

Minutes of the Finance and General Purposes Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 10 September 2013 commencing at 7.30 p.m.

Councillors present – Mr Ivor Davies (Chairman), Mrs P Brooks, Mr Vic Davies, Mr P Dengate, and Mr G Smith together with the Assistant Clerk and Mr Dennis Hollands

1. Apologies and non-attendance.

Mr Bob Hinder, Mrs Wendy Hinder (holiday) and Mrs Kaz Macklin (absent)

2. Declarations of Interest or Lobbying.

There were none.

3. Minutes of the meeting of 9 July 2013.

The minutes of the meeting were **agreed** and signed as a correct record.

4. Matters Arising.

4.1 Minute 2556/5.4 Parish Services Scheme: the Chairman reported having just received from the KALC Maidstone Committee news that a revised wording for the return had now been agreed with MBC and would be forwarded shortly to parish councils. **Noted.**

The meeting was not adjourned as no members of the public were present.

5. Financial report.

5.1 Reconciliation of accounts report for 2 September 2013: **received and signed off.**

5.2 Income/Expenditure report as at 2 September 2013: **received** with members seeking clarification and explanations on various codes.

5.3 Investment Bonds: Members **agreed** that the proceeds of the expiring Natwest 6 month investment bond be transferred into the Coop general account to meet forecast expenditure.

6. Policy and procedures reviews

6.1 Grievance and Disciplinary procedures – **Agreed** with minor amendments. F&GPC Annual Competency Review – Members received the Clerk's report and asked that she be thanked for this comprehensive and detailed survey. However it was felt that means should be found to make it less lengthy in future. After discussion it was **agreed** that the (useful) summary of the committee's policies, aims and procedures, which vary little from year to year, should be published in a separate document. The Clerk would review this annually and only bring considerations/recommendations then identified to the committee. Other committees might wish to follow suit. **Action: Clerk.**

In the present review the Clerk had identified two possible weaknesses:

- Geographical representation on the committee is currently unbalanced: Members **agreed** that a balance would be preferable and to recommend to full council that this be incorporated in Standing Orders. **Action: Clerk.**
- Time taken up at committee meetings considering complex consultations: Cllr Dengate suggested that a summary and draft responses could be prepared out of meeting by one or two committee members and brought to the committee for decision. After discussion, members **agreed** to recommend to full council to trial this method on a rotational basis amongst committee members and review after 3-4 consultations. **Action: office.**

6.2 **Review of Downs Mail expenditure:** members **agreed** that this still represented value for money.

7. Personnel Matters

7.1 TOIL and leave report **received.**

8. **Dove Hill Allotments Expenditure**

8.1 Members **received** details of expenditure to date and were reminded that the present budget had been set when only a rough approximation of likely costs could be made. As this had proved to be an underestimate, the working group requested that a further £10,000 be vired from the contingency budget. This was proposed from the Chair and unanimously **agreed**.

9 **2014/2015 Budget**

Members identified some projects they felt should be considered for the 2014/2015 Budget, however many were for other committees and as such they were advised to put them forward at the relevant meetings. **Action: Councillors.**

10 **Grant Requests.**

11 Members **agreed** that the donation for the Remembrance Day wreath should remain at £120.00.

12 **Matters for Information.**

There were none.

13 **Date of Next Meeting.**

Tuesday 12 November 2013 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 9.05 pm.

Signed as a correct record of the proceedings.

Chairman.....Date.....