

**Minutes of the Finance and General Purposes Committee Meeting held at  
Beechen Hall, Wildfell Close, Walderslade on Monday 18 November 2019  
commencing at 7.30 p.m.**

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

**1. Apologies and non-attendance**

Apologies: Cllr Brindle

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

Cllrs V Davies and B Hinder – items 12.1 and 12.2

**3. Minutes of the meeting of 16 September 2019**

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

**4. Matters Arising from the Minutes**

**4.1 Minute 3259/4.1 Long Term Investments Working Group.** Following the meeting of the group prior to this meeting it had been agreed to put forward the following for recommendation by Full Council:

1. It was proposed by Cllr I Davies, seconded by Cllr B Hinder and all agreed that bank accounts with less than an 'A' rating be kept to a maximum of £85,000.

2. It was proposed by Cllr Hayday, seconded by Cllr Dengate and all agreed that bank accounts where the bank had an 'A' rating or above had their limits raised to £120,000 to maximise interest received (some of BPC's bank accounts earn no interest).  
Walderslade Woods Enabling Fund.

This would be managed by the CIO (once set up). It had been agreed that the CCLA Property fund, recommended by KALC would be a good place to deposit some of the money and the Clerk has been asked to investigate other funds that might be suitable and produce a report with options. **Action: Clerk**

**4.2 Minute 3259/4.2 Cyber Crime and GDPR.** No update, work ongoing.  
**Action: Clerk**

**4.3 Minute 3259/10 Cybercrime insurance.** The Cybercrime policy had been circulated. It was agreed that as long as BPC policies were adhered to then the Council was at very low risk and as many of the things covered by the insurance were irrelevant to the Parish Council the high cost was not justified. This would be reviewed in a year. **Action: Clerk**

**4.4 Minute 3259/13 75<sup>th</sup> Anniversary of VE day 8 May 2020.** The Parish Council has already agreed to support the Church Fete on Boxley Green and the Vinters Valley event. It was felt that the Parish Council should also put out another Community Alert/article in the Downs Mail looking for other commemorative events to support. It was also agreed that the VJ Day anniversary should be commemorated in some way.

**4.5 Minute 3311/11.1 Risk Assessment.** The Risk Assessment was amended and will be put to Full Council at the 2 December meeting.

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

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

**5. 5. Financial report.**

- 5.1 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 31.10.19. **Received** and **noted.** A query was raised as to why the allotment rents were only 97.8% paid. It was explained that there were 2 vacancies and people had left.
- 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. **Report Noted**
- 5.5 General/Earmarked reserves. The Clerk queried the lack of specific Earmarked reserves and was asked to draft a proposal. **Action: Clerk**

## 6. Budget

The budget was presented, discussed and amended and a new draft would be sent out to members.

It was proposed by Cllr Bob Hinder, seconded by Cllr Dengate and all agreed that Rialtas be engaged to do the end of year accounts/training.

It was agreed to run Co-op bank account down to £100 and move the direct debit to another account.

It was proposed by Cllr I Davies, seconded by Cllr Dengate and all agreed that the Downs Mail deliverers receive a 3% increase.

## 7. IT and Website

### Internet

Reconfiguration had been done on the Wi-fi router which appears to have improved connectivity. The office has not received any reports from hirers having problems with connection. Members agreed that before purchasing a Wi-fi extender further tests will be undertaken at the next PC meeting in the Acorn Room in January. Cllr Dengate informed members that the Wi-fi router had been deemed 'end of life' and it is thought the PC are still paying Draytech for a licence. The Assistant Clerk was asked to confirm this and report back. The wi-fi system was in need of an upgrade. This would be investigated and reported back to the Committee..

**Website** A demonstration of 'My Parish Council' website template had been arranged for Wednesday 20<sup>th</sup> November at the Parish Office. Cllr Dengate was attending. A report would be sent out after the meeting.

## 8. Bank Mandates

It was decided to keep the current arrangements with hirers having to wait for a refund of their deposits until 2 Councillors were available to come to the office to authorise the payments.

## 9. Contingency Fund and Budget adjustments

- 9.1. Plumbing works at the allotments - £450 – agreed
- 9.2. Essential Tree work - £3,320 – It was agreed that the cost of essential tree work (determined by the Estates Committee out of meeting) would be taken from the F&GP contingency fund.
- 9.3. Reconfiguration of the office – The expenditure was agreed in principle and would be decided out of meeting once quotations had been received to allow the work on the door to be done over the Christmas period when no hirers were using the hall.

## 10. Personnel matters

- 10.1 **TOIL, training, leave and sickness cover**  
A verbal report was given by the Clerk.
- 10.2 Closure of the office over Christmas/New Year

It was agreed that the discretionary days would be 27 and 30 December with the Clerk and Assistant Clerk taking the 31<sup>st</sup> as TOIL.

10.3 Holiday Cover for the Clerk

It was agreed that the Clerical Officer be paid for an extra 10 hours/week while the Clerk was on holiday.

**11. Policies and Procedures: Reports and Reviews**

**None on this agenda.**

**12. Grants**

12.1 Vinters Valley Trust – Emptying of Silt Traps

It was proposed by Cllr I Davies, seconded by Cllr G Hayday that a grant of £500 be made subject to receiving a completed grant request form. A vote was taken with 3 for, 1 against and 2 abstentions.

12.2 Vinters Valley Trust- New Fence

It was agreed by all with 2 abstentions, not to give a grant but to offer to send out a Community Alert to help them get volunteers.

**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 10 January 2019. **Noted.**

**15. Date of Next Meeting**

Monday 20<sup>t</sup> January 2020 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 21.57 p.m.

Signed as a correct record of the proceedings.

Chairman.....

Date.....