

South Willesborough and Newtown Community Council
www.swancc.org.uk

Finance and General Purposes Committee
16th December 2019

MINUTES (FGP6)

Attending: Liz Thorne (LT) (Chair), Sue Mullan (SM) Peter Porter (PP) Nick Cane (NC) Nirosha Thilagarajan (NT) Rob Woods (RW) (Clerk)

50/19 Apologies for absence and approval

There were no apologies for absence

51/19 Declarations of pecuniary, other significant or voluntary interest

There were no declarations of interest

52/19 Agree Minutes FGP5 of meeting of 18th November 2019 and sign

The Minutes (FGP5) were **agreed** as a true record of the meeting and signed

53/19 To note budget performance

Noted that budget performance is in line with revised forecast. PP raised issue business cards for staff and Councillors. **Agreed** that funds are available and RW and LT would examine the options.

54/19 To agree payment of accounts and note items of over £100

Payee	Net	VAT	Gross	Cheque	Reason	Recorded
R I Stiles	120.00	0	120.00		Notice Board repairs	Projects
DMC Technologies	39.95	7.99	47.94	D D	Phone/ broadband	Telecomms
Clerk	762.73		762.73		Salary	Staffing
HMRC	190.60		190.60		PAYE	Staffing

Proposed LT Seconded SM

Resolved - unanimous agreement to pay accounts and note items of over £100

55/19 To agree the Council budget and precept for 2020/21 and recommend to Council

The Committee discussed a report circulated in advance. **Resolved** - unanimous agreement to recommend the proposed budget and precept 2020/21 to Council

56/19 To consider options for printing and distribution of newsletters and surveys

The Committee discussed a report circulated in advance. **Resolved-** Subject to the use of environmentally friendly polybags, it was **agreed unanimously** to accept the report's recommendations (**Action RW**)

1. To employ professional services at a cost of circa £1500 in total (plus the cost of returned Freepost envelopes) to ensure a more timely product, a more professional image and maximized penetration and response rates whilst ensuring the lowest level of non-productive down-time for the Clerk
2. That Kall-Kwik is employed to carry out printing, survey design work and fulfillment
3. That a Freepost license is sought and a distribution company employed
4. To review this strategy in the light of experience and future requirements.

57/19 To review the provision of mobile devices for Councillors

The Clerk presented a verbal report concluding that the budget allocation of £2000 for 12 mobile devices with the specification agreed by Council had proved unachievable. The cheapest price for a full Windows 10 operating system was £2246.40p from Laptops Direct, Huddersfield. Following discussion, it was proposed by LT and seconded by NC to reduce the order to 11 units and to authorise a small budget overshoot of £59.20p

Resolved - it was agreed unanimously to support the proposal and agree payment of £2059.20p (**Action RW to procure**)

58/19 To agree the date of the next meeting as 20th January 2020 and items to be included on the agenda

Date of next meeting agreed as 20th January 2020 and project expenditure included on the agenda (**Action RW**)

There being no other business the meeting closed at 7.52pm

Signature

Date...../...../.....

Chair