

**Minutes of the Finance and General Purposes Committee Meeting held at
Beechen Hall, Wildfell Close, Walderslade on Tuesday 13 September 2016
commencing at 7.30 p.m.**

Councillors present: Mr I Davies (Chairman), Mrs L Clarke, Mr V Davies, Mr B Hinder, Mrs W Hinder and Mrs S Martins together with the Clerk.

1. Apologies and non-attendance

Cllr Dengate (work commitment) and Cllr Radcliffe-Godfrey (work commitment).

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

None

3. Minutes of the meetings of 19 July 2016 and 15 August 2016

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

4. Matters Arising From the Minutes

4.1 Minute 2896/4.2 Charitable Incorporated Organisations (CIOs). The work for Grove Green Community Hall and Vinters Valley Trust has almost been completed. The charge for the work was significantly lower than first expected. **Noted.**

4.2 Minute 2897/5.4 Prepaid credit card. The office is investigating alternatives as banks and financial institutes will possibly charge a monthly fee. **Noted.**

4.3 Minute 2897/8 Parish Councillor Internal Audit. Work is in progress to review and possibly revise the current form. **Noted.** Cllr Bob Hinder suggested that the form includes a check of the fire drills and emergency lighting records to verify that tests had been undertaken. **Agreed.**

4.4 Minute 2897 Office telephone system. The new comms cabinet and the new line have been installed and the new system should come into use on 23 September. **Noted.**

4.5 Any other matters arising from the minutes, but not on the agenda.

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

5. Financial report.

5.1 Reconciliation of accounts

5.1.1 HSBC Beechen Hall. **Received** and **noted.**

5.1.2 Unity Trust Bank. **Received** and **noted.**

5.1.3 Cooperative Bank. **Received** and **noted.**

5.1.4 Santander Investment Bond. **Received** and **noted.**

5.1.5 Barclays Bank. **Received** and **noted.**

5.1.6 Lloyds 3 month. **Received** and **noted.**

5.1.7 Lloyds Bank 12 mths. **Received** and **noted.**

5.1.8 Nationwide Beechen Hall. **Received** and **noted.**

5.1.9 Nationwide PC. **Received** and **noted.**

Members approved the new format for presenting this information and checking it against the bank statements.

5.2 Investments. **Ratified** the Clerk's decision, after consultation with members, to reinvest the Santander Investment Bond for 12 months.

5.3 Income/Expenditure report as at 2 September. **Received** and **noted.**

5.4 Trial Balance. **Received** and **noted.** The Clerk was asked to explain, via e-mail, the Debtors £368 figure. **Action: Clerk.**

6. Investment Opportunities

6.1 After discussion it was **agreed.**

- Terms of Reference for a working group be drawn up for members to consider future action. **Action: Clerk and councillors.**
- Members will each complete and return to the Clerk a risk profiling questionnaire. **Action: Councillors and Clerk.**

- Clerk to produce a summary of members' views and comments to allow further discussion.

6.2 Members recognised the need to identify further sources of financial advice.

Action: Clerk.

7. Contingency Fund and Budget adjustments

Budget adjustment to Insurance Budget (centre 110 code 4105), members were asked to vire up to £500. **Agreed.**

Members **ratified** the Clerk's decision, after consulting with members, to approve the contract for repairs to the play area surface. Members agreed payment of £1,400 for the repairs. The play area surface to be added to the parish council's insurance.

Action: office.

Members discussed the vandalism at the play area and it was decided to purchase 4 CCTV camera signs, one being for Wildfell Close, and investigate the possibility of installing a CCTV camera at the site. **Action: office.** £100 was realised for purchase of the signs.

Request from Environment Committee for the F&GPC to vire £300 to the Street Maintenance Budget to purchase litter picking equipment. **Agreed.**

8. Policies and procedures reviews

8.1 Public Use of Computers (review). **Agreed.**

8.2 Bullying and Harassment (review). **Agreed.**

8.3 Health and Safety Policy (review). **Agreed.**

8.4 Risk Assessment (review). Amended to include a statement requiring a clean desk policy and the need for an IT security review. **Agreed.**

8.5 F&GPC Annual Competency Report (Health Check). **Received and noted.**

Members **agreed** that the Clerk would review the wording of policy and procedure documents to ensure, as ACAS recommended, that the documents were not unnecessarily restrictive.

8.6 Reserves Policy (review). **Agreed**, it was recognised that this policy would need to be reviewed again if the committee decided to appoint a Financial Advisor.

8.7 Annual H&S/Accident Report. **Received and noted.**

9. 2017/2018 Draft Budget

Members were asked to submit any ideas for projects for the next financial year. None submitted.

10. Personnel matters

TOIL, training, leave and leave/sickness cover. Update **received and noted.**

10 Grant Requests

11.1 Grant request from Penenden Heath Bowls Club. It was noted that the club was outside of the parish but had some Boxley parishioners as members. After lengthy discussion on the benefit of the club to residents Cllr Vic Davies proposed, Cllr Bob Hinder seconded **that a grant of £300 is made but only released when the aerator was purchased. Agreed** (3 for, 2 against with the Chairman abstaining).

11.2 Grant for War Memorial Wreath. The Chairman proposed **that a donation of £110 be made. Agreed.**

11 Matters for Information

None.

Cllr Clarke inquired whether it was possible to reduce the amount of paper was used for agendas by making more use of technology. In the ensuing discussion it was pointed out that not all members used computers and that some of those that did preferred to work with paper when e.g. attending a meeting. The Chairman thanked Cllr Clarke for raising

the subject but said it was clear from what had been said that a majority of members would not welcome such a change. Electronic copies of agendas and supporting documents would however continue to be made available to those who preferred to use that medium.

12 Date of Next Meeting

Tuesday 15 November 2016 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 8.55 p.m.

Signed as a correct record of the proceedings.

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