



## FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held in the Cowie Room, Public Hall on Tuesday 25<sup>th</sup> June 2024.

**720 PRESENT:** Cllr Turner (Chairman), Cllr Anderton, Cllr Ginder, Cllr Gunning; also Christine Bright (Town Clerk) and Victoria Kingston (Finance Administrator).

**721 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Cllr Corbett, Cllr Gillings, Cllr Hutchinson and Cllr Woods.

**722 ELECTION OF CHAIRMAN**

The Town Clerk asked for nominations for the position of Chairman for the ensuing year, no nominations from those members present were received. The Town Clerk, in absence of Cllr Woods, advised that he had confirmed he would be happy to take the position. Cllr Gunning proposed Cllr Woods, seconded by Cllr Turner and **AGREED**.

**723 ELECTION OF VICE CHAIRMAN**

The Town Clerk asked for nominations for the position of Vice Chairman for the ensuing year, no nominations from those members present were received. The Town Clerk, in absence of Cllr Gillings, advised he had confirmed he would be happy to take the position. Cllr Ginder proposed Cllr Gillings, seconded by Cllr Gunning and **AGREED**.

In the absence of both the elected Chairman and Vice Chairman, Cllr Turner was elected Chairman for the duration of the meeting.

**724 MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 23<sup>RD</sup> APRIL 2024**

The minutes of the Finance & General Purposes Committee meeting held on 23<sup>rd</sup> April 2024 having been circulated were confirmed a correct record and signed by the Chairman.

**725 DECLARATIONS OF INTEREST & DISPENSATION**

No declarations of interest were received.

**726 PAYMENTS & RECIEPTS**

Members were tabled with details of the payments made for the month of June 2024 including cheque numbers 105948 to 105969 including two cheques 100052 & 100058 from CB3 account totalling £30,469.16 together with receipts received in the sum of £4,342.82 a copy of which are attached. Members **RESOLVED** adoption and payment as presented.

**727 BUDGET 2023/2024**

Members had previously been circulated with a copy of the budget position at 18<sup>th</sup> June 2024, a copy of which is attached. **NOTED** there were no significant issues to report.

**728 NS & I (earmarked reserves)**

Following the recent elections and changes to council membership the Town Clerk advised the signature mandate for the NS & I account required updating.

**RESOLVED** signatories for NS & I account as follows:

Cllr Anderton, Cllr Gillings, Cllr Ginder, Cllr Gunning, Cllr Turner and Cllr Woods.

**729 COMMUNITY FUND**

The Town Clerk advised a balance of £2,745 remained unspent of the grant awarded for the skatepark project. Correspondence had been received from the National Lottery funding officer for Dorset enquiring if a decision had been made as to how the funds were to be spent. Cllr Gunning felt it would be appropriate to earmark the funds for future maintenance of the skate park facility, the Town Clerk was asked to enquire with the funding officer if that would be acceptable.

**730 OUTSTANDING DEBTS**

Members had previously been circulated with the details of a number of small outstanding debts totalling £141.46. **AGREED** to write off the debts as detailed in the report due to the insignificant amount compared to staff costs in pursuing further.

**731 DATE OF NEXT MEETING**

The date of the next Finance & General Purposes Committee meeting **NOTED** as 20<sup>th</sup> August 2024.

**732 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 lease arrangements, purchase agreement, financial and staffing considerations.

**(a) Fleet Club**

The Town Clerk advised the signed lease was awaited.

**(b) Finance issues raised at internal audit**

Members had previously been circulated with details of two financial issues discussed with the internal auditor in respect of the recovery of two differing amounts of monies outstanding to the council.

With regard to the first issue and an outstanding debt, in the circumstances with the company being dissolved members **RESOLVED** to write off the debt.

With regard to the second issue regarding an overpayment members **RESOLVED** to utilise the credit with the supplier.

**(c) Agreement of the sale of telephone kiosk**

Members had previously been circulated with a draft purchase/sale agreement between the town council and a private individual for the telephone kiosk currently situated in Clay Lane. Members **APPROVED** the agreement for signature.

**(d) Postholder 103**

The Town Clerk advised Postholder 103 had made a request to reduce their contracted hours down to 23 hours per week for the period 1<sup>st</sup> July 2024 to 31<sup>st</sup> August 2025. Members **RESOLVED** approval of the request.

**733 MEETING**

The meeting which started at 7.00pm closed at 8.00pm

Chairman  
20<sup>th</sup> August 2024

**BEAMINSTER TOWN COUNCIL**  
**RECEIPTS AND PAYMENTS - June 2024**

**PAYMENTS**

**Direct Debits**

|                      |                  |   |                  |
|----------------------|------------------|---|------------------|
| D/D                  | Autorama         | Van Service Plan                          | 30.42            |
| D/D                  | BT               | Quarterly Bill                            | 154.34           |
| D/D                  | Concorde         | Photocopier - monthly                     | 53.64            |
| D/D                  | Dorset Waste     | Wheely Bins                               | 67.03            |
| D/D                  | Ecotricity       | Electric Supply                           | 109.88           |
| D/D                  | Ecotricity       | Electric Supply                           | 44.11            |
| D/D                  | Great Guns       | Office rental - Monthly                   | 540              |
| D/D                  | HSBC             | Bank Charges - May 2024                   | 29.5             |
| D/D                  | HSBC             | CB3 - Bank Charges May 2024               | 14.21            |
| D/D                  | NOW Pensions     | Pension contributions June 2024           | 896.26           |
| D/D                  | NOW Pensions     | Pension admin Fee June 2024               | 24.00            |
| D/D CB3              | UK Fuels         | Fuel Charges - CB3                        | 63.94            |
| D/D CB3              | UK Fuels         | Fuel Charges - CB3 & MPF                  | 93.40            |
| D/D CB3              | UK Fuels         | Fuel Charges - CB3                        | 45.28            |
| D/D CB3              | UK Fuels         | Fuel Charges - CB3 & MPF                  | 128.50           |
| D/D CB3              | UK Fuels         | Fuel Charges - CB3 & MPF                  | 142.77           |
| D/D                  | Lex Autolease    | Electric van lease                        | 388.75           |
| D/D                  | O2               | Mobile phone charges MAY 24               | 32.26            |
| D/D                  | VPW Systems      | Agility Mail 24/25 - Yearly               | 476.40           |
| D/D                  | VPW Systems      | Business Support - 5 Hour support top up  | 330.00           |
| D/D                  | VPW Systems      | Agility Mail Discounted set up fee        | 36.00            |
| D/D                  | VPW Systems      | Agility Voice - Quarterly                 | 82.63            |
| D/D                  | Water2Business   | Water Supply - Monthly                    | 147.73           |
| D/D                  | YGP              | Gas Supply                                | 107.47           |
| <b>Bank Payments</b> |                  |   |                  |
| Bank Payment         | Craig Monks      | Reimbursement - SurveyMonkey IT           | 228.00           |
| Bank Payment         | Donovan Ateyo    | June Salaries 2024                        | 13,241.05        |
| Bank Payment         | Eden Enterprises | Monthly Social Media & DDAY poster design | 345.00           |
| Bank Payment         | Christine Bright | Reimbursement - CB3 timetable application | 13.00            |
| Bank Payment         | RBL              | Poppy Wreath DDAY                         | 50.00            |
|                      |                  | <b>C/FWD</b>                              | <b>17,915.57</b> |

**BEAMINSTER TOWN COUNCIL  
RECEIPTS AND PAYMENTS - June 2024**

|                |                        | <b>B/FWD</b>  | <b>17,915.57</b>        |
|----------------|------------------------|---|-------------------------|
| Bank Payment   | OCD                    |   | 992.00                  |
| Bank Payment   | Dylan Ross             |   | 160.00                  |
| <b>Cheques</b> |                        |   |                         |
| 100052         | James Hallam           | Temp Vehicle Insurance  | 112.00                  |
| 100058         | Dorset Fleet Services  | CB3 Inspection  | 570.68                  |
| 105948         | A J Supplies           | Cleaning supplies and first Aid Kits                          | 187.53                  |
| 105949         | Adrian Ballantyne      | Exterior windows painted - The fleet club                     | 1,100.00                |
| 105950         | Bartletts              | MPF supplies - Fuel, bin bags, protective clothing            | 133.12                  |
| 105951         | BSG                    | Stationery supplies - office                                  | 198.38                  |
| 105952         | Creative solutions     | New dog signs & bunting                                       | 303.48                  |
| 105953         | DAPTC                  | Councillor training   | 90.00                   |
| 105954         | Darkin Miller          | Internal Audit 23/24 - Visit 2                                | 427.08                  |
| 105955         | Forest & tree care Ltd | Tree works MPF & cemetery                                     | 1,356.00                |
| 105956         | Groves                 | Hanging baskets & flower seed                                 | 367.84                  |
| 105957         | Guy Crabb              | Boiler & Oven Service / Bolier Services and part replacements | 2,407.05                |
| 105958         | ICO                    | Data protection fee renewal                                   | 40.00                   |
| 105959         | Kevin Elliott          | Replace/Repair rotten windows on PH                           | 1,175.51                |
| 105960         | Larcombes              | PH supplies   | 16.09                   |
| 105961         | NTS Platforms          | Put up and take down bunting - Town Square                    | 600.00                  |
| 105962         | P H Hardwill           | DDAY Beacon   | 150.00                  |
| 105963         | Pithers                | Window Cleaning - PH  | 30.00                   |
| 105964         | PPL PRS                | Music Licence PH  | 152.82                  |
| 105965         | Rialtus                | Y/End 23/24 Closedown   | 990.00                  |
| 105966         | SLCC                   | Society of Local Council Clerks Subscription                  | 229.00                  |
| 105967         | S Lee                  | Removal of wire fence and rid old cuttings                    | 648.00                  |
| 105968         | Toolstation            | Card machine - Office & Glue MPF                              | 90.87                   |
| 105969         | Travis Perkins         | Wood lengths  | 26.14                   |
|                |                        |   | <u><b>30,469.16</b></u> |

**BEAMINSTER TOWN COUNCIL  
RECEIPTS AND PAYMENTS - June 2024**

**RECEIPTS**

|                   |                            |                 |
|-------------------|----------------------------|-----------------|
| Country Memorials | Memorial                   | 135.00          |
| Dorset Council    | CB3 Bus concessions        | 300.00          |
| Somerset Council  | CB3 Bus concessions - June | 60.00           |
| Somerset Council  | CB3 Bus concessions - May  | 60.00           |
| CB3 Income        | Tickets and donations      | 389.76          |
| CB3 Private Hire  | Beaminster Young Farmers   | 136.00          |
| NSIB              | Interest                   | 340.53          |
| Beaminster Manor  | Donation                   | 200.00          |
| Fleet club        | Rent May 24                | 320.83          |
| PH Hire           |                            | 2,400.70        |
|                   | <b>TOTAL</b>               | <b>4,342.82</b> |

**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: 25th June 2024