

South Willesborough and Newtown Community Council

Finance and General Purposes Committee (FGP23)

Monday 25th October 2021

MINUTES

In attendance:- Peter Porter (Chair) (PP) Sue Mullan (SM) Nirosha Thilagarajan (NT) Jacky Godden (JG) Steve Campkin (SC) Rob Woods/Sarah Evans (Co- Clerks)

60/21 Apologies for absence

None

61/21 Declarations of pecuniary, other significant or voluntary interest

SC – Item 68/21 OSI

62/21 To agree the Minutes of the last Finance and General Purposes Committee (September 2021) and sign

Resolved: Proposed SM Seconded NT and unanimously agreed

63/21 To note budget performance to date and bank reconciliation

Noted without comment

64/21 To consider a draft Internet Banking Policy and agree

Members discussed a draft policy and procedures report circulated prior to the meeting

Resolved: By unanimous agreement to endorse the proposed policy and procedures subject to a recommendation to Council that the Chair of the Council and Chair of FGP Committee be named debit card holders, reviewed at the next annual meeting
Debit cards to be non-contactless and limited spend

65/21 To confirm the payment of invoices, new beneficiaries and note items of over £100.

Proposed NT Seconded SC Members agreed

- a) to the list of payments
- b) to honour 2 late payments to – 1) S Mullan – Expenses £53.33 and 2) East Stour School £75 – Room Hire in respect of expenses incurred at a Council-run event Saturday 23rd October 2021
- c) to 3 new payment beneficiaries, Hobbs Parker 1850LLP, Sue Mullan and East Stour School

PAYEE	NET	GROSS	VAT	CASH BOOK REF	REASON	RECORDED IN
Clerk Expenses	£35.40	£35.40	£0.00	182	Expenses payment	Stationery /Equpt
Hobbs Parker 1850 LLP	£55.00	£66.00	£11.00	184	Room Rental	Room Hire
Ashford Cattle Market	£650.00	£780.00	£130.00	186	Office Rental	Office Rent
Clerk - Expenses	£162.87	£169.46	£6.59	187	Annual Meeting costs	Various
Castle Water	£354.23	£425.08	£70.85	188	Water Charges - GHF	Water charges
Clerk - Salary	£783.33	£783.33	£0.00	189	Staff salaries	Staff salaries
Clerk - Salary	£908.64	£908.64	£0.00	189	Staff salaries	Staff salaries
HMRC	£217.52	£217.52	£0.00	190	Employment taxes	Clerk Salary
Source Payments			£0.00			
Unity Trust Bank	36	36	£0.00	185	Bank Charges	
Direct Debits			£0.00			
ICO	£35.00	£35.00	£0.00	183	Data Protection Cert	Legal Costs
NEST	£78.35	£78.35	£0.00	190	Pension payments	Clerk Salary
Agilico	£39.95	£47.94	£7.99	191	Phone/Broadband	Phone/Broadband

66/21 – To agree a transfer of funds between bank accounts

Members discussed recommendations of the Responsible Financial Officer

Resolved by unanimous agreement to transfer £24500 from Current A/c 1 to Instant Access Account and £500 from Current A/c 1 to Current A/c 2

(Action – RW)

67/21 To consider the draft Retention and Disposal of Records Policy and agree recommendations to full Council

Members discussed a draft policy and procedures report circulated prior to the meeting

Resolved: By unanimous agreement to endorse the proposed procedures and recommend them to Council subject to an increase in the minimum disposal time for emails, memos between Councillors, Clerk and Councillors, members of the public and the Clerk and Councillors from 6 months to 18 months.

68/21 To receive and consider a report of the Clerk/Allotments Officer on insurance provision at the Gas House Fields allotments and make recommendations to Council

Members discussed an officer report circulated prior to the meeting

Proposed SM Seconded JG

Resolved: By unanimous agreement (SC did not vote) to include Chris Knott Insurance as a future payment beneficiary and to recommend the following to Council

- a) the purchase of a specialised Allotmentee Insurance from Chris Knott Insurance that will extend cover to the site representative, volunteers and the community plot as well as providing insurance cover for all tenants of the allotments (Action SE/RW)
- b) to minimise risk through a policy offering £5million cover at a cost of £296.48
- c) that the unit cost to tenants, estimated at £3.21 pa, is not passed on this year but will be reviewed in future
- d) to endorse the current policy of Council-led management on the Gas House Fields site

69/21 To receive a report of the Clerks on staff pay issues

Members discussed an officer report circulated prior to the meeting

Proposed SC Seconded NT : Resolved by unanimous agreement to

- a) To agree to additional salary payments to the job share clerks for time worked above contracted hours when they are required to cover for each other to meet Council commitments
- b) To base the additional payments on their standard hourly rate as defined in the current national salary pay scales agreement
- c) To retrospectively agree to pay £334.48 in recognition of extra duties carried out during the period 7th to 17th September 2021 (Action RW)
- d) To revise the salary budget upwards in the current year from £24300 to £25300 in total and to increase the base budget for 2022-23 by an amount still to be agreed to cover expected public sector pay awards and taxation increases
- e) To request the Staffing Committee to consider and revise the terms and conditions of employment of the Clerks to reflect these recommendations
- f) For the purpose of succession planning, to request the Staffing Committee to consider a revision of the current staffing and management arrangements and future staffing budget

70/21 To consider emergency web security issues and cost and agree

Members discussed an e-mail from Ashford Web Services on urgent security measures required to protect the integrity of the Council’s website

Resolved: by unanimous agreement

- a) to endorse the Clerks’ action to instruct Ashford Web Servicers to take immediate action to mitigate the risks
- b) to pay Ashford Web Services £35 on receipt of an invoice
- c) to add Ashford Web Services (Gary Friend) to the list of Council beneficiaries

71/21 To agree to defer the GDPR policy review to the November meeting

Agreed

72/21 To consider the first draft calculation of the budget base 2022/23 and precept

Members discussed an officer report circulated prior to the meeting

Following a long discussion, it was agreed that with the exception of a low (5.9%) salary budget increase, expenditure would, prima facie, be in line with the Council’s Community Plan commitment to maintain a maximum average householder charge (Band D) of £1.10p per week in 2022/23

Noted that the precept calculation included an estimate of 5% increase in the tax base and the continuing use of Council reserves

73/21 To agree the date of the next meeting as 22nd November 2021 and items to be included on the agenda.

Date agreed

Items – GDPR Review, Revised budget 21/22 / Draft budget 2022/23

There being no other business, the Chair closed the meeting at 8.55 pm

Signed
Chair

Date