



Christchurch Town Council

Old Town Hall
30 High Street
Christchurch
Dorset, BH23 1EA

Resources Committee Agenda

Tuesday, 14 January 2020, 6.00pm

You are summoned to attend a meeting of the **Christchurch Town Council** to be held at Druitt Hall, High Street, Christchurch BH23 1AJ on **Tuesday, 14 January 2020 at 6.00pm.**

Membership:

Chairman: Cllr P Hilliard

Vice Chairman: Cllr A E Coulton

Honorary Freeman Cllr C Bungey

Cllr Mrs S Bungey

Cllr C A Gardiner

Cllr W Grace

Cllr F F T Neale

Cllr Mrs S Spittle

Cllr M J Tarling

The business to be transacted is set out overleaf

Daniel Lucas
Town Clerk

8 January 2019

Agenda

1. Apologies for Absence

To receive apologies for absence.

2. Declaration of Interests

Members are reminded that any disclosable pecuniary interests must be declared including any issues which may arise through predetermination of bias.

3. Minutes of the Previous Meeting

4 - 6

To confirm as a correct record the Minutes of the meeting of the Resources Committee held on 10 December 2019 (copy attached) including the exempt minutes (withheld from agenda due to exemption).

4. Public Participation

In accordance with the Council's Standing Orders the period of time designated for Public Participation cannot exceed 15 minutes unless directed by the Chairman of the meeting and a member of the public shall not speak for more than 5 minutes.

5. Public Questions

Members of the public who wish to ask a question at the meeting shall give notice to the Town Clerk of the question no later than 12 noon on the working day before the meeting is on. The question stated in the notice shall be the question asked at the meeting. The Chairman will call on those wishing to speak in turn, each questioner being allowed to speak for a maximum of 3 minutes. Those wishing to speak shall state their name and address.

6. Town Clerk's Report

7 - 8

Income/Expenditure December 2019 for information.

7. Budget Monitoring Report

9 - 10

Quarterly report for Members to consider the Town Council's financial position against the approved Annual Budget.

No other items of business can be considered unless the Chairman decides the matter is urgent for reasons that must be specified and recorded in the Minutes

CHRISTCHURCH TOWN COUNCIL

RESOURCES COMMITTEE

Minutes of the Meeting held on 10 December 2019 at 6.00pm at the Druitt Hall, High Street, Christchurch BH23 1AJ

Present:-

Chairman: Cllr P Hilliard

Vice-Chairman: Cllr A Coulton

Present: Cllr Honorary Freeman Cllr C Bungey, Cllr Mrs S Bungey, Cllr A E Coulton, Cllr C A Gardiner, Cllr W Grace, and Cllr F F T Neale.

Apologies: Cllr Mrs S Spittle

Officers present: Daniel Lucas, Town Clerk
Susan Roxby, Administrative Support Officer

157. Declarations of Interest

There were no declarations of interest on this occasion.

158. Minutes of Previous Meeting

The minutes of the meeting held on 5 November 2019 were agreed and signed as an accurate record.

Voting: unanimous

159. Public Participation

Cllr Coulton updated Members on the Christchurch Christmas Lights Switch On event. Members were informed that the Chairman of the Christchurch Lights event was stepping down and that the Council should start thinking about funding possibilities for the Christmas lights next year.

Cllr W Grace joined the meeting at 6.11pm.

Cllr Grace advised that she had been involved in the Christmas Light Switch On event during the last seven years as a volunteer and that there were various funding issues for this event.

The Town clerk advised Members that he would investigate the funding position with BCP Council for Christchurch Christmas Lights and the contract terms and report back to this committee.

160. Public Questions

There were no questions from the public on this occasion.

161. Town Clerk's Report

An updated schedule of payments for November 2019 were circulated at the meeting and were approved and signed, which appears as Appendix 'A' to these minutes in the minute book.

The monthly accounts for the period to the end of November 2019 was submitted, a copy of which had been circulated to each member and a copy of which appears as Appendix 'B' to these Minutes in the Minute Book.

RESOLVED that:

- a) the schedule of payments for November 2019 be approved: and
- b) the monthly accounts for the period to the end of November 2019 be noted.

Voting: nem.com.

162. RESOLVED to exclude the press and public pursuant to Public Bodies (Admissions to Meetings) Act 1969 due to the following matters relating to the personal information of an employee/individual.

Voting: unanimous

163. Macebearer Contract (Exempt)

A report was submitted, a copy of which had been circulated to each member and a copy of which appears as Appendix 'C' to these Minutes in the Minute Book.

Members considered the report on the Job Role and Person Specification for the addition to the Council's staff.

164. Overtime authorisation (Exempt)

A report was submitted, a copy of which had been circulated to each member and a copy of which appears as Appendix 'D' to these Minutes in the Minute Book.

Members noted the report on overtime for one of the Council's member of staff.

Cllr F F T Neale joined the meeting at 6.30pm.

165. Urgent Item- Tree Remedial Works

With the approval by the Chairman this urgent item was added to the agenda following an email request received after the agenda had been published from the BCP Council's Tree & Landscape Officer for remedial tree work to be carried out following storm damage

The meeting ended at 7.57pm

CHAIRMAN

Christchurch Town Council Payments List							
Payments List 01.12.19 - 07.01.20							
Expenditure:							
	Invoice Date	Invoice Number	Supplier	Details	Net Amount	VAT	Gross Amount
	18.11.19		The Payroll & Tax Accounts Ltd	Monthly Payroll	£6,648.02	£0.00	£6,648.02 *
	31.12.19		Unity Trust Bank	Manual credit handling charge	£0.90	£0.00	£0.90
	31.12.19		Unity Trust Bank	Service Charge	£23.70	£0.00	£23.70
				Direct payments made:	£6,672.62	£0.00	£6,672.62
	29.11.19	1634	Payroll & Tax Co	payroll charges for Nov	£48.00	£9.60	£57.60
	02.12.19	TEL6056	Rejuvenate	Phone charges for Nov	£70.46	£14.09	£84.55
	04.12.19	3070192	Wessex Fire & Security	Fire Alarm system maintenance 1.12.19 to 30.11.20	£201.93	£40.38	£242.31
	09.12.19	182778	Rokill	Rodent control services- Rutland Rd Allotments	£148.00	£29.60	£177.60
	16.12.19	10666	Rejuvenate	Remote Support	£16.00	£3.20	£19.20
	31.12.19		Sainsburys	Petty Cash payment- Civic Day refreshements	£14.70	£0.00	£14.70
	31.12.19		Post Office	Petty Cash Payment-Postages Stamps-Twin Town xmas cards	£7.10	£0.00	£7.10
	01.01.20	10722	Rejuvenate	Managed IT Services 01.01.20 -31.01.20	£85.60	£17.12	£102.72
	02.01.20	TEL6111	Rejuvenate	Phone charges for Dec	£62.96	£12.39	£75.35
	04.01.20	1667	Payroll & Tax Co	payroll charges for Dec	£56.00	£11.20	£67.20
	04.01.20	CTC8	Regent Centre	Druitt Hall Bookings x 3	£126.00	£0.00	£126.00
	07.01.19		Post Office	Petty Cash Payment-stamps- Gala Dinner letters/invitations	£152.50	£0.00	£152.50
	07.01.19		WH Samuel	Petty cash payment-Printer Paper	£9.99	£0.00	£9.99
				Payments to authorise:	£999.24	£137.58	£1,136.82
				Total payments	£7,671.86	£137.58	£7,809.44
						* Wages	£2,823.89
						Wages	£1,189.34
						Wages	£145.85
						Paye	£1,691.15
						Pru	£300.00
						Pen Ers	£393.93
						Pen Ees	£103.86
						Total	£6,648.02
Date	Details	Receipts	Payments				
	Nov 2019 payments authorised		£625.69 (+£70 outstanding RBL wreath payment awaiting Bank a/c details)				
	Dec 2019 direct payments made		£6,672.62				
03.12.19	Allotment rent-Douglas Rd	£41.25					
31.12.19	Allotment rent-Southey Rd	£41.25					
	Totals:	£82.50	£7,298.31				
Bank Account Reconciliation							
	Balance as at 01.12.2019	£281,236.56					
	Receipts	£82.50					
	Less Payments	£7,298.31					
	Balance as at 31.12.2019	£274,020.75					

Christchurch Town Council
Resources Committee – 14 January 2020
Schedule of Payments for Approval

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07.01.19		Post Office	Petty Cash Payment-stamps- Gala Dinner letters/invitations	£152.50	£0.00	£152.50	
07.01.19		WH Samuel	Petty cash payment-Printer Paper	£9.99	£0.00	£9.99	
			Payments to authorise:	£999.24	£137.58	£1,136.82	
			Total payments	£7,671.86	£137.58	£7,809.44	

Signed by:

Cllr Paul Hilliard

Chairman of Resources Committee

Date:

ITEM 7

Description	Category	Annual Budget	Budget Q3	Quarter 1	Quarter 2	Quarter 3	Actual YTD	Variance YTD
C1 - Douglas Avenue	Allotments	£860.00	£645.00	£0.00	£33.26	£0.00	£33.26	-£611.74
C2 - Rutland Road	Allotments	£10,115.00	£7,586.25	£456.60	£503.79	£355.20	£1,315.59	-£6,270.66
C3 - Southey Road	Allotments	£1,635.00	£1,226.25	£0.00	£116.98	£0.00	£116.98	-£1,109.27
C4 - Arena Wheel Park	Play facilities	£4,820.00	£3,615.00	£0.00	£0.00	£0.00	£0.00	-£3,615.00
C5 - Barrack Road Recreation Ground	Recreation grounds / Community facilities	£20,285.00	£15,213.75	£0.00	£0.00	£0.00	£0.00	-
C6 - Christchurch Cemetery	Cemetery	£26,570.00	£19,927.50	£0.00	£0.00	£0.00	£0.00	£15,213.75
C7 - Christmas Lighting	Christmas lighting	£13,600.00	£10,200.00	£0.00	£0.00	£0.00	£0.00	-
C6 - Druitt Gardens	Druitt Gardens and Hall	£9,735.00	£7,301.25	£0.00	£0.00	£0.00	£0.00	£10,200.00
C7 - Druitt Hall	Druitt Gardens and Hall	£7,880.00	£5,910.00	£0.00	£0.00	£0.00	£0.00	-£7,301.25
C9 - Enfield Road Play Areas Jumpers Common	Play facilities	£1,921.00	£1,440.75	£0.00	£0.00	£0.00	£0.00	-£5,910.00
C9 - Knapp Mill Open Space	Recreation grounds / Community facilities	£6,025.00	£4,518.75	£0.00	£0.00	£0.00	£0.00	-£1,440.75
C10 - Knapp Mill Play Area	Play facilities	£1,921.00	£1,440.75	£0.00	£0.00	£0.00	£0.00	-£4,518.75
C11 - Mudeford Quay Play Area	Play facilities	£1,921.00	£1,440.75	£0.00	£0.00	£0.00	£0.00	-£1,440.75
C12 - Mudeford Recreation Ground Play Area	Play facilities	£8,088.00	£6,066.00	£0.00	£0.00	£449.00	£449.00	-£5,617.00
C13 - Mayoralty	Mayoralty	£24,210.00	£18,157.50	£0.00	£0.00	£8,748.75	£8,748.75	-£9,408.75
C14 - Old Town Hall	Old Town Hall	£20,000.00	£15,000.00	£631.67	£0.00	£1,372.16	£2,003.83	-
C15 - Quomps Open Space	Recreation grounds / Community facilities	£15,965.00	£11,973.75	£0.00	£3,430.93	£0.00	£3,430.93	£12,996.17
C23 - Red House Museum Grant	Red House Museum grant	£51,550.00	£38,662.50	£0.00	£0.00	£0.00	£0.00	-£8,542.82
C16 - River Way Play Area	Play facilities	£1,921.00	£1,440.75	£0.00	£0.00	£0.00	£0.00	-
C17 - Rutland Road Play Area	Play facilities	£1,921.00	£1,440.75	£0.00	£0.00	£0.00	£0.00	£38,662.50
C29 - Stanpit Recreation Ground (Not included)	Excluded Recreation grounds	£6,650.00	£4,987.50	£0.00	£0.00	£0.00	£0.00	-£1,440.75
C18 - Tuttons Well and Guide Hut	Recreation grounds / Community facilities	£935.00	£701.25	£0.00	£0.00	£0.00	£0.00	-£1,440.75

C19 - Waterman's Park Play Area	Play facilities	£1,921.00	£1,440.75	£0.00	£0.00	£0.00	£0.00	-£1,440.75
								-
C20 - Waterman's Park Wheel Park	Play facilities	£14,700.00	£11,025.00	£0.00	£0.00	£0.00	£0.00	£11,025.00
Salaries, superannuation	Other costs	£75,000.00	£56,250.00	£17,956.46	£17,734.16	£11,479.06	£47,169.68	-£9,080.32
Telephone and Internet	Other costs	£1,000.00	£750.00	£197.50	£246.39	£327.84	£771.73	£21.73
Gen Office Expenses	Other costs	£2,500.00	£1,875.00	£275.65	£362.39	£797.62	£1,435.66	-£439.34
Training	Other costs	£2,000.00	£1,500.00	£0.00	£380.00	£0.00	£380.00	-£1,120.00
Postage	Other costs	£350.00	£262.50	£0.00	£0.00	£29.28	£29.28	-£233.22
Photocopying	Other costs	£1,250.00	£937.50	£0.00	£0.00	£0.00	£0.00	-£937.50
Insurance	Other costs	£12,000.00	£9,000.00	£2,811.48	£0.00	£0.00	£2,811.48	-£6,188.52
Legal Expenses	Other costs	£10,000.00	£7,500.00	£0.00	£0.00	£0.00	£0.00	-£7,500.00
Election expenses	Other costs	£8,000.00	£6,000.00	£0.00	£0.00	£0.00	£0.00	-£6,000.00
Office Equipment	Other costs	£500.00	£375.00	£0.00	£0.00	£0.00	£0.00	-£375.00
Refreshments	Other costs	£500.00	£375.00	£0.00	£0.00	£0.00	£0.00	-£375.00
Travel	Other costs	£280.00	£210.00	£0.00	£0.00	£0.00	£0.00	-£210.00
Advertising	Other costs	£600.00	£450.00	£0.00	£0.00	£0.00	£0.00	-£450.00
Compostible bin liners	Other costs	£50.00	£37.50	£0.00	£0.00	£0.00	£0.00	-£37.50
Membership of outside bodies	Other costs	£2,000.00	£1,500.00	£1,789.21	£0.00	£0.00	£1,789.21	£289.21
Newsletter	Other costs	£1,000.00	£750.00	£0.00	£0.00	£0.00	£0.00	-£750.00
Public relations	Other costs	£1,000.00	£750.00	£0.00	£0.00	£384.00	£384.00	-£366.00
Professional fees	Other costs	£700.00	£525.00	£0.00	£0.00	£350.00	£350.00	-£175.00
Audit fees	Other costs	£2,000.00	£1,500.00	£0.00	£0.00	£0.00	£0.00	-£1,500.00
IT and web site	Other costs	£10,000.00	£7,500.00	£3,271.52	£2,141.70	£375.36	£5,788.58	-£1,711.42
Office Space	Other costs	£10,000.00	£7,500.00	£0.00	£376.00	£210.00	£586.00	-£6,914.00
								-
Contingency	Other costs	£18,500.00	£13,875.00	£0.00	£750.00	£0.00	£750.00	£13,125.00
Rates	Other costs	£4,500.00	£3,375.00	£0.00	£2,621.51	£0.00	£2,621.51	-£753.49
								-
Reserves	Other costs	£21,500.00	£16,125.00	£0.00	£0.00	£0.00	£0.00	£16,125.00
		£342,009.00	£256,506.75	£27,390.09	£28,697.11	£24,878.27	£80,965.47	

