

South Williesborough and Newtown Community Council Finance and General Purposes Committee 23rd January 2023

MINUTES

The meeting opened at 19.04

1/23 List attendance, Apologies for absence and approval

In attendance – Cllr Andy Rogers (AR) (Chair) Cllr Sue Mullan (SM) Cllr Jacky Godden (JG)
Rob Woods (RW)

Apologies – Received Cllr Thilagarajan and approved. Not received Cllr Campkin – absence not approved.

2/23 Declarations of pecuniary, other significant or voluntary interest.

None recorded

3/23 To agree the minutes of the meeting of 19th December 2022 and sign

Proposed SM Seconded JG and agreed unanimously that the minutes were accurate and a true record of proceedings and the Chair signs them.

4/23 To note budget performance to date, bank reconciliation and recommended bank transfers

Proposed SM Seconded JG and agreed unanimously that

- a) the report is noted without comment.
- b) to approve a bank transfer of £20000 from the Instant Access A/c to Current a/c 1

The Chair proposed that items 5/23 and 7/23 were considered consecutively given the link between them. **Agreed**

5/23 To note a report from the staffing committee for the requirements of the litter picker and the draft risk assessment and agree

Members discussed the requirements of the Staffing Committee in relation to equipment and protective clothing required for the litter picker role and a draft risk assessment.

Proposed JG Seconded SM and agreed unanimously that

- a) all equipment including mobile phone and a shed could be purchased, subject to procurement rules, in 2021-22 within the £14000 revised budget allocated to Area Enhancement projects.
- b) That the draft risk assessment should include the following severity levels
Lack of Information – Medium (mitigated to Low)
Safeguarding Children – Low
Aggression/abuse – Medium – (mitigated to low)
Extreme Weather – Low in both scenarios
Vehicles on Roads – Low
Electric Fences – Low
Litter/Manual handling – Low
Toxic Materials – Low

Asbestos fly tipped waste – Low
Sharps/Syringes/Medical waste – Low
Ordnance Discovery – Low
Accidents and Emergencies – Low
Slips/Trips – Medium
Rock Falls – Low
Trees/Shrubs – Medium
Proximity to Water – Medium in both scenarios
Dangerous plants – Medium
Dog Fouling/faeces – Medium
Animals – Medium
Aggressive dogs – Medium

- c) The risk assessment should be amended to include the following:
- Action By column – to state CCM in all cases. Event Organiser to be included only in the case of events organised by the Council
 - Vehicles on Roads – remove reference to 40mph limit `

7/23 To review the need for a Council Lone Worker policy and make recommendations to Council as required

Following a brief discussion, it was agreed unanimously that

- a) a Lone Worker Policy should be prepared for recommendation to Council following a series of four training courses involving first aid, manual handling and lifting, asbestos awareness and water safety, at a cost of £270 plus VAT charged to the Area Enhancement budget.
- b) That the CCM undertakes the training prior to the operational staff
- c) That all staff engage in regular update training (Cross reference with 5/23)

Noted: AR offered to source and examine examples of Lone Worker policies prior to publication of the Council's policy

6/23 To agree the payments listing and new beneficiaries, salary overtime and any deposit key refunds required

PAYEE	NET	GROSS	VAT	REASON	RECORDED IN
Staffing costs inc HMRC	£2,525.43	£2,525.43	£0.00	Staffing costs	Staff Salaries
Uprising	£550.00	£550.00	£0.00	Clearing alleyways	Area Enhancement
Children In Need	£100.00	£100.00	£0.00	Donation	Donations
Helping Hand Copmpany	£416.00	£499.20	£83.20	Litter Picker Trolley	Area Enhancement
S Heathfield	£705.00	£705.00	£0.00	Planting trees	Area Enhancement
S Heathfield	£27.50	£33.00	£5.50	Lock reimbursement	Site Maintenance
S Evans	£22.39	£24.59	£2.20	Stamps/Coat hook/cable ties	Various
Staff member	£980.49	£980.49	£0.00	Overtime pay claim (Feb)	Staffing
Kall Kwik	£140.00	£168.00	£28.00	Posters - Event	Printing
Royal Mail	£78.00	£93.60	£15.60	Freepost licence	Printing
Castle Water	£465.09	£558.11	£93.02	Water charges	Water charges

Source Payments for Information					
Unity Trust	£36.00	£36.00	£0.00	Bank Charges	Bank Charges
Direct Debits for Information					
Siemens	26.31	31.57	£5.26	Copier rental	Stationery/Equipt
Siemens	93.07	111.68	£18.61	Copier rental	Stationery/Equipt
NEST	£98.53	£98.53	£0.00	Staffing costs	Staff Salaries
Agilico	£17.00	£20.40	£3.40	Phone/Broadband	Phone/Broadband

Members discussed the payments listing. Noted – no key deposit refunds

Proposed SM Seconded JG and agreed unanimously

- a) To pay the creditor invoices immediately for Uprising, Helping Hand Company, S Heathfield (tree planting only) S Evans (expenses) Kall Kwik, Royal Mail
- b) To accept the staffing and HMRC costs
- c) To note other regular direct debit payments and bank charges
- d) To accept the payment of a donation to Children in Need (RW to examine the means of paying it)
- e) To request S Heathfield to supply accurate sort code and account number and the reason for the new lock prior to payment (RW to request)
- f) In principle, to pay staff overtime of 52 hours in the February 2023 payroll (RW to advise accountants) reducing the cost to £738.92
- g) To pay Castle Water only when the revised invoice and credit notes are received
- h) To agree new beneficiaries – Uprising, Children In Need, Helping Hand Company and Kall Kwik
- i) To approve payment of annual membership The National Allotment Society of £66.00 on a reminder statement received on the day of the meeting

8/23 To receive an update on the progress of the banking arrangements

RW gave a verbal update.

9/23 To agree the date of the next meeting as 27th February 2023 and items to be included on the agenda

Date agreed –

There being no further business the Chair closed the meeting at 8.22pm

Signed

Chair

Date:.....