

**Minutes of the Finance and General Purposes Committee Meeting held at
Beechen Hall, Wildfell Close, Walderslade on Monday 20 January 2020
commencing at 7.30 p.m.**

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

1. Apologies and non-attendance

Apologies: Cllrs W Hinder and G Hayday

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

None declared

3. Minutes of the meeting of 18 November 2019

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

4. Matters Arising from the Minutes

4.1 Minute 3259/4.2 Cyber Crime and GDPR.

No update, work ongoing.

Action: Clerk

4.2 Any other matters arising from the minutes, but not on the agenda -

Minute 3259/13 Anniversary of VE Day.

It was agreed to place an item in the February Downs Mail to see if there were any events the PC could help with funding. These would be bought to the next meeting for decision if any were received.

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

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.** Members requested that in future the credit rating and BPC-determined balance ceiling be shown for all accounts except Unity Trust. **Action: Clerk**

5.2 Income/Expenditure report as at 31.12.19. **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. **Report Noted.** Decision on fixed term investment of NatWest accounts deferred to next meeting. **Action: Clerk**

5.5 General/Earmarked reserves. **Noted.**

6. Budget

6.1 To agree the budget for 2020/21 for recommendation at Full Council

It was proposed by Cllr Hinder, seconded by Cllr Dengate and all agreed that the Budget for 2020/21 be put forward for recommendation to Full Council for approval.

6.2 To agree the Precept for recommendation at Full Council

It was proposed by Cllr Hinder, seconded by Cllr Dengate and all agreed to recommend to Full Council a Precept for 2020/21 of £153,002.

7. IT and Website

As the Parish Logo was of poor resolution and belonged to the old Website company it was agreed to pay £30/hour for 1.5-2 hours to have the Logo redrawn. It would become the property of the PC.

The Clerk requested agreement to the office having hosted email instead of the current pop account to improve efficiency. This would cost £192. Councillors requested more information. **Action: Clerk**

8. Contingency Fund and Budget adjustments

9.1. Felt and sealant for shed roof - £80. Agreed

9. Setting up of a new bank account

It was agreed in principle that a new bank account could be opened to handle damage and cleaning deposits for the hall. More details were required on accounts and potential charges. **Action: Clerk**

10. Personnel matters

10.1 TOIL, training, leave and sickness cover

A verbal report was given by the Clerk.

11. Policies and Procedures: Reports and Reviews

The Policies and Procedures Calendar review was deferred to next meeting. **Action: Clerk**

12. Grant Applications

12.1 Heart of Kent Hospice

It was proposed by Cllr Hinder, seconded by Cllr Dengate and all agreed to give the same donation as last time.

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 March 2020. **Noted.**

15. Date of Next Meeting

Monday 16th March 2020 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

16. Boxley Parish Council Interim Audit Report 2019-2020

Noted. Parish Council Chairman Bob Hinder stated that action on the Auditor's note regarding the Clerk's appointment was in hand

Meeting closed at 9.05 p.m

Signed as a correct record of the proceedings.

Chairman.....

Date.....