

**Minutes of the Finance and General Purposes Committee Meeting held at
Beechen Hall, Wildfell Close, Walderslade on Tuesday 20 November 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 Clerk Mrs P Bowdery.

1. Apologies and non-attendance

Apologies: Cllrs Brindle, Bob Hinder and Wendy Hinder

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

As no members of the public were present the meeting was not adjourned.

**3. Trial Balance
Received and noted.**

4. Budget

Members worked through the first draft agreeing and making amendments. Cllr Hayday suggested that there were too many budget codes and queried whether some should be amalgamated. Cllr Dengate requested that consideration be given to changing the format to Telecommunications and IT showing individual budget costs. The Clerk stated that an updated version would be supplied to members.

Action Clerk.

5. Transparency

Members **received and noted** the Clerk's briefing on the impact of the Transparency Code for Larger Councils (over £200,000). After discussion the Chairman proposed seconded by Cllr Dengate that **the parish council would implement the recommendations of the Transparency Code as opportunities arise. Unanimously agreed. Action: Office.**

6. Payments to Staff and Councillor

After discussion it was **agreed** that due to General Data Protection Regulations it was inadvisable to identify staff and parish councillor allowance payments on the payroll and the use of codes rather than names will continue. Details of the Parish Council Allowances Scheme and names of councillors claiming Parish Council and Chairman Allowances will continue to be placed on the website but will only include details of the before tax annual payment.

7. General Data Protection Regulation

Members **received and noted** the Clerk's update on the council's compliance with GDPR. It was acknowledged that some of the work would be delayed as Cllr Dengate was investigating potential changes to the IT office.

Cyber Breach Insurance. Members were informed that this was not offered by the Council's insurance provider. After discussion members decided that, as a breach was considered low risk, insurance was not required. Decision to be reviewed in May 2019. **Action: Office.**

As it was 9.30pm the Chairman used his devolved powers to extend the meeting for up to a further 30 minutes.

8. 2018/2019 Outstanding Projects

Members **received and noted** the following report on outstanding projects and the plan to complete them before 31 March 2019 except as noted.

- GDPR. Outstanding work being scheduled now.
- Noticeboards. Replacement of two deteriorating noticeboards currently being investigated.

- Laptop. Replacement of one of the office laptops. Work being undertaken to identify cost, specification.
- Encryption software. Purchase and installation on computers. Delayed whilst IT issue investigated.
- M Drive. Replacement of current drive by one that can be encrypted. Delayed whilst IT issue investigated.
- Repainting of white lines etc. in car park. Scheduled for Spring.
- Replacing/repainting of guttering at the hall. Scheduled for Spring.
- Updating of Standing Orders and Financial Regulations. Briefing reports to go on next available agenda.
- Caretakers' Staff Manual. Work being undertaken now.
- Walderslade Woodlands transfer of land ownership etc. Land being marketed after Christmas. Working Group (3WG) currently active.
- Website. Being investigated.
- Defibrillator. External box. Being investigated.
- Bank Mandates. Completion in December.
- Burial Ground Regulations. Meeting to be arranged with Cllr Ivor Davies and Bob Hinder.
- Car Park Lights. Currently being progressed.
- Allotment Association to be formed. Tenants will be contacted to see if anyone is interested.

9. **Personnel matters**

Members **agreed** that the parish office should close from 24 to 31 December inclusive. **Action: Office.**

10 **Grants**

St Mary and All Saints, Boxley. The Clerk reported that the request for a grant towards the repair of the wall had still not yet been received. **Noted.**

Members asked to be supplied, at future meetings, with a list of the grants that had been previously awarded. The Clerk conformed that the list would also go on the parish council's website as this would comply with the recommendations of the Transparency Code. **Action: Office.**

11 **Car Park Lights**

After considering the three quotations Cllr Vic Davies seconded by Cllr Dengate proposed that quotation 3 be accepted. **Agreed. Action: Clerk.**

12 **Matters for Information**

The Chairman thanked Cllr Hayday for his report on the KALC Finance Conference which was **received and noted.** The Clerk's report was also **noted.**

13 **Items for Next Agenda**

Requests for items to be included on the agenda to be submitted no later than 2 January 2019. **Noted.** Cllr Dengate requested an item to discuss a budget list for IT improvements.

14 **Date of Next Meeting**

Tuesday 15 January 2019 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 21.50 p.m.

Signed as a correct record of the proceedings.

Chairman.....

Date.....