

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

Councillors present: C Sheppard (Chairman), V Davies, K Macklin, J Willmott, I Davies, D Hollands, A Brindle (from item 7.7), L Clarke 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 24 May 2021

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

4. Matters Arising from the Minutes

4.1 Minute number 3487 Item 9 Asset Register

Cllr Sheppard said that he was going on the Parish Inspection with the Clerk and this would include inspecting some of the Assets on the Register. The Clerk would set a date and all interested Councillors would be able to join the inspection.

The Clerk was also organising a tour of Walderslade Woods for all interested Councillors and staff. She was asked if this could be an evening so that it was outside working hours and not a Wednesday.

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 30.6.2021.

Noted

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

6. IT and Website

IT was noted that the Parish Council Website was looking good. It was agreed that a new item 'Website update for the month' be included on Parish Council Agendas so that Councillors were aware of changes and additions.

It was agreed to shelve the proposal to have individual Councillor email addresses from BPC's IT provider until further notice.

7. Policies and Procedures for Review

7.1 Training Policy

7.2 Compassionate Leave Policy

7.3 Equal Opportunities Policy

7.4 Disciplinary Policy and Procedures

7.5 Bullying and Harassment Policy

7.6 Drug and Alcohol Policy

7.7 Grievance Policy and Procedures

Cllrs L Clarke would work with the Clerk to streamline all of the above Policies and put them into a modern format using KCC and Cambridge University Policies as benchmarks

7.8 Sickness and Absence Policy

Cllr L Clarke, C Sheppard and K Macklin would work with the Clerk to amend the Policy to a content more in line with business practice. There was concern about the overly generous sickness payments.

8. Matters for Information

The Clerk explained the difficulties of accepting casual hire bookings with only one caretaker. Only one application had been received from the Job centre and the applicant had not been back in touch with the further information requested. The Cleaning Company was in place and would be starting on the 24th July. The Clerk was advised to put the advert on local Facebook groups, Next-door groups and Gumtree.

9. Matters for Urgent Decision

It was proposed by Cllr C Sheppard, seconded by Cllr P Dengate and all agreed that Cllr Brindle be voted onto the Finance and General Purposes Committee.

10. Items for Next Agenda

Councillors' reports and requests for items to be included on the agenda to be submitted no later than 13 September 2021. **Noted.**

11. Date of Next Meeting

Monday 20 September 2021. This is scheduled to be a face to face meeting but a decision would be taken nearer the time to take account of the Pandemic situation. **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.

12. Personnel Matters

One member of the office staff was still on sick leave due to Covid.

Meeting closed at 8.25 p.m.

Signed as a correct record of the proceedings.

Chairman.....

Date.....