



DAWLISH TOWN COUNCIL



Minutes of a Meeting of the *Finance and General Purposes Committee* held at The Manor House Dawlish, on **Thursday 15TH OCTOBER 2009**

Present: Councillor H. Clemens – Chairman
Councillor E. Hockin
Councillor Mrs. C. Payne
Councillor W. Protheroe
Councillor Mrs. H. Humphries
Councillor Mrs. H. Wills
Councillor Mrs. J. Garland
Councillor G. Price
Councillor Mrs. P. Bloomfield

Other Council Members Present: None

In attendance: John Winchester, Town Clerk, together with one member of the public

Declaration of Interests:

Cllr. W. Protheroe declared a personal interest in item 3.4 on the Agenda – Teignbridge Citizens' Advice Bureau requesting financial assistance from this Council - as he is the Town Council's representative to this body.

Public Participation

The member of the public present at the meeting did not wish to comment any item.

The meeting was opened by the Chairman, Cllr. H. Clemens at 7.01p.m.

65. *Apologies for absence*

Apologies were received from:

Cllr. G. Wills (Town Mayor) who was ill.

RESOLVED unanimously by the Members present and voting that the apology and reason for absence be accepted by the Committee.

66. *Minutes*

Members present received the minutes of Finance and General Purposes Committee meeting held on 17th September 2009

RESOLVED by the majority of the Members present and voting that this Committee approves the minutes of the Finance and General Purposes Committee dated 17th September 2009 and the Minutes be signed by the Chairman as a true record of the meeting.

67. *Local Works*

Members present received a letter from Local Works seeking a financial contribution from this Council to progress amendments to the Sustainable Communities Act 2007.

RESOLVED unanimously by the Members present and voting that a donation of £10.00 be made by this Council.

LGA 2000 S2 as amended by Local Government and Interest in Public Health Act 2007 S77.

68. *Devon Association of Parish Councils – subscription for 2010-2011*

Members present received a letter from the County Secretary of DAPC informing member Councils that an increase in subscriptions of 2% had been agreed at the AGM of DAPC for the financial year 2010-2011.

RESOLVED unanimously by the Members present and voting that this item be noted.

69. *Dawlish Relief in Need Charity*

Members present received an email from the Treasurer of Dawlish Relief in Need Charity enquiring whether the Town Council intends to nominate two Councillors as representatives to the charity.

The Clerk informed Members present that those representatives would in fact be trustees of the charity.

RESOLVED unanimously by the Members present and voting that the Committee felt that the trustees for Dawlish Relief in Need should be drawn from the wider community and that this Council would not be nominating representatives from the Council as trustees.

Cllr. W. Protheroe declared a personal interest in the next item to be discussed as the Town Council's representative to the Citizens Advice Bureau.

70. *Citizens Advice Bureau*

Members present received a letter from the Manager of the Citizens Advice Bureau requesting that this Council make a grant towards funding of the service.

The Clerk informed Members present that he had sent an electronic version of the Town Council's grant application form along with the accompanying notes. The form had been received but too late to be included in tonight's agenda. It would be included in the Agenda for the November meeting of Finance and General Purposes.

71. *South West Landscapes*

Members present received a letter from the Contracts Manager of South West Landscapes offering their services as an approved contractor.

RESOLVED unanimously by the Members present and voting that the Clerk should write to South West Landscapes informing them that they would be included on the Town Council's list of approved contractors.

72. Finance and General Purposes Sub-Committee

Members present considered and adopted the notes of the Finance and General Purposed Sub-Committee meeting held on 15th October 2009, including budget preparation.

RESOLVED unanimously by the Members present and voting that since this was a work in progress document, a decision will be deferred until the full facts had been discussed.

73. Accounts

Members present received the following:

- Accounts paid in September and October 2009
- Financial report to the end of September 2009

RESOLVED unanimously by Members present and voting that the accounts should be adopted by this Committee.

The meeting was closed by the Committee Chairman at 7.13p.m.

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Cllr. H. Clemens
Chairman
Finance and General Purposes Committee

DAWLISH TOWN COUNCIL ACCOUNTS FOR PAYMENT

MONTH: **OCTOBER** 2009

FINANCE AND GENERAL PURPOSES EXPENDITURE

<i>Payee</i>	<i>VAT No</i>	<i>Goods and Services</i>	<i>ex VAT</i>	<i>VAT</i>	<i>Total account</i>	<i>budget</i>	<i>funds available (approx)</i>	<i>balance of funds after payment (approx)</i>	<i>chq No:</i>
HM Revenue and Customs		Tax NI				wages			1744-1749
DCC Pensions		Pensions	£8,848.71		£8,848.71		55,982.00	47,133.00	
Wages									
Petty cash		various	£250.00		£250.00	various	-	-	1752
Rogers Cleaning Service		property maintenance	£40.00	£6.00	£46.00	Manor maintenance	3,080.00	3,040.00	1740
Rogers Cleaning Service		Caretaking July - August	£1,588.15	£238.23	£1,826.38	Manor caretaker	10,512.00	8,924.00	1740
Rogers Cleaning Service		Cleaning	£833.58	£125.04	£958.62	Manor cleaning	5,671.00	4,837.00	1740
DAPC		Conference for W Protheroe and G. Wills	£30.00	£0.00	£30.00	Training			1741
ROK	141359678	repairs to lighting unit	£48.00	£7.20	£55.20	Manor property maintenance	3,040.00	2,992.00	1742
Alison Holmes		expenses and travelling	£166.09	£0.00	£166.09	travelling	866.00	700.00	17436
Viking Direct	53615257	stationery	95.94	14.39	110.33	Admin and stationery	6,059.00	5,963.00	1753
LHC Urban Design		regeneration costs	5000	750	5750	Regeneration costs	-20,000.00	-25,000.00	1755
Dynorod	834718806	drains and gullies inspections and clearing	165	24.75	189.75	Manor property maintenance	2,992.00	2,827.00	1756
Cllr. P. Bloomfield		travelling expenses replacement cheque	34.08	0	34.08	Cllrs. Travelling	770.00	770.00	1757 (see also 1656)
Thirstywork		watercooler	5.5	0.83	6.33	administration	5,963.00	5,978.00	1760
Cllr. G. Wills		Mayoral Allowance	1000	0	1000	Mayoral allowance - 2nd half	1,000.00	0.00	1761
Barry Gribble locksmith		new keys/locks for old ETCTA office	77	11.55	88.55	Manor Property maintenance	2,827.00	2,750.00	1762
Rogers Cleaning Service		Manor House cleaning	833.58	125.04	958.62	manor cleaning	4,837.00	4,004.00	1763

Rogers Cleaning Service		Manor House cleaning	32	4.8	36.8	Manor cleaning	4,004.00	3,972.00	1763
Rogers Cleaning Service		Manor House caretaking	1270.52	190.58	1461.1	Manor caretaking	8,924.00	7,654.00	1763
Rogers Cleaning Service		Manor House cleaning	13	1.95	14.95	Manor supplies	3,972.00	3,959.00	1763

OFFICE ACCOUNTS FOR PAYMENT

MONTH: OCTOBER 2009

CIVIC AMENITIES COMMITTEE

Payee	VAT No	Goods and Services	ex VAT	VAT	Total account	budget	funds available (approx)	balance of funds after payment (approx)	chq No:
HM Revenue and Customs		Tax NI				wages			1744-1749
DCC Pensions		Pensions	£3,742.55		£3,742.55		£22,837.00	£19,094.45	
Wages									
Mole Valley Farmers Ltd	143215014	Pellets and woodshavings	£32.00	£0.87	£32.84	waterfowl food and general	£3,533.00	£3,502.00	1738
Mole Valley Farmers Ltd	"	general	52p	£0.00	52p	waterfowl food and general	£3,502.00	£3,501.00	1738
Stan Green		Local Produce Market September - coordinator and labour	£90.00	£0.00	£90.00	Local Produce market	£331.00	£241.00	1739
Rogers Cleaning Service		Cemetery loos	£28.65	£4.30	£32.95	Cemetery loos	£222.00	£194.00	1740
Morris & McGinn		Parish Maintainer supplies	£24.30	£3.65	£27.95	Parish Maintainer costs	£958.00	£929.00	1754
Mole Valley Farmers Ltd		Food and general	£56.40	£2.61	£59.01	Waterfowl expenses	£3,501.00	£3,444.00	1758
M & D Hire		Parish Maintainer supplies	£13.40	£2.01	£15.41	Parish Maintainer costs	£929.00	£916.00	1759
Rogers Cleaning Service		Cemetery toilets	£32.00	£4.80	£36.80	Cemetery loos	£194.00	£162.00	1763

DAWLISH TOWN COUNCIL

FINANCIAL REPORT

To end of SEPTEMBER 2009

for consideration at the following meetings:

Finance and General Purposes Meeting: October/November 2009

Civic Amenities Committee Meeting: October 2009

Summary of position at the start of the year:

At the beginning of 2009-2010 the Council had a deficit of £29,658.

The general reserves of the Town Council are £62,481. The earmarked reserves of the Town Council are £15,418.

At the start of the year the Town Council held £265,115 in capital funds.

The total cash and assets of the Town Council were £343,410.17.

Current Month:

1. Finance and General Purposes Committee:

Actual expenditure to the end of September has been £154,599 leaving a balance against the total budget of £119,801

Actual income to the end of September has been £323,543.32 – this includes all of the precept.

Comparisons against budget figures are shown on the following pages.

2. Civic Amenities Committee

Actual expenditure to the end of September has been £31,439 leaving a balance against the total budget of £29,352

Actual income to the end of September has been £12,103.09

Comparisons against budget figures are shown on the following pages.

Dawlish Town Council Monies held and Investments as at 30th September 2009

Current Account – Nat West Bank	£	500.00
Deposit Account – Nat West Bank	£	176,874.34
Petty cash	£	<u>.- 117.00</u>
	£	177,257.34

Nat West Bank Treasury account 1

(capital monies which includes £130,000 pledged to the new Youth Centre) £265,115.27

This investment has been split into two investments to maintain flexible access on capital funding:

1. *£130,000 invested for one month at 0.07% - this investment matures on 23rd October 2009*
2. *£135,115.27 invested for six months at 0.6% - this investment matures on 27th November 2009.*

Nat West Bank Treasury account 2

(non-capital monies which include the Town Council's general and earmarked reserves) £50,000 *invested for one month at 0.5% - this investment matures on 8th October 2009* ***Because the second half of the precept has now been received, this investment will be increased to £150,000 from the maturity date on 8th October 2009 at best interest rates prevailing.***

INCOME Comparisons against budget forecasts to the end of August 2009

<u>INCOME</u>	<i>Budget TARGET for current year</i>	<i>Income to date</i>	<i>Variance on budget figure. Figures in black yet to be achieved, figures in green show surplus to budget income figures</i>	<i>Notes</i>
Precept	301896	301944	48.25	
Interest	6000	959.71	5040.29	<i>interest rates still very low</i>
Income office services	300	615.55	315.55	
income refunds	0	169.21	169.21	
Youth Council donations	0	272.00	272.00	
Regeneration donations	20000	0	-20000	<i>This from Devon County Council to be set off against regeneration costs over and above £20,000 in revenue budget. DCC will expect any surplus to be returned to them.</i>
Manor House Hire fees	22000	11813.82	10186.18	
Manor House rents	8000	4398.78	3601.22	<i>Unlikely to be achieved because of loss of rental income when ECTCA leaves in September 09,</i>
Local Produce Market	2000	1670	330	<i>Surplus likely which will be offset against deficit for cost of stalls.</i>
West Exe Parish Cluster	0	1700	1700	<i>Note – this money is held for the West Exe Parish Cluster against anticipated expenditure by that group.</i>
Waterfowl Agency Income	3410	0	-3140	
Waterfowl donations	250	9987.08	9737.08	<i>Bequest left for the benefit of waterfowl of over £8500. Suggest if not spent by year-end this money is placed in an earmarked reserve for waterfowl. Also up as waterfowl shute reinstated.</i>
Waterfowl (adoptions)	450.00	1548.01	1098.01	
Footpaths P3 scheme	600	0	-600	
Footpaths sales of booklets	20	150	130	<i>anticipate order – will achieve target and surplus at year end.</i>
Allotments rentals	972.00	418	554	<i>All allotments rents for current year have been paid for, most in previous year No further monies due.</i>

EXPENDITURE – comparisons against budget forecasts.

<u>EXPENDITURE</u>	<i>Budget TARGET for current year</i>	<i>Expenditure to date</i>	<i>Variance on budget figures figures in black show balance still available figures in red show overspend</i>	<i>Notes</i>
Staffing (Administration)	118000	61226.67	56773.33	
Travelling expenses	1000	134	866	
Councillors travelling expenses	800	29.60	770.40	
Training	2500	2771.86	271.86	<i>overspend</i>
IT and website	2500	1307.77	1192.23	
Youth Council Management	500	297.64	202.36	
Youth Council budget	500	215.11	284.89	<i>£100 from last year's accounts therefore variance is as stated.</i>
Telephones office	1000	498.07	501.93	
Postages and franking machine rental	2100	1013.84	1086.16	<i>Expect this budget to overspend by year end.</i>
General Administration and Stationery budget including provision for any bank charges	8500	2440.72	6059.28	
Photocopier Lease, copying and printing	14000	7262.45	6737.55	<i>Expect this budget to overspend by year end.</i>
Insurance	7000	8215.13	1215.13	<i>No further insurance expenditure anticipated but overspent by figure stated.</i>
Advertising	800	374.4	425.60	
Public relations	1500	350.05	1149.95	
Membership fees	3250	3102.65	147.35	<i>Expect this budget to overspend by year end.</i>
Civic functions	250.00	199.48	50.52	
Mayor's Allowance	2000	1000	1000	
Mayoral regalia and notice board	150.00	60	90	<i>Expect this budget to overspend by year end.</i>
Councillors allowances	0	600	600	<i>Although No budget was set for this, Councillors were paid allowances in accordance with Town Council Allowance Scheme. Cheques from four Cllrs are awaiting write-back so expenditure is £600 not £1000.</i>
Contingencies	1000	743.75	256.25	<i>(Specialist chair for office)</i>
West Exe Parish Cluster refunds	0	249.70	249.70	<i>This money to be offset against funds held on behalf of the West Exe Parish Cluster – some expenditure</i>
Audit fees	3500	1375	2125	

<u>EXPENDITURE</u>	<i>Budget TARGET for current year</i>	<i>Expenditure to date</i>	<i>Variance on budget figures figures in black show balance still available figures in red show overspend</i>	<i>Notes</i>
Floral displays	500.00	44.5	455.5	Tuck's plot floral display expenditure
Bunting	200	200	0	Budget spent
Grants	8000	4590	3410	Anticipate budget will be fully expended
Councillors Community Fund grants	1600	279.89	1320.11	Anticipate budget will be fully expended
CCTV	2100	1397.53	702.47	
Manor House rates	18000	8306.25	9693.75	
Manor House water charges	6000	2772	3228	Water leak in rear car park (now repaired) will affect water meter and charging.
Manor House refuse collection	2000	2388.2	388.2	overspend
Manor House heating and lighting	12000	5800	6200	Expect this budget to overspend by year end
Manor House payphone (second line and emergency calls only)	300	0	300	
Manor House cleaning	10200	4528.43	5671.57	Expect this budget to overspend by year end
Manor House furniture and furniture repairs	50	0	50	
Manor House Property maintenance	4100	1019.16	3080.84	Anticipate invoice for repairs to water leak in rear car park – may overspend by year end.
Caretaking	17500	6987.86	10512.14	
Regeneration consultants costs	20000	20000	0	Expect this budget to overspend by November 2008 as anticipated accounts total £29,000. £20,000 funding pledged by DCC to offset the surplus costs.
Local Produce Market	1000	668.79	331.21	Budget may overspend.
Play areas and skatepark	650	259.5	390.5	
Springfield gardens land	100	0	100	
Cemetery toilets	365.00	143.25	221.75	
Staffing (Outside services)	42000	23290.32	18709.68	
Waterfowl travelling	1750	1854.12	104.12	overspend
Waterfowl Lease of compound	1	0	1	Not anticipated will be requested
Waterfowl vets fees	75	116.37	41.37	Budget overspend – other veterinary expenses can be taken from general costs
Waterfowl food	2000	766.61	1233.39	
Waterfowl general expenditure	3700	1358.54	2341.46	Anticipate budget may overspend

<u>EXPENDITURE</u>	<i>Budget TARGET for current year</i>			<i>Notes</i>
Training – outside services	1000	0	1000	
Footpaths	100	0	100	
Bus shelters	0	0	0	<i>Anticipate expenditure of £20 per bus shelter (Fernbank) – approx £300</i>
Allotments rental	800.00	800	0	<i>Budget expended</i>
Allotments water charges	250	96	154	
Allotments maintenance	100	0	100	
CAC contingency	1000	0	1000	
Parish Maintainer equipment and costs	2400	1442.34	957.66	<i>Likely to overspend</i>
Parish Maintainer phone	600	148.63	451.37	
Decorative lighting purchase	1000	950	50	<i>Lighting ordered and received ready for installation</i>
Decorative lighting installation and decommissioning	2900 + £1000 Urban grant fund	125.25	2774.75	<i>Quotes requested from decorative lighting company for Christmas lighting.</i>
Decorative lighting electricity	0	87.66	87.66	<i>This listed separately but can be included in installation and decommissioning</i>

RESERVES:

Operational/ General Reserve	61,481.40	This figure should be 3-12 months' operation of the Council i.e. in excess of £110,000. Budget should therefore include provision of addition to reserves of £20,000 per annum over next three years to achieve £120,000 (this in addition to any budget deficits in forthcoming years and other expenditure.)
Diamond Jubilee Reserve (take from general reserve)	2500	Aim of Council in 2005 to achieve fund level of £5,000 to provide a community event of some kind (similar to Trafalgar event in 2005) to celebrate the Diamond Jubilee of HM The Queen in 2012 –requires additions to budget of approx. £1500 annually over next two years.
Elections reserve	2000	Aim was set by Council to achieve funds of £3,000 for election in 2011 to provide towards costs of elections/polling cards etc. One year to go – budget should include provision for addition to reserve of at least £1000
Lawn Management (previously millennium reserve)	11,814	Remains of reserve previously known as Millennium reserve – new bandstand project was not completed and funds earmarked for management/regeneration of Lawn area
Skatepark reserve (take from general reserve)	500	Reserve agreed in current budget

CAPITAL RESERVES:

Capital reserve	figure	This is the balance of funds from sale of the Leonard Lamb Community Centre
BALANCE AT END OF JUNE 2009	262600.49	
July expenditure:		
ROK release of retention for roof works at Manor House	-1646.48	
Stratton & Holborow – final account for roof works	-476.97	
balance of capital at end of August 2009	£260,477.04	Note: The capital sum currently invested is £265,115.20 for three months.. This investment matures in October 2009 and will be adjusted downwards to reflect the expenditure

Anticipate capital expenditure on works to Waterfowl enclosure by end of year.

PAYMENTS BY DIRECT/DEBIT; STANDING ORDER, ETC., MADE DURING SEPTEMBER 2009

<u>Details of Fin.Direc. Account/ Department</u>	<u>Payee</u>		<u>Amount spent in current month</u>	<u>Budget Balance at current month</u>
Office phone (1)	B.T.		154.35	501.93
Office phone (2)	B.T.		60.65	
payphone	B.T.		51.86	
Franking machine and postage	Neopost Ltd		0	1086.16
Bank charges	fee sweep fee		0	0
Broadband Connection	Eclipse Networking		78.18	1192.23
photocopier	ING Leasing		261.46	8692.59
Printer	IC Office solutions		505.47 80.83	
Rates	Teignbridge District Council		1576.00 85.00	12533.55
Water Rates	South West Water		462.00	
Gas account	Business Gas		294.00	6200
Electricity ac	British Gas		680.00	
Mobile phone	Vodaphone	Waterfowl General Expenditure and Parish Maintainer costs	55.93	3533.58
Electricity supply Waterfowl compound	New direct debit EDF energy		0	
Electricity supply CCTV	EDF energy		84.30	702.47
Allotments – water supply	South West Water	Allotments	16.00	254