

South Willesborough and Newtown Community Council

Finance and General Purposes Committee (FGP26)

Thursday 27th January 2022

MINUTES

In attendance:- Peter Porter (Chair) (PP) Sue Mullan (SM) Nirosha Thilagarajan (NT) from 7.20pm Steve Campkin (SC) Rob Woods (Clerk) Sarah Evans (Clerk)

1/22 Apologies for absence and approval.

Apologies were received from Cllr Jacky Godden and approved

2/22 Declarations of pecuniary, other significant or voluntary interest.

Cllr Steve Campkin declared other significant interests in Items 7/22 and 9/22

3/22 To agree the Minutes of the last Finance and General Purposes Committee (December 2021) and sign.

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

4/22 To note budget performance to date and bank reconciliation

Budget performance to date and bank reconciliation noted

Action - Following a request from SM, RW to provide members with an explanation of the difference between the current level of expenditure on the running costs of the Council and the calculation of the revised expenditure budget.

5/22 To confirm the payment of invoices, new beneficiaries and note items of over £100

PAYEE	NET	GROSS	VAT	CASH BOOK REF	REASON	RECORDED IN
National Allotment Soc	£55.00	£66.00	£11.00	215	Subscription fee	Subscriptions
Peter Porter	£45.37	£45.37	£0.00	216	Expenses	Councillor Expenses
Manningtons	£220.00	£264.00	£44.00	217	Payroll fees	Staff Salaries
Royal Mail	£68.00	£81.60	£13.60	218	Renewal- Freepost	Stationery/Equipment
ACCM - Salary	£1,081.47	£1,081.47	£0.00	219	Salary	Staff Salaries
CCM - Salary	£1,029.20	£1,029.20	£0.00	219	Salary	Staff Salaries
HMRC	£309.88	£309.88	£0.00	220	Salary oncosts	Staff Salaries
ACCM – Reimbursements	£401.86	£481.70	£79.84	223	Mileage/ Shed purchase	Expenses/Projects
Ashford Cattle Market Co	£650.00	£780.00	£130.00	224	Rent	Office Rental
CCM-Reimbursements	£44.75	£51.66	£6.91	225	Stamps/Shed base	Stationery/Equipment/Projects
Source Payments for Information						
Unity Trust	£36.00	£36.00	£0.00	221	Bank charges	Bank Charges
Direct Debits for Information						
NEST	£90.00	£90.00	£0.00	220	Pension payments	Clerk Salary
Agilico	£39.95	£47.94	£7.99	222	Phone/Broadband	Phone/Broadband

Proposed SC: Seconded SM and agreed unanimously to

- a) **Approve the payments as listed**
- b) **Agree to new beneficiaries – The National Allotment Society, Cllr Peter Porter, Manningtons Accountants and Royal Mail**
- c) **Note items of over £100**

6/22 To agree bank transfers

Resolved: Agreed unanimously to transfer £5000 to the Current a/c from the Deposit a/c and to transfer £53.20 incorrectly posted to Current a/c 1 to Current a/c 2

Action Clerks

Cllr Nirosha Thilagarajan joined the meeting at 7.20pm

7/22 To note the Jubilee Queens Canopy proposals and receive a report of the Community Council Manager on the planting of complementary fruit trees

Following a discussion, it was **resolved:**

Unanimous decision to recommend Council to accept Ashford Borough Council's offer to supply and plant trees and hedging in and around the Gas House Fields allotments and not to purchase fruit trees given the cost to the Council and possible damage to the peripheral fencing, subject to further information on the survival rate of hedge saplings and the advice of the Tree Officer

Action - Clerks

8/22 To consider the draft consultation document on Stirling Road play area and make recommendations to Council

Following a discussion, it was **resolved:**

Unanimous agreement to recommend Council to endorse a shorter, more consistently worded version of the document and to explain the reasons for the revision to Ashford Borough Council

Action Clerks to submit draft revision to next Council meeting

9/22 To receive a report of the Community Council Manager on the process for returning key deposits to allotment tenants and agree

Following a long discussion, it was **resolved: By unanimous agreement to**

- a) **return key deposits to those tenants who do not require access to the barrier gate on Cudworth Road on proof of identification, confirmation of bank details, key card and return of the key itself to the Council's office**
- b) **allocate the costs to the appropriate earmarked reserve**
- c) **record approval of the returned deposits in the regular Payments and New beneficiaries listings**

10/22 To note bids made for funding and agree

Members noted

- a) **the content of four funding bids made by the Clerks and the potential receipts if the bids are successful**
- b) **the ambiguity of the wording of the delegation scheme which currently permits Clerks to "seek" funding bids**

Resolved: By unanimous agreement to request Council to endorse a clarification to the Delegation Scheme by adopting the phrase “seek and apply for”

Action – Clerks to submit revision to the next Council meeting

11/22 To consider the contribution to KCC to support design measures to prevent nuisance motorcycles and agree

Noted that Kent County Council has confirmed it will cover the full cost of installing four barriers from its own budget

Resolved: By unanimous agreement

- a) **To request KCC to consider the installation of a fifth barrier at Wainwright Place and provide the cost of its installation (Action Clerks)**
- b) **To vire the monies set aside by the Council for the barriers in the revised budget to a general projects budget**

12/22 To consider a commemorative item for the Platinum Jubilee celebration and agree

Following a long discussion during which a number of options were considered, it was resolved by majority agreement SC abstained, to recommend Council to

- a) **endorse the purchase of 450 encased commemorative medals for distribution to schoolchildren at East Stour School at a cost of £2.99 each plus VAT and postage**
- b) **use the savings on the motorcycle nuisance barriers (cross ref with Item 11/22 above) for this purpose**
- c) **given the short order deadline of 31st January 2022, to request Councillors to respond urgently to these recommendations by e-mail and to record the decision at the next Council meeting**

13/22 To agree the date of the next meeting as 21st February 2022 and items to be included on the agenda.

Date agreed as 21st February 2022

There being no other business, the Chair closed the meeting at 8.42pm

Signed
Chair

Date