

**Minutes of the Finance and General Purposes Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 16 May 2017 commencing at 7.30 p.m.**

Councillors present: Mr I Davies (Chairman), Mrs L Clarke, Mr V Davies, Mr B Hinder together with the Clerk and Mr R Burrows, Chairman Walderslade Woodlands Group.

**1. Apologies and non-attendance**

Cllr P Dengate (convalescing) and Cllr W Hinder (previous commitment).

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

Cllr Vic Davies reminded members that he was a Trustee at Vinters Valley Nature Reserve item 4.1.

The Chairman notified members he was a member of Walderslade Woodlands Group item 8.1.

**3. Minutes of the meeting of 14 March 2017**

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

**4. Matters Arising From the Minutes**

4.1 Minute 2969/4.1 Charitable Incorporated Organisations (CIOs). Cllr Vic Davies informed the meeting that the Trust was now in contact with Maidstone Borough Council and Kent County Council and hopefully the work to finalise the change will be completed soon. Clerk not to take any further action unless contacted by Cllr Vic Davies.

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

The meeting was briefly adjourned to allow Mr Burrows to speak, item 8.1 was then taken at this point.

**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 Bank account A. For future ease of reference the two Lloyds Bank investments are to be labelled as A and B. **Received and noted.**

5.1.7 Lloyds Bank account B. A difference of £35 between the statement and report was identified. The Clerk to investigate and notify members whether this was a typing error. **Received and noted.**

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

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

5.2 Investments.

5.2.1 The Clerk's report explanation on the recent maturing investments and the issue regarding reinvestment of Lloyds B was **received and noted.** The Clerk was **authorised** to reinvest the returned funds in Lloyds. **Action: Clerk.**

5.2.2 The transfer of £25,000 from the UTB account to the Barclays account to reduce financial exposure was **approved.** **Action: Clerk.**

5.2.3 Nationwide Parish Council. To reduce exposure the Clerk was investigating opening an account with Metro Bank. To expedite matters the Clerk suggested that the committee ask full council for delegated powers to open such an account if it proves to meet the council's needs. **Noted and agreed. Action: Clerk.**

5.2.4 Cooperative Bank. After discussion members **agreed in principle** to the reduction of the number of current accounts, with the likely closure of the Cooperative Bank account. Members recognised that this may not be

an immediate action and agreed that the Clerk should investigate and report back on the pros and cons of doing this.

- 5.3 Income/Expenditure report as at 31 March 2017. **Received and noted.**
- 5.4 Parish Councillor Internal Audit 31 March 2017. **Received and noted.**
6. **Annual Governance Statement**  
Cllr Bob Hinder proposed seconded by Cllr Vic Davies that **The Annual Governance Statement is approved. Unanimously agreed.**  
Members welcomed the positive remarks contained within the External Independent Auditor's Report. **Received and noted.**
7. **Annual Return for the Year Ended 31 March 2017**  
End of Year return. **Received and noted.** The Chairman proposed that **the RFO's recommendation that the End of Year Return be submitted to the parish council for signature be adopted. Unanimously agreed. Action: Clerk.**
8. **Earmarked Reserves**  
8.1 Walderslade Woodlands Group Earmarked Reserves. Mr Burrows gave notification of planned expenditure of £4,300 on a two-wheel tractor and associated equipment to allow easier access to and movement around Walderslade Woods during task days. The expenditure would reduce the group's Earmarked Reserves to below the agreed £10,000 ceiling. Members queried the legality of using such a vehicle on a public highway or footway and WWG was asked to check the legislation about road tax and insurance. The Clerk was asked to liaise with WWG regarding the insurance and all risks coverage. **Action: Clerk.**  
8.2 Reserves Review. With some minor amendments **approved. Action: Clerk.**
9. **Contingency Fund and Budget adjustments**  
Boxley Village Green noticeboard. Members agreed to vire £1,200 from the Contingency Fund to the Noticeboards budget to allow for the purchase of a double door noticeboard.
10. **Personnel matters**  
Verbal report on staff TOIL, training, leave and leave/sickness cover. **Received and noted.**
11. **Grant Requests**  
11.1 Kent, Surrey and Sussex Air Ambulance. After discussion the Chairman proposed seconded by Cllr Bob Hinder that a **donation of £500** is made. **Agreed** (3 for 1 against).  
11.2 Old Chalk New Downs 2016 £300 'in principle' grant. Members **agreed** the release of the match funding grant. **Action: Clerk.**
12. **Matters for Information**  
None.
13. **Policies, Procedures and Reports Reviews**  
13.1 Training and Statement of Intent. The existing statement of intent to be replaced by a simple policy statement (Clerk to draft for next meeting). **Action: Clerk.** Discussion took place on different training options. The Clerk was asked to submit a training programme for the staff. Members were informed that Cllrs Constable and Holland had indicated that they wished to attend KALC training. **Action: Office.**  
13.2 Insurance Cover. Members **received and noted** the comparison report for renewing the PC-General policy and **agreed** to renew with the current provider for one year to bring it in line with the Beechen Hall policy for possible advantage of scale. **Action: office.**

13.3 A review of the policy on Petty Cash and Payment of bills by Direct Debit and Standing Orders has been undertaken by the Clerk and the list of agreed companies/payments. These are considered still fit for purpose. **Noted.**

**13 Date of Next Meeting**

Tuesday 11 July 2017 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 9.01 p.m.

Signed as a correct record of the proceedings.

Chairman.....

Date.....

DRAFT