

## South Willesborough and Newtown Community Council

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### Finance and General Purposes Committee (FGP15) (Virtual)

Monday 16<sup>th</sup> November 2020

#### MINUTES

**In attendance:-** Peter Porter (Chair) (PP) Sue Mullan (SM) Nirosha Thilagarajan (NT) Nick Cane (NC) Rob Woods Sarah Evans (Clerks) (RW/SE)

#### **66/20 Apologies for absence and approval**

Steve Campkin apologised retrospectively due to ill-health. Absence approved retrospectively

#### **67/20 Declarations of pecuniary, other significant or voluntary interest**

There were no declarations of interest

#### **68/20 Agree Minutes FGP14 of meeting of 19th October 2020 and sign**

The Minutes of the last meeting were agreed as a true record of proceedings and signed by the Chair

#### **69/20 To note budget performance to date and bank reconciliation**

SM commented that although the running costs total was correct, two detailed budget heads within it were incorrectly recorded. **(Action RW/SE)**

PP commented on

- a) Metrobank's delay in establishing a new allotments account and a link to Post Office payments facilities for allotment tenants – both due to Covid 19. RW/SE confirmed this was not having a major impact on rental collection with 50% of the payments already made
- b) The lack of a response from Ashford Borough Council on Concurrent Functions Grant allocations. **(Action RW to prepare reminder)**
- c) The relatively low uptake of Council grants **(Action RW/SE to research charities working in the SWAN area)**

#### **70/20 To agree payment of accounts and note items of over £100**

##### PAYMENTS TO FINANCE & GP COMMITTEE

16th November 2020

PAYEE	NET	GROSS	VAT	CHEQUE	REASON	RECORDED IN
Clerk Salary 2	£982.91	£982.91	£0.00	101	Clerk Salary	Clerk Salary
Clerk -Salary	£783.53	£783.53	£0.00	102	Clerk Salary	Clerk Salary
Employment taxes	£192.32	£192.32	£0.00	103	Salary oncosts	Clerk Salary
DMC Technologies	£39.95	£47.94	£7.99	DD	Phone/Broadband	Phone/Broadband

Ashford Cattle Market Co.Ltd	£650.00	£780.00	£130.00	104	Office Rental 2 x Cllr email addresses	Office Rental Hosted App Service
Microshade VSM Signed Cllr 1	£90.00	£108.00	£18.00	105		
				Cllr 2		

Proposed SM Seconded NC – agreed unanimously

### **71/20 To note the urgent action taken in respect of a new office printer**

Members discussed a previously circulated options report and noted the emergency action taken and costs of supplying a refurbished Ricoh MPC3003/4 colour machine under a Lease agreement of 3 ½ years at £93.07 per quarter plus service costs charged at a rate of 0.5p (£0.005) per mono and 4p (£0.04) per colour page.

**Resolved: The option and the costs were agreed unanimously**

### **72/20 To consider the draft budget and precept calculations for 2021-22 and make recommendations to Council**

Members discussed a previously circulated report at length

**Resolved: By unanimous decision to recommend the following to Council**

- a) The income and expenditure budget as proposed for 2021/22
  - b) The revised budget for 2020-21 with amendments to VAT income and printing cost forecasts
  - c) The allocation of costs to the Allotments Account
  - d) The creation of two new earmarked reserves for holding key deposits and minor capital works on the Gas House Fields Allotments
  - e) To maintain a general reserve of £22750 to cover major emergencies
  - f) The Allotments Committee should examine the cost and funding of new fencing at the Gas House Fields allotments  
(Action RW/SE to update figures, prepare report for full Council and organise inaugural Allotments Committee meeting)
- Resolved: By majority vote of 2:1 (Chair did not vote) to recommend the following to Council**
- g) The use of £5000 of unallocated reserve/underspend to support the Council Tax in 2021/22 resulting in a year on year local tax increase of 17% on an average household bill (subject to ABC tax base calculations)

### **73/20 To agree the date of the next meeting as 14<sup>th</sup> December 2020 and items to be included on the agenda**

Date agreed

Final draft – budget and precept calculation 2021/22 for inclusion if required

There being no other business, the Chair closed the meeting at 8.36 pm

Signed .....

Date :.....

Chair