

**Minutes of the Finance and General Purposes Committee Meeting held at
Beechen Hall, Wildfell Close, Walderslade on Tuesday 12 September 2017
commencing at 7.30 p.m.**

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

1 Apologies and non-attendance

Cllrs Bob and Wendy Hinder (holiday).

2 Declaration of Interests, Dispensations, Predetermination or Lobbying.

None.

3 Minutes of the meeting of 11 July 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). Cllr Vic Davies reported that there had been some communication and advance in the paperwork and he would send the information on to the Clerk. **Action: Cllr V Davies.**

4.2 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 reports.

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. **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.**

5.2 Investments. The maturity dates were **noted.**

5.3 Bank Charges. The Chairman's report that the parish council would now be incurring bank charges was **received and noted.** Members **approved** the Chairman's recommendation **to remain with the Unity Trust Bank and incur the charges.**

5.4 Income/Expenditure report as at 1 September 2017. **Received and noted.** Code 4150/120 was identified as needing explanation as it was significantly more than the budget. **Action: Clerk.** Discussion took place on the design of the report and the Chairman requested that printing the column titles on each page be investigated. **Action: Clerk.**

5.5 Trial Balance. Lengthy discussion took place on the design and detail of this and other financial reports. For the benefit of councillors and the public, the Clerk was asked to include on each financial report in future a note explaining its purpose. **Action: Clerk.**

5.6 Phased budgets. The Clerk's explanation on why the report had been produced in that format and the plan to start a phased budget in the next financial year was **received and noted.** Members gave suggestions for improvements. **Action: Clerk.**

5.7 Completion of End of Year Return 31 March 2017. **Received and noted.**

6 Contingency Fund and Budget adjustments

None requested.

- 7 **Personnel matters**
- 7.1 TOIL, training, leave and leave/sickness cover. Members received an update.
- 7.2 Staff appraisals. The Clerk's appraisal is to be completed by 4 October.
Action: Cllr B Hinder.
- 8 **Budget 2018/2019**
Draft Budget 2018/2019. Members were reminded to submit any suggestions or projects to the parish office. **Action: All councillors.**
- 9 **Grant Requests**
- 9.1 Remembrance Day Wreath. The Chairman proposed seconded by Cllr Clarke that a **donation of £110 be made. Unanimously agreed. Action: Office.**
- 9.2 Maidstone Community First Responders. After lengthy discussion Cllr Vic Davies proposed seconded by Cllr Clarke that a **donation of £100 be made. Unanimously agreed.** Were a further donation to be requested members would welcome information on how many incidents were responded to in the parish. **Action: Clerk.**
- 10 **Independent Internal Auditor Review.**
After discussion, it was **agreed** to review the appointment of the current auditor in time for the 2019/2020 financial year. **Action: Office.**
- 11 **Policies and Procedures: Reports and Reviews**
- 11.1 General. Risk Assessment. The Clerk was asked to recirculate electronically the document for members to submit any comments. **Action: All Councillors.** The document to be returned to the next meeting if significant changes were requested. **Action: Clerk.**
- 11.2 Grievance Procedure. **Approved with no changes to the current document.**
- 11.3 Disciplinary Procedure. **Approved with no changes to the current document.**
- 11.4 Health and Safety Accident Book report for previous 12 months. One minor accident reported, advice and lightweight work gloves were issued to the Caretaker to ensure a similar incident did not recur. **Noted.**
- 11.5 Competency Review. **Received and noted.**
- 11.6 General Data Protection Regulation (GDPR). **Received and noted.** The Clerk to monitor the situation and take guidance from KALC. The Clerk confirmed that the parish council worked to the Data Protection Requirements and would soon be issuing an advisory notification to persons whose personal information is retained by the council and which is processed in some way, this included councillors and members of the public who asked to be on the community alert system. **Action: Clerk.**
- 11.7 Legal Review. The Clerk's report on how the parish office keeps updated on legal issues was **received and noted.**
- 12 **Electronic Communication and Outreach**
Some discussion took place on the website and other methods of communication used by the council. The Clerk was asked to refresh the information on the website. **Action: Clerk.** As it was 9.30 pm the Chairman decided to close the meeting and deferred further discussion on the item until the next meeting.
- The Clerk was asked to set out proposals for programme funding of the Beechen Hall Extension and advise on the requirements for a Public Works Loan. The Chairman approved the arrangement of an additional F&GPC meeting if it was considered necessary. **Action: Clerk.**
- 13 **Matters for Information**
None.

14 **Date of Next Meeting**

Tuesday 14 November 2017 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 9.30 p.m.

Signed as a correct record of the proceedings.

Chairman.....

Date.....

DRAFT