

**Minutes of the Finance and General Purposes Committee Meeting held at
Beechen Hall, Wildfell Close, Walderslade on Tuesday 14 March 2017
commencing at 7.35 p.m.**

Councillors present: Mr I Davies (Chairman until item 8.1), Mrs L Clarke (Chair from item 8.1), Mr V Davies, Mr P Dengate, Mr B Hinder together with the Clerk.

1. Apologies and non-attendance

Cllr W Hinder (family commitment) and Cllr Radcliffe-Godfrey (work commitment).

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

Cllr Vic Davies reminded members that he was a Trustee at Vinters Valley Nature Reserve.

3. Minutes of the meeting of 17 January 2017

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

4. Matters Arising From the Minutes

4.1 Minute 2934/4.1 Charitable Incorporated Organisations (CIOs). To register the changes at the Land Registry letters were needed from the lease holder. Grove Green Community Hall was still awaiting such a letter from MBC and Cllr Vic Davies informed members that Vinters Valley Trust was also waiting for letters from MBC and KCC. The Clerk, who had arranged for the letters to be provided, will would contact MBC and KCC to try to resolve the issue. **Action: Clerk.**

4.2 Minute 2935/8 Prepayment Direct Debit Card. The Clerk reported that the card had been received and activated. **Noted.**

4.3 Minute 2934/12 Independent Internal Auditor. Dealt with at item 12.

4.4 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. Nationwide PC had been reinvested as a 95 day saver account. **Ratified.**

5.3 Income/Expenditure report as at 6 March 2017. The RFO gave explanations on codes, such as Licences and Leases and refuse collections, which had been overspent. **Received and noted.** Cllr Bob Hinder requested that an item be placed on the Estates Committee agenda to consider approaching hirers about recycling more of their waste. **Action: Office/Estates Committee.**

A question was asked about the apple harvest at the WDJO. After discussion it was agreed to review the tree pruning and general care situation and obtain advice. **Action: Office/Estates Committee.**

5.4 Trial Balance. The parish council's accounts had balanced. **Received and noted.**

6. Contingency Fund and Budget adjustments

Play Area Safety Surface. The additional £295 expenditure to remove some underground concrete was **approved.**

7. Personnel matters

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

Members then considered the impact that the recent number of additional meetings and current extra work was having on the parish office and the council's Duty of Care. In discussion the consensus was that steps should be taken to reduce the workload if possible. It was also agreed that the Clerk and Assistant Clerk should have the choice of taking either TOIL or remuneration for attending meetings in excess of the agreed annual 10 Parish Council, 12 Environment, 6 Estates and 6 F&GPC per annum. Payment to be at the employee's hourly rate. TOIL would remain subject to the existing cap (35 and 25 hours respectively). The change to be effective from 1 January 2017 with retrospective substantiated payments being approved to reduce current TOIL levels. Cllr Bob Hinder then proposed **that the Clerk and Assistant Clerk are paid for attending extra meetings over and above those scheduled in Standing Orders. Such additional meetings are to be paid for at the staff member's hourly rate or can be taken as TOIL subject to staff not exceeding their TOIL cap.** Cllr Dengate seconded the proposal which was **unanimously agreed. Action: Chairman and Clerk.**

Cllr Ivor Davies left the meeting at this point.

8 Grant Requests

8.1 Grove Green Scouts. Grant request for a mess tent. After lengthy discussion Cllr Bob Hinder proposed that **a grant of £1,100 is provided for the parish council to purchase the tent and gift it to the Scouts.** Cllr Vic Davies seconded the proposal. **Agreed** (3 for 1 against). **Action: Clerk.**

8.2 Penenden Heath Bowls Club. The club had now managed to purchase a second-hand machine from their own funds so would no longer require the grant, the parish council was thanked for its support. **Noted.**

9 Matters for Information

None received.

10. Policies, Procedures, Reports and Reviews

10.1 Insurance Cover. The Clerk is contacting other insurance providers to obtain quotes. **Noted.**

10.2 Terms of Reference (review). No changes were requested.

11 Crowdfunding.

The explanation on how Crowdfunding worked and how residents could use it to support improvements within the parish was **received and noted.** Members were not in principle against this form of fundraising and for the right project might consider partnership working but currently only required the office to keep the possibility under review.

12 Independent Audit Report

The Interim Report stating that no issues had been identified was **received and noted.**

13 Beechen Hall Extension

The Chair proposed that the recommendation from the Estates Committee be accepted and that **the F&GPC approve the Requirements Documents: Acoustic & Thermal Insulation, Electrical, Front and Inner Doors, General, Plumbing, Miscellaneous. That delegated power is given to the BHEWG to make decisions, out of meeting, on the outstanding documents; Tender Specification, Tender Instructions and Information, Tender Invitation Letter and Landscaping. Unanimously agreed.**

14 Date of Next Meeting

Tuesday 16 May 2017 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 8.30 p.m.

Signed as a correct record of the proceedings.

Chairman.....

Date.....

DRAFT