

**South Willesborough and Newtown Community Council**  
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**Finance and General Purposes Committee**  
**MONDAY 21st October 2019**

**Minutes (FGP4)**

**Present**

**Councillors-** Liz Thorne (in the Chair) (LT) Sue Mullan(SM) Peter Porter (PP)  
Nirosha Thilagarajan from 7.15pm (NT)  
**Clerk/RFO** Rob Woods (RW)

**32/19 APOLOGIES AND APPROVAL OF ABSENCE**

Nick Cane apologised and absence was approved

**33/19 DECLARATIONS OF INTEREST**

No declarations of interest were made

**34/19 AGREE MINUTES OF MEETING OF 23<sup>rd</sup> SEPTEMBER 2019 AND SIGN**

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

**35/19 TO NOTE BUDGET PERFORMANCE**

Budget performance was discussed. **Noted** that Councillors' training costs and expenses were significantly lower than profile.

**Agreed –**

- a) Councillors to each receive a ream of copy paper for printing Council documents and, on sight of a receipt, to be reimbursed for one ink cartridge per annum.
- b) Councillors be reminded of the funds available for appropriate courses  
**(Action RW)**

**36 /19 TO AGREE PAYMENT OF ACCOUNTS AND NOTE ITEMS OF OVER £100**

Payee	Net	VAT	Gross	Cheque	Reason
Baxendale Court Social A/c	£125	£25	£150	22	Donation
Clerk – expenses	£39.32	£0.16	£39.48	23	Expenses
Clerk	£762.73		£762.73	25	Salary – October
HMRC	£190.60		£190.60	26	PAYE

**Noted** Reserve levels unchanged from last meeting and Cheque #25 to RBL Poppy Appeal was cancelled

**Proposed SM Seconded LT** Items over £100 were **noted**

**37/19 TO DETERMINE THE COSTS AND BENEFITS OF SUPPLYING MOBILE DEVICES (TABLETS) TO COUNCILLORS**

Councillors discussed a previously circulated report of the Clerk. **Noted** that the mitigation of risk was the prime reason for the procurement of such devices  
**Resolved** unanimously to purchase 12 Lenovo tablet devices of up to 32Gb with 10 cases and keyboards at a total maximum cost of £2000

- a) to review the need for office and anti-virus software at a later date
- b) to fund the hardware as follows  
Running costs £1825, Legal Costs virement £175
- c) that further consideration is given to the options for the tablets when councillors end their term of office

**38/19 TO CONSIDER AND AGREE THE DRAFT SAFEGUARDING POLICY AND MAKE RECOMMENDATIONS TO FULL COUNCIL**

Having previously been circulated it was **resolved** to recommend that the Council **adopts** the Safeguarding Policy (Action RW)

**39/19 UPDATE ON THE REVIEW OF THE COUNCIL'S INSURANCE POLICIES**

PP reported findings to Committee. **Noted** that cover does not extend to activities whilst away on official business. **Agreed** that the Insurance policy is considered adequate subject to further examination of the clauses relating to working away on official business (**Action RW**)

**40/19. AGREE DATE OF NEXT MEETING AS 18<sup>th</sup> NOVEMBER 2019 AND ITEMS TO BE INCLUDED ON THE AGENDA**

Date **agreed**

Items for inclusion on the agenda are Budget and draft Precept Calculation 2020/21 (**Action RW**) and Application to Awards for All for an additional resource (**Action RW/LT**)

There being no further business the meeting closed at 8.07pm

Signed

(Chair)

Date