

Minutes of the FINANCE & ADMINISTRATION COMMITTEE held at the Village Hall, Corfe Mullen on Tuesday 14 January 2020 commencing at 7.30pm

Present: - Cllr Harrison - Chairman

Cllrs	Craven	P Holland	Purvis
	A Holland	Howard	Sowry-House

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

Also in attendance in the public gallery: Cllrs. Barron, Everett, Honeyman, Jefferies, Lortie and Mattocks.

PUBLIC DISCUSSION PERIOD

The Chairman reminded everyone present that this meeting would be broadcast live to the internet and would be capable of repeated viewing.

There was one member of the public present. Cllr. Lortie read out a statement in support of the Thomas Phelipps Trust grant application. Cllr. Honeyman spoke against the grant application by the Corfe Mullen Fun Run.

19/365 Apologies for Absence

Apologies were received from Cllr. Stennett.

19/366 Declarations of Interest

The following interests were declared in Item 19/369:

Cllr Craven Trustee of the Thomas Phelipps Trust.

Cllr Harrison Trustee of the Corfe Mullen Youth Trust, member of the Carnival Committee, member of the Corfe Mullen Sports Association Committee and involved with the local Growing Compassionate Community group.

Cllr Howard Trustee of the Thomas Phelipps Trust.

19/367 Minutes

The minutes of the Finance & Administration Committee held on 8 October 2019 were approved.

Nem Con.

19/368 Accounts for Payment

The following accounts were approved for payment:

TOWN COUNCIL ITEMS		
IB	Longham Garden Machinery - leaf blower handle	90.00
IB	ESPO - toilet roll holders for rec toilets & desk calendars 2020 for office	19.25

IB	K9 - security at rec for November	720.00
IB	K9 - security at rec for December	792.00
IB	K9 - keyholding Jan - Jun 2020	300.00
IB	ESPO - A3 paper & toilet rolls	18.96
IB	Rigby Taylor - parts for line marker	153.00
IB	CMVH - 6 months' water usage for office	41.80
IB	Black Dog Graphics - logo re-set	45.00
IB	AJV Computing - IT support	50.00
IB	DAPTC - Cllr P Holland Budgeting & Precepts Course	60.00
IB	CMVH - hall hire	452.27
IB	Broadstone Link - newsletter delivery	211.20
IB	B&Q - groundstaff materials	121.41
IB	Topcoat Print - newsletter printing	290.00
IB	2nd CM Scouts - electricity bill re groundstaff building 29.03.19 - 03.01.20	622.52
IB	Month 10 Salaries	8592.03
IB	HMRC - PAYE/NIC Month 10	2488.91
IB	DCPF - Month 10	3195.25
dd 29.12.19	British Gas - monthly office electricity usage	117.21
dd 23.12.19	UK Fuels - fuel	79.50
dd 18.12.19	Buzz Connect - office telephone charges November	35.88
dd 18.12.19	Dorset Waste Partnership - recycling & waste collections from rec November	163.05
dd 20.12.19	S Electric - streetlight energy November	62.98
dd 20.01.20	S Electric - streetlight energy December	62.98
dd 02.01.20	Water2business - water usage cemeteries Jun-Dec 19	32.12
dd 25.01.20	Chubb - fire ext. rental g'staff bldg.	17.42
dd 13.01.20	UK Fuels - fuel	72.14
dd 17.01.20	Buzz Connect - office telephone charges December	35.82
dd 21.01.20	Dorset Waste Partnership - recycling & waste collections from rec December	186.15
card 19.12.19	Amazon - overhead cables safety signs	40.89
card 03.12.19	Amazon - keyboard replacement for SB	12.49
card 18.12.19	Tesco - new mobile for head groundsman	30.00
card 13.12.19	Co-op - councillors' teabags	2.00
card 10.12.19	Co-op - wine for FC December meeting	7.00
card 02.01.20	Post Office - postage	3.00
card 02.01.20	Indeed - recruitment advertising	4.72
card 02.01.20	Amazon - spare parts for office Hoover	26.54
card 31.12.19	Amazon - padlocks for cemetery & recreation ground compound and 2 x spares	105.96
	TOTAL	19361.45

VILLAGE HALL ITEMS		
IB	ESPO - toilet rolls	9.00
IB	Dorset Fire & Security - emergency lighting repair	257.96
card 26.11.19	Amazon - hiball glasses	20.99
card 18.12.19	Tesco - mobile for new caretaker	19.99
card 11.12.19	Amazon - Christmas decs.	34.97
dd 16.12.19	Gazprom - gas usage for November	242.14
dd 02.01.20	Water2business - water usage Jun - Dec 19	562.05
dd 17.12.19	Dual Energy - electricity usage for November	198.66
dd 16.01.20	Dual Energy - electricity usage for December	197.66
	TOTAL	1543.42

Nem Con.

19/369 Consideration of Grants

a) Small Grants Programme 2019-20

It was agreed to recommend the following grants to Full Council:

Organisation	Reason for Grant	£	Decision
Broadstone Art Society	Tutor costs	0	<i>Nem Con.</i>
Citizens Advice East Dorset	Contribution to running costs	1650	<i>Nem Con.</i>
Corfe Mullen 5k run and children's fun run	First aid cover for the event	150	Prop. By Cllr. P Holland Seconded by Cllr. A Holland <i>Voting: unanimous. Proposal carried.</i>
Corfe Mullen allotment association	Tools and equipment for borrowing among plot holders, table and a few chairs	300	<i>Nem Con.</i>
Corfe Mullen Carnival	Health & Welfare costs	600	<i>Nem Con.</i>
Corfe Mullen Girlguiding	New flags for the 3 Brownie units	150	<i>Nem Con.</i>
Corfe Mullen Luncheon Club (Weds)	Contribution to running costs of providing meal and venue	200	<i>Nem Con.</i>
Corfe Mullen Royal British Legion – Senior Section	Coach outing and Christmas lunch	300	Subject to receipt of accounts. <i>Nem Con.</i>
Corfe Mullen Sports Association	Replacement of tennis nets	75	Prop. By Cllr. Howard Seconded by Cllr. Sowry-House <i>Votes in favour – 4. Abstentions – 2. Proposal carried.</i>
Corfe Mullen Sports Association	Replacement flooring to lounge/kitchen	750	Prop. By Cllr. Howard Seconded by Cllr. P Holland <i>Votes in favour – 4. Abstentions – 2. Proposal carried.</i>

Organisation	Reason for Grant	£	Decision
East Dorset Tourist Information Centre	Contribution to revenue	500	Prop. By Cllr. P Holland Seconded by Cllr. Purvis <i>Voting: unanimous. Proposal carried.</i>
Growing Compassionate Communities	Magic Table (sensory)	350	<i>Nem Con.</i>
Legs & Company Legs Club – leg ulcer support group, partnership charity between NHS & community	Contribution to rent	500	Prop. By Cllr. Howard Seconded by Cllr. A Holland <i>Voting: unanimous. Proposal carried.</i>
Rushcombe First School	3 new docking stations for computer equipment	0	£500 prop. By Cllr. Craven Seconded by Cllr. A Holland <i>Votes in favour – 3. Abstentions – 4. Proposal not carried.</i>
Thomas Phelipps Charity	Purchase of food vouchers for needy families at Christmas and throughout the year	400	Prop. By Cllr. Sowry-House subject to a commitment from the Trust to undertake its own fundraising during the coming year. Seconded by Cllr. Purvis <i>Voting: unanimous.</i>
Vision Wimborne Dial a Ride	Contribution to running expenses	100	<i>Nem Con.</i>
SUB-TOTAL		6025	
Already donated RBL Poppy Appeal		50	
TOTAL		6075	

It was noted that above recommendations to Full Council would require Full Council to agree to exceed the budget of £5650 by £425.

b) Revenue funding for Corfe Mullen Youth Trust 2020-21

Cllr. Howard proposed a grant of £36350 for 2020-21 to cover rent and salary costs, with a commitment to continued funding for these two items for the year 2021-22. This was seconded by Cllr. Sowry-House.

Voting: unanimous.

c) Capital funding for Corfe Mullen Village Hall 2020-21

It was agreed to grant funds of £15000 towards the next phase of building improvements at the hall.

Nem Con.

DRAFT

19/370 Draft Budget and precept for 2020-21 financial year

- a) Members fully considered the draft budget, accompanying notes and projected movement in funds schedule. A number of changes to the draft budget were made and it was agreed to recommend to Full Council that:
- (i) the amended budget (Appendix 1) be approved and;
 - (ii) the precept for 2020-21 be set at £312253, an increase of 4.99%, and equivalent to £80.18 for an average Band D household (up from £79.61 in 2019-20).

Nem Con.

19/371 Van Replacement

The current year's budget included a provision of £12000 for a replacement second-hand van. The Council subsequently had felt this should be increased to £25000 and had asked the Clerk to look at various options for new electric vehicles to be purchased or leased. The Clerk had researched both electric and traditionally fuelled vehicles. There was only one electric vehicle currently available which would meet the needs of the grounds staff team. Having researched this model thoroughly the Clerk had recommended that this be purchased but that the existing old pick-up be retained as a second vehicle as there is a need for a second vehicle with a team of 4 – probably soon to become 5 members of staff and the current vehicle is a two-seater, meaning that there is a lot of ferrying of staff and equipment to different sites which impacts on time.

Members felt uncertain about the vehicle recommended by the Clerk and predicted that in the future there would be more options available for either electric or hybrids and on electric vehicles that might suit the working conditions that we have in Corfe Mullen. Some members also felt it important to understand better the need for a second vehicle. It was also thought that a more modern vehicle with a 'cleaner' diesel engine could be an acceptable alternative to electric if no suitable models become available.

Initially Cllr Howard proposed to defer the purchase of an electric vehicle for the time being until a wider range of options become available. Cllr Holland seconded the proposal. However no vote was taken as there was further discussion regarding the need or otherwise of a second vehicle. Cllr P Holland proposed the purchase of a second vehicle. There was no seconder, but it was agreed that a further discussion be undertaken to ascertain the need for a second vehicle at a later meeting.

Cllr Harrison proposed that a van is not purchased in this financial year, but that a provision of £25000 be included in the 2020-21 budget with a decision being taken over that 12-month period. Cllr Howard seconded the proposal.

Voting: unanimous.

19/372 Date and time of the next meeting

The date and time of the next meeting was confirmed as 14 April 2020 at 7.45 pm (*time subject to change*).

The meeting closed at 9.22 p.m.

	2018-19	2018-19	2019-2020	to 31.12.19	to 31.03.20	2020-21
	BUDGET	ACTUAL	BUDGET	ACTUAL	ESTIMATED	BUDGET
INCOME	£	£	£	£	£	£
Precept	294475	294475	297412	297412	297412	312253
Cemetery Fees	16995	17785	14400	13366	17000	12000
Bank interest	625	1852	1650	1286	1715	1650
Allotment Rents	0	33	34	1001	1050	1235
Recreation	1400	803	860	974	974	980
FOI income	5	1	20	0	5	20
Booklet sales	40	17	12	24	25	24
Other income	50	1469	60	71	70	72
Provision: pavilion/tennis income (3m)	0	0	0	0	0	4200
TOTAL INCOME	313590	316435	314448	314134	318251	332434
EXPENDITURE						
Employees	£	£	£	£	£	£
Salary & wages	153592	153219	162413	125415	169500	193933
Provision for new posts	0	0	0	0	0	48434
Travelling expenses	500	444	500	373	500	750
TOTAL	154092	153663	162913	125788	170000	243117
Recreation						
	£	£	£	£	£	£
Grounds maintenance & staff facility, rec and Springdale	30250	28418	34000	23206	30000	35400
Insurance	575	483	531	440	440	460
Rent - DCC	700	0	550	0	550	650
Play Equipment maintenance	1400	1607	2500	4065	7500	2500
Dog wardening	4000	3900	4000	3705	3705	5000
Community orchard maintenance	300	280	600	0	100	300
Tree planting	0	0	0	0	0	500
Provision for pavilion/tennis courts maintenance	0	0	2400	0	0	3300
TOTAL	37225	34688	44581	31416	42295	48110
General Admin						
	£	£	£	£	£	£
Professional services	3100	3402	2882	2954	4250	9950
Staff training and prof fees	1000	580	770	355	355	1430
Member training	360	65	2000	1276	1500	1200
Insurance	2406	2273	2500	2069	2069	2000
DAPTC	1283	1247	1288	1287	1287	1350
Audit fees	1750	1550	1550	200	1750	1850

APPENDIX 1 (cont'd)

	2018-19	2018-19	2019-2020	to 31.12.19	to 31.03.20	2020-21
	BUDGET	ACTUAL	BUDGET	ACTUAL	ESTIMATED	BUDGET
Hire of rooms	1390	1299	1200	1773	1850	2400
Advertising	250	44	500	69	925	1250
Members travelling exps	180	102	185	72	150	185
Chairman's allowance	1500	2337	1500	63	150	1500
Parish Newsletter	2000	1831	1885	1091	1955	2500
Publications & subscriptions	150	125	200	95	95	200
Website/software/comp maint	1850	1475	1850	2224	2500	2500
PWLB loan interest	2000	1309	1300	1073	1073	1400
Election costs	0	0	10000	4421	4421	2000
Miscellaneous	180	487	170	34	100	36
Lockyers Hub rent (net of CMYT rent)	0	1800	1854	900	900	0
Civic expenses	0	0	0	845	0	0
TOTAL	19399	19925	31634	20801	25330	31751
Office Costs	£	£	£	£	£	£
Postage, Printing & Stationery	1050	1399	915	328	550	750
Telephone/Internet	1380	1581	1680	895	1250	650
Office Expenses	7360	7548	7625	6997	7500	7380
TOTAL	9790	10528	10220	8220	9300	8780
Climate Change event and measures	0	0	0	0	100	2000
Vehicles & Plant	£	£	£	£	£	£
Licence & Insurance	1205	905	990	931	990	1600
Petrol/Repairs	3500	3336	4000	1749	2500	6000
TOTAL	4705	4241	4990	2680	3490	7600
Cemeteries	£	£	£	£	£	£
Insurance	359	339	373	309	309	340
Rates and utilities	2395	2542	2750	2553	2750	2795
Repairs & maintenance	550	1603	2500	4988	5500	3200
TOTAL	3304	4484	5623	7850	8559	6335
Grants to outside organisations	£	£	£	£	£	£
Small grants programme/donations	5500	5900	5650	250	6325	7500
Youth Centre revenue grant	36104	36619	36619	36619	37221	36350

APPENDIX 1 (cont'd)

	2018-19	2018-19	2019-2020	to 31.12.19	to 31.03.20	2020-21
	<i>BUDGET</i>	<i>ACTUAL</i>	<i>BUDGET</i>	<i>ACTUAL</i>	<i>ESTIMATED</i>	<i>BUDGET</i>
Corfe Mullen Village Hall - contribution to improvements	15000	15000	0	0	0	15000
Carnival Christmas Tree Project	0	3023	0	438	475	500
TOTAL	56604	60542	42269	37307	44021	59350
	£	£	£	£	£	£
Street lighting/signs/bus shelters	1340	574	5500	1793	2200	1800
Allotments	£	£	£	£	£	£
Rent of land	205	0	1	0	1	1
Water	500	660	750	0	0	750
Maintenance	240	60	250	651	2000	2400
Legal fees new site	1250	0	0	1297	1297	0
Compensation	0	5500	0	0	0	0
TOTAL	2195	6220	1001	1948	3298	3151
	£	£	£	£	£	£
TOTAL EXPENDITURE	288654	294865	308731	237804	308493	409994
Net surplus/(deficit)	24936	21570	5717	76330	9758	-77560
EXCEPTIONAL AND CAPITAL INCOME	£	£	£	£	£	£
CIL receipts	0	2352	7055	10273	10273	5000
Capital grant - skate park	0	60000	0	0	0	0
Big Lottery Grant - VH air con		8900			0	0
TOTAL EXCEPTIONAL INCOME	0	71252	7055	10273	10273	5000
EXCEPTIONAL AND CAPITAL EXPENDITURE	£	£	£	£	£	£
PWLB Loan repayments	8800	8975	8975	9211	9211	9300
Earmarked reserves:	90000	85188	78945	1552	36202	
Plant replacement						2500
Display boards						1200

	2018-19	2018-19	2019-2020	to	to 31.03.20	2020-21
	<i>BUDGET</i>	<i>ACTUAL</i>	<i>BUDGET</i>	31.12.19	<i>ESTIMATED</i>	<i>BUDGET</i>
				<i>ACTUAL</i>		
Litter/dog bin replacements						2500
Accessibility enhancements						5000
Allotments impts	2000	0	2000	0	2000	2000
Highways impts net of CIL 20-21	10000	1264	10000	4766	4766	10000
Towers Way fence (net of CIL)	0	0	0	0	5000	0
Van						25000
CIL expenditure: Henbury 19-20, highways enhancements 20-21	0	0	7055	0	10273	5000
Office air conditioning	0	2200	0	0	0	0
New bin at wheel park	0	711	0	0	0	0
New seating at rec	0	375	0	825	0	0
Upgrade electric pillar/electrical connection for Christmas tree	0	3023	0	0	0	0
New VoIP phones	0	0	0	215	215	0
Live streaming equipment	0	0	0	80	151	0
New bus shelter Wareham Road	0	0	0	0	6295	0
Provision for staffing review/revaluation	0	0	2500	0	0	0
TOTAL EXCEPTIONAL EXPENDITURE	110800	101736	109475	16648	74113	62500
Net exceptional/capital surplus/deficit	-110801	-30484	-102420	-6375	-63840	-57500
NET OVERALL SURPLUS/DEFICIT	-85864	-8914	-96703	69956	-54082	-135060
Transfers to funds	0	0	77422	0	0	0
Funded from reserves	85864	8914	19281	-69956	54082	135060
Balanced Budget:	0	0	0	0	0	0