

**Minutes of the Finance and General Purposes Committee Meeting held at
Beechen Hall, Wildfell Close, Walderslade on Tuesday 14 November 2017
commencing at 7.40 p.m.**

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

1. Apologies and non-attendance

Cllr Hayday (work commitments). Cllrs Bob and Wendy Hinder arrived at 8.10 pm (item 5.4) having been delayed at a previous meeting.

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

Cllrs Ivor Davies, Vic Davies, Clarke and Dengate declared an interest in item 6 due to possible discussion on subsistence payments.

3. Minutes of the meeting of 12 September 2017

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

4. Matters Arising from the Minutes

4.1 Minute 3025/4.1 Charitable Incorporated Organisations (CIOs). Cllr Vic Davies informed members that MBC had completed its work but KCC had not yet finalised the changes to the lease agreements it had with VVPT. The Clerk informed members that MBC had been contacted about whether the ground lease for Grove Green Community Hall needed amending. A request for the land to be donated or purchased had again been lodged with MBC. **Action: Clerk.**

4.2 Minute 3026/12. Refreshing of website. This work has commenced and will be completed as office time allows. See also item 12 below. **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. **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 Bank A 3 months. The report gave an incorrect pence figure against the actual statement, but members agreed that this was obviously a typing error. **Received and noted.**

5.1.7 Lloyds Bank B 12 months. **Received and noted.**

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

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

5.2 Investments. The RFO's report on the reinvestment of the Lloyds B funds and the actioning of a previously approved investment transfer was **received and noted.**

5.3 Income/Expenditure report as at 31 October 2017. **Received and noted.**

The meeting was adjourned for 10 minutes to allow members to read a report that had not been supplied to them with the agenda.

5.4 Parish Councillor Audit. Cllr Hollands audit was **received and noted.** The audit questioned the need for a Minimum Standards Check. Members felt that most of the tests were either covered by current audit, basic good management practice or were just for information. Members **agreed** that as this comprehensive check/document was no longer needed, it should be replaced by:

- Petty cash. The F&GPC or PC chairman or a councillor to check and reconcile the petty cash prior to an F&GPC meeting.
- Pay. Councillors authorising salary payments to be periodically

reminded that they should be vigilant and satisfied that the supporting documentation and, if they wished to check, the payroll software calculations, were correct.

- F&GPC to require the Clerk to confirm to each meeting that there has been at least a quarterly change to passwords/passphrases, or more frequently where required e.g. if a work experience person has been in the office.

Action: Clerk and councillors.

Cllr Dengate asked about periodic checks that the IT backup system, especially for the accounts, was working and could be restored. It was confirmed that the requirement to do this had been programmed in the office diary, but it would be added to the Review of Policies and Procedures Calendar that was submitted to members at the January meeting. **Action: Clerk.**

- 5.4 Financial Reports. After brief discussion and due to Cllr Hayday not being present deferred to next meeting. **Agreed. Action: Clerk.**

6. Contingency Fund and Budget adjustments

Parish Tour. Cost of coach to be paid from Contingency Fund. **Agreed.** Members commented on the success of the tour but asked for a discussion in depth at the next meeting. **Action: Clerk.**

Chairman's Civic Allowance. In view of this year's accrued exceptional expenditure, and after discussion with members, the committee Chairman moved that an additional £150 be vired from the Contingency Fund code 4210/130 to Chairman's Allowance Civic code 4155/120. **Agreed. Action: office.**

7. Personnel matters

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

7.2 Staff appraisals. Cllr Bob Hinder confirmed that the appraisal had now been completed and then added some complimentary comments on her performance with which the meeting concurred. The Clerk would now proceed with appraisals for the Assistant Clerk and the Administrative Assistant. **Action: Clerk.**

8 Budget 2018/2019

Members considered and made minor amendments to the first draft of the budget. Members were reminded to give the Clerk details of any other projects they wished to have considered.

9 Grant Requests

9.1 Heart of Kent Hospice. Cllr Wendy Hinder proposed seconded by Cllr Vic Davies that a **donation of £500 be made. Agreed.**

9.2 Friends of Boxley Church. The Chairman proposed that a **donation of £261, to pay for the Public Liability Insurance, be made. Agreed.**

As it was approaching 9.30pm the Chairman used his delegated power to extend the meeting by 30 minutes and he identified various items and identified those items he proposed deferring.

10. Parish Hall Extension: Possible Public Works Loan

Lengthy discussion took place covering: parish council's reserves; the unpredictability of the next few years; principles of taking out a loan; providing for the future needs of the community; the need to ensure that residents understood why a loan was being applied for and the fact that it was expected that the income from Beechen Hall would cover most of the repayments etc. Cllr Dengate reminded the committee of the various investigations undertaken by the Beechen Hall Extension Working Group and of the resulting business plan, which had been periodically reviewed. It was **noted** that the cost of the urgently needed replacement of the front doors and overdue refurbishment of the hall toilets had been included in the predicted cost so that advantage could be taken of the need to close the hall during the extension work.

After discussion on a possible Public Work Loan, Cllr Dengate proposed seconded by Cllr Vic Davies that **the F&GPC agrees, in principle, that Boxley Parish Council should apply for a Public Works Loan (PWL) for 50% of the cost of the project.**

Members agreed that they now needed a briefing report on the application process, the requirements for public consultation and the repayment schedule for 15, 20 and 25-year periods. **Action: Clerk.**

11. **Policies and Procedures: Reports and Reviews**

Agreed item deferred to next meeting

11.1 Investment Strategy (review).

11.2 Grants policy & Procedure; and Electronic recording of meetings of the Parish Council and its committees. The Clerk, having reviewed, considers them still fit for purpose.

11.3. General Risk Assessment. Confirmation that no made changes or updating were requested after the F&GPC July meeting.

12 **Electronic Communication and Outreach**

To discuss the issues, including the website. **Agreed deferred to next meeting.**

13 **Matters for Information**

14 Franklin Drive. Cllr Wendy Hinder notified members that she would be approaching the Parish Council to take over management of the Franklin Drive play area for which she had obtained sponsorship for refurbishment. It was predicted that with local people litter-picking and looking after the area the annual cost to the parish council would be in the region of £675. Members **agreed** that Maidstone Borough Council should be approached about the issue. The Estates Committee draft budget would be amended to include the area. **Action: Cllr Wendy Hinder and the Clerk.**

15 **Date of Next Meeting**

Tuesday 16 January 2018 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 9.58 p.m.

Signed as a correct record of the proceedings.

Chairman.....

Date.....