



# Christchurch Town Council

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

## Resources Committee Agenda

**Wednesday, 6 May 2020, 6.00pm**

You are summoned to attend a virtual meeting of the **Christchurch Town Council** to be held via Zoom conferencing facilities on **Wednesday, 6 May 2020 at 6.00pm.**

**Membership:**

**Chairman:** Cllr P Hilliard

**Vice Chairman:** Cllr A E Coulton

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. Members of the public wishing to attend the meeting please email the Town Clerk for joining details or alternatively telephone.

Daniel Lucas  
**Town Clerk**

30 April 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 Planning Committee held on 9 March 2020 (copy attached)

**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.

3 - 4

**6. Town Clerk's Report**

Income/expenditure - March & April 2020 for information

5 - 6

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 9 March 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, Cllr Mrs S Bungey, C A Gardiner, Cllr W Grace, Cllr F F T Neale, Cllr Mrs S Spittle, Cllr M J Tarling.

Apologies: Cllr A Coulton

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.

**230. Declarations of Interest**

There were no declarations of interest on this occasion.

**231. Minutes of Previous Meeting**

The minutes of the meeting held on 13 February 2020 were agreed and signed as an accurate record subject to minute no. 212. - schedule of payments for the period being amended to read 01.01.2020 to 04.02.2020.

Voting: nem.con

**232. Public Participation**

There was no public participation on this occasion.

**233. Public Questions**

There were no questions from the public on this occasion.

**234. Town Clerk's Report**

An updated schedule of payments for the period 01.02.2020 to 09.03.2020 was circulated to each member at the meeting and approved and signed, a copy of which appears as Appendix 'A' to these minutes in the minute book.

An updated copy of the monthly accounts was circulated at the meeting for the period to the end of February 2020, a copy of which appears as Appendix 'B' to these Minutes in the Minute Book.

Members were updated that since the printing of the report that a further invoice of £30.00 had been received on 9 March 2020 in respect of flowers to be laid by the Mayor in the New Zealand garden to commemorate the 49 people killed in the attack in Christchurch New Zealand on 15 March 2019.

**RESOLVED that:**

- a) **the schedule of payments for the period 01.02.2020 to 09.03.2020 be approved; and**
- b) **the monthly accounts for the period to the end of February 2020 be noted.**

**Voting: unanimous**

The meeting ended at 6.26pm

CHAIRMAN

<b>Christchurch Town Council Payments List</b>						
<b>Payments List 01.03.20 - 31.03.20</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	42787831	Zurich Insurance	insurance	£2,875.14	£0.00	£2,875.14
07.03.20		B J Guy Ltd	Skip for Rutland Road Allotments	£265.00	£53.00	£318.00
20.03.20		The Payroll & Tax Accounts Ltd	Monthly Payroll	6462.05	£0.00	£6,462.05 *
21.03.20	U18	Swanston Glass & Windows	Mudford Cricket Ground Pavillion- 16 replacement windows	£653.33	£130.67	£784.00
31.03.20		Unity Trust Bank	Credit Handling charge	£1.70	£0.00	£1.70
31.03.20		Unity Trust Bank	Service Charge	£23.85	£0.00	£23.85
			<b>Direct payments made:</b>	<b>£10,281.07</b>	<b>£183.67</b>	<b>£10,464.74</b>
10.02.20	8925	Frys Electrical	Repair works to external light at Druitt Hall	£303.80	£60.76	£364.56
08.03.20	INV2020-01	The Christchurch Antiquarians	Geophysical Survey in Druitt Gardens,	£3,899.00	£0.00	£3,899.00
13.03.20	CH74	Rokill	rodent control services at Rutland Rd allotments 14/03/2020-13/06/2020	£148.00	£29.60	£177.60
14.03.20	1933	The Payroll & Tax Accounts Ltd	Payroll charge- Feb	£48.00	£9.60	£57.60
31.03.20	1934	The Payroll & Tax Accounts Ltd	Payroll charge- March	£48.00	£9.60	£57.60
27.03.20	60248925	BCP Council	Grounds Maintenance Service Level Agreement	£47,397.00	£9,479.40	£56,876.40
			<b>Payments to authorise:</b>	<b>£51,540.00</b>	<b>£9,528.20</b>	<b>£61,068.20</b>
			<b>Total payments</b>	<b>£61,821.07</b>	<b>£9,711.87</b>	<b>£71,532.94</b>
					* Salaries	£4,011.58
					Wages	£0.00
<b>D&amp; Details</b>	<b>Receipts</b>		<b>Payments</b>		Paye	£1,653.44
Feb 2020 payments authorised			£301.37		Pru	£300.00
March 2020 direct payments made			£10,464.74		Pen Ers	£393.33
					Pen Ees	£103.70
					Total	£6,462.05
<b>D&amp;</b>	<b>Totals:</b>	<b>£0.00</b>	<b>£10,766.11</b>			
<b>Bank Account Reconciliation</b>						
Balance as at 01.03.2020	<b>£253,863.58</b>					
Receipts	£0.00					
Less Payments	£10,766.11					
<b>Balance as at 31.03.2020</b>	<b>£243,097.47</b>					

<b>Christchurch Town Council Payments List</b>							
<b>Payments List 01.04.20 - 30.04.20</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>
	20.04.20		The Payroll & Tax Accounts Ltd	Monthly Payroll	6458.47	£0.00	£6,458.47
	21.04.20	20200539	Tapper	Floral Tribute- wreath	£41.67	£8.33	£50.00
				<b>Direct payments made:</b>	<b>£6,500.14</b>	<b>£8.33</b>	<b>£6,508.47</b>
	01.04.20	800140596	BCP Council	Old Town Hall rates: 01.04.20-31.03.21	£2,644.70	£0.00	£2,644.70
	01.04.20	11498	Rejuvenate	Managed ICT services [01/04/2020 - 30/04/2020]	£85.60	£17.12	£102.72
	01.04.20	TEL6346	Rejuvenate	Phone charges	£65.77	£13.15	£78.92
	24.04.20	P2630519610	BCP Council	Events Income	£7,242.00	£1,448.40	£8,690.40
	28.04.20	17858813	Zoom	Petty Cash payment-Video Communications-on line meetings	£11.99	£2.40	£14.39
	28.04.20	1970	Payroll & Tax Accountants Ltd	Payroll charge- April	£48.00	£9.60	£57.60
				<b>Payments to authorise:</b>	<b>£10,098.06</b>	<b>£1,490.67</b>	<b>£11,588.73</b>
				<b>Total payments</b>	<b>£16,598.20</b>	<b>£1,499.00</b>	<b>£18,097.20</b>
						* Salaries	£4,029.30
						Wages	£0.00
						Paye	£1,632.14
						Pru	£300.00
						Pen Ers	£393.33
						Pen Ees	£103.70
						Total	£6,458.47
<b>Date</b>	<b>Details</b>	<b>Receipts</b>	<b>Payments</b>				
20.04.20	Druitt Gardens Survey		£3,899.00				
07.04.20	BCP Council- SLA		£56,876.40				
	April 2020 direct payments made		£6,508.47				
01.04.20	2020-21 Precept-first half-BCP	£257,208.25					
01.04.20	VAT Refund April-Dec 2019	£2,495.70					
20.04.20	BCP recharge-Druitt Survey	£3,899.00					
<b>Date</b>	<b>Totals:</b>	<b>£263,602.95</b>	<b>£67,283.87</b>				
<b>Bank Account Reconciliation</b>							
	Balance as at 01.04.2020	<b>£243,097.47</b>					
	Receipts	£263,602.95					
	Less Payments	£67,283.87					
	<b>Balance as at 30.04.2020</b>	<b>£439,416.55</b>					

**Christchurch Town Council**  
**Resources Committee – 6 May 2020 - Schedule of Payments for Approval**

Payments List 01.03.20 - 30.04.20							
Expenditure:							
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	07.02.20	42787831	Zurich Insurance	insurance	£2,875.14	£0.00	£2,875.14
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	31.03.20		Unity Trust Bank	Service Charge	£23.85	£0.00	£23.85
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	10.02.20	8925	Frys Electrical	Repair works to external light at Druitt Hall	£303.80	£60.76	£364.56
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				<b>Payments to authorise:</b>	<b>£51,540.00</b>	<b>£9,528.20</b>	<b>£61,068.20</b>
				<b>March - Total payments</b>	<b>£61,821.07</b>	<b>£9,711.87</b>	<b>£71,532.94</b>
	01.04.20	800140596	BCP Council	Old Town Hall rates: 01.04.20-31.03.21	£2,644.70	£0.00	£2,644.70
	01.04.20	11498	Rejuvenate	Managed ICT services [01/04/2020 - 30/04/2020]	£85.60	£17.12	£102.72
	<b>01.04.20</b>	<b>TEL6346</b>	<b>Rejuvenate</b>	Phone charges	£65.77	£13.15	£78.92
	<b>20.04.20</b>		<b>The Payroll &amp; Tax Accounts L</b>	Monthly Payroll	£6,458.47	£0.00	£6,458.47
	<b>21.04.20</b>	<b>20200539</b>	<b>Tapper</b>	Floral Tribute- wreath	£41.67	£8.33	£50.00
	24.04.20	P2630519610	BCP Council	Events Income	£7,242.00	£1,448.40	£8,690.40
	28.04.20	17858813	Zoom	Petty Cash Payment-Video Communications-on line meeting:	£11.99	£2.40	£14.39
	28.04.20	1970	The Payroll & Tax Accounts Ltd	Payroll charge- April	£48.00	£9.60	£57.60
				<b>April -Total Payments</b>	<b>£16,598.20</b>	<b>£1,499.00</b>	<b>£18,097.20</b>
				<b>Total payments to authorise for March &amp; April 2020</b>	<b>£78,419.27</b>	<b>£11,210.87</b>	<b>£89,630.14</b>

Signed by:  
 Cllr Paul Hilliard  
 Chairman of Resources Committee  
 Date

