



**Minutes of a Meeting of Alderholt Parish Council Finance Committee held at The Committee Room, Alderholt Village Hall, Station Road, Alderholt commencing at 6.00pm Monday 5<sup>th</sup> November 2018**

**17/18**

**Present;** Cllr Dave Tooke (Chairman)  
Cllr Stuart Archer  
Cllr Adrian Hibberd  
Cllr Gina Logan  
Cllr Martin Smethers  
Clerk – Mrs Maria Humby

**Apologies;** None

**18/18**

**WELCOME FROM THE CHAIRMAN INCLUDING RECEIVING APOLOGIES AND HOUSEKEEPING NOTICES**

The Chairman welcomed everyone to the meeting and advised of fire procedures for escape in the event of a fire.

**19/18**

**DECLARATIONS OF INTEREST**

No interests declared.

**20/18**

**PUBLIC SESSION**

No representations received or members of the public present.

**21/18**

**MINUTES**

**Resolved;** the minutes of the Finance Committee held on 18<sup>th</sup> June 2018 were confirmed as a correct record and signed by the Chairman, Cllr Tooke.

**22/18**

**TO CONSIDER CAPITAL AND GENERAL GRANT REQUESTS**

Spreadsheets and applications circulated.

**1. Capital Grant Applications**

The balance of this fund is £5000.00. Only one application has been received this year which was considered by Cllrs.

- **Resolved;** to grant the sum of £840.00 to the Recreate Festival which in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure.

Chairman's Initials;



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**2. General Grant Applications**

The balance of this fund is £1050.00. Cllrs considered applications.

- Resolved; to grant the sum of £100.00 to the East Dorset Environment Partnership which in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure.
- Resolved; to grant the sum of £300.00 to the Recreate Festival which in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure.
- Resolved; to grant the sum of £100.00 to the Fordingbridge & District Day Centre for the Frail and Housebound which in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure.
- Resolved; to grant the sum of £100.00 to the Rae Straton Lunch Club/Day Care which in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure.
- Resolved; to grant the sum of £200.00 to the East Dorset Citizens Advice Bureau which in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure.

Noted that this is a reduced amount to that requested as Cllrs considered that Alderholt residents generally use the Hampshire CAB's more than the East Dorset branch.

23/18

**TO CONSIDER RESERVES TO DATE**

Councillors considered the reserve reports which were agreed with the overall totals as follows;

**General Reserves**

Balance of General Reserves 31st March 2018 139905.77

Funds transferred in 1st April

Rec Gd Play Equipment Repair/Replacement Fund	5447.00
Establishment Fund	897.00
General Amenity Repair/Replacement Fund	1537.00
New Service Devolution Reserve Budget	3000.00
97 Bus project Cranborne PC 1st Qtr pymt	293.59

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Budget Savings 2017/18 to Contingency reserve	4330.00	
Capital Projects-Community Fund Grant Table Tennis Table	750.00	
97 Bus Project Knowlton PC 1st Qtr pymt	312.46	
97 Bus Verwood TC Grant 2019 Project	500.00	
97 Bus Project Knowlton PC 2nd Qtr pymt	716.82	
97 Bus Project Cranborne PC 2nd Qtr pymt	673.53	
<b>SUBTOTAL</b>		<b>18457.40</b>

Funds Transferred Out

97 Bus DCT 1st Qtly payment	3700.00	
T Mellor-Fingerpost refurbishment materials	291.18	
Dixon and Templeton lease fees-scouts	1006.00	
Assist Business IT Ltd-new equipment	998.99	
Alderholt 1st Scouts-land registry fees	43.60	
Alderholt 1st Scouts-Capital Grant payment	7358.56	
The Play Inspection Co- post installation inspection	260.00	
Caloo- Gym Equipment Purchase	9605.00	
DCT -97 Bus 2nd qtr payment	3900.00	
<b>SUBTOTAL</b>		<b>27163.33</b>

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**Balance of Reserves 5th November 2018** **131199.84**

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Balance of Contingency Fund	40726.31
Balance of Rec Gd Equipment Repair/Replacement Fund	43047.25
Balance of General Asset Repair/Replacement Fund	4911.34
Balance of Establishment Fund	3899.73
Balance of Election Fund	2190.00
Balance of Allotment Greenhouse Fund	150.00
Balance of Pavilion Project Fund (renamed)	24450.50
Balance of Rifle Range Land Maintenance Fund	0.00
Balance of Capital Projects-Gym equipment	3177.31
Balance of 2018 97 Bus Fund	5147.40
Balance of 2019 97 Bus Fund	500.00
Balance of Service Devolution Fund	3000.00

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**Total of General Reserves 5th November 2018** **131199.84**

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**Cllrs agreed that unused funds of £3177.31 held in the Gym Equipment Project Reserve Fund, (which was now completed) be transferred to the Recreation Ground Repair/Replacement Reserve Fund**

**24/18**

**TO CONSIDER BUDGETS TO DATE**

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Budget spreadsheets and reports had been circulated to members. The RFO confirmed that to date budgets were within target with the exception of salaries which due to increased workloads and overtime, additional funds were required from the contingency fund. **Noted and agreed. To be discussed further as confidential item.**

**Cllrs agreed to transfer excess funds held in the Capital Community Grant Fund of £4160.00 to the Recreation Ground Repair/Replacement Reserve Fund**

**Cllrs agreed to transfer excess funds held in the General Grant Fund of £250.00 to the Recreation Ground Repair/Replacement Reserve Fund**

**25/18 EMPLOYMENT ISSUES**

On advice from DAPTC, the clerk had reported to Cllrs that DCC calculated part time payroll hours on a different basis to that for Towns and Parish Councils. This has resulted in a small shortfall of pay to both officers. The clerk will need to liaise with DCC payroll regarding exact amounts and when this should be paid but it is anticipated to be approx. £100 in total. **Cllrs agreed that the necessary amounts to be paid to both officers.**

Cllrs acknowledged and agreed that there is a problem with workload for staff which needs to be addressed. It was agreed that staff provide an excellent service to the Council and as the employer, the Council has a duty of care to staff to manage their working hours and wellbeing. This will be further discussed at the November Council meeting. **Cllrs agreed additional funds will be required for overtime payments to those originally budgeted, to be paid from the contingency fund.**

Meeting closed 7.05pm

Minutes Approved;

Chairman's Signature;

Date:

Chairman's Initials;