

South Willesborough and Newtown Community Council Finance and General Purposes Committee 27th February 2023

MINUTES

The Chair opened the meeting at 7:01pm

10/23 Record attendance and list apologies for absence

In attendance – of the committee

Cllr Andy Rogers (AR) (Chair) Cllr Sue Mullan (SM) Cllr Jacky Godden (JG) Cllr Campkin (SC)
Sarah Evans (SE) Community Council Manager

Also, in attendance Cllr Bohill and Cllr Hodges

Apologies were received for Nirosha Thilagarajan and approved

11/23 Declarations of pecuniary, other significant or voluntary interest

None

12/23 To agree the minutes of the meeting of 23rd January 2023 and sign (attached)

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

13/23 To note budget performance to date, bank reconciliation and recommended bank transfers

Resolved:- Proposed SC Seconded JG and agreed unanimously

- a) That the not yet present payment figure was higher than the payments listing as the donation to Children in need and the invoice to Agilico for the office move remain outstanding.
- b) There were no further comments on the budget performance to date, bank reconciliation

14/23 To agree the payments listing (attached) and new beneficiaries, and any deposit key refunds required

Resolved: Proposed SC and Seconded SM

- a) To agree all the payments
- b) To agree the additional payments from InteractiveM for the print and distribution of the Newsletter
- c) Payments would be made by cheque this month excluding Ashford Borough Council which would be paid online once the online banking setup was completed.
- d) To update the payment listing to read February 2023 clearly

15/23 To review an update of the Youth Project costings and agree

Members discussed a previously circulated report.

Resolved: - Agreed unanimously the progress of the report was noted and for the remaining costings to be completed for the March meeting

Action CCM SE to complete costings.

16/23 To review costings for the website update and security and agree

SE gave a verbal report on the required security updates and the costs for a donate button and up to 2 further pages on the website requested by the Communications Working Group

Resolved: Proposed AR Seconded SM to accept the total cost of £105 for the website.

17/23 To review the progress of the banking arrangements

The Community Council Manager gave a verbal report advising that the supplementary current account application had been completed online and needed to be signed as did the further forms outstanding from the January meeting.

Resolved: Agreed unanimously to note the progress of the banking arrangements.

Action CCM SE to ensure existing signatories to sign forms as soon as possible

18/23 To agree under Section 12a of the Public Bodies (Admission to Meetings) Act 1960 to exclude members of the public from the following part of the meeting.

Resolved: - Members voted unanimously to include Cllr Bohill and Cllr Hodges in this part of the meeting as they are key to the Railway Event Management plan and to exclude all other members of the public from the following part of the meeting.

The Chair Closed the meeting at 19:18

19/23 To review the Railway Event management plan for the safety action advisory group

Resolved: - Proposed SC and Seconded JG to adopt the management plan subject to

A) That Roger Crouch Event Organiser and the CCM would be the event leaders with decision making responsibility for any eventualities on the day of the Event.

Carlie Hosseingholizadeh and Cllr Hodges would be event coordinators for the day.

The event leaders have overall responsibility of the event including security. The event coordinator is in turn under the direction of the event leaders

B) Completion of the required resourcing for the plan,

C) The investigation of parking for disabled access,

D) Highlighted typing errors amended.

20/23 To agree the date of the next meeting as 27th March 2023 and items to be included on the agenda

Updated costs on the Railway Event, Youth Project Costings and Youth Project Management plan.

There being no further business the Chair closed the meeting at 19:44pm

Signed(Chair)

Dated ____/____/____

PAYMENTS TO FINANCE & GP COMMITTEE

Feb-23

PAYEE	NET	GROSS	VAT	REASON	RECORDED IN
Staffing costs inc HMRC	£2,384.81	£3,041.89	£657.08	Staffing costs	Staff Salaries
Expenses					
White board markers	£3.99	£4.79	£0.80	Office equipment	Stationary and Equipment
Ashford Borough Council					
Ashford Borough Council	£500.00	£500.00	£0.00	recipe bags /roadshow	Rising Costs Projects
Ashford Borough Council	£100.00	£100.00	£0.00	hygiene/roadshow	Rising Costs Projects
Ashford Borough Council	£238.50	£238.50	£0.00	food fareshare/roadshow	Rising Costs Projects
InteractiveMltd	£180.00	£216.00	£36.00	Newsletter design	Communications
InteractiveMltd	£95.00	£114.00	£19.00	Poster railway design	Communications
Beeline Bouncers	£750.00	£900.00	£150.00	Land Train	Projects
Microshade	£33.00	£39.60	£6.60	Office Email security	Hosted app service
InteractiveMltd	£150.00	£180.00	£30.00		
InteractiveMltd	£350.00	£420.00	£70.00		
Source Payments for Information					
Unity Trust					
Direct Debits for Information					
NEST	£256.16	£256.16	£0.00	Staffing costs	Staff Salaries
Agilico	£17.00	£20.40	£3.40	Phone/Broadband	Phone/Broadband

£6,031.34 Total

Red= new beneficiary

Ashford Borough Council accounts receivable

OUTSTANDING PAYMENTS

Children in need	£100	agreed 22
Agilico	£240	agreed 22
	£340	
	£6,371.34	