



**Minutes of a Meeting of the Finance Committee held remotely at 7.00pm on Monday 23<sup>rd</sup> November 2020**

**Present:** Cllr D Tooke (Chairman)  
 Cllr S Butler  
 Cllr A Hibberd  
 Cllr S Logan  
 Cllr M Smethers  
 Ms L Ellis (Clerk)

14/20	<p><b>WELCOME FROM THE CHAIRMAN &amp; APOLOGIES</b></p> <p>The Chairman, Cllr Tooke, welcomed all in attendance to the remote meeting of the Finance Committee.</p> <p>There were no apologies for absence.</p>	
15/20	<p><b>TO RECEIVE DECLARATIONS OF INTEREST AND/OR CONSIDER THE GRANTING OF DISPENSATIONS</b></p> <p>Cllr Smethers declared a non-pecuniary interest in Minute No. 18/20 - Capital Grant Requests and took a full part in the discussion and voting on this item, as Cllr Smethers felt that although he had completed and signed the application from the Scout Association he felt that it wasn't a pecuniary interest.</p> <p>The Clerk stated that it was the decision of the Member as to what type of declaration they made and would need to consider if a member of the public, who knew the relevant facts, would reasonably think that an interest was so significant that it may prejudice a Member's judgement.</p>	
16/20	<p><b>MINUTES OF THE FINANCE COMMITTEE MEETING ON 18<sup>TH</sup> FEBRUARY 2020</b></p> <p>It was proposed by Cllr Hibberd and seconded by Cllr Logan that the minutes of the meeting held on the 18<sup>th</sup> February 2020 were a correct record. ALL IN FAVOUR.</p>	
17/20	<p><b>PUBLIC SESSION</b></p> <p>No comments raised.</p>	
18/20	<p><b>CAPITAL AND GENERAL GRANT REQUESTS</b></p> <p>A report was submitted by the Clerk, a copy of which is attached at Appendix 'A' to these Minutes.</p> <p><u>Capital Grants</u></p> <p>Two applications were submitted to the Finance Committee, from the Alderholt Village Hall and the Scouts Association.</p> <p>Discussion followed and concern raised that:</p> <ul style="list-style-type: none"> <li>• one of the applications was retrospective</li> </ul>	



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- none of the applications had been fully completed and were missing information.

It was agreed that the application criteria should be reviewed and rewritten where necessary, prior to the new financial year. The amended criteria would be brought back to either the Finance Committee or full Council for agreement.

### General Grants

An application was submitted from East Dorset Tourist Information Centre. Members raised concern that there were organisations who would normally apply for a general grant who hadn't submitted a grant this year. It was felt that this was due to Covid and that in the new year those organisations would hopefully start to operate again.

Therefore, Members agreed to award a sum to the East Dorset Tourist Information Centre and the remaining balance of the general grant fund be carried over to the 2021/2022 financial year to assist organisations who weren't currently operating but would be once Covid regulations had been lifted.

It was proposed by Cllr Hibberd and seconded by Cllr Logan that:-

- a) the application criteria for Capital and General Grants be reviewed and amended, where necessary.
- b) Alderholt Village Hall be granted £666.00 from the Capital Grant Fund.
- c) Scouts be granted £333.00 from the Capital Grant Fund; and
- d) East Dorset TIC be granted £150.00 from the General Grant Fund

Nem Com (1 Abstention – Cllr Smethers)



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<b>19/20</b>	<b>INTERNAL AUDIT REPORT</b> <p>The Clerk confirmed that the Internal Audit Report hadn't been finalised and as a result it would go to the Alderholt Parish Council meeting to be held on 14<sup>th</sup> December 2020.</p> <p>It was reported that there had been preliminary discussion with the Auditor and the following points had been raised and would be contained within the final report:-</p> <ul style="list-style-type: none"><li>• Check insurance for cyber cover.</li><li>• Needed to add additional column to the Asset Register of serial numbers, in case of fire/theft.</li><li>• Add recent laptop purchase to Asset Register.</li><li>• VAT return required for 2019/20. Also need to clarify if there was an outstanding claim for 2018/19.</li><li>• Needed to chase up statements and signatures from savings accounts; and</li><li>• Confirm the balance on the Cashplus card.</li></ul> <p>Members noted the update.</p>	
<b>20/20</b>	<b>DRAFT BUDGET 2021/22</b> <p>A report was submitted, a copy of which is attached at Appendix 'B' to these Minutes.</p> <p>The Committee discussed each line of the budget breakdown and it was confirmed by the Chairman that asset replacement would be match funded by £4,500 from the CIL Reserve for 2021/22.</p> <p>The Clerk confirmed that Dorset Council had been in contact with the timetable for the budget process. The 2021/22 tax base should be with the Parish Council by 11<sup>th</sup> December 2020 and therefore this could then be updated at the meeting of Full Council on 14<sup>th</sup> December 2020. The precept notification form needed to be completed and returned to Dorset Council by 31<sup>st</sup> January 2021. Requested precept would be paid in two stages from Dorset Council and this would be 30<sup>th</sup> April and 30<sup>th</sup> September 2021.</p> <p>It was proposed by Cllr Hibberd and seconded by Cllr Butler that the Draft Budget 2021/22 be recommended to Full Council on 14<sup>th</sup> December 2020 for agreement. ALL IN FAVOUR</p>	



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<b>21/20</b>	<b>97 BUS SERVICE</b>  Councillor Logan, representative on the 97 Bus Joint Working Party, provided a brief overview on the financial position and partner Councils. A Member raised that one of the partner Councils had noted concerns about future costings for the service and that this would need to be looked at, along with the principal of how contributions between the partnership were calculated. In response, it was confirmed that when the new census data was available this would provide an opportunity to review the contribution principal and for partnership Councils to discuss.  It was confirmed that the revised 97 Bus agreement would be presented to a future meeting of Alderholt Parish Council.  Members noted the update.	
<b>22/20</b>	<b>EXCLUSION OF PRESS AND PUBLIC</b>  <b>Public Bodies (Admission to Meetings) Act 1960 (as amended by the local Government Act 1972 s.100) on the grounds of the confidential nature of the business to be transacted. ALL IN FAVOUR</b>	
<b>23/20</b>	<b>DRAFT JOB DESCRIPTION AND PAY GRADE FOR ROLE OF ASSISTANT PARISH CLERK</b>  An EXEMPT report was submitted, regarding the draft job description and pay grade for the role of Assistant Parish Clerk.	

Meeting closed 8.48pm

Minutes Approved.

Chairman's Signature.

Date:

Chairman's Initials.



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Appendix 'A'

GRANT





Emailed confirmation  
6/4/20

[Redacted]

[Redacted]

April 4<sup>th</sup> 2020

Ms K Mason  
Parish Clerk  
Alderholt Parish Council  
1 Station Road  
ALDERHOLT  
SP6 3RB

Dear Ms Mason

Please find attached an application form for funding for a project at Alderholt Village Hall for the Parish Councils consideration.

I have completed all sections as required, but if any further detail or information is required, please contact me.

Yours sincerely

Norman Jones  
President  
Alderholt Village Hall

APC APPLICATION APRIL 2020



# Minutes of a Meeting of the Finance Committee held remotely at 7.00pm on Monday 23<sup>rd</sup> November 2020

## ALDERHOLT PARISH COUNCIL COMMUNITY CAPITAL PROJECT GRANT APPLICATION FORM

### ORGANISATION DETAILS

Name: ALDERHOLT VILLAGE HALL

Address: 1. STATION ROAD

ALDERHOLT SP6 3RB

Website address (if applicable): ALDERHOLT VILLAGE HALL

Description of activities:

SEE ATTACHMENT

Please continue on additional sheets if necessary.

### PROJECT DETAILS

Please give full details below of the project, including where it is based and details of which section of the community will benefit, and how (if this is not apparent). Please continue on an additional sheet, if necessary, or attach the details separately, if this is more convenient.

SEE ATTACHMENT

### PROJECT COSTS:

	COST (£)	VAT (£)	TOTAL (£)
Total Cost of Project	6940	1388	8328
Total amount applied for from the Parish Council			1800



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## ALDERHOLT PARISH COUNCIL COMMUNITY CAPITAL PROJECT GRANT APPLICATION FORM

If the grant does not cover the total project cost, please give details below of how the remaining funding will be found. Please include any funding that is being contributed by the organisation itself.

Sources of other funding for the project	Amount applied for (£)	Awaiting Response*	Received*
HENRY FOUNDATION	4000	✓	
AUH MAN.COM	2528		AVAILABLE
<b>TOTALS</b>	<b>6528</b>		

\* Tick whichever is appropriate.

Project expected start date: JULY 2020

Date that funds will be required: AUGUST 2020

Details of whom the payment is to be made payable to (state whether preference is cheque or bank transfer in which case include banking details):

BANK TRANSFER



Has your organisation made a request to the Parish Council in the previous 5 years?  
Yes ~~Yes~~ No

For what purpose? REPLACEMENT CHAIRS

Was the request successful? Yes ~~Yes~~ No

How much was received? CIRCA £850



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## ALDERHOLT PARISH COUNCIL COMMUNITY CAPITAL PROJECT GRANT APPLICATION FORM

### CONTACT DETAILS

Name of Contact: (Mr/Mrs/Miss/Ms) NORMAN JONES

Position: [REDACTED]

Address for Correspondence (if different to organisation address):

[REDACTED]

Telephone Number: [REDACTED]

Mobile Number: .....

E-mail:..... [REDACTED]

I/we agree to the terms and conditions as set out below;

Signed: ..... Date: .....

Date	Min	Action
23/02/15	P&F 07/15	Adopted
14/05/18	PC 60/18	Amended Closing Dates for Applications in line with Finance committee dates
Next Review		May 2022





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## ALDERHOLT PARISH COUNCIL

### Community Capital Project Grant Application

#### Description of activities

A Village Hall has been in operation in Alderholt for over 75 years. It has always been central to the community activities with many clubs, organisations and private hirers using the much improved facilities. The two front offices are used by the Parish Council for its office and meeting room. Members of the Parish Council are aware of its importance to the Village of Alderholt.

#### Project Details

The hall has recently suffered a major heating problem effecting the entire building, and this required the replacement of the boiler. This was not a projected expense, and the funding for this has been taken from monies set aside to replace the rather outdated public address equipment currently in use. As part of this project, the inclusion of projector and large screen, have been included, to bring the hall up to date with current expectations from hirers. With these facilities in place, and highlighted on AVH web site, it may well encourage official bodies to use the facilities for public presentations.

The management committee had its own funding planned, in addition to applications to other funders, and it was hoped that the project could be completed during the summer months. This was on course but then the set back of the boiler replacement cost of £3600 has not helped at all.

#### Funding application

This application is a request for the APC to consider granting the AVH £1800.00 which is 50% of the unexpected cost of the replacement boiler. The benefits of which ALL users of the facility can enjoy.



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## ALDERHOLT VILLAGE HALL

Accounts for the period 1 September 2017 to 31 August 2018

### INCOME & EXPENDITURE

<u>INCOME</u>	2017/18		Full Year	Var. 2017/18
	£		£	vs. 2016/17
				£ B/(W)
Income/ Lettings	15,352.97	68%	N/A	#VALUE!
Income/ Other Income	2,345.99	10%	N/A	#VALUE!
Income/ Bar Takings	4,726.81	21%	N/A	#VALUE!
<b>Total</b>	<b>22,425.77</b>		-	#VALUE!
<u>EXPENDITURE</u>				
Bank Charges	- 65.00	0.4%	N/A	#VALUE!
Cleaning and Maintenance	- 11,841.65	67.1%	N/A	#VALUE!
Admin Expenses	- 783.35	4.4%	N/A	#VALUE!
Audit Fees	- -	0.0%	N/A	#VALUE!
Council Tax/ Utilities	- 2,913.93	16.5%	N/A	#VALUE!
Insurance	- 775.29	4.4%	N/A	#VALUE!
Bar Stock/Hall Exps	- 576.66	3.3%	N/A	#VALUE!
PRS for Music	- 367.30	2.1%	N/A	#VALUE!
EDDC Licensing Renewal	- 180.00	1.0%	N/A	#VALUE!
Gold Acc Trf	- -	0.0%	N/A	#VALUE!
Ent Acc Trf	- -	0.0%	N/A	#VALUE!
Petty Cash Trf	- 150.00	0.8%	N/A	#VALUE!
<b>Total</b>	<b>- 17,653.18</b>		-	#VALUE!
<b>Excess of income over expenditure</b>	<b>4,772.59</b>			#VALUE!
Represented by:				
CAF Gold account	4,935.55			
CAF Cash account	10,633.83			
CAF Entertainment account Closed	-			
Petty Cash	100.00			
	<b>15,669.38</b>			



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# Grant Application

*submitted*

## November 2020





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## ALDERHOLT PARISH COUNCIL

CLERK; MRS MARIA HUMBY  
PARISH OFFICE, 1 STATION ROAD, ALDERHOLT, FORDINGBRIDGE,  
HAMPSHIRE, SP6 3RB

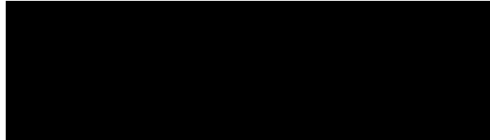
Tel; 01425 657587 email; clerk@alderholtparishcouncil.co.uk  
www.alderholtparishcouncil.gov.uk

### COMMUNITY CAPITAL PROJECT GRANT APPLICATION FORM

#### ORGANISATION DETAILS

Name: 1<sup>st</sup> Alderholt Scout Group

Address:



Website address (if applicable): [www.alderholtscouts.org.uk](http://www.alderholtscouts.org.uk)

#### Description of activities:

Scouting is all about building confidence and self-esteem, learning important life skills and leadership skills, team building, outdoor adventure, education, and fun! Scouts learn how to make good choices and to take responsibility for their actions so that they are prepared for their adult life as independent persons.

#### PROJECT DETAILS

Installation of six security posts at the entrance to the HQ Site (formerly the Rifle Range) to keep out unwanted people and to prevent the dumping of material on site.



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**PROJECT COSTS:**

	COST (£)	VAT (£)	TOTAL (£)
Total Cost of Project	£1,654.00	£330.82	<b>£1,984.80</b>
Total amount applied for from the Parish Council			<b>£1,000.00</b>

If the grant does not cover the total project cost, please give details below of how the remaining funding will be found. Please include any funding that is being contributed by the organisation itself.

Sources of other funding for the project	Amount applied for (£)	Awaiting Response*	Received*
Alderholt Community Fund	£1,984.00		£500.00
<b>TOTALS</b>			

\* Tick whichever is appropriate.

Project expected start date:       ASAP

Date that funds will be required:   ASAP

Details of whom the payment is to be made payable to (state whether preference is cheque or bank transfer in which case include banking details):





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Has your organisation made a request to the Parish Council in the previous 5 years? Yes

For what purpose? Camping equipment

Was the request successful? Yes

How much was received? Please check the records

## CONTACT DETAILS

Name of Contact:

[REDACTED]

Address for Correspondence (if different to organisation address):

Same as organisation address

Telephone Number:

[REDACTED]

Mobile Number:

E-mail:

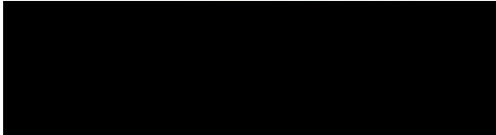
I/we agree to the terms and conditions as set out below;

Signed: [REDACTED]

Dated: 8 November 2020



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## Details

The Heavy Duty Stainless Steel Retractable Post (Telescopic) is a simple, cost-effective, yet highly effective way to prevent unwanted vehicle access. The Heavy Duty Retractable Post (Telescopic) is raised and lowered vertically. When lowered the post is fully below ground and covered using the integral lid.

The post has an integral locking mechanism so no need for a padlock. It is very easy to operate with a handle to hold to raise and lower into position.

Cost effective way of preventing unwanted vehicle access. Post is manually raised and lowered vertically; when lowered post is fully below ground and includes integral lid. 304 Grade Brushed Polished Stainless Steel Finish (Bollard) (Hot-Dip Galvanised Finish Available) 750mm Tall (When raised). 950mm Below Ground. Bollard tube steel tube size: 89mm x 3mm Mechanical locking mechanism with 4 keys.

The Heavy Duty Stainless Steel Retractable Post (Telescopic) is ideal for protecting vehicle forecourts, commercial premises, car parks and domestic driveways.

Lead time: 2-5 days

Product code: HDP01



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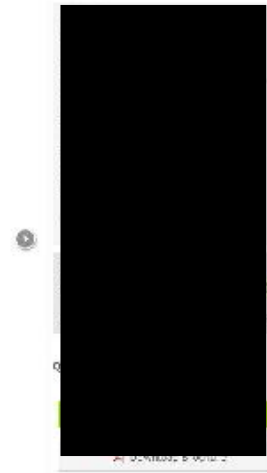


6 x Stainless steel retractable posts	£1,054.00
Installation of posts	£ 600.00
Sub-Total	£1,654.00
VAT	£ 330.80
<b>TOTAL</b>	<b>£1,984.80</b>



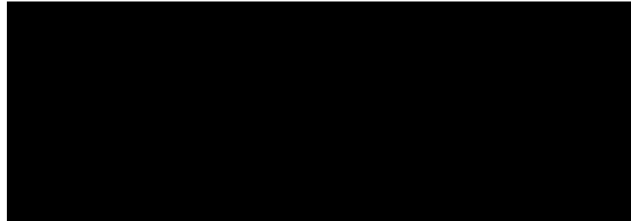


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**Minutes of a Meeting of the Finance Committee held remotely at 7.00pm on Monday 23<sup>rd</sup> November 2020**



1<sup>st</sup> Alderholt Scout Group



2<sup>nd</sup> September 2020

**ESTIMATE**

**Ref:** Scout Site, Drove End, Alderholt

**To:** Bolalrds  
Install bollards as supplied, bed in concrete

6 No          £ 600.00

All prices are subject to VAT at current rates at time of invoice.

We trust that the above information is of interest to you and please do not hesitate to contact us if you have any further queries

We look forward to hearing from you in the near future



Chairman's Initials.



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## ALDERHOLT PARISH COUNCIL

### GRANTS -COMMUNITY CAPITAL PROJECTS

The Parish Council has a limited annual budget set aside for community based capital projects i.e. not towards general running costs and services. Applications received will be considered by the Parish Council Finance Committee twice a year in May and November. All applications will be considered on their individual merits and will be subject to funding being available or budgeted for in the annual precept.

The following terms and conditions apply:

- Applications must be made in writing and sent to Mrs Maria Humby, Clerk to Alderholt Parish Council, Parish Office, 1 Station Road, Alderholt, Hants, SP6 3RB  
email; [clerk@alderholtparishcouncil.co.uk](mailto:clerk@alderholtparishcouncil.co.uk)
- Funding requests will be considered at the Finance Committee meetings in June and October. Applications must be received by the 31<sup>st</sup> May or 30<sup>th</sup> September in order to be considered at the relevant meeting.
- The project must be based in the Parish area and/or of benefit to the residents of Alderholt (although not exclusively).
- Applicants are asked to provide a statement about the objective of the project and the benefits it is envisaged the project would bring to the community and include the amount of money it wishes to apply for.
- Applicants are asked to provide a copy of their accounts (this may be end of year accounts for the previous financial year)
- Applicants are requested to provide costed proposals, with specific details and if possible, estimates.
- Applicants are invited to supply any further relevant information if they wish.
- Applicants will be asked if funding has been obtained from any other sources. This will not prejudice the application in any way. Indeed, projects in receipt of match funding will be welcomed.
- The Council is only able to provide funding to organisations or for activities for which it has a Statutory Power.
- Successful applicants will be required to supply information on the project and a finance statement/annual report to the Parish Council, which confirms how the money has been spent by the Group within 12 months of the date of the cheque or bank transfer.
- If the project does not go ahead within the agreed timescale, the Parish Council must be informed. A decision will then be made as to whether the timescale can be extended or whether the funding is to be withdrawn or returned.

P & F Dec 2017



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Date	Organisation	Purpose	Sum Requested £	Total if agreed as requested £	Sum agreed at meeting	Balance	Comments and Power used (if different to GPC)
						<b>1,000.00</b>	
<b>June</b>	Alderholt Village Hall	Replacement Boiler	1,800.00				Received funding for Replacement chairs 2017/18- £ 834.00
<b>November</b>	1st Alderholt Scouts	Retractable Posts	1,000.00				Received running costs 2019/20 £ 150 and 2019/20 funding for camping equipment £412.00
<b>Totals</b>			<b>2,800.00</b>	<b>-</b>	<b>-</b>	<b>1,000.00</b>	



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## GENERAL GRANT APPLICATION FORM

### **ORGANISATION DETAILS**

Name: East Dorset Tourist Information Centre

Address: 29 High Street, Wimborne, BH21 1HR

Website address (if applicable): priest-house.co.uk

### **Purpose of the funding request**

Please give a brief outline of the organisation, including where it is based and details of which section of the community will benefit, and how (if this is not apparent). Please continue on an additional sheet, if necessary, or attach the details separately, if this is more convenient.

Since January 2014 the East Dorset Tourist Information Centre (EDTIC) has operated independent of East Dorset District Council (EDDC) under the umbrella of the Priest's House Museum Trust.

EDDC agreed for this arrangement to continue through a Service Level Agreement covering the period April 2017 to March 2020 and confirmed a grant which allowed the Trust to employ the EDTIC Manager with effect from 1 February 2017. The Service Level Agreement and grant have been extended for a further year to the end of March 2021.

Since 2014 financial support has also been provided by a number of town and parish councils in East Dorset, who have been very supportive in wanting the EDTIC to remain open.

As the only Tourist Information Centre in East Dorset, the EDTIC plays an important part in the life of the district. It is used by people living in and around Wimborne and adjacent areas, with significant additional use being made by people visiting the area from outside.

This grant will allow the EDTIC to maintain its excellent level of service to the local community and visitors to the area.

Date that funds will be required: For the financial year 2020/21.

Amount of funds required: £300

Details of whom the cheque is to be made payable to: East Dorset Tourist Information Centre

Chairman's Initials.



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Has your organisation made a request to the Parish Council in the previous 5 years? Yes/N

For what purpose? .....

.....

Was the request successful? Yes/No

How much was received? .....

**CONTACT DETAILS**

Name of Contact: (Mr/Mrs/Miss/Ms)

Mr James Webb

Position: Director

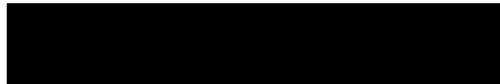
Address for Correspondence (if different to organisation address):

.....

.....

.....

Telephone Number:



Mobile Number: .....

E-mail: jwebb@priest-house.co.uk

**I/we agree to the terms and conditions as set out below;**

**Signed: James Webb**

**Date: 31/05/2020**



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### ALDERHOLT PARISH COUNCIL

#### GENERAL GRANT REQUESTS

The Parish Council has a limited budget set aside for General grants to help fund the general running costs of local organisations. All applications will be considered on their individual merits and will be subject to funding being available. The following terms and conditions apply:

1. Applications must be made in writing and sent to Mrs Maria Humby, Clerk to Alderholt Parish Council, Parish Office, 1 Station Road, Alderholt, Fordingbridge, Hants, SP6 3RB  
email; [clerk@alderholtparishcouncil.co.uk](mailto:clerk@alderholtparishcouncil.co.uk)
2. Grants are restricted to a maximum sum of £300 per applicant.
3. Funding requests will be considered at the Finance Committee meetings in June and October. Applications must be received by the 31<sup>st</sup> May or 30<sup>th</sup> September in order to be considered at the relevant meeting.
4. The organisation must be based in the Parish area and/or of benefit to the residents of Alderholt (although not exclusively).
5. When considering the request, the council will determine what funds are available and whether the expenditure, 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
6. The Council is only able to provide funding to organisations or for activities for which it has a Statutory Power.



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Date	Organisation	Purpose	Sum Requested £	Total if agreed as requested £	Sum agreed at meeting	Balance	Comments and Power used (if different to GPC)
June						1,200.00	
	East Dorset TIC	Running Costs	300.00				rcvd £150.00 2018/19
Oct							
<b>Totals</b>			<b>300.00</b>	<b>-</b>	<b>-</b>	<b>1,200.00</b>	
NB St James' PCC Grant £ 300.00 paid Annually from General Village - agreed P&F 35/17 for 2018-19/2019-20/2020-21							





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## Appendix 'B'

DRAFT BUDGET 2021/22				
Expenditure	2020/21 Budget	2020/21 Actual E	2021/22	Comments
Salaries	35950	13506	41000	Estimate based on a 2% rise for April 2021. Included movement by Officers within pay structure upon completion of milestones
PAYE	2650	1723	3000	Raised in line with above
Pension	7900	4509	8500	Raised in line with above
Overtime Fund	0	0	0	
Salary Contingency	5382	0	0	Included to pay for staffing for New Neighbourhood plan-details to be finalised
<b>TOTAL STAFF COSTS</b>	<b>51882</b>	<b>19738</b>	<b>52500</b>	
Payroll Outsourcing	300	304	400	New agreement with Dorset Council from April 2020
	4630		4750	
Parish Office Rent				Increase of £120.00 from 1st April 2021. No increase over the previous two years.
Annual Electricity PACT Testing	200		0	Scheduled for late November 2020. To be undertaken every two years
Broadband, Phone, Microsoft Office	1250	772	1000	New Halo Package started in Sept 2020, which includes calls, fibre optic, new telephone and BT Cloud. Use of TEAMS in future to replace Webex.
Computer support	1500	2091	1500	New laptop, monitor for Clerk added to this cost centre for 20/21. Email addresses for 20/21 invoiced to this cost centre by Vision ICT
Website hosting	255		255	Reserves already agreed for new website up to £1200.00
Office supplies	1200	486	800	Reduced this year due to surplus in 2020/21
	600	300	600	
Audit fees				£450 for 6, 9 & 12 month from Nov 2020 for lite touch internal audit. New Auditor - Paul Reynolds
Affiliation fees	1050	999	1300	Memberships
Insurances	2400	2364	2500	Yearly increase
Seminars/Training/Travel	1000	350	1000	Remain the same as no travelling due to Covid
Chairman's Allowance	50	0	50	Remembrance wreath and refreshments at village events.
Scribe		520	650	
Total Administration Costs	14435	8186	14805	
<b>Total Establishment Costs (A)</b>	<b>66317</b>	<b>27924</b>	<b>67305</b>	

General Maintenance	1200	675	1400	Annual repair of all recreation ground equipment, lights and signage. Reserve account also kept for larger repairs and Equipment power shower for 2020
Equipment Inspections	210	0	300	3 x quarterly inspections
Annual Inspection of Equipment	125	0	150	In addition to quarterly inspections. 4th quarter is full inspection
Dog Warden	570	0	650	BCP Contract
Dog Bin Emptying	1350	1414	1500	Undertaken by Dorset Waste Services (Formerly Dorset Waste Partnership)
Lamp Maintenance Contract	170	0	200	5 lamp columns owned by Alderholt Parish Council - annual inspection.
Electricity	230	211	250	Invoiced from Sports & Social Club
<b>Subtotal Costs for PC</b>	<b>3855</b>	<b>2300</b>	<b>4450</b>	
Annual Contribution to ARA	1200	1200	1200	
SLA Maintenance Costs	3600	1800	3600	Renewal of SLA to be undertaken April 2021
ARA Insurance	610	616	650	Part of lease agreement.
<b>Costs paid to ARA</b>	<b>5410</b>	<b>3616</b>	<b>5450</b>	
<b>TOTAL Recreation Ground Costs (B)</b>	<b>9265</b>	<b>5916</b>	<b>9900</b>	
Allotment Annual Rent	0		0	
Allotment Water Costs	200	160	200	
Allotment Competition	0	0	0	
Allotment Maintenance	200	95	200	
<b>Allotment Sub Total</b>	<b>400</b>	<b>255</b>	<b>400</b>	
War Memorial Refurbishment	0	0	0	Funds held in reserve £1700.00
Churchyard Maintenance costs	300	0	300	3 year agreement ends 20/21. New agreement to be discussed
General Village Maintenance	1000	0	1000	Includes grit bin top up/minor repairs to APC owned street furniture eg boards/benches/bins/bus shelter/signage and flowerbeds (incl Village Hall)
Christmas Tree and Lights	0	0	0	Tree donated. Lights to come out of general maintenance
<b>Total other amenity costs (C)</b>	<b>1700</b>	<b>255</b>	<b>1700</b>	



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<b>Total Annual Running Costs</b>	<b>77282</b>	<b>34095</b>	<b>78905</b>	
<b>Contingency @ 5% of A, B, C</b>	<b>3864</b>		<b>3945</b>	
APC owned equipment at Recreation Ground	5760		5760	Eg Play equipment, bins, benches, MUGA, Gym equipment, youth shelter and lights. Gym equipment and table tennis table. Replacement of the lights?
Office Equipment	795		795	
Street Furniture	580		580	
Allotment Gates and furniture	472		472	
Tree Inspection and works (3 year provision)	550		550	
<b>Total Asset Replacement (Reserves (D))</b>	<b>8157</b>	<b>0</b>	<b>8157</b>	Tree inspection undertaken. Work to be undertaken in December 2020
<b>Service Devolution Budget (E)</b>	<b>4000</b>	<b>0</b>	<b>4000</b>	97 Bus Alderholt Contribution for 2021/22 to come from CIL Reserve
<b>General Grant Fund (F)</b>	<b>1200</b>	<b>0</b>	<b>1200</b>	Considered in May & November for applications upto £300 max for general running costs.
<b>Capital Grants Village Projects (G)</b>	<b>1000</b>	<b>0</b>	<b>1000</b>	For Community Capital Grants as above
<b>Planning Consultant (H)</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Neighbourhood Plan (I)</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Income</b>				
Allotment Potential Annual Rent (29 Rented Plots @ £25.00 each year )	725	690	725	Brownies community plots (2) agreed 2011 to stay free of charge until tenancy terminated.
Scout Rent	5		5	Part of lease - peppercorn rent
ARA Rent	1		1	Part of lease - peppercorn rent
Interest (estimated)	500		300	Monies held in N/wide1 year fixed account. To be reviewed January 2021, along with change of banking from Co-Op to Unity. Small amount of savings with Co-Op.
<b>Total</b>	<b>1231</b>	<b>690</b>	<b>1031</b>	



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BUDGET HEADING	2020/21	2020/21
<b>ESTABLISHMENT COSTS (A)</b> Includes Salaries, NIC's & Pension, Office rent & operating costs, Insurance and Audit costs	66317	<b>67305</b>
<b>RECREATION GROUND COSTS (B)</b> Includes maintenance of Amanda Harris Recreation Ground and funding to Alderholt Recreation Association for management of large Recreation Ground	9265	<b>9900</b>
<b>OTHER AMENITY COSTS (C)</b> Includes War memorial land maintenance and refurbishment, allotments and general street furniture upkeep and maintenance	1700	<b>1700</b>
<b>CONTINGENCY @ 5% OF A,B,C</b>	3864	<b>3945</b>
<b>ANNUAL ASSET REPLACEMENT RESERVES (D)</b> Annual provision for replacement of APC owned assets eg, Play equipment, street furniture, office equipment	8157	<b>8157</b>
<b>SERVICE DEVOLUTION BUDGET (E)</b> Monies for services no longer provided by principal authorities eg, 97 Community Bus	4000	<b>4000</b>
<b>ANNUAL GENERAL GRANT FUND (F)</b> Grants for local organisations towards running costs (£300 max per application)	1200	<b>1200</b>
<b>ANNUAL CAPITAL PROJECTS (G)</b> Grants for local organisations towards Capital Costs	1000	<b>1000</b>
<b>PROVISION FOR PLANNING CONSULTANT COSTS (H)</b> Budgeted in 2019 in respect of the EDDC Local Plan Review	0	<b>0</b>
<b>PROVISION FOR NEIGHBOURHOOD PLAN (I)</b> Agreed in November 2019 to undertake Neighbourhood Plan. Budget for additional staff added to employment costs under establishment budget heading.	0	<b>0</b>
<b>SUBTOTAL FORECASTED COSTS</b>	95503	97201
<b>ESTIMATED INCOME</b> Allotment rents and investment income	1231	1031
<b>NET BUDGET REQUIREMENT (PRECEPT)</b>	94272	<b>96170</b>

Chairman's Initials.



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<b>Column1</b>	<b>Code</b>	<b>Amount</b>
<b>2020/21</b>		
Net Budget required for 2019/20 (Precept)	A	94272.10
Tax base	B	1259.40
Resulting Band D Council tax (A / B)	C	74.85
<b>2021/22</b>		
Net Budget required for 2020/21	D	<b>96170.00</b>
Adjusted tax base	E	1259.40
Resulting Band D Council Tax (D/E)	F	<b>76.36</b>
Percentage change in Council Tax 19/20-20/21	G	2.01%
Annual Payment Band D 2019/20	C	74.85
<b>Annual Payment 2020/21 Band D</b>	F	<b>76.36</b>
<b>Monthly Payment 2020/21 Band D</b>	H	<b>6.36</b>
<b>Annual Increase £ per Band D</b>		<b>1.51</b>



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## General Reserves

**Balance of General Reserves 31st March 2019** **122136.52**

	New Credits	Transfers between funds	
Reserve Funds Received			
Rec Gd Play Equipment Repair/Replacement Fund		5760	
Establishment Fund		795	
General Amenity Repair/Replacement Fund		1602	
New Service Devolution Reserve Budget- 2020 97 Bus		4000	
Planning Consultant Reserve Budget		5000	
2018 97 Bus project -funds tfrd to 2020		256.8	
2018/19 Budget savings transferred to Contingency		4850	
Knowlton PC 97 Bus Contribution paymts 1 and 2	756.17		
Cranborne PC 97 Bus Contribution paymts 1 and 2	714.16		
War memorial refurbishment-General asset repair fund		1700	
CIL receipts *	28334.75		
Knowlton PC 97 Bus Contribution paymts	275.76		
<b>SUBTOTAL ALL CREDITS</b>	<b>30080.84</b>	<b>23963.8</b>	<b>54044.64</b>

	New payments	Transfers between funds	
Funds Transferred Out			
invoice	2247.5		
deposit	100		
2020 97 Bus project -funds tfrd from 2018 Bus Fund		256.8	
2019 97 Bus DCT Invoice for Qtrs 1 and 2	4700.98		
Rec Ground Repair- D.Council-MUGA painting 2018 Refurb Project	320		
Local Plan Review-Village survey printing costs	124.02		
deposit	50		
2019 97 Bus DCT Invoice for Qtrs 3 and 4	1532.02		
Local Plan Review Fund-Dorset Planning Consultant Final invoice	2247.5		
<b>SUBTOTAL ALL PAYMENTS</b>	<b>11322.02</b>	<b>256.8</b>	<b>11578.82</b>

Balance of General Reserves 31st March 2020 164802.34

Reserve Funds	
Balance of Contingency Fund	64101.06
Balance of Rec Gd Equipment Repair/Replacement Fund	48235.61
Balance of General Asset Repair/Replacement Fund	7928.57
Balance of Establishment Repair/Replacement Fund	4435.73
Balance of Election Fund	3000



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Balance of Allotment Greenhouse Deposits Fund	0
Balance of Pavilion Project Fund	24450.5
Balance of 2018 97 Bus Fund **	0
Balance of 2019 97 Bus Fund **	13.09
Balance of 2020 97 Bus Fund **	4256.8
Balance of New Local Plan Review Fund	8180.98
<b>Total of General Reserves 31st March 2020</b>	<b>164602.34</b>

Note - \*Upto £7,500 to be transferred from CIL to 97 Bus General Fund for 1st April 2021 to 31st March 2022

Note - \*\*To be transferred to 97 Bus General Fund for 1st Jan 2021 to 31st March 2021