

**Minutes of the Finance and General Purposes Committee Meeting
held by Teams video-conference due to the Covid-19 pandemic on
Tuesday 20 July 2020 commencing at 7.30 p.m.**

Councillors present: I Davies (Chairman), V Davies, L Clarke, A Brindle and P Dengate together with Mrs D Baylis (Clerk) and Mrs Mel Fooks (Assistant Clerk)

1. Apologies and non-attendance

Cllr Hinder, Cllr Hollands due to connection problems

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

Cllrs Dengate and I Davies - Allotments

3. Minutes of the meeting of 26 May 2020

The minutes of the meeting were **agreed** and **will be signed** at the first opportunity.

4. Matters Arising from the Minutes

4.1 **Minute 3364/5.4 Investments Report.** *It was agreed to transfer the £50,000 returned Lloyds investment from the Coop General Account to Barclays and then reinvest it in the existing Lloyds account when it comes up for renewal on the 29th April. Due to the current situation this has not been done and will be done at the next renewal in July. **Noted.***

4.2 **Insurance and Assets.** The Clerk questioned the current process of splitting up the insurance premium into so many different cost codes, many of which were the same. A report would be prepared for the next meeting. **Work in progress. Noted**

4.3 **10.1 Policy Review Schedule.** As many of the Policies had been reviewed out of schedule and some new ones created the Clerk would draft a new schedule for review at the next meeting. **Work in progress. Noted**

4.4 **16. Downs Mail Delivery.** To ratify the Clerk's decision made out of meeting after consulting members to continue to pay 50% for the delivery of the Downs Mail. **Ratified.** This decision is to be reviewed after 3 months (i.e. in July) at which point payment may then cease until the Downs Mail resumes publication. **Covered under item 7 below.**

4.2 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/Investments. **Noted.** The Lloyds investment is due to be renewed on 29 July. **Agreed.** It was also **agreed** to add the £50,000 from the second Lloyds account (currently in the Barclays account).

5.2 Income/Expenditure report as at 30.6.2020. **Noted**

5.3 Petty cash reconciliation. The Chairman confirmed he had reconciled it electronically. **Noted**

6. IT and Website

The new website is very close to 'going live'. It was agreed that a provisional date of 3 August was set for this. Cllr Dengate proposed and all agreed that the website should go live with Councillors having 2 weeks to submit comments. There could then be a 2 week snagging period to deal with any issues. This would prevent any further delays to the launch. The Clerk would send an email to all Councillors with

the dates and to warn them that there might be initial email issues during the changeover. **Action Clerk.**

7. Downs Mail

The Downs Mail was restarting publication with reduced deliveries. There had been issues with some areas of the parish not receiving their copies under the old system. It was decided to opt out for the time being with the situation to be reviewed in 6 months. The delivers would no longer be paid. The Clerk would send a letter to this effect. The website could potentially link to an electronic version. It was proposed that the office produce a monthly bulletin for publication on the website, Facebook and Community Alert. **Action: Office.**

8. Loss of Income/Expenditure from Closure of Beechen Hall

There is still no clear indication of when the hall would be able to reopen to hirers. The Assistant Clerk had sent out a questionnaire to all existing regular hirers and was receiving replies. Many would like to return when allowed. A few would not be returning or would be reducing their days/hours.

It was agreed that the Parish Council would meet the cost of the Public Works Loan repayment from its Emergency Running Costs Reserve. It was agreed to pay some of the other Hall expenses from this reserve. The Assistant Clerk would produce a report of the costs from the start of the financial year to date and circulate it to members for a decision. **Action: Assistant Clerk**

9. Matters for Information

None.

10. Items for Next Agenda

Councillors' reports and requests for items to be included on the agenda to be submitted no later than 11 September 2020. **Noted.**

11. Date of Next Meeting

Monday 21 September 2020. Place to be confirmed. **Noted.**

The Chairman to move that in view of the confidential nature of the business about to be considered that the press and public be excluded from the meeting.

There were no members of the public present.

12. Personnel Matters

12.1 The Clerk and Assistant Clerk were still working from home and the office. The Clerical Assistant was working all her hours from home. A verbal report on TOIL, training, leave and sickness cover was given by the Clerk. The new screens were being installed this week and the office would start getting back to normal once this was completed.

The Clerk and Assistant Clerk were due to do some training in Legionella.

12.2 Caretaker Situation Update

Due to the resignation of one caretaker the staffing level was down to 2 with barely enough work for one. To reduce outgoings, it was proposed by Cllr V Davies, Seconded by Cllr Dengate and all agreed that one caretaker be made redundant. This would be done selecting, last in, as a criteria.

Meeting closed at 8.40 p.m.

Signed as a correct record of the proceedings.

Chairman.....

Date.....