

South Willesborough and Newtown Community Council
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Finance and General Purposes Committee
MONDAY 19th August 2019

Minutes (FGP2)

Present

Councillors- Liz Thorne (in the Chair) (LT) Sue Mullan(SM) mPeter Porter (PP)
Nirosha Thilagarajan (NT)
Clerk/RFO Rob Woods (RW)

Borough Councillors -
County Councillors -

10/19 APOLOGIES FOR ABSENCE

Nicholas Cane (NC)

11/19 APPROVAL OF APOLOGIES FOR ABSENCE

NC absence approved

12/19 DECLARATIONS OF INTEREST

No declarations of interest were made

13/19 AGREE MINUTES OF MEETING OF 29th JULY 2019 AND SIGN

Having been circulated prior to the meeting they were **agreed and signed** as a true record

14/19 TO NOTE BUDGET PERFORMANCE

Budget performance was **noted**.

a) It was **agreed** that RW should **action** the following:

1. Vire £500 from Councillors Costs to create a dedicated budget for Chairman's allowances
2. The budget of £500 for Election Costs to be vired to an earmarked Elections reserve.
3. Vire £100 from the Contingency fund within the Running Costs budget to create a dedicated Internal Audit budget for 2019-20
4. A revised budget submitted to the next full Council for consideration and adoption

b) RW reported that a £1496 residual fund transfer from the former Community Group/Shadow Council, which had been ring-fenced to support expenditure on community projects, was in doubt. **Agreed** LT to establish the amount and **action** the transfer of the residual funds

c) PP expressed unease over the general low level of spend to date with special emphasis on the zero spend on community projects.
After discussion it was **agreed**

- 1) to produce a newsletter for the Parish to include a request for ideas from residents for projects they would like to include as priorities
 - 2) to further examine NT's suggestions for consulting with the community eg Village Directory
 - 3) to exercise the option of referring this matter to full council
 - 4) it was proposed by SM and seconded by LT that RW should invest a reasonable amount of time within his normal working week to establish the likelihood of achieving significant Section106 income to complement the project budget
- Agreed. Action RW**

15/19 TO AGREE PAYMENT OF ACCOUNTS AND NOTE ITEMS OF OVER £100

Payee	Net	VAT	Gross	Cheque	Reason
KALC	£60.00	£12.00	£72.00	8	Cllr Training
Viking	£132.72	£26.54	£159.26	9	Stationery
Microshade Business Consultants Ltd	£485.00	£97.00	£582.00	10	Secure hosted (cloud) application service
SLCC	£168.00	£0	£168.00	11	Membership
SLCC	£99.00	£19.80	£118.80	12	Training fees

Late submissions not included on agenda

KALC	£60.00	£12.00	£72.00	13	Cllr Training
Ashford BC	£39.02	£7.80	£46.82	14	Advert- Flyer

Proposed SM Seconded LT

Items over £100 **noted (Action RW)**

16/19 TO CONSIDER AND AGREE THE LEVEL OF RESERVES

Noted the current level of general and earmarked reserves

General -£7562

Earmarked *-

Future liabilities for telephone and broadband supply £1150

Election costs £500

- NB may not be used for other purposes

Resolved to recommend the Council that it should aim for a general reserve of £20000 - £24000 by the end of the electoral term

17/19 TO RECOMMEND THE APPOINTMENT OF AN INTERNAL AUDITOR TO FULL COUNCIL

Agreed to recommend the Council to appoint a KALC preferred supplier, Lionel Robbins, as its Internal Auditor for the following reasons

1. Cost - £50 per hour on site fee with no additional expense costs is comparable with other suppliers
2. Recommendation – recommended by two local Clerks including former locum Clerk
3. Experience -Former Audit Commission employee and former Parish Clerk

Action RW

18/19 TO CONSIDER THE COSTS AND BENEFITS OF SUPPLYING MOBILE DEVICES (TABLETS) TO COUNCILLORS

Following a discussion, it was **agreed**

1. to survey Community Councillors to assess their appetite for a) being supplied with a dedicated SWANCC device as soon as possible b) maintain the status quo by continuing to use their existing devices c) more information before making a decision.
2. to exclude the Bring Your Own Device (BYOD) option at this stage
3. to review costs and benefits further in the light of Councillors' responses

Action RW

19/19 TO CONSIDER THE DRAFT POLICY ON GRANTS AND DONATIONS AND MAKE RECOMMENDATIONS TO FULL COUNCIL

Members considered the draft policy and following a discussion it was **agreed unanimously** to

1. Recommend the Council to adopt the grants policy at its next meeting
2. Produce a user-friendly explanation for applicants including grant application form

Action RW

20/19. AGREE DATE OF NEXT MEETING AND ITEMS TO BE INCLUDED ON THE AGENDA

Date **agreed as 30/9/19** 7pm

Items for the agenda to include

Draft Purchasing Procurement Policy

Initial discussion on future Council strategy including deadline to take to full Council

Review of Insurance cover

Action RW

There being no further business the meeting closed at 8.38pm

Signed

(Chairperson)

Date