

Minutes of the Finance and General Purposes Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 10 July 2018 commencing at 7.30 p.m.

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

1. Apologies and non-attendance

Apologies: Cllr Brindle, Cllr Dengate, Cllr B Hinder and Cllr W Hinder.

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

None.

3. Minutes of the meetings of 21 May 2018 and 22 May 2018

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

4. Matters Arising from the Minutes

4.1 Minute 3119/4.1 Charitable Incorporated Organisations (CIOs). Cllr Vic Davies reported that with the submission of all the legal documents Vinters Valley Trust was now finally registered as a CIO. The Clerk notified members that the Chairman of Grove Green Community Hall had complained to MBC CEO about the delay in processing its paperwork. **Noted.**

4.2 Minute 3119/4.2 Public Works Loan. It was **agreed** that, in order to lower the council's exposure to risk, the initial payment to the contractor would be made from the accrued reserve funds in the UTB account, and the PWL drawn down later in the construction period. **Action Clerk.**

4.3 Any other matters arising from the minutes, but not on the agenda. The Chairman raised an issue regarding the supply to councillors, and the presentation, of Income and Expenditure and Balance sheet reports.

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 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.**

5.2 Investments report. After discussion members **agreed** that:

- Kent Design be asked for a rough idea of the amounts of the Hall Extension staged payments. **Action: Clerk.**
- In accordance with policy the council's accounts should be kept under £85,000, this being the limit for financial compensation, but accepted that this might not always be possible during the project.
- Lloyds B on maturity (26 July 2018) reinvest for 3 months.
- Santander to be allowed to mature (1 August 2018).
- Lloyds A members to decide out of meeting what action should be taken concerning reinvestment.
- Where necessary decisions can be taken out of meeting following the usual procedure of a briefing note to members and action according to a majority vote.

5.3 Income/Expenditure report as at 03.07.18. **Received and noted.** Cost centre 270 Beechen Hall. The RFO's report on a query raised at the previous meeting

was **noted**. The report did not include the budget for individual codes and members asked that this information is included on the next report. **Action: Clerk.**

- 5.4 Petty cash reconciliation. The Chairman notified members that the reconciliation had taken place as a spot check the previous week. **Noted.**
 - 5.5 Earmarked Reserves (Review). After discussion **approved.**
 - 5.6 The proposal that an authorisation letter is sent to the Cooperative Bank to update the signatories to the account was **agreed. Action: Clerk.**
 - 5.7 Payment authorisations. Cllr Hayday agreed to become a signatory to the UTB account and Cllr Brindle would also be approached. Cllr Vic Davies requested that the committee agree that during the construction work, but only in cases of exceptional emergency, a councillor could authorise a payment from their home computer. **Agreed.** The issue of authorisation from home computers to be reviewed at the next meeting. **Action: agenda item.**
6. **General Data Protection Regulation**
The Clerk gave an update on progress to comply with GDPR and also the plans to undertake the electronic security aspect of the work in the next month or so. **Noted.**
7. **Personnel matters**
- 7.1 TOIL, training, leave and sickness cover. Members received an update.
 - 7.2 Alcohol and Drugs (new). Cllr Clarke to undertake some additional work on the draft policy. Defer to next meeting. **Action: Cllr Clarke.**
 - 7.3 Training needs. To identify any for staff and councillors. A refresher course for First Aid to be investigated for office staff. **Action: office.**
- 8 **Policies and Procedures: Reports and Reviews**
- 8.1 Health and Safety and Training. After some initial discussion it was agreed to defer the item to the next meeting. The Clerk was asked to split the document into staff and contractor sections were separated. **Action: Clerk.**
 - 8.2 Wording of Standing Orders included on financial tenders. The Chairman clarified the issue for the Clerk who would check that the correct wording was included in future invitations to tender. **Action: Office.**
 - 8.3 Public Use of Computers (review). Defer to next meeting. **Action: Agenda.**
 - 8.4 Bullying and harassment (review). **Approved.**
 - 8.5 Risk Assessment – general (review). The Clerk’s report was **received and noted**. The Clerk’s request that the maximum cash amount that could be retained in the office be raised to £500 was **approved**. The review of the risk assessment to be deferred until the relevant amendments relating to the security of information and GDPR were drafted. **Action: Clerk.**
 - 8.6 The Clerk has undertaken a review of the Public Internet Access Policy and considers it still fit for purpose. **Noted.**
- 9 **Contingency Fund and Budget adjustments**
Adjustment to code 4465/230 Franklin Drive Open Space. **Approved.**
- 10 **Grant Requests**
None received. Cllr Clarke reported that the Boxley Society had completed repainting of the village telephone kiosk.
- 11 **Matters for Information**
None received.
- 12 **Items for Next Agenda**
Requests for items to be included on the agenda to be submitted no later than 3 September 2018. **Noted.**

13 Date of Next Meeting

Tuesday 11 September 2018 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 9.18 p.m.

Signed as a correct record of the proceedings.

Chairman..... Date.....