

South Willesborough and Newtown Community Council

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Finance and General Purposes Committee (FGP18) (Virtual)

Monday 15th February 2021

MINUTES

Due to technical difficulties the meeting started at 7.07pm

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

8/21 Apologies for absence and approval

No apologies were received

9/21 Declarations of pecuniary, other significant or voluntary interest

SC declared an OSI in Item 14/21

10/21 Agree Minutes FGP17 of meeting of 18th January 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: Seconded NT – Agreed unanimously

11/21 To note budget performance to date and bank reconciliation

Budget performance and bank reconciliation were noted.

SM queried the year end accruals process **Action –RW/SE to seek advice from Internal Auditor**

12/21 To agree payment of accounts and note items of over £100

PAYMENTS TO FINANCE & GP COMMITTEE

15th February 2021

PAYEE	NET	GROSS	VAT	CHEQUE	REASON	RECORDED IN
Clerk Salary	£783.53	£783.53	£0.00	120	Clerk Salary	Clerk Salary
Clerk -Salary	£908.04	£908.04	£0.00	121	Clerk Salary	Clerk Salary
HMRC	£218.12	£218.12	£0.00	122	Employment taxes	Clerk Salary
NEST	£78.35	£78.35	£0.00	B/Order	Pension payments	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	123	Office Rental	Office Rental
Royal Mail	£63.55	£76.26	£12.71	124	Freeport costs	Printing
Manningtons	£190.00	£228.00	£38.00	125	Payroll costs	Employee expenses

Proposed NT: Seconded –NC agreed unanimously

13 /21 To consider further information supplied in support of a grant application from the SWAN Farm and agree

Members considered a report and recommendations of the Clerk circulated in advance of the meeting. Noted the legal authority is S137 Local Government Act 1972

Following a discussion on community benefit and impact on the budget, it was resolved by unanimous agreement to award a grant of £2000 to the applicant as a match fund for other public and in kind contributions to the project, subject to receipt of a second quotation

Action RW/SE to inform applicant

14/21 Matters arising - Extraordinary Allotments Committee Meeting of 27/1/21

a) To consider the draft Health and Safety Risk Assessment for activity at the Gas House Fields allotments and any ongoing safety procedures and agree

A draft Health and safety risk assessment including amendments suggested by NC, accompanying procedures and report of the Clerk were circulated in advance.

Following a brief discussion on responsibilities whilst using personal equipment on site there were no comments on any other foreseen hazards which may have been omitted or mitigated for in the Tenancy Terms and Conditions.

Resolved: by unanimous agreement:

- i. to adopt the Health and Safety Risk Assessment and to review it on site when Covid19 restrictions allow.
- ii. To adopt the Health and Safety inspection routine to manage known hazards of the site and any future hazards creating risks which may arise.
- iii. To adopt the inspection routine

Action RW/SE

- i. to inform Allotments Committee and tenants
- ii. to prepare draft training log, members review risk assessment, visitors sign in policy and lone worker policy for consideration at future meetings

b) To consider allotments income received against budget and agree the measures proposed to address the shortfall

Members considered a report circulated in advance of the meeting

Noted that rental income received to date (£1610) represented 81% of forecasted income

Resolved: By unanimous agreement to endorse the measures taken by the Responsible Financial Officer and Allotments Committee to address the current shortfall

15/21 To receive a verbal report on the ongoing cost of security on members' mobile devices and agree

RW explained that Councillor Hunt had reported an alert that the virus protection on his Council device was due to expire.

Resolved: Agreed unanimously to maintain a watching brief and contact Microshade for further advice and costs if other members receive the same message (Action RW/SE)

16/21 To consider the Council’s Insurance Pre-renewal invitation and agree

Members had received a copy of the invitation in advance of the meeting. Noted the renewal date of 29th May 2021

Resolved: by unanimous agreement to question the events, office equipment and allotments cover prior to making any further decisions

Action RW/SE to seek Insurance Company advice and bring the item back to Committee prior to renewal

17/21 To agree the date of the next meeting as 22nd March 2021 and items to be included on the agenda

Meeting date agreed

Items on the agenda –

- i. Insurance if queries raised in Item 16/21 are resolved
- ii. Banking update including the use of a company card for supplies and goods purchases

There being no other business, the Chair closed the meeting at 8.05 pm

Signed

Date :.....

Chair