

**Minutes of the Finance and General Purposes Committee Meeting held at
Beechen Hall, Wildfell Close, Walderslade on Tuesday 13 February 2015
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 Mr G Smith together with the Clerk and Mrs K Macklin (who left after item 6).

1. Apologies and non-attendance.

Cllr Wendy Hinder (MBC work commitment).

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

Cllrs Ivor Davies, Vic Davies, Dengate and Bob Hinder declared that they were allotment tenants but had dispensation to vote on matters relating to the allotments.

Cllr Ivor Davies declared that he was a member of the Walderslade Woodlands Group and Friends of Boxley Warren.

Cllr Bob Hinder declared that he was Chairman of Friends of Boxley Warren.

Cllr Vic Davies declared an interest in Vinters Valley Nature Reserve.

3. Minutes of the meeting of 11 & 25 November 2014.

The minutes of the meetings were, with a typing error amended, **agreed** and **signed** as a correct record.

4. Matters Arising From the Minutes.

4.1 Minute 2703/4.2. Password security. This work is still outstanding. **Noted** the Clerk and Cllr Dengate would arrange to meet in the next few weeks. **Action Clerk and Cllr Dengate.**

4.2 Minute 2703/4.3. Complaints form available to complete on website. This work is still outstanding. **Noted** the Clerk was asked to expedite matters.

4.3 Any other matters arising from the minutes, not on the agenda. There were none.

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

5. Financial report.

5.1 Reconciliation of accounts report as at 6 January 2015. Members **received** and **partially agreed** the report. Clerk to provide chairman with a copy of the Lloyds 3 month investment account statement which was not to hand. **Action Clerk and Cllr Ivor Davies.** Members **noted** the discrepancy caused by an inaccurate invoice and another unavailable due to a computer glitch. An audit trail had been created and the office was working with the two companies to resolve the issues. **Action Clerk.**

5.2 Income/Expenditure report as at 6 January 2015. **Received and agreed.**

5.3 Investment Bonds maturity dates. **Noted and agreed** that a decision on the reinvestment of the 12 month Santander investment maturing in April will be made out of meeting after members have been briefed on the investment opportunities then available from Santander and other banks. It was confirmed that the policy to spread the parish council's financial risk exposure would be followed.

5.4 Independent Internal Auditor's report. **Noted and received.**

6. 2015/2016 Budget.

Members **received** the proposed Parish Budget for 2015/16 together with an updated summary sheet. It was **noted** that a recently notified reduction in the Local Council Tax Support grant and a calculation error had resulted in a change to the resolution being put before members. After members' consideration of all budgets the Chairman proposed that **"The budget is recommended to the Parish Council and that a precept of £100,931, including local council tax support of £2,450, be set"**. **Agreed unanimously.**

7. Policies and procedures reviews.

- 7.1 Parish Councillor Audit form. **Agreed.** If the next internal audit identified any problems with the layout the item would be returned to the agenda.
- 7.2 Annual Health & Safety and Accident Book Review. The two incidents in the office were reviewed and, as appropriate preventative action had been taken, **no further action** required.
- 7.3 F&GPC Policies & Procedures 2015/16 Calendar. **Agreed,** with some minor amendments.

8. Review of banking arrangements

- 8.1 Internet banking. Lengthy discussion took place covering the advantages and disadvantages, security, risk management, proposed procedures, etc, in the light of which the draft Risk Management Assessment was amended as follows:

- A requirement that Councillors must use only the office computers to authorise payments, with a review to be undertaken after 6 or 12 months.
- An addition to the statement on security codes/PINS to the effect that individuals must not disclose these to any other person including parish officers.

The working group was formally agreed as Cllr Ivor Davies, Cllr Dengate and the Clerk. The working group was **authorised** to amend the Risk Management Assessment as and when felt necessary with any change being reported to the next committee meeting.

The Chairman then proposed recommending to the parish council that **"The Finance & General Purposes Committee having approved a risk management assessment and identified the Unity Trust Bank as preferred provider, the setting up of internet banking for the parish council's general and Beechen Hall accounts by the RFO and working party (Cllrs Ivor Davies and Dengate) is agreed."**

- 8.2 Committee review of Financial Regulations. In view of the decision at 8.1 amendments were made to the regulations to support the setting up of internet banking. A briefing report to be submitted to the next parish council meeting. **Agreed. Action Clerk.**

9. Personnel matters.

TOIL, leave and leave/sickness cover **received.**

10 Grant Requests.

None received.

As it was 9.30 pm the Chairman exercised his right extend the meeting by 30 minutes.

11 Matters for Information.

- 11.1 Weaving Diamond Jubilee Orchard. Members were notified that a Weaving Street property immediately adjacent to the site was suffering from structural damage. Copies of professional reports have been received along with a request for the felling of three trees on the parish council's site. Details would be passed to the Estates Chairman and vice-chair and the Chairman of the F&GP Committee with a recommendation that the trees be felled. It was **agreed** that if necessary Contingency Budget Funds could be drawn down to pay for the work. **Action: Clerk, Cllrs Vic and Ivor Davies, Cllr Bob Hinder and the Clerk.**

- 11.2 Kent Scouts. The Chairman notified members that the Scouts were applying for lottery funding for improvements to their Grange Lane facilities and had asked for a letter of endorsement from the council. Members welcomed this opportunity to express their support for the organisation.

12 Date of Next Meeting.

Tuesday 10 March 2015 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 9.34 pm.

Signed as a correct record of the proceedings.

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