

South Willesborough and Newtown Community Council
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Finance and General Purposes Committee
MONDAY 20th January 2020

Minutes (FGP7)

Present

Councillors- Sue Mullan(SM) Peter Porter (PP) Nick Cane (NC) Nirosha Thilagarajan (NT) from 7.05pm

Clerk/RFO Rob Woods (RW)

RW presided from 7pm

1/20 APPOINTMENT OF CHAIR OF THE COMMITTEE

Proposed SM and Seconded NC that PP should be appointed as Chair of the Committee. PP agreed to accept the position and took the chair at 7.02pm

2/20 APOLOGIES AND APPROVAL OF ABSENCE

There were no apologies received

3/20 DECLARATIONS OF INTEREST

No declarations of interest were made

NT arrived at 7.05pm

4/20 AGREE MINUTES OF MEETING OF 16th DECEMBER 2019 AND SIGN

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

5/20 TO NOTE BUDGET PERFORMANCE AND BANK RECONCILIATION

a) Overall Budget performance was noted. The Committee concentrated on an examination of Councillors Costs

RESOLVED: It was agreed unanimously to

1. encourage Councillors to attend training courses and to get outstanding expenses claims in for payment before the end of the Financial Year
2. examine the possibility of customised training packages in conjunction with other local Councils (Action RW)

b) Bank reconciliation at 15th January 2020 noted

Balance on Bank Statement £43198.99 (=Actual Balance + Items not yet presented to the bank)

SWAN Receipts and Payments account: Total Receipts recorded at £53575.27.

Total Payments inc VAT recorded at £13971.48. **Actual Balance £39603.79**

Not yet presented for payment £3595.20

c) Council logo upgrade agreed at a cost of £216.00 inc VAT (RW to action)

6/20 TO AGREE PAYMENT OF ACCOUNTS AND NOTE ITEMS OF OVER £100

Payee	Net	VAT	Gross	Cheque	Reason
Laptops Direct	£1716	343.20	£2059.20	37	GDRP
Kall-Kwik	£1102.33	£181.67	£1284	38	Newsletter Print
DMC Technologies	£39.98	£7.99	£47.94	DD	Phone/broadband
Hobbs Parker	£110	£22	£132	39	Room Rental
Viking	£199.81	£39.96	£239.77	40	Copy paper
Clerk	£762.73		£762.73	41	Salary
HMRC	£190.60		£190.60	42	PAYE

Proposed SM Secoded NT

Items over £100 were **noted**

7/20 TO EXAMINE PROJECT EXPENDITURE AND RECOMMEND ACTIONS

Following a discussion it was **resolved: By unanimous agreement**

- a) To purchase litter picking equipment for the Great Spring Clean Up project on 28th March 2020 (Action NC to advise RW on the unit cost, quantity and type of equipment required)
- b) Tree Planting project – refer to full Council
- c) Refer the design and cost of business cards for Councillors to a future full Council (Action NC/RW)
- d) To prepare a definitive list of projects already agreed with costs for the next Committee meeting (Action RW)

8/20 TO AGREE THE DATE OF THE NEXT MEETING AS 17th FEBRUARY 2020 AND ITEMS TO BE INCLUDED ON THE AGENDA

17th February 2020 **agreed**

Items on the agenda to include Report of the Internal Auditor's visit, Business Cards, review of reserves and recommendations and list of in train projects

There being no other business, the meeting closed at 7.57pm

Signature

Chair

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