



**Minutes of the Meeting of Finance & Administration Committee held at 19:30  
on Tuesday 13 April 2021 on Zoom online**

**Present:**                **Councillors**  
Paul Harrison (Chair)  
Adrian Craven  
Anne Holland  
Paul Holland  
Tim Howard  
Duncan Sowry-House  
Julia Stennett

**In Attendance:**    Nicola Gray (Town Clerk)  
Catherine Horsley (Deputy Town Clerk) (minute taker)

**Public Participation**

There was one member of the public present.

**FA 20/17 To Receive and Accept apologies for absence (LGA 1972 s85 (1))**

No apologies for absence were received. Cllr Purvis was not present at the meeting.

**FA 20/18 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 20/19 To Approve minutes of meeting held on 12 January 2021 LGA 1972, sch 12, para 41** **A**

The minutes of the meeting held on 12 January 2021 were APPROVED.

**FA 20/20 To Approve Accounts for Payment** **B**

It was **RESOLVED** to APPROVE the Accounts for Payment.

**FA 20/21 To Note the Budget Monitoring Report for the quarter ended 31 March 2021** **C**

Members received the Budget Monitoring Report for quarter ending 31 March 2021. The Clerk advised the report provided an indicative position for year-end; however, figures were subject to change following year end work.

The Clerk provided details of some invoices and payments which had been received following publishing of papers for the meeting and noted there would undoubtedly be more.

Cllr Craven asked what the indicative position in respect of the budget and effect on reserves in the 2021/22 financial year. The Clerk advised the year-end position was looking favourable as the expenditure had been lower than anticipated due to the Covid-19 pandemic, which would mean less of the reserves being used.

Cllr Craven asked what the overspend at the allotments related to. The Clerk confirmed it related to the installation of the compost bays, along with ongoing maintenance of the site which had been high due to the number of problems experienced since they had opened.

Cllr Craven asked if the Corfe Mullen Youth Trust had returned any of their unused grant prior to year-end. The Clerk confirmed they had returned some monies which equated to furloughed salaries. However, full rent of the HUB payable to Wimborne Academy had been invoiced despite the lack of access during the year.

The Budget Monitoring Report for quarter ending 31 March 2021 was NOTED.

**FA 20/22 Matters for forthcoming agendas** No decisions can be taken<sup>1</sup>

The Clerk noted the difficulties in obtaining quotes for the public toilets at the Recreation Ground due to contractors being busy or unable to quote for the work. It was noted that it was good practice to obtain three quotes for any work, however, should it not be possible to obtain at least 3 quotes, the Town Council would need to demonstrate that it had done everything possible to obtain them.

**FA 20/23 To Agree a date and time for the next meeting** – Cllr Harrison advised the next scheduled meeting would be Tuesday 13 July 2021 at 7.30pm, however the Clerk advised this may be subject to change following the full Town Council meeting at the end of April.

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

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<sup>1</sup> 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 19:45  
on Tuesday 12 January 2021 on Zoom online**

**Present:** **Councillors**  
Paul Harrison (Chair)  
Adrian Craven  
Anne Holland  
Paul Holland  
Tim Howard  
Phil Purvis  
Duncan Sowry-House  
Julia Stennett

**In Attendance:** Nicola Gray (Town Clerk)  
Catherine Horsley (Deputy Town Clerk) (minute taker)

**Public Participation**

Cllrs M Barron, D Everett, B Honeyman, S Jefferies, J Lortie and D Mattocks were present.

No further members of the public were present.

**FA 20/08 To Receive and Accept apologies for absence (LGA 1972 s85 (1))**

No apologies for absence were received.

**FA 20/09 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)

Cllr Harrison declared interests relating to being a Trustee of the Youth Trust, Growing Compassionate Communities, and a member of the Carnival Committee.

Cllr Craven declared an interest relating to being the Clerk for the Phelipps Trust.

**FA 20/10 To Approve minutes of meeting held on 10 November 2020** LGA 1972, sch 12, para 41 **A**

The minutes of the meeting held on 10 November 2020 were APPROVED.

**FA 20/11 To Approve Accounts for Payment** **B**

It was **RESOLVED** to APPROVE the Accounts for Payment.

**FA 20/12 To Note the Budget Monitoring Report for the quarter ended 31 December 2020** **C**

Members received the Budget Monitoring Report for quarter ending 31 December 2020. Entries within the report were queried as follows:

- Provision for new posts – under expenditure, the report showed a budget variance at the end of 31 December 2020 and Cllr Craven asked if this would be made up by the end of the financial year. The Clerk advised the provision for the new posts was for the whole of the financial year. However, the new posts in place halfway through the year during September and October 2020.
- Provision for Pavilion and tennis income – under income, the report showed a total of £4200 and Cllr Craven asked what this was for. The Clerk confirmed this was put in place should the lease on the Pavilion not be extended.
- Allotments – Cllr Craven asked whether skips were still being used on the allotment site. The Clerk confirmed no skips were in use on site.
- Playground equipment maintenance - Cllr Harrison advised he had received a query from a resident regarding the groundwork underneath the benches at the Recreation Ground play area and asked if the groundwork was included in the allocated budget for play equipment maintenance under recreation. The Clerk confirmed this was for play equipment only and the budget for groundwork would be grounds maintenance under recreation. The Deputy Clerk advised this work had been identified as part of the annual playground inspections undertaken in October 2020 and was part of the follow up work to be carried out by the grounds team.

The Budget Monitoring Report for quarter ending 31 December 2020 was NOTED.

**FA 20/13 To consider Grant Applications:** **D**

**Small grants programme 2020/21**

Cllr Harrison introduced the report and reminded members that continuation of the grants at their current level for future years would result in the depletion of the Town Council's reserves, resulting in less money available for other projects.

Each grant application was discussed with comments noted as follows:

- East Dorset Beekeepers Association – Request for £170 to monitor invasive species who were a threat to natural species. Members agreed the swarm collection service, which would otherwise be destroyed was invaluable and educational with the association doing lots of good work. Cllr Howard proposed to award full amount, which Cllr A Holland seconded. It was agreed to award request in full of £170.
- Phelipps Trust – Request for £500 to provide supermarket vouchers at Christmas to alleviate food poverty and costs for young people starting out in their career distributed by local schools. Cllr Craven had declared an interest and was therefore unable to take part in the discussion. Cllr Sowry-House reminded members of previous discussions when considering the grant application, whereby concerns were raised with the Trusts lack of fundraising, with the Town Council being the sole source of funds and the relationship between the Trust and the foodbank who had also submitted a grant application. Cllr Sowry-House proposed match funding the amount raised by the Trust; this was seconded by Cllr Stennett. It was agreed to award £100.
- Corfe Mullen Foodbank – Request for £520.81 to cover a range of initiatives within the foodbank. Cllr Sowry-House noted this was a very mindful application which

reflected the well-run organisation. It was agreed to award request in full of £520.81.

- Radio Wimborne – Request for £1000 to part fund Radio Wimborne going onto the FM platform. It was noted listeners had increased during a trial on the FM platform, albeit coverage was unclear. Cllr Craven advised he would be unable to support the request as it was unclear what the value was to the Corfe Mullen community. This was seconded by Cllr Purvis. It was agreed not to award the requested grant.
- Citizens Advice East Dorset – Request for £2000 to provide ongoing advice service to Corfe Mullen residents, noting 95 residents had been assisted with 314 issues in the previous year. Cllr Sowry-House fully supported the service, however, noted a conversation with the Mayor of Wimborne relating to the service being merged and relocated to the Purbeck area. The Clerk advised this had not been declared within the grant application. Members agreed this was an invaluable service, however, prior to awarding any grant to seek clarification on the future location of the service. Cllr Harrison proposed to earmark £2000, subject to the service not moving in the next 12 months and if the service were to relocate, the request would be revisited at a future meeting. This was seconded by Cllr Howard. It was agreed the request would be paused until clarification was received.
- Vision Wimborne Dial-a-ride – Request for £500 to provide wheelchair enabled vehicle service with volunteer drivers to Corfe Mullen residents. It was noted approximately 10% of Corfe Mullen residents benefitted from the service during 2019. Cllr Harrison proposed to award 10% totalling £150 for Corfe Mullen users. Cllr Howard seconded which was also supported by Cllr A Holland. It was agreed to award £150.
- Legs and Company Leg Club – Request for £1500 to provide portable electric couches, helping nurses to treat patients without kneeling on the floor. It was noted no accounts had been supplied as part of the grant application, however there was an indication on the project costs and costs of purchasing couches. Cllr Howard noted this was a much-needed service which was previously provided by primary and acute care. However, due to the reallocation of services and Covid-19, more patients were being seen at home and he fully supported the request. Cllr Howard proposed to earmark £1000, subject to accounts being forthcoming, which was seconded by Cllr Harrison. It was agreed the request would be paused until accounts were received.
- East Dorset Tourist Information Centre – Request for £500 to assist with ongoing running costs. It was noted no accounts had been supplied as part of the grant application. Cllr Howard proposed an award of £200 due to no clear information available on the benefits to Corfe Mullen residents and to reiterate to the applicant that for any future applications, clear information on benefits to Corfe Mullen residents should be provided. This was seconded by Cllr A Holland. It was agreed to award £200.

Cllr Harrison declared an interest relating to the Youth Trust, Growing Compassionate Communities and the Carnival Committee. Therefore, the Vice-Chair, Cllr P Holland chaired the meeting whilst discussion took place relating to those grant applications as follows:

- Corfe Mullen Carnival – Request for £1250 to provide assistance with toilets, medical and fencing. Cllr A Holland proposed to award £800, which was seconded by Cllr Purvis. It was agreed to award £800.
- Growing Compassionate Communities – Request for £800 to purchase gardening equipment for recently acquired community allotment. Cllr P Holland noted no accounts had been submitted with the grant application. The Clerk understood the organisation was relatively new and had recently rented raised beds at the allotment site. It was agreed the request was for a significant amount and Cllr

Howard proposed a grant of £200 until there was clear evidence of expenditure, which was seconded by Cllr Craven. It was agreed to award £200.

- Corfe Mullen Carnival Christmas Lights Appeal – Request for £2,000 for rolling programme introducing Christmas trees across the Parish. Cllr P Holland noted the Christmas tree lights had received positive comments. Cllr A Holland proposed to award £1500, which was seconded by Cllr Sowry-House. It was agreed to award £1500.
- Corfe Mullen 5K run and children's one mile fun run – Request for £255 to cover first aid at the event. Cllr P Holland noted the event was part of the Carnival. Cllr Craven noted the event was not held during 2020 due to the Covid-19 pandemic and asked if it was known whether they had used the previously awarded grant. The Clerk advised there was no indication on the application on what the grant was used for. Cllr Howard proposed to earmark £150, subject to seeking clarity on whether the previously awarded grant had been used, which was seconded by Cllr A Holland. It was agreed the request would be paused until clarification was received.

Cllr Harrison re-joined the meeting to chair the remaining agenda items.

Cllr Sowry-House asked whether the Remembrance Sunday wreath donation of £50 could be allocated from the Chairman's allowance rather than awarded as a grant, in order for any unallocated grant monies to be utilised for any spontaneous requests received throughout the year. The Clerk confirmed this was possible and noted the grant application process was carried out late in the financial year and proposed commencing the process earlier in the financial year in late summer in order for organisations to receive grant funding ahead of Christmas. Members agreed the proposal seemed sensible and provided more flexibility for organisations.

It was **RESOLVED** to award grants totalling £6790.81 inclusive of £3150 earmarked, pending further clarification and £50 for Remembrance wreath to be allocated from the Chairman's allowance. £710 remained unallocated to be utilised for any spontaneous requests received throughout the year.

Cllr Harrison asked if any of the unused grants had been returned as a result of events and/or services not held or taken place during the Covid-19 pandemic. The Clerk understood one unused grant had been returned relating to staff and rent costs for the Youth Club, who had been unable to open. The Clerk advised a letter had also been received from RBL relating to previously unspent grant and therefore, they had not submitted a grant application for 2020/21.

### **Revenue funding for Corfe Mullen Youth Trust 2021/22**

It was noted previously, the Town Council had unanimously agreed to support the Youth Trust for 2021/22 totalling £36,540 to cover rent and salary costs, with a view to the Trust seeking funding from alternative sources going forward and smaller grants being awarded from the Town Council in future years.

The Clerk reminded members that the Town Council would need to consider the level of commitment to the Youth Trust going forward due to its own expenditure commitment and current reserves, given any projects it was planning to carry out in future years.

The revenue grant application for the Youth Trust for 2021/22 was NOTED.

The Clerk presented the report for members to consider the draft budget and subsequent Precept options for financial year 2021/22 for recommendation to Full Council. The key points were noted as follows:

- There were three Precept options for consideration, option one showed no increase, therefore a reduction in income, option two showed a 10% increase and option three showed total reliance on the Precept.
- The budget figures remained the same for each option and provided transparency on the impact and reliance on the reserves.
- The tax base for the Precept had reduced by 0.5%.
- There was no legal requirement to hold reserves. However, the auditors recommended holding 3-6 months running costs and if higher, the ability to demonstrate what this had been earmarked for.

Cllr Harrison noted historically the Town Council had held reserves of more than 6 months running costs, which had decreased from previous levels. The Clerk advised this had been offset by the grants to the Village Hall, noting the reserves projected at the end of the financial year was to have 6 months running costs.

Members discussed the three options, noting there was a fair balance in increasing the Precept in order to continue services and progress with specific projects for Corfe Mullen residents against the financial position being experienced by some residents as a result of the Covid-19 pandemic.

Discussion took place relating to the budget, earmarked reserves, statutory requirements, what work had to be completed from a Health & Safety perspective against 'nice to have' items, opportunities to scale back expenditure and projects and efficiency savings. The Clerk noted there were opportunities to be progressed in the future relating to grant applications for the Town Council, for additional income to boost the reserves held.

The Clerk calculated different Precept percentage increases to illustrate to members the impact on the Town Council income in terms of the Precept and the increase to the Council Tax for residents.

Cllr Sowry-House noted the Town Council needed to be in the best position in terms of reserves held, in order to provide services and support to the community during these difficult times. Cllr Howard noted the impact on services provided to the community if the Precept was not increased and how the Town Council needed to be open and honest in order to justify any increase.

The Clerk reminded members the budget needed to be agreed and justified ahead of applying for the Precept.

Cllr Howard proposed to increase the Precept by 20%, which was seconded by Cllr Purvis. Cllr Stennett proposed to progress with option two to increase the Precept by 10%, which was seconded by Cllr P Holland.

Based on a 20% increase to the Precept, an increase from £80.18 to £96.22 per Council Tax Band D property resulting in a Precept of £372,365 using £60,869 reserves held at the end of 2021/22. Based on option two, to increase the Precept by 10%, this was an increase of £8.02 per Council Tax Band D property, resulting in a Precept of £341,573 using £91,660 reserves.

Members voted, with five in favour to increase the Precept by 20% and three in favour to progress with option two to increase the Precept by 10%. There were no abstentions.

It was **RESOLVED** to recommend to the Full Council to increase the Precept for the 2021/22 financial year by 20% and to revisit the budget at the next Full Council meeting scheduled on 26 January 2021.

**FA 20/15 Matters for forthcoming agendas** No decisions can be taken<sup>1</sup>

No items were noted.

**FA 20/16 To Agree a date and time for the next meeting** - the date and time of the next meeting will be on Tuesday 13 April 2021 at 19:45 via Zoom.

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

DRAFT

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<sup>1</sup> 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: 13 April 2021

Agenda Item: FA 20/20

Paper: B

<b>Subject:</b>	Accounts for Payment																																																																																
<b>Prepared By:</b>	Nicola Gray																																																																																
<b>Purpose of Report:</b>	To approve the payments required to be made by the Town Council.																																																																																
<b>Background:</b>	<p>All payments made by the Town Council must be approved by either Full Council or sub-committee in accordance with the Terms of Reference.</p> <p>Payments are scheduled as they are invoiced, and members should approve before payments are made.</p> <p>Under 4.1 of the Financial Regulations, the Clerk has some delegated responsibility for expenditure up to £500 on conjunction with the Chairman, or Chairman of the appropriate Committee. The Clerk also delegated authority under 4.5 to authorise revenue expenditure up to £1000 for Council services where not to do so would cause extreme risk.</p> <p>The Clerk also has delegated authority to authorise payments to avoid any charges to the Town Council for late payment.</p>																																																																																
<b>Key Points:</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: center;">Accounts for Payment 13.04.21</th> </tr> <tr> <th colspan="4" style="text-align: center;">TOWN COUNCIL ITEMS</th> </tr> <tr> <th style="text-align: center;">DATE</th> <th style="text-align: center;">METHOD</th> <th style="text-align: center;">DETAILS</th> <th style="text-align: center;">£</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">18.03.21</td> <td style="text-align: center;">IB</td> <td>Goldi-Locksmith - repair to rec toilets door locks</td> <td style="text-align: right;">204.00</td> </tr> <tr> <td style="text-align: center;">18.03.21</td> <td style="text-align: center;">IB</td> <td>M B Wilkes - aggregate (allotment sheds so not TC cost)</td> <td style="text-align: right;">27.70</td> </tr> <tr> <td style="text-align: center;">18.03.21</td> <td style="text-align: center;">IB</td> <td>B&amp;Q - Timber for Allotment Sheds (Not a Town Council expense)</td> <td style="text-align: right;">47.60</td> </tr> <tr> <td style="text-align: center;">20.03.21</td> <td style="text-align: center;">IB</td> <td>J Fallon - new tap for cemetery</td> <td style="text-align: right;">72.00</td> </tr> <tr> <td style="text-align: center;">25.03.21</td> <td style="text-align: center;">IB</td> <td>Bloom Cleaning - rec toilet clean 2 weeks</td> <td style="text-align: right;">320.26</td> </tr> <tr> <td style="text-align: center;">29.03.21</td> <td style="text-align: center;">IB</td> <td>Dorset Fire &amp; Security - emergency lighting service office</td> <td style="text-align: right;">54.00</td> </tr> <tr> <td style="text-align: center;">29.03.21</td> <td style="text-align: center;">IB</td> <td>Dorset Fire &amp; Security - office fire alarm service</td> <td style="text-align: right;">112.97</td> </tr> <tr> <td style="text-align: center;">30.03.21</td> <td style="text-align: center;">IB</td> <td>Wessex Fabrication (new sign Springdale Barrier)</td> <td style="text-align: right;">132.00</td> </tr> <tr> <td style="text-align: center;">31.03.21</td> <td style="text-align: center;">IB</td> <td>K9 - security at recreation ground for March</td> <td style="text-align: right;">744.00</td> </tr> <tr> <td style="text-align: center;">23.03.21</td> <td style="text-align: center;">IB</td> <td>Scribe - annual accounts software and set up</td> <td style="text-align: right;">1878.00</td> </tr> <tr> <td style="text-align: center;">23.04.21</td> <td style="text-align: center;">IB</td> <td>Month 1 - Salaries</td> <td style="text-align: right;">12237.09</td> </tr> <tr> <td style="text-align: center;">26.04.21</td> <td style="text-align: center;">IB</td> <td>Month 1 - HMRC PAYE/NIC</td> <td style="text-align: right;">3389.71</td> </tr> <tr> <td style="text-align: center;">06.05.21</td> <td style="text-align: center;">IB</td> <td>Month 1 - DCPF Superannuation</td> <td style="text-align: right;">4325.61</td> </tr> <tr> <td style="text-align: center;">01.04.21</td> <td style="text-align: center;">dd</td> <td>Sage - monthly accounts/payroll</td> <td style="text-align: right;">65.70</td> </tr> <tr> <td style="text-align: center;">01.04.21</td> <td style="text-align: center;">dd 15.04.21</td> <td>Dorset Council - March dog warden charge</td> <td style="text-align: right;">380.00</td> </tr> <tr> <td style="text-align: center;">01.04.21</td> <td style="text-align: center;">dd 16.04.21</td> <td>Buzz - monthly telephone charges</td> <td style="text-align: right;">48.10</td> </tr> <tr> <td style="text-align: center;">21.03.21</td> <td style="text-align: center;">dd 05.04.21</td> <td>UK Fuels - fuel</td> <td style="text-align: right;">80.12</td> </tr> </tbody> </table>	Accounts for Payment 13.04.21				TOWN COUNCIL ITEMS				DATE	METHOD	DETAILS	£	18.03.21	IB	Goldi-Locksmith - repair to rec toilets door locks	204.00	18.03.21	IB	M B Wilkes - aggregate (allotment sheds so not TC cost)	27.70	18.03.21	IB	B&Q - Timber for Allotment Sheds (Not a Town Council expense)	47.60	20.03.21	IB	J Fallon - new tap for cemetery	72.00	25.03.21	IB	Bloom Cleaning - rec toilet clean 2 weeks	320.26	29.03.21	IB	Dorset Fire & Security - emergency lighting service office	54.00	29.03.21	IB	Dorset Fire & Security - office fire alarm service	112.97	30.03.21	IB	Wessex Fabrication (new sign Springdale Barrier)	132.00	31.03.21	IB	K9 - security at recreation ground for March	744.00	23.03.21	IB	Scribe - annual accounts software and set up	1878.00	23.04.21	IB	Month 1 - Salaries	12237.09	26.04.21	IB	Month 1 - HMRC PAYE/NIC	3389.71	06.05.21	IB	Month 1 - DCPF Superannuation	4325.61	01.04.21	dd	Sage - monthly accounts/payroll	65.70	01.04.21	dd 15.04.21	Dorset Council - March dog warden charge	380.00	01.04.21	dd 16.04.21	Buzz - monthly telephone charges	48.10	21.03.21	dd 05.04.21	UK Fuels - fuel	80.12
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	19.03.21	dd 25.04.21	Chubb - April fire extinguisher rental g'staff building	18.40
	01.04.21	dd 01.04.21	Office rates 21-22 - monthly payment	376.50
	01.04.21	dd 01.04.21	Cemetery rates 21-22 - monthly payment	247.05
	06.04.21	dd 20.04.21	DWP - recycling/waste collections from rec for March	218.25
	22.03.21	card	Amazon - Harrod goal net hooks x 50	34.56
	05.04.21	card	Timpson - new key for rec toilets	7.00
	<b>TOTAL</b>			<b>25020.62</b>
	<b>VILLAGE HALL ITEMS</b>			
	29.03.21	IB	Dorset Fire & Security - emergency lighting service	99.60
	23.03.21	IB	Scribe - bookings software (annual)	561.60
	01.04.21	dd	Sage - monthly accounts/payroll	65.70
	02.04.21	dd 14.04.21	Smartest Energy - March electricity usage	75.17
	17.03.21	dd 27.03.21	Gazprom - monthly gas usage February	121.85
	<b>TOTAL</b>			<b>923.92</b>
<b>Implications:</b>	<p>Failure to scrutinise all payments is a breach of financial regulations.</p> <p>All payments should be approved in accordance with the powers and duties of the Town Council.</p>			
<b>Recommendation:</b>	To APPROVE the accounts for payment.			



## FINANCE AND ADMINISTRATION COMMITTEE REPORT

Meeting Date: 13 April 2021

Agenda Item: FA 20/21

Paper: C

<b>Subject:</b>	Budget Monitoring Report for the quarter ended 31 March 2021
<b>Purpose of Report:</b>	To note the budget position at the end of Quarter 4 2020-21 budget.
<b>Key points:</b>	<p>Members should note the comments for explanation on some items where budgets are notably higher or lower than the expected amounts.</p> <p>The quarter 4 budget monitoring report provides an indicative position for the year end, but figures are subject to change following the year end workings.</p>
<b>Implications:</b>	<p>Lack of budget monitoring may lead to an increase in over or underspend and therefore a lack of management of the annual budget.</p> <p>Predicting the following year's budget requires accurate monitoring of the current year to ensure there are enough funds to cover approved items and to establish the coming year's requirements.</p> <p>Failure to monitor the budget may lead to a reduction of reserves to a level at which provides no resilience for the Town Council financially, or an inappropriate precept being applied.</p>
<b>Recommendation:</b>	To note the report.

Nicola Gray  
Town Clerk

**Corfe Mullen Town Council**  
**Budget Monitoring Report 31 March 2021 - Indicative for Year End**

	ANNUAL BUDGET	EXPECTED TO 31.03.21	ACTUAL TO 31.03.21	BUDGET VARIANCE	% OF BUDGET	COMMENTS
<b>INCOME</b>						
Precept	£312,253.00	£312,253.00	£312,253.00	£0.00	100%	
Cemetery Fees	£12,000.00	£12,000.00	£8,434.00	-\$3,566.00	70%	
Bank interest	£1,650.00	£1,650.00	£592.10	-\$1,057.90	36%	
Allotment Rents	£1,235.00	£1,235.00	£1,597.43	£362.43	129%	
Recreation	£980.00	£980.00	£2,019.90	£1,039.90	206%	One off Memorial Bench income of £1,500 plus CMSA pitch fees.
FOI income	£20.00	£20.00	£0.00	-\$20.00	0%	
Booklet sales	£24.00	£24.00	£4.00	-\$20.00	17%	
Other income	£72.00	£72.00	£52.80	-\$19.20	73%	£800 Fingerpost grant received.
Provision: pavilion/tennis income (3m)	£4,200.00	£4,200.00	£0.00	-\$4,200.00	0%	Sum assumed if Pavilion lease not extended.
<b>TOTAL INCOME</b>	<b>£332,434.00</b>	<b>£332,434.00</b>	<b>£324,953.23</b>	<b>-\$7,480.77</b>	<b>98%</b>	

EXPENDITURE	ANNUAL BUDGET	EXPECTED TO 31.03.21	ACTUAL TO 31.03.21	BUDGET VARIANCE	% OF BUDGET	Funds Available	COMMENTS
<b>Employees</b>							
Salary & wages	£193,933.05	£193,933.05	£182,573.99	-\$11,359.06	94%	£11,359.06	
Provision for new posts	£48,434.33	£48,434.33	£34,128.80	-\$14,305.53	70%	£14,305.53	2x GStaff and Dep Clerk posts for 7 months in total.
Travelling expenses	£750.00	£750.00	£13.50	-\$736.50	2%	£736.50	
<b>TOTAL</b>	<b>£243,117.38</b>	<b>£243,117.38</b>	<b>£216,716.29</b>	<b>-\$26,401.09</b>	<b>89%</b>	<b>£26,401.09</b>	

<b>Recreation</b>							
Grounds maintenance & staff facility, rec and Springdale	£35,400.00	£35,400.00	£33,300.29	-\$2,099.71	94%	£2,099.71	
Insurance	£460.00	£460.00	£389.05	-\$70.95	85%	£70.95	
Rent - DCC	£650.00	£650.00	£0.00	-\$650.00	0%	£650.00	
Play Equipment maintenance	£2,500.00	£2,500.00	£2,154.21	-\$345.79	86%	£345.79	
Dog wardening	£5,000.00	£5,000.00	£2,755.00	-\$2,245.00	55%	£2,245.00	
Community orchard maintenance	£300.00	£300.00	£0.00	-\$300.00	0%	£300.00	
Tree planting	£500.00	£500.00	£0.00	-\$500.00	0%	£500.00	
Provision for pavilion/tennis courts maintenance	£3,300.00	£3,300.00	£0.00	-\$3,300.00	0%	£3,300.00	
<b>TOTAL</b>	<b>£48,110.00</b>	<b>£48,110.00</b>	<b>£38,598.55</b>	<b>-\$9,511.45</b>	<b>80%</b>	<b>£9,511.45</b>	

<b>General Admin</b>							
Professional services	£9,950.00	£9,950.00	£2,955.64	-\$6,994.36	30%	£6,994.36	Still awaiting solicitors bill for CMSA lease
Staff training and prof fees	£1,430.00	£1,430.00	£2,088.83	£658.83	146%	-\$658.83	New Clerk and Deputy Clerk training/fees and Head Groundsman prof fees
Member training	£1,200.00	£1,200.00	£0.00	-\$1,200.00	0%	£1,200.00	
Insurance	£2,000.00	£2,000.00	£1,867.06	-\$132.94	93%	£132.94	
DAPTC	£1,350.00	£1,350.00	£1,313.76	-\$36.24	97%	£36.24	
Audit fees	£1,850.00	£1,850.00	£1,600.00	-\$250.00	86%	£250.00	
Hire of rooms	£2,400.00	£2,400.00	£0.00	-\$2,400.00	0%	£2,400.00	
Advertising	£1,250.00	£1,250.00	£398.00	-\$852.00	32%	£852.00	
Members travelling exps	£185.00	£185.00	£0.00	-\$185.00	0%	£185.00	
Chairman's allowance	£1,500.00	£1,500.00	£168.00	-\$1,332.00	11%	£1,332.00	£90 to be paid for the Dog signage competition.
Parish Newsletter	£2,500.00	£2,500.00	£2,465.00	-\$35.00	99%	£35.00	
Publications & subscriptions	£200.00	£200.00	£280.50	£80.50	140%	-\$80.50	
Website/software/comp maint	£2,500.00	£2,500.00	£4,276.83	£1,776.83	171%	-\$1,776.83	The facilitating of home working and online meetings with IT packages which could not have been foreseen when the 2020-21 budget was set.
PWLB loan interest	£1,400.00	£1,400.00	£830.96	-\$569.04	59%	£569.04	
Election costs	£2,000.00	£2,000.00	£0.00	-\$2,000.00	0%	£2,000.00	
Miscellaneous	£36.00	£36.00	£31.00	-\$5.00	86%	£5.00	
Lockyers Hub rent (net of CMYT rent)	£0.00	£0.00	£0.00	£0.00	0%	£0.00	This is included in the CMYT Revenue grant.
Civic expenses	£0.00	£0.00	£0.00	£0.00	0%	£0.00	
<b>TOTAL</b>	<b>£31,751.00</b>	<b>£31,751.00</b>	<b>£18,275.58</b>	<b>-\$13,475.42</b>	<b>58%</b>	<b>£13,475.42</b>	

	ANNUAL BUDGET	EXPECTED TO 31.03.21	ACTUAL TO 31.03.21	BUDGET VARIANCE	% OF BUDGET	COMMENTS
<b>Office Costs</b>						
Postage, Printing & Stationery	£750.00	£750.00	£558.31	£-191.69	74%	£191.69
Telephone/Internet	£650.00	£650.00	£930.41	£280.41	143%	£-280.41
Office Expenses	£7,380.00	£7,380.00	£9,393.26	£2,013.26	127%	£-2,013.26
<b>TOTAL</b>	<b>£8,780.00</b>	<b>£8,780.00</b>	<b>£10,881.98</b>	<b>£2,101.98</b>	<b>124%</b>	<b>£-2,101.98</b>
<b>Climate Change event and measures</b>						
	<b>£2,000.00</b>	<b>£2,000.00</b>	<b>£0.00</b>	<b>£-2,000.00</b>	<b>0%</b>	<b>£2,000.00</b>
<b>Vehicles &amp; Plant</b>						
Licence & Insurance	£1,600.00	£1,600.00	£2,318.17	£718.17	145%	£-718.17
Petrol/Repairs	£6,000.00	£6,000.00	£2,871.54	£-3,128.46	48%	£3,128.46
<b>TOTAL</b>	<b>£7,600.00</b>	<b>£7,600.00</b>	<b>£5,189.71</b>	<b>£-2,410.29</b>	<b>68%</b>	<b>£2,410.29</b>
<b>Cemeteries</b>						
Insurance	£340.00	£340.00	£266.34	£-73.66	78%	£73.66
Rates and utilities	£2,795.00	£2,795.00	£2,626.62	£-168.38	94%	£168.38
Repairs & maintenance	£3,200.00	£3,200.00	£1,489.38	£-1,710.62	47%	£1,710.62
<b>TOTAL</b>	<b>£6,335.00</b>	<b>£6,335.00</b>	<b>£4,382.34</b>	<b>£-1,952.66</b>	<b>69%</b>	<b>£1,952.66</b>
<b>Grants to outside organisations</b>						
Small grants programme/donations	£7,500.00	£7,500.00	£6,790.81	£-709.19	91%	£709.19
Youth Trust revenue grant	£36,350.00	£36,350.00	£36,350.00	£0.00	100%	£0.00
Corfe Mullen Village Hall - contribution to improvements	£15,000.00	£15,000.00	£15,000.00	£0.00	100%	£0.00
Carnival Christmas Tree Project	£500.00	£500.00	£35.00	£-465.00	7%	£465.00
<b>TOTAL</b>	<b>£59,350.00</b>	<b>£59,350.00</b>	<b>£58,175.81</b>	<b>£-1,174.19</b>	<b>98%</b>	<b>£1,174.19</b>
<b>Street lighting/signs/ bus shelters</b>						
	<b>£1,800.00</b>	<b>£1,800.00</b>	<b>£4,302.21</b>	<b>£2,502.21</b>	<b>239%</b>	<b>£-2,502.21</b>
<b>Allotments</b>						
Rent of land	£1.00	£1.00	£0.00	£-1.00	0%	£1.00
Water	£750.00	£750.00	£0.00	£-750.00	0%	£750.00
Maintenance	£2,400.00	£2,400.00	£4,564.46	£2,164.46	190%	£-2,164.46
Legal fees new site	£0.00	£0.00	£0.00	£0.00	N/A	£0.00
Compensation	£0.00	£0.00	£100.00	£100.00	N/A	£-100.00
<b>TOTAL</b>	<b>£3,151.00</b>	<b>£3,151.00</b>	<b>£4,664.46</b>	<b>£1,513.46</b>	<b>148%</b>	<b>£-1,513.46</b>
<b>TOTAL EXPENDITURE</b>	<b>£411,994.38</b>	<b>£411,994.38</b>	<b>£361,186.93</b>	<b>£-50,807.45</b>	<b>88%</b>	<b>£50,807.45</b>
<b>Net surplus/(deficit)</b>	<b>£-79,560.38</b>	<b>£-79,560.38</b>	<b>£-36,233.70</b>	<b>£43,326.68</b>		
<b>EXCEPTIONAL AND CAPITAL INCOME</b>						
Capital Grant - Finger Post CPRE	£0.00		£800.00	£-800.00	N/A	
CIL receipts	£5,000.00		£6,248.48	£-1,248.48	125%	
Section 106 Receipts	£0.00		£124,344.40	£-124,344.40	N/A	
<b>TOTAL EXCEPTIONAL INCOME</b>	<b>£5,000.00</b>		<b>£131,392.88</b>	<b>£-126,392.88</b>	<b>2628%</b>	

	ANNUAL BUDGET	EXPECTED TO 31.03.21	ACTUAL TO 31.03.21	BUDGET VARIANCE	% OF BUDGET	COMMENTS
<b>EXCEPTIONAL AND CAPITAL EXPENDITURE</b>						
PWLB Loan repayments	£9,300.00		£9,452.84	-£152.84	102%	
<b>Earmarked reserves:</b>						
Plant replacement	£2,500.00		£266.66	£2,500.00	11%	
Display boards	£1,200.00		£0.00	£1,200.00	0%	
Litter/dog bin replacements	£2,500.00		£0.00	£2,500.00	0%	
Accessibility enhancements	£5,000.00		£0.00	£5,000.00	0%	
Allotments impts	£2,000.00		£17,650.00	£2,000.00	883%	Compost Bays and Drainage work
Highways impts net of CIL 20-21	£10,000.00		£4,294.46	£5,705.54	43%	Bus Shelter Wareham Road
Towers Way fence (net of CIL)	£0.00		£0.00	£0.00	0%	
Van	£25,000.00		£16,510.83	£8,489.17	66%	
CIL expenditure: Henbury 19-20, highways enhancements 20-21	£5,000.00		£2,413.00	£2,587.00	48%	Additional Mulch at Henbury
Office hardware	£0.00		£1,322.44	-£1,322.44	N/A	There was not budget provision for the desk and IT equipment required for new DC.
<b>TOTAL EXCEPTIONAL EXPENDITURE</b>	<b>£62,500.00</b>		<b>£51,910.23</b>	<b>-£10,589.77</b>	<b>83%</b>	