

**Minutes of the Finance and General Purposes Committee Meeting
Held at Beechen Hall, Wildfell Close, Walderslade on
Monday 15 November 2021 commencing at 7.30 p.m.**

Councillors present: C Sheppard (Chairman), K Macklin, J Willmott, I Davies, D Hollands, L Clarke, and P Dengate together with Mrs D Baylis (Clerk)

1. **Apologies and non-attendance**
Cllr A Brindle, Cllr V Davies, Cllr B Hinder
2. **Declaration of Interests, Dispensations, Predetermination or Lobbying.**
None.
3. **Minutes of the meeting of 20 September 2021**
The minutes of the meeting were agreed.
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. **Noted**
 - 5.2 **Income/Expenditure report** as at 31.10.2021.
Noted
 - 5.3 **Petty cash reconciliation.** The Chairman had carried out the petty cash reconciliation. **Noted**
 - 5.4 **Bank Mandate Review**
It was agreed that Cllr Sheppard be added to all the accounts.
6. **Subscriptions**
It was agreed to keep all the current subscriptions. The Clerk was asked to find out about the current Anti-virus for the office computers and report back.
7. **Appointment of Internal Auditor**
It was proposed by Cllr I Davies, seconded by Cllr C Sheppard that Lionel Robbins be re-appointed as Internal Auditor.
8. **IT and Website**
The report was noted.
9. **Telephone and Broadband**
It was proposed by Cllr Dengate, seconded by Cllr Sheppard and all agreed that the quotation from Vostel be accepted and that the analogue line be disconnected. A meeting would be set up for Cllr Dengate to talk to their technical team to look at the network diagram.
10. **Policies and Procedures for Review**
 - 10.1 **Policies relating to staff**
Cllr L Clarke reported that the reviews were nearly complete.
 - 10.2 **IT Policy (no changes)**
Noted.

11. F&GP Committee Budget

The budget was amended. It was agreed to create a new Code for Against Lidsing with a budget of £5,000 to create a 'fighting fund'. It was agreed that the Clerk would contact the Chairman of Bredhurst PC to obtain a new banner for outside Beechen hall.

12. Civic Recognition Recommendations

None received.

13. Investment of Walderslade Woods Enabling Fund

The Clerk has a provisional meeting with CCLA for Tuesday 16th November. A meeting would then be set up with the Committee. The Clerk would also look at other investment companies. It was agreed that £500,000 of the enabling fund would need to be invested to provide an income for the upkeep of the woodland. It was also agreed to consider investing some of the Parish Council's reserve funds that currently earn 0.01% interest.

14. Matters for Information

Cllr Sheppard reported that a new caretaker had been appointed subject to references and should be starting in the New Year.

15. Matters for Urgent Decision

None

16. Items for Next Agenda

Councillors' reports and requests for items to be included on the agenda to be submitted no later than 10 January 2022. **Noted.**

17. Date of Next Meeting

Monday 17 January 2022.

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.

18. Personnel Matters**18.1 TOIL, Training, Leave and sickness cover**

A verbal report was received

In view of the personal nature of the following 2 items the Clerk left the meeting.

18.2 Assistant Clerk Appraisal

A verbal report was given by the Chairman.

18.3 Staff Salaries

It was agreed to get a professional evaluation of pay rates for all staff carried out.

It was agreed to pay the Clerical Officer at the Caretakers enhanced rate for any caretaking duties undertaken.

18.4 Christmas Closure

It was agreed that the Christmas closure would be from 24 December until 4th January.

Meeting closed at 9.25 p.m.

Signed as a correct record of the proceedings.

Chairman.....

Date.....