



Beaminster Town Council

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held in the Skyrm Room, Public Hall on Tuesday 19th March 2019 at 7.00pm.

412 PRESENT: Cllr Mrs Page (Chairman), Cllr Beswarick, Cllr Body, Cllr Cheeseman, Cllr Turner; also Mrs Bright (Town Clerk) and Mrs Clare (Finance Administrator).

413 APOLOGIES FOR ABSENCE:
No apologies for absence were received.

414 MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 4TH DECEMBER 2018
The minutes of the Finance & General Purposes Committee meeting held on 4th December 2018 having been circulated were confirmed and signed by the Chairman as a correct record.

415 DECLARATIONS OF INTEREST
No declarations of interest were received.

416 GRANT APPLICATIONS
(a) Beaminster Festival – The Town Clerk advised correspondence had been received in which a request for financial support had been made. The Council had budget provision for a grant of £500 and members were asked to consider sponsorship of a specific event, after due consideration members **RESOLVED** to sponsor the Community Street Party on Saturday 22nd June.

417 PLAY AREA PROJECT – FALLEN TREE FEATURE
The Town Clerk advised that an alternative supplier for the Oak section had been identified and a site meeting would take place to ascertain size and suitability. Revised quotations would be sought in preparation for an application for a LEADER variation order. Members **RESOLVED** to delegate authority to the Town Clerk to progress the application subject to a maximum spend of £6,000.

418 BUDGET COMPARISON 2018/19
Members had previously been circulated with a copy of the budget at 12th March 2019 and **NOTED** the actual against budget.

(a) Budget projections
The Chairman took members through the budget projections for 2018/19 page by page, the following items were highlighted:

1096/101 – Adverts Town Map – the Finance Administrator advised four businesses had paid for a replacement advertisement however there had been an unforeseen delay in producing the advertisements and proposed a refund to those businesses. **AGREED.**

4041/101 – Postage – the Finance Administrator advised that a bulk purchase of stamps had been made in preparation for the price increase in April.

4065/101 – Website – the Town Clerk advised of two quotations received from professional photographers for the commissioning of photographs for the new website. There being a significant variance in the quotations it was **AGREED** to await two further quotations for consideration by Full Council, with a view to revising the budget provision for 2019/20 if necessary.

CB3 – Mini Bus Inspection Scheme – Members were advised of the Scheme which offered a discounted labour rate and ~~five~~^{one} inspections every 10 weeks in line with the Permit 19 requirements. **RESOLVED** to join the Scheme with effect from 1st June 2019 to March 2020 at a cost of £295, the annual renewal cost at 1st April 2020 would be £354.

1008/205 – Fleet Club – **NOTED** the lease had expired in February, a meeting would be arranged to discuss a new lease agreement.

1088/301 – Garage rent – **NOTED** the current tenant had advised they were moving out of Beaminster and would relinquish the garage on the sale of their property. In the circumstances members **AGREED** to payment of the rent by monthly instalments.

4024/301 – Replacement posts – following a number of complaints regarding visibility of the posts around the car park in the Memorial Playing Field members **AGREED** to refer the issue to Recreations & Amenities Committee for consideration.

(b) Budget framework 2019/2020

The Chairman took members through the budget framework for 2019/2020 page by page, the following items were highlighted:

4123/104 – CB3 Fuel – based on actual to date it was **AGREED** to increase the budget provision to £6,000

4024/301- General maintenance – **AGREED** to increase the budget provision to £5,000 to replace the posts around the car park and the continuation of the path to the Fleet Street entrance.

An amended budget reflecting these, and other minor amendments, to be attached to these minutes.

(c) Transfer of funds to Earmarked Reserves

The Finance Administrator took members through the highlighting the funds identified for transfer to EMR at 31st March 2019 as follows:

Grants received from West Dorset District Council –
£70,000 for the provision of public toilets by 2022
£60,000 for the Skate Park project
£5,000 for the Skate Park project

Unspent surplus on budgets –
£8,500 Community Devolvment Fund
£18,000 Skate Park project
£12,000 Public Hall extension project



Grant received from Tesco
£1,000 – picnic benches in play area

RESOLVED to **ACCEPT** the recommendations put forward. Members **NOTED** the anticipated balance of EMR at 31 March 2019 to be £233,920

419 IT SERVICE AGREEMENT

Members had previously been circulated with details of a new contract proposal submitted by VPW Systems. Following discussion members **RESOLVED** to accept the proposal and to upgrade the Broadband to Fibre a total annual cost of £1,365.

420 INTERNAL AUDIT RECOMMENDATION

Members had previously been circulated with a draft Reimbursement of Expenses Policy in line with the recommendation contained within the Internal Audit report. **RESOLVED** to **ADOPT** the policy as circulated, a copy of which is attached.

421 PROVISION OF PUBLIC TOILETS

Members **NOTED** the grant of £70,000 from West Dorset District Council and **AGREED** to refer the project to the Public Hall Working Party for consideration in conjunction with the other work to enhance the rear of the building.

422 DATE OF NEXT MEETING

The date of the next meeting to be advised.

423 MEETING

The meeting which started at 7.00pm closed at 9.10pm.


Chairman