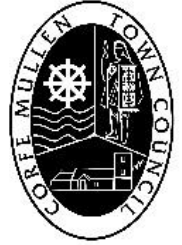


CORFE MULLEN TOWN COUNCIL
Towers Way, Corfe Mullen, Wimborne
Dorset, BH21 3UA
01202 698600
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NOTICE OF NEXT COUNCIL MEETING

Dear Councillors

You are hereby summoned to attend the following meeting:

Meeting of... **CORFE MULLEN TOWN COUNCIL**

Time... **On the rising of the Finance & Administration Committee Meeting**

Date... **Thursday 4 January 2024**

Place... **Small Hall of the Village Hall, Towers Way, Corfe Mullen**

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

**Catherine Horsley
Town Clerk & RFO
22 December 2023**

PUBLIC PARTICIPATION: In accordance with Standing Orders, a maximum of 30 minutes is set aside before the business of the meeting commences to enable members of the public to raise any issues pertaining to the agenda for 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.

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

AGENDA

- TC 23/216 To Receive and Accept apologies for absence** (LGA 1972 s85 (1))
- TC 23/217 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)
- TC 23/218 Paper A – To Approve minutes of the Full Council meeting held on 19 December 2023** – LGA 1972, sch 12, para 41
- TC 23/219 Paper B - To Consider recommendations from the Finance & Administration Committee on draft Budget and Precept for the 2024/25 financial year** – Report submitted to the Finance & Administration Committee is included as paper B to this meeting, with the verbal recommendation of the F&A committee being made to Council immediately following the committee's meeting.

TC 23/220 Verbal – Matters for Forthcoming Agendas No decisions can be taken¹

TC 23/221 To Agree a date and time for the next meeting – Tuesday 23 January 2024 at 19:00 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

TC 23/222 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 Corfe Mullen Town Council
held on Tuesday 19 December 2023 at 19:00 in the Small Hall of the Village Hall

Present: **Councillors**
D Sowry-House (Chair)
A Craven
D Everett
S Florek
L Hardy
A Holland
P Holland
S Jefferies
P Neil
P Purvis
J Stennett

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

Public Participation

There were two members of the public present, neither of whom wished to speak.

TC 23/189 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllr Mattocks due to family commitments and Cllr Lortie due to family illness. Cllr Honeyman was not present.

TC 23/190 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.

TC 23/191 Paper A – To Approve minutes of the Full Council meeting held on 28 November 2023 – LGA 1972, sch 12, para 41

The minutes of the meeting held on 28 November 2023 were **APPROVED**.

TC 23/192 Paper B - To Approve Accounts for Payment

The accounts for payment, totalling £38,257.45 were **APPROVED**.

TC 23/193 Paper C - To Approve Bank Reconciliation for November 2023

The bank reconciliation for November 2023 was **APPROVED**.

TC 23/194 Paper D – To Note the already Approved minutes of Committees:

- Staffing Committee – 31 July 2023

- Planning Committee – 24 October 2023
- Planning Committee – 14 November 2023

The already approved minutes from Committee meetings were **NOTED**.

TC 23/195 Paper E – To Note CIL and Section 106 Receipts

The Clerk presented the report, noting the Community Infrastructure Levy (CIL) receipts balance of £9251.36, of which £6261.60 had been received during the 2023-24 financial year.

Section 106 receipts balance of £204,848.02 which was earmarked for the proposed redevelopment of the Sports Pavilion, at the Recreation Ground.

The timeline for spending the monies was discussed.

It was noted, should the Town Council be unable to secure a grant for the outdoor gym equipment for the Recreation Ground, CIL monies would be used to fund the project.

The report was **NOTED**.

TC 23/196 Paper F – To Consider Items Requiring Approval

The Clerk presented the report, with comments noted as follows:

- a) **Contractor to Install Additional Safety Lighting at Sports Pavilion at the Recreation Ground:** Cllr Craven proposed Quote 2, as he felt this was the most cost-effective. Cllr Purvis seconded the proposal, with all members voting in favour.
- b) **Lone Working Device:** The Clerk noted the recommendation from the recent Staffing Committee meeting held on 29 November 2023, to investigate an appropriate 24/7 personal alarm device for all lone workers. The MySOS devices were recommended by other Town and Parish Councils to protect lone workers.

Members discussed how the device worked and how similar devices had been considered in the past, albeit they were significantly more expensive. Members acknowledged the importance of staff safety, noting the devices would be required for Town Council, Youth Trust and Village Hall staff.

It was noted an Alert Policy would need to be put in place. Cllr Stennett also noted the devices should be included as part of the Town Council's resilience planning.

Cllr Craven proposed accepting the quote for 5 devices on a monthly subscription. Cllr Purvis seconded the proposal with all members voting in favour.

It was **RESOLVED** to **APPROVE** the following items:

- Quote 2, Stanner Electrical Contractors, to install additional safety lighting at the Sports Pavilion at the Recreation Ground at a total cost of £780.00+VAT.
- MySOS ID Badge 4G x 5 devices at a total cost of £324.95+VAT (upfront cost), with a monthly subscription of £99.95+VAT per month, of which £39.98+VAT would be reimbursed by the Village Hall and Youth Trust Charities.

TC 23/197 Paper G – To Consider Small Grants Programme Application

The Clerk presented the report, noting unfortunately the application was not considered as part of the previous discussions to award small grants in November 2023, due to the application going into the office spam folder. For openness and transparency, the application was brought to the Full Council for consideration.

Members discussed the application who felt unable to commit to an unbudgeted expense at present. However, to encourage Planet Wimborne to re-apply in 2024 when it was anticipated additional budget would be available for the small grants programme.

It was **RESOLVED** to contact Planet Wimborne to confirm a grant would not be awarded at present and to reapply in 2024.

TC 23/198 Verbal – To Note Update on Quotations for Purchasing Bus Shelters on Wareham Road by Co-op and Windgreen Roundabout – Deputy Clerk

The Deputy Clerk provided an update, noting Dorset Council had published new guidance relating to bus shelters, which had been reviewed with quotations requested within the guidelines, to be presented to the Full Council meeting scheduled on 23 January 2024.

The update was **NOTED**.

TC 23/199 Paper H – To Consider and Approve Grant Funding to hold the After School Club at the Village Hall

The Deputy Clerk presented the report, noting £3493.00 of the Town Council grant awarded towards staffing costs and rental of the Lockyer's Hub had been returned by the Youth Trust in September 2023, due to an underspend in salaries.

Members discussed how valuable the after-school club was, with young people attending sessions on Tuesday's and Friday's on a weekly basis.

It was **RESOLVED** to **APPROVE** awarding a grant of £2496 to Corfe Mullen Youth Trust to fund the Village Hall after school club up to 31 March 2024.

TC 23/200 Paper I – To Review and Approve Sports Fees for 2024/25

The Clerk presented the report, with comments noted as follows:

- Corfe Mullen United Men's Football team had folded ahead of the new football season commencing in August 2023.
- The tennis courts surfacing required repairs, due to the surfacing cracking and breaking up, and should be taken into consideration when agreeing the tennis fees for 2024/25.

Cllr Craven proposed an 8% increase for all sports clubs, which was seconded by Cllr A Holland. Cllr Hardy proposed a 10% increase for all sports clubs, which was not seconded. Eleven members voted in favour of an 8% increase for all sports clubs.

It was **RESOLVED** to **APPROVE** an increase of 8% to tennis, football and cricket clubs sports fees effective from 1 April 2024 to 31 March 2025 as stated in Appendix 2.

It was **RESOLVED** to **APPROVE** a fee of £7.50 per tennis court per hour for casual tennis users effective from 1 April 2024 to 31 March 2025.

It was **RESOLVED** to **APPROVE** a fee of £5.50 per tennis court per hour for approved coaches effective from 1 April 2024 to 31 March 2025

It was **RESOLVED** to **APPROVE** for the early learning provider, Mini Munchkins use of the sports pavilion/storage at a daily fee of £95, Monday to Friday 8am-6pm term time only effective from 1 April 2024 to 31 March 2025.

It was **RESOLVED** to **APPROVE** a fee of £15 per hour to hire the sports pavilion lounge effective from 1 April 2024 to 31 March 2025.

TC 23/201 Paper J - To Review and Approve Cemetery Charges and Regulations for 2024/25

The Clerk presented the report, noting the additions to the regulations were for clarity.

Cllr Sowry-House proposed to approve the recommended charges, however, felt there should be no residents fee to inter the body of a child whose age at the time of death did not exceed 12 years. Cllr Craven seconded the proposal, with all members voting in favour.

It was **RESOLVED** to **APPROVE** the Cemetery charges and regulations for 2024/25 with no fee for residents to inter the body of a child whose age at the time of death did not exceed 12 years.

TC 23/202 Paper K - To Review and Approve Allotment Tenancy Agreement and Rents Effective from 1 April 2025

The Clerk presented the report, noting 12 months' notice must be given to plot holders prior to any increases to plot rents.

Cllr Craven proposed accepting the proposed fees, however, to reduce the fee for a half plot to £17.50. Cllr Purvis seconded the proposal with all members voting in favour.

It was **RESOLVED** to **APPROVE** the updated tenancy agreement and increase annual allotment rents effective from 1 April 2025 as follows:

- Full plot (125 sqm) - £35
- Half plot (62.5 sqm) - £17.50
- Raised bed - £15
- Starter plot (31 sqm) - £15

It was **RESOLVED** to **APPROVE** for plot holders to be responsible for maintaining paths adjacent to their plots using either grass or woodchip and plot edging.

TC 23/203 Paper L – To Note Dorset Council Dog Related Public Spaces Protection Order Effective from 1 January 2024

The Clerk presented the report. Members felt as the Order was a Dorset Council Order that they should be enforcing the order. Therefore, would not take up the opportunity for Town Council staff to carry out training to be authorised to undertake patrols with a view to ensuring the Orders compliance.

The report was **NOTED**.

It was **RESOLVED** not to proceed with training for Town Council staff to be authorised to undertake patrols with a view to ensuring the Orders compliance.

TC 23/204 Verbal - To Note on the Corfe Mullen Neighbourhood Plan – Clerk

The Clerk provided an update, advising members that she had been in contact with the Consultant who confirmed the following:

- The Housing Needs report was complete.
- The Design Code report was incomplete and required further work.
- Dorset Council Planning could use the completed policies ahead of the Neighbourhood Plan being in place.
- Concerns with where the data already collated was held in terms of complying with the Town Council's GDPR obligations. The Clerk is liaising with the Consultant to gain access to the Dropbox used to store data.
- Clerk, Cllr Sowry-House and Cllr Neil to meet in January 2024 to discuss the incomplete Design Codes report.
- The Locality/Groundwork grant had been returned.
- Dorset Council had updated their website to show the development of the Neighbourhood Plan had been paused.

The report was **NOTED**.

TC 23/205 Verbal – To Note any updates from Representatives to Outside Bodies

Cllr Jefferies confirmed there were no further updates regarding the Beacon Hill Landfill site.

Cllrs Jefferies and Florek noted the book sales held by volunteers of the Friends of Corfe Mullen Library were increasing to raise valuable funds for the library.

The updates were **NOTED**.

TC 23/206 Paper M - To Note the update from the Climate Change Working Party – Cllr P Neil

The update was **NOTED**.

TC 23/207 Verbal – To Note Clerk's Update

The Clerk provided an update as follows:

- HM Land Registry title records had been updated to show the Town Council as the registered owners of Towers Way Green Space, along with the Village Hall and Council Office.
- Attended SLCC branch meeting held at Gillingham Town Hall on 6 December 2023, where there was a presentation from the CEO of the Arts Development Company who are working with Dorset Council.
- DAPTC Councillor Engagement Event scheduled on 7 March 2024 at Kingston Maurwood. Any members who wished to attend, should advise the Clerk.
- Attended webinar hosted by Dorset Council and British Telecom relating to the Digital switchover scheduled during 2024.
- Old Cemetery driveway maintenance work due to commence w/c 18 December 2023.
- Dorset Council had confirmed there would be no change to the tax base for the forthcoming financial year.

- Sole Trustee meeting of the Village Hall Charity to be scheduled in January 2024 to agree the hall hire charges effective from 1 April 2024.
- Reminder for all members to attend the Finance & Administration Committee meeting scheduled on 4 January 2024 to observe the meeting ahead of the following Full Council meeting to approve the budget and precept for 2024/25.

The update was **NOTED**.

TC 23/208 Verbal – To Note Mayor’s Report

The Mayor provided an update on events he had attended as follows:

- Carol Services in many parishes including Portland, Blandford, Chickereil and Corfe Mullen
- Attended Wareham Silent Film Festival
- Modelled for Broadstone Art Society
- Attended Corfe Mullen Youth Club as a volunteer
- Attended Guys Marsh Prison, drama group as a volunteer

Cllr Sowry-House noted a meeting with the Potteries Care Home had resulted in securing matched funding of £150 for Corfe Mullen Foodbank to run the warm space for residents at St Nicholas Church.

The update was **NOTED**.

TC 23/209 Verbal - To Note Dorset Councillors Update

No update was provided.

TC 23/210 Verbal – Matters for Forthcoming Agendas No decisions can be taken¹

Cllr Neil asked to meet with the Clerk to discuss possible subscription to Parish Online. Meeting to be scheduled in January 2024, ahead of a report being presented to Full Council for consideration at meeting scheduled on 23 January 2024.

Members discussed the Councils priorities ahead of the forthcoming elections in May 2024, albeit this was budget prohibited and the value of newsletters being sent to all Corfe Mullen residents. The Clerk confirmed budget was allocated for newsletters and agreed to include on the agenda for the Full Council meeting scheduled on 23 January 2023 to discuss the content of a newsletter to be distributed to all residents prior to the end of the current financial year.

Cllr Sowry-House noted ahead of the forthcoming elections, the Town Council should consider becoming a centre of excellence, to support people who may be interested in becoming a Town Councillor through the nomination process.

TC 23/211 To Agree a date and time for the next meeting – Thursday 4 January 2024 on the rising of the Finance & Administration Committee to consider recommendations on the draft budget and Precept for 2024/25 with the next Full Council on Tuesday 23 January 2024 at 19:00 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

TC 23/212 To Resolve to exclude members of the press and public – to agree that agenda items TC 23/213 and 23/214 be dealt with after the public (including the press) have been excluded

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)

as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted under Public Bodies (Admissions to Meetings) Act 1960.

Members of the public left the meeting.

The Chair suspended Standing Order 3x to allow the meeting to continue.

TC 23/213 Paper N – To Note Staffing Update

The Clerk reported the grounds team member on long-term sick leave had attended an Absence Hearing in accordance with the Town Council's Absence Management Policy on 14 December 2023. The outcome of the Hearing was to terminate employment with a 12 week notice period.

The Clerk also advised that the other part-time grounds person had resigned, with his last working day on 31 January 2024. With both part-time grounds team members leaving in Q4 2023/24, this would leave one remaining full-time team member.

It was **RESOLVED** to **APPROVE** to commence the process to recruit one full time assistant grounds person and one part time assistant grounds person as soon as possible in order for the successful candidates to be in post ahead of 31 March 2024.

TC 23/214 Paper O – To Consider Correspondence received from Corfe Mullen Sports Association (CMSA) and Agree How to Proceed.

The Clerk reported the trustees of the CMSA and Committee members had voted in favour of the Town Council becoming the Sole Trustee of the Charity. A copy of the minutes of the meeting held on 14 August 2023 had been provided.

The Clerk noted the financial position of the charity, with £57,500 held in the reserves fund earmarked for redevelopment of the tennis courts/hard standing area at the Recreation Ground and £517 held in the general fund.

The Clerk reported, should Council agree to the transfer of trustees to the Town Council as sole trustee, consideration will need to be given to the structure and objectives of the charity and to revise the constitution.

It was **RESOLVED** to **APPROVE** the transfer of trustees to the Town Council as sole trustee of Corfe Mullen Sports Association Charity.

The Clerk confirmed, she would liaise with the CMSA in the new year to commence the handover and register the change of trustee with the Charity Commission.

TC 23/215 Close of meeting at 21:22.

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



FINANCE AND ADMINISTRATION COMMITTEE – REPORT

Meeting Date: 4 January 2024

Agenda Item: FC 23/31

Paper: D

Subject:	Budget and Precept Setting 2024/25
Prepared By:	Catherine Horsley, Town Clerk and RFO
Purpose of Report:	To agree a budget for 2024/25 financial year and agree the precept amount, both to be recommended to Full Council for approval.
Background:	<p>Each year the Council's budget for the next financial year must be set and approved by Full Council based on a recommendation from the Finance & Administration Committee, along with a precept recommendation based on the budget to also be approved by Full Council.</p> <p>In December each year Dorset Council, as the Principal Authority, sets the Tax base for each area, which is the council tax figure for a Band D property in that area, this can go up or down each year. It is then for each Town and Parish Council to agree their own budget and to determine what level of precept they require and establish what impact this will have on the Tax base.</p> <p>In the past three financial years Corfe Mullen Town Council (CMTC) has increased its Precept by 20% in 2021/22 financial year, 20.97% in 2022/23 financial year and 8.55% in 2023/24 financial year. Previously, CMTC continually ran its budget using its reserves in some way, which is not ideal unless there is no earmarked project.</p> <p>The Council should have a surplus of between 3–6 months operating costs available.</p> <p>The Council is beginning to prepare for a potential substantial project in respect of the recreation ground sports pavilion and to avoid increased borrowing, as many reserves should be allocated to this project in advance as possible.</p>
Key Points:	<p>The proposed budget for the 2024/25 year is shown in Appendix 1. The Clerk and the Chair of Finance & Administration Committee have reviewed each budget line on the proposed budget ahead of the meeting. Explanatory notes have been included for ease of understanding.</p> <p>Dorset Council has set the Tax Base for Corfe Mullen with zero % change to maintain the £126.34 per band D property. This would see CMTC receiving a precept of £502,456.00.</p> <p>The total projected reserves at 31 March 2024 are approximately £571,634.98 which includes 4 months operating costs of £160,000 and £411,634.98 in earmarked reserves.</p> <p>These figures are dependent upon the next 3 months (1 January to 31 March 2024) expenditure and the year-end position; therefore</p>

these are approximate predictions and may increase/decrease as a result.

Based on the budget shown in Appendix 1 as follows:

The budget shows predicted income of £534,006.00 and predicted expenditure of £577,725.00 showing a net deficit of -£43,719.00. The exceptional and capital income of £4000.00 and exceptional and capital expenditure of £68,950.00, showing a net deficit of -£64,950.00. This provides a total amount of £108,669.00 that would be required from Town Council reserves if the precept set by Dorset Council at £502,456.00 was accepted.

The Committee should consider the proposed budget, particularly the exceptional and capital expenditure. However, Council should be advised that the items listed will roll over to 2025/26 if not included in the 2024/25 financial year.

In order to provide Council with an idea of cost to Taxpayers should they decide to accept the budget and increase the precept to lessen the impact to reserves, the following calculations have been made based on predicated income excluding projected additional income from Sports Pavilion lounge area:

- (1) Increase of **21.68%** would see a Band D property increasing from £126.34 to **£153.73** per annum, which is **an increase of £27.39 per annum equating to £2.28 per month**. This would see a precept of £611,125.00 and would not require any reserves to be used.
- (2) Increase of **9.73%** would see a Band D property increasing from £126.34 to **£138.64** per annum, which is **an increase of £12.29 per annum equating to £1.02 per month**. This would see a precept of £551,125.00 and would require £60,000 reserves to be used.
- (3) Increase of **5.75%** would see a Band D property increasing from £126.34 to **£133.61** per annum, which is **an increase of £7.26 per annum equating to 61p per month**. This would see a precept of £531,125.00 and would require £80,000 reserves to be used.

Due to the predicted underspend in the 2023/24 financial year, as a result of salaries underspend due to a reduced Grounds Team and additional Pavilion lounge income along with other efficiency savings, the recommendation would be to transfer £35,000 into the earmarked Pavilion Refurbishment/Rebuild project. This would replace some of the previous monies spent on Health & Safety requirements of the Pavilion during the 2022/23 financial year.

Based on the difficult decisions made in the previous three financial years when setting the budget and precept, this has put CMTC in a better position financially and better prepared for the economically challenging financial year ahead.

<p>Implications:</p>	<p>It is possible to offset any deficit by reserves and retain up to 4 months operating costs, with a minimum of 3 months required by Town Councils to hold in reserves.</p> <p>Council should be mindful of the cost-of-living crisis in 2024/25 seeing an increase in utilities particularly energy costs and Bank of England base rate impacting on mortgage rates.</p> <p>Council must be sure that the reserves are allocated appropriately and if required, ring fenced, to protect them. It is a requirement of the Annual Governance and Audit Review (AGAR) to set out the intention for any reserves held above the minimum operating costs.</p> <p>Raising the precept during a difficult year financially for Corfe Mullen residents could be received negatively.</p> <p>To not increase the precept would result in loss of Town Council reserves and subsequently affect future projects being considered, along with potential reduction of services.</p> <p>Alternative methods to protecting both precept and reserves are to implement expenditure cuts which would impact on the delivery of services within Corfe Mullen.</p>
<p>Recommendation:</p>	<p>To review the proposed budget accordingly and agree a recommendation to Full Council along with a recommendation of precept to be set, in order that any budget may be appropriately balanced between Town Council reserves and Council Taxpayers.</p>



Draft Budget 2024-2025

Forecasted Position 2023-24

Code	Title	2023-24 Budget	Apr to 31.11.2023 Actual	Dec 2023	Jan	Feb	Mar	2023-24 TOTAL	Variance
74	Rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
75	Water	250.00	694.78	0.00	0.00	700.00	0.00	1394.78	1144.78
76	Maintenance	3000.00	1067.40	0.00	250.00	100.00	500.00	1917.40	-1082.60
77	Compensation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
99	Insurance	300.00	211.51	0.00	0.00	0.00	0.00	211.51	-88.49
106	Sheds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUB TOTAL		3550.00	1973.69	0.00	250.00	800.00	500.00	3523.69	-26.31

2024-25 Budget	Notes
0.00	Rent only payable by AA if entered into a Self Management Agreement
1400.00	Invoice due Feb 2024 (Invoiced twice yearly)
2500.00	Perimeter fencing, carparks/driveways, compost bays & water troughs/plumbing
0.00	
300.00	
0.00	
4200.00	

Banking	Budget	Actual	Dec 2023	Jan	Feb	Mar	TOTAL	Variance
82	CCLA transfers	50.00	50.00	0.00	0.00	0.00	50.00	0.00
100	Bank Charges	60.00	33.24	4.12	4.12	4.12	49.72	-10.28
101	PWLB Loan Interest	70.00	66.24	0.00	0.00	0.00	66.24	-3.76
SUB TOTAL		180.00	149.48	4.12	4.12	4.12	165.96	-14.04

2024-25 Budget	Notes
50.00	2 transfers on receipt of precept in May and October 2024
60.00	BACs payroll charges
0.00	
110.00	

Cemeteries	Budget	Actual	Dec 2023	Jan	Feb	Mar	TOTAL	Variance
64	Insurance	700.00	634.53	0.00	0.00	0.00	634.53	-65.47
65	Rates & Utilities	4000.00	2218.84	280.91	295.00	120.00	2982.75	-1017.25
66	Repairs and Maintenance	2000.00	1294.66	0.00	0.00	0.00	1794.66	-205.34
SUB TOTAL		6700.00	4148.03	280.91	295.00	120.00	5411.94	-1288.06

2024-25 Budget	Notes
700.00	
3000.00	DC Rates £227+5%x10 £2383.50, water & chapel electricity
3500.00	inc Gully Clearing, repairs to brick wall & pillars at new cemetery
7200.00	

Climate Change	Budget	Actual	Dec 2023	Jan	Feb	Mar	TOTAL	Variance
58	Events and Measures	500.00	12.00	0.00	0.00	0.00	12.00	-488.00
SUB TOTAL		500.00	12.00	0.00	0.00	0.00	12.00	-488.00

2024-25 Budget	Notes
500.00	Drafting of CCAP delayed, to be published during 2024/5
500.00	

Employees	Budget	Actual	Dec 2023	Jan	Feb	Mar	TOTAL	Variance	
10	Salaries	166000.00	85259.59	10962.62	12000.00	13500.00	13500.00	135222.21	-30777.79
11	Travelling Expenses	300.00	24.30	45.50	0.00	0.00	50.00	119.80	-180.20
92	PAYE	21000.00	9539.60	1309.00	1400.00	1500.00	1500.00	15248.60	-5751.40
93	National Insurance	29000.00	14815.45	1978.60	2000.00	2100.00	2100.00	22994.05	-6005.95
95	Pension	59000.00	30228.91	3919.81	4000.00	4500.00	4500.00	47148.72	-11851.28
SUB TOTAL		275300.00	139867.85	18215.53	19400.00	21600.00	21650.00	220733.38	-54566.62

2024-25 Budget	Notes
169500.00	6.5% NJC & potential SCP increase
200.00	
21500.00	Grounds Team recruitment to commence in Jan 2024
34100.00	
62600.00	
287900.00	

General Admin		Budget	Actual	Dec 2023	Jan	Feb	Mar	TOTAL	Variance
28	Legal Fees	2000.00	0.00	0.00	0.00	0.00	250.00	500.00	-1500.00
29	Employment Services	1500.00	1055.00	173.00	100.00	100.00	100.00	1528.00	28.00
30	Staff Training	2500.00	1604.00	75.00	0.00	690.00	690.00	3059.00	559.00
31	Staff Professional Fees	500.00	337.00	0.00	0.00	0.00	0.00	337.00	-163.00
32	Councillor Training	500.00	179.68	0.00	60.00	0.00	152.00	391.68	-108.32
33	Insurance	1700.00	1269.06	0.00	0.00	0.00	0.00	1269.06	-430.94
34	DAPTC	1450.00	1444.56	0.00	0.00	0.00	0.00	1444.56	-5.44
35	Audit Fees	2400.00	2165.00	0.00	0.00	0.00	0.00	2165.00	-235.00
36	Meeting Room Hire	2000.00	1311.00	0.00	111.00	111.00	111.00	1644.00	-356.00
37	Advertising	1000.00	208.95	0.00	208.95	0.00	0.00	417.90	-582.10
38	Councillors Travelling Expenses	100.00	0.00	0.00	0.00	0.00	0.00	0.00	-100.00
39	Chairman's Allowance	500.00	218.89	8.85	0.00	0.00	100.00	327.74	-172.26
40	Town Council Newsletter	6000.00	0.00	0.00	0.00	0.00	2000.00	2000.00	-4000.00
41	Publications and Subscriptions	300.00	95.00	0.00	0.00	0.00	148.50	243.50	-56.50
42	Office IT & Software	4800.00	1906.50	542.20	4041.20	41.20	41.20	6572.30	1772.30
44	Election Costs	500.00	0.00	0.00	2500.00	0.00	0.00	2500.00	2000.00
45	Miscellaneous	50.00	12.00	0.00	0.00	0.00	38.00	50.00	0.00
46	Notice Boards & Signs	1000.00	0.00	0.00	500.00	0.00	0.00	500.00	-500.00
47	Civic Expenses	1000.00	76.00	0.00	0.00	0.00	150.00	226.00	-774.00
105	Health & Safety Services	3500.00	2107.20	263.40	263.40	263.40	263.40	3160.80	-339.20
SUB TOTAL		33300.00	13989.84	1062.45	7784.55	1205.60	4044.10	28336.54	-4963.46

2024-25 Budget	Notes
2000.00	Pound and CMSA Sole Trustee
2120.00	SW Councils £485+5%=-£509.25pa & £40+5%x12=£504pa payroll processing. Lone working devices £59.97x12. Provision
2500.00	New staff training - Grounds & Office
360.00	SLCC Clerk Membership £337+5%=-£353.85
2000.00	New Councillors following 2 May 2024 Elections
1400.00	
1515.00	>4.8%
2200.00	Ext £1365 & Int £800
1600.00	Small/Main hall hire charges
500.00	
500.00	
500.00	
6000.00	Potential mailings for CMNP, CC, Pavilion Consultation & APM
260.00	ICCM £95+10%=-£105 ICO £35+10%=-£38.50 Local Councils Update £100+10%=-£110
4500.00	Microsoft £41.20+10%=-£543.84pa Scribe A/Cs & Bookings £1174.8+£542.88=-£1717.68pa Edge IT (Cemetery & Allotment Databases) £540.40+10%=-£594.44pa Website hosting Vision ICT £436+10%=-£479.60pa Emails Vision ICT 23x£18+10%=-£455.40pa gov.uk domain £65+10%=-71.50pa Adobe £196.44+10%=-£216.08pa ESET Security £45.82+10%=- £48.11pa
13500.00	Election 2 May 2024 & potential 2 by-elections
50.00	
500.00	
1000.00	
3200.00	Peninsula £263.40pm
46205.00	

Grants		Budget	Actual	Dec 2023	Jan	Feb	Mar	TOTAL	Variance
68	Youth Centre Revenue Grant	37000.00	15007.00	7641.26	2496.00	0.00	7641.26	32785.52	-4214.48
69	CMVH	3000.00	0.00	0.00	0.00	0.00	0.00	0.00	-3000.00
73	Small Grants Programme GPC	6000.00	3050.00	3100.00	0.00	0.00	0.00	6150.00	150.00
70	Carnival Christmas Tree Project (S.137)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUB TOTAL		46000.00	18057.00	10741.26	2496.00	0.00	7641.26	38935.52	-7064.48

2024-25 Budget	Notes
37000.00	Salaries & Lockyers Hub rental year 2 of 3. Funding for VH drop in. Any unspent monies to be returned.
50000.00	VH building works (Permission valid until 14/09/2024)
8500.00	inc warm space grant
0.00	
95500.00	

Office Costs		Budget	Actual	Dec 2023	Jan	Feb	Mar	TOTAL	Variance
48	Printing/Postage/Stationery	500.00	432.42	28.00	30.00	30.00	30.00	550.42	50.42
49	Telephone/Internet	1100.00	744.26	40.15	40.15	195.00	40.15	1059.71	-40.29
50	Copier Lease	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51	Insurance	700.00	634.53	0.00	0.00	0.00	0.00	634.53	-65.47
52	Rates	4000.00	3143.62	393.00	393.00	0.00	0.00	3929.62	-70.38
53	Repairs & Maintenance	1000.00	3.57	74.51	600.00	0.00	0.00	678.08	-321.92
54	Utilities	3500.00	883.46	205.95	300.00	450.00	300.00	2139.41	-1360.59
55	Fire and Security	1000.00	308.42	0.00	0.00	0.00	80.00	388.42	-611.58
56	Office Cleaning (inc Windows)	400.00	256.56	21.50	31.50	21.50	31.50	362.56	-37.44
57	Miscellaneous	100.00	43.16	18.00	0.00	0.00	35.00	96.16	-3.84
104	Office Furniture	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
107	Office Waste Collection	450.00	257.60	29.68	37.10	29.68	29.68	383.74	-66.26
SUB TOTAL		12750.00	6707.60	810.79	1431.75	726.18	546.33	10222.65	-2527.35

2024-25 Budget	Notes
650.00	
1200.00	BT £575.96+10%=£633.55pa Buzz £481.80+10%=£529.98pa
0.00	
700.00	
4150.00	£393+5% \times 10=£4126.50
1000.00	
2250.00	Electricity & Water
800.00	Fire alarm, extinguishers & CCTV
400.00	Cleaner £21.50 \times 12+5%=£270.90 Windows £70pa Gully Clearing
100.00	
0.00	
405.00	DWP £31.98+5% \times 12=£402.95
11655.00	

Recreation		Budget	Actual	Dec 2023	Jan	Feb	Mar	TOTAL	Variance
12	Ground Staff Building (premises Costs)	3000.00	1805.92	103.47	126.00	126.00	126.00	2287.39	-712.61
13	Public Toilets	5000.00	3293.89	429.80	450.00	372.00	450.00	4995.69	-4.31
14	PPE & Uniform	2000.00	958.71	63.23	0.00	500.00	0.00	1521.94	-478.06
15	Cleaning Materials & Supplies	2000.00	1449.72	100.90	150.00	150.00	150.00	2000.62	0.62
16	Litter & Dog Bins	1000.00	0.00	0.00	1000.00	0.00	0.00	1000.00	0.00
17	Security (Alarm & CCTV)	9500.00	5418.18	600.00	620.00	620.00	620.00	7878.18	-1621.82
18	Waste & Recycling	4600.00	2803.51	305.80	900.00	322.00	322.00	4653.31	53.31
19	Tools & Equipment	4000.00	298.62	67.48	700.00	200.00	200.00	1466.10	-2533.90
20	Contractor Costs	3000.00	11160.00	1000.00	2000.00	2000.00	2000.00	18160.00	15160.00
21	Utilities	3000.00	0.00	0.00	1500.00	0.00	1500.00	3000.00	0.00
22	Insurance	700.00	634.53	0.00	0.00	0.00	0.00	634.53	-65.47
23	Rent DC	650.00	0.00	0.00	0.00	0.00	650.00	650.00	0.00
24	Play Areas	6000.00	1508.10	0.00	250.00	250.00	250.00	2258.10	-3741.90
27	Tree Planting	200.00	0.00	0.00	0.00	0.00	100.00	100.00	-100.00
97	Telephone/Broadband/Mobiles	700.00	496.26	8.80	160.00	8.80	8.80	682.66	-17.34
98	Recreation/Sports Facility Maintenance	10000.00	3627.10	505.00	200.00	200.00	200.00	4732.10	-5267.90
116	Pavilion - Health & Safety	1000.00	856.26	0.00	150.00	0.00	0.00	1006.26	6.26
121	Pavilion - Utilities	15000.00	4608.38	272.96	750.00	1100.00	750.00	7481.34	-7518.66
122	Pavilion - Professional Fees	1000.00	0.00	0.00	0.00	0.00	0.00	0.00	-1000.00
123	Pavilion - Cleaning & Supplies	9000.00	4884.67	569.29	600.00	600.00	600.00	7253.96	-1746.04
	Pavilion - Waste	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
124	Pavilion - Maintenance	5000.00	8806.34	0.00	300.00	200.00	200.00	9506.34	4506.34
SUB TOTAL		86350.00	52610.19	4026.73	9856.00	6648.80	8126.80	81268.52	-5081.48

2024-25 Budget	Notes
2500.00	Fire Ext £17.47+10% \times 12= £230.64 Cleaning £21.50+5% \times 52=£1173.90 Maintenance Gully clearing
5500.00	Cleaner £372+5% \times 12=£4687.20 Maintenance & supplies
2000.00	New starters
2500.00	
1000.00	Replacements with recycling facility
9750.00	K9 Patrol £680+10% \times 12=£8976 K9 keyholder £250+10%=£275 CCTV & Intruder Alarm maintenance
4700.00	DWP £329.37+5% \times 12=£4150.08 & waste clearance
2000.00	
25000.00	BCP sports pitch maintenance and grass cutting
3000.00	Invoiced by Scouts no invoices received to date
700.00	
650.00	
15000.00	inc Contingency
100.00	
755.00	BT £575.96+10%=£633.55pa Mobile £8.80+10% \times 12=£116.16
10000.00	inc tennis courts surfacing repairs, soakaway
1500.00	Fire Ext £96.30+10%=£105.93 Fire Maintenance £140+10%=£154 Boiler Service £245+10%=£269.50 PAT Testing £295+10%=£324.50 Legionella £350
8500.00	Gas £2954.39pa Electric £3613.08pa Water £662.16pa
500.00	
8800.00	Routine cleaning £602 \times 12+5%=£7585.20 Window Cleaning 7 \times £25.5=£178.50 Supplies
500.00	DWP £31.42+5% \times 12=£395.89
7000.00	Gully clearing
111955.00	

Street Lighting & Furniture		Budget	Actual	Dec 2023	Jan	Feb	Mar	TOTAL	Variance	2024-25 Budget	Notes
81	Street Lighting & Furniture	3000.00	1917.69	213.42	65.00	65.00	305.00	2566.11	-433.89	5000.00	Streetlight energy & repairs at Rec car park, Towers Way, Wayman and Pine Roads, replacement benches. LED.
SUB TOTAL		3000.00	1917.69	213.42	65.00	65.00	305.00	2566.11	-433.89	5000.00	
Vehicle & Fuel		Budget	Actual	Dec 2023	Jan	Feb	Mar	TOTAL	Variance	2024-25 Budget	Notes
59	Road Tax	350.00	320.00	0.00	0.00	0.00	0.00	320.00	-30.00	500.00	
60	Insurance	1500.00	1441.16	0.00	0.00	0.00	0.00	1441.16	-58.84	2000.00	
61	Vehicle Fuel	1500.00	973.00	153.10	150.00	150.00	150.00	1576.10	76.10	1600.00	
62	Vehicle Maintenance	1000.00	1993.43	0.00	0.00	0.00	0.00	1993.43	993.43	1500.00	
63	Plant Maintenance	2000.00	0.00	129.23	300.00	300.00	300.00	1029.23	-970.77	1500.00	
103	Equipment Fuel	700.00	226.96	22.26	50.00	50.00	50.00	399.22	-300.78	400.00	
SUB TOTAL		7050.00	4954.55	304.59	500.00	500.00	500.00	6759.14	-290.86	7500.00	
TOTAL EXPENDITURE		474680.00	244387.92	35659.80	42082.42	31669.70	43885.61	397935.45	-76744.55	577725.00	
Income: Allotments											
4	Allotment Rents	0.00	369.07	8.08	10.00	0.00	0.00	387.15	387.15	1500.00	
SUB TOTAL		0.00	369.07	8.08	10.00	0.00	0.00	387.15	387.15	1500.00	
Income: Bank Interest											
3	Bank Interest	1500.00	16440.33	2200.00	2200.00	2200.00	2200.00	25240.33	23740.33	12000.00	£2k x 12
SUB TOTAL		1500.00	16440.33	2200.00	2200.00	2200.00	2200.00	25240.33	23740.33	12000.00	
Income: Booklet Sales											
7	Booklet/Leaflet Sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SUB TOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Income: Cemetery											
2	Cemetery Fees	4500.00	7317.00	120.00	120.00	120.00	120.00	7797.00	3297.00	5000.00	
SUB TOTAL		4500.00	7317.00	120.00	120.00	120.00	120.00	7797.00	3297.00	5000.00	
Income: FOI											
6	FOI	0.00	0.00	0.00	0.00	0.00	0.00	120.00	120.00	0.00	
SUB TOTAL		0.00	0.00	0.00	0.00	0.00	0.00	120.00	120.00	0.00	
Income: Other											
8	Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
9	Village hall	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
102	VAT Reclaim	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SUB TOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Income: Precept											
1	Precept	502456.00	502456.00	0.00	0.00	0.00	0.00	502456.00	0.00	502456.00	
SUB TOTAL		502456.00	502456.00	0.00	0.00	0.00	0.00	502456.00	0.00	502456.00	
Income: Recreation Ground											
5	Recreation	100.00	0.00	0.00	50.00	0.00	0.00	50.00	-50.00	50.00	
118	Pitch Fees	5000.00	4596.00	244.00	200.00	200.00	200.00	5440.00	440.00	5500.00	
119	Tennis Court Fees	5000.00	6436.00	277.00	250.00	250.00	1630.00	8843.00	3843.00	6500.00	
133	Cricket Fees	0.00	931.50	0.00	0.00	0.00	0.00	931.50	931.50	1000.00	
135	Pavilion Lounge Hire	0.00	9187.50	825.00	1650.00	1350.00	1500.00	14512.50	14512.50	0.00	
SUB TOTAL		10100.00	21151.00	1346.00	2150.00	1800.00	3330.00	29777.00	19677.00	13050.00	
TOTAL INCOME		518556.00	547733.40	3674.08	4480.00	4120.00	5650.00	565777.48	47221.48	534006.00	
Net Surplus/Deficit									123966.03	-43719.00	

Exceptional and Capital expenditure		Budget	Actual	Dec 2023	Jan	Feb	Mar	TOTAL	Variance	2024-25 Budget	Notes
80	PWLB Loan Repayments	5076.00	5075.67	0.00	0.00	0.00	0.00	5075.67	-0.33	0.00	
85	Plant Replacement	2000.00	0.00	0.00	0.00	0.00	0.00	0.00	-2000.00	1000.00	
91	Trailer for Groundstaff Team	0.00	2150.00	0.00	0.00	0.00	0.00	2150.00	2150.00	600.00	Accessories (ramp & mesh sides)
109	Cricket Fence and Nets	2000.00	140.00	0.00	0.00	0.00	1140.00	1280.00	-720.00	2000.00	Replacement posts if damaged
111	Tree Survey	0.00	4895.00	0.00	0.00	0.00	0.00	4895.00	4895.00	0.00	
112	Recreation Ground Pit Area	2000.00	3240.00	0.00	0.00	2000.00	0.00	5240.00	3240.00	4500.00	Contractor ongoing maintenance twice pa
113	Office Porch	6000.00	0.00	0.00	0.00	0.00	10796.00	10796.00	4796.00	0.00	
114	Neighbourhood Plan	0.00	271.70	0.00	0.00	0.00	0.00	271.70	271.70	0.00	Residual balance at year end to be C/Fwd. NP paused to recommence following May 2024 elections
115	Remembrance Sunday	1000.00	266.32	0.00	54.00	0.00	0.00	320.32	-679.68	350.00	
117	CIL Expenditure	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10000.00	Outdoor gym equipment Rec - possible grant funding
127	Kings Coronation	1000.00	1066.76	0.00	0.00	0.00	0.00	1066.76	66.76	0.00	
128	Replacement Laptop	800.00	665.83	0.00	0.00	0.00	0.00	665.83	-134.17	0.00	
129	Replacement Vehicle	12000.00	0.00	0.00	0.00	0.00	12000.00	12000.00	0.00	0.00	
130	Civic Regalia	1000.00	972.80	0.00	0.00	0.00	0.00	972.80	-27.20	2500.00	Mayor pendant, Consort pin, Vice-Chair pin and past mayor pin
131	Website Redesign	5000.00	0.00	0.00	0.00	0.00	5000.00	5000.00	0.00	0.00	
132	Old Cemetery Driveway	10000.00	0.00	0.00	4465.00	0.00	0.00	4465.00	-5535.00	0.00	
	Commemorate Flag Pole	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1000.00	
	D-Day 80th Anniversary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2500.00	Library garden
	Bus Shelters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11000.00	£9000 1 x standard, £11000 1 x living roof (inc installation & delivery) - Phased programme over 2 financial years
	Road safety Measures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7500.00	Henbury pedestrian barrier, crossings at Lockyers Rd, Blandford Rd & Wareham Rd
	Recreation Ground Fence	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6000.00	Adjacent to Wimborne Rd
	Dropped Kerb Programme	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10000.00	X 5 - Phased programme over 5 financial years
	Tree Survey Remedial Works	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8000.00	All sites - phased programme over 2 financial years (59 trees require works)
	Additional CCTV	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2000.00	Office/Pavilion
	SUB TOTAL	47876.00	18744.08	0.00	4519.00	2000.00	28936.00	54199.08	6323.08	68950.00	
Income: Exceptional and Capital											
78	CIL Receipts	4000.00	6261.60	0.00	0.00	0.00	0.00	6261.60	2261.60	4000.00	
79	S.106 Receipts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
120	Neighbourhood Plan Grant Funding	0.00	5256.87	-7400.00	0.00	0.00	0.00	5256.87	5256.87	0.00	
126	Refundable Damage Deposit	0.00	-150.00	0.00	0.00	0.00	0.00	-150.00	-150.00	0.00	
	SUB TOTAL	4000.00	11368.47	-7400.00	0.00	0.00	0.00	11368.47	7368.47	4000.00	
									-1045.39	-64950.00	
TOTAL SURPLUS/DEFICIT									-125011.42	-108669.00	
										Total predicted Expenditure	646675.00
										Total predicted Income (Less Precept)	35550.00
										Total predicted required Budget	611125.00