

**Minutes of the Finance and General Purposes Committee Meeting held at  
Beechen Hall, Wildfell Close, Walderslade on Tuesday 15 November 2016  
commencing at 7.32 p.m.**

Councillors present: Mr I Davies (Chairman), Mrs L Clarke, Mr V Davies, Mr P Dengate, Mr B Hinder together with the Clerk.

**1. Apologies and non-attendance**

Cllr W Hinder (unwell) and Cllr Radcliffe-Godfrey (work commitment). Cllr S Martins (absent).

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

Cllr Clarke notified members that she was a member of Boxley Society, item 11.

**3. Minutes of the meeting of 13 September 2016**

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

**4. Matters Arising From the Minutes**

4.1 Minute 2913/4.1 Charitable Incorporated Organisations (CIOs). Cllr Vic Davies notified members that wef 31 December 2016 VVNR would be a CIO and asked that the Clerk resupply to resupply him the contact details for the MBC Officer. The Clerk was asked to obtain updates from the other organisations. **Action: Clerk.**

4.2 Minute 2913/4.3 Parish Councillor Internal Audit checklist. A review by the Assistant Clerk will be undertaken before the January 2017 meeting. **Noted.**

4.3 Minute 2913/4.4 Office telephone system. The new comms cabinet has been installed but there had been and still were a few problems. Cllr Dengate gave an update to members and notified them that he would be attending the office to put things right. The Chairman thanked him for his hard work. **Action: Cllr Dengate.**

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

Beechen Hall extension. Following the decision at the Parish Council meeting a Working Group to advance the project was to be set up. A number of councillors put their names forward. **Action: Clerk.**

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

**5. Financial report.**

5.1 Reconciliation of accounts.

5.1.1 Cooperative Bank. **Received and noted.**

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

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

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

5.1.5 Barclays Bank. A typing error was identified with the correct figure being £39,639.25. **Received and noted.**

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

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

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

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

5.2 Investments. Maturity dates **received and noted.**

5.3 Income/Expenditure report as at 3 November. **Received and noted.**

**6. Investment Opportunities**

After consideration members decided to keep the review of Investment Opportunities within the committee. The draft Terms of Reference for a Working Group were then amended to serve as a guide for the review. **Action: Clerk.** The Chairman will review the returned questionnaires and produce a summary for the next meeting. **Action: Cllr Ivor Davies.**

## 7. Contingency Fund and Budget adjustments

Proposed by the Chair **should KCC Highways not undertake the work, £1,000 be vired from the contingency budget to pay for the removal of an invasive plant adjacent to the Walderslade Woodlands". Agreed. Action: RFO.**

## 8. Prepayment Debit Card.

The RFOs report on the availability of prepaid cards was **received and noted.** Cllr Dengate proposed seconded by Cllr Vic Davies that **the Unity Trust Bank prepaid card be applied for with a £500 limit. Agreed. Action: RFO.**

## 9. 2017/2018 Draft Budget

9.1 To receive details of any projects members wish to submit for the next financial year. Other committees are taking similar action. None submitted.

9.2 Land at Bearsted Road/New Cut Road. After lengthy discussion covering the parish council's policy on purchasing land, site planning application history, the last appeal (dismissed), benefit to the community and environment etc. Cllr Bob Hinder proposed with Cllr Dengate seconding "**at this moment in time do not proceed with consideration of the request to purchase the land due to major costs in the future with regards to maintenance. Agreed** (3 for, 1 against and 1 abstention).

## 10. Personnel matters

Verbal report on staff TOIL, training, leave and leave/sickness cover. **Received and noted.**

## 11. Grant Requests

Grant request from Boxley Village Society. Cllr Vic Davies proposed seconded by Cllr Bob Hinder **£200 be granted. Agreed** (with 1 abstention).

## 12. Matters for Information

Independent Internal Auditor. Members received notification of the resignation of Mr Kevin Funnell. The Chairman to liaise with the Clerk about a temporary replacement with a view to requesting tenders for the position for 2017/2018. **Action Cllr Ivor Davies and the Clerk.** Cllr Dengate suggested having two agreed IIAs so that they could alternate with the audit.

## 13. Policies, Procedures and Reports Reviews

13.1 Grants Policy & Procedure (Review). With some minor amendments **approved.** Document to be reviewed as part of office housekeeping schedule and returned to committee if it becomes unfit for purpose. **Agreed.**

13.2 Acceptable Use of Computer Facilities, e-mail and the Internet (Review). With minor adjustments **approved.** Document now to be reviewed every two years unless there is an identified need for an earlier review.

13.3 A review of the policy on Electronic Recording of Meetings of the Parish Council and its Committees has been undertaken by the Clerk and found still fit for purpose. **Noted.**

13.4 Members asked that the parish council be more proactive in advertising that recording can take place at parish council meetings. Clerk to liaise with meeting Chairmen. **Action: Chairmen and Clerk.**

## 14. Date of Next Meeting

Tuesday 17 January 2017 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 9.10 p.m.

Signed as a correct record of the proceedings.

Chairman.....

Date.....