

## FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held in the Skyrm Room, Public Hall on 25<sup>th</sup> April 2023.

**637 PRESENT:** Cllr Biggs (Chairman), Cllr Body, Cllr Dawkins, Cllr Monks and Cllr Turner; also Christine Bright (Town Clerk).

**638 APOLOGIES FOR ABSENCE:**  
Apologies for absence were received from Cllr Beswarick and Cllr Langridge

**639 MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 28<sup>TH</sup> FEBRUARY 2023**  
The minutes of the Finance & General Purposes Committee meeting held on 28<sup>th</sup> February 2023 having been circulated were confirmed a correct record and signed by the Chairman.

**640 DECLARATIONS OF INTEREST & DISPENSATION**  
No declarations of interest were received.

**641 PAYMENTS & RECIEPTS**  
Members were tabled with the details of the payments made at year end (31<sup>st</sup> March 2023) and the month of April 2023 including cheque numbers 105756 to 105778, direct debits and bank payments totalling £27,693.84 together with receipts received in the sum of £6,712.91 a copy of which are attached. Members **RESOLVED** adoption and payment as presented.

**642 BUDGET POSITION AT FINANCIAL YEAR END**  
Members had previously been circulated with a copy of the Council's financial position as at 31<sup>st</sup> March 2023. Members **NOTED** the end of the financial year position had been better than projected with a surplus of £14,391.

**643 GRANT APPLICATION**

**(a) Dorset Climate Action Network**

Members considered a request received from Dorset Climate Action Network for a financial donation towards their project to restore hedgerows throughout Dorset. Members were fully supportive of the project however with cut backs within the budgets for 2023-2024 no funds were available.

**644 INTERNAL AUDIT 2022/2023**  
Members had previously been circulated with a copy of first internal audit report together with details of the remedial action taken by the Town Clerk, a copy of which is attached.

Cllr Turner noted the recommendations raised within the report were in the main administrative related issues reflecting the depth of the internal audit and afforded credit to the office staff. Members **RESOLVED** the action taken by the Town Clerk.

**645 CAR PARKING CHARGES**

Members **NOTED** correspondence received from Dorset Council to confirm there would be no tariff increase in Beaminster car parks however there would be an extension of parking in the Square from 2 hours to 3 hours maximum stay. The amendments had been made to enable Blue Badge holders that also had a restricted mobility parking permit (which enables 3 hours free parking) to park in any Dorset Council car park.

**646 DATE OF NEXT MEETING**

The date of the next Finance & General Purposes Committee meeting to be confirmed following the annual council meeting in May 2023.

**647 PUBLIC BODIES (Admission to meeting) ACT 1960**

Members **RESOLVED** that public and press be now excluded from the meeting whilst discussion took place on the following items on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of business to be transacted in respect of consideration of consideration/approval of quotations received.

**(a) Replacement PC**

The Town Clerk having previously advised that an office PC had reached a point where it no longer functioned effectively and in need of replacement presented a quotation for a replacement PC in the sum of £980. **RESOLVED** to **ACCEPT** quotation with funds varied from the stationary budget to office equipment budget to meet the shortfall.

**(b) Protection of council assets**

Members had previously been circulated with the Town Clerk's confidential report outlining the background to the agenda item, Cllr Biggs expanded on his concerns prior to an agreement to pursue the suggestion put forward in more detail.

**(c) Outstanding debtors**

Members had previously been circulated with the detail of two longstanding debtors and **RESOLVED** to write off the debts however in order to prevent a similar occurrence all charges associated with events or services provided must be paid in full prior to the event.

**(d) Dorset Fleet Services**

The Town Clerk advised Dorset Fleet Services had invited the council to renew its contract for the vehicle maintenance/service and inspections for the CB3, the associated costs were **NOTED** and the Town Clerk was asked to obtain further information prior to a decision.

Under this heading Cllr Turner advised that some discussions had taken place within the CB3 Steering Group with regard to possible replacement of the existing bus, enquiries were ongoing. **NOTED.**

**648 MEETING**

The meeting which started at 7.00pm closed at 8.25pm

**BEAMINSTER TOWN COUNCIL  
RECEIPTS AND PAYMENTS**



**31ST MARCH 2023 (YEAR END)**

<b>PAYMENTS</b>		
D/D	Autorama	30.42
D/D	British Gas	231.42
D/D	British Gas	1089.29
D/D	British Telecom	8.44
D/D	Dorset Council	27.00
D/D	Dorset Waste Partnership	109.44
D/D	Ecotricity	21.55
D/D	Ecotricity	144.24
D/D	HSBC	29.87
D/D	HSBC	21.61
D/D	NOW Pensions	494.78
D/D	O2	27.14
D/D	UK Fuels	3.60
Bank Payment	BSG	148.09
Bank Payment	OCD Cleaning Services	960.00
105756	Guy Crabb	180.00
105757	B. Fox-Collins	91.00
105758	Prout Bridge Project	141.00
105759	Travis Perkins	31.27
105760	D. Biggs	100.00
105761	A J Supplies	172.22
105762	Larcombes	23.82
105763	Travis Perkins	10.14
	<b>TOTAL</b>	<b>4,096.34</b>
	<b>RECEIPTS</b>	
	HSBC	130.69
	Country Memorials	90.00
	Mrs K Crabb	163.50
	CB3	271.48
	<b>TOTAL</b>	<b>655.67</b>

	Van Service Plan	30.42
	Gas supplies	231.42
	Gas Supplies	1089.29
	Telephone charges	8.44
	CB3 Labour charge	27.00
	Wheely Bin - March	109.44
	Gas charges	21.55
	Electricity charges	144.24
	Bank charges - Council	29.87
	Bank charges - CB3	21.61
	Pension contributions - March	494.78
	Mobile phones	27.14
	Fuel card charges	3.60
	Stationery	148.09
	Contract clean public toilets - March	960.00
	Balance payment on gent's toilets	180.00
	Grant	91.00
	Grant	141.00
	Indicator bolt	31.27
	Refund	100.00
	Cleaning materials	172.22
	Sundry items	23.82
	Cutting discs	10.14
	<b>TOTAL</b>	<b>4,096.34</b>
	Interest	130.69
	Memorial - late Wardzala	90.00
	Public Hall hire	163.50
	Fares/donations	271.48
	<b>TOTAL</b>	<b>655.67</b>



BEAMINSTER TOWN COUNCIL  
RECEIPTS AND PAYMENTS

APRIL 2023

PAYMENTS

D/D	Autorama	Van Service Plan	30.42
D/D	Concorde	Photocopies	33.21
D/D	Eon	Gas supplies	290.22
D/D	Great Guns Marketing	Rental - office space	540.00
D/D	Lex Autolease	Lease - van	388.75
D/D	Now Pensions	Pension administration charge	24.00
D/D	Now Pensions	Pension contributions	501.68
D/D	O2	Mobile phones	27.14
D/D	Public Works Loan Board	Loan repayment (half year)	5,059.64
D/D	Siemens Financial Services	Photocopier lease	233.90
D/D	UK Fuels	Fuel card charges/machine fuel/CB3 fuel	213.61
D/D	UK Fuels	Fuel card charges/machine fuel/CB3 fuel	240.22
D/D	VPW Systems	Broadband & Line rental	308.84
D/D	VPW Systems	Business support	36.00
D/D	VPW Systems	Remote back up	129.79
D/D	VPW Systems	Agility mail & anti virus	396.90
D/D	Water 2 Business	Water charges - Public Hall	132.92
Bank payment	Donovan Ateyo	April salaries	9,694.03
Bank payment	Fat Leaf Ltd	Wooden planters for the Square	1,822.51
Bank payment	R. Goode	Re-imburse cost of roller banners for Community Fridge	61.49
Bank payment	Speed Demon	Car wash - CB3	30.00
105764	Andrew Alexander	Re-imburse cost of door lock - co working office	18.98
105765	Stephen Amatt	Re-imburse protective clothing - Enforcement officer	27.99
105766	Bartletts Country Stores	Protective Clothing - head groundsman	110.58
105767	Christine Bright	Re-imburse ink cartridges & card	46.09
105768	Creative Solutions	Chevron Kit - back of the van	390.26
105769	Creeds the Printers	Annual Parish Newsletters	970.00
105770	Dorset Council	Small Society Lottery Fee	20.00
105771	Footprints	Colour Posters - Coronation event	101.70
105772	K. Hussey	Playground inspection	130.00
		<b>C/FWD</b>	<b>22,010.87</b>

**BEAMINSTER TOWN COUNCIL  
RECEIPTS AND PAYMENTS**

105773 Pithers	Window cleaning - Public Hall	B/FWD	22,010.87
105774 P S Monograms	Protective clothing - Community Resilience volunteers		30.00
105775 Rialtus	Tax Digital Subs & Cemetery software support and maint.		707.28
105776 Travis Perkins	Materials		435.56
105777 Weldmar	Grant		10.79
105778 Wessex Water	Water charges - Allotments		200.00
		<b>TOTAL</b>	<b>23,597.50</b>
<b>RECEIPTS</b>			
Mrs K Crabb	Public Hall Hire		971.50
D. Drinnan	MPF Access		5.00
NSIB	Interest		147.36
HMRC	VAT		4,707.88
The Ollerod	Jubilee Flags		12.00
Dexters	Christmas tree		30.00
Various	Coronation Flags		18.00
Square	CB3 fares		85.50
CB3	Fares/donations		80.00
		<b>TOTAL</b>	<b>6,057.24</b>
105779 NSIB	Transfer funds to NSIB (EMIR)		57,360.41

**NOTES FOR COUNCIL INFORMATION**

The above payments are approved expenditure items within existing contracts and / or the agreed budget framework. Councillors expenses having been vetted and authorised by the Chairman / Town Clerk or in the case of the Chairman's expenses, by Vice Chairman. Receipts are those from expected sources and within budget projections. Salary Cheque excludes employers and employees pension contributions. Payments include VAT where applicable.

Christine Bright  
Responsible Finance Officer

Date