

## South Willesborough and Newtown Community Council

### Finance and General Purposes Committee (FGP27)

Monday 21st February 2022

#### MINUTES

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

**14/22 Apologies for absence and approval.**

Apologies were received from Cllr Jacky Godden and absence approved

**15/22 Declarations of pecuniary, other significant or voluntary interest.**

Cllr Steve Campkin declared other significant interests in Item 20/22

**16/22 To agree the Minutes of the last Finance and General Purposes Committee (January 2022) and sign.**

Proposed SM Seconded SC and agreed unanimously. PP signed the minutes as a true record

**17/22 To note budget performance to date and bank reconciliation**

Budget performance to date and bank reconciliation noted

SM queried the formatting in the detailed Running Costs - Revised budget calculation

Action RW to check

**18/22 To agree bank transfers**

Resolved: Agreed unanimously to transfer £119.00 incorrectly posted to Current a/c 1 to Current a/c 2 Action Clerks

**19/22 To confirm the payment of invoices, new beneficiaries and note items of over £100**

PAYEE	NET	GROSS	VAT	FILE REF	REASON	RECORDED IN
ACCM - Salary	£882.47	£882.47	£0.00	232	Salary	Staff Salaries
ACCM - Reimbursements	£18.63	£22.35	£3.72	230	Reimbursements	Stationery/Equipment
CCM - Salary	£1,029.20	£1,029.20	£0.00	232	Salary	Staff Salaries
CCM-Reimbursements	£79.57	£89.74	£10.17	231	Reimbursements	Equipment/Allotment Projects
HMRC	£260.28	£260.28	£0.00	233	Salary oncosts	Staff Salaries
Interactive M	£50.00	£60.00	£10.00	226	Design - Newsletter	Print/Distribution
Interactive M	£60.00	£72.00	£12.00	227	Design - Newsletter	Print/Distribution
Microshade VSM	£240.00	£288.00	£48.00	229	Additional User	Hosted Application Service
Interactive M	£699.00	£838.80	£139.80	234	Print Newsletter	Print/Distribution
Interactive M	£120.00	£144.00	£24.00	235	Distribute Newsletter	Print/Distribution
Hopkins	£72.99	£87.59	£14.60	237	Defib service	Projects
Medash Signs	£55.00	£66.00	£11.00	238	Allotment Sign	Projects

Source Payments for Information						
			£0.00			
Direct Debits for Information						
NEST	£90.00	£90.00	£0.00	233	Pension payments	Clerk Salary
Agilico	£39.95	£47.94	£7.99	228	Phone/Broadband	Phone/Broadband
Siemens	26.31	31.57	£5.26	236	Lease Rental	Stationery/Equipment
Siemens	93.07	111.68	£18.61	236	Lease rental	Stationery/Equipment

Following clarification of the reason for the invoice from Microshade VSM, it was Proposed SC: Seconded NT and agreed unanimously to

- Approve the payments as listed
- Agree to new beneficiaries – Hopkins and Medash Signs
- Note items of over £100

**20/22 To receive quotes with recommendations for the following works and agree**

- Happy to Chat Benches – Purchase
- Happy to Chat Benches - installation
- Maintenance of the Memorial Wheels, Newtown Green
- Replace broken slabs- Memorial Wheels
- Allotments – Waste removal
- Jubilee celebration – event organiser

Members discussed a report of the Community Council Manager, circulated in advance containing quoted price comparisons and recommendations.

**Resolved: 1) Proposed NT Seconded SM and agreed unanimously to endorse officer recommendations below en bloc**

**2-seater Happy to Chat Benches -**

<u>Purchase</u>	Gross Cost	Delivery	Engraving	Total
Wealden Benches	£790	£69.90	£119.90	£979.80
<b>Engraved.co.UK -RECOMMENDED</b>	£680	0	0	£680
Hamstreet Garden Centre	£420	0	£398.4	£818.40

**Happy To Chat Benches -**

<u>Installation</u>	Install	Fixing Kit	VAT	Total
Andrew Sage	£250		£50	£300.00
<b>Stefan Heathfield - RECOMMENDED</b>	£230	£15.12	0	£245.12
Vincent and Sons	£1200			£1,200.00

**Memorial Wheels - Repaint**

<u>GL Martin - RECOMMENDED</u>	Painting	VAT	Total
Vincent & Sons	£380	£76	£456
Andy Hodges	£2500		£2,500.00
	£720	£144	£864.00

**Memorial Wheels - New slabs**

<u>Andy Hodges - RECOMMENDED</u>	Purchase	Instal	VAT	Total
	£89.80	0	£17.96	£107.76

<u>Platinum Jubilee - Event Organiser</u>	<u>Charges</u>
<b>Roger Crouch -RECOMMENDED</b>	£500.00
A1 Events Services	Did not quote
Hippo Events	DNR

**Resolved 2) In the absence of quotations from similar suppliers, it was agreed unanimously to award the work of removing waste, removing a disused pole and laurel topping to Andrew Sage at a total cost inc VAT of £798**

**Action – Clerks**

**21/22 To agree the date of the next meeting as 21<sup>st</sup> March 2022 and items to be included on the agenda.**

**Date agreed as 21<sup>st</sup> March 2022**

There being no other business, the Chair closed the meeting at 7.45pm

Signed .....  
Chair

Date .....