



## Christchurch Town Council

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

### Resources Committee Agenda

**Monday, 9 March 2020, 6.00pm**

You are summoned to attend a meeting of the **Christchurch Town Council** to be held at the Council Chamber, Civic Offices, Bridge Street, Christchurch BH23 1AZ **on Monday, 9 March 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**

3 March 2020

# 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**

To confirm as a correct record the Minutes of the meeting of the Resources Committee held on 13 Feb 2020 (copy attached)

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**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**

Authorisation of payments and Bank account reconciliation attached.

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.

### **ITEM 3**

## **CHRISTCHURCH TOWN COUNCIL**

### **RESOURCES COMMITTEE**

Minutes of the Meeting held on 13 February 2020 at 6.00pm at the Council Chamber, Civic Offices, Bridge Street, Christchurch BH23 1AZ

#### **Present:-**

Chairman: Cllr P Hilliard

Present: Cllr Honorary Freeman Cllr C Bungey and Cllr Mrs S Bungey.

Apologies: Cllr A E Coulton, Cllr C A Gardiner, Cllr F F T Neale and Cllr Mrs S Spittle.

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

Members of the Public present: None present

Members of the Press present: None present

#### **208. Declarations of Interest**

There were no declarations of interest on this occasion.

#### **209. Minutes of Previous Meeting**

The minutes of the meeting held on 14 January 2020 were agreed and signed as an accurate record.

Voting: nem.com

#### **210. Public Participation**

There was no public participation on this occasion.

## **211. Public Questions**

There were no questions from the public on this occasion.

## **212. Town Clerk's Report**

The schedule of payments for the period 01.01.2019 to 04.02.2020 was submitted and approved and signed, a copy of which had been circulated to each member and a copy of which appears as Appendix 'A' to these minutes in the minute book.

The monthly accounts for the period to the end of January 2020 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 the period 01.10.2020 to 04.02.2020 be approved; and**
- b) the monthly accounts for the period to the end of January 2020 be noted.**

Voting: nem.con.

## **213. Victory in Europe Commemorative Year**

The Town Clerk informed Members that he had been contacted by BCP Council to consider the approach to marking this commemorative year. BCP had expressed support for anniversary events in the three major towns, supporting Mayor-led events rather than arranging a central BCP council led-event. BCP had allocated money to pay for road-closures and other infrastructure compliance that may be needed and in-kind assistance from BCP Tourism/Events/Communication staff to assist.

The Town Clerk informed members that 3.5k was available for all three proposals by BCP and advised of the following events:

- a) Friday 8<sup>th</sup> May 2020 - Battle's O'er & VE 75 Years – that the Town Council would be able to accommodate a short ceremony from Town Hall balcony and booking of a piper.
- b) Sunday 10<sup>th</sup> of May 2020 – Would be a Priory led event and not a Mayor led event led event with the Mayor attending the Church Service of Celebration and Commemoration and would have no resource implications.
- c) 15<sup>th</sup> August 2020 - VJ Day 75<sup>th</sup> anniversary would be the largest of the proposed events and if it was a civic event with a parade, that support from BCP Council should be inclusive of officer time

**RESOLVED that:**

- a) **Members agreed to mark and commemorated VE day in line with proposal “a” above noting that the resources available for the hire of a piper shall not deplete the sum of £3.5k as offered by BCP Council. That the committee delegates to the Town clerk to deal with the arrangements of organising this occasion;**
- b) **Members noted that proposal “b” did not bear any resource implications and was subject to the Priory holding a service of its own accord; and**
- c) **delegate to Town Clerk to examine whether the Royal British Legion and Priory are keen to hold a procession and equivalent service. If neither wish to proceed, then do not pursue further as a Town Council. If both parties are interested, then pursue recommendation (c) as follows:**

**BCP’s offer of Officer support be accepted from all the teams and officers it has identified for the production of a VJ procession subject to it being met within the BCP total budget of £3.5k (exclusive of officer time and assistance in kind). Members note that if this cannot be achieved - given this Council does not have the officers or resources available to it; and that BCP Council has retained 100% of this Council’s income for events management and assistance it would not be feasible to produce a procession of the magnitude suggested.**

Voting: unanimous

**214. Accounting Software – Scribe**

Background papers were submitted of the accounting software quotation which stems from the internal audit report and the auditor’s comments, 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.

The Town Clerk informed Members that Scribe Software was designed specifically for Parish and Town Council’s and not commercial use.

The two quotes provided were:

- a) Single user licence: £487.00  
VAT: £97.40  
**Total: £584.00**
  
- b) Unlimited user licence: £730.00  
VAT: £146.00  
**Total: £876.00**

**RESOLVED that an unlimited user licence for Scribe Software accounting be purchased at a total cost of £876.00.**

Voting: unanimous

**215. Internal Auditor's report**

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.

The Town Clerk provided Members with an overview of the internal auditor's report.

**RESOLVED that Members noted the report and the details listed for remedial action.**

Voting: unanimous

**216. Pitch Booking Proposals – Mundeford Recreation Ground**

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

Members were requested to consider the proposal from BCP Council concerning the booking of pitches at Mundeford Recreation Ground.

The Town Clerk informed Members that he had asked for further details (31- January 2020) such as the cost per pitch for booking to confirm viability; as this would not be viable, if for example, the £25 administration charge, plus £7 per month fee would cost more than the actual income received for that particular month/contract term. To date this information had not been forthcoming.

**RESOLVED that:**

- a) the matter be delegated to the Town Clerk to the extent that the service would be cost neutral or provides a small income. Such delegation shall include the liaising and signing of any service level agreement which achieves this purpose; and**
- b) the matter should return to Resources Committee for consideration if upon further examination this proposal would come at cost to the Council.**

Voting: unanimous

The meeting ended at 7.12pm

CHAIRMAN

**ITEM 6****Christchurch Town Council****Resources Committee – 9 March 2020****Schedule of Payments for Approval**

<b>Christchurch Town Council Payments List</b>						
<b>Payments List 01.02.20 - 02.03.20</b>						
Expenditure:						
<b>Invoice Date</b>	<b>Invoice Number</b>	<b>Supplier</b>	<b>Details</b>	<b>Net Amount</b>	<b>VAT</b>	<b>Gross Amount</b>
07.02.20	SSL692	Seacape South Ltd	Mudford Cricket Pavillion works	£557.48	£111.50	£668.98
18.02.20	954	Scribe Accounts	Scribe Accounts Annual Software Licence	£730.00	£146.00	£876.00
20.02.20		The Payroll & Tax Accounts Ltd	Monthly Payroll	£6,316.80	£0.00	£6,316.80
20.02.20		HMRC	Backpayment of Employers NI allowance	£3,000.00	£0.00	£3,000.00
			<b>Direct payments made:</b>	<b>£10,604.28</b>	<b>£257.50</b>	<b>£10,861.78</b>
13.02.20	54851732	Water Business	Sewerage services- Old Town Hall	£45.46	£0.00	£45.46
22.02.20		Clintons	Petty Cash payment-Mayor's Guide & Scout Parker Pens x 2	£8.34	£1.66	£10.00
28.02.20		W H Smith	Petty Cash payment- Certificate Frame- Meritorious Award	£4.16	£0.83	£4.99
28.02.20		Cobblers & Locksmiths	Petty Cash payment-Mayor's Guide & Scout pens engraving	£17.50		£17.50
29.02.20		W H Smith	Petty Cash payment-Mayor's Guide & Scout Certificate frame	£7.48		£7.48
02.03.20	TEL6226	Rejuvenate	Phone charges	£69.35	£13.87	£83.22
02.03.20	11250	Rejuvenate	IT Managed services [01/03/2020 - 31/03/2020	£85.60	£17.12	£102.72
			<b>Payments to authorise:</b>	<b>£237.89</b>	<b>£16.36</b>	<b>£271.37</b>
			<b>Total payments</b>	<b>£10,842.17</b>	<b>£273.86</b>	<b>£11,133.15</b>

Signed by:

Cllr Paul Hilliard

Chairman of Resources Committee

Date:

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Payments List 01.02.20 - 02.03.20						
Expenditure:						
Invoice Date	Invoice Number	Supplier	Details	Net Amount	VAT	Gross Amount
07.02.20	SSL692	Seacape South Ltd	Mudford Cricket Pavillion works	£557.48	£111.50	£668.98
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20.02.20		The Payroll & Tax Accounts Ltd	Monthly Payroll	£6,316.80	£0.00	£6,316.80 *
20.02.20		HMRC	Backpayment of Employers NI allowance	£3,000.00	£0.00	£3,000.00
			<b>Direct payments made:</b>	<b>£10,604.28</b>	<b>£257.50</b>	<b>£10,861.78</b>
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			<b>Total payments</b>	<b>£10,842.17</b>	<b>£273.86</b>	<b>£11,133.15</b>
						Feb MTH11
					* Salaries	£3,943.85
					Wages	£0.00
					Paye	£1,605.65
					Pru	£300.00
					Pen Ers	£369.80
					Pen Ees	£97.50
					Total	£6,316.80
<b>Date</b>	<b>Totals:</b>	<b>£165.00</b>	<b>£12,882.05</b>			
<b>Bank Account Reconciliation</b>						
	Balance as at 01.02.2020	<b>£266,580.63</b>				
	Receipts	£165.00				
	Less Payments	£12,882.05				
	<b>Balance as at 29.02.2020</b>	<b>£253,863.58</b>				