

**Minutes of the Finance and General Purposes Committee Meeting held at
Beechen Hall, Wildfell Close, Walderslade on Tuesday 12 November 2013
commencing at 7.30 p.m.**

Councillors present – Mr Ivor Davies (Chairman), Mrs P Brooks, Mr Vic Davies, Mr P Dengate, Mr Bob Hinder together with the Assistant Clerk

1. Apologies and non-attendance.

Cllr G Smith (unwell) Cllr Wendy Hinder (unwell) and Cllr K Macklin (absent)

2. Declarations of Interest or Lobbying.

There were none.

3. Minutes of the meeting of 10 September 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 – **Noted** the agreement was signed by the Chairman at the Parish Council meeting of 4 November.

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

5. Financial report.

5.1 Reconciliation of accounts report for 4 November 2013 - **received**. After **noting** a discrepancy of £12.57 in conflicting SCRIBE records of un-presented cheques, which it was **agreed** the Assistant Clerk would investigate, it was **signed off**.

5.2 Income/Expenditure report as at 4 November 2013 - **received** with members seeking clarification and explanations on various codes. The Assistant Clerk was also asked whether the report could be better tailored to suit the committee's needs with minimum extra effort by the office. **Action office**.

5.3 Investment Bonds - in the light of the press reports of ongoing problems at the Co-op Bank nationally, members **agreed** that the transfer of the proceeds of the expiring Natwest 6 month investment bond into the Co-op general account should be stopped and diverted to a deposit or current account with Natwest. **Action Office**.

5.4 Barclays Bank Account – members **received** and **noted** the Clerk's report. Review of current banking arrangements – conscious of the need to mitigate the risk to council funds, and after due consideration of press speculation on the future of the Cooperative Bank, Cllr Dengate proposed, seconded by Cllr Vic Davies, that £30,000 in addition to the £60,000 be moved from the Co-op General current account to the Barclays current account – **agreed** with 4 in favour and 1 abstention. Cllr Hinder then proposed, seconded by Cllr Brooks, that the remaining balances at the Co-op Bank be moved when practicable and for the office to investigate the possibilities – **agreed** with 3 in favour and 2 abstentions. **Action office**.

6. Audit

6.1 Parish Councillor Audit report 2 November, 2013 - **received** and **noted**. The Chairman conveyed his thanks to Cllr Dennis Hollands.

6.2 Independent Auditor's report - **received** and **noted** together with the Clerk's commentary.

7. Policy and procedures reviews

7.1 Reviews due deferred to the next meeting due to lack of office time. **Noted**.

7.2 Procedure for considering tenders – Members **received** and **noted** the Clerk's report and Cllr Vic Davies agreed to compile a draft for the committee to consider. **Action Cllr Vic Davies**.

8. Personnel Matters

TOIL and leave report **received**. The Chairman commented that the build-up was understandable with the heavy additional burden of work arising from the allotments and other matters. If the Clerk's well-earned leave break exacerbated matters, so be it. He will closely monitor the situation and report if the problem worsens.

9. Dove Hill Allotments

Members **received** from Cllr Hinder details of activity to date. Members asked that a fully itemised income and expenditure spreadsheet be circulated to keep track of expenditure on this project. Cllr Hinder then asked about funding for a possible formal opening of the allotments with an appropriate guest of honour. After discussion it was **agreed** that as this was an Estates Committee matter, it should appear on that committee's December agenda. **Action office.**

10. 2014/2015 Budget

Members considered the F&GP committee's budget, made some minor adjustments and asked for further clarification in some areas. **Action office.**

11. Grant Requests.

None received.

12. Matters for Information.

Members **received** and **noted** that the Department for Communities and Local Government (DCLG) had laid before Parliament a draft Legislative Order relating to electronic banking.

13. Date of Next Meeting.

Tuesday 14 January 2014 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 9.29 pm.

Signed as a correct record of the proceedings.

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