

South Willesborough and Newtown Community Council
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Finance and General Purposes Committee
MONDAY 17th FEBRUARY 2020

Minutes (FGP8)

Present

Councillors- Peter Porter (PP) (Chair) Sue Mullan(SM) Nirosha Thilagarajan (NT)
Clerk/RFO Rob Woods (RW)

9/20 APOLOGIES AND APPROVAL OF ABSENCE

NC apologised and absence was approved

10/20 DECLARATIONS OF INTEREST

No declarations of interest were made

11/20 AGREE MINUTES OF MEETING OF 20th JANUARY ND SIGN

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

12/20 TO NOTE BUDGET PERFORMANCE AND BANK RECONCILIATION

a) **Overall Budget performance was noted.**

b) **Bank reconciliation at 14th February 2020 noted**

Balance on Bank Statement £38673.35

SWAN Receipts and Payments account:

Total Receipts recorded at £53575.27. Total Payments inc VAT recorded at £15212.52. **Actual Balance £38362.75 Not yet presented for payment £310.60**

c) **Agreed by unanimous decision**

a) To transfer £20,000 from the current account to an income earning Savings account

b) NT to become an account signatory, replacing former Cllr Liz Thorne

13/20 TO AGREE PAYMENT OF ACCOUNTS AND NOTE ITEMS OF OVER £100

PAYMENTS TO FINANCE & GP COMMITTEE

17th February

2020

PAYEE	NET	GROSS	VAT	CHEQUE	REASON	RECORDED IN
Ashford Cattle Market Co Ltd	£520.00	£624.00	£104.00	43	Rent	Office rental
Royal Mail	£58.00	£69.60	£11.60	44	Freepost envelope	Stationery
Kall Kwik	£180.00	£216.00	£36.00	45	Redraw logo	Advertising
Cllr Porter	£30.19	£33.35	£3.16	46	Expenses	Cllr Expenses
Hobbs Parker	£35.00	£42.00	£7.00	47	Room rental	Room Hire
Cllr Cane	£62.36	£74.83	£12.47	48	Expenses	Cllr Expenses
Kall Kwik	£86.00	£103.20	£17.20	49	Additional print	Projects
Clerk	£63.51	£64.55	£1.04	50	Expenses	Clerk expenses
Clerk -Salary	£762.53	£762.53	£0.00	50	Clerk Salary	Clerk Salary

Employment taxes	£190.80	£190.80	£0.00	51	Salary oncosts	Clerk Salary
Leaflets Direct	£125.50	£125.50	£0.00	52	Newsletter distribution	Projects
KALC	£240.00	£288.00	£48.00	53	Dynamic Cllr Training	Cllr Training

Proposed SM Seconded NT

Items over £100 were **noted**

14/20 TO REVIEW PROJECT BUDGET AND RECOMMEND ACTIONS

- Having circulated a report in advance it **was noted that**
- The original 2019/20 budget for “projects” was £15000. Projects includes grants awarded to other organisations
- Based on actual expenditure at the time, the December revised forecast was £5000
- Since then a number of new projects and grant requests have come forward such that a more realistic budget for 2019/20 would now be between £7000 and £10000
- £15000 was put in the budget for 2020/21

Following a discussion it was resolved: By unanimous agreement to

- a) Refer the design and cost of business cards for Councillors to a future full Council (Action NC/RW)
- b) To remove and repair the Bulleid Place noticeboard at a cost of £750 and relocate in New Town Green
- c) To fix SWAN nameplates to the noticeboards at a cost estimated at £300
- d) To accept the equipment/safety costs of the Spring Clean equipment estimated at £850
- e) To propose the draft Health and Safety Policy to Council for adoption
- f) To recommend a reserve to cover professional fees associated with the development of the new Community Hub as part of a wider reserves policy to be agreed by Council at a future meeting
- g) The Council has no legal power to create a new War Memorial for the railway workers

15/20 TO REVIEW THE MEMBERS’ TRAINING BUDGET AND RECOMMEND ACTIONS TO COUNCIL

The Clerk presented a report and following a discussion it was **agreed** to include staff training costs in this item

COUNCILLOR TRAINING COSTS

REVISED BUDGET	900	
ACTUAL TO DATE	552	61%

TRAINING REQUESTS

First Aid	N Cane	Free
Counter Terrorism	P Bohill	Free

Planning Conference	PB/CW	£144
TOTAL EXPECTED COST	2019/20	£696
STAFF TRAINING COSTS		
BUDGET	400	
ACTUAL TO DATE	119	30%
TRAINING REQUIREMENT		
CILCA COURSE	350	
TOTAL EXPECTED COST	2019/20	£469
TOTAL BUDGET - CLLRS & STAFF		£1,300
EXPECTED SPEND		£1,165

Resolved: By unanimous agreement

- a) that all new Councillors should attend a Dynamic Councillor course at a cost of £72 pp
- b) that the Council reviews its training plan in the new financial year

TO AGREE THE DATE OF THE NEXT MEETING AS 23rd MARCH 2020 AND ITEMS TO BE INCLUDED ON THE AGENDA

23rd March 2020 **agreed**

Items on the agenda to include reserves review and options on a new office printer

There being no other business, the meeting closed at 8.25 pm

Signature
Chair

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