

South Willesborough and Newtown Community Council

Finance and General Purposes Committee (FGP19) (Virtual)

Monday 22nd March 2021

MINUTES

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

18/21 Apologies for absence and approval

Apologies received from Nick Cane and Steve Campkin – both approved

19/21 Declarations of pecuniary, other significant or voluntary interest

There were no declarations made

20/21 Agree Minutes FGP17 of meeting of 15th February 2021 and sign

Having considered any comments made by full Council, the Minutes of the last meeting were agreed as a true record of proceedings and signed by the Chair

Proposed SM Secoded NT – Agreed unanimously

21/21 To note budget performance to date and bank reconciliation

Budget performance and bank reconciliation were discussed.

It was noted that

- a) Councillors Costs were underspent by 92%. **It was recommended that full Council reviews the Council's Training Strategy at the next Council meeting**
- a) The current account balance of £8797 reduces to £4327 when all outstanding cheques are presented for payment such **that it was agreed that when the balance at the bank less any unpresented cheques falls to £5000 or below it should trigger an automatic request to signatories to transfer funds from the deposit Account to the current accounts**
(Action RW/SE)
- b) **That £15000 should be transferred as soon as possible to the current account**
(Action SM)

22/21 To agree payment of accounts and note items of over £100

PAYMENTS TO FINANCE & GP COMMITTEE

22nd March 2021

PAYEE	NET	GROSS	VAT	CHEQUE	REASON	RECORDED IN
Ashford Young Farmers	£2,000.00	£2,000.00	£0.00	126	Grant award	Projects/Grants
InteractiveM	£269.00	£288.20	£19.20	127	Print/Distribution	Print/Distribution
Clerk Salary	£783.53	£783.53	£0.00	128	Clerk Salary	Clerk Salary
Clerk -Salary	£908.04	£908.04	£0.00	129	Clerk Salary	Clerk Salary
					Expenses	
Clerk - expenses	£256.47	£278.65	£22.18	129	reimbursement	Various
HMRC	£218.12	£218.12	£0.00	130	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	131	SSL Cert renewal	Web hosting

Proposed NT: Seconded SM Agreed unanimously following SM query on VAT on Cheque 127

23/21 To receive a forecast from the Responsible Financial Officer on expected year end balances and reserves and recommend to Council

Following a discussion, it was noted that

- the expected year-end balance will be £4374 more than the revised budget forecast of November 2020
- the earmarked reserves should include key deposit returns at £650 as previously agreed

It was agreed unanimously to recommend the earmarked and general reserves indicated below to Council

Surplus 2019-20 as per AGAR	33735
Expected surplus @31/3/21	25100
Total	58835
Less Precept support 2021-22	<u>15000</u>
	43835

EARMARKED RESERVES

	Budget	Added	Spent	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	0	650	0	650
TOTAL - EARMARKED				<u>15318</u>
Leaving a				
GENERAL RESERVE of				28517*

24/21 To receive a report of the Responsible Financial Officer on Insurance provision 2021/22 and make recommendation to Council

Following a discussion, it was agreed in principle to recommend the continued use of Came and Company as agent for our current insurance provider Penn/Axa for twelve months from May 2021, subject to

- Receiving competitive quotes for damage cover to 3 noticeboards.
- Receiving advice from Came and Co on appropriate cover against financial scams (Action RW/SE)

25/21 To receive a verbal report of the Clerk on banking issues

The Clerk reported that HMRC had not yet agreed our VAT reclaim for 2019/20 which they had been instructed to transfer direct to Metro Bank and on the pressing need for more efficient use of card and bank transfer facilities which Metro Bank cannot provide

Following a short discussion it was agreed to recommend to Council that, in line with earlier discussions, to switch to the Unity Trust bank as soon as possible after April 1st 2021

26/21 To agree the date of the next meeting as 19th April 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 :.....