



Wimborne Minster Town Council

The Town Hall, 37 West Borough, Wimborne, Dorset, BH21 1LT

Minutes of the **Finance and Governance Committee** meeting held on **9 April 2024** at 7pm in the Committee Room at Wimborne Minster Town Hall, 37 West Borough, Wimborne, Dorset BH21 1LT.

Present: Councillors: S Bartlett, D Burt, C Chedgy (Chairman of Committee), L Hinks, M Hopkins, D March (Town Mayor), J Morgan (Vice Chairman of Committee) and Cllr Wheeler (Deputy Town Mayor).
Officers: L Harrison (Town Clerk).
Members of the Public: three (Councillor A Roberts and two representatives from the Valognes Twinning Association).

FG/2023/087	Apologies for absence None.
FG/2023/088	Declarations of interest and dispensations Councillor Bartlett declared a non-pecuniary interest (member of Dorset Council). Councillors Hinks and March declared an interest in item 7 of the agenda (member of Valognes Twinning Association). Cllr Hopkins declared an interest in item 7 of the agenda (trustee of Wimborne Model Town and Gardens). Cllr Wheeler declared an interest in item 7 of the agenda (member of Wimborne Minster Folk Festival Committee).
FG/2023/089	Public Participation It was agreed to move item 7 of the agenda (Community Grant applications) up to the next item for discussion to facilitate the members of the public present representing the Valognes Twinning Association. The representatives provided background information on the event the grant application was proposing to support. Councillors confirmed a previous similar event had been tremendous success with residents of all ages. Councillor Wheeler proposed to approve the application for £500, seconded by Councillor Hopkins, all in favour. Resolved: the Community Grant Application from the Valognes Twinning Association for £500 was approved. The grant application from Wimborne Model Town for £450 was discussed. Councillor Hopkins spoke in the item and left the room. Councillor Burt proposed to approve the application, seconded by Councillor Hinks. Councillor Morgan noted the reserve funds available in the Model Town's bank account, Councillor March noted the funds may be relevant to the purchase of land for future purposes. Six in favour, one against. Resolved: the Community Grant Application from Wimborne Model Town for £450 was approved.

	<p>Councillor Hopkins returned to the meeting.</p> <p>The grant application from the Folk Festival for £4,900 was discussed. Councillor Wheeler spoke on the item and left the room. Other funding sources were discussed and Councillor March declared an interest as a non-hospitality business. Councillor Burt proposed to approve a grant of £4,000, seconded by Councillor Hinks, five in favour, one against, one abstention.</p> <p>Resolved: an Community Grant Application from Wimborne Folk Festival for an amended sum of £4,000 was approved.</p> <p>Councillor Wheeler returned to the meeting.</p>
FG/2023/090	<p>Committee minutes 6 February 2024</p> <p>Councillor Hinks proposed to approve the minutes of the previous Committee meeting on 6 February 2024 as a correct record with one amendment and signed by the Chairman (Local Government Act 1972 Schedule 12), seconded by Councillor Hopkins, six in favour, two abstentions.</p> <p>Resolved: the minutes of the previous Committee meeting on 6 February 2024 with one amendment were approved as a correct record and signed by the Chairman.</p>
FG/2023/091	<p>Matters to report from the Town Clerk in relation to actions from previous meetings</p> <p>The Committee noted the landlord tenant obligation and Parmiter Drive allotments land transfer remained outstanding.</p>
FG/2023/092	<p>Finance reports</p> <p>The bank statements, reconciliations and list of payments and receipts for January and February 2024 were reviewed. Councillor Hopkins proposed to approve the bank statements, reconciliations and list of payments and receipts and the Chairman authorised to initial, seconded by Councillor Morgan, agreed by all.</p> <p>Resolved: the bank statements, reconciliations and list of payments and receipts for January and February 2024 were approved and the Chairman authorised to initial.</p> <p>The income and expenditure report from 1 April to 29 February 2024 was noted.</p> <p>The current Ear Marked Reserves report was noted. Councillor Hinks proposed to authorise a new Contingency EMR as recommended by Full Council (minute reference FC/2023/138) to cover items not currently covered by Council's insurance schedule (CCTV, street furniture, natural surfaces, other surfaces, additional playground and sport equipment), seconded by Councillor Wheeler, all in favour.</p> <p>Resolved: a new Contingency EMR as recommended by Full Council to cover items not currently covered by Council's insurance schedule (CCTV, street furniture, natural surfaces, other surfaces, additional playground and sport equipment) was authorised.</p>
FG/2023/093	<p>Community Infrastructure Levy spend</p> <p>The Community Infrastructure Levy spend list was discussed. Councillor Wheeler proposed to agree the recommendation from Full Council (minute reference FC/2023/137) to purchase IT infrastructure to support hybrid meetings in the Town Hall at a cost of £4,325.20 from CIL monies, seconded by Councillor Bartlett, all in favour.</p>

	<p>Resolved: the purchase of IT infrastructure to support hybrid meetings in the Town Hall at a cost of £4,325.20 from Community Infrastructure Levy monies was authorised.</p> <p>Councillor Chedgy proposed to authorise an updated report on the cost of replacing Council owned noticeboards and refer to the recreation Leisure and Buildings Committee to progress, seconded by Councillor Wheeler, all in favour.</p> <p>Resolved: an updated report on the cost of replacing Council owned noticeboards was to be referred to the recreation Leisure and Buildings Committee to progress.</p> <p>The purchase of a second hand lorry at a cost of £15,000 from the Council's Community Infrastructure Levy monies to support the expanding tasks undertaken by the grounds staff across the town was discussed. Councillor Bartlett proposed to seek advice from Dorset Council, seconded by Councillor Wheeler, all in favour.</p> <p>Resolved: advice was to be taken from Dorset Council with regards to the use of Community Infrastructure Levy monies to purchase of a second hand lorry for £15,000.</p> <p>Councillor Wheeler proposed to defer the rest of the Community Infrastructure Levy spend list until Council had adopted its Strategic Plan, seconded by Councillor Bartlett, all in favour.</p> <p>Resolved: the rest of the Community Infrastructure Levy spend list was deferred until Council had adopted its Strategic Plan.</p>
FG/2023/094	<p>Valuation quotes</p> <p>The quotes were discussed. Councillor Morgan proposed to accept and approve quote one for an on-site reinstatement cost valuation assessment with a single report and block splits at a cost of £1,655, seconded by Councillor Hopkins, all in favour.</p> <p>Resolved: the quote for an on-site reinstatement cost valuation assessment with a single report and block splits at a cost of £1,655 was approved and authorised.</p>
FG/2023/095	<p>Card reader</p> <p>The Town Clerk's report on the options of a card reader facility was discussed. Councillor Chedgy proposed to defer this item pending further enquiries regarding the used of a Zettle card reader with a PayPal facility and advice from Dorset Council, seconded by Councillor Hinks, all in favour.</p> <p>Resolved: the item was deferred pending further enquiries regarding the use of a Zettle card reader with a PayPal facility and advice from Dorset Council.</p>
FG/2023/096	<p>Savings account review</p> <p>The Town Clerk's report was discussed. Councillor Bartlett proposed to authorise further advice for a financial advisor with relevant local government finance expertise, seconded by Councillor Wheeler, all in favour.</p> <p>Resolved: further advice from a financial advisor with relevant local government finance expertise was authorised.</p>
FG/2023/097	<p>Draft policies</p> <p>The draft Councillor and Town Mayor Allowance Policy was discussed. Councillor Wheeler proposed to approve and adopt the policy, seconded by Councillor Burt, all in favour.</p>

	<p>Resolved: The Councillor and Town Mayor Allowance Policy was approved and adopted.</p> <p>The draft Anti-Fraud and Corruption Policy was discussed. Councillor Wheeler proposed to approve and adopt the policy with two amendments, seconded by Councillor Morgan, all in favour.</p> <p>Resolved: the Anti-Fraud and Corruption Policy was approved and adopted with two amendments.</p> <p>The draft Access to Information Policy was discussed. Councillor Wheeler proposed to approve and adopt the Policy with one amendment, seconded by Councillor Burt, all in favour.</p> <p>Resolved: the Access to Information Policy was approved and adopted with one amendment.</p> <p>The draft Retention of Documents Policy was discussed. Councillor Wheeler proposed to approve and adopt the Policy, seconded by Councillor Hopkins, all in favour.</p> <p>Resolved: the Retention of Documents Policy was approved and adopted.</p>
FG/2023/098	<p>Second Interim Internal Audit report</p> <p>The report was noted by the Committee and Town Clerk and Finance Manager were thanked for their work in supporting the audit process. It was noted Full Council on 26 March 2024 had reviewed and approved the Council's Risk Management Strategy and Record (minute reference FC/2023/140) and Asset Register (minute reference FC/2023/141), the Committee had adopted a Councillor and Town Mayor Allowance Policy as detailed above (minute reference FGC/2023/097) and were considering the financial management of the Cemetery (see below minute reference FG/2023/100).</p> <p>Councillor Morgan proposed to adopt a memorandum of understanding for any future land transfers with Dorset Council or other parties, seconded by Councillor Hinks, all in favour. Resolved: Wimborne Minster Town Council was to adopt a memorandum of understanding for any future land transfers with Dorset Council or other parties.</p> <p>It was agreed the current land transfer process with Dorset Council was too far down the line to warrant a memorandum of understanding at this stage.</p>
FG/2023/099	<p>Current debtors</p> <p>The current debtors were noted.</p>
FG/2023/100	<p>Dissolution of Wimborne Cemetery JMC</p> <p>Councillor Chedgy confirmed the Exit agreement and land registry documents had been signed by JMC parties on 28 March 2024 and were with the Council's solicitor.</p> <p>Councillor Chedgy proposed to create an Ear Marked Reserve for the Cemetery, seconded by Councillor Hinks, all in favour.</p> <p>Resolved: an Ear Marked Reserve for the Cemetery was to be created.</p> <p>The cost and implementation of an add on cemetery package to the Council's current account software from 1 April 2024 at a cost of £1,868 for the first year, plus £520 for online training for one day, and an ongoing annual cost from year two of £580 was considered. Councillor Hinks proposed to approve the cost of the add on cemetery package, seconded by Councillor Morgan, all in favour.</p> <p>Resolved: the cost and implementation of the add on cemetery package to the Council's current account software from 1 April 2024 at a cost of</p>

	£1,868 for the first year, plus £520 for online training for one day, and an ongoing annual cost from year two of £580 was approved.
FG/2023/101	<p>Review of Editorial Guidance</p> <p>The recommendation from the Planning and Environment Committee not to use acronyms in Council documents and instead use full names was considered. Councillor Burt proposed to use names in full, seconded by Councillor Wheeler, all in favour.</p> <p>Resolved: full names were to be used in Council documents.</p> <p>The option of merging or separating documents for Council meetings was discussed. Councillor Burt proposed to separate documents, seconded by Councillor Hinks, five in favour, two against and one abstention.</p> <p>Resolved: documents for Council meetings were to be separated and not merged.</p>
FG/2023/102	<p>Next meeting and close of meeting</p> <p>A meeting date of 30 April at 6pm was agreed and the Chairman closed the meeting at 9.07pm.</p>

Signature of Chairman:

Date: