

**Minutes of the Finance and General Purposes Committee Meeting held at  
Beechen Hall, Wildfell Close, Walderslade on Monday 16 September 2019  
commencing at 7.30 p.m.**

Councillors present: Mr I Davies (Chairman), Mr V Davies, Mrs L Clarke, G Hayday, P Dengate and Mrs W Hinder together with the Clerk Mrs D Baylis

**1. Apologies and non-attendance**

Apologies: Cllr B Hinder and Cllr Brindle

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

None.

**3. Minutes of the meeting of 15 July 2019**

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

**4. Matters Arising from the Minutes**

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

4.2 Minute 3259/4.1 Long Term Investments Working Group. The Clerk clarified the members of the group (Cllrs G Hayday, B Hinder, I Davies and P Dengate) and their availability and will arrange a meeting shortly. **Action: Clerk.**

4.3 Minute 3259/4.2 Cyber Crime and GDPR. Councillors did not think that they had received the updated Cyber Crime document so the Clerk would send what she had.

Work on the GDPR policy was still ongoing. **Action: Clerk**

4.4 Minute 3259/10 Cybercrime insurance No details of Cyber crime protection received from insurer. At members request, the Clerk would follow this up with the insurance company and try and get the information. **Action Clerk.**

4.6 Minute 3259/13 75<sup>th</sup> Anniversary of VE day 8 May 2020. After discussion, in which the likely number of conflicting events on or around that day was taken into account and the practicalities of BPC organising one itself, it was **agreed** to recommend to full council that residents be asked, e.g. by Community Alert, if they wished to organise an event that we could consider supporting. No budgetary provision to be made at this stage.

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

**5. 5. Financial report.**

a. Reconciliation of accounts. The Chairman reported that, prior to the meeting, he had successfully undertaken a reconciliation of all the bank accounts. **Noted.**

5.2 Income/Expenditure report as at 31.08.19. **Received** and **noted**, members asked for clarification on expenditure under Telecoms. The Clerk would obtain answers and circulate them to members. **Action: Clerk**

5.3 Petty cash reconciliation. The Chairman reported that, prior to the meeting, he had undertaken a reconciliation and all was in order. **Noted**

5.4 Investments Report. It was agreed to leave things as they were until after the Long Term Investments Working Group had met.

5.5 Earmarked Reserves. **Report Noted**

5.6 **Public Works Loan Board.** The next payment was due on the 1 October 2019. **Noted.** It was requested that future reports also show the amount outstanding. **Action: Office**

**6. Completion of Annual Audit**

The Clerk reported that the Council had been reprimanded for not having the full Council approve a whole Council Risk Assessment and had therefore signed Section

5 incorrectly. Various Risk Assessments had been approved by Committees but none had been approved as required by the Regulations by Full Council. The Notice of Completion of Audit had been published as required by the Regulations.

## 7. Changes to IT and Website

**Website** A website plan had been completed and was being turned into a requirements document. Once completed it would be sent to the Working Party for comment. Following this it would be sent to the whole Committee for comment.

**Action: Office.**

**Wi-Fi Extender for Acorn Room.** It was requested that this be purchased as soon as possible. **Action: Office**

## 8. Bank Mandates

The bank mandates have been completed. **Noted**

## 9. Contingency Fund and Budget adjustments

9.1. It was **agreed** to make a budget adjustment for the appointment of a solicitor for the transfer of the woodland following the sale of the Wildfell Close Land. The cost of the solicitor and other charges will be reimbursed by KCC in due course from the proceeds of the land sale. It was **agreed** that Whitehead Monckton be appointed as the Parish Solicitor for the transaction.

## 10. Personnel matters

### 10.1 TOIL, training, leave and sickness cover

The Annual Leave dates were noted. The Assistant Clerk's TOIL was within its buffer zone set. She would be reducing this over the next month.

It was **agreed** that the Clerk would go to the KALC Transport Conference and report back to the Council and that a member of the Traffic Working Group should also be invited to attend.

It was agreed that Cllr I Davies will go to the KALC Annual Finance Conference subject to his availability and the Clerk would go if he was unable to.

Cllr Clarke asked if the staff time sheets were ever checked. The Clerk explained that they were available to inspect at any time if Councillors wanted to. It was **agreed** that they should be checked by whichever Councillor was authorising the payroll.

## 11. Policies and Procedures: Reports and Reviews

11.1 **Risk Assessment.** It was **agreed** that the Clerk would produce a whole Council Risk Assessment for presentation at the next meeting of the Committee in November. **Action: Clerk**

11.2 **Grievance Procedure.** This was **agreed** and would be put to the next Full Council meeting for adoption

11.3 **Financial Transactions Policy.** This was **agreed** subject to amendment and would be put to the next Full Council meeting for adoption.

11.4 **Disciplinary Procedure.** . This was **agreed** and would be put to the next Full Council meeting for adoption

11.5 **Annual Health and Safety and accident book review.** The accident reports for the year were noted. It was **agreed** that a 'grab bag' for emergencies should be purchased. The Clerk would obtain some costs and circulate these to members for approval. The Defibrillator cabinet outside the building has an unsafe conduit that needs to be corrected as soon as possible. Notices need to be put up in the building saying where the defibrillator is located. The old metal shelf the defibrillator was on should be removed. **Action: Office**

11.6 **Staff Appraisals.** It was proposed by Cllr I Davies and **agreed** that written appraisals would be done annually in August. The Clerk would draft an appraisal form and circulate to the Committee for comment. It was **agreed** that a monthly staff meeting should be held and that a Councillor should attend. Councillors would attend in rotation so that all members obtained familiarity with the office and its functions and pressures.

11.7 **Review of procedures for reviewing Policies, Risk Assessments etc.** It was **agreed** that in future, following review/amendment by the relevant Committee, all Policies, Risk Assessments etc would be put to the next full Council meeting for adoption.

**12. Grants**

12.1 It was proposed by Cllr V Davies and **agreed** that the budget for this year’s poppy wreaths would be £120.

**13.Matters for Information**

None received

**14.Items for Next Agenda**

Councillors’ reports and requests for items to be included on the agenda to be submitted no later than 11 November 2019. **Noted.**

**15. Date of Next Meeting**

Monday 18 November 2019 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 21.07 p.m.  
Signed as a correct record of the proceedings.

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