

**South Willborough and Newtown Community Council  
Finance and General Purposes Committee  
26<sup>th</sup> September 2022**

**MINUTES**

**In attendance:** Sue Mullan (SM) Jacky Godden (JG) Nirosha Thilagarajan (NT)  
Sarah Evans (SE - Community Council Manager) Rob Woods (RW-Assistant Community Council Manager)

The clerk opened the meeting at 7.05pm and invited members to appoint a Chair following the resignation of Cllr Porter

**59/22 Election of Chair**

**Resolved:** Unanimous decision to nominate SM as Chair for a limited period until such time that the Council reviews committee membership  
(Action Clerks to include review of Committee membership on next Council agenda)

**60/22 Apologies for absence and approval**

Cllr Campkin apologised due to illness – absence approved

**61/22 Declarations of pecuniary, other significant or voluntary interest.**

None

**62/22 To agree the minutes of the last meeting and sign**

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

**63/22 To note budget performance to date and bank reconciliation**

Noted without comment.

Proposed NT Seconded JG and agreed unanimously that a detailed breakdown of running costs is presented quarterly in future for comment (Action RFO)

**64/22 To agree the payments listing, new beneficiaries and recommended bank transfers**

PAYEE	NET	GROSS	VAT	Cash Book	REASON	RECORDED IN
ACCM - Salary	£897.92	£897.92	£0.00	321	Salary	Staff Salaries
CCM - Salary	£1,066.90	£1,066.90	£0.00	321	Salary	Staff Salaries
HMRC	£245.45	£245.45	£0.00	322	Salary oncosts	Staff Salaries
<b>Cheshire Regalia</b>	<b>£11.00</b>	<b>£11.00</b>	<b>£0.00</b>	<b>324</b>	<b>Mourning Rosettes</b>	<b>Member expenses</b>
Peter Porter	£49.41	£49.41	£0.00	325	Expenses	Member expenses
Sue Mullan	£102.80	£106.76	£3.96	326	Expenses	Member expenses
<b>The Grass People</b>	<b>£279.50</b>	<b>£335.40</b>	<b>£55.90</b>	<b>327</b>	<b>Wildflower Mix</b>	<b>Area Enhancements</b>
<b>Source Payments for Information</b>						
Unity Trust Bank		£36.00		320	Bank charges	Bank charges
<b>Direct Debits for Information</b>						
NEST	£91.60	£91.60	£0.00	322	Pension payments	Clerk Salary/Jubilee
Agilico	£17.00	£20.40	£3.40	323	Phone/Broadband	Phone/Broadband

**Proposed JG Seconded NT and agreed unanimously**

- a) to approve payments with exception of Cheshire Regalia who had already been paid in 2021/22
- b) agree The Grass People as a new beneficiary

Noted no bank transfers were needed

**65/22 To review the following Council policies and make recommendations to Council as required**

- a) **Mental Health and Wellbeing Policy**

Unanimous agreement that the Committee recommendation to Council is that, having reviewed the policy, no amendments are required

- b) **Procurement and Purchasing Policy**

Proposed NT Seconded JG and agreed unanimously that no amendments are required as a result of the review

- c) **Sponsorship Policy**

Proposed SM Seconded NT and agreed unanimously that no amendments are required as a result of the review

Noted that the Finance and General Purposes Committee has delegated power to approve policies b) and c) without reference back to Council

**66/22 To receive a verbal report from the Assistant Community Council Manager on an offer of upgraded accommodation at the Invicta Business Centre and make recommendations to Council**

Noted that the current rental is £2600 plus VAT and b) that it has not yet been confirmed that electricity is included in the rental

Following a discussion, it was agreed unanimously that, subject to clarification on the electricity supply, the offer of £3500 per annum plus VAT for enhanced accommodation represents value for money and should be recommended to Council for the following reasons

- a) A more professional looking appearance
- b) A larger footprint is needed given the growth in Council services and personnel
- c) Heightened duty of care to staff by Council with safer, cable managed accommodation, sufficient lower shelving and integral sink unit.
- d) It is closer to the most visited part of the Invicta Business Centre will offer a greater profile

**67/22 To agree the reassignment of authorised signatories, access rights and card holders**

Following a discussion, it was agreed to defer this matter to Council (Action Clerks)

**68/22 To consider the draft Equality Policy and recommend to Council**

Following a short discussion, it was proposed NT Seconded SM and agreed unanimously to recommend the Policy to Council without amendment (Action Clerks)

**69/22 To receive a verbal report on the costs and means of financing the proposed community event 2023**

Following a discussion, it was agreed unanimously that a more thorough business plan would be required for all Members of the Council to consider given the scale of the project, a potential funding gap of £5-£6000, a possible clash with a future Coronation event and the Council's precept policy for 2023-24.

**70/22 To agree the date of the next meeting as 24<sup>th</sup> October 2022 and items to be included on the agenda.**

Date Agreed Noted NT will be on leave

There being no further business the Chair closed the meeting at 8.05pm

Signed: .....  
Chair

Date:.....

DRAFT