

**Minutes of the Finance and General Purposes Committee Meeting held at  
Beechen Hall, Wildfell Close, Walderslade on Tuesday 11 September 2018  
commencing at 7.30 p.m.**

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

**1. Apologies and non-attendance**

Apologies: Cllr B Hinder and Cllr W Hinder.

Absent: Cllr Brindle

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

None.

**3. Minutes of the meeting of 10 July 2018.**

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

**4. Matters Arising from the Minutes**

4.1 Minute 3137/4.1 Charitable Incorporated Organisations (CIOs). The Chairman of Vinters Valley Trust confirmed that he is still waiting for one final document from MBC. The Parish Council has agreed to fund the legal costs of conversion, now estimated at £1,300. **Noted.**

4.2 Minute 3119/4.2 Public Works Loan. The Clerk's report confirming that the loan will be drawn down around the end of September and deposited initially with UTB was **noted**. Members **agreed** that the Clerk should recommend subsequent reallocation for agreement out of meeting. **Action Clerk.**

4.3 Minute 3138/5.6 & 5.7 to add or delete names from the accounts. Banks have requested a full set of signatures of all signatories. These are being gathered. **Noted and Actioned by Councillors present.**

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

As there were no members of the public 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. **Received and Noted.**

5.3 Income/Expenditure report as at 04.09.18. **Received and noted.** Cllr Hayday requested that in future the Budget spent percentage should be proportionate to the position in the financial year. After discussion it was **agreed** that this would not be very helpful as for most codes expenditure was not even throughout the year, but that the relevant multiplier should be included in the Clerk's preamble to the report. **Action Chairman.**

5.4 Petty cash reconciliation. The Chairman informed members that this had not taken place due to staff holidays and building works at the Hall and undertook to conduct it on the Clerk's return. **Action: Chairman.**

## 6. **General Data Protection Regulation**

As the Clerk was not present a verbal update was unavailable. However, members discussed the procedures in place and in particular whether the Parish Council was too robust in reporting minor breaches and whether it could have the necessary internal controls to deal with such breaches locally. Members **agreed** that this item be returned to the next meeting. In answer to a question from Cllr Hayday asked about Satswana Ltd's GDPR audit the Assistant Clerk will bring back to the next meeting.  
**Action office.**

## 7. **Personnel matters**

7.1 TOIL, training, leave and sickness cover. Members **received** an update. A three-way meeting to discuss the Clerk's outstanding TOIL was **agreed**. **Action Clerk/Cllrs Bob Hinder and Ivor Davies.**

7.2 Annual Review of Accident book reports. No further action.

## **New Item Draft Section 106 Agreement - Solicitors Tender**

Members **received** the tenders for legal advice on the draft Section 106 agreement relating to the enabling development at Wildfell Close. Of the five companies approached only three provided a quote. After due consideration and discussion Cllr Hayday proposed, seconded by Cllr Dengate, that Furley Page be commissioned to provide this advice. **Agreed** unanimously. **Action office.**

## 8 **Policies and Procedures: Reports and Reviews**

8.1 BACS payments. Authorisation from home computers. Member received the Clerk's report and **agreed** no change to the current policy that payments can only be authorised from the parish office computers.

8.2 Alcohol and Drugs (new). Members received the new policy and after making a few minor amendments adoption was proposed from the chair and **agreed** unanimously. This policy is to be included the staff handbook. **Action office.**

8.3 Public Use of Computers (review). Members reviewed the policy and agreed a minor adjustment and confirmed it was still fit for purpose. **Action office.**

8.4 Health and Safety Policy

- Compliance.
- Staff.
- Contractors and Visitors.

The above policy and procedures were reviewed and after a few minor adjustments adoption was proposed from the chair and **agreed** unanimously.  
**Action office.**

## 9 **Contingency Fund and Budget adjustments**

9.1 Honour Boards payment met from the F&GP Contingency budget. **Noted.**

9.2 Replacement of older laptop. As costs were not available, members **agreed** to decide out of meeting once these were available. **Action office.**

9.3 Encryption Software. Members **agreed** to purchase this for the laptops at a cost of £72 per annum. It was also agreed that a decision out of meeting could be made regarding costings for a new M drive. Cllr Dengate requested that he be kept informed when liaising with NorthStar about the software and M drive.  
**Action office.**

## 10 **Grant Requests**

Donation Royal British Legion for War Memorial Wreath – Members unanimously **agreed** to releasing £110.00. **Action office.**

## 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 2 November 2018. **Noted.**

13 **Date of Next Meeting**

Tuesday 13 November 2018 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 9.22 p.m.

Signed as a correct record of the proceedings.

Chairman.....

Date.....

DRAFT