

**Minutes of the Finance and General Purposes Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 15 September 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 Assistant Clerk.

**1. Apologies and non-attendance**

Cllrs Bob and Wendy Hinder (MBC Meeting) Cllr Geoff Smith (Unwell).

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

Cllr Vic Davies declared a pecuniary interest on item 8 Charitable Incorporated Organisations and Item 10.1 Grove Green Community Hall Grant as he was a Trustee of the Vinters Valley Nature Reserve and of the Grove Green Community Centre.

**3. Minutes of the meeting of 14 July 2015**

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

**4. Matters Arising From the Minutes**

4.1 Minute 2778/5.2. Members **noted** that the purchase of pdf software is being arranged. Cllr Dengate recommended that if the software was licenced to only one computer, more than one copy would be advantageous as there were three computers in the office. **Action office.**

4.2 There were no matters arising from the minutes not on the agenda.

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

**5. Financial report**

5.1 Reconciliation of accounts report as at 31 August 2015. **Received and agreed.**

5.2 Income/Expenditure report as at 31 August 2015. **Received and noted.**

5.3 Investment Bonds. **Noted** the Clerk's report stating that reinvestments had taken place.

**6. Policies and procedures reviews**

6.1 Disciplinary and Grievance Procedure. Members requested some grammatical changes to the document and then asked for it to be deferred until the November meeting for a further review. **Action: Chairman.**

6.2 Financial Investment Strategy (new). The Chairman proposed adoption, with minor grammatical changes. **Unanimously agreed.** Cllr Dengate requested an agenda item for the next meeting to discuss the Parish Council's investment options. **Action: Clerk.**

6.3 Annual Competency Review. The Clerk's report and comments were **received and noted.** Members **agreed** to add to future agendas the option of a comfort break as recommended. **Action: Clerk.**

**7. Review of banking arrangements**

**Noted** the paperwork for opening the Unity Trust bank account had been submitted and was being processed.

**8. Charitable Incorporated Organisations (CIOs)**

**Received** the Clerk's update. Cllr Vic Davies, having declared a pecuniary interest addressed the meeting, confirmed that VVNR had agreed to becoming a CIO and that he would shortly be preparing the necessary paperwork for the solicitor. Cllr Vic Davies then left the room. After discussion the remaining members **agreed** that written confirmation should, if possible, be obtained from the organisations approached on whether or not they wished to change to CIO status as Sandling's was outstanding and there was doubt over Weaving Village hall's decision. **Action: Clerk and Cllr Hollands.** Item 10.1 was taken at this point before Cllr Vic Davies returned to the room.

9. **Personnel matters**

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

9.2 KALC specific training Members **received** the Clerk's report regarding tailor made finance training and **agreed** in principle to go ahead. However the logistics of securing a local hall and agreeing the dates, times and invitees would require further investigation. **Action: Clerk.**

10. **Grant Requests**

10.1 Grove Green Community Hall -In Cllr Vic Davies's absence, members considered a request for a grant of up to £1,500 for the legal fees for converting the existing charitable trust to a CIO. Members **agreed** to devolve power to the Clerk to release up to £1500 with stage payments if required. **Action: Clerk.**

10.2 Heart of Kent Hospice – A request for a grant towards the Hospice's Care at Home Team was considered and members **agreed** to award £400. **Action: Clerk.**

10.3 War Memorial Wreath. Members **agreed** that the donation to the Royal British Legion for the Remembrance Day wreath should remain at £120.00. **Action: Clerk.**

11. **Draft Budget 2016/2017**

**Noted** the invitation to submit projects for consideration for the draft budget.

12. **Matters for Information**

None.

13. **Date of Next Meeting**

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

Meeting closed at 8.47 p.m.

Signed as a correct record of the proceedings.

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