

**South Willlesborough and Newtown Community Council  
Finance and General Purposes Committee  
19<sup>th</sup> December 2022  
MINUTES**

The Chair opened the meeting at 7.05pm

**95/22 List attendance, Apologies for absence and approval**

In attendance – Cllr Andy Rogers (AR) (Chair) Cllr Sue Mullan (SM) Cllr Jacky Godden (JG) Cllr Nirosha Thilagarajan (NT) from 7.08pm Cllr Steve Campkin (SC) Rob Woods (RW) RFO

**96/22 Declarations of pecuniary, other significant or voluntary interest.**

None recorded

**97/22 To agree the minutes of the meeting of 21<sup>st</sup> November 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.

**98/22 To note budget performance to date, bank reconciliation and recommended bank transfers**

Proposed SC Seconded NT and agreed unanimously that the report is noted without comment.

Proposed SC Seconded NT to approve the bank transfers

**99/22 To agree the payments listing and new beneficiaries**

Proposed SC Seconded JG and agreed unanimously subject to the inclusion of expenses payment to the Community Council Manager of £172.06 (receipts submitted)

PAYMENTS TO FINANCE & GP COMMITTEE

Dec-22

PAYEE	NET	GROSS	VAT	REASON	RECORDED IN
Staffing costs inc HMRC	£3,728.42	£3,728.42	£0.00	Staffing costs	Staff Salaries
Trevor Strand	£25.00	£25.00	£0.00	Reimburse key deposit	Earmarked reserve
Sue Mullan	£58.75	£70.50	£11.75	Reimbursement - Key cutting	Office rental
Rob Woods	£27.50	£33.00	£5.50	Reimbursement Lock	Site Mtce
ASL	£384.29	£461.15	£76.86	Print/Copy costs	Stationery/Equpt
<b>Source Payments for Information</b>					
NONE					
<b>Direct Debits for Information</b>					
NEST	£153.90	£153.90	£0.00	Staffing costs	Staff Salaries
Agilico	£17.00	£20.40	£3.40	Phone/Broadband	Phone/Broadband

**100/22 To review the following Council policies and make recommendations to Council as required**

a) GDPR/Privacy b) Council provided mobile communications c) Use your own device Proposed SM Seconded SC and agreed unanimously en bloc that no major changes are required. Council provided mobile communications policy (b above) to reflect that each Clerk has a laptop computer provided by the Council.

**101/22 To consider the draft budget 2023-24 and make recommendations to Council**

RW presented his report.

Proposed SM and Seconded SC that the budget should be redrafted to include the following recommendations

- a) Remove Allotments Officer post £2750
- b) Defer Quality Status and reduce Councillor training costs to £220
- c) Remove costs for contracted expert services for policy development - £250 in current and next year
- d) Increase Printing and Stationery budget to £3300 subject to Communications Committee agreement
- e) Confirm agreement to defer cost of disabled toilets – Allotments
- f) Introduce Youth Strategy budget of £500 and increase other income forecast from £5500 to £6000
- g) Water charges estimate for 2023-24 based on actual readings 2022-23 not estimated invoices

**102/22 To clarify the decisions to apply for 2 Council debit cards**

Following a long discussion it was proposed NT Seconded SC and agreed unanimously that

a) Cllrs S Mullan and A Rogers be confirmed as sole debit card holders in line with the Internet Banking Policy

- b) That procurement by debit card should respect the accounting conventions of accountability and function separation such that the Community Council Manager should agree expenditure with the members prior to using it on behalf of the council
- c) That the use of a debit card should be a last resort and that purchase orders should be placed, invoices sought and payment made by bank transfer wherever possible
- d) That the Internet banking policy is redrafted to include clarification and procedures for the use of a debit card by both members and staff.

**103/22 To agree Christmas salary payment dates**

Following a short discussion, it was agreed unanimously to pay salaries for December on 20<sup>th</sup> December (Action – authorised signatories)

**104/22 To agree the date of the next meeting as 23<sup>rd</sup> January 2022 and items to be included on the agenda.**

Date agreed

Items: Examine costs and value of a Donate button on the Council website. (SC)

There being no further business the Chair closed the meeting at 8.16pm

Signed: .....

Date: .....

Chair