

**Minutes of the Finance and General Purposes Committee Meeting  
held by Teams video-conference due to the Covid-19 pandemic on  
Monday 16 November 2020 commencing at 7.30 p.m.**

**Councillors present:** I Davies (Chairman), V Davies, L Clarke, A Brindle (from item 6), B Hinder, D Hollands, K Macklin and P Dengate together with Mrs D Baylis (Clerk)

**1. Apologies and non-attendance**

None.

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

None.

**3. Minutes of the meeting of 21 September 2020**

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

**4. Matters Arising from the Minutes**

4.1 None

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. Financial report.**

5.1 **Reconciliation of accounts/Investments.**

5.2 **Income/Expenditure** as at 31.10.2020. **Noted**

The Clerk explained that apparent discrepancies within codes was due to the same code being allocated to different cost centres.

5.3 **Earmarked and General Reserves**

**The Earmarked reserves were reviewed with the following changes:**

A new reserve was to be set up to hold money received from CIL. The Clerk was asked to find out if there was a time limit by which funds had to be spent by. **Action: Clerk**

A new reserve was to be set up for Contractual changes to staff salaries/NI/Pension. This was to allow budgeting for national changes in salary scales.

It was agreed that the £20,000 given to Beechen Hall to help cover its loss of income would be taken from the General Reserve and not the Emergency Running Costs reserve.

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

**6. IT and Website**

Rialtas Accounting Software. There had been some confusion as to who was putting this in place. The Clerk would get it organised as soon as possible. **Action: Clerk.**

IT Training – only one Councillor had asked for training. The Clerk would obtain details of courses and costs. The office would also look into free online courses that Councillors could access **Action: office**

**7. Closure of Beechen Hall**

The report was noted. The Clerk said that the hall would continue to take bookings for wakes as people were having difficulty finding anywhere to hold one. This approach was agreed.

## **8. F&GP Committee Budget 2021-2022**

### **The budget was discussed and amendments made.**

Cllr Dengate recommended an increase to the IT subscriptions budget as these were likely to increase. The cost of the hosted Rialtas software also needed to be accounted for. This was agreed.

It was proposed by Cllr Hinder, seconded by Cllr Dengate that the Assistant Clerk be allowed to do CILCA training. A vote was taken with 6 for and 2 abstentions.

It was agreed to continue the subscriptions for CPRE, KALC, ICO, Satswana and SLCC membership for the Clerk and Assistant Clerk. The membership for ACRK would not be continued.

It was proposed by Cllr V Davies, seconded by Cllr P Dengate that Councillor Allowances are not increased next year. A vote was taken with 7 for and 1 abstention. This recommendation would be put forward at the next full Council meeting.

The grant for the Walderslade Woods Group was set at £3,000.

The Grant for Vinters Valley Nature Reserve was set at £6,500. It was proposed by Cllr B Hinder, seconded by Cllr V Davies that this was not paid automatically but on request each quarter. This was agreed by all.

The grant for the Friends of Weaving Heath was set at £150.

## **9. Review of Financial Regulations and Financial Transactions Policy**

These were reviewed. The Clerk was asked to add a clause regarding the storing of accounts data on a Cloud system and safeguarding of such data. The Policies would be reviewed at the next meeting following the addition of this information and some other minor amendments.

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

### **10.1 Sickness and Absence Policy**

Members were asked to send any comments to the Clerk. The Policy would be circulated to members once any amendments had been made.

## **11. Matters for Information**

None

## **12. Matters for Urgent Decision**

None

## **13. Items for Next Agenda**

Councillors' reports and requests for items to be included on the agenda to be submitted no later than 10 January 2021. **Noted.**

## **14. Date of Next Meeting**

Monday 18 January 2021. 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.

## **15. Personnel Matters**

The proposed Christmas closure of the hall and office from 22 December to 4<sup>th</sup> January was agreed. The discretionary days would be 24 & 29 December, official statutory days are 25 and 28 December and staff would be taking annual leave on the 23, 30 and 31 Dec.

Members agreed that staff should try and take holiday during the current holiday year and not carry it over to next year.

Meeting closed at 9.42 p.m.

Signed as a correct record of the proceedings.

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