if necessary</i>	

Signed.....

Date.....

Please return your application form to: Corfe Mullen Town Council, Council Office, Towers Way, Corfe Mullen, Wimborne, Dorset BH21 3UA or email office@corfemullen-tc.gov.uk enclosing your organisation's latest financial statement. **The deadline for receipt of applications is 29 September 2022.**



FINANCE & ADMINISTRATION COMMITTEE – REPORT

Meeting Date: 8 August 2023

Agenda Item: FA 23/09

Paper: E

Subject:	To Review Banking Arrangements
Prepared By:	Catherine Horsley, Town Clerk and RFO
Purpose of Report:	For members to consider the Council's banking arrangements going forward.
Background:	<p>It is good practice to review the banking arrangements to ensure the arrangements are fit for purpose and deliver the best possible return on investments.</p> <p>At the Full Council meeting held on 26 October 2021, it was resolved to approve the recommendation from the Finance & Administration Committee to delegate authority to the Clerk to change bank from Co-op to Unity Bank when suitable for the Town Council accounts.</p>
Key Points:	<p>Following the resolution to change bank from the Co-operative Bank to Unity Bank in October 2021, the previous Clerk contacted Unity Bank, who advised at the time, that they were not taking on or opening any further Town or Parish Councils bank accounts. Therefore, to date changing bank accounts has not been progressed.</p> <p>The Clerk has investigated further into changing bank account with points to note as follows:</p> <ul style="list-style-type: none"> • Unity bank are now accepting current account application forms. • Monthly account charge of £6 per month (remains unchanged). However, in addition there is a fee of 15p per individual debit and card transaction. The Town Council averages circa 100 transactions per month, equating to circa £15 per month. CHAPs payments are £28 per transaction compared to £25 with the Co-op. • Cheque books and paying in book are provided with a current account. • Do not offer a debit card. Currently, the Town Council holds a debit card for its current account, which is used to make payments for purchases, where bank transfers are not possible. • No high street presence, pay in at NatWest or a Post Office Cash Account card can be set up to pay in cash at a Post Office. • Unity Corporate MultiPay Card (charge card, partnered with Lloyds Bank and MasterCard®) subject to credit approval, providing the last 2 years of audited/certified financial accounts. Charge of £3 per month, with a one off set up cost of £50. • Free account switch service <p>Members to consider whether to progress with changing bank account from the Co-operative Bank where there are no monthly fees to Unity Bank with monthly fees of approximately £24 per month, dependant on number of transactions.</p>

	<p>Staying with Co-op does retain the status quo and would not incur any monthly banking fees. However, it does leave the Council exposed to fraud, where payments are not manually authorised beyond the Accounts for Payment procedure.</p> <p>Unity Bank as a dedicated local authority account would provide security to Council in that payments would need to be authorised by a Councillor following the Accounts for Payment process at meetings, albeit there is a monthly fee.</p> <p>The Council currently has the following banking arrangements:</p> <ol style="list-style-type: none"> 1. Co-operative Community Directplus Account (held since 2008): Main operating account, no interest accrued. Balance kept below FSCS limit of £85,000. 2. Co-operative Business Select Instant Access Account (held since 2008): Business savings account, same day access. Variable interest rate of 1.53% gross, paid twice a year in April and October. 3. Scottish Widows Business Fund Deposit Account (held since 2009): Interest 1.05% gross, paid monthly. Non-personal savings accounts no longer available and limited i.e., Charities, Clubs, Associations and Pension Trustees. 4. Public Sector Deposit Fund (PSDF) (held since 2012): Short-term cash management solution designed for local authorities and other public sector bodies seeking a high level of capital security with a competitive rate of interest. Current interest rate 4.9388% as at 27/07/2023.
<p>Implications:</p>	<p>Investment arrangements need to be in place to ensure the Council's funds are managed properly and any amounts surplus to requirements are invested appropriately, in accordance with an approved strategy which needs to have regard to Department of levelling Up, Housing and Communities (DLUHC's) statutory Guidance on local government investments. If total investments are to exceed the threshold specified in DLUHC's statutory guidance of up to £100,000 at any time during a financial year, the authority needs to produce and approve an annual Investment Strategy in accordance with the DLUHC guidance. The Council's Investment Strategy/Policy to be reviewed at the next Finance & Administration meeting scheduled on 10 October 2023 as per Financial Regulations 8.4.</p> <p>In line with the Joint Panel on Accountability and Governance (JPAG) Practitioners Guide 2023, paragraph 1.15.4 states 'Authorities need to approve the setting up of, and any changes to, accounts with banks or other financial institutions. Authorities also need to approve any decisions to enter 'pooling' or 'sweep' arrangements whereby the bank periodically aggregates the authority's various balances via automatic transfers.</p> <p>Additional banking charges with exception of CHAPs and BACs fees are not included in the 2023/24 budget.</p>

Recommendation:	<p>To APPROVE to continue banking with the Co-operative Bank and close the following accounts with closing balances transferred to the Co-operative Community Directplus Account:</p> <ul style="list-style-type: none">• Co-operative Business Select Instant Access Account (<i>Balance as at 30/06/2023 - £2.87</i>)• Scottish Widows Business Fund Deposit Account (<i>Balance as at 30/06/2023 - £502.71</i>)
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FINANCE & ADMINISTRATION COMMITTEE – REPORT

Meeting Date: 8 August 2023

Agenda Item: FA 23/10

Paper: F

Subject:	To Approve Quotation for Streetlighting Works
Prepared by:	Catherine Horsley, Town Clerk
Purpose of Report:	For members to approve amended quotation from Enerveo to update columns in Towers Way to LED.
Background:	At the Community Services Committee meeting held on 11 July 2023, it was RESOLVED to further investigate a more cost-effective way to update remaining columns in Towers Way to LED whilst removing the damaged column outside the Council office. The quotation to be revisited at a Full Council meeting for approval ahead of the next Community Services Committee meeting scheduled on 12 September 2023.
Key Points:	<p>Members of the Community Services Committee felt if the damaged column outside the Council office was being removed, consideration should be given to updated remaining columns to LED which were brighter, more energy efficient and cost effective. Enerveo were contacted to provide an amended quotation to update the remaining columns in Towers Way within the allocated budget for streetlighting and furniture of £3000, which includes energy costs.</p> <p>Enerveo have provided an updated quotation to update the remaining columns in Towers Way to LED. To supply and fit LED lanterns - £303.81+VAT each compared to the original quote of £322.49+VAT each.</p> <p>Note: There will be 3 remaining columns in Towers Way. Total cost: £911.43+VAT.</p>
Implications:	<p>It is the Town Councils responsibility to maintain the streetlighting in Towers Way.</p> <p>Energy costs should reduce in time with LED lighting.</p> <p>The streetlighting & furniture budget for the 2023/24 financial year is £3000 minus already agreed spend of £1549.34, leaving a balance of £1450.66 for the remainder of the financial year to cover electricity charges for streetlighting in Pine Road, Wayground Road, Towers Way and Recreation Ground along with any replacement street furniture.</p>
Recommendation:	To APPROVE quotation to update Towers Way columns to LED.



FINANCE & ADMINISTRATION COMMITTEE – REPORT

Meeting Date: 8 August 2023

Agenda Item: FA 23/11

Paper: G

Subject:	To Consider and Approve Dorset Forestry to Carry out Additional Maintenance of Pit Area at the Recreation Ground
Prepared by:	Rachel Virrill, Deputy Town Clerk
Purpose of Report:	To Consider and Approve Dorset Forestry to Carry out Additional Maintenance of Pit Area at the Recreation Ground
Background:	<p>In March 2022, Dorset Forestry carried out maintenance of the ‘pit area’ at the Recreation Ground and installed woodland style paths to encourage users to stick to the paths and provide in turn an opportunity for longer grassed areas to further encourage wildlife. A bug hotel was also created in the area to provide local schools and clubs with an opportunity to maintain and inspect the bug hotels. Woodchip, timber, bug hotels and seating areas were constructed using recycled products from Dorset Forestry to reduce the carbon footprint of the project.</p> <p>At the Full Council meeting held on 27 June 2023, it was RESOLVED to APPROVE Dorset Forestry to carry out further maintenance of the ‘pit area’ at the Recreation Ground at a total cost of £1250+VAT, due to reduced Grounds Team capacity and equipment required to carry out work.</p> <p>Due to the nesting bird season Dorset Forestry will not commencing any works until September 2023 when the nesting season has ended.</p>
Key Points:	<p>Following a review of the tasks of the reduced Ground Team, Dorset Forestry was asked to provide an additional quotation to carry out maintenance usually completed by the Grounds team as follows:</p> <p>To clear the brambles, prune back shrubs, trees and hedges, clear all paths to make the area easily accessible, maintain the fire break to adjacent properties and allow safe access by the public at a total cost of £1450+VAT.</p> <p>It has been recommended that future maintenance should be carried out in February and September each year at a total cost of £450.00+VAT per visit.</p>
Implications:	<ul style="list-style-type: none"> • 2023/24 Budget allocated totalling £2,000 to carry out maintenance of the ‘pit area’. Should Council approve additional maintenance, there will be an overspend of £1150, albeit employee costs are underspent due to reduced Grounds Team. • The Occupiers Liability Act 1984 requires landowners to take reasonable care of trees to ensure the safety and duty of care to people entering the land. • Health & Safety at Work Act 1974 (s.3) places a requirement on employers to take reasonable care to ensure the health and safety of third parties, as well as employees. Reasonable care can be defined as having an effective management system for the care of trees in place. • Town Council owned trees have no specific legal protection, other than being owned by the Council, however, where trees grow within a

	<p>designated Conservation Area, they benefit from the same protection as any other tree under the Town & Country Planning Act 1990. There are also a limited number of trees owned by the Town Council that are subject to Tree Preservation Orders under Section 198 of the Town & Country Planning Act 1990.</p>
<p>Recommendation:</p>	<p>To APPROVE the following:</p> <ul style="list-style-type: none"> • Dorset Forestry to carry out additional maintenance of the 'pit area' at the Recreation Ground at a total cost of £1450+VAT. • Carryout recommended maintenance in February 2024 at a total cost of £450+VAT. • Future ongoing maintenance of the 'pit area' to be included as part of the annual budget setting.