

**South Willlesborough and Newtown Community Council
Finance and General Purposes Committee
Monday 24th April 2023**

Minutes

The Chair opened the meeting at 7:09pm

In Attendance Cllr Andy Rogers Chair of Committee (AR) Cllr Sue Mullan Vice Chair of Committee (SM) Cllr Jacky Godden (JG) Cllr Steve Campkin (SC) Cllr Nirosha Thilagarajan
Also, in attendance Sarah Evans Community Council Manager (SE)

33/23 Record attendance and list apologies for absence

34/23 Declarations of pecuniary, other significant or voluntary interest

35/23 To agree the minutes of the meeting of 27th February 2023 and sign (attached)

Proposed SM and Seconded JG that the minutes of the 27th February 2023 were resubmitted with the payments listings in the appendix and signed by the Chair

The minutes were Signed by the Chair

36/23 To note budget performance to date, bank reconciliation and recommended bank transfers

Resolved:- Proposed AR and seconded JG that the bank reconciliation was correct however the summary needed to be adjusted and recirculated as the combined salary figure was incorrect and should be recorded as £2891.21

Action SE to adjust and recirculate final summary

NT joined the meeting at 7:14pm

37/23 To agree the payments listing (attached) and new beneficiaries, and any deposit key refunds required

Resolved:- Proposed AR Seconded JG and agreed unanimously that the payments listing was agreed.

Staffing Wages	£2,195.36		£2,195.36	
Nest Pension Direct Debit	197.04		£197.04	
HMRC	£498.81		£498.81	
Clerk Expenses Fixings for Litter Picker Shed	£53.67	£10.75	£64.42	Area Enhancement Budget
S Heathfield Garden Service	£40.00	£0.00	£40.00	Area Enhancement Budget
Ashford Cattle Market Rent 1/4/2023 1/6/23 Insurance 19/11/2022 30/09/2023	£935.04	£187.01	£1,122.05	Office Rent
Ashford Web Services	£35.00	£0.00	£35.00	Web Hosting Services
Source Payments for Information			£0.00	
Unity Trust			£0.00	
Direct Debits for Information			£0.00	
Unity Trust Bank Charges	36		£0.00	Bank Charges

NEST Pension	see above		£0.00	Nest
Agilico	£19.49	£3.90	£23.39	Telephone Broad Band Services

A further payment for Protectivity Insurance at £476.76 and new beneficiary Sports Cover Direct Ltd the company for this payment was agreed.

38/23 To review the telephone monitoring system and agree

Members received a verbal report from the Community Council Manager on the current system and its effectiveness and the possibility and office implications of call recording

Resolved:- Agreed unanimously to maintain the current system provided by Agilico.

39/23 To review the progress of the banking arrangements

Members received a verbal report from the Community Council Manager advising that the change of signatories had now been completed and AR now had internet banking access to view the accounts and authorise payments. That Unity Trust had advised the mandate was now updated and the Multipay cards application would be processed this month. Confirmation that the new current account for card and expense savings was opened as advised last month. No decisions were taken.

40/2023 To review the End of March 2023 Budget Monitor and agree

Resolved Agreed unanimously 1) To accept the March Budget Monitor and closing bank reconciliation for 2022 2023. 2) To note the bank charges of £18 for the Current Account and £18 for the Allotment Account. 3) To note the receipt of £310.79 interest to the reserve savings account

	01/04/2022		31/03/2023
	Opening Balances		Closing Balances
Current 1	4080.89	Current 1	14015.03
Current 2	739.76	Current 2	1780.32
Current 3		Current 3	0
Deposit	56102.91	Inst Access	61769.47
Total	60923.56	Total	77564.82
		LESS	
		N/Y Presented	3600.01
Add Receipts			
Precept	70530.00		
VAT	3288.09		
Rents	1771.69		
Interest	666.56		
Other	8563.00		
Total	84819.34		
Less Payments	71778.09		
Balance	73964.81		73964.81
			0.00

41/23 To review End of Financial Year 2022 2023 Report and agree

Resolved Proposed AR and Seconded SM and agreed unanimously 1) To allocated £2400 to the Earmarked Reserves for Disabled Access Allotments projects as a ringfence for the Capital Grant received. 2) The Earmarked Reserves agreed as follows

EARMARKED RESERVES	
Noticeboard repairs	400
Election Costs	3500
Legal Fees	4000
Speed Indicator Device	6000
Allotments – Key deposits	650
Allotments- Emergency repair	3000
Disabled Access Allotments	2400
Defib maintenance	810
	20760

3) That the bank balance now stands at £61769.47 £8500 for Council Tax Support to the Budget for 2023 2024, 25000 6 months Running Cost Reserve, Earmarked Reserves £20760. An unallocated contingency of £7509.47 remained. 4) To endorse the reasons for significant differences (+ or – 15% or greater) between outcomes in financial years 2021 2022 and 2022 2023. 5) To accept the Budget Outturn Synopsis and the breakdown of the Outturn Budget for Financial Year 2022 2023 against Financial Year 2021 2022 6) To update the fixed assets register to include Community Shed and tools £1500 Litter Picker Shed £1050 Litter Picker Trolley £500. To not depreciate the values of items on the fixed assets register in line with guidance from the External Auditor Mazars. The Fixed Asset register agreed as follows

Item	Item/description	Make/model	Date purchased	Where purchased	Purchase value price	Estimated current value
Items transferred on 19th May 2019						
1	Notice Board - Fairview		Transferred		£1.00	£500.00
2	Notice Board - Earlsworth Rd		Transferred		£1.00	£500.00
3	Notice Board - Newtown Green		Transferred		£1.00	£100.00
4	Notice Board - Bulleid Place		Transferred		£1.00	£500.00
Year end 2019-20 valuation					£4.00	£1,600.00
2020-2021						
5	Ricoh Copier/Printer		01/11/2020	ASL	£1,250.00	£1,000.00

6	Gas House Fields Allotments	Transferred Oct 20		£1.00	£1.00
7	Defibrillator/Cover - Albion Pub	Transferred		£1.00	£700.00
8	Defibrillator/Cover - Alfred Arms Pub	23/03/2022	Hopkins	£1,580.00	£1,580.00
TOTALS		2021-22		£2,836.00	£4,881.00

9	Community Shed and tools				1500	1500
10	Litter Picker Shed				1050	1050
11	Litter Picker Trolley				500	500
TOTALS		2022-2023			3050	3050
Overall Total					£5,886.00	£7,931.00

42/23 To review payments over £500 2022 2023 and agree publication

Members reviewed a previously circulated documented with payments over £500 and near £500.

Resolved: Proposed AR and Seconded SM and agreed unanimously to publish the all the payments listed on the report for maximum transparency.

43/23 To review the SWANCC Council Risk Assessment and agree

Resolved To further review the Risk Assessment and demonstrate mitigation of the risks in line with controls put in place and review at the next meeting

44/23 To agree the date of the next meeting as 22nd May 2023 and items to be included on the agenda

The date of the next meeting was agreed as 22nd May 2023 items for Agenda to include SWANCC Council Risk Assessment and March Minutes.

There being no further business to conduct the Chair closed the meeting at 7:36pm

Signed Chair _____

Date _____