

South Willesborough and Newtown Community Council
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Finance and General Purposes Committee
MONDAY 23rd September 2019

Minutes (FGP3)

Present

Councillors- Liz Thorne (in the Chair) (LT) Sue Mullan(SM) Peter Porter (PP) Nick Cane (NC)

Clerk/RFO Rob Woods (RW)

21/19 APOLOGIES AND APPROVAL OF ABSENCE

Nirosha Thilagarajan (NT) absence approved

22/19 DECLARATIONS OF INTEREST

No declarations of interest were made

23/19 AGREE MINUTES OF MEETING OF 19th AUGUST 2019 AND SIGN

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

24/19 TO NOTE BUDGET PERFORMANCE

- a) Budget performance was discussed and **noted**.
- b) The discussion focused on the low spend on Community projects. A list of outstanding issues reported by the former SWAN Community Group in March 2019 was re-visited
- c) It was **agreed**
 1. that of the 25 items on the list, 22 had already been completed or were felt to be the responsibility of others
 2. that the list is Newtown-centric and has little evidence of the community's involvement in its preparation such that the Council is **recommended** to adopt a wider programme of community engagement to ensure the priorities for, and delivery of, Community projects in the future is based on a sound understanding of local needs in the entire Community Council area
 3. that 2) above falls in line with the recommendations contained in Minute 30/19 (below) and Full Council minute 60/19b
- d) It was **resolved** to recommend the Council to consider initiating 3 projects from the list subject to costs and 2 additional projects subject to further investigation min 2019/20 - **(Action RW)**
 - i. Organise defibrillator training (already paid for)
 - ii. Improve/extend Newtown Green Notice Board
 - iii. Protect Amanda Champion Memorial tree
 - iv. Memorial to the rail workers lost in the Wars
 - v. Add SWAN crests or nameplates to existing notice boards

25/19 TO AGREE PAYMENT OF ACCOUNTS AND NOTE ITEMS OF OVER £100

| Payee | Net | VAT | Gross | Cheque | Reason |
|-----------------------|----------|--------|----------|--------|------------------------|
| Clerk | £1220.33 | | £1220.33 | 15 | Salary – July/August |
| HMRC | £305.00 | | £305.00 | 17 | PAYE – July/August |
| Viking | £335.27 | £67.05 | £402.32 | 18 | Toners |
| Viking | £13.96 | £2.79 | £16.75 | 18 | Copy paper |
| Hobbs Parker 1850 LLP | £55.00 | £11.00 | £66.00 | 19 | Room hire – CI meeting |
| Clerk | £762.73 | | £762.73 | 20 | Salary – September |
| HMRC | £190.60 | | £190.60 | 21 | PAYE- September |

Proposed SM Seconded LT Items over £100 were noted

26/19 VERBAL REPORT ON THE RESULTS OF A SURVEY ON SUPPLYING MOBILE DEVICES (TABLETS) TO COUNCILLORS

The Clerk reported that 8 responses from the total of 11 requests for feedback had been received from Councillors with seven in favour of tablets and 1 against.

With an absolute majority in favour, it was **resolved** to **recommend** the Council to enter a stage two process that would agree technical specifications and determine the net cost of the procurement (**Action LT/RW**)

27/19 TO CONSIDER AND AGREE THE COUNCIL GRANT APPLICATION FORM AND MAKE RECOMMENDATIONS TO FULL COUNCIL

Having previously been circulated in draft, it was **agreed** to recommend that the Council **adopts** the grant application form subject to the inclusion of the Council's e-mail address (Action RW)

28/19 TO CONSIDER THE DRAFT PURCHASING AND PROCUREMENT POLICY AND RECOMMEND TO COUNCIL

Having previously been circulated in draft the purchasing and procurement policy was **agreed**. Formulation and monitoring of policies on financial risk management and internal controls is delegated to the Finance and General Purposes Committee. Council to be advised of this decision (Action RW)

29/19 TO REVIEW INSURANCE COVER AND MAKE RECOMMENDATIONS TO COUNCIL

It was **agreed** PP would review the current Insurance provision and advise the Clerk/RFO on any amendments, omissions or errors

Action PP/RW

30/19. TO CONSIDER THE OUTLINE OF A FUTURE COUNCIL PLAN AND MAKE RECOMMENDATIONS TO COUNCIL

The Clerk presented a written report. The recommendations (below) were **considered and discussed**.

- 1) To treat the production of a service plan, not as a stand-alone executive exercise, but as a key thread running through the work of a new Community Engagement Committee (proposed by Council at its meeting of 2nd September 2019 - Minute ref 60/19b) and to include it in the draft terms of reference for consideration by the Council
- 2) That four stages of the plan's production are expressly included in the draft terms of reference –Launch, Evidence local need, Agree and prioritise actions, Deliver and monitor actions
- 3) That the plan is completed within as short a timescale as possible but with a target date of 18 months from the creation of a new Committee

The Committee unanimously resolved to recommend the Council to endorse the recommendations subject to funding being available for additional resources to lead the engagement process. (Action RW/LT)

31/19 AGREE DATE OF NEXT MEETING AND ITEMS TO BE INCLUDED ON THE AGENDA

Date **agreed as 21/10/19** 7pm

No items were identified for inclusion on the agenda

There being no further business the meeting closed at 8.20pm

Signed

(Chairperson)

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