

## South Willesborough and Newtown Community Council

### Finance and General Purposes Committee (FGP20) (Virtual)

Monday 19<sup>th</sup> April 2021

#### MINUTES

The Chair paid tribute to The Prince Philip, Duke of Edinburgh and members observed a minute's silence before the start of the meeting

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

#### **27/21 Apologies for absence and approval**

No apologies were received. Cllr Campkin's absence was not approved

#### **28/21 Declarations of pecuniary, other significant or voluntary interest**

There were no declarations made

#### **29/21 Agree Minutes of meeting of 22nd March 2021 and sign**

NT noted that the list of earmarked reserves (Item 23/21) may have omitted £3000 previously agreed to cover emergency repairs at the Gas House Fields Allotments. Following a brief discussion, SM proposed an increase in the earmarked reserves for that purpose with a compensating reduction of the General Reserve. Seconded by NT

**Agreed unanimously to recommend the revised list to Council at its next meeting**

REVISED				
Bal at bank - 1/4/21				<b>62969</b>
less un-cleared cheques				<b>2903</b>
<b>Less budget support 2021-22</b>				<b><u>15000</u></b>
				<b>45066</b>
<b>EARMARKED RESERVES</b>				
	Budget	Added	Spent 20-21	Revised level
Phone/Broadband contract	1150	0	1076	74
Noticeboard repairs	1050	0	0	1050
Spring Clean costs	150	0	0	150
E-Mail Migration	900	0	1006	-106
Election Costs	500	3000	0	3500
Legal Fees (land transactions)	4000	0	0	4000
Speed Indicator Device	3000	3000	0	6000
Allotments – Key deposits	<b>0</b>	650	0	650
Allotments- Emergency repairs	<b>0</b>	3000	0	3000
<b>TOTAL - EARMARKED</b>				<b><u>18318</u></b>
Leaving a				
<b>GENERAL RESERVE of</b>				<b>26748</b>

**30/21 To note 2020/2021 Year end bank reconciliation**

A report of the Responsible Financial Officer was distributed in advance

**It was noted** that cash book balances agreed with the bank statements at 31<sup>st</sup> March 2021 but that expenditure and income records were an aggregation of two financial years. SM requested a dedicated reconciliation for the period 1/4/20 to 31/3/21

**Action RW to amend the reconciliation such that it identifies income and expenditure for the financial year 20-21 and distribute to members**

**31/21 To agree payment of accounts and note items of over £100**

## PAYMENTS TO FINANCE &amp; GP COMMITTEE

19th April 2021

PAYEE	NET	GROSS	VAT	CHEQUE	REASON	RECORDED IN
Clerk Salary	£783.53	£783.53	£0.00	132	Clerk Salary	Clerk Salary
Clerk -Salary	£908.04	£908.04	£0.00	133	Clerk Salary Expenses	Clerk Salary
Cllr Cane - expenses	£63.98	£63.98	£0.00	134	reimbursement	Printer inks
HMRC	£218.12	£218.12	£0.00	135	Employment taxes	Clerk Salary
NEST	£78.35	£78.35	£0.00	DD	Pension payments	Clerk Salary
DMC Technologies	£39.95	£47.94	£7.99	DD	Phone/Broadband	Phone/Broadband
Gary Friend	£35.00	£35.00	£0.00	136	Web site alteration	Web hosting
Barnard & Westwood	£236.75	£284.34	£47.59	137	Mourning paper	Stationery
Came & Co	£719.64	£719.64	£0.00	138	Insurance	Insurance

**Noted that DMC Technologies has changed its name to Agilico**

**Unanimously agreed payments with the exception of Came and Co (see item 32/21)**

**32/21 To consider matters delegated to the Committee by Council –****a) Insurance provision 2021/22**

In the light of a hefty increase in premium Members **agreed unanimously to keep insurance provision under review**

**(Action RW/SE to seek alternative quotes and report back to the next meeting)**

**33/21 To receive a report of the Clerk on quotations for unforeseen groundworks at the Gas House Fields Allotments and agree the means of financing**

Members discussed a report of the Clerk distributed in advance of the meeting. **It was agreed unanimously that a) The groundworks were required for reasons of Health and Safety b) the quotation from Andrew Sage at £1026 VAT inclusive represented the best value for money and c) Proposed NC, Seconded NT and agreed unanimously that the cost would be found from the General reserve.**

**34/21 To review the Delegation Scheme, Standing Orders, Financial Regulations, Council Risk Assessment and Code of Conduct and make recommendations to Annual Council**

**Members discussed a report of the Clerk and agreed unanimously to recommend the following to Council**

- 1) Delegation Scheme  
To include under the role of the Council – To agree the Council’s banking arrangements.
- 2) Compliance with Financial Regulations – The appointment of a dedicated Responsible Financial Officer and Allotments officer  
Recommend this is referred to Staffing Committee in the first instance to review the roles of RW/SE and make revisions to the job contracts – with recommendation that
  - RW/SE continue to job share the Clerk role
  - RW becomes RFO (SE assistant RFO)
  - SE becomes Allotments Officer (RW Assist)
- 3) Financial and Risk Assessment  
To recommended to add under “legal Liability” section the following items
  - a) Council or delegated Committee approves any relevant Health and Safety risk assessments including COSHH and Fire precautions
  - b) Follow guidance on any other Government directed health and safety measures
  - c) GDPR – Add - Employ remote hosting and data storage to insure against mobile data loss and transfer of data over the internet. Also – Ensure data back-ups and use of industry standard firewalls
- 4) Members Code of Conduct  
Need for Council to re-affirm that we continue to adopt the Kent Code.
- 5) Standing Orders  
To recommend to Council that the current standing orders specify that Ordinary meetings should not last more than 2.5 hours but that this will be at the discretion of the Chair depending on the nature and significance of the remaining agenda items

**35/21 To receive a report of the Clerk on the effectiveness of the Council’s Internal Auditor and make recommendations to Annual Council**

The Clerk presented a verbal report on the effectiveness of the Council’s Internal Auditor and **it was agreed unanimously to recommend to Council that the current Internal Auditor is retained**

**36/21 To agree a donation of £100 to the Duke of Edinburgh Award Scheme**

The Chair presented a case for contributing to the Duke of Edinburgh Award Scheme in line with the Council’s Grants and Donations Policy. **Following a brief discussion it was agreed unanimously to contribute £100 to the Scheme in recognition of the Council’s emerging youth policy**

**Noted the legal basis is Section 137 Local Government Act 1972**

**37/21 To agree the date of the next meeting as 24<sup>th</sup> May 2021 and items to be included on the agenda**

**Date Agreed**

There being no other business, the Chair closed the meeting at 8.08 pm

Signed .....

Date :.....

DRAFT