

**Minutes of the Finance and General Purposes Committee Meeting
held by Teams video-conference due to the Covid-19 pandemic on
Monday 24 May 2021 commencing at 7.30 p.m.**

Councillors present: C Sheppard (Chairman), V Davies, K Macklin (from item 7), J Willmott, I Davies, D Hollands, A Brindle and P Dengate together with Mrs D Baylis (Clerk)

1. Apologies and non-attendance

Cllr K Macklin

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

None.

3. Minutes of the meeting of 17 March 2021

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.

The Chairman had reconciled the accounts.

5.2 Income/Expenditure as at 30.4.2021. This report would be sent after the end of year accounts were completed on the 26th May.

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

5.4 Transfer between accounts

It was proposed by D Hollands, seconded by V Davies and all agreed to ratify the decision made out of meeting regarding the transfer of money between the Parish Council's bank accounts to keep them within the agreed limits.

6. IT and Website

The report was noted. The Clerk was asked to ensure that Councillors details on the website were updated.

Cllr Sheppard reported that Northstar had changed the Chairman's email address over to him and that he had been impressed with the service they provided.

7. Closure of Beechen Hall

The report was noted. Members suggested a marketing campaign to generate new hirers. Cllr Sheppard has written to MBC regarding the Covid grants and the poor advice received.

8. Policies and Procedures for Review

None on this Agenda

9. Matters for Information

Asset Register

Cllrs C Sheppard, V Davies and A Brindle will form a focus group with the Clerk to go through the Asset Register and get it up to date. At Cllr Dengate's request the Asset Register will be in Excel.

The Asset Management Policy was agreed.

Document Labels

Cllr Dengate asked that all agendas and minutes be labelled in the following format:

Year – Date – Day – Committee – Revision number 001 – Supplement optional.

10.Matters for Urgent Decision

Insurance Renewal

It was agreed to wait until the joint renewal quotation was received before making the final decision. The Parish Council and Beechen Hall policies had been kept separate on the basis that the hall would eventually stand alone but as this had been an objective since 2012 it was felt that a joint policy that shared liabilities would be a good idea.

It was agreed to pay the remaining Vinters Valley grant rather than set up an Ear Marked Reserve for it.

It was agreed to change the Committee’s Terms of Reference to allow 10 members as per other Boxley PC Committees. The Clerk was asked to make the changes and put it on the next PC Agenda for approval.

11.Items for Next Agenda

Councillors’ reports and requests for items to be included on the agenda to be submitted no later than 9 July 2021. **Noted.**

12.Date of Next Meeting

Monday 19 July 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.

13.Personnel Matters

TOIL was discussed together with the reasons for its generation.

Meeting closed at 8.44 p.m.

Signed as a correct record of the proceedings.

Chairman.....

Date.....