

South Willesborough and Newtown Community Council

Finance and General Purposes Committee (FGP24)

Monday 22nd November 2021

MINUTES

The meeting started at 6.30pm

In attendance:- Peter Porter (Chair) (PP) Sue Mullan (SM) Nirosha Thilagarajan (NT) Jacky Godden (JG) Steve Campkin (SC) from 7pm Rob Woods (Clerk)
Ken Hopkins (Hopkins Training and Support) (KH)

74/21 Apologies for absence

None

75/21 Declarations of pecuniary, other significant or voluntary interest

None

76/21 To agree the Minutes of the last Finance and General Purposes Committee (October 21) and sign

Resolved: Proposed SM Seconded JG and unanimously agreed

77/21 To note budget performance to date and bank reconciliation.

Noted without comment

78/21 To confirm the payment of invoices, new beneficiaries and note items of over £100

PAYEE	NET	GROSS	VAT	CASH BOOK REF	REASON	RECORDED IN
Microshade VSM	£1,290.76	£1,548.91	£258.15	195	Hosted App Service	Hosted App Service
Daniel Covey	£240.00	£240.00		198	Relocate notice board	Notice Board - reserve
Clerk - Expenses	£78.58	£92.91	£14.33	199	Reimbursement	Various
InteractiveM	£320.00	£384.00	£64.00	196	Printing	Print Distribution
Chair- Reimbursement	£16.00	£16.00	£0.00	200	Wreath	Members expenses
Clerk - Salary	£783.53	£783.53	£0.00	201	Staff salaries	Staff salaries
Clerk - Salary	£1,186.08	£1,186.08	£0.00	201	Staff salaries	Staff salaries
HMRC	£257.84	£257.84	£0.00	202	Employment taxes	Clerk Salary
Source Payments						
None			£0.00			
Direct Debits						
Siemens	159.38	191.25	£31.87	197	Copier costs	Stationery/Equipment
NEST	£105.10	£105.10	£0.00	202	Pension payments	Clerk Salary
Agilico	£39.95	£47.94	£7.99	203	Phone/Broadband	Phone/Broadband

Proposed NT Seconded SC Members agreed

a) to the list of payments

b) to 2 new payment beneficiaries, Microshade VSM and Daniel Covey

79/21 To agree bank transfers

Resolved: Unanimous agreement to transfer £697.41p from General Current account to Allotments current account

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

80/21 To consider quotations for the installation of a defibrillator

The Clerk reported difficulties in securing quotations for the installation of an inherited defibrillator at the Alfred Arms public house and concerns over the installation of another inherited device by the former Shadow Council at the Albion Public House

Members invited Ken Hopkins (KH) of Hopkins Training and Support to advise them on risks, the range of defibrillators, the range and cost of consumables, training and inspection fees.

Cllr Campkin joined the meeting at 7pm

KH informed members that although the two inherited defibrillators were adequate, other devices were considered more appropriate for the Council, responder kits should be provided, inspections carried out, consumables replaced at appropriate intervals, electrical installation certified by an electrician, device security ensured and a fall back required in case of damage or loss.

Following a long discussion, **it was resolved that the Council should seek professional guidance on mitigating any inherited risks on the existing installation at the Albion Public House and on the options for the proposed installation at the Alfred Arms Public House, Newtown Green.**

Agreed unanimously

- a) as a matter of urgency, to KH to accompany the Clerk on site visits and advise**
- b) Notwithstanding quotations already received, the clerks to produce a report for the next meeting on the cost, opportunity cost and payback period for different options. (Action Clerks)**

The Chair thanked Mr Hopkins for his time and informative presentation

Mr Hopkins left the meeting

81/21 To consider a grant application from South Willlesborough Community After School Club

Members considered a report of the Clerk circulated in advance of the meeting with options on a grant award to the local after school club

NT proposed that the Committee should agree to grant £2000 of the total request for £2430 (Option 1)

Resolved: By unanimous agreement

- a) to endorse NT proposal and award £2000**
- b) to advise the applicant on access to KCC Member grants which could help to cover the £430 shortfall**

82/21 To review the draft, revised Privacy policy and agree

The policy was circulated in advance. Following a short discussion, **it was Proposed JG, seconded SM and agreed unanimously that the Committee should recommend the draft policy for approval by the Council.**

83/21 To agree the date of the next meeting as 20th December 2021 and items to be included on the agenda.

Date agreed as Tuesday 21st December 2021 Items to include defibrillator options and Council budget

84/21 To agree under Section 12a of the Public Bodies (Admission to Meetings) Act 1960 to exclude members of the public from the following part of the meeting.

Resolved: Unanimous agreement

85/21 To receive a joint report of the Chair of Staffing Committee and Responsible Financial Officer on proposed staffing adjustments and implications for the budget and precept

Members discussed a confidential report circulated in advance

- a) Staffing adjustments and costs: Resolved: By unanimous agreement to recommend the Council to endorse the proposed staffing adjustments and the associated increase in staffing costs in 2021-22 and 2022-23**
- b) Costs other than staffing: PP expressed concerns over the cost of the Council's Community Plan commitments. Following a discussion, it was resolved: by unanimous agreement to endorse the draft forecasts of income and expenditure for budget heads other than staffing in 2021-22 and 2022-23, to revisit the budget and precept calculations in December 2021 and make final recommendations to Council in January 2022**

There being no other business, the Chair closed the meeting at 9.00 pm

Signed
Chair

Date