

**Minutes of the Finance and General Purposes Committee Meeting held at
Beechen Hall, Wildfell Close, Walderslade on Tuesday 10 November 2015
commencing at 7.30 p.m.**

Councillors present: Mr Ivor Davies (Chairman), Mrs P Brooks, Mr Vic Davies, Mr P Dengate together with the Clerk.

1. Apologies and non-attendance

Cllrs Bob and Wendy Hinder (previous commitment). Cllr Geoff Smith (absent).

2. Declaration of Interests, Dispensations, Predetermination or Lobbying.

Cllr Brooks declared that she had been lobbied on item 10.2 Sandling Village Hall and item 10.3 Friends of Boxley Warren.

Cllr Vic Davies declared an interest on item 4.2 Charitable Incorporated Organisations as he was a Trustee of the Vinters Valley Nature Reserve (a pecuniary interest) and was a member of the Grove Green Community Centre Management Committee.

Cllr Ivor Davies notified members that he is a Friend of Boxley Warren, item 10.3.

3. Minutes of the meeting of 15 September 2015

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

4. Matters Arising From the Minutes

4.1 Minute 2794/4.1. Purchase of pdf software will be arranged once the Microsoft 10 update has been installed. **Noted.**

4.2 Minute 2794/8 Charitable Incorporated Organisations (CIOs). The Clerk reported that the four charitable organisations were progressing towards changing over to CIOs. **Noted.**

4.3 Minute 2795/9.1 KALC specific training. The logistics of arranging this to take place after the May 2016 elections, is being investigated. **Noted**

4.4 Any matters arising from the minutes, not on the agenda. None.

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

5. Financial report.

5.1 Reconciliation of accounts report as at 26 October 2015. **Received and noted.**

5.2 Income/Expenditure report **Received and noted.**

5.3 Investments. **Received and noted.** It was **agreed** that as the maturity dates of investments could be included in the Reconciliation report, there was no need for these to be reported separately as hitherto. The investment item would then be made the next item. The Clerk's decision to reinvest the maturing three month Lloyds account was **ratified. Action: office.**

5.4 South wall repairs Boxley Village Green. **Ratified** the Clerk's decision, after consultation with F&GP and Estates Committee members to increase, by £4,500, the repair budget to meet the cost of immediate repairs. Sum to be vired from the Contingency Fund Budget.

Action Clerk.

Estates General budget 2016/17. £10,000 to be allocated from reserves to pay for the remaining section of the wall to be repair/refurbished. **Action: Estates Committee.**

6. Policies and procedures

6.1 Disciplinary and Grievance Procedure. The suggested split into two documents was **agreed** and the reformatted policies and procedures were also **agreed.** **Action: Office.**

6.2 'Recording of meetings of the Parish Council and its Committees' and 'Media Management' have been reviewed by the Clerk as part of housekeeping and are considered still fit for purpose. **Noted.**

7. **Review of banking arrangements**

The Unitary Trust Bank Account application had now been accepted and access is being arranged. Councillors will be advised when they can go on-line to activate their authorisation to access the account. Cllr Dengate asked the Clerk to investigate whether there was a training programme where members could practise prior to going live. **Action: Clerk.**

8. **Investment Opportunities.**

Members **received** and **noted** the Clerk's report on the legal position regarding investments and money generating opportunities. After discussion on various alternatives including property ownership it was decided that the parish council should consider the options available to maximise the income stream from investments when the council's earmarked reserves are reviewed at the January F&GP Committee meeting, members **agreed** it would be beneficial to identify the amount that could be made available for long term investment. **Action: F&GP Committee.**

9. **Personnel matters**

The Clerk's update on toil, annual leave and long-term sickness of staff was **received** and **noted**.

The Clerk was asked to arrange external training in Excel for office staff. **Action: Clerk.**

11 **Grant Requests**

10.1 Friends of Boxley Church. Cllr Dengate proposed seconded by Cllr Vic Davies £250 towards the cost of public liability insurance for events. **Agreed.**

10.2 Sandling Village Hall. **Agreed** £3,000 would be vired to the Estates Committee should it decide to make a grant towards the replacement floor. **Action: Estates Committee.**

10.3 Friends of Boxley Warren. Cllr Dengate proposed seconded Cllr Brooks that a maximum of £2,300 would be granted to FoBW. **Agreed** (with chairman abstaining).

10.4 Age Concern. After considering the request for the parish council to provide an ipad type tablet for Age Concern to use, it was **agreed** that they should be asked what model and facilities they had in mind. Request to be returned to the next agenda. **Action: F&GP Committee.**

As the time was 9.30 pm the Chairman used his devolved power to extend the meeting for another 30 minutes.

12 **Draft Budget 2016/2017**

Members considered and amended the draft budget. Cllr Vic Davies was asked to liaise with the Clerk concerning a grant application from VVT. **Action: Cllr Vic Davies and Clerk.**

13 **Matters for Information**

None.

14 **Date of Next Meeting**

Tuesday 12 January 2016 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 10.00 p.m.

Signed as a correct record of the proceedings.

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

DRAFT