**Minutes of the Finance and General Purposes Committee Meeting**

**Held at Beechen Hall, Wildfell Close, Walderslade on**

**Monday 20 September 2021** **commencing at 7.30 p.m.**

**Councillors present:** C Sheppard (Chairman), V Davies, K Macklin, J Willmott, I Davies, D Hollands, L Clarke, B Hinder and P Dengate together with Mrs D Baylis (Clerk), M Fooks (Assistant Clerk) and Cllr P Sullivan

1. **Apologies and non-attendance**

Cllr A Brindle

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

 None.

1. **Minutes of the meeting of 19 July 2021**

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

1. **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.**

1. **Financial report**

5.1 **Reconciliation of accounts/Investments.**

 The Chairman had reconciled the accounts.

 It was proposed by Cllr C Sheppard, seconded by Cllr V Davies and all agreed that £45,000 be transferred from the Barclays account to the UTB Account.

 5.2 **Income/Expenditure report** as at 31.8.2021.

 Noted

 5.3 **Petty cash reconciliation**. The Chairman had not been able to do the reconciliation but would do it and email the results to members

 5.4 **Interim Budget Review**

 This had not been done as the information was on the report produced for item 5.2

 5.5 **Conclusion of External Audit**

 Noted

**IT and Website**

Noted

**Telephone and Broadband**

Cllr Dengate asked the Clerk to get a statistical report on line usage from current provider Horizon.

Cllr Macklin would provide the Clerk with a list of alternative providers.

**Policies and Procedures for Review**

**7.1** **Policies relating to staff**

Cllr L Clarke reported that the reviews were nearly complete but were a work in progress.

**Grant for War Memorial Wreath**

It was proposed by Cllr V Davies, seconded by Cllr D Hollands and all agreed that a grant be made to the Royal British Legion of £120 for the purchase of 2 wreaths**.**

**Investment of Walderslade Woods Enabling Fund**

This was deferred to the next full Council meeting on the 11 October.

**Civic Recognition recommendations**

No recommendations were put forward.

**Accident Book Review**

Noted

**Review of Training needs**

The Clerical Officer had asked to do an updated Microsoft Word Course. Cllr Dengate said that he would send the Clerk a link to free courses that would be suitable.

 **To ratify all Decisions made at the meeting held on the 24 May and 19 July 2021.**

It was proposed by Cllr V Davies, seconded by Cllr B Hinder and all agreed that the decisions made by ratified.

**Matters for Information**

The Civic Memorial service for Cllr Wendy Hinder would be on the 23 October at 11am. It would be a West Country celebration with Cornish fairings and a Devon cream tea. There would then be an afternoon ceremony for the new memorial bench in the Franklin Drive Play area.

**Matters for Urgent Decision**

**16.1 Any matters requiring decisions arising from the Estates Committee ECM regarding Beechen Hall and caretaking.**

All matters were covered in the ECM and nothing required decisions by the F&GP Committee.

1. **Items for Next Agenda**

Councillors’ reports and requests for items to be included on the agenda to be submitted no later than 5 November 2021. **Noted.**

**Date of Next Meeting**

Monday 15 November 2021

**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.

**Personnel Matters**

**19.1 TOIL, Training, Leave and sickness cover**

A verbal report was received

In view of the personal nature of the following item the Clerk left the meeting.

**19.2 Staff Appraisals**

A verbal report was given by the Chairman

Meeting closed at 8.45 p.m.

Signed as a correct record of the proceedings.

Chairman……………………………………… Date…………………………………