

South Willesborough and Newtown Community Council
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Finance and General Purposes Committee
MONDAY 29th JULY 2019

Minutes (FPG 1)

Present

Sue Mullan (SM), Liz Thorne (LT) Nirosha Thilagarajan (NT) Nick Cane (NC)
Peter Porter (PP)

Clerk/RFO Rob Woods (RW) Linda Hedley (Locum Clerk) (LH)

Borough Councillors –

County Councillors -

One member of the public attended

RW chaired for Item 1

1. APPOINTMENT OF CHAIRMAN OF THE COMMITTEE

SM proposed Liz Thorne be appointed Chairman of the Committee
NC seconded.

Unanimously AGREED the appointment be recommended to Council

LT took the Chair

2. APOLOGIES FOR ABSENCE

There were no apologies for absence

3. APPROVAL OF APOLOGIES FOR ABSENCE

No approvals required

4. DECLARATIONS OF INTEREST

No declarations of interest were made

5. AGREE THE COMMITTEE'S TERMS OF REFERENCE AND DELEGATION

AGREED unanimously to recommend to Council

- a) The Committee will comprise of 5 members and the Quorum will be 3
- b) The Committee's Terms of Reference (below) be adopted

The Finance & General Purposes Committee shall be delegated to make decisions on behalf of the Council in the following matters:

- *Approval of its minutes as true and correct records*
- *Receive DPI dispensations; details of all dispensations received to be reported back to the Council, at the next available meeting.*
- *Approval of expenditure on items included in any devolved Committee budget up to the amount specified in the budget*
- *Monitoring all the Council's financial matters*

- *Formulating and monitoring policies on financial risk management and internal controls*
- *Approve transfers of budgets (a k a virements)*
- *Agree the level of general and earmarked reserves held by the Council*
- *Allocation of grants and donations WITHIN the allocated budget*
- *Administration and maintenance of any current or future land or property owned by the Council*
- *Health and Safety other than staffing/workplace issues*
- *Receive records of any expenditure incurred by the Clerk/RFO under emergency measures as defined in 1.3 above*
- *To deal with consultation which time prevents being presented to Full Council (except those falling under the Planning Committee's remit)*
- *Any other matter referred to the Finance & General Purposes Committee by the Full Council*

The Committee may consider and make recommendations to the Full Council on the following matters

1. *Issuing a precept*
2. *Borrowing money*
3. *Matters of policy or new issues of importance to the whole area*
4. *Working party requests for expenditure BEYOND any agreed budget allocation*
5. *The devolution of the Council's budget to individual committees*

The Committee may refer specific matters to the Council for a final decision if it so wishes.

The Committee may appoint sub committees if necessary and will define the purpose of the sub committees

Action – RW/LH

6. PROPOSAL TO SET UP A DIRECT DEBIT FOR THE PROCUREMENT OF TELEPHONE AND BROADBAND SERVICES

AGREED

- a) To endorse the actions taken by RW/LH to expedite the installation of telephone and broadband services in the Community Council office
- b) That the Council is recommended to establish a direct debit with DMC Technologies payable over 36 months at £39.95 pm + VAT
- b) To create an earmarked reserve of £1150 to cover costs in years 2020-21 to 2022-23

Action RW

7. BUDGET PERFORMANCE

RW presented a summary of receipts and payments to date

Noted

- a) The tranche 1 precept receipt is lower than anticipated (RW to query with ABC)
- b) The former Community Group/Shadow Council residual balance has not yet been transferred to the SWAN CC account (RW to contact the former Group Secretary)
- c) Zero Employee costs at this stage due to invoices not yet submitted for LH's contracted services and RW not yet payrolled (Action LH/RW)
- d) A presumption in favour of including committed income and costs/estimates in future budget summaries (Action RW)
- e) Despite some initial ideas for community projects
 - i. no project costs have yet been posted
 - ii. the Council has not yet agreed its grant award policy or grant application forms

AGREED –

- a) To submit a draft grant award policy and application form to the full Council for discussion as soon as possible (Action RW)
- b) To recommend to Council that an editorial is prepared for the local Press that will, inter alia, encourage ideas for community projects from local residents and organisations (Action RW)

8. PAYMENT OF ACCOUNTS

PAYEE	NET	VAT	GROSS	CHEQUE No	REASON
Hobbs Parker 1850	55.00	11.00	66.00	5	Room hire
Ashford Cattle Market Co Ltd	691.00	138.20	829.20	6	Rent to end Sept
R Woods	336.22	67.25	403.47	7	Reimbursement - various

Proposed LT Seconded SM**AGREED –** to recommend payments to full Council**9. ITEMS TO BE INCLUDED ON THE NEXT AGENDA****AGREED**

- a) In addition to Standing items 2-4 and 7-8 above
- b) Acceptance of Minutes
- c) Bank Reconciliation Statement
- d) Earmarked reserves
- e) Options for the Appointment of Internal Auditor
- f) Cost/benefit of providing tablets to individual Councillors

There being no further business the meeting closed at 8.22 pm.

Signed _____
(Chairman)

Dated ____/____/____