

**Minutes of the Finance and General Purposes Committee Meeting held at
Beechen Hall, Wildfell Close, Walderslade on Tuesday 11 November 2014
commencing at 7.30 p.m.**

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

1. Apologies and non-attendance.

Mr G Smith.

2. Declarations of Interest or Lobbying.

There were none.

3. Minutes of the meeting of 15 July 2014.

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

4. Matters Arising From the Minutes.

4.1 Minute 2669/5.2 overspend on code 132. The Clerk's report which identified a coding mistake was **noted** and **received**.

4.2 Minute 2669/6.6 password security. **Noted** this work is still outstanding.

4.3 Minute 2670/6.7 complaints form available to complete on website. **Noted** this work is still outstanding. The Chairman asked that this work be completed by the New Year. **Action: Clerk and Assistant Clerk.**

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

5. Financial report.

5.1 Reconciliation of accounts report as at 3 November 2014 **received** and **agreed**.

5.2 Income/Expenditure report as at 3 November 2014 **received** and **agreed**.

5.3 Investment Bonds. **Ratified** the Clerk's decision, after consultation with the Chairman and Vice chair that the maturing Lloyds Bank deposit be reinvested for a further 3 months.

5.4 Cooperative Bank. After consideration of the Clerk's report it was **agreed** to raise the ceiling on funds in the Cooperative Bank to £30,000.

6. 2015/2016 Draft Budget.

Agreed that a meeting be arranged for 25 November to discuss this item. **Action: Clerk.**

7. Repeal of s150(5) of the Local Government Act 1972.

The briefing report on the repeal of the two signatory rule for payments by parish councils was **noted** and **received**. After discussion members decided:

- The council would retain its requirement for two signatures on cheques and other written instructions authorising payments from bank accounts.
- Adoption of internet banking was **agreed in principle**. The Clerk was asked to investigate the issue further and present a briefing paper to members. **Action: Clerk.** Cllr Dengate requested for security reasons that internet authorisation for payments only be undertaken via an office computer.
- Members were receptive to the idea of pre-loaded debit cards for parish council purchases within a set ceiling.
- Acceptance of credit or debit cards for hall bookings should be investigated and reported to the Estates Committee and the F&GP Committee. **Agreed.**

8. Policies and procedures reviews.

8.1 Parish Councillor Audit form. **Agreed** that the item be deferred to the next meeting.

8.2 Open and Accountable Local Government. The Clerk's briefing report on the the new legislation was **noted** and **received**. Cllr Vic Davies raised concern that the requirement to permit filming and audio-recording might deter residents from attending meetings or contributing their views if present. After a brief

discussion it was agreed that the Clerk would need to be proactive in identifying such cases and where necessary assist residents to present their views in an alternative way. Members then considered two drafts:

- Recording of Meetings of the Parish Council and its Committees Policy. **Agreed.**
- Advisory Leaflet. Recording of Parish Council Meetings. With some minor amendments **agreed.**

8.3 Media Management Strategy. **Agreed.**

8.4 Decisions by Officers. The Clerk's briefing report was **noted and received.**

8.5 Grants policy & procedure. With a minor amendment **agreed.**

8.6 Reserves policy. **Agreed.**

8.7 Review subscription list. Item deferred to the 25 November meeting.

9. **Personnel matters.**

TOIL and leave report **received.**

10. **KALC Finance Conference 17 October.**

The Clerk's report was **noted and received.**

11 **Grant Requests.**

Heart of Kent Hospice – Minibus Appeal. After discussion members **agreed** a grant of £500.

12 **Matters for Information.**

None.

13 **Date of Next Meeting.**

Tuesday 25 November 2015 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 8.44 pm.

Signed as a correct record of the proceedings.

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