

**Minutes of the Finance and General Purposes Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 11 July 2017 commencing at 7.30 p.m.**

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

The Chairman proposed Cllr G Hayday for co-option to the to the committee. **Agreed.**

**1. Apologies and non-attendance**

Cllr W Hinder (MBC work).

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

Item 8. Cllr. Clarke notified members that she was a member of Boxley Society.

**3. Minutes of the meeting of 16 and 23 May 2017**

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

**4. Matters Arising From the Minutes**

4.1 Minute 2991/4.1 Charitable Incorporated Organisations (CIOs). Grove Green Hall has some minor issues outstanding that the parish office has to submit. Vinters Valley NR is still having issues with KCC and MBC that Cllr Vic Davies is attempting to resolve. **Noted.**

4.2 Minute 2992/8.1 WWG tractor and associated equipment insurance. The equipment was delivered on 13 June and insurance was located and in place for its full use. **Noted.**

4.3 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 Cooperative Bank. **Received and noted.**

5.1.2 HSBC Beechen Hall. With the identification of a typing error showing 64p instead of 54p and consequential amendment to grand total, **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. **Received and noted.**

5.1.6 Lloyds (A). **Received and noted.**

5.1.7 Lloyds (B). **Received and noted.**

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

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

The format and purpose of the report was clarified for members. **Noted.**

5.2 Investments. The RFO's report on current investments, future maturity dates and likely timescale of major expenditure was **received and noted.**

After lengthy consideration of issues relating to the Financial Compensation Scheme, timescale of planned improvements to the hall, the council's investment policies and the need for a formal Flexible or Phased budget report, it was **agreed** that:

- Maturing Santander Investment Bond to be reinvested for a further 12 months.
- The £40,750 from the maturing Nationwide PC bond would be placed into the Barclays Bank account.
- Phased or Flexed budget reports should now be submitted to the committee. The RFO to investigate the council's accounts package to see what reports were available and would supply members with an update before the next meeting.

**Action: Clerk.**

- 5.3 Income/Expenditure report as at 3 July 2017. Members enquired about the overspend on Budget 150/4275 (Walderslade Woodlands Group) for the purchase of a tractor. This will be reimbursed from the group's reserves. Report then **received and noted**

Budget Code 4620 Gas. After discussion, it was **agreed** that Cllr Dengate would be supplied with raw data concerning gas and electricity usage and the issue would be discussed at the Estates Committee meeting. **Action: Clerk.**

The parish office was asked to monitor water usage to ensure no water leaks went undetected. **Action: Office.**

## 6. Contingency Fund and Budget adjustments

- 6.1 Virement from Contingency Budget (code 230/4210) to Grounds Maintenance budget (code 240/4500) of £2,468. **Agreed.**
- 6.2 Movement of £96 from the General Insurance Budget (code 110/4105) to the Allotments Insurance budget (code 280/4105). **Agreed.**
- 6.3 Adjustments to Chairman's Allowance Budget (120/4150) reduced to £129, Parish Councillor Allowance/PAYE increased to £4123. **Agreed.**

## 7. Personnel matters

TOIL, training, leave and leave/sickness cover. Members received an update.

- 7.1 Training and Statement of Intent. Members **approved** the following replacement statement:

Boxley Parish Council is committed to the ongoing training and development of all Councillors and employees to enable them to make the most effective contribution to the Council's aims and objectives in providing the highest quality services to and representation of the people of the parish, supported by an appropriate budget. See annexed Kent Association of Local Councils Model Statement. **Action: Office.**

- 7.2 Training programme for office staff and Councillors. **Approved. Action: Office.**
- 7.3 Staff appraisals. To be completed in July/August with the Chairman of the Parish Council making a report to the September F&GPC meeting. **Action: Cllr Bob Hinder and Clerk.**

As it was 9.30pm the Chairman used his power to extend the meeting for a further 30 minutes.

## 8 Grant Requests

Cllr Clarke answered questions but indicated that she would abstain from voting.

- 8.1 Boxley Society vegetation clearance - work disposal of waste. After discussion Cllr Vic Davies proposed seconded by Cllr Dengate that a **donation of £130** be made. **Agreed** (5 for 1 abstention). **Action: Office.**
- 8.2 Boxley Society preparation of Listed red telephone box for painting. After discussion covering BT's responsibility to maintain the box and the charitable fund raising of the Society, its membership and support within the village and the improvements undertaken by the group, Cllr Hayday proposed seconded by Cllr Vic Davies that a **donation of £320** be made. **Agreed** (3 for, 2 against and 1 abstention). **Action: Office.**

Boxley Society to be advised that it should consider retaining some of the money it raises to finance or part-fund its valuable maintenance work within the village. **Action: Cllr Clarke.**

## 9. Independent Internal Auditor Review.

Lionel Robbins to be appointed as the 2017/2018 IIA. **Agreed.** Investigation of appointing alternating IIAs to be investigated and reported back to members. **Action: Clerk.**

**10 Policies and Procedures: Reports and Reviews**

- 10.1 General. Risk Assessment. Deferred to the next meeting. Councillors wishing to see any changes to notify the Clerk. **Action: Councillors.**
- 10.2 Public Internet Access Policy: The Clerk, having reviewed, considers it still fit for purpose. **Noted.**

**11 Matters for Information**

Electronic communication. Deferred to next meeting and to include discussion on the future of the website. **Action: Office.**

**12 Date of Next Meeting**

Tuesday 12 September 2017 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 9.48 p.m.

Signed as a correct record of the proceedings.

Chairman.....

Date.....

DRAFT