

South Willesborough and Newtown Community Council

Finance and General Purposes Committee (FGP28)

Monday 21st March 2022

MINUTES

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

22/22 Apologies for absence and approval.

Apologies were received from Sarah Evans

23/22 Declarations of pecuniary, other significant or voluntary interest.

None

24/22 To agree the Minutes of the last Finance and General Purposes Committee (February 2022) and sign.

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

25/22 To note budget performance to date and bank reconciliation

Budget performance to date and bank reconciliation noted

SM queried the 17% shortfall against revised budget in allotment rental income

SC advised that the Allotments Committee is made aware of the deficit on the Allotments a/c at its next meeting

(Action Clerks – confirm rental income and Allotments Committee item

26/22 To agree bank transfers

Resolved: Agreed unanimously to transfer £22.75 incorrectly posted to Current a/c 1 to Current a/c 2 Action Clerks

27/22 To confirm the payment of invoices, new beneficiaries and note items of over £100

PAYEE	NET	GROSS	VAT	FILE REF	REASON	RECORDED IN
Field and Hawken	566.67	£680.00	£113.33	246	Happy to Chat benches	Projects
S Mullan	47.82	57.39	£9.57	239	Reimbursement	Stationery/Equipment
ACCM - Salary	£882.67	£882.67	£0.00	242	Salary	Staff Salaries
ACCM - Reimbursements	£4.92	£5.90	£0.98	240	Reimbursements	Stationery/Equipment
CCM - Salary	£1,029.20	£1,029.20	£0.00	242	Salary	Staff Salaries
CCM-Reimbursements	£89.28	£89.28	£0.00	245	Reimbursements	Projects/Stationery/Maintenance
HMRC**	£260.08	£260.08	£0.00	1(2022-23)	Salary oncosts	Staff Salaries
Hopkins	£67.80	£81.36	£13.56	241	Defib parts	Projects
ASL	£19.83	£23.80	£3.97	243	Copy charges	Stationery/Equipment

Ashford Web Services	£35.00	£35.00	£0.00	247	SSL Certificate	Web Hosting
Source Payments for Information						
			£0.00			
Direct Debits for Information						
NEST **	£90.00	£90.00	£0.00	1(2022-23)	Pension payments	Clerk Salary
Agilico	£39.95	£47.94	£7.99	244	Phone/Broadband	Phone/Broadband

Red = New beneficiary

Proposed SM: Seconded NT and agreed unanimously to

- a) Approve the payments as listed above
- b) Agree to new beneficiary – Field and Hawken
- c) Note items of over £100

28/22 To note the Salary Award 2021-22 and budget implications

Members discussed a report circulated in advance of the meeting.

The salary award was predicted to have been received in sufficient time to include some adjustments in the 2021-22 budget. The timing of the release (March 2022) did not give staff sufficient time to alert the Council's accountants to the changes such that both revised salary levels and back pay from April 2021 would now be paid in April 2022 in the new financial year.

Members noted that the Council will not need to fall back on its reserves to support the 2021-22 budget as originally thought and the recommendation of the staff that the projected year end bank balance would be sufficient to meet the additional expenditure.

Resolved: agreed unanimously that the Council should use its year end reserve, currently estimated at £63700, to fund the budget gap in financial year 2022-23.

29/22 – To consider the advice of the Council's insurers on the delivery of the Jubilee celebration.

The Insurers advice was noted without comment

Action Clerks 1) to liaise with organiser and entertainment acts to ensure compliance and inclusion in the Management Plan

2) To chase Ashford Borough Council for its insurer's comments on the use of Newtown Green

30/22 To agree the date of the next meeting as 25th April 2022 and items to be included on the agenda.

Date agreed as 25th April 2022

Items to be included – Handyperson services proposals

Action - Clerks to prepare an options report

There being no other business, the Chair closed the meeting at 7.30pm

Signed

Chair

Date