

**Minutes of the Finance and General Purposes Committee Meeting  
held by Teams video-conference due to the Covid-19 pandemic on  
Monday 21 September 2020 commencing at 7.30 p.m.**

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

**1. Apologies and non-attendance**

Apologies were accepted from Cllr Hollands.

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

None.

**3. Minutes of the meeting of 20 July 2020**

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

**4. Matters Arising from the Minutes**

4.1 **Insurance and Assets.** The Clerk reported that as rationalising the cost codes was taking longer than anticipated the work on this has been put on hold. **Noted**

4.2 **Policies Review Schedule.** Cllr V Davies reported that he had seen the half-completed draft and was impressed, it was a lot of work representing a complete overhaul but would be worth the wait. **Noted**

4.3 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. Financial report.**

5.1 **Reconciliation of accounts/Investments.** Cllr I Davies confirmed that he had checked the reconciliations and that all were in order. **Noted.** He then pointed out that the Lloyds investment matures on 29 October and proposed it be re-invested for a further 3 months. **Agreed. Action: Clerk** In light of recent news that HSBC had been involved in money laundering the Clerk was asked to check their credit rating at the end of the week and let members know whether it had changed. **Action: Clerk**

5.2 **Income/Expenditure** as at 31.8.2020. **Noted**

5.3 **Earmarked and General Reserves.** **Noted**

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

5.5 **Public Works Loan Board.** The next payment of £3,592.69 is due on 1 October. In view of the current situation of Beechen Hall Cllr I Davies proposed, seconded by Cllr B Hinder, that this payment be met from General Reserves. **Agreed unanimously.**

**6. IT and Website**

**6.1 Rialtas Accounting Software.**

During her Appraisal it became apparent that the Clerk had no access to the accounting software which was loaded onto the Assistant Clerks laptop. It was agreed that this was not acceptable. Cllr Dengate had investigated and prepared a report on the options available. After discussion it was proposed by Cllr L Clarke, seconded by Cllr B Hinder, to accept the quotation from Micoshades at a cost of £3,155 for a 3 year contract. **Agreed unanimously.**

## 6.2 **IT Equipment for Councillors**

This was discussed at length and was deferred until the next meeting for further reports to be generated with a more detailed report of costs and potential users. In the meantime the possibility of obtaining training for Councillors on using their own devices would be looked at. **Action: Clerk**

The new website was now live and looking good. There had been no negative feedback received

## 7. **Financial Report – Closure of Beechen Hall**

The hall had been reopened to regular hirers. The Clerk reported that a child with Covid had been brought into the building but that the Office (and the hirer) had not been informed for 3 days by which time nothing could be done as over 72 hours had passed. It was agreed to put up more signs telling the public not to enter the building if they had symptoms.

Cllr I Davies (Chair) proposed that £20,000 be vired from the Emergency Running Costs Reserve to meet Beechen Hall overheads from April to September. **Agreed unanimously.**

The decision made out of meeting to offer a discount to new hirer Vaida Dance Studios was **ratified**.

## 8. **Policies and Procedures for Review**

### 8.1 **Finance and General Purposes Committee – Terms of Reference.**

The agreed amendments would be made and the document circulated to the Committee for approval before being submitted to the next full Council meeting for adoption.

### 8.2 **Equal Opportunities Policy**

This was agreed and would be submitted to the next full Council meeting for adoption.

### 8.3 **It Policy**

This needed a lot of amendments. The Clerk would add the additional information and send to Cllr Dengate for comment.

### 8.4 **Communications, Press and Media Policy**

The agreed amendments would be made and the document submitted to the next full Council meeting for adoption.

## 9. **Grants**

It was proposed by Cllr I Davies, seconded by Cllr P Dengate and all **agreed** that a donation of £110 be made to the Royal British Legion for a poppy wreath.

## 10. **Matters for Information**

Displaying Full Council agendas on all Parish noticeboards, temporarily suspended during the pandemic, will now resume together with a full list of meetings of councils and committees and how to join them when remote.

## 11. **Items for Next Agenda**

Councillors' reports and requests for items to be included on the agenda to be submitted no later than 9 November 2020. **Noted.**

## 12. **Date of Next Meeting**

Monday 16 November 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.

**13. Personnel Matters**

- 12.1 TOIL for the Clerk and Assistant Clerk was within acceptable levels. Cllr V Davies pointed out that no hours were allocated for meeting attendance in contracts and that this was why TOIL built up. **Noted**
  
- 12.2 Caretaker Situation Update  
We still have one caretaker. As the hall is now reopened to regular hirers more cleaning is required. Litter picker, Debbie Davies, has been redeployed to do some ad hoc cleaning duties at the hall.
  
- 12.3 Clerk's Appraisal  
Cllr V Davies reported that he had carried out an Appraisal for the Clerk. The main issues raised were her lack of access to the Accounts system (previously discussed under item 6.1), that no hours were allocated for attendance at meetings (item 12 above) and her work on rationalising the Council's numerous policies and procedures (item 4.2 above).
  
- 12.4 Assistant Clerk and Clerical Officer Appraisal  
The Clerk reported that these had been carried out and would be sent to the Chairman, Cllr V Davies for signing off.

Meeting closed at 9.17 p.m.

Signed as a correct record of the proceedings.

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