

South Willesborough and Newtown Community Council

Finance and General Purposes Committee (FGP25)

Tuesday 21st December 2021

MINUTES

In attendance:- Peter Porter (Chair) (PP) Sue Mullan (SM) Nirosha Thilagarajan (NT) from 7.10pm Jacky Godden (JG) Steve Campkin (SC) Rob Woods (Clerk) Sarah Evans (Clerk)

86/21 Apologies for absence

None

87/21 Declarations of pecuniary, other significant or voluntary interest

None

88/21 To agree the Minutes of the last Finance and General Purposes Committee (November 21) and sign

Resolved: Proposed SM Seconded SC and unanimously agreed

89/21 To note budget performance to date and bank reconciliation

Noted without comment

90/21 To agree additional salary payment and instruct accountants

Resolved: Agreed unanimously to pay £248.60 for additional work carried out to meet Council commitments and to instruct accountants to pay in the January payroll

91/21 To confirm the payment of invoices, new beneficiaries and note items of over £100

PAYEE	NET	GROSS	VAT	CASH BOOK REF	REASON	RECORDED IN
KALC	£10.00	£12.00	£2.00	210	Training costs (net)	Council Training
Currys Ltd **	£475.00	£570.00	£95.00	211	New Laptop	Stationery/Equipment
ASL	£34.75	£41.70	£6.95	212	Copy costs	Stationery/Equipment
Clerk 1- Expenses	£11.55	£11.55	£0.00	206	Reimbursement	Stationery /Clerk expenses
Clerk - Salary	£783.53	£783.53	£0.00	208	Salary	Staff Salaries
Clerk - Salary	£908.64	£908.64	£0.00	208	Salary	Staff Salaries
HMRC	£217.52	£217.52	£0.00	209	Salary oncosts	Staff Salaries
Clerk 2 - Expenses	£20.00	£20.00	£0.00	213	Reimbursement	Projects
Source Payments						
None			£0.00			
Direct Debits						
NEST	£78.35	£78.35	£0.00	209	Pension payments	Clerk Salary
Agilico	£39.95	£47.94	£7.99	214	Phone/Broadband	Phone/Broadband

Proposed JG Seconded SM Agreed unanimously

92/21 To agree bank transfers

Resolved: Unanimous agreement to transfer £46.41 from General Current account to Allotments current account

Reason Allotment rental Income received by bank transfer posted to the General account

93/21 To receive a verbal update from the Clerks on debit card provision

The Clerks reported that Unity Trust bank does not issue its own debit cards but has partnered Lloyds Bank and MasterCard to provide a MultiPay Card. The cost per cardholder per annum to acquire one would be £72 plus £50 set up fee

Following a discussion, it was proposed by SC, seconded by JG and resolved by unanimous agreement that

- a) The security of Council money should be a priority such that any risks to Council bank balances are mitigated
- b) A new account is opened with a starting balance of £500 as a separate expenses account only for items purchased using the Multipay card in a contactless form.
- c) Purchases are only made by registered card holders.
- d) Card payments, new beneficiaries and transfer of funds are agreed in advance (Action – Clerks to organise with bank)
- e) To review in 3 months in conjunction with the staffing committee, if a further card needs to be added for Clerk expenses.

94/21 To re-consider quotations for the installation and maintenance of defibrillators

The committee considered an options report of the Clerk circulated prior to the meeting and its recommendations

Resolved: Proposed by SM and Seconded by SC and by unanimous agreement to

- 1) To rescind the decisions taken in July 2021 and in the light of new information to offer the work of installing and maintaining the Council's defibrillators and liaison with electrical engineers to Kent Training and Support on the grounds of longer term economies and added value.
- 2) To retain the defibrillator installed at the Albion public house but purchase new pads, lithium battery and responder kit in 2021/22 as advised at a cost of £90
- 3) To adopt Option 2 for the installation of a device at the Alfred Arms. ie purchase a package from Kent Training and Support including installation of a new Lifepak CR2 device with metronome, child and second language options, pre-used stainless steel cover, response kit, aftercare service for 12 months and training at a cost of £2171
- 4) To engage Kent Training and Supply to inspect both devices monthly and advise the Council on any risk-related issues at a cost of £227 pm per device
- 5) To engage Martin Chamberlain, Electrician (preferred supplier to Kent Training and Support) to provide the electrical connections for 3) above at £150

Resolved: Proposed by SC and seconded by JG and by unanimous agreement

- 6) To retain the inherited 2009 Cardiac Science device but purchase a simple wall bracket, Responder kit and new electrodes at a cost of £92.40 and offer it to a local charity free of charge as an internal only device.
- 7) To offer this machine to the SWAN Centre as an internal device, with them being responsible for any further upkeep.

- 8) To offer the SWAN Centre an opportunity to apply for a grant to replace the aged battery in the future.
(Action – Clerks to advise supplier and procure the goods and services as agreed)

95/21 To receive a report of the Responsible Financial Officer on the 2022/23 budget and precept and agree recommendations to Council

The committee considered a report of the Clerk/Responsible Financial Officer circulated prior to the meeting and its recommendations

Resolved: By unanimous agreement to recommend the following to Council

1. To adopt the expenditure budget at £85280 and the Income budget (excluding precept) of £6250 leaving a budget gap of £79030 to be funded by the precept
2. A Precept claim of £79030 would result in an average Band D charge of £63.84 pa which is out of line with the Council's Community Plan commitment to maintain charges at a maximum £57.20
3. That interventions will be necessary to bring the charge down to an acceptable level
4. The Council uses £8500 of its expected year end bank balances to subsidise the expenditure budget such that the precept claim for the year 2022-23 would be set at £70530

96/21 To agree the date of the next meeting as 24th January 2022 and items to be included on the agenda.

Date agreed as Thursday 27th January 2022

There being no other business, the Chair wished everyone a happy Christmas and closed the meeting at 8.10pm

Signed

Chair

Date