

ILMINSTER TOWN COUNCIL

Council Offices
North Street
ILMINSTER
Somerset
TA19 0DG



Tel: 01460 52149
Fax: 01460 55642
e-mail: town.council@ilminster.gov.uk

Town Clerk: Joy Norris

28th May 2013

Dear Councillor

A meeting of the **FINANCE AND POLICY COMMITTEE** which you are summoned to attend will be held on **Tuesday 4th June 2013** in the Council Chamber, Council Offices, North Street, Ilminster at 19:30hrs.

The business to be transacted at the meeting is outlined on the Agenda below. Any reports listed as "to follow" will be made available as soon as possible, and in any event at least 30 minutes before the start of the meeting.

Yours sincerely

Joy Norris
Town Clerk

The public are welcome to attend this meeting. Members of the public are invited to ask questions or raise issues relevant to the work of the Committee. The overall time available for this session is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously. It is helpful if potential contributors can make themselves known to the Town Clerk before the meeting so that the session can be programmed effectively. This section is not part of the formal meeting of the Council and minutes will not be produced.

FINANCE AND POLICY AGENDA

1. **Apologies for absence**
To receive apologies for absence from Councillors unable to attend the meeting.
2. **Declarations of Interest**
To receive any declarations from Councillors and Officers of interests in respect of matters to be considered at this meeting, together with an appropriate statement regarding the nature of the interest.
3. **Minutes**
 - a) To confirm the minutes of the meeting held on 30th April 2013 as a correct record (attached)
 - b) To consider the action list relating to the Finance & Policy committee (attached).

Iminster Town Council

- 4. Election of Vice-Chair**
To elect a Vice-Chair for the Finance and Policy Committee
- 5. Presentation by Iminster Tourism**
A presentation will be made by Carol Holtom from Iminster Tourism
- 6. Grant Applications**
 - a)** To consider the grant application made by Iminster Tourism for funding towards the running costs of the local information centre (see attached)
 - b)** To consider the grant application made by the Iminster Air Cadets for first aid training equipment. (see attached).
- 7. Financial Comparison**
To receive information about the Finance and Policy expenditure and commitments to date when compared with the 2013/14 budget (see attached).
- 8. Edge Designs Contract**
To consider the course of action to be taken before the Edge Designs contract is due for renewal. (See attached)
- 9. Iminster Sport Initiative Money**
To consider how the money received from the public, for the Iminster Sports Initiative, should be refunded. (See attached)
- 10. Peter Lacey Permanent Memorial**
To consider the request from the Chairman of SALC, to donate £10 towards the purchasing of a bench as a permanent memorial to Peter Lacey (see attached)
- 11. Market House – Selling Food**
To consider the request from Axminster Tools to use the Market House to sell and cook sausages as part of a staff team building exercise, where all monies raised will be donated to the Childrens Hospice South West.

**Iminster Town Council
Finance & Policy Committee Minutes**

A meeting of the Finance and Policy Committee was held on 30th April 2013 in the Council Chamber, The Council Offices, North Street, Iminster, Somerset, starting at 19:30hrs

Present

Chair: Cllr D Miller

Councillors: P Burton, C Goodall, J Pallister, A Shearman, S Shepherd, S Storey,
R Swann, E Taylor, L Vijeh and P Whaites

In Attendance

M Clayton (Senior Administrator), J Norris (Town Clerk), M Shelley (Deputy Town Clerk)

Members of the Public

Three members of the public attended this meeting.

It was brought to the Committee's attention that following a survey on 'Keeping High Streets Open', being carried out by the W.I, several shops in Iminster are believed to have commented that they have never seen a Councillor in their stores.

1. Apologies for Absence

Apologies for absence were received from Councillors Austin, Lawson and Sothern.

2. Declarations of Interest

The declarations of interest given in the table below were made.

Name	Agenda Item	Type of Interest	Nature of Interest
Cllr Burton	8	Personal	Works for Konica

3. Minutes of previous Finance and Policy Committee meeting.

RESOLVED

- (i) to confirm the minutes of the meeting held on 19th March 2013 as a correct record.
- (ii) to update action list relating to the Finance and Policy committee.

4. Presentation by Iminster Youth Club.

A presentation was given by Gordon Childs from Iminster Youth Club giving information about the work of the Iminster Youth Club and its 'financial position'.

5. Future Revenue Grant Applications

The Committee was asked to consider how future revenue grant applications will be affected by the Town Council's new grant policy to cap grants at a maximum of £1,000.

Topics discussed during this consideration were as follows:

- There is £7,000 in the grant budget this year, so if certain organisations required more, it would have to be found from elsewhere and could affect other projects.

Chair's initials

Chair's initials

Ilminster Town Council Finance & Policy Committee Minutes

- If grants were given to organisations, that do not fall under the new grants policy, then there would be a need for a service level agreement to be written up to protect the Council's interest.
- If an organisation does not get support from the Town Council, then it is hard for them to get funding from other sources. The support does not only have to be funding.
- The Council will need to make a decision as soon as possible, to enable these organisations to use the Council's proposal to help them get other funding.

RESOLVED that the Town Clerk sends a letter to the Youth Club on behalf of the Town Council fully supporting their organisation.

RESOLVED to RECOMMEND that the Town Council agree to look at the possibility of supporting organisations outside of the discrete grant pot of £7,000, subject to the Service Level Agreement and Accounts being received and funding being available within the Town Council's budget.

6. Bank Reconciliation.

The Committee was asked to consider involving members with the monthly bank reconciliation process.

The Town Clerk explained that the process would involve a different Councillor coming into the office, each month, whilst the bank reconciliation procedure is being carried out.

A rota will be made to show who will be invited to carry out the monitoring for each month.

Other neighbouring Councils already involve members with their bank reconciliation process.

RESOLVED that the Town Clerk sets up a rota to show which Councillor will come in, on which month, to monitor the bank reconciliation process.

7. Renewal of Memberships

The Committee was asked to consider renewing the memberships to the Action for Market Towns, Institute of Cemetery and Crematorium, and SALC.

Councillors discussed the benefits of being a member of these organisations and agreed they were all worth supporting.

RESOLVED to RECOMMEND that Council renews the memberships with the following organisations:

- a) Action for market Towns
- b) Institute of Cemetery and Crematorium Management
- c) SALC (Somerset Association of Local Government)

8. Office Equipment.

The Committee was asked consider the purchasing of a new photocopier/printer for the office. Discussions included the following:

- The Committee was shown the quotation comparison of the three suppliers which came into the office to recommend their products.
- It was agreed that it would be cheaper for the Council to purchase a new photocopier rather than rental.
- All maintenance charges are included in the 'click charge' (cost per print).

Chair's initials

**Ilminster Town Council
Finance & Policy Committee Minutes**

RESOLVED to RECOMMEND that the Council purchase a new Bizhub C364 photocopier for the office, from Konica Minolta, at a cost not exceeding £3000. Costs to be met from the replacement fund

The meeting closed at 21:02hrs

Chair's signature & Date

DRAFT

Action List for Finance and Policy Meeting on 4th June 2013

Date	Minute No and Topic	Action (to do)	Action by	Action Taken	Completion Date
30.04.13	Item 5 Future Revenue Grant Application	RESOLVED that the Town Clerk sends a letter to the Youth Club on behalf of the Town Council fully supporting their organisation.	Joy		
30.04.13	Item 5 Future Revenue Grant Application	RESOLVED to RECOMMEND that the Town Council agree to look at the possibility of supporting organisations outside of the discrete grant pot of £7,000, subject to the Service Level Agreement and Accounts being received and funding being available within the Town Council's budget.	Joy	To be taken to Full Council on 07.05.13	Taken to Full Council on 07.05.13 Approved 07.05.13
30.04.13	Item 5 Future Revenue Grant Applications	Inform the Youth Club when the above matter goes to Committee	Joy		
30.04.13	Item 5 Future Revenue Grant Applications	Speak to Ilminster Tourism regarding a letter of support for their organisation.	Joy		
30.04.13	Item 5 Future Revenue Grant Applications	Amend the draft meeting timetable so that there are meeting more frequently.	Joy	Amended timetable sent out on 10.05.13	Complete
30.04.13	Item 6 Bank Reconciliation	RESOLVED that the Town Clerk sets up a rota to show which Councillor will come in, on which month, to monitor the bank reconciliation process.	Joy		
30.04.13	Item 7 Renewal of Memberships	RESOLVED to RECOMMEND that Council renews the memberships with the following organisations: a) Action for market Towns b) Institute of Cemetery and Crematorium Management c) SALC (Somerset Association of Local Government)	Joy/ Marilyn/ Michelle	To be taken to Full Council on 07.05.13	Taken to FC 07.05.13 Approved 07.05.13

Action List for Finance and Policy Meeting on 4th June 2013

Date	Minute No and Topic	Action (to do)	Action by	Action Taken	Completion Date
30.04.13	Item 8 Office Equipment	RESOLVED to RECOMMEND that the Council purchase a new Bizhub C364 photocopier for the office, from Konica Minolta at a cost not exceeding £3000. Costs to be met from the replacement fund.	Joy	To be taken to Full Council on 07.05.13	Taken to FC 07.05.13 Approved 07.05.13

**ILMINSTER TOURISM**

INFORMATION CENTRE, MEETING HOUSE, EAST STREET, ILMINSTER, SOMERSET TA19 0AN

TELEPHONE 01460 57294

Ms J. Norris
Town Clerk
Ilminster Town Council
North Street
Ilminster

13th May 2013

Dear Joy,

GRANT – ILMINSTER LOCAL INFORMATION CENTRE

I enclose a grant application form and accounts for the above. Although this is not a project as such the Centre does provide help to the citizens of Ilminster and surrounding areas, as well as further afield. It has always been supported financially by the Town Council and South Somerset District Council. The Centre is manned from Easter week until the end of October, but information is available all year round due to its being situated within the Meeting House in East Street. There are many leaflets on display covering cycling, walking, transport, theatres, local events, leisure activities, accommodation, Town Guides and many other things. Posters for local events and information are also displayed. We have ten volunteers who man the desk, as stated above, and are always pleased to help people with enquiries if they can. Also information is sent out to those who request it. Many of our visitors patronise other businesses in the town, often returning, and some even come to Ilminster to live because they like it so much.

The accounts have been approved by the Ilminster Tourism Committee at its AGM in March this year.

I would be pleased to give a verbal presentation to the Council if it so wishes, and Councillors are very welcome to come and visit the Centre. If anyone would like to either I or Mike would be pleased to meet them there – my telephone number is 57637.

Yours sincerely,

Carol Holtom
Manager



ILMINSTER TOWN COUNCIL GRANT APPLICATION FORM 2013/14

Please Note: Prior to completion of this form please read The Town Council's Grant Policy and Guidelines

1. Name / Title of Organisation ILMINSTER TOURISM

2. Name of person submitting the application MRS. CAROL HOLTOM

Position held in organisation SECRETARY/MANAGER

Address 7 HIGH STREET,

ILMINSTER

TA19 9AW

Tel. No. 01460 57637

Email M.F.HOLTOM@BTINTERNET.COM

3. Full details of project for which a grant is sought: *with emphasis on how it will benefit the citizens of Ilminster*

CONTINUATION OF ILMINSTER LOCAL INFORMATION CENTRE'S
RUNNING COSTS. THIS ORGANISATION IS FOR THE BENEFIT
OF ILMINSTER'S AND SURROUNDING CITIZENS. IT HAS BEEN
IN EXISTENCE FOR ABOUT 20 YEARS AND HAS ALWAYS BEEN
FINANCIALLY SUPPORTED BY ILMINSTER TOWN COUNCIL
WITHOUT WHOSE HELP IT WOULD NOT BE ABLE TO CONTINUE.
IT ALSO PROVIDES INFORMATION TO VISITORS TO THE TOWN -
AT LEAST 5000 VISITORS A YEAR VISIT THE CENTRE.

4. Total anticipated cost of project £ 2000
(Please enclose supporting estimates)

5. Amount of grant sought from Town Council and % of total project cost £ 200 - 00
%

6. Please give details of applications made to other grant making bodies in respect of this project
(eg South Somerset District Council/Lottery. etc)

Date	Organisation	Amount Sought	Granted
APRIL 2013	SSDC	£500	AWAITED

7. Please provide details of the contribution that will be made by your organization to the Project.

£425 RAISED BY PROVIDING A LOCAL ACCOMMODATION LIST

8. Has your organisation received a grant from this Council within the last 3 years?

YES/NO If YES, please provide details.

TOWARDS RUNNING COSTS FOR YEAR

Please use additional sheets if necessary

Don't forget to include:

- Constitution / rules
- Financial information – accounts ✓ ENCLOSED
- Evidence project costings are reasonable

Please return the completed form to

Iminster Town Council

Council Offices

North Street

Iminster

Somerset

TA19 0DG

ILMINSTER TOURISM 2012**INCOME AND EXPENDITURE ACCOUNT****INCOME**

Grants	1300.00	
Accommodation list	425.00	
Ticket Sales (net)	43.70	
Miscellaneous - commission	38.22	
Rotary	348.74	2155.66

EXPENDITURE

Honorarium (Secretary)	1500.00	
Phone	203.89	
Running costs	222.95	
Meeting House - donation	150.00	2076.84
Surplus on year		78.82

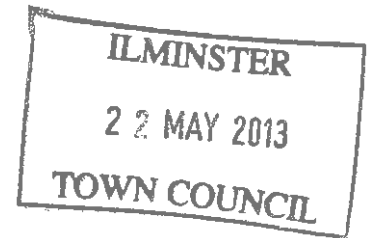
BALANCE SHEET**Balance at 1st January 2012**

Current account	870.22	
Cash in hand	8.07	878.29

Balance at 31st December 2012

Current account	1031.99	
Cash in hand	10.30	1042.29

IT accounts 2012



**ILMINSTER TOWN COUNCIL
GRANT APPLICATION FORM 2013/14**

Please Note: Prior to completion of this form please read The Town Council's Grant Policy and Guidelines

1. Name / Title of Organisation **2381 Ilminster Squadron, Air Training Corps**

2. Name of person submitting the application **Flt Lt Steve Penny GCGI RAFVR(T)**
Position held in organisation **Officer Commanding**
Address **174 Lower Fairmead Road, Yeovil, Somerset, BA21 5ST**
Tel. No **07745 605213 (m) 01935 479807 (h) 01935 446262 (w)**
Email **OC.2381@aircadets.org**

3. Full details of project for which a grant is sought: *with emphasis on how it will benefit the citizens of Ilminster*

We are in the process of improving the First Aid training delivered to cadets on the Unit. We have a number of First Aid instructors and need to increase and upgrade our first aid training equipment

First aid training is a life saving skill and all new cadets on the unit are given a basic 3 hour heart start course (CPR) within their initial training period. From then we aim to get all cadets to complete a 2 day Youth first aid course to equip them with the skills needed to deliver first aid to others. As they progress through the Organisation we also offer an Activity First aid course which can be transferred into adult life and is pitched at a higher level.

First aid is a skill which is regularly practiced through scenarios on the unit and in a field environment. This allows cadets to keep their skill level up should they need it in a real life situation.

This grant will help to purchase additional equipment to enhance the training, upgrade existing equipment and allow us to provide realistic training scenarios

Each year we also enter the Wing First Aid Competition and compete against other units from Devon and Somerset.

The ATC offers a formal certificate approved by St John's ambulance.

There is no cost to deliver first aid instruction and award each young person with a certificate. The project will be ongoing though the cadet's service the only cost relates to the purchase of equipment.

Ilminster Sqn ATC has over 50 cadets on the books and has a regular attendance of around 35 cadets each night. We meet 2 nights a week between the hours of 1900-2130 and take part in a whole range of activities. By having an increased amount of young people trained in first aid this will benefit the community of Ilminster and may one day save someones life.

4. Total anticipated cost of project £1450
(Please enclose supporting estimates)

5. Amount of grant sought from Town Council and % of total project cost £955
70 %

6. Please give details of applications made to other grant making bodies in respect of this project
(eg South Somerset District Council/Lottery. etc)

Date	Organisation	Amount Sought	Granted
n/a			

7. Please provide details of the contribution that will be made by your organization to the Project.

As part of the project the Civilian Committee have agreed to purchase 3 regular resusci annies (CPR manikin) and a further choking vest to the value of £545

8. Has your organization received a grant from this Council within the last 3 years?

YES - If YES, please provide details.

Grant provided during 2012/13 for additional Projector and Laptop for use during exam based subjects. Which has bee regulary used each night and has been of a great benefit in delivering training.

Please use additional sheets if necessary

Don't forget to include:

- Constitution / rules
- Financial information – accounts
- Evidence project costings are reasonable

Please return the completed form to

Iminster Town Council

Council Offices

North Street

Iminster

Somerset

TA19 0DG

2381 Sqn ATC

Item	Town Council Grant		bound tree medical		St John
	TC grant	Cost	Cost	cost	
Act fas choking vest x2	x1 - £132	240	262		240
Fat old Fred CPR mankin	x1 -£342	354	342		378
baby annie	x1 121.62	119	121.62		119.4
cas sim kit	x1 £360	402	360		378
Little Annue x3		399.95	415		500
		1514.95	1500.62		1615.4

Cheapest Company -
Free P&P

Should grant be successfull from Ilminster town Council the below equipment would be purchased

Fat Old Fred CPR Manikin to simulate realistic deliver of CPR on a larger person



Baby Annie to simulate CPR and choking on an Infant



Act Fast choking vest to practice dealing with a choking casualty



Casualty Simulation Kit to mock up realistic wounds and bleeds



2381 (Ilminster) Squadron Air Training Corps

Annual Accounts

2012/2013

Submitted to Auditor and Awaiting conformation

**Income and Expenditure account
for the years 2011/2012 and 2012/2013**

	2013	2012		
Income:				
Cadet subscriptions	6,040.00	4,009.00		
Donations	685.00	4,751.00		
Social/Fundraising	1,766.20	1,831.00		
Fuel from HMG PSA	1,155.24	1,401.00		
Wing	108.50	77.00		
Unallocated		91.00		
Interest from Deposit Account	0.71	3.00		
Sale of Minibus	500.00			
Gift Aid Tax Rebate	2,007.97			
Uniform Deposits	600.00			
Sale of Boots	60.00			
Activities	604.00			
	Total:	13,527.62	Total:	12,163.00
 Expenditure:				
Wing Subscriptions	2,929.50	648.00		
Vehicle Costs	3,591.65	2,677.00		
Telephone	426.00	426.00		
Sundry	21.00	370.00		
Administration	2,119.41			
Activities	695.69	1,006.00		
Welfare	90.26	68.00		
Loss on Annual Dinner		69.00		
Purchase of Trailer	2,640.00			
Uniform Deposits Returned	425.00			
Cancelled Activities Refund	135.00			
	Total:	13,073.51	Total:	5,264.00

Notes: 1. Wing subscriptions are paid 6 monthly. However, only one was paid in 2011/2012 and three were paid in 2012/2013

2. Admin costs were high in 2012/2013. These include the purchase of computing equipment and the implementation of numerous improvements to the Squadron

2012/2013 Reconciliation

Total Receipts:	£13,527.62
Total Payments:	£13,073.51
Excess of Receipts over Repayments:	£454.11

Fixed Assets

Minibus	
Minibus	£10,500.00
Trailer	£2,500.00
Computers	£680.00
Projector	£141.00
Standard	£0.00
Various Equipment	£0.00
Total:	£13,821.00

Current Assets at 1st April 2012

Bank Current account	£4,452.35
Bank Deposit account	£628.66

Total: £5,081.01Current Assets at 31st April 2013

Bank Current account	£3,737.27
Bank Deposit account	£5,269.57

Total: £9,006.84Increase in Current Assets over the Year: **£3,925.83**

Current liabilities

Creditors	£3,471.72
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Excess of Current Assets less current Liabilities **£454.11**

2381 Ilminster Sqn ATC
Audited Accounts for 2011/12

Current 2012/13 accounts are with the
Auditor

Uncontrolled Copy Not Subject To Amendment

Air Training Corps Squadron Summary of Receipts and Payments

HQAC ACCTS FORM 60
(Rev Mar 12)


Squadron Account for the Year Ended 31 March 2012
of

No 2381 ILMINSTER Squadron ATC

I certify that all monies and other assets received on behalf of and for the use of:


No 2381 ILMINSTER Squadron ATC

from investments, Permanent Endowments, Use of Land or Buildings (where applicable) and all other fund income sources, have been properly recorded and accounted for as shown on the summary overleaf and represents the total Assets, Receipts and Payments of the Squadron for the year ending 31 March 2012. The gross income to the account is less than £100,000 during this Financial Year.

Date: 16/7/12 Treasurer's Signature: 

Is the Squadron registered for Gift Aid?
 Yes No Treasurer's Name (in capitals): JON LEWIS

I concur with the above certificate.

Date: 26-07-12 Chairman's Signature: 

Chairman's Name (in capitals): HEATHER TANNER

WING DATE STAMP

For Wing HQ Use Only

WgExO Signature:

Name (in Capitals):

Notes:

1. In completing the Statement of Squadron Assets, do not include any Land owned by MOD, RFCA or any other Public Body nor buildings maintained by Public Authorities.
2. In completing this Account, Treasurers must ensure that all Receipts from outside Bodies, e.g. Parents' committees, other Sub-committees, or Supporting Associations are included.

INDEPENDENT EXAMINER'S REPORT

Independent examiners report to the members of the civilian committee (trustees) of

No 238 ILMINSKA Squadron ATC for the year ending 31 March 2012

Respective responsibilities of committee and examiner

The charity's committee is responsible for the preparation of the accounts.

It is the independent examiner's responsibility to:

- a) examine the accounts,
- b) to confirm they agree with the squadron records, and
- c) to state whether particular matters have come to his/her attention.

Basis of independent examiner's statement

An examination includes a review of the accounting records kept by the charity and the comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention (~~other than that disclosed below~~):

- a) which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements have not been met; or
- b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in brackets if they do not apply.

Give here brief details of any items that the examiner wishes to disclose. Only complete if the examiner needs to highlight material problems (use a separate sheet as necessary)

Signed

Andrew Welch

Date

27th Feb 2012

Name

Andrew Welch

Relevant professional qualification(s) or body (if any)

ACCOUNTANT

Address

1 SWALE
ILMINSKA
LEAMINGTON

Postcode

CV19 690

Notes:

1. An independent examiner is an independent person who is reasonably believed by the squadron committee (trustees of the account) to have the requisite ability and practical experience to carry out a competent examination of the accounts.
2. This person must be someone other than a signatory of the treasurer's or chairman's certificate and must have no direct role in the direction of the fund.

2381 Ilminster Air Training CorpsIncome & Expenditure AccountAs at 31st March 2012

	<u>2012</u>	<u>2011</u>	
		£	£
<u>Income :</u>			
Cadet Subscriptions	4,009	3,200	
Donations	4,751	230	
Social/Fundraising	1,831	1,123	
Fuel HMG PSA	1,401	1,111	
Wing	77	56	
Unallocated	91	265	
Interest from Deposit Account	3	4	
	<u>12,163</u>	<u>5,989</u>	
<u>Expenses :</u>			
Wing Subscriptions	648	871	
Vehicle Costs	2,677	1,831	
Telephone	426	315	
Sundry	370	343	
Activities	1,006	1,585	
Welfare	68	366	
Loss on Dinner	69	181	
	<u>5,264</u>	<u>5,492</u>	
Cash Surplus for the Year	<u>6,899</u>	<u>497</u>	
<u>Less</u> Reduction in the value of Fixed Assets (Depreciation & Shop Stock)	2,474	911	
Surplus / Deficit for the Year	<u><u>£4,425</u></u>	<u><u>-£414</u></u>	

2381 Ilminster Air Training CorpsBalance SheetAs at 31st March 2012

	<u>2012</u>		<u>2011</u>	
	£	£	£	£
<u>Fixed Assets:</u>				
Minibus		910		1,213
Minibus Standard		12,012		0
Laptop Computer		590		0
Projector		0		131
First Aid Equipment		0		131
Tenis		0		223
Various Equipment		0		535
		<u>500</u>		<u>1,412</u>
		14,012		3,645
<u>Current Assets:</u>				
Shop Stock on Hand	0		239	
Debtors & Prepayments	0		1,629	
Bank Current Account	4,401		449	
Bank Deposit Account	629		8,125	
Cash Held	3		3	
	<u>5,033</u>		<u>10,445</u>	
<u>Current Liabilities:</u>				
Creditors & Accruals				
	<u>1,135</u>		<u>605</u>	
<u>Net Current Liabilities:</u>		3,898		9,840
		<u>£17,910</u>		<u>£13,485</u>
<u>Represented By:</u>				
Accumulated Fund b/f	13,485		13,899	
Surplus/ Deficit for the Year	4,425		-414	
		<u>£17,910</u>		<u>£13,485</u>

Head-ing No	Heading	Budget 2013/2014	Actual 20.5.13	Balance	Committed	Comments
110	Precept	£236,100.00	£118,050.00	£118,050.00		
	Finance & Policy Income					
214	Interest - Bus Res	£20.00	£0.00	£20.00		
218	Interest - Bonus Saver	£2,100.00	£0.00	£2,100.00		
220	Dividends	£10.00	£0.00	£10.00		
221	Donations	£300.00	£0.00	£300.00		
222	Civic Evening	£0.00	£75.00	-£75.00		
224	Christmas Lights	£1,000.00	£0.00	£1,000.00		
232	Miscellaneous	£0.00	£0.00	£0.00		
234	VAT Repayments	£0.00	£0.00	£0.00		
240	Jubilee Celebrations	£0.00	£0.00	£0.00		
241	Jubilee Charities	£0.00	£0.00	£0.00		
	Total	£3,430.00	£75.00	£3,355.00	£0.00	
	Finance & Policy Expenditure					
350	Employees	£72,065.00	£9,600.71	£62,464.29		
351	Training	£500.00	£0.00	£500.00		
352	Health & Safety	£100.00	£26.21	£73.79		
354	Insurance	£680.00	£5,097.93	-£4,417.93		Awaiting details from ins co to split cost to OS etc.
355	Ilminster in Bloom	£400.00	£0.00	£400.00		
356	Grants	£7,000.00	£0.00	£7,000.00		
357	Presentation Evening	£400.00	£0.00	£400.00		
358	Services/Rents	£7,500.00	£298.75	£7,201.25		
360	Purchases (Sundries)	£250.00	£52.44	£197.56	£52.41	
361	Maintenance	£2,250.00	£0.00	£2,250.00		
362	Website	£425.00	£115.00	£310.00	£1,000.00	
363	Bank Charges	£470.00	-£14.29	£484.29		
364	Supplies	£1,550.00	£66.72	£1,483.28		

Head-ing No	Heading	Budget 2013/2014	Actual 20.5.13	Balance	Committed	Comments
366	Professional Fees	£1,500.00	£1,204.93	£295.07		
367	Election Expenses	£2,000.00	£0.00	£2,000.00		
368	Members	£900.00	£0.00	£900.00		
369	Civic Evening	£0.00	£0.00	£0.00		
374	Christmas Lights	£2,800.00	£300.00	£2,500.00		
378	Advertising	£1,000.00	£0.00	£1,000.00		
379	Miscellaneous	£220.00	£0.00	£220.00		
380	Reserves	£738.00	£0.00	£738.00		
385	Contingency/Unallocated	£13,486.00	£0.00	£13,486.00		
389	Community Engagement	£2,000.00	£0.00	£2,000.00		
390	Jubilee	£0.00	£0.00	£0.00		
391	Olympic Torch	£0.00	£0.00	£0.00		
	New Photocopier				£2,923.47	
	Revaluation/rebuild survey				£500.00	
	Total	£119,184.00	£16,748.40	£102,435.60	£4,475.88	

Finance and Policy meeting on 4th June 2013

Edge Designs Contract

Edge Designs provides the Council with the Finance, Cemetery and Planning computer software along with providing the support.

The current five year contract will end in December 2013.

The Town Clerk requests guidance as to whether the Council would like to research other software providers before the renewal of the contract is due.

ILMINSTER SPORTS INITIATIVE - ACCOUNT

Sports Building Project				Sports Building Project					
Date	Description	Income	Expenditure	Balance	Date	Description	Income	Expenditure	Balance
26.11.08	Grant from SCC Cllr	3000.00		3000.00	28.09.12	Interest	1.86		1210.12
31.12.08	Interest	0.35		3000.35	28.09.12	Bonus Interest	7.76		1217.88
31.12.08	Bonus Interest	1.15		3001.50	28.12.12	Interest	0.37		1218.25
31.03.09	Interest	1.05		3002.55	28.12.12	Bonus Interest	7.47		1225.72
31.03.09	Interest	7.40		3009.95					
30.06.09	Interest	0.37		3010.32					
30.06.09	Bonus Interest	7.50		3017.82					
30.09.09	Interest	0.38		3018.20					
30.09.09	Bonus Interest	7.61		3025.81					
31.12.09	Interest	0.38		3026.19					
31.12.09	Bonus Interest	7.63		3033.82					
31.03.10	Interest	0.37		3034.19	11.11.09	Grant SSDC	1043.48		1043.48
31.03.10	Bonus Interest	7.48		3041.67	22.09.09	CEU Ltd - Draft plan		1043.48	0.00
30.06.10	Interest	0.38		3042.05	14.04.09	Public - Raffle	39.20		39.20
30.06.10	Bonus Interest	7.58		3049.63	01.05.09	Public - Buy-a-Brick	66.00		105.20
07.09.10	Project Mgr Advert		656.00	2393.63	23.06.09	Public - Buy-a-Brick	61.00		166.20
19.10.10	MEA advice		1250.00	1143.63	29.03.10	Grant SSDC	1000.00		1166.20
30.09.10	Interest	0.38		1144.01	30.03.10	SSDC Grant overpaid		43.48	1122.72
30.09.10	Bonus Interest	7.69		1151.70	25.05.10	CEU Ltd - Bus Plan		1200.00	-77.28
31.12.10	Interest	0.39		1152.09					
31.12.10	Bonus Interest	7.71		1159.80					
31.03.11	Interest	0.38		1160.18	TOTAL ISI MONIES				1148.44
31.03.11	Bonus Interest	7.56		1167.74					
30.06.11	Interest	0.38		1168.12	BANK ACCOUNT BALANCE				3140.17
30.06.11	Bonus Interest	7.66		1175.78					
30.09.11	Interest	0.39		1176.17	TRANSFER TO BUSINESS RESERVE				
30.09.11	Bonus Interest	7.77		1183.94	as agreed with Chair and Vice Chair of F & P 23.04.13				1991.73
30.12.11	Interest	0.38		1184.32					
30.12.11	Bonus Interest	7.70		1192.02					
30.03.12	Interest	0.39		1192.41					
30.03.12	Bonus Interest	7.72		1200.13					
29.06.12	Interest	0.39		1200.52					
29.06.12	Bonus Interest	7.74		1208.26					

Finance and Policy meeting 4th June 2013

Peter Lacey Permanent Memorial

At the meeting of the County Committee on 27th April tribute was paid to the exceptional contribution of Peter Lacey to both the Somerset Association and our sector of local government through his work with the National Association.

The Committee felt that a fitting permanent tribute would be to place a bench on land in the centre of West Buckland. Acting on a voluntary basis, Peter regularly mowed and took pride in keeping the area tidy for the village. His family and the Parish Council agree that this gesture would be a nice way to honour his memory.

I would like to ask if your Council would be prepared to donate £10 to a fund to buy a bench with an appropriate plaque. If the contributions from member councils exceeds the cost of the bench any additional money would be passed to West Buckland Parish Council to help with the cost of future maintenance.

If your Council wishes to make a donation please send a cheque to the office made payable to the Somerset Association of Local Councils by Monday 2nd July. If your Council does not meet until after that date we would be grateful to receive your contribution as soon as possible after your council has considered this request.

