

Minutes of the Finance and General Purposes Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 9 July 2013 commencing at 7.30 p.m.

Councillors present – Mr Ivor Davies (Chairman), Mrs P Brooks, Mr P Dengate, Mr Bob Hinder, Mrs Wendy Hinder, Mrs K Macklin and Mr G Smith together with the Clerk.

1. Apologies and non-attendance.

Mr Vic Davies (family commitment).

2. Declaration of Interest or Lobbying.

There were none.

3. Minutes of the meetings of 21 May and 3 June 2013.

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

4. Matters Arising.

4.1 Minute 2537/7 Earmarked Reserves amendment: **agreed** the Walderslade Woods Group's earmarked reserve was increased to £4,288.

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

5. Financial report.

5.1 Reconciliation of accounts report for 1 July 2013: **received** and **signed off**.

5.2 Income/Expenditure report as at 1 July 2013: **received** with members seeking clarification and explanations on various codes.

5.3 Investment Bonds: relevant information was contained in the report at item 5.1 and no other issues were identified.

5.4 Parish Services Scheme: **noted** amendment to the MBC grant. Members expressed concern that MBC was using out of date figures and noted that the KALC Maidstone Area Committee had raised this issue with MBC.

6. BACS payment policy and procedure

The Clerk's report was **received**. It was **agreed** that the system would be expanded to include payments to:

- Kent County Council.
- Maidstone Borough Council.
- Organisations that the parish council has close links with e.g. Vinters Valley Nature Reserve.
- Businesses that the parish council has accounts with e.g. Greenham Safety and Workplace Supplies.

Lists of approved recipients are to be included in the Accounts for Authorisation folders. It was confirmed that the Independent Internal Auditor was happy with the procedures operated by the parish council to pay BACS.

7. Independent Internal Auditor Report.

Report received. The comment concerning the fidelity cover was **noted** and the Clerk then explained that the IIA had been satisfied that due to the amount of expenditure being undertaken in the first couple of months this was not an issue. This was accepted.

8. Policy and procedures reviews.

8.1 Risk Assessment: **agreed** with some minor changes. The Chairman thanked Cllr Dengate for the sterling work that he was undertaking with the office to ensure that the computer system and security level were correct for the parish council's needs.

8.2 Audit Controls Statement: **agreed**.

9. SCRIBE reports.

The advantages and disadvantages were discussed. It was **agreed** that, as certain documents were clearer when exported into Excel, the office should continue trialing

the change and would judge which reports benefitted and the time taken to do the work. Review in one year. Cllr Dengate asked for a copy of an exported document in Excel.

10 Personnel matters.

10.1 TOIL and leave report **received**.

10.2 Office assistant post. **Received** and discussed a report on the cost and benefit of making the position permanent and increasing the hours. The Chairman proposed, seconded by Cllr Dengate that a permanent 15 hour contract be offered to the office assistant. **Agreed** (1 abstention). **Action – Clerk and Chairman.**

11 Dove Hill Allotments Expenditure.

A report on expenditure undertaken was **received**. It was recognised that agreement at formal meetings had not been possible because of the need to progress the project and **noted** that all but minor items had been cleared in advance with members of the Working Party. The Clerk was asked to produce a spreadsheet for members to consider whether the project would come in on budget. **Action – Clerk.**

12 Grant Requests.

None received.

13 Matters for Information.

13.1 Local Audit and Accountability Bill.

13.2 Electronic Payments and Electronic Agendas update.

14 Date of Next Meeting.

Tuesday 10 September 2013 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 8.46 pm.

Signed as a correct record of the proceedings.

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