

South Willlesborough and Newtown Community Council
Finance and General Purposes Committee 29th April 2022

MINUTES

Chair opened the meeting at 10:24am

In attendance Peter Porter(PP) Sue Mullan (SM) Jacky Godden(JG) Steve Campkin (SC)

31/22 Apologies for absence and approval

Nirosha Thilagarajan (NT) apologies received and approved.

32/22 Declarations of pecuniary, other significant or voluntary interest.

SC Tenant of Gas House Fields

JG left the meeting at 10:25

33/22 To agree the Minutes of the last Finance and General Purposes Committee March 2022) and sign. (already dispatched)

Resolved:- Proposed SC Seconded SM and agreed unanimously.

34/22 To confirm urgent decisions and recommendations taken by e-mail

- a) Payments listing – April 22 and note items over £100
- b) New beneficiaries as indicated on payments listing
- c) Transfer of funds - £5000 from Deposit to Current A/c
- d) Agree Revised Council Risk assessment
- e) Agree recommended alterations to Procurement and Advertising Policies

Resolved:- Proposed SM Seconded SC and agreed unanimously

35/22 To note budget performance to date and bank reconciliation (to follow)

Resolved:- Proposed Seconded and agreed unanimously

JG returned to the meeting 10:35am

36/22 To consider the devolution of the following running cost budgets to Committees and agree

- a) £3000 – Print/Distribution costs to Communications Working Committee
- b) £500 – Site Maintenance costs to Allotments Committee
- c) £300 – Water charges costs to Allotments Committee

Resolved Proposed SC Seconded SM and agreed unanimously

37/22 To consider the cost of managing the Gas House Fields allotments in 2021-22 and make recommendations to the Allotments Committee (report already dispatched)

Resolved Proposed SM Seconded SC and agreed unanimously to make recommendations to Allotments committee.

38/22 To consider the Council's insurance requirements for 2022/23 and make recommendations to Council (questionnaire already dispatched)

Members reviewed a previously circulated questionnaire and agreed responses.

Resolved Proposed SM Seconded JG and agreed unanimously to recommend to Council Hirers Liability no

Officials Indemnity £1,000,000

Personal Accident £25,000 or £250 per week
 Fidelity Guarantee £250,000 Yes
 Libel and Slander (reputational risks) £250,000 yes
 Legal Expenses £250,000 Yes
 Cover for Assets
 All Risk Items Value £10,000
 Value single item £5,000
 Municipal Infrastructure £8700
 All other categories N/A

39/22 To consider the most effective use of the additional precept for SWAN area enhancement (“Handyperson” budget) and make recommendations to Council

An in-depth and considered discussion as had by members

Resolved Proposed JG Seconded SC and agreed unanimously to recommend to Council

1) That the additional precept is to pay for improvements through paid contractors over hiring an individual, 2) To provide Community Skips for rubbish which would be well manned and executed in a way to just help the specific roads identified as needing litter and dumped rubbish removing including, Bullied Place, Stirling Road, Possibly the rear of Alfred Place Newtown, Mead Road Bath Road garage area SW and any other areas identified. 3) To consider this as an annual clear up objective. 4) Regular maintenance of the QGC trees, Bus stop planting, raised beds on Alfred Road and Wainwright Place and community garden areas in the SWAN area, weeding of alleyways on Newtown identified as needing maintaining, shiny surface at the Underpass on Newtown Road as requested by PCSO Luke Jones, the bay tree on Gas House Fields, to ask the Allotment Committee to confirm any other areas requiring regular maintenance or clearing of rubbish, to consider with the Environment Champion areas where planting of Spring Bulbs could be beneficial and areas where no mow principles could be applied and supplementary planting for the best features, along Aylesford Stream, to look at the possibility of clearing the abandoned area on Bath Road and improving it subject to Land Ownership clarification.

Action SE/RW to ascertain landownership of area identified on Bath Road.

SM left the meeting at 11:22am

40/22 To consider the value of KALC membership (copy 2022-23 invoice to follow) and make recommendations to Council

Members discussed the value of KALC and noted that the briefings and the association advice was useful but highlighted concern about how the cost was derived and the lack of urban focus.

Resolved agreed unanimously :- To ask Council to weigh the benefit it feels is received to clarify if a Council needs to be a Member of KALC to receive support for an application for the Public Works Loan Board, to ask KALC to prove the cost and clarify its calculations.

41/22 To agree the date of the next meeting as 23rd May 2022 and items to be included on the agenda.

Resolved: Agreed unanimously no items for Agenda.

There being no further business to discuss the Chair closed the meeting at 11:22am

Signed _____ - Date _____

1) Budget monitor to 27th April 2022

RECEIPTS	BUDGET	ACTUAL	-	GENERAL	GHF	-	DIFFERENCE	%
Reserve Support	8500			0	0			
Precept	70530	0		0	0		0	0%
VAT Recovered	2370	0		0	0		0	0%
Rents	2000	195			195		195	10%
Other	2000	1713		1713			1713	86%
Interest		0		0	0		0	#DIV/0!
TOTAL RECEIPTS	85400	1908		1713	195		1908	2%
PAYMENTS	BUDGET	ACTUAL	-	GENERAL	GHF	-	DIFFERENCE	%
Employee Costs	28680	2637		2110	527		2637	9%
Councillors Costs	£430	0		0			0	0%
Legal Costs	£575	0		0	0		0	0%
Running Costs	£14015	1296		1130	166		1296	9%
Projects/Grants	£41700	1720		1720			1720	4%
TOTAL inc VAT	85400	5653		4960	693		-79747	7%
VAT to RECOVER	464.27							
RESERVES	BUDGET	ACTUAL	-	GENERAL	GHF	-	BALANCE	%
Noticeboard repairs	£400						400	0%
Election Costs	£3,500						3500	0%
Legal Fees	£4,000						4000	0%
Speed Indicator Device	£6,000						6000	0%
Key deposits	£650						650	0%
Defib Maintenance	£1,000						1000	0%
Allotments- repair fund	£3,000						3000	0%
Commemorative medals	£1,630						1630	0%
	£20,180	£0		£0	£0		20180	0%

2)_ Bank Reconciliation (Balances recorded as at Noon, Tuesday 19th April 2022)

			2704/2022
	Opening Balances		Closing Balances
Current 1	4080.89	Current 1	5461.02
Current 2	739.76	Current 2	934.93
Deposit	56102.91	Inst Access	51102.91
Total	60923.56	Total	57498.86
		LESS	
		Uncleared	414.40
Add Receipts			
Precept	0.00		
VAT	0.00		
Rents	195.17		
Interest	0.00		
Other	1713.00		
Total	1908.17		
Less Payments	5747.27		
Balance	57084.46		57084.46
			0.00

- 3) **Running Costs** – Very few payments in the first 4 weeks of the new financial year.
 Telecoms/Broadband costs £48
 Printing and Distribution of Flyers £372 +£96
 Quarter 1 office rental £780
 A more comprehensive running costs listings will be included in the May report

4) **Recommended bank transfers**

- a) The balance on current a/c #1 is currently just above the agreed transfer trigger but given the value of invoices received still to discuss (eg KALC) and the first precept payment not due yet, it is recommended that £5000 is transferred from the Instant Access a/c

Rob Woods
 Assistant Community Council Manager
 April 2022

PAYEE	NET	GROSS	VAT	FILE REF	REASON	RECORDED IN
RC Brady	275.50	£330.60	£55.10	259	Bookmarks	Jubilee Projects
S Heathfield	230.00	£230.00	£0.00	263	Bench installation	Capital projects
Euroloos Ltd	540.00	£648.00	£108.00	264	Portaloo prepayment	Jubilee Projects
ACCM - Salary	£898.12	£898.12	£0.00	255	Salary	Staff Salaries
CCM - Salary	£1,037.29	£1,037.29	£0.00	255	Salary	Staff Salaries
HMRC	£274.86	£274.86	£0.00	254	Salary oncosts	Staff Salaries
Interactive M	£390.00	£468.00	£78.00	256a-d	Printing flyers	Print/Distribution
Ashford Cattle Market	£650.00	£780.00	£130.00	257	Office rental	Office rental
CCM Expenses	£411.60	£493.96	£82.36	261	Allotments Projects	Allotments, EWG
Source Payments for Information						
			£0.00			
Direct Debits for Information						
NEST **	£91.60	£91.60	£0.00	254	Pension payments	Clerk Salary
Agilico	£39.95	£47.94	£7.99	258	Phone/Broadband	Phone/Broadband

Red = New beneficiary