

**Minutes of the Finance and General Purposes Committee Meeting held at  
Beechen Hall, Wildfell Close, Walderslade on Tuesday 14 July 2015  
commencing at 7.00 p.m.**

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

**1. Apologies and non-attendance**

Cllrs Bob and Wendy Hinder (holiday).

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

Cllr Vic Davies declared a pecuniary interest on item 11 Charitable Incorporated Organisations as he was a Trustee on Vinters Valley Nature Reserve and Grove Green Community Centre.

**3. Minutes of the meeting of 19 May 2015**

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

**4. Matters Arising From the Minutes**

There were no matters arising from the minute.

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

**5. Financial report**

5.1 Reconciliation of accounts report as at 30 June 2015. **Received** and **agreed**. **After** discussion on the format of the new style report it was **agreed** that the bank account summary should be accompanied by an end of month summary of outstanding credits and debits. The detailed paperwork will be available at FGPC meetings on request. **Action: Clerk.**

5.2 Income/Expenditure report as at 30 June 2015. **Received** and **noted**. Discussion took place on the format of the new style report and it was **agreed** that in future the report would be presented with grid lining, block outlining and cell shading to make it easier to read and understand. Additional software was to be purchased to allow pdf documents to be merged thus allowing all the information to be placed on the website. Copies in excel format were to be electronically supplied to councillors who requested them.

5.3 Investment Bonds. The Clerk's report that reinvestments were being planned was **noted** and the Clerk was asked to investigate Kent Reliance BS as an investment opportunity. **Action: Clerk.**

**6. Policies and procedures reviews**

6.1 Risk Management Assessment. Members requested some additions to the information and the document was **agreed**.

6.2 Review audit controls for production of 2016 Governance Statement. The Chairman proposed the adoption, with a minor adjustment, of the statement. **Unanimously agreed.**

6.3 Training. The report on recently undertaken training was received and it was **noted** that details of future KALC training had been supplied to members. Cllr Dengate asked that KALC be contacted about offering evening training so that working councillors had more opportunity to attend. **Action: Clerk.**

6.4 Public internet access policy. The Clerk has reviewed this policy and considers it still fit for purpose. **Noted.** Cllr Ivor Davies requested that the issue of supplying free Wi-Fi to the hall be raised on the Estates Committee again. **Action: office and Estates Committee.**

**7. Review of banking arrangements**

Members were informed that the paperwork for opening the account was nearly completed and would be submitted for approval by the working group after the meeting. **Action: Clerk and Working Group.**

**8. Personnel matters**

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

9 **Grant Requests**

None received.

10 **Matters for Information**

None.

11 **Charitable Incorporated Organisations (CIOs)**

Cllr Vic Davies having declared a pecuniary interest addressed the meeting and having done so left the room during the decision making part of the discussion.

It was noted that whilst Trustees of four parish community organisations would benefit from converting from a Charitable Trust to a CIO they were probably discouraged from doing so because of the cost. Members agreed that Trustees, who were usually volunteers resident in the parish, should ideally enjoy the protection from collective responsibility afforded by CIO status. It was **agreed**, proposed by the Chairman, that **in principle, but subject to further information on costs, to fund the work to convert the organisations to CIOs**. This was to be a one-off offer and the Clerk was authorised to approach the lawyer being used by Grove Green Community Centre to see what reduction might be available if another three organisations were signed up. The Clerk to keep members informed of the progress.

**Action: Clerk.**

The Clerk and Cllr Vic Davies to arrange a briefing for all organisations to see whether they would wish to take up the offer of financial help to convert to a CIO.

**Action: Clerk and Cllr Vic Davies.**

12 **KWT Walks leaflet**

Members' received details of the new Boxley leaflet and it was **agreed** that they would welcome the launch within Boxley. **Action: office.**

13 **Date of Next Meeting**

Tuesday 15 September 2015 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 8.27 p.m.

Signed as a correct record of the proceedings.

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