



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 8 October 2024**

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

A handwritten signature in cursive script, appearing to read 'C Horsley'.

**Catherine Horsley
Town Clerk & RFO
2 October 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 24/26 To Receive and Accept apologies for absence (LGA 1972 s85 (1))**
- FA 24/27 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 24/28 Paper A - To Approve minutes of meeting held on 9 July 2024** LGA 1972, sch 12, para 41
- FA 24/29 Paper B - 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 24/30 Paper C – To Note the Budget Monitoring Reports for the quarter ended 30 September 2024**
- FA 24/31 Paper D – To Review and Approve Fund Transfers**
- FA 24/32 Paper E - To consider Small Grants Programme Applications**

- FA 24/33** **Paper F - To Consider Budget items for the 2025/26 Financial Year**
- FA 24/34** **Matters for forthcoming agendas** No decisions can be taken¹
- FA 24/35** **To Agree a date and time for the next meeting** – Tuesday 19 November 2024
at 19:00 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.
- FA 24/36** **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 19:00
on Tuesday 9 July 2024 in the small hall of the Village Hall**

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

In Attendance: Rachel Virrill (Deputy Town Clerk – Minute taker)

Public Participation

There were no members of the public present.

The Chair invited Cllr Sowry-House to speak following attendance at the 4th Birthday celebrations of Legs and Company Leg Club who had been awarded a grant by the Council as part of the small grants programme. Cllr Sowry-House shared the great job done by everyone involved and how valuable the service was to Corfe Mullen residents.

FA 24/16 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

Apologies for absence were received and accepted from Cllr Craven due to family commitments.

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)

There were no declarations of interest.

FA 24/18 Paper A - To Approve minutes of meeting held on 21 May 2024 LGA 1972, sch 12, para 41

It was **RESOLVED** to **APPROVE** the minutes of the meeting held on 21 May 2024.

FA 24/19 Paper B – To Approve Accounts for Payment

It was **RESOLVED** to **APPROVE** the accounts for payment totalling £9987.22.

FA 24/20 Paper C – To Note the Budget Monitoring Reports for the quarter ended 30 June 2024

The Chair presented the report, highlighting the underspend of £65,866.76 during Q1, due to most of the expenditure due during Q2/3 of the 2024/25 financial year as listed below:

- Banking – CCLA transfers, twice yearly on receipt of the precept.
- Insurance – due in October 2024.

- Employees – salaries underspend due to recruitment of Senior Administrator/Deputy Clerk and Grounds Team Leader.
- Exceptional & Capital – majority of spend during Q2/3 of the 2024/25 financial year.
- Subscriptions – payable annually.
- Office IT & Software – overspend due to upgraded office hardware/software to Microsoft 365.
- Precept – paid twice yearly, in April and September.
- Rates – paid over 10 months.
- Office costs – fire safety maintenance conducted 6 monthly. Office cleaning ceased.
- Recreation Utilities – unrepresented payment of £1475.90 to 2nd Corfe Mullen Scouts Group.
- Pavilion H&S – fire safety maintenance conducted 6 monthly.
- Streetlighting – repairs and upgrade to LED on some columns to which the Town Council are responsible for.
- Contractors – BCP had yet to invoice for work carried out to date during the 2024/25 financial year.

Cllr Hardy noted the commentary in the Internal Audit Report for the year ending 31 March 2024 relating to the high level of general reserves and asked if this was being addressed. The Deputy Clerk confirmed following approval at the Full Council meeting held on 25 June 2024, orders for two new bus shelters, outdoor gym equipment, playground swings and Recreation Ground fence had been placed which were a significant expenditure from the allocated budget.

The Chair provided new members of the Committee with some background to the Councils previous finances and reiterated the Councils finances were in a very strong position.

Members **RECEIVED** and **NOTED** the Quarter 1 Budget Monitoring and Reserves Balance 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

Members felt it was necessary to include an additional clause to cover the Council should any unfortunate matters arise, e.g. unethical behaviour or awarded grant not being used as intended.

It was **RESOLVED** to recommend to Full Council to **APPROVE** the Grants to Local Organisations Policy for the 2024/25 financial year, subject to the additional clause, to be updated and presented to the next Full Council meeting scheduled on 23 July 2024.

FA 24/22 Paper E – To Review and Approve Fund Transfers

It was **RESOLVED** to recommend to Full Council to **APPROVE** the fund transfers as listed in appendix 1.

FA 24/23 Matters for forthcoming agendas No decisions can be taken¹

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)

Cllr Sowry-House noted as part of the budget setting process for the 2025/26 financial year, for Council to consider an additional budget line to mark the 80th anniversary of the end of World War Two to support activities to commemorate the historic moment in time.

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 24/25 **Close of Meeting at 19:35.**

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



FINANCE & ADMINISTRATION COMMITTEE – REPORT

Meeting Date: 8 October 2024

Agenda Item: FA 24/29

Paper: B

Subject:	Accounts for Payment
Prepared By:	Rachel Virrill, Deputy Town Clerk
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 £41,388.10

Accounts for Payment - 8 October 2024

Voucher						Payment	
No	Date	Total	Description	Supplier	Ref	Comments	
622	16.10.2024	£55.20	Water Usage	Waterplus	DD	VH/Office water	
621	16.10.2024	£19.74	Water Usage	Waterplus	DD	Pavilion water 2	
620	16.10.2024	£27.52	Water Usage	Waterplus	DD	Pavilion water 1	
619	16.10.2024	£8.54	Water Usage	Waterplus	DD	Cemetery water	
618	16.10.2024	£122.29	Water Usage	Waterplus	DD	Allotments water	
617	07.10.2024	£47.76	Monthly Subscription	Buzz Networks Ltd.	DD	Office phone/broadband	
616	07.10.2024	£121.39	Fuel	UK Fuels Limited	DD	Grounds vehicle/machinery fuel	
615	07.10.2024	£136.43	Signs	Think Signs Ltd.	IB	Cemetery carpark sign	
614	09.10.2024	£267.60	Electricity Usage	SSE Energy Solutions (Southern Electric)	IB	Streetlighting	
613	27.09.2024	£316.08	Health & Safety	Peninsula Business Services Limited	DD	H&S monthly subscription	
612	26.09.2024	£19.80	Maintenance	Wimborne Tyres Auto Centre	Card	Tyre repair - Ride-on mower	
611	04.10.2024	£35.16	Materials & Supplies	NBB Recycled Furniture	Card	Bench fixings - Library bench	
610	24.09.2024	£2.50	Gift	Co-op Supermarket	Card	Card for CH	
609	01.10.2024	£192.00	Monthly Subscription	Newburgh Networks Limited	DD		
608	07.10.2024	£112.50	IT Support	Newburgh Networks Limited	DD		
607	20.10.2024	£48.00	Monthly Subscription	Central Computer Management Ltd	DD	Payroll subscription	
606	09.10.2024	£432.00	Occupational Health	Latus Group (UK) Ltd	IB	Grounds Team annual hearing tests	
605	09.10.2024	£67.02	Materials & Supplies	Landscape Supply Company	IB	Moss killer	
604	09.10.2024	£204.13	Materials & Supplies	Landscape Supply Company	IB	Grease/maintenance for Grounds Equipment	
603	09.10.2024	£720.00	Security	K9 Security (Guarding) Ltd.	IB		
602	24.09.2024	£11.39	Mobile Costs	EE	DD	Office mobile	
601	16.10.2024	£482.45	Waste Collection	Dorset Waste Partnership	DD	Waste collection, all sites	
600	01.10.2024	£432.00	Rates	Dorset Council	DD	Office rates	
599	01.10.2024	£227.00	Rates	Dorset Council	DD	Cemetery rates	
598	09.10.2024	£19,920.00	Building Works	Nathan (42 Construction Ltd)	IB	VH new accessible carparking	
597	09.10.2024	£1,231.80	Cleaning	Clean Deep Services Limited	DD		
596	25.11.2024	£22.40	Fire Safety	Chubb Fire Limited	DD		
595	09.10.2024	£36.40	PPE	Arco Ltd.	IB	Waterproof trousers - Grounds T.	
594	09.10.2024	£79.99	Materials & Supplies	Amazon Payments UK Ltd.	IB	Traffic cones - Sports - Badbury View	
593	09.10.2024	£21.00	Materials & Supplies	Amazon Payments UK Ltd.	IB	New padlock - allotments	
592	09.10.2024	£23.09	Materials & Supplies	Amazon Payments UK Ltd.	IB	Kettle - Pavilion	
591	09.10.2024	£6.46	Materials & Supplies	Amazon Payments UK Ltd.	IB	Grease gun for grounds team	
590	09.10.2024	£31.80	PPE	Amazon Payments UK Ltd.	IB	Fire marshal hi-vis vests	
589	09.10.2024	£3.79	Materials & Supplies	Amazon Payments UK Ltd.	IB	Batteries for key fob - Grounds Team	
588	09.10.2024	£7,968.90	Bus Shelters	Matt Euers (Ace Shelters - eCapital Commercial)	IB	Bus Shelters - Windgreen	
586	30.09.2024	£5,893.74	Council Insurance	Clear Insurance Management	IB		
585	30.09.2024	£1,772.63	Vehicle Insurance	Clear Insurance Management	IB		
526	25.09.2024	£267.60	Electricity Usage	SSE Energy Solutions (Southern Electric)	IB	Streetlighting	
TOTAL:		£ 41,388.10					



FINANCE AND ADMINISTRATION COMMITTEE – REPORT

Meeting Date: 8 October 2024

Agenda Item: FA 24/30

Paper: C

Subject:	Budget Monitoring Report – Q2 2024/25
Purpose of Report:	To Receive and Note the Q2 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 Q2 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 2 to show Q1/2 budget (April-September) • Actual – Q1/2 actual receipts/payments <p>The variance column shows the under/overspend of each receipt and payments cost centre/code against Q1/2 2024/25 budget up to 30 September 2024.</p> <p>Note: the total variance box amount shows the difference between the actual receipts versus actual payments. Budgeted receipts and payments differ by £60,000 due to use of general reserves to offset 2024/25 allocated budget shortfall.</p> <p>There is an underspend of £91,356.25 at the end of Q2 2024/25. However, members should note the following items when considering the Q2 financial position:</p> <ul style="list-style-type: none"> • Banking – CCLA transfer took place on 1 October 2024 on receipt of the second instalment of the precept • Insurance – Paid in September 2024, policies effective from 1 October 2024. Overspend due to increase in population. • CMSA and CMYT – reimbursed in October 2024 • Employees – underspend due to recruitment of Deputy Clerk and Senior Administrator in Q2 and Grounds Team Leader role currently on hold • Exceptional & Capital – spend to continue during Q3 & Q4 2024/25 • Subscriptions – payable annually • Office IT & Software – overspend due to upgraded office hardware/software to MS365 and MS Exchange • Precept – paid twice a year, in April and September • Rates – paid over 10 months

	<ul style="list-style-type: none"> • Office costs – fire safety maintenance conducted 6 monthly • Recreation Utilities - £1475.90 unpaid to 2nd Corfe Mullen Scouts Group • Pavilion H&S – fire safety maintenance conducted 6 monthly. • Streetlighting – repairs and upgrade to LED on some columns. Await resolution from SSE relating to overcharge/compensation • Contractors – BCP have yet to invoice for work carried out in September 2024 <p>Appendix 2 provides an overview of the reserves and general fund balances at the end of Q2 2024/25 for information. The general fund provides for budgeted expenditure during Q3-4 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 Q2 2024/25 Budget Monitoring Report.</p>

Corfe Mullen Town Council Receipts and Payments compared with Flexed Budget (01/04/2024 to 30/09/2024)

	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	699.98	684.25	15.73
76 Maintenance				2,500.00	1,250.02	225.90	1,024.12
77 Compensation							
99 Insurance				300.00	150.00	294.69	-144.69
106 Sheds							
Cost Centre Banking							
82 CCLA transfers				50.00	24.98	25.00	-0.02
100 Bank Charges				60.00	30.00	23.88	6.12
101 PWLB Loan Interest							
134 Scottish Widows Transfer							
Cost Centre Cemeteries							
64 Insurance				700.00	350.02	884.06	-534.04
65 Rates & Utilities				3,000.00	1,500.00	1,531.30	-31.30
66 Repairs and Maintenance				3,500.00	1,749.98	881.52	868.46
Cost Centre Climate Change							
58 Events and Measures				500.00	249.98		249.98
Cost Centre CMSA							
144 CMSA Reimbursement						54.00	-54.00
Cost Centre CMVH							
108 VH Reimbursement						1,178.75	-1,178.75
Cost Centre CMYT							
125 CMYT - Reimbursement							
Cost Centre Employees							
10 Salaries				169,500.00	84,750.00	70,590.11	14,159.89
92 PAYE				21,500.00	10,749.98	8,490.40	2,259.58

Corfe Mullen Town Council
Receipts and Payments compared with Flexed Budget (01/04/2024 to 30/09/2024)

	Budget Receipts		Act. Receipts	Budget Payments		Act. Payments	Variance
	Total for year	Year to Date		Total for Year	Year to Date		Year to Date
93 National Insurance				34,100.00	17,049.98	12,125.55	4,924.43
95 Pension				62,600.00	31,299.98	25,000.11	6,299.87
Cost Centre	Exceptional and Capital						
80 PWLB Loan Repayments							
84 Allotment Improvements							
85 Plant Replacement				1,000.00	500.02		500.02
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	300.00		300.00
109 Cricket Fence and Nets				2,000.00	999.98		999.98
110 Henbury Play Area Fence							
111 Tree Survey Remedial Actions				8,000.00	3,999.98	5,250.00	-1,250.02
112 Recreation Ground Pit Area				4,500.00	2,250.00		2,250.00
113 Office Porch							
114 Neighbourhood Plan						139.50	-139.50
115 Remembrance Sunday				350.00	174.98		174.98
117 CIL Expenditure				10,000.00	5,000.02	10,300.00	-5,299.98
127 Kings Coronation							
128 Replacement Laptop							
129 Replacement Vehicle							
130 Civic Regalia				2,500.00	1,250.02		1,250.02
131 Website Redesign							
132 Old Cemetery Driveway							
137 Commemorative Flag Pole				1,000.00	500.02		500.02
138 D-Day 80th Anniversary				2,500.00	1,250.02		1,250.02
139 Bus Shelters				11,000.00	5,499.98	25.00	5,474.98
140 Road Safety Measures				7,500.00	3,750.00		3,750.00
141 Recreation Ground Fence				6,000.00	3,000.00	4,981.00	-1,981.00
142 Dropped Kerb Programme				10,000.00	5,000.02		5,000.02

Corfe Mullen Town Council Receipts and Payments compared with Flexed Budget (01/04/2024 to 30/09/2024)

	Budget Receipts		Act. Receipts	Budget Payments		Act. Payments	Variance
	Total for year	Year to Date		Total for Year	Year to Date		Year to Date
143 Additional CCTV				2,000.00	999.98	2,034.89	-1,034.91
Cost Centre	General Admin						
11 Travelling Expenses				200.00	99.98	13.50	86.48
28 Legal Fees				2,000.00	999.98	36.00	963.98
29 Employment Services				2,120.00	1,059.98	739.00	320.98
30 Staff Training				2,500.00	1,250.02	920.00	330.02
31 Staff Professional Fees				360.00	180.00	357.00	-177.00
32 Councillor Training				2,000.00	999.98	1,230.00	-230.02
33 Insurance				1,400.00	699.98	1,768.12	-1,068.14
34 DAPTC				1,515.00	757.50	1,513.90	-756.40
35 Audit Fees				2,200.00	1,100.02	2,165.00	-1,064.98
36 Meeting Room Hire				1,600.00	800.02	1,027.50	-227.48
37 Advertising				500.00	249.98	219.40	30.58
38 Councillors Travelling Expenses				500.00	249.98		249.98
39 Chairman's Allowance				500.00	249.98	49.75	200.23
40 Town Council Newsletter				6,000.00	3,000.00		3,000.00
41 Publications and Subscriptions				260.00	129.98	100.00	29.98
42 Office IT & Software				4,500.00	2,250.00	8,741.72	-6,491.72
44 Election Costs				13,500.00	6,750.00		6,750.00
45 Miscellaneous				50.00	24.98		24.98
46 Notice Boards & Signs				500.00	249.98	281.18	-31.20
47 Civic Expenses				1,000.00	500.02	193.24	306.78
105 Health & Safety Services				3,200.00	1,599.98	2,049.36	-449.38
Cost Centre	Grants						
68 Youth Centre Revenue Grant				37,000.00	18,500.02	11,771.23	6,728.79
69 CMVH				50,000.00	24,999.98	927.33	24,072.65
73 Small Grants Programme GPC				8,500.00	4,250.02		4,250.02
Cost Centre	Income: Allotment						
4 Allotment Rents	1,500.00	750.00	718.47				-31.53

Corfe Mullen Town Council

Receipts and Payments compared with Flexed Budget (01/04/2024 to 30/09/2024)

	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: Bank Interest							
3 Bank Interest	12,000.00	6,000.00	14,829.51				8,829.51
Cost Centre Income: Booklet Sales							
7 Booklet/Leaflet Sales			6.00				6.00
Cost Centre Income: Cemetery							
2 Cemetery Fees	5,000.00	2,499.98	2,959.00				459.02
Cost Centre Income: Exceptional and Capital							
78 CIL Receipts	4,000.00	2,000.02	6,019.75				4,019.73
79 S.106 Receipts							
120 Neighbourhood Plan Grant Funding							
126 Refundable Damage Deposits							
Cost Centre Income: FOI							
6 FOI							
Cost Centre Income: Other							
8 Other Income							
9 Village hall							
102 VAT Reclaim							
Cost Centre Income: Precept							
1 Precept	551,125.00	275,562.52	551,125.00				275,562.48
Cost Centre Income: Recreation Ground							
5 Recreation	50.00	24.98					-24.98
118 Pitch Fees	5,500.00	2,750.02	3,654.00				903.98
119 Tennis Court Fees	6,500.00	3,249.98	5,165.00				1,915.02
133 Cricket Fees	1,000.00	500.02	910.00				409.98
135 Pavilion Lounge Hire			8,335.00				8,335.00
Cost Centre Office Costs							
48 Printing/Postage/Stationery				650.00	324.98	544.11	-219.13

Corfe Mullen Town Council Receipts and Payments compared with Flexed Budget (01/04/2024 to 30/09/2024)

	Budget Receipts		Act. Receipts	Budget Payments		Act. Payments	Variance
	Total for year	Year to Date		Total for Year	Year to Date		Year to Date
49 Telephone/Internet				1,200.00	600.00	566.40	33.60
50 Copier Lease							
51 Insurance				700.00	350.02	884.06	-534.04
52 Rates				4,150.00	2,075.02	2,594.59	-519.57
53 Repairs & Maintenance				1,000.00	500.02	1,396.05	-896.03
54 Utilities				2,250.00	1,125.00	951.29	173.71
55 Fire and Security				800.00	399.98	929.72	-529.74
56 Office Cleaning (inc Windows)				400.00	200.02	216.56	-16.54
57 Miscellaneous				100.00	50.02		50.02
104 Office Furniture						271.15	-271.15
107 Office - Waste Collection				405.00	202.50	200.69	1.81
Cost Centre Recreation							
12 Ground Staff Building (premises Co:				2,500.00	1,250.02	2,133.73	-883.71
13 Public Toilets				5,500.00	2,750.02	2,654.90	95.12
14 PPE & Uniform				2,000.00	999.98	761.78	238.20
15 Cleaning Materials & Supplies				2,500.00	1,250.02	806.79	443.23
16 Litter & Dog Bins				1,000.00	500.02	725.22	-225.20
17 Security (Alarm & CCTV)				9,750.00	4,875.00	4,376.00	499.00
18 Waste & Recycling				4,700.00	2,349.98	2,247.18	102.80
19 Tools & Equipment				2,000.00	999.98	528.23	471.75
20 Contractor Costs				25,000.00	12,500.02	8,134.75	4,365.27
21 Utilities				3,000.00	1,500.00	1,475.90	24.10
22 Insurance				700.00	350.02	884.06	-534.04
23 Rent DCC				650.00	324.98		324.98
24 Play Areas				15,000.00	7,500.00	660.52	6,839.48
25 Dog Warden							
26 Community Orchard							
27 Tree Planting				100.00	50.02		50.02
97 Telephone/Broadband/Mobiles				755.00	377.48	374.60	2.88
98 Recreation/Sports Facility Maintena				10,000.00	5,000.02	452.77	4,547.25
116 Pavilion - Health & Safety				1,500.00	750.00	1,434.55	-684.55
121 Pavilion - Utilities				8,500.00	4,250.02	2,519.54	1,730.48

Corfe Mullen Town Council
Receipts and Payments compared with Flexed Budget (01/04/2024 to 30/09/2024)

	<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
122 Pavilion - Professional Fees				500.00	249.98		249.98
123 Pavilion - Cleaning & Supplies			21.00	8,800.00	4,400.02	3,500.03	920.99
124 Pavilion - Maintenance				7,000.00	3,500.02	1,513.61	1,986.41
136 Pavilion - Waste				500.00	249.98	313.16	-63.18
Cost Centre Street Lighting & Furniture							
81 Street Lighting and Furniture				5,000.00	2,499.98	5,437.43	-2,937.45
Cost Centre Vehicles & Plant							
59 Road Tax				500.00	249.98	335.00	-85.02
60 Insurance				2,000.00	999.98	1,772.63	-772.65
61 Vehicle Fuel				1,600.00	800.02	795.49	4.53
62 Vehicle Maintenance				1,500.00	750.00	165.60	584.40
63 Plant Maintenance				1,500.00	750.00	417.89	332.11
103 Equipment Fuel				400.00	200.02	182.03	17.99
GRAND TOTALS	£586,675.00	£293,337.52	£593,742.73	£646,675.00	£323,337.40	£231,981.15	£391,761.46

Corfe Mullen Town Council
Reserves Balance up to 30th Sep 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	5,250.00		2,750.00
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	4,981.00		1,019.00
Dropped Kerb Programme		10,000.00			10,000.00
Additional CCTV		2,000.00	2,034.89		-34.89
Total Earmarked	272,552.62	75,472.71	12,405.39	6,019.75	341,639.69
TOTAL RESERVE	283,938.46	86,686.87	12,405.39	6,019.75	364,239.69
GENERAL FUND					598,021.57
TOTAL FUNDS					962,261.26



FINANCE & ADMINISTRATION COMMITTEE – REPORT

Meeting Date: 8 October 2024

Agenda Item: FA 24/31

Paper: D

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 Q2 2024/25 as follows shown in Appendix 1:</p> <ol style="list-style-type: none"> 1. 28 August 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> 2. 1 October 2024 - £215,000 transfer from the co-operative bank to PSDF following receipt of second instalment of the Precept from Dorset Council as the Billing Authority. <i>Mandate authorised by Cllrs Anne & Paul Holland and countersigned by the Deputy 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> <p>Co-operative bank account maximum balance of £85,000 to ensure funds are protected under the Financial Services Compensation Scheme (FSCS).</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
28/08/2024	Bank to Bank Transfer	Public Sector Deposit Func	Cooperative Current Accou	60,000.00
01/10/2024	Bank to Bank Transfer	Cooperative Current Accou	Public Sector Deposit Fund	215,000.00
			Total.....	595,000.00



FINANCE AND ADMINISTRATION COMMITTEE – REPORT

Meeting Date: 8 October 2024

Agenda Item: FA 24/32

Paper: E

Subject:	Small Grants Programme 2024/25
Prepared by	Rachel Virrill, Deputy Town Clerk
Purpose of Report:	To consider applications received for small grants.
Background:	<p>Each year the Town Council sets aside an agreed sum within the budget for small grants to be made to local organisations.</p> <p>The criteria for a grant to be awarded is set out in the ‘Grants to local organisations: Criteria and Guidance’, and applicants are expected to meet a number of requirements including providing their financial information and details of other grants applied for and/or awarded.</p>
Key Points:	<ul style="list-style-type: none">• The budget for small grants in the 2024/25 financial year is £8,500.• 12 organisations have applied for a small grant.• The total amount of small grant requests is £10901.10. Note: Legs and Company Leg Club has not requested a specific grant amount; therefore, no amount has been accounted for in the total amount of small grant requests.• The suggested amount to be awarded in the 2024/25 financial year is £8486.10, leaving a balance of £13.90. <p>The Committee should consider each application as set out in Appendix 1 and decide how much of the grant should be granted, if at all.</p> <p>In the absence of the Clerk, the Deputy Clerk has suggested an amount to be awarded for each application to try and achieve a balance for the total grant funds available. The suggestions are based on a combination of the amount of benefit to Corfe Mullen residents, cash already held, other grants, donations or payments received, and grants awarded in previous years.</p> <p>Items to consider: In the 2023/24 financial year, the Council awarded a small grant of £150 to St Nicholas Church to continue with the warm space provided to those residents who may be struggling to heat their homes. The warm space offers a safe, welcoming environment along with companionship for those residents. The award granted, was a gesture as the Village Hall previously opened as a warm space was not open. When setting the 2024/25 budget for the small grants programme, the increased budget allocated included a provision for the warm space.</p> <p>Request made by residents for a topographical board at the Recreation Ground to be located on the County Field overlooking the stour valley. Council agreed in principle for the board to be located at the Recreation Ground. However, residents were advised to seek funding and/or sponsorship for the purchasing and designing of the board.</p>

Implications:	Awarding all grants requested in full would result in an overspend of £2401.10.
Recommendation:	To consider each application along with the Deputy Clerk's suggestion and agree each grant award accordingly.

Small Grants Programme 2024/25 - Appendix 1

Organisation	No. of beneficiaries	Project for which grant sought	Cash/Reserves held £	Project Cost £	Requested £	Last year's grant, if any	Notes	Suggested Amount
Corfe Mullen Foodbank	600-800 residents annually.	30 Christmas hampers	£31,268.73 (Retained funds of £28,849.47 are restricted to provide 6 months' worth of foodbank supplies and operating costs should no food/donations be received)	£536.10	£536.10	£440.80	Separate grant application submitted to DC for food provision only.	£536.10
Corfe Mullen United Juniors Football Club	Approximately 180 young people from Corfe Mullen.	Grant to be used towards purchasing replacement equipment and training courses for coaches. Receiving a grant will allow the club to keep subscription fees low to ensure cost does not prevent any child from participating.	£15,516.86	£4500	£1700	Nil	Equipment replacement: £3000 Training courses for coaches: £1500	£1700 Consideration to be given to a small grant being awarded or matched funding by Corfe Mullen Sports Association (CMSA).
Vision Wimborne Dial-a-ride	1% of clients (based on year to 31/03/2024 activity)	Dial-a-ride own 3 wheelchair adapted cars with passenger seating for accompanying families/carers. The cars have been purchased	£25,070.07	£250	£250	£250	Grants previously received: Valentine Charity awarded	£250

Small Grants Programme 2024/25 - Appendix 1

Organisation	No. of beneficiaries	Project for which grant sought	Cash/Reserves held £	Project Cost £	Requested £	Last year's grant, if any	Notes	Suggested Amount
		<p>utilising grants from various sources/donations from local/national charities. The cars are replaced on a rolling basis (3-4 yearly approx.) Grant applications are submitted to various charities/organisations for larger grants to enable the charity to purchase new vehicles.</p> <p>Dial-a-ride rent office space from East Dorset Heritage Trust in Allendale House and pay towards the cost of the telephone and computer system. The grant requested is to keep day to day running costs low, rather than acquisition of capital item.</p>					<p>£1500 May 2024</p> <p>Ferndown Town Council awarded £500 June 2024</p> <p>West Moors Town Council awarded £500 June 2024</p> <p>Wimborne Minster Town Council awarded £750 June 2024</p> <p>Digby Charity awarded £1000 July 2024</p> <p>Colehill Parish Council Grant of £500 pending June 2024.</p>	
Corfe Mullen Home Watch	Approx. 900	<p>Laptop Computer £850</p> <p>Printer £150</p> <p>Newsletter (x4) £1000</p> <p>Hire of hall for meetings (x8) £150</p> <p>Stationary £50</p> <p>High Vis jackets £200</p>	£793.91	£2750	£2750	Nil	Current subscription £1 annually.	£1000

Small Grants Programme 2024/25 - Appendix 1

Organisation	No. of beneficiaries	Project for which grant sought	Cash/Reserves held £	Project Cost £	Requested £	Last year's grant, if any	Notes	Suggested Amount
		Website domain £250 e-mail						
Planet Wimborne	Recent Green Festival involved around 600 people from the locality – approx. 100 from Corfe Mullen	Video camera - £200 The Green Festival cost £2000 to stage and this is recouped through ticket sales, donations, and grants.	£3618.68	£200	£200	Nil	Wimborne Minster Town Council awarded £500 Colehill Parish Council awarded £75	£200
Legs and Company Leg Club	260 members who reside in Corfe Mullen and Broadstone areas. 30 weekly visits.	Premises rental costs for holding weekly club and/or purchase of additional medical grade armchairs.	£6082.79	Rent of the premises for the year to December 2024 is £1740. The purchase of medical grade armchairs for members cost £105 + VAT each.	No amount quoted on application form	£1500		£2000
Victim Support	In 2023, Victim Support Dorset offered support to 57 people in Corfe Mullen	Funding to support the expansion of personal safety for victims. This includes securing funding to increase security resources for any victim whose sense of safety has been compromised. The safety items include personal and wrist alarms, door wedge and handles,	£9799	Personal alarm £2.00 per unit Wrist alarm £2.85 per unit Decoy CCTV £4.86 per unit	£200	Nil	Dorchester Town Council £50-£500 (applied, pending) Lytchett Minster & Upton Town Council £250 (applied, pending)	£200

Small Grants Programme 2024/25 - Appendix 1

Organisation	No. of beneficiaries	Project for which grant sought	Cash/Reserves held £	Project Cost £	Requested £	Last year's grant, if any	Notes	Suggested Amount
		window shock alarms, and decoy CCTVs which can be placed outside of properties.		Door wedge alarm £2.66 per unit Window shock alarm £2.43 per unit				
Women's Institute (WI)	24 members from Corfe Mullen	Coach trip to Sculptures by the Lake at Pallington.	£1398.22	£690	£300	£150	Annual Membership £46 of which, £23.60 is retained by CMWI	£200
Mosaic	Mosaic supported 412 children and young people in Dorset during 2023. They host Bereavement Cafes in Dorset schools and are looking to hold one in Lockyers Middle School in the near future.	With the requested amount of funding, we would be able to support 3 young people in Corfe Mullen with 4x bereavement counselling sessions each. This would also have a positive impact on the young person's immediate family members and close friends.	£123,112	£600	£600	Nil	The Souter Charitable Trust £3,550 awarded, The Ritchie Charitable Trust £500 awarded Lord Barnby Foundation £3,000 awarded Richard Davies Charitable Foundation £2,000 awarded The Louis Ross Foundation £2,000 awarded	£600

Small Grants Programme 2024/25 - Appendix 1

Organisation	No. of beneficiaries	Project for which grant sought	Cash/Reserves held £	Project Cost £	Requested £	Last year's grant, if any	Notes	Suggested Amount
Corfe Mullen Carnival	Over 5000 people attend Carnival Day at the events ground plus around 600 young people took part in the Carnival procession.	2025 will be the 57 th Carnival to be held in Corfe Mullen and Health & Safety & Welfare is a key priority of Carnival activities. To ensure a safe and secure event for visitors Corfe Mullen Carnival Committee is seeking a grant to assist with the cost required to provide the following: - <ul style="list-style-type: none"> • Temporary toilets (including disabled arrangements) for the events ground • First aid and ambulance cover. For the events ground and street procession. • Hire of secure fencing and barriers. • Road closure signage and road cones • Two-way radio hire • Fire extinguishers hire 	(£4,580.92)	The H&S and welfare costs include: <ul style="list-style-type: none"> • Temporary toilets £900 • First aid and ambulance £700 • Hire of secure fencing and barriers £250 • Road closure signage from Dorset Council £1,300.00 • Two-way radio hire £190.00 • Fire extinguishers £75.00 	£3415.00	£1000	Attendance entry fee into the events ground is £2 for adults only	£1000
Corfe Mullen Carnival (Father Christmas evening parade appeal).	All the community of Corfe Mullen plus commuters and visitors passing through the village. It is anticipated that	This specific application relates to the provision of a Father Christmas parade and festive craft activities for the children of the village to participate in. <p>1. Santa Evening Parade:</p>	£715.77	Total cost £545, to cover: <ol style="list-style-type: none"> 1) Craft materials 2) Float decoration 3) Equipment hire (generator) 	£350	£200		£350

Small Grants Programme 2024/25 - Appendix 1

Organisation	No. of beneficiaries	Project for which grant sought	Cash/Reserves held £	Project Cost £	Requested £	Last year's grant, if any	Notes	Suggested Amount
	100s of children will have the opportunity to take part in our festive activities plus many more enjoying the father Christmas parade and Festive lights.	To take place over two evenings. 2. Craft activity: Following consultation with local schools and youth groups the Carnival will be providing craft materials to circa 400 children and inviting them to make a Father Christmas Wooden spoon figure and include a personal Christmas message on the back of the figure, these will then be on public display around the Christmas tree in the village.		4) Publicity and printing cost				
Corfe Mullen 5km run and children's 1 mile run	In 2024 a total of 245 people took part in the run including 80 children. Money raised by the event will be used to support the Carnivals nominated charities which help numerous members of our community	Purchase first aid cover and contribution towards cost of trophies for non-club runners	£1629.16	Approx. £1900	£600	£250	The adult entry fee is £5 and the children's entry fee is £3.	£450

Small Grants Programme 2024/25 - Appendix 1

Organisation	No. of beneficiaries	Project for which grant sought	Cash/Reserves held £	Project Cost £	Requested £	Last year's grant, if any	Notes	Suggested Amount
	through their work.							

TOTALS:

£10901.10

£8486.10

Small Grant Funding Budget 2024/25	£8500.00
Suggested Amount	£8486.10
Balance	£13.90

FINANCE AND ADMINISTRATION COMMITTEE – REPORT

Meeting Date: 8 October 2024



Agenda Item: FA 24/33

Paper: F

Subject:	Budget items for 2025/26 financial year
Prepared by	Catherine Horsley, Town Clerk & RFO
Purpose of Report:	For members to consider what items should be included in the 2025/26 financial year budget.
Background:	<p>Ahead of the budget setting process, members should consider items they would like included in the draft 2025/26 budget to be presented to the Finance & Administration Committee meeting scheduled on 7 January 2025.</p> <p>The Finance & Administration Committee will then review each budget line and make a recommendation to Full Council to approve the 2025/26 Budget. This will determine the Precept amount, which will also need to be approved by Full Council.</p>
Key Points:	<p>In December each year Dorset Council, as the Principal Authority, set the Tax base for each area, which is the council tax figure for a Band D property in that area, and this can go up or down each year. It is then for each Town and Parish Council to agree their own budget and to determine what level of precept they require and establish what impact that will have on the Tax base.</p> <p>Please see Budget template in Appendix 1 showing 2024-25 budget, as a guide.</p> <p>Suggested items for consideration:</p> <p>General Expenditure Items</p> <ol style="list-style-type: none"> 1. Play Equipment – contingency for replacement play equipment no longer fit for purpose and/or safe for users 2. Ongoing twice-yearly maintenance/groundwork in February and September at the Recreation Ground Pit Area 3. Contracted out sports pitch maintenance and grass cutting 4. Allotments - installation of fit for purpose raised beds 5. Annual gully cleaning at all Town Council sites 6. Outstanding tree survey actions and ongoing tree work 7. Remembrance Sunday 8. Corfe Mullen Youth Trust year 3 of 3 commitment to fund salaries and Lockyers Hub rental costs 9. Corfe Mullen Village Hall – commitment to fund salaries 10. Small Grants Programme to include warm space provision 11. Vandalism – contingency for replacement of vandalised equipment and/or service provision 12. Street Furniture – additional bench at Henbury View Play Area. <p>Exceptional & Capital Items</p> <ol style="list-style-type: none"> 13. Neighbourhood Plan

	<p>14. Community amenity/asset transfers – the ‘Pound’, County Field, Library Garden, land on Corfe Halt Close.</p> <p>15. Road Safety Measures – including pedestrian crossings and recommendations of the Joint Julians Bridge Working Party with Wimborne Minster Town Council</p> <p>16. LED Street Lighting – remaining columns on Pine Road and Wayground Road</p> <p>17. Promoting public consultation for proposed future development of the sports pavilion at the Recreation Ground</p> <p>18. Porch and small hall extension as per granted planning permission</p> <p>19. Bus Shelters year 2 of 2 commitment</p> <p>20. Dropped Kerbs year 2 of 5 commitment</p> <p>21. 80th Anniversary of the end of the World War II</p> <p>22. Cemeteries – rebuild of external walls and pillars at the new cemetery. Landscaping of a memorial garden.</p> <p>23. Public Toilets – vandal proof sanitary wear.</p> <p>24. Compost Bays – rebuild fit for purpose bays at the Recreation Ground and Old Cemetery.</p> <p>25. Cricket nets – installation of pulley system.</p> <p>Note: At this stage, members are only considering items for costing to be included in the draft 2025/26 budget. Items will then be reviewed/debated/agreed at the Finance & Administration Committee meeting on 7 January 2025 to recommend approval to Full Council of the 2025/26 budget and subsequent Precept request.</p>
Implications:	<p>Council should be mindful of the impact of the cost-of-living crisis to residents such as utilities and Bank of England/Mortgage interest rate increases, against rising costs for the Council to maintain services.</p> <p>Implementing expenditure cuts would impact on the delivery of services within Corfe Mullen.</p> <p>Health & Safety obligations to ensure all Town Council sites are safe for users and staff.</p>
Recommendation:	<p>To consider what items should be included in the 2025/26 financial year budget.</p>



Draft Budget 2024-2025-26

Forecasted Position 2024-25

Code	Title	2024-25 Budget	Apr to 30.11.2024 Actual	2024-25 Dec 2024	2024-25 Jan	2024-25 Feb	2024-25 Mar	2024-25 TOTAL	Variance
74	Rent	0.00						0.00	0.00
75	Water	1400.00						0.00	-1400.00
76	Maintenance	2500.00						0.00	-2500.00
99	Insurance	300.00						0.00	-300.00
106	Sheds	0.00						0.00	0.00
SUB TOTAL		4200.00						0.00	-4200.00

2025-26 Budget	Notes
	Rent only payable by AA if entered into a Self Management Agreement
	Perimeter fencing, carparks/driveways, compost bays, raised beds & water troughs/plumbing

Code	Title	Budget	Actual	Dec 2024	Jan	Feb	Mar	TOTAL	Variance
82	CCLA transfers	50.00						0.00	50.00
100	Bank Charges	60.00						0.00	60.00
SUB TOTAL		110.00						0.00	110.00

2025-26 Budget	Notes
	2 transfers on receipt of precept in May and October 2024
	BACs payroll charges

Code	Title	Budget	Actual	Dec 2024	Jan	Feb	Mar	TOTAL	Variance
64	Insurance	700.00						0.00	-700.00
65	Rates & Utilities	3000.00						0.00	-3000.00
66	Repairs and Maintenance	3500.00						0.00	-3500.00
SUB TOTAL		7200.00						0.00	-7200.00

2025-26 Budget	Notes
	DC Rates, water & chapel electricity inc Gully Clearing

Code	Title	Budget	Actual	Dec 2024	Jan	Feb	Mar	TOTAL	Variance
58	Events and Measures	500.00						0.00	-500.00
SUB TOTAL		500.00	0.00	0.00	0.00	0.00	0.00	0.00	-500.00

2025-26 Budget	Notes
	Drafting of CCAP

Code	Title	Budget	Actual	Dec 2024	Jan	Feb	Mar	TOTAL	Variance
10	Salaries	169500.00						0.00	-169500.00
92	PAYE	21500.00						0.00	-21500.00
93	National Insurance	34100.00						0.00	-34100.00
95	Pension	62600.00						0.00	-62600.00
SUB TOTAL		287700.00						0.00	-287700.00

2025-26 Budget	Notes
	6.5% NJC & potential SCP increase

General Admin		Budget	Actual	Dec 2024	Jan	Feb	Mar	TOTAL	Variance
28	Legal Fees	2000.00						0.00	-2000.00
29	Employment Services	2120.00						0.00	-2120.00
11	Staff Travelling Expenses	200.00						0.00	-200.00
30	Staff Training	2500.00						0.00	-2500.00
31	Staff Professional Fees	360.00						0.00	-360.00
32	Councillor Training	2000.00						0.00	-2000.00
33	Insurance	1400.00						0.00	-1400.00
34	DAPTC	1515.00						0.00	-1515.00
35	Audit Fees	2200.00						0.00	-2200.00
36	Meeting Room Hire	1600.00						0.00	-1600.00
37	Advertising	500.00						0.00	-500.00
38	Councillors Travelling Expenses	500.00						0.00	-500.00
39	Chairman's Allowance	500.00						0.00	-500.00
40	Town Council Newsletter	6000.00						0.00	-6000.00
41	Publications and Subscriptions	260.00						0.00	-260.00
42	Office IT & Software	4500.00						0.00	-4500.00
44	Election Costs	13500.00						0.00	-13500.00
45	Miscellaneous	50.00						0.00	-50.00
46	Notice Boards & Signs	500.00						0.00	-500.00
47	Civic Expenses	1000.00						0.00	-1000.00
105	Health & Safety Services	3200.00						0.00	-3200.00
SUB TOTAL		46405.00						0.00	-46405.00

2025-26 Budget	Notes
	Community Asset Transfers
	SW Councils
	Payroll processing.
	Lone working devices
	Provision for OH assessments
	Ext Int
	Small/Main hall hire charges
	Potential mailings for CMNP, CC, Pavilion Consultation & APM
	ICCM
	ICO
	Local Councils Update
	Microsoft licence
	Scribe A/Cs & Bookings
	Edge IT (Cemetery & Allotment Databases)
	Website hosting
	IT Support/Security
	gov.uk domain
	Adobe
	MS Exchange
	Potential 2 by-elections
	Peninsula

Grants		Budget	Actual	Dec 2024	Jan	Feb	Mar	TOTAL	Variance
68	Youth Centre Revenue Grant	37000.00						0.00	-37000.00
69	CMVH	50000.00						0.00	-50000.00
73	Small Grants Programme GPC	8500.00						0.00	-8500.00
70	Carnival Christmas Tree Project (S.137)	0.00						0.00	0.00
SUB TOTAL		95500.00						0.00	-95500.00

2025-26 Budget	Notes
	Salaries & Lockyers Hub rental year 3 of 3.
	Any unspent monies to be returned.
	VH building works
	inc warm space grant

Office Costs		Budget	Actual	Dec 2024	Jan	Feb	Mar	TOTAL	Variance
48	Printing/Postage/Stationery	650.00						0.00	-650.00
49	Telephone/Internet	1200.00						0.00	-1200.00
51	Insurance	700.00						0.00	-700.00
52	Rates	4150.00						0.00	-4150.00
53	Repairs & Maintenance	1000.00						0.00	-1000.00
54	Utilities	2250.00						0.00	-2250.00
55	Fire and Security	800.00						0.00	-800.00
56	Office Cleaning (inc Windows)	400.00						0.00	-400.00
57	Miscellaneous	100.00						0.00	-100.00
104	Office Furniture	0.00						0.00	0.00
107	Office Waste Collection	405.00						0.00	-405.00
SUB TOTAL		11655.00						0.00	-11655.00

2025-26 Budget	Notes
	BT
	Buzz
	DC Rates
	Electricity & Water
	Fire alarm, extinguishers & CCTV
	Window Cleaner
	Gully Clearing
	DWP

Recreation		Budget	Actual	Dec 2024	Jan	Feb	Mar	TOTAL	Variance
12	Ground Staff Building (premises Costs)	2500.00						0.00	-2500.00
13	Public Toilets	5500.00						0.00	-5500.00
14	PPE & Uniform	2000.00						0.00	-2000.00
15	Cleaning Materials & Supplies	2500.00						0.00	-2500.00
16	Litter & Dog Bins	1000.00						0.00	-1000.00
17	Security (Alarm & CCTV)	9750.00						0.00	-9750.00
18	Waste & Recycling	4700.00						0.00	-4700.00
19	Tools & Equipment	2000.00						0.00	-2000.00
20	Contractor Costs	25000.00						0.00	-25000.00
21	Utilities	3000.00						0.00	-3000.00
22	Insurance	700.00						0.00	-700.00
23	Rent DC	650.00						0.00	-650.00
24	Play Areas	15000.00						0.00	-15000.00
27	Tree Planting	100.00						0.00	-100.00
97	Telephone/Broadband/Mobiles	755.00						0.00	-755.00
98	Recreation/Sports Facility Maintenance	10000.00						0.00	-10000.00
116	Pavilion - Health & Safety	1500.00						0.00	-1500.00
121	Pavilion - Utilities	8500.00						0.00	-8500.00
122	Pavilion - Professional Fees	500.00						0.00	-500.00
123	Pavilion - Cleaning & Supplies	8800.00						0.00	-8800.00
	Pavilion - Waste	500.00						0.00	-500.00
124	Pavilion - Maintenance	7000.00						0.00	-7000.00
SUB TOTAL		111955.00						0.00	-111955.00

2025-26 Budget	Notes
	Fire Ext
	Cleaner
	Maintenance
	Gully clearing
	Cleaner
	Maintenance & supplies
	Replacements with recycling facility
	K9 Patrol
	K9 keyholder
	CCTV & Intruder Alarm maintenance
	DWP & waste clearance
	BCP sports pitch maintenance and grass cutting
	Invoiced by Scouts
	County Field
	inc Contingency
	BT
	Mobile
	inc tennis courts surfacing repairs, soakaway
	Fire Ext
	Fire Maintenance
	Boiler Service
	PAT Testing
	Legionella
	Gas
	Electric
	Water
	Cleaner
	Window Cleaning
	DWP
	Gully clearing

Street Lighting & Furniture		Budget	Actual	Dec 2024	Jan	Feb	Mar	TOTAL	Variance	2025-26 Budget	Notes
81	Street Lighting & Furniture	5000.00						0.00	-5000.00		Streetlight energy & repairs at Rec car park, Towers Way, Wayman and Pine Roads, replacement benches. LED.
SUB TOTAL		5000.00						0.00	-5000.00		

Vehicle & Fuel		Budget	Actual	Dec 2023	Jan	Feb	Mar	TOTAL	Variance	2024-25 Budget	Notes
59	Road Tax	500.00						0.00	-500.00		
60	Insurance	2000.00						0.00	-2000.00		
61	Vehicle Fuel	1600.00						0.00	-1600.00		
62	Vehicle Maintenance	1500.00						0.00	-1500.00		
63	Plant Maintenance	1500.00						0.00	-1500.00		
103	Equipment Fuel	400.00						0.00	-400.00		
SUB TOTAL		7500.00						0.00	-7500.00		

TOTAL EXPENDITURE	577725.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-577505.00	0.00
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Income: Allotments

4	Allotment Rents	1500.00						0.00	-1500.00		
SUB TOTAL		1500.00						0.00	-1500.00		

Income: Bank Interest

3	Bank Interest	12000.00						0.00	-12000.00		
SUB TOTAL		12000.00						0.00	-12000.00		

Income: Booklet Sales

7	Booklet/Leaflet Sales	0.00						0.00	0.00		
SUB TOTAL		0.00						0.00	0.00		

Income: Cemetery

2	Cemetery Fees	5000.00						0.00	-5000.00		
SUB TOTAL		5000.00						0.00	-5000.00		

Income: FOI

6	FOI	0.00						0.00	0.00		
SUB TOTAL		0.00						0.00	0.00		

Income: Other

8	Other Income	0.00						0.00	0.00		
9	Village hall	0.00						0.00	0.00		
102	VAT Reclaim	0.00						0.00	0.00		
SUB TOTAL		0.00						0.00	0.00		

Income: Precept

1	Precept	502456.00						0.00	-502456.00		
SUB TOTAL		502456.00						0.00	-502456.00		

Income: Recreation Ground

5	Recreation	50.00						0.00	-50.00		
118	Pitch Fees	5500.00						0.00	-5500.00		
119	Tennis Court Fees	6500.00						0.00	-6500.00		
133	Cricket Fees	1000.00						0.00	-1000.00		
135	Pavilion Lounge Hire	0.00						0.00	0.00		
SUB TOTAL		13050.00						0.00	-13050.00		

TOTAL INCOME	534006.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-534006.00	0.00
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Net Surplus/Deficit									43499.00	0.00
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Exceptional and Capital expenditure	Budget	Actual	Dec 2024	Jan	Feb	Mar	TOTAL	Variance	2025-26 Budget	Notes
80	PWLB Loan Repayments	0.00					0.00	0.00		
85	Plant Replacement	1000.00					0.00	-1000.00		
91	Trailer for Groundstaff Team	600.00					0.00	-600.00		Accessories (ramp & mesh sides)
109	Cricket Fence and Nets	2000.00					0.00	-2000.00		Replacement posts if damaged
112	Recreation Ground Pit Area	4500.00					0.00	-4500.00		Contractor ongoing maintenance twice pa
113	Office Porch	0.00					0.00	0.00		
114	Neighbourhood Plan	0.00					0.00	0.00		Residual balance at year end to be C/Fwd. NP paused to recommence following May 2024 elections
115	Remembrance Sunday	350.00					0.00	-350.00		
117	CIL Expenditure	10000.00					0.00	-10000.00		Outdoor gym equipment
130	Civic Regalia	2500.00					0.00	-2500.00		Mayor pendant, Consort pin, Vice-Chair pin and past mayor pin
131	Website Redesign	0.00					0.00	0.00		
	D-Day 80th Anniversary	2500.00					0.00	-2500.00		Library garden
	Bus Shelters	11000.00					0.00	-11000.00		Year 2 of 2
	Road safety Measures	7500.00					0.00	-7500.00		Henbury pedestrian barrier, crossings at Lockyers Rd, Blandford Rd & Wareham Rd
	Recreation Ground Fence	6000.00					0.00	-6000.00		Adjacent to Wimborne Rd
	Dropped Kerb Programme	10000.00					0.00	-10000.00		X 5 - Phased programme over 5 financial years
	Tree Survey Remedial Works	8000.00					0.00	-8000.00		All sites - phased programme over 2 financial years (59 trees require works)
	Additional CCTV	2000.00					0.00	-2000.00		Office/Pavilion
	SUB TOTAL	67950.00					0.00	-67950.00		

Income: Exceptional and Capital

78	CIL Receipts	4000.00					0.00	-4000.00		
79	S.106 Receipts	0.00					0.00	0.00		
120	Neighbourhood Plan Grant Funding	0.00					0.00	0.00		
126	Refundable Damage Deposit	0.00					0.00	0.00		
	SUB TOTAL	4000.00					0.00	-4000.00		

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	TOTAL SURPLUS/DEFICIT							-107449.00	0.00
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Total predicted Expenditure	0.00
Total predicted Income (Less Precept)	0.00
Total predicted required Budget	0.00