



NOTICE OF NEXT COUNCIL MEETING

Dear Councillors

You are hereby summoned to attend the following meeting:

Meeting of... **FINANCE & ADMINISTRATION COMMITTEE**

Time... **19:00**

Date... **Tuesday 9 July 2024**

Place... **Small Hall, Village Hall, Towers Way, Corfe Mullen BH21 3UA**

A handwritten signature in black ink, appearing to read 'C Horsley'.

Catherine Horsley
Town Clerk & RFO
3 July 2024

Councillors will be discussing all the items listed on the agenda below.

PUBLIC PARTICIPATION: In accordance with Standing Orders, a maximum of 30 minutes is set aside before the meeting commences to enable members of the public to bring issues relevant to the agenda to the attention of Councillors. Up to 5 minutes is allowed for each person. Members of the public will only be permitted to speak during the Public Participation agenda item.

AGENDA

- FA 24/16 To Receive and Accept apologies for absence (LGA 1972 s85 (1))**
- FA 24/17 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)
- FA 24/18 Paper A - To Approve minutes of meeting held on 21 May 2024** LGA 1972, sch 12, para 41
- FA 24/19 Paper B – TO FOLLOW - To Approve Accounts for Payment** – accounts to be paid are held until as late possible to ensure as many payments can be captured to avoid payment delays to suppliers.
- FA 24/20 Paper C – To Note the Budget Monitoring Reports for the quarter ended 30 June 2024**
- FA 24/21 Paper D – To Approve Grants to Local Organisations Policy for the 2024/25 Financial Year**

- FA 24/22** **Paper E – To Review and Approve Fund Transfers**
- FA 24/23** **Matters for forthcoming agendas** No decisions can be taken¹
- FA 24/24** **To Agree a date and time for the next meeting** – Tuesday 8 October 2024
at 19:00 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.
- FA 24/15** **Close of Meeting**

¹ 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 19:30
on Tuesday 21 May 2024 in the small hall of the Village Hall**

Present: **Councillors**
J Lortie (Chair)
A Craven
S Florek
D Sowry-House
V Papilio

In Attendance: Catherine Horsley (Town Clerk & RFO)
Rachel Virrill (Deputy Town Clerk – Minute taker)

Public Participation

There were no members of the public present.

FA 24/01 To Elect a Chair for the Municipal Year 2024/25

Cllr Sowry-House proposed Cllr Lortie as Chair of the Committee for the municipal year 2024/25. This was seconded by Cllr Papilio, with all members voting in favour.

Cllr Lortie accepted the position.

It was **RESOLVED** that Cllr Lortie be elected as Chair of the Finance & Administration Committee for the municipal year 2024/25.

FA 24/02 To Elect a Vice-Chair for the Municipal Year 2024/25

Cllr Lortie proposed Cllr Sowry-House as Vice-Chair of the Committee for the municipal year 2024/25. This was seconded by Cllr Papilio, with all members voting in favour.

Cllr Sowry-House accepted the position.

It was **RESOLVED** that Cllr Sowry-House be elected as Vice-Chair of the Finance & Administration Committee for the municipal year 2024/25.

FA 24/03 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllr Hardy due to work commitments.

FA 24/04 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 24/05 Paper A - To Approve minutes of meeting held on 4 January 2024 LGA 1972, sch 12, para 41

It was **RESOLVED** to **APPROVE** the minutes of the meeting held on 4 January 2024, subject to updating the attendees to include Cllr Stennett.

FA 24/06 Paper B – To Approve Bank Reconciliation for April 2024

The bank reconciliation for April 2024 was **APPROVED**.

FA 24/07 Paper C – To Receive and Note the Quarter 4 Budget Monitoring Report and Year End Position for financial year ended 31 March 2024

Cllr Craven raised the following queries:

- Line 75 – Allotments water: Why was there an overspend. The Clerk confirmed at the time of budget setting it was anticipated that the Allotment Association would take over self-management of the allotment site. Therefore, water costs would be payable by the Allotment Association. The overspend had been offset by the allotment rent income received by the Council.
- Line 106 – Allotments sheds: Would sheds be purchased by the Council on behalf of the plot holders as in previous years. The Clerk confirmed it was anticipated sheds would be offered to plot holders later in the year.
- Line 109 – Exceptional & Capital cricket fence nets: Why did the actual spend show -£1200.00 with a variance of £3,200. The Clerk confirmed the £1200 was an adjustment from the 2022/23 financial year which was not progressed due to availability of steel posts. However, 3-4 posts would be replaced in the 2024/25 financial year.
- Line 111 – Exceptional and Capital tree survey: The spend of £3350 was unbudgeted. The Clerk confirmed the tree survey was budgeted in the 2022/23 financial year.
- Line 113 – Exceptional and Capital office porch: What progress had been made bearing in the mind the planning permission granted for commencing building works. The Deputy Clerk informed members that East Dorset Planning had confirmed the accessible car parking space and drop-off area at the front of the Village Hall needed to be completed prior to any building works commencing. Quotations from Contractors were imminent, with works needed to have commenced by the end of August 2024. It was confirmed that once works had commenced a Certificate of Lawful Use application would need to be submitted to Dorset Council as formal confirmation that the development had commenced within the three-year timeframe.
- Line 129 – Exceptional and Capital replacement vehicle: Why was there an overspend. The Clerk confirmed the actual spend on the utility gator was £12,950, showing an overspend of £950.
- Line 131 – Exceptional and Capital website redesign: When would work to redesign the website commence. The Clerk confirmed once the office IT had been upgraded in June 2024, work would commence on the website.
- Line 44 – General Admin election costs: Was there any progress with DAPTC relating to the high costs of the by-election in November 2023. The Clerk confirmed DAPTC were highlighting the high elections costs nationally to NALC and the concerns that people were not putting themselves forward for election due to the costs involved and impact on Councils budgets and effects on local democracy.
- Grant Funding: Was there any progress with the grant applications for the outdoor gym equipment at the Recreation Ground. The Clerk confirmed no response had been received to the application submitted to Suez to date. However, further grant applications were in progress.

The Clerk advised members that further CIL monies had been received taking the total CIL receipts monies to £15,271.11 which would need to be spent in the 2024/25 financial year.

Discussion took place relating to the earmarked reserves for refurbishment/rebuild of the sports pavilion. The Clerk reiterated to members that public consultation would need to commence during the 2024/25 financial year in order to appoint a project manager and architect. It was noted the importance of public consultation particularly when the Council were seeking approval of a Public Works Loan.

Members **RECEIVED** and **NOTED** the Quarter 4 Budget Monitoring Report and Year End Position for financial year ended 31 March 2024.

FA 24/08 Paper D – To Review and Approve Bank Mandate and Signatories

The Clerk presented the report, noting the need for additional bank signatories as a result of recent resignations and retirements and a newly elected Council.

It was **RESOLVED** to recommend **APPROVAL** to Full Council to update the bank mandate and signatories for the newly elected Council for a 5-year term, to be reviewed annually as follows:

REMOVE Paul Harrison, Dave Everett and David Mattocks and REPLACE with Cllr Adrian Craven, Cllr Jocelyn Lortie and Cllr Vanessa Papilio.

The Clerk advised that the necessary forms would be completed for signing following the Full Council meeting scheduled on 28 May 2024.

FA 24/09 Paper E – To Review and Approve General and Earmarked Reserves Policy

It was **RESOLVED** to recommend **APPROVAL** to Full Council of the General and Earmarked Reserves Policy.

FA 24/10 Paper F – To Review and Approve Investment Strategy Policy

It was **RESOLVED** to recommend **APPROVAL** to Full Council of the Investment Strategy Policy.

FA 24/11 Paper G – To Review and Approve the Councils Regular Payment Methods

The Clerk presented the report, noting appendix 1 provided a list of direct debits, already in place for the Councils operating account held with the Co-operative Bank.

Cllr Craven queried why there were two monthly direct debits set up for Water Plus for the sports pavilion. The Clerk confirmed the sports pavilion lounge/kitchen and changing rooms were on separate water meters and therefore billed separately.

Cllr Lortie asked what Central Computer Management Ltd related to. The Clerk confirmed this related to the monthly payroll processing fee trading as Livepay.

It was **RESOLVED** to recommend **APPROVAL** to Full Council of the following:

- Use of variable direct debits shown in Appendix 1.
- Use of BACS by the Councils payroll provider.
- Use of CHAPs for fund transfers between the Councils banking arrangements.

FA 24/12 Paper H – To Review and Approve Fund Transfers

It was **RESOLVED** to recommend **APPROVAL** to Full Council the following fund transfers:

- 1 May 2024 - £260,000 transfer from the co-operative bank to the Public Sector Deposit Fund (PSDF) on receipt of the first tranche of the Precept to ensure the co-operative bank account remained below the FSCS limit of £85,000. Mandate authorised by Cllrs Anne & Paul Holland and countersigned by the Clerk.

FA 24/13 Matters for forthcoming agendas No decisions can be taken¹

Cllr Sowry-House suggested for the Council to consider developing a Men’s Shed provision in the Tower’s Way green space as part of the 2025/26 budget-setting process.

FA 24/14 To Agree a date and time for the next meeting – Tuesday 9 July 2024 at 19:00 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

FA 24/15 Close of Meeting at 20:29.

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

¹ 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 & ADMINISTRATION COMMITTEE – REPORT

Meeting Date: 9 July 2024



Agenda Item: FA 24/19

Paper: B

Subject:	Accounts for Payment
Prepared By:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	To approve the accounts for payment as scheduled on the attached PDF.
Key Points:	<p>Accounts for payment is created direct from Scribe Accounting.</p> <p>Each transaction has a number in the first column which is the transaction number in Scribe for ease of reference when Councillor's log into Scribe to check invoices.</p> <p>The description provides the details of the transaction, stating what it was for.</p> <p>The supplier is the person being paid.</p> <p>The pay type is whether it is IB (instant BACs), DD (direct debit) or Cheque. If it is a cheque the cheque number should be included.</p> <p>The notes column will provide any further explanation about the transaction.</p>
Recommendation:	To APPROVE Accounts for Payment totalling £9987.22.

Accounts for Payment - 9 July 2024

Voucher No	Date	Total	Description	Supplier	Payment Ref	Comments
337	10.07.2024	19.16	CMYT Items	Amazon Payments UK Ltd.	IB	Diaries
336	10.07.2024	240.00	Maintenance	Wessex Pest Control Ltd	IB	Office pest control
335	10.07.2024	18.97	Materials & Supplies	Trade UK (Screwfix)	IB	Tap & hose part for Grounds Team
334	10.07.2024	5.98	Equipment	Trade UK (Screwfix)		Sanding Discs
333	10.07.2024	293.97	Equipment	Trade UK (Screwfix)	IB	Sander, batteries, charger for GT
332	10.07.2024	89.88	Maintenance	Maintain UK Drains Limited	IB	Isolation valve & stopcock repair - Allotment trough
331	10.07.2024	275.40	Maintenance	Maintain UK Drains Limited	IB	Drain investigations - Office
330	10.07.2024	6.99	Materials & Supplies	Amazon Payments UK Ltd.	IB	Scourers
329	10.07.2024	19.97	Equipment	Amazon Payments UK Ltd.	IB	Office extension lead
328	10.07.2024	44.75	Cleaning	Amazon Payments UK Ltd.	IB	Cleaning items
327	10.07.2024	10.99	Equipment	Amazon Payments UK Ltd.	IB	Dustpan & brush
326	17.07.2024	55.20	Water Usage	Waterplus	DD	Village Hall
325	17.07.2024	19.74	Water Usage	Waterplus	DD	Pavilion - Lounge
324	17.07.2024	27.52	Water Usage	Waterplus	DD	Pavilion - Changing rooms & public toilets
323	17.07.2024	8.54	Water Usage	Waterplus	DD	Cemetery
322	17.07.2024	122.29	Water Usage	Waterplus	DD	Allotment
321	15.07.2024	56.35	Fuel	UK Fuels Limited	DD	
317	03.07.2024	6.80	Postage	Swanage Post Office	Card	Stamps
316	10.07.2024	64.37	Materials & Supplies	MBWilkes	IB	Materials for concrete base - Towers Way waste bin
315	16.07.2024	394.37	Waste Collection	Dorset Waste Partnership	DD	Pavilion/Recreation Ground
314	01.07.2024	432.00	Rates	Dorset Council	DD	Office
313	01.07.2024	227.00	Rates	Dorset Council	DD	Cemetery
312	01.08.2024	35.37	Water Usage	Water2business	DD	Cemetery
311	08.07.2024	129.69	Fuel	UK Fuels Limited	DD	
310	10.07.2024	2520.00	Maintenance	Treestuff Ltd	IB	Ash tree removal - Rec
309	10.07.2024	13.38	Equipment	Trade Uk (B&Q)	IB	Glue & saw for GT
308	10.07.2024	272.98	Signs	Think Signs Ltd.	IB	Replacement tick/adder signs - Springdale
307	10.07.2024	267.60	Electricity Usage	SSE Energy Solutions (Southern Electric)	IB	Streetlighting
306	10.07.2024	39.99	Materials & Supplies	Trade UK (Screwfix)	IB	Woodstain - benches
305	27.06.2024	316.08	Monthly Subscription	Peninsula Business Services Limited	DD	Monthly health & safety
304	26.06.2024	10.00	CMVH Items	1p Mobile t/a Telecommunications Management Limited	Card	VH mobile top-up
303	14.07.2024	57.00	Monthly Subscription	Newburgh Networks Limited	DD	New ICT
302	14.07.2024	68.40	Monthly Subscription	Newburgh Networks Limited	DD	New ICT
301	14.07.2024	412.50	IT Support	Newburgh Networks Limited	DD	New ICT
300	10.07.2024	62.40	Materials & Supplies	NBB Recycled Furniture	IB	Bench anchor kit
299	20.07.2024	48.00	Monthly Subscription	Central Computer Management Ltd	DD	Livepay Payroll
298	10.07.2024	720.00	Security	K9 Security (Guarding) Ltd.	IB	Security at Recreation Ground
297	10.07.2024	252.00	Security	K9 Security (Guarding) Ltd.	IB	6-monthly fee for keyholder service
296	10.07.2024	361.97	Maintenance	Enerveo Limited	IB	Repairs to xmas tree electricity supply
295	10.07.2024	40.00	Training	Dorset Association of Parish and Town Councils	IB	CLlr Training
294	10.07.2024	111.00	Room Hire	Corfe Mullen Village Hall	IB	
293	10.07.2024	1309.20	Cleaning	Clean Deep Services Limited	IB	
292	18.07.2024	47.88	Monthly Subscription	Buzz Networks Ltd.	DD	Landline
291	10.07.2024	4.99	CMVH Items	Amazon Payments UK Ltd.	IB	Toilet roll holders for VH
290	10.07.2024	2.49	Stationery	Amazon Payments UK Ltd.	IB	
289	10.07.2024	7.79	Materials & Supplies	Amazon Payments UK Ltd.	IB	Superglue
288	10.07.2024	291.17	Annual Subscription	Adobe Systems Software Ireland Ltd	IB	

Accounts for Payment - 9 July 2024

287	10.07.2024	28.33	Stationery	Ace Office Environments Limited	IB	Paper
286	26.06.2024	8.10	Materials & Supplies	Cricklewood Electronics	Card	Fuses for pavilion
284	13.06.2024	31.79	Materials & Supplies	Agri-Gem Ltd	Card	Weed sprayer seal kit
278	10.07.2024	4.88	Equipment	Amazon Payments UK Ltd.	IB	Screwdriver bits
277	10.07.2024	72.00	Annual Subscription	Vision ICT	IB	
	TOTAL:	9987.22				



FINANCE AND ADMINISTRATION COMMITTEE – REPORT

Meeting Date: 9 July 2024

Agenda Item: FA 24/20

Paper: C

Subject:	Budget Monitoring Report – Q1 2024/25
Purpose of Report:	To Receive and Note the Q1 Budget Monitoring Report.
Prepared by:	Catherine Horsley, Town Clerk & RFO
Background:	Budget Monitoring for 2024/25 to be carried out at the end of each quarter.
Key Points:	<p>The attached budget monitoring report (Appendix 1) shows the position of each cost centre/code in respect of budgeted and actual income and expenditure during Q1 2024/25 including any variances.</p> <p>The report shows 3 columns for both receipts (income) and payments (expenditure) as follows:</p> <ul style="list-style-type: none"> • Total for year – total allocated budget • Year to date – total allocated budget divided by 4 to show Q1 budget (April to June) • Actual – Q1 actual receipts/payments <p>The variance column shows the under/overspend of each receipt and payments cost centre/code against Q1 2024/25 budget up to 30 June 2024.</p> <p>Note: the total variance box amount shows the difference between the actual receipts versus actual payments.</p> <p>There is an underspend of £65,866.76 at the end of Q1 2024/25. However, members should note the following items when considering the Q1 financial position:</p> <ul style="list-style-type: none"> • Banking – CCLA transfers take place twice a year on receipt of the precept • Insurance – due in October 2024 • Employees – salaries underspend due to recruitment of Deputy Clerk and Grounds Team Leader • Exceptional & Capital – majority of spend will be during Q2 & Q3 2024/25 • Subscriptions – payable annually • Office IT & Software – overspend due to upgraded office hardware/software to MS365. • Precept – paid twice a year, in April and September • Rates – paid over 10 months • Office costs – fire safety maintenance conducted 6 monthly. Office cleaning has been ceased, with staff doing cleaning. • Recreation Utilities - £1475.90 unpaid to 2nd Corfe Mullen Scouts Group • Pavilion H&S – fire safety maintenance conducted 6 monthly.

	<ul style="list-style-type: none"> • Streetlighting – repairs and upgrade to LED on some columns. • Contractors – BCP have yet to invoice for work carried out to date <p>Appendix 2 provides an overview of the reserves and general fund balances at the end of Q1 2024/25 for information. The general fund provides for budgeted expenditure during Q2 2024/25, £60,000 to offset budget shortfall and circa 6 months operating costs, with the recommendation to hold a minimum of 3-6 months.</p>
Implications:	<p>It is required as part of the Town Councils internal controls to monitor the budget at least on a quarterly basis. Failure to do so would result in not being able to satisfy the external audit checks in respect of internal controls. Close budget monitoring should be carried out to ensure the Council finances are on track and every item is accounted for. Members should be checking for any anomalies and unusual variances which have not been explained.</p>
Recommendation:	<p>To Receive and Note the Q1 2024/25 Budget Monitoring Report.</p>

Corfe Mullen Town Council

Receipts and Payments compared with Flexed Budget (01/04/2024 to 30/06/2024)

	Budget Receipts		Act. Receipts	Budget Payments		Act. Payments	Variance	
	Total for year	Year to Date		Total for Year	Year to Date		Year to Date	
Cost Centre Allotments								
74 Rent								
75 Water				1,400.00	349.97	311.44		38.53
76 Maintenance				2,500.00	625.03	8.25		616.78
77 Compensation								
99 Insurance				300.00	75.00			75.00
106 Sheds								
Cost Centre Banking								
82 CCLA transfers				50.00	12.47	25.00		-12.53
100 Bank Charges				60.00	15.00	11.94		3.06
101 PWLB Loan Interest								
134 Scottish Widows Transfer								
Cost Centre Cemeteries								
64 Insurance				700.00	175.03			175.03
65 Rates & Utilities				3,000.00	750.00	774.83		-24.83
66 Repairs and Maintenance				3,500.00	874.97			874.97
Cost Centre Climate Change								
58 Events and Measures				500.00	124.97			124.97
Cost Centre CMVH								
108 VH Reimbursement						-16.74		16.74
Cost Centre CMYT								
125 CMYT - Reimbursement								
Cost Centre Employees								
10 Salaries				169,500.00	42,375.00	32,285.03		10,089.97
92 PAYE				21,500.00	5,374.97	4,585.60		789.37
93 National Insurance				34,100.00	8,524.97	5,591.94		2,933.03
95 Pension				62,600.00	15,649.97	11,618.82		4,031.15

Corfe Mullen Town Council
Receipts and Payments compared with Flexed Budget (01/04/2024 to 30/06/2024)

Cost Centre	Exceptional and Capital	Budget Receipts		Act. Receipts	Budget Payments		Act. Payments	Variance	
		Total for year	Year to Date		Total for Year	Year to Date		Year to Date	
80	PWLB Loan Repayments								
84	Allotment Improvements								
85	Plant Replacement				1,000.00	250.03			250.03
86	Litter Bin/Dog Bin Replacement								
87	Highways Improvements net of CIL								
88	Chapel Repairs								
89	Platinum Jubilee Celebration								
90	Building Revaluation								
91	Trailer for Groundstaff Team				600.00	150.00			150.00
109	Cricket Fence and Nets				2,000.00	499.97			499.97
110	Henbury Play Area Fence								
111	Tree Survey Remedial Actions				8,000.00	1,999.97	3,150.00		-1,150.03
112	Recreation Ground Pit Area				4,500.00	1,125.00			1,125.00
113	Office Porch								
114	Neighbourhood Plan						139.50		-139.50
115	Remembrance Sunday				350.00	87.47			87.47
117	CIL Expenditure				10,000.00	2,500.03			2,500.03
127	Kings Coronation								
128	Replacement Laptop								
129	Replacement Vehicle								
130	Civic Regalia				2,500.00	625.03			625.03
131	Website Redesign								
132	Old Cemetery Driveway								
137	Commemorative Flag Pole				1,000.00	250.03			250.03
138	D-Day 80th Anniversary				2,500.00	625.03			625.03
139	Bus Shelters				11,000.00	2,749.97			2,749.97
140	Road Safety Measures				7,500.00	1,875.00			1,875.00
141	Recreation Ground Fence				6,000.00	1,500.00			1,500.00
142	Dropped Kerb Programme				10,000.00	2,500.03			2,500.03
143	Additional CCTV				2,000.00	499.97			499.97

Cost Centre General Admin

Corfe Mullen Town Council
Receipts and Payments compared with Flexed Budget (01/04/2024 to 30/06/2024)

	Budget Receipts		Act. Receipts	Budget Payments		Act. Payments	Variance
	Total for year	Year to Date		Total for Year	Year to Date		Year to Date
11 Travelling Expenses				200.00	49.97	13.50	36.47
28 Legal Fees				2,000.00	499.97		499.97
29 Employment Services				2,120.00	529.97	619.00	-89.03
30 Staff Training				2,500.00	625.03	60.00	565.03
31 Staff Professional Fees				360.00	90.00	357.00	-267.00
32 Councillor Training				2,000.00	499.97	540.00	-40.03
33 Insurance				1,400.00	349.97		349.97
34 DAPTC				1,515.00	378.75	1,513.90	-1,135.15
35 Audit Fees				2,200.00	550.03	800.00	-249.97
36 Meeting Room Hire				1,600.00	400.03	478.50	-78.47
37 Advertising				500.00	124.97		124.97
38 Councillors Travelling Expenses				500.00	124.97		124.97
39 Chairman's Allowance				500.00	124.97	47.75	77.22
40 Town Council Newsletter				6,000.00	1,500.00		1,500.00
41 Publications and Subscriptions				260.00	64.97	100.00	-35.03
42 Office IT & Software				4,500.00	1,125.00	4,115.67	-2,990.67
44 Election Costs				13,500.00	3,375.00		3,375.00
45 Miscellaneous				50.00	12.47		12.47
46 Notice Boards & Signs				500.00	124.97		124.97
47 Civic Expenses				1,000.00	250.03	193.24	56.79
105 Health & Safety Services				3,200.00	799.97	1,222.71	-422.74
Cost Centre Grants							
68 Youth Centre Revenue Grant				37,000.00	9,250.03	4,129.98	5,120.05
69 CMVH				50,000.00	12,499.97		12,499.97
73 Small Grants Programme GPC				8,500.00	2,125.03		2,125.03
Cost Centre Income: Allotment							
4 Allotment Rents	1,500.00	375.00	684.47				309.47
Cost Centre Income: Bank Interest							
3 Bank Interest	12,000.00	3,000.00	4,794.12				1,794.12

Corfe Mullen Town Council

Receipts and Payments compared with Flexed Budget (01/04/2024 to 30/06/2024)

	Budget Receipts		Act. Receipts	Budget Payments		Act. Payments	Variance
	Total for year	Year to Date		Total for Year	Year to Date		Year to Date
Cost Centre	Income: Booklet Sales						
7			3.00				3.00
Cost Centre	Income: Cemetery						
2	5,000.00	1,249.97	2,114.00				864.03
Cost Centre	Income: Exceptional and Capital						
78	4,000.00	1,000.03	6,019.75				5,019.72
79							
120							
126			-100.00				-100.00
Cost Centre	Income: FOI						
6							
Cost Centre	Income: Other						
8							
9							
102							
Cost Centre	Income: Precept						
1	551,125.00	137,781.28	275,562.50				137,781.22
Cost Centre	Income: Recreation Ground						
5	50.00	12.47					-12.47
118	5,500.00	1,375.03	2,247.00				871.97
119	6,500.00	1,624.97	1,566.50				-58.47
133	1,000.00	250.03	286.00				35.97
135			5,295.00				5,295.00
Cost Centre	Office Costs						
48				650.00	162.47	191.88	-29.41
49				1,200.00	300.00	283.58	16.42
50							

Corfe Mullen Town Council

Receipts and Payments compared with Flexed Budget (01/04/2024 to 30/06/2024)

	Budget Receipts		Act. Receipts	Budget Payments		Act. Payments	Variance
	Total for year	Year to Date		Total for Year	Year to Date		Year to Date
51 Insurance				700.00	175.03		175.03
52 Rates				4,150.00	1,037.53	1,298.59	-261.06
53 Repairs & Maintenance				1,000.00	250.03	456.63	-206.60
54 Utilities				2,250.00	562.50	591.79	-29.29
55 Fire and Security				800.00	199.97	512.63	-312.66
56 Office Cleaning (inc Windows)				400.00	100.03	143.06	-43.03
57 Miscellaneous				100.00	25.03		25.03
104 Office Furniture							
107 Office - Waste Collection				405.00	101.25	107.21	-5.96
Cost Centre Recreation							
12 Ground Staff Building (premises Co:				2,500.00	625.03	979.84	-354.81
13 Public Toilets				5,500.00	1,375.03	1,379.85	-4.82
14 PPE & Uniform				2,000.00	499.97	371.48	128.49
15 Cleaning Materials & Supplies				2,500.00	625.03	369.08	255.95
16 Litter & Dog Bins				1,000.00	250.03		250.03
17 Security (Alarm & CCTV)				9,750.00	2,437.50	2,306.00	131.50
18 Waste & Recycling				4,700.00	1,174.97	1,028.41	146.56
19 Tools & Equipment				2,000.00	499.97	69.06	430.91
20 Contractor Costs				25,000.00	6,250.03	1,019.00	5,231.03
21 Utilities				3,000.00	750.00	1,475.90	-725.90
22 Insurance				700.00	175.03		175.03
23 Rent DCC				650.00	162.47		162.47
24 Play Areas				15,000.00	3,750.00	223.70	3,526.30
25 Dog Warden							
26 Community Orchard							
27 Tree Planting				100.00	25.03		25.03
97 Telephone/Broadband/Mobiles				755.00	188.72	192.30	-3.58
98 Recreation/Sports Facility Maintena				10,000.00	2,500.03	53.13	2,446.90
116 Pavilion - Health & Safety				1,500.00	375.00	1,283.34	-908.34
121 Pavilion - Utilities				8,500.00	2,125.03	1,913.51	211.52
122 Pavilion - Professional Fees				500.00	124.97		124.97
123 Pavilion - Cleaning & Supplies				8,800.00	2,200.03	1,709.13	490.90

Corfe Mullen Town Council

Receipts and Payments compared with Flexed Budget (01/04/2024 to 30/06/2024)

	<u>Budget Receipts</u>		<u>Act. Receipts</u>	<u>Budget Payments</u>		<u>Act. Payments</u>	<u>Variance</u>
	Total for year	Year to Date		Total for Year	Year to Date		Year to Date
124 Pavilion - Maintenance				7,000.00	1,750.03	538.61	1,211.42
136 Pavilion - Waste				500.00	124.97	99.68	25.29
Cost Centre Street Lighting & Furniture							
81 Street Lighting and Furniture				5,000.00	1,249.97	3,704.88	-2,454.91
Cost Centre Vehicles & Plant							
59 Road Tax				500.00	124.97		124.97
60 Insurance				2,000.00	499.97		499.97
61 Vehicle Fuel				1,600.00	400.03	470.18	-70.15
62 Vehicle Maintenance				1,500.00	375.00		375.00
63 Plant Maintenance				1,500.00	375.00	260.44	114.56
103 Equipment Fuel				400.00	100.03	92.09	7.94
GRAND TOTALS	£586,675.00	£146,668.78	£298,472.34	£646,675.00	£161,668.60	£95,801.84	£217,670.32

Corfe Mullen Town Council
Reserves Balance up to 30th Jun 2024
2024-2025

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Capital					
Plant Replacement	2,000.00	-1,000.00			1,000.00
Trailer & Accessories for Ground	335.84	264.16			600.00
Office Porch	10,000.00				10,000.00
Replacement Vehicle	-950.00	950.00			0.00
Bus Shelters		11,000.00			11,000.00
Total Capital	11,385.84	11,214.16			22,600.00
Earmarked					
Section 106 Monies	204,848.02				204,848.02
Pavilion Refurbishment/Rebuild	42,761.67	35,000.00			77,761.67
Cricket Fence and Nets	2,000.00				2,000.00
Tree Survey & Remedial Works	105.00	7,895.00			8,000.00
Recreation Ground Pit Area	-1,240.00	5,740.00			4,500.00
Neighbourhood Plan	4,214.28		139.50		4,074.78
Remembrance Sunday	627.68	-277.68			350.00
CIL Receipts	9,251.36			6,019.75	15,271.11
Kings Coronation	-66.76	66.76			0.00
Replacement Laptop	134.17	-134.17			0.00
Civic Regalia	27.20	2,472.80			2,500.00
Website Redesign	5,000.00				5,000.00
Old Cemetery Driveway	4,290.00	-4,290.00			0.00
Refundable Damage Deposits	600.00				600.00
Commemorate Flag Pole		1,000.00			1,000.00
D-Day 80th Anniversary		2,500.00			2,500.00
Road Safety Measures		7,500.00			7,500.00
Recreation Ground Fence		6,000.00			6,000.00
Dropped Kerb Programme		10,000.00			10,000.00
Additional CCTV		2,000.00			2,000.00
Total Earmarked	272,552.62	75,472.71	139.50	6,019.75	353,905.58
TOTAL RESERVE	283,938.46	86,686.87	139.50	6,019.75	376,505.58
GENERAL FUND					418,647.19
TOTAL FUNDS					795,152.77



FINANCE & ADMINISTRATION COMMITTEE – REPORT

Meeting Date: 9 July 2024

Agenda Item: FA 24/21

Paper: D

Subject:	Grant Policy and Application Form 2024/25
Prepared By:	Catherine Horsley, Town Clerk and RFO
Purpose of Report:	To review and approve the Grant Policy and Application Form for 2024/25 grant applications.
Background:	The Grant Policy and Application Form is reviewed and updated each year to ensure it meets with both the Councils requirements and current legislation.
Key Points:	<p>The small Grants Programme budget is £8,500.</p> <p>The policy has been reviewed in line with the SLCC best practice template. Applications must be received by Friday 27 September 2024 for consideration by the Finance and Administration Committee meeting scheduled on 8 October 2024, followed by ratification at the Full Council meeting scheduled on 22 October 2024. Any grants awarded will be paid by 29 November 2024.</p>
Implications:	Failure to have an up-to-date policy leaves the Council open to challenge and risks the Council acting illegally.
Recommendation:	To recommend to Full Council to approve the Grant Policy and Application Form for 2024/25.



Corfe Mullen Town Council

Grants to Local Organisations Policy

1. Introduction

1.1. A grant is any payment made by Corfe Mullen Town Council (the 'Council') to be used by a local organisation for a specific purpose that will benefit the Parish or residents of Corfe Mullen, and which is not directly controlled or administered by the Council. The Council awards grants at its discretion to local organisations that can demonstrate a clear need for financial support where the Parish will benefit by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Parish of Corfe Mullen in a positive way

2. Grant Application Process

2.1. This policy, application form, and any other required forms will be available on the Council website or by request from the Clerk to the Council, who will, upon receipt of all applications after the application deadline date, collate all the necessary information from the applicants ready for presentation and discussion at the appropriate Council meeting(s).

2.2. All questions on the application form should be fully answered and additional information supporting an application should be provided.

2.3. In addition to the application form organisations will be required to provide the following supporting information:

- a copy of their written constitution or details of their aims and purpose
- full details of the project or activity
- demonstrate the grant will be of benefit to the local community within the Parish
- the proportion or number of beneficiaries living in the electoral area,
- demonstrate a clear need for the funding
- a copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan

2.4. All grant applications must be received by **Friday 27 September 2024** for grants to be awarded by **Friday 29 November 2024**.

2.5. The Council will make the decision on which grants to award, and all applicants will be contacted following the Council's decision.

2.6. The Council has a limited budget each year and for the year 2024/25, the total small grants budget is £8,500.

2.7. The Council's Finance & Administration Committee will consider grant applications at their meeting on 8 October 2024 for ratification by the Full Council on 22 October 2024. However, the Committee may consider further applications at other times subject to budget availability.

3. Conditions of Funding

3.1. The organisation must be either not-for-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.

3.2. Grants will not be made to individuals.

- 3.3. Grants will not be made retrospectively.
- 3.4. Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
- 3.5. An organisation should have a bank account in its own name with two authorised representatives as signatories.
- 3.6. The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for, and evidence of expenditure should be supplied to the Council as requested.
- 3.7. Only one application for a grant will be considered from each organisation in any one financial year.
- 3.8. Ongoing commitments to award grants or subsidies in future years will not be made. A new application will be required each year.
- 3.9. Each application will be assessed on its own merits.
- 3.10. The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application that it considers being inappropriate or against the objectives of the Council.
- 3.11. Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.
- 3.12. The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
- 3.13. An End of Year Grant to Local Organisation Monitoring Form must be completed no later than 60 days following the end of the financial year it was awarded.
- 3.14. Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.



GRANT TO LOCAL ORGANISATIONS APPLICATION FORM

Please read the guidance notes before completing the form

1.	Name of organisation	
2.	Name of contact	
3.	Contact Address	
4.	Tel. No	
5.	Email Address	
6.	Address where activities are based <i>if different from contact address</i>	
7.	What area (community) is served?	
8.	Are there any other similar facilities or services provided in the area/district?	
9.	Approximately how many people in Corfe Mullen benefit from and/or attend your organisation/activity?	
10.	How does your organisation/activity benefit the residents of Corfe Mullen?	

11.	Present charges/subscription/fees. Please attach schedule if available.	
12.	Are there any proposals to change or introduce charges, subscriptions or fees? If so, please advise effective dates.	
13.	Details of the project, facilities, or service to be provided and how it will benefit the community:	
14.	a) Proposed starting date of project or acquisition date of equipment.	
	b) Estimated completion date or length of time for the project.	

15.	Please give details of the cost of the project	
16.	Please give details of other grants awarded or applied for.	
17.	Amount of grant requested from Corfe Mullen Town Council	
18.	Any other relevant information <i>continue on a separate sheet if necessary</i>	

Signed.....

Date.....

Please return your application form to: Corfe Mullen Town Council, Council Office, Towers Way, Corfe Mullen, Wimborne, Dorset BH21 3UA or email office@corfemullen-tc.gov.uk enclosing your organisation's latest financial statement. **The deadline for receipt of applications is Friday 27 September 2024.**

Guidance Notes for Completing the Grants to Local Organisations Application Form

1. Not all the questions contained in this application form are relevant to all local organisations or have enough space for adequate explanation. As such, the Council welcomes any supporting information which you believe will better explain and assist your application.
2. If there is insufficient space on any part of the application form, please indicate and attach a separate note.
3. When making your application:

The Council particularly encourages applications for specific one-off costs or projects. However, it may also consider revenue costs except for those which are the responsibility of another local authority, for example, Dorset Council as the Unitary Authority.
4. All applications **must** include:
 - a) A copy of the latest financial statement of the organisation (if applicable showing all general and special balances).
 - b) All applications for grant funding must declare any other grants that have been received in connection with the same application.
5. Requests for grants will only be considered from the following categories:
 - a) A Corfe Mullen-based charity, organisation or association.
 - b) An organisation or association serving the needs of the residents of the Parish of Corfe Mullen.
 - c) An organisation or association serving a specific demographic of the community in the Parish of Corfe Mullen.
 - d) An award of a grant must give direct benefit to all or some of the residents of the Parish of Corfe Mullen, and the size of the grant should be commensurate with the benefit delivered.
 - e) The Council as a body does not affiliate to any political party or religion therefore will not provide grant aid to support any religious group or activity in the village. By law, the Council cannot offer financial assistance to any political party.
6. Applications for grants which do not meet the criteria set out in 5 above may still be considered in certain circumstances where the law allows.
7. You will be informed in writing whether your application has been successful.
8. If you have any queries or wish to discuss the application, please contact the Council Office on 01202 698600 or email office@corfemullen-tc.gov.uk.



END OF GRANT TO LOCAL ORGANISATIONS MONITORING FORM

Name of organisation	
Amount awarded	£

A condition of being awarded a grant, the local organisation is required to provide a report on how the grant was spent and the benefits achieved. Please complete and return this form to the Council Office at the above address at your earliest convenience, no later than 60 days from the end of the financial year it was awarded. If you have any queries about the form, please contact the Council Office.

Section 1: Spending your grant:

Please provide details of the activities or items funded by the grant and how the grant was spent. Please do not send receipts with this form.

Item/Activity <i>continue on a separate sheet if necessary</i>	Cost
Total Spent:	

If activities or items detailed above are different in any way from what was stated on the original application form, use the space below to explain the changes.

Continue on a separate sheet if necessary

Section 2: The benefits of your grant

Please give details below of the ways in which the grant has been of benefit to the community, or groups the organisation are working with. You can attach an activity report or other supporting information if you wish.

Continue on a separate sheet if necessary

Please estimate the following (if applicable):

The average number of people who attended the activity	
The number of volunteers who have helped to deliver the activity	
How many people benefited from the item and/or activity	

Section 3: The signed declaration

I confirm that the details contained in this form are correct and that the Council will keep all financial records and accounts for at least seven years from payment of the grant. The Council understands that this does not release them from any legal responsibility to keep records for longer periods.

Name: _____

Position in local organisation _____

Contact telephone number or email address: _____

Signature: _____ Date: _____

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS FORM. PLEASE RETURN TO THE COUNCIL OFFICE.

HOW WE USE YOUR PERSONAL INFORMATION

The information provided by the local organisation will be used by Corfe Mullen Town Council to contact the organisation about the application. The information will not be disclosed to third parties except as described below. The Council may check information provided by the organisation, or information about the organisation provided by a third party, with other information held by the Council. The Council may also obtain information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

For further information, go to the Council's website www.corfemullen-tc.gov.uk or email office@corfemullen-tc.gov.uk.



FINANCE & ADMINISTRATION COMMITTEE – REPORT

Meeting Date: 9 July 2024

Agenda Item: FA 24/22

Paper: E

Subject:	Fund Transfers
Prepared By:	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	To Review and Approve Fund Transfers
Background:	<p>Under the Council's Financial Regulations 6.6 iv - the Clerk shall have delegated authority to authorise fund transfers within the councils banking arrangements and bank mandate up to the sum of £10,000, provided that a list of such payments be submitted to the next appropriate meeting of Council or delegated committee.</p> <p>The report showing fund transfers over £10,000 during the quarter to be presented to the Finance & Administration Committee for review to recommend approval to Full Council.</p>
Key Points:	<p>Fund transfers during Q1 2024/25 as follows shown in Appendix 1:</p> <ol style="list-style-type: none">1 May 2024 - £260,000 transfer from the co-operative bank to the Public Sector Deposit Fund (PSDF) on receipt of the first tranche of the Precept to ensure the co-operative bank account remained below the FSCS limit of £85,000. <i>Mandate authorised by Cllrs Anne & Paul Holland and countersigned by the Clerk.</i>1 July 2024 - £60,000 transfer from PSDF to the co-operative bank to top up the operating account to cover payments out. <i>Mandate authorised by Cllrs Anne Holland & Sowry-House and countersigned by the Clerk.</i>
Implications:	<p>Failure to report to Council and approve fund transfers would be in breach of the Councils Financial Regulations.</p> <p>Quarterly review by the Finance & Administration Committee provides assurance to the Council of its internal controls and to detect fraud.</p>
Recommendation:	To recommend APPROVAL to Full Council the fund transfers as listed in Appendix 1.

Corfe Mullen Town Council
TRANSFERS

Date	Desc	From	To	Amount
01/05/2024	Bank to Bank Transfer	Cooperative Current Accou	Public Sector Deposit Fund	260,000.00
01/07/2024	Bank to Bank Transfer	Public Sector Deposit Func	Cooperative Current Accou	60,000.00
			Total.....	320,000.00