

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

Finance and General Purposes Committee
18th May 2020

MINUTES (FGP9)

Virtual meeting - due to access problems for some members of the committee, the meeting start time was declared at 7.11pm

Attending: Peter Porter (PP) (Chair), Sue Mullan (SM) Louise Wilson (LW) Nick Cane (NC) Nirosha Thilagarajan (NT) Rob Woods (RW) (Clerk)

17/20 Apologies for absence and approval

There were no apologies for absence

18/20 Declarations of pecuniary, other significant or voluntary interest

There were no declarations of interest

Noted: RW advised LW to declare an OSI in Item 23/20 but LW's preferred option was to remove her name from the petition supporting allotments in the area

19/20 Agree Minutes FGP8 of meeting of 17th February 2020 and sign

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

20/20 To agree budget 2020-21 and note budget performance to date and bank reconciliation

Following a discussion,

- a) the heads of expenditure budget, the current budget position and bank reconciliation were all **noted**
- b) it was resolved by unanimous agreement to refer the following to Council**
 - i. to consider the methods of engaging with the public to ascertain residents' priorities for project expenditure in 2020-21
 - ii. to consider and agree the best use of the Ashford Borough Council Member grant 2020-21 (**Action RW to include on next Council agenda and to establish the maximum size of the grant**)

21/20 To agree payment of accounts and note items of over £100

RW reported that 2 invoices had been received since the last Council meeting on 3rd May 2020

- 1) The regular invoice for £47.94 from DMC Technologies paid by Direct Debit for broadband and telephony
 - 2) An invoice from Royal Mail for £4.51 for freepost costs (returned parking/traffic surveys)
- Agreed unanimously – to pay**

22/20 To review the level of Council reserves and make recommendations to Council

RW reported that the Council had unspent budget and reserves of £33735 at 1st April 2020. Following a discussion, it was resolved to recommend the following to Council

- a) To increase the current earmarked reserve for Election provision by £3000: from £500 to £3500
- b) To retain the existing earmarked reserve for the 2-year broadband/telephony contract at the current level of £1150
- c) To create a new earmarked reserve of £4000 to cover expenses and legal fees incurred in the Community Hub project
- d) To call on the remainder to pay for the following projects delayed due to the Covid-19 pandemic
 - i. Cleaning equipment £850
 - ii. Part time Coordinator £7250
 - iii. Noticeboards £1050
 - iv. E-mail migration costs £900

Leaving unrestricted funds available of £14135 some of which is used for IT related expenditures delayed due to Covid-19 but still to be identified by a proposed IT Working Group (**Action RW to create a draft Terms of Reference for the next Council meeting**)

It was agreed to transfer £11500 to the Council's Savings A/c (Action PP/SM)

23/20 To consider the request for additional allotments in the SWAN area

RW reported that a petition had been received from 9 residents for additional allotments in the SWAN area and that the Council has a duty to act

Following a discussion, **it was resolved to recommend to Council to establish an Allotments Working Group and that a draft Terms of Reference should be drawn up (Action RW)**

24/20 To agree the date of the next meeting as 22nd June 2020 and items to be included on the agenda

Date agreed

No items identified

There being no other business the meeting closed at 8.25 pm

Signature

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

Chair