

## South Willlesborough and Newtown Community Council Finance and General Purposes Committee 21<sup>st</sup> November 2022

### MINUTES

In attendance – Cllr Andy Rogers (AR) (Chair) Cllr Sue Mullan (SM) and Cllr Jacky Godden (JG) Sarah Evans (SE) Community Council Manager, Rob Woods (RW) RFO Roger Crouch (RC)

#### **83/22 Apologies for absence and approval**

Apologies were received from Cllr Thilagarajan and Cllr Campkin. Both approved

#### **84/22 Declarations of pecuniary, other significant or voluntary interest.**

None recorded

#### **85/22 To consider the costs of a community event in July 2023**

Members noted that Council had endorsed the committee's earlier recommendation that the brief for a 2023-24 Community event currently estimated at £10500 in total should be offset by income of £5500 from external funding sources. (Council Minute 186/22 v) and that the first draft budget reflected that decision. **Following a discussion, it was agreed:**

- a) RC to advise CCM/ACCM on commercial funding opportunities as soon as possible
- b) To engage a designer to produce advance promotional material for sponsorship income generation purposes (Action CCM/Communications Working Group)
- c) CCM/ACCM to examine sponsorship opportunities as soon as possible
- d) The Events Working Group convenes as soon as possible
- e) That a financial plan for the event should be produced by End December 2023 and presented to Council at the January meeting to fit in with the budget process.

RC left the meeting. The Chair thanked him for his attendance and input

**86/22 To agree the minutes of the ordinary general meeting of 24<sup>th</sup> October 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.

#### **87/22 To note the comments of the Responsible Financial Officer and agree the minutes of the Extraordinary General meeting of 7<sup>th</sup> November 2022 and sign**

The comments of the Responsible Financial Officer (RFO) were noted without comment or discussion. **Proposed SM Seconded JG and agreed unanimously**

- a) that the minutes are an accurate and a true record of proceedings and the Chair signs them
- b) that the following statement from the RFO is recorded in these Minutes

The Extraordinary General meeting was organised after the RFO had indicated he would be unavailable. No attempt was made to seek the RFO's advice or views on the finance-related decisions. The RFO accepts that whilst the minutes are a true record of the proceedings they do not reflect that the decisions taken might have been different had the Committee been offered the RFO's view to consider.

**88/22 To note budget performance to date, bank reconciliation and recommended bank transfers**

Proposed JG Seconded SM and agreed unanimously that

- a) the report is noted without comment.
- b) £25000 is transferred from Current account 1 to the Instant Access Account as soon as possible (Action RW)

**89/22 To agree the payments listing and new beneficiaries**

Proposed SM Seconded JG and agreed unanimously subject to the inclusion of

**£10 reimbursement to SE for PPE (Area Enhancement budget)**

**£15 reimbursement to Hodges Builders for locks (Office relocation)**

PAYEE	NET	GROSS	VAT	REASON	RECORDED IN
Staffing costs inc on costs	£2,210.27	£2,210.27	£0.00	Staffing costs	Staff Salaries
Reimbursement - S Mullan	£57.00	£57.00	£0.00	Wreath	Cllrs Expenses
Expenses -CCM	£4.00	£4.00	£0.00	Batteries	Stationery/Equipt
Expenses -CCM	£38.60	£38.60	£0.00	Rail ticket	Clerks expenses
Reimbursement - J Godden	£79.12	£94.94	£15.82	Planting Equpt	Area Enhancement
<b>Source Payments for Information</b>					
NONE					
<b>Direct Debits for Information</b>					
Siemens	26.31	31.57	£5.26	Copier rental	Stationery/Equipt
Siemens	133.07	159.68	£26.61	Copier rental	Stationery/Equipt
NEST	£91.60	£91.60	£0.00	Staffing costs	Staff Salaries
Agilico	£17.00	£20.40	£3.40	Phone/Broadband	Phone/Broadband

Noted that under Emergency delegated powers, SE had verbally accepted a quote from Agilico for £240 for the relocation of broadband and telephony in the Councils new office. There were no new beneficiaries to agree

**90/22 To review the following Council policies and make recommendations to Council as required**

- a) Safeguarding Policy
- b) Disciplinary Procedures
- c) Training, Learning and Development Policy

Following a discussion, it was resolved

- a) that the Committee recommends to Council that all 3 policies require further review and/or investigation
- b) that where expert advice is sought, expenditure is agreed by this Committee and incurred in line with the Council's procurement policy
- c) that the target date for the revised Safeguarding Policy is February Council meeting
- d) that an up to date employment handbook should be produced to complement the revised Disciplinary Procedures
- e) that the Training Learning and Development policy should reflect the Council's aspiration for Quality Council status (Action SE)

Proposed SM Seconded JG and agreed unanimously

**91/22 To note the new pay scales for 2022-23, their impact on the staffing budget for 2022-23 and 2023-24 and, subject to any staffing review, recommend to Council.**

Following a discussion, it was proposed SM, Seconded JG and agreed unanimously that

- a) the Committee recommends Council to accept the new nationally agreed pay award backdated to 1<sup>st</sup> April 2022 in recognition of the excellent service provided by the staff
- b) that, prima facie, the pay award will not have a significant impact on the 2022-23 staffing budget but could impact on the Council's finances, and therefore the precept in 2023-24
- c) The Staffing Committee convenes as soon as possible to determine the future staffing structure and responsibilities and the associated cost.

**92/22 To consider the insurance renewal quote for the Gas House Fields allotments and agree**

Following a discussion it was proposed SM Seconded JG and agreed unanimously

- a) To recommend to Council, the in principle purchase of specialised Allotmenteer Insurance from Chris Knott Insurance that will extend cover to the site representative, volunteers and the community plot as well as providing insurance cover for all tenants of the allotments
- b) To recommend to Council to minimise risk through a policy offering £5million cover at a cost of £370.85
- c) To recommend to Council that the unit cost to tenants, estimated at £4.04p pa, is not passed on this year
- d) The Allotments Officer and Committee is requested to review c) above
- e) To recommend to Council, to re-endorse the current policy of Council-led management on the Gas House Fields site

**93/22 To consider a grant application from South Willesborough Community After School Club**

Following a discussion it was proposed SM Seconded JG and agreed unanimously to award the applicant £1961.00p by virtue of Section 137 Local Government Act 1972 to support and protect a community-wide service from the effects of rising prices and record inflation.

**94/22 To agree the date of the next meeting as 19<sup>th</sup> December 2022 and items to be included on the agenda.**

Date agreed : Agenda item – Christmas pay dates

There being no further business the Chair closed the meeting at 8.26pm

Signed: .....

Date:.....

Chair