

**Minutes of the Finance and General Purposes Committee Meeting held at  
Beechen Hall, Wildfell Close, Walderslade on Tuesday 19 July 2016  
commencing at 7.30 p.m.**

Councillors present: Mr Ivor Davies (Chairman), Mrs L Clarke, Mr Vic Davies, Mr Bob Hinder, Mrs Wendy Hinder and Mrs Martins together with the Clerk.

The chairman notified members that there would be a change in the presentation of the next F&GPC agenda. The lengthy Income/Expenditure report (see item 5.3 below) will now be annexed as a separate document to make it easier for members and the public to read and absorb the other reports on the agenda.

**1. Apologies and non-attendance**

Cllr Dengate, (holiday) and Cllr M Radcliffe-Godfrey (work commitment).

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

Cllr Vic Davies, as a Trustee of Grove Green Village Hall, declared a pecuniary interest in item 13.3.

**3. Minutes of the meeting of 17 May 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 Clerk reported that the upgraded computer software appeared to have resolved the previous issue. **Agreed no further action.**

4.2 Minute 2853/4.2 Charitable Incorporated Organisations (CIOs). Two of the four organisations were close to completing the change with the other organisations continuing to work through the process. **Noted.**

4.3 Minute 2876/5.5 Closure of HSBC. The impact of the closure of the HSBC bank to be monitored by the parish office. Should problems arise the issue is to be reported back to the Estates Committee and F&GPC. Members asked that any recommendation concerning the acceptance of debit card payments should include comparisons with PayPal etc.

4.4 Minute 2876/5.7 Opportunities for Investment. To be reviewed once the decisions on the hall extension and the use of reserves have been taken. **Noted.**

4.5 Any other matters arising from the minutes, but not on the agenda. None.

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 Unity Trust ALTO. **Received** and **noted.**

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

5.1.5 Santander 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.**

Discussion took place on simplification of the presentation of this information. The RFO suggested that future agenda reports should state the cashbook balance for each account but no longer include a PDF copy of the reconciliation statement. At the meeting the Chairman would have before him/her the bank statements and original reconciliation statements so that members could check the reconciled amount with the sum shown in the agenda. **Approved for a trial at the September meeting. Action: office.**

- 5.2 Investments. After discussion, and in view of the outstanding Beechen Hall extension decision, members **agreed** that the maturing bonds should only be re-invested for six months. The Clerk to undertake the work and liaise with members if there were any difficulties in reinvesting the funds. The September agenda to include an item on financial advisers. **Action: Clerk and office.**
- 5.3 Income/Expenditure report as at 1 July 2016. **Received** and **noted**. Two minor issues were identified, double entry of insurance codes and a potential audit double entry, the Clerk to investigate and advise members. **Action: Clerk.**
- 5.4 Unity Trust Bank Alto prepaid credit card. This will cease to be available after 31 July 2016. The office is investigating alternatives. **Noted.**
6. **Reserves - review and presentation**  
The reserves review report was **approved**. The cost of the maintenance of the south wall at Boxley Village Green is debited against the Long-term Liability Fund allocation. **Agreed. Action: Clerk.**
7. **Beechen Hall Extension – Financial Report**  
This item had been deferred to a specially convened F&GPC meeting on 15 August August.
8. **Parish Councillor Internal Audit**  
The Chairman thanked Cllr Clarke for undertaking the internal audit. A brief discussion took place on the possibility of simplifying the form and members were asked to provide any comments or thoughts to the parish office. The office staff were also asked to submit views. **Action: Councillors and office.**
9. **Beechen Hall lights**  
The report on the problems being experienced with the Beechen Hall lights was **received** and **noted**. After discussion Cllr Wendy Hinder proposed, seconded by Cllr Clarke that **the project to replace the current hall units with LED panels be proceeded with, that up to £1,390 plus installation costs be released and that the office discusses further with the supplier concerning what units were best purchased. Agreed.**
10. **Telephone**  
Members, having previously considered and accepted in principle a detailed report on the need for and cost of upgrading the office telephone system, now **received and noted** a report detailing the slight increase in monthly charges, against the current BT bill, and one-off payments to upgrade the telephone line and installation of a comms cabinet. After discussion Cllr Wendy Hinder proposed, seconded by Cllr Clarke that **the project to upgrade the telephone system be proceeded with. Agreed. Action: Office.**
11. **Policies and procedures reviews**
- 11.1 Review of policies and procedures: Public use of computers, Bullying and harassment, Health and Safety Policy and Risk Assessment. The Clerk's suggestion that these be deferred to September 2016 was **noted and agreed. Action: Office.**
- 11.2 Training needs. None identified.
12. **Personnel matters**  
TOIL, training, leave and leave/sickness cover. An update on the current situation was supplied to members.
13. **Grant Requests**
- 13.1 Weaving Village Hall. The Clerk was asked to clarify that the defibrillator would be located at the hall and available to hirers. Subject to this being the case it was proposed by Cllr Clarke that £264, **being 50% of the cost of the defibrillator, be awarded. Agreed. Action: Office.**

13.2 Old Chalk New Downs Project. After discussion on the benefit of this project to Cllr Wendy Hinder, seconded by Cllr Vic Davies proposed **a £200 grant be awarded. Agreed.**

13.3 Grove Green Community Hall. It was noted that normally these grant applications would be submitted to the Estates Committee however in view of the tight timescale they were being presented to the F&GPC. Cllr Vic Davies Chairman of the Estates Committee informed members that he was happy with this situation.

Cllr Vic Davies, as a trustee of the hall, then left the meeting for the duration of the item.

Redecoration. Cllr Bob Hinder, seconded by Cllr Clarke proposed **that a grant of £500 be awarded. Agreed.**

Replacement windows. Cllr Clarke, seconded by Cllr Wendy Hinder proposed **that a grant of £500 be awarded. Agreed.**

**14 Matters for Information**

Possible Beechen Hall extension. As Cllr Wendy Hinder might not be able to attend the meeting on 15 August she asked that some of the comments she had about the extension proposal should be noted for consideration at that meeting. **Action: Clerk.**

**15 Date of Next Meeting**

Monday 15 August (extra meeting) at Beechen Hall, Wildfell Close, Walderslade commencing at 4.00 pm.

Tuesday 13 September at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm.

Meeting closed at 9.12 p.m.

Signed as a correct record of the proceedings.

Chairman.....

Date.....