

**Minutes of the Finance and General Purposes Committee Meeting held at
Beechen Hall, Wildfell Close, Walderslade on Tuesday 17 May 2016
commencing at 7.33 p.m.**

Councillors present: Mr Ivor Davies (Chairman), Mrs L Clarke, Mr Vic Davies, Mr P Dengate, Mr Bob Hinder and Mr M Radcliffe-Godfrey together with the Clerk.

1. Apologies and non-attendance

Cllr Wendy Hinder (MBC commitment).

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

There were none.

3. Minutes of the meetings of 15 March and 12 April 2016

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

4. Matters Arising From the Minutes

4.1 Minute 2853/4.1. Purchase of pdf software. The need for this will be reviewed after the installation of the new Microsoft professional software. **Noted.**

4.2 Minute 2853/4.2 Charitable Incorporated Organisations (CIOs). All the organisations have now started work on this change. **Noted.**

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

Cllr Clarke notified the meeting that she was undertaking the Parish Councillor Internal Audit on 24 May. **Noted. Action: Cllr Clarke and the Clerk.**

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

5. Financial report.

5.1 Reconciliation of accounts reports

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

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

5.1.3 Unity Trust ALTO. **Received** and **noted.** Cllr Dengate raised an issue on how the reconciliation was reported and requested that in the future a relevant print out from the accounting system is included. **Action: Clerk.**

5.1.4 Cooperative Bank. **Received** and **noted.**

5.1.5 Santandar Investment Bond. **Received** and **noted.**

5.1.6 Barclays Bank. **Received** and **noted.**

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

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

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

5.1.10 Nationwide Building Society PC. **Received** and **noted.**

5.2 Income/Expenditure report as at 31 March 2016. **Received** and **noted.** Cllr Dengate asked for further clarification on code 160 (Special Projects). It was identified that the percentages in the report, generated by the accounting software, were slightly out. As this was consistent throughout the report and the result of rounding up/down it was suggested that this just be noted. **Agreed.**

5.3 Income/Expenditure report as at 30 April 2016. As this was only the first month of the new financial year, members decided that a review was not required.

5.4 Parish Services Scheme 2016/2017 agreement. The Chairman's and Clerk's decision to sign the agreement was **ratified.**

5.5 Administrative changes by three banks.

The Unity Trust Bank's introduction of a £6 per month charge for internet banking was **noted.**

The Cooperative Bank's decision no longer to accept faxed instructions was **noted.**

Closure of HSBC's Walderslade Branch. The report on the problems that would be experienced in banking cash and cheques was **noted.** The parish office is to

investigate and report back to the Estates Committee and F&GP Committee on other options including debit card machines, Paypal or transferring the Beechen Hall bank account to a bank at Hempstead. **Action: Clerk and Assistant Clerk.**

Cllr Dengate asked for a full review of the parish council's current banking arrangements to try to simplify the number of accounts being managed. Concern was raised that the introduction of additional financial systems e.g. the acceptance of debit card payments, could lead to mistakes and weaknesses in what was already a complicated set up. Cllr Dengate requested that a special meeting be arranged to discuss this single issue. **Action: September meeting, Clerk and Assistant Clerk.**

- 5.6 Contingency Funds. The request to allocate funding in 2016/2017 for grants awarded in 2015/2016 but unspent was **received** and **noted**.

VVNR £2,250. Cllr Vic Davies, Chairman of the VVNR Trust, notified members that the grant was currently being spent.

Sandling Village Hall £3,000. The replacement of the floor was scheduled for August 2016.

Friends of Boxley Warren £3,200. Cllr Bob Hinder, Chairman Friends of Boxley Warren, asked that the grant be reserved if it was not possible to undertake the work in this financial year. The possibility of allocating the grant as an earmarked reserve to be investigated. **Action Cllr Hinder and Clerk.**

Conversion of 3 Charitable Trusts to Charity Incorporated Organisations £6,500. This was work in progress.

It was proposed from the chair that the grants be honoured with the requirement that they be spent by 31 March 2017. **Agreed.**

- 5.7 Opportunities for Investment. After some discussion it was proposed that the item be deferred to after a decision was taken on the hall extension project. **Agreed. Action: office.** Unity Trust Bank: the need to reduce the financial exposure to less than £75,000 was identified. **Action: Clerk.**

6. Internal Audit Report

The report from the Independent Internal Auditor was **received** and **noted**.

7. Annual Governance Statement

The Chairman proposed that **the Annual Governance Statement for the year ending 31 March 2017 be, with two additions, adopted. Agreed.**

8. Annual Return for the Year Ended 31 March 2016

The Chairman proposed that **the RFO's recommendation that the End of Year Return be submitted to the parish council for signature be adopted. Agreed. Action: Clerk.**

9. Policies and procedures reviews

9.1 Health & Safety Policy. The Chairman proposed deferral of the item to the September meeting. **Agreed. Action: Office.**

9.2 Petty Cash and Payment of bills by Direct Debit and Standing Orders. The Clerk has undertaken reviews and judged them as still fit for purpose. **Noted.**

10 Personnel matters

10.1 TOIL, training, leave and leave/sickness cover. An update was **received** and **noted**.

10.2 Downs Mail Delivery. After discussion the Chairman proposed **an increase in payment for the Downs Mail delivery to £30 per route effective from May 2016. Agreed.**

11 Grant Requests

None received.

12 Matters for Information

None.

13 Date of Next Meeting

Tuesday 12 July 2016 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.....