



# Christchurch Town Council

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

## Resources Committee Agenda

**Tuesday, 7 September 2021, 6.00pm**

You are summoned to attend a meeting of the **Christchurch Town Council** to be held at the at Homelands Hall, Kings Avenue, Christchurch, BH23 1NA **on Tuesday, 7 September 2021 at 6.00pm.**

**Membership:**

**Chairman:** Cllr M Cox

**Vice Chairman:** Cllr W Grace

Cllr Mrs S Bungey

Cllr A Coulton

Cllr L Dedman

Cllr C A Gardiner

Cllr P Hilliard

Cllr S McCormack

Cllr G Polson

The business to be transacted is set out overleaf

Daniel Lucas

**Town Clerk**

1 September 2021

# Agenda

**1. Election of Chairman**

To appoint a chairman for the duration of the meeting.

**2. Apologies for Absence**

To receive apologies for absence

**3. Declaration of Interests**

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

**4. Minutes of the Previous Meeting**

To confirm as a correct record the Minutes of the meeting of the Resources Committee held on 3 August 2021 (copy attached)

4 - 5

**5. 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.

**6. 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.

**7. Town Clerk's Report**

Income/Expenditure August 2021 for information.

6 – 7

**8. Budget Virement for Tutttons Well Guide Hut**

Verbal  
Report

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 3 August 2021 at 6.00pm at Homelands Hall, Kings Avenue, Christchurch, BH23 1NA

#### Present:-

Chairman: Cllr M Cox

Vice-Chairman: Cllr W Grace

Present: Cllr Mrs S Bungey, Cllr A Coulton, Cllr L Dedman, Cllr C A Gardiner, Cllr P Hilliard and Cllr S McCormack.

Apologies: Cllr G Polson

Officers present: Daniel Lucas, Town Clerk  
Susan Roxby, Democratic Services Officer

Members of the Public present: 0

Members of the Press present: 0

#### **105. Declarations of Interest**

There were no declarations of interest on this occasion.

#### **106. Minutes of Previous Meeting**

The minutes of the meeting held on 6 July 2021 were agreed and signed as an accurate record.

Voting: unanimous

#### **107. Public Participation**

There was no public participation on this occasion.

#### **108. Public Questions**

There were no questions from the public on this occasion.

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

The schedule of payments for the period 01.07.2021 to 31.07.2021 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 July 2021 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.

The Chairman asked for confirmation that tax was being paid on payroll on behalf of the Town Council by the payroll provider. The Town Clerk advised that the payroll tax paid position was confirmed in the employer payroll portal.

**RESOLVED that:**

- a) the schedule of payments for the period 01.07.2021 to 31.07.2021 be approved; and**
- b) the monthly accounts for the period to the end of July 2021 be noted.**

Voting: unanimous

## **110. Hybrid Meetings Update Report**

The Town Clerk informed Members that he had attended a Cloudy IT webinar to research how the Town Council could hold Hybrid meetings. Logitech software could be used with rally cameras which would connect to the Town Clerk's laptop and start Zoom video conferencing. The camera spins and focuses on each person speaking with 7 microphones which are round discs with a 15 foot catchment each. The equipment catered for a maximum meeting room capacity of 40 attendees and the cost was approximately £4,000.

Cllr Cox felt it was a good step forward for the Council and proposed a motion that the Town Clerk obtains further quotations for Hybrid meetings, this proposal was seconded by Cllr Hilliard.

**RESOLVED that that the Town Clerk be delegated to obtain further quotations for Hybrid meetings arrangements.**

Voting: unanimous

The meeting ended at 6.35pm

CHAIRMAN

Christchurch Town Council Payments List							
Payments List 01.08.21 - 30.08.2021							
Expenditure:							
Invoice Date	Invoice Number	Supplier	Details	Net Amount	VAT	Gross Amount	
04.08.21	887	Accolade Building Care Ltd	Call out Charge re Old Town Hall Boiler	£137.75	£27.55	£165.30	
20.08.21		Payroll & Tax Co	August Payroll	£7,347.22	£0.00	£7,347.22	
26.08.21		ICO DD	Information Commissioner Office	£35.00	£0.00	£35.00	
<b>Direct payments made:</b>				<b>£7,519.97</b>	<b>£27.55</b>	<b>£7,547.52</b>	
04.08.21	1088	Accolade Building Care Ltd	Repairs to the Old Town Hall Boiler	£411.13	£82.23	£493.36	
05.08.21	TEL7461	Rejuvenate	Phone Charges- July	£62.94	£12.59	£75.53	
16.08.21	15078	Rejuvenate	Website issues & Cllr email account compromised	£184.00	£36.80	£220.80	
17.08.21	664	Dorset Planning Consultant	Neighbourhood Plan June/July consultants fee	£667.25	£133.45	£800.70	
18.08.21		Poole Charter Trustees	Wreath for Deputy Mayor to lay at VJ commemoration	£19.50	£0.00	£19.50	
18.08.21	P2630552255	BCP Council	Water Sampling for Events at Christchurch Quay 2021	£345.00	£69.00	£414.00	
25.08.21	12412767	BCP Council	Election costs- Jumpers & St. Catherine's parish by-election	£14,937.93	£0.00	£14,937.93	
		Payroll & Tax Co Ltd	Payroll processing charge for August 2021	£48.00	£9.60	£57.60	
26.08.21	45625	Tappers Funeral	Petty cash Payment-Wreath - Hon Freeman Elizabeth Bath	£55.00	£0.00	£55.00	
28.08.21	NV104558023	Zoom	Petty Cash payment-Video Communications-on line meetings	£11.99	£2.40	£14.39	
31.08.21	514881	Robert Dyas	Petty Cash payment-laptop mouse	£5.83	£1.16	£6.99	
31.08.21	TEL7521	Rejuvenate	Phone Charges- August	£65.08	£13.02	£78.10	
31.08.21	15185	Rejuvenate	Managed IT services 01/09/2021 - 30/09/2021]	£91.60	£18.32	£109.92	
01.09.21	15121	Rejuvenate	Website issues & Cllr email account compromised	£40.00	£8.00	£48.00	
12.08.21		W H Smith	Petty Cash payment-Neighbourhood Plan-tent postage notes	£44.92	£0.00	£44.92	
10.08.21	38535	PP Printing	Petty cash payment- Neighbourhood Plan- tent A4 Boards	£159.00	£31.80	£190.80	
				<b>£17,149.17</b>	<b>£418.37</b>	<b>£17,567.54</b>	
<b>Total payments</b>				<b>£24,669.14</b>	<b>£445.92</b>	<b>£25,115.06</b>	
<b>Details</b>		<b>Receipts</b>	<b>Payments</b>				
July 2021 payments authorised			£4,196.88			* Salaries	£4,497.81
August 2021 payments made direct			£7,547.52			Wages	
HMRC-VAT reclaimed		£2,411.64				Paye	£1,944.22
Water Bill refund		£676.55				Pru	£300.00
Water Bill refund		£28.89				Pen Ers	£167.16
<b>Totals:</b>		<b>£3,117.08</b>	<b>£11,744.40</b>			Pen Ees	£438.03
						Total	£7,347.22
<b>Bank Account Reconciliation</b>							
Balance as at 01.08.2021		£131,546.34					
Receipts		£3,117.08					
Less Payments		£11,744.40					
Balances as at 31.08.2021:							
<b>Unity Trust Bank PLC</b>		<b>£122,919.02</b>					
<b>CCLA Public Sector Deposit Fund</b>		<b>£650,024.75</b>					
<b>Total in Banks as at 30.08.21</b>		<b>£772,943.77</b>					

**Christchurch Town Council**  
**Resources Committee – 7 September 2021**  
**Schedule of Payments for Approval**

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			<b>Total payments</b>	<b>£24,669.14</b>	<b>£445.92</b>	<b>£25,115.06</b>

Signed by:  
Cllr Mike Cox  
**Chairman of Resources Committee**  
**Date:**

