

**Minutes of the Finance and General Purposes Committee Meeting held at
Beechen Hall, Wildfell Close, Walderslade on Monday 16 March 2020
commencing at 7.30 p.m.**

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

1. Apologies and non-attendance

Apologies: B Hinder, A Brindle

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

None declared

3. Minutes of the meeting of 20 January 2020

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

4. Matters Arising from the Minutes

4.1 **Minute 3259/4.2 Cyber Crime and GDPR.** The Clerk reported that she had had a meeting with Satswana regarding what they provide as our Data Controllers. As a result of this meeting and a re-evaluation of the services required our new bill will be £150 instead of the £500 currently paid.

4.2 **Minute 3259/13 Anniversary of VE Day.** Application from Boxley Church decided at full Council. No other applications received.

4.3 Any other matter arising from the minutes, but not on the agenda. There were 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 undertaken a reconciliation of all the bank accounts **Noted.**

5.2 Income/Expenditure report as at 29.02.20. **Received** and **noted.**

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 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 29 April 2020. **Action: Clerk**

5.5 General/Earmarked reserves. It was agreed that £40,00 should be put into a Business Continuity Earmarked Reserve.

6. IT and Website

The new website is still being amended with very slow progress. There should be a version for review by the Working Party shortly. Cllr Lynne Clarke offered to look at the contract with the company to check for any clauses detailing time frames and non-compliance.

7. Contingency Fund and Budget adjustments

None requested.

8. Corona Virus - Planning

It was noted that all Government guidance would be followed and that on her return from holiday the Assistant Clerk would self-isolate for a minimum of one week. The Clerk would be reviewing the Business Continuity Plan.

The following was then agreed:

- Staff with vulnerable dependents would be issued with latex gloves and offered the chance to clean in the mornings after hires.
- Where possible staff should work from home to minimise contact in the office. Any costs arising from working from home would be met by BPC.
- Exceptionally the Assistant Clerk could take her laptop with the Finance software home as necessary for the duration.
- Councillors authorising payments will be able to log on remotely to do so. Scanned copies of the paperwork having received for approval prior to payment being made.
- Casual Hirers will be offered a full refund with no administration charges or the chance to postpone their events in the event the hall closes or if they do not wish to continue with the booking.
- Regular hirers will be offered a refund or postponement if the hall has to close.
- Loss of hire income will need to be met from reserves.
- A spreadsheet of lost income will be set up.
- Any compensation schemes the hall/PC is eligible for will be applied for.
- To purchase a wall mounted hand sanitiser dispenser for the Foyer if one could be found.
- Subject to changes in legislation, meetings will be held by conference call. It was agreed to re-subscribe to the Horizon system that was set up previously for an initial 6 months with an 0800 number.

9. Personnel matters

9.1 TOIL, training, leave and sickness cover

A verbal report was given by the Clerk.

10. Policies and Procedures: Reports and Reviews

10.1 Training Policy – new. Agreed with amendments

10.2 Compassionate Leave Policy – revised. Agreed with amendments

11. Grant Applications

12.1 Five Acre Wood School

It was proposed by Cllr Vic Davies, seconded by Cllr Dengate and all agreed to give a donation of £100.

12. Matters for Information

None received

13. Items for Next Agenda

Councillors' reports and requests for items to be included on the agenda to be submitted no later than 24 April 2020. **Noted.**

14. Date of Next Meeting

Monday 4 May 2020 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m. [Subsequently changed to Monday 18 May].

Meeting closed at 9.45 p.m.

Signed as a correct record of the proceedings.

Chairman.....

Date.....