

South Willlesborough and Newtown Community Council Finance and General Purposes Committee 27th March 2023

MINUTES

The Chair opened the meeting at 7:01pm

In attendance Cllr Andy Rogers Chair (AR) Cllr Sue Mullan (Vice Chair FGP) Steve Campkin (SC) Cllr Jacky Godden (JG)

Also, in attendance Sarah Evans Community Council Manager (SE)

21/23 Record attendance and list apologies for absence

Apologies were received from Nirosha Thilagarajan and approved.

22/23 Declarations of pecuniary, other significant or voluntary interest

23/23 To agree the minutes of the meeting of 27th February 2023 and sign (attached) Proposed SM Seconded SC and agreed unanimously that the minutes were accurate and a true record of proceedings and the Chair signs them.

24/23 To note budget performance to date, bank reconciliation and recommended bank transfers

Resolved: -Proposed JG Seconded SC and agreed unanimously that the budget performance to date and the bank reconciliation was now updated and correct.

25/23 To agree the payments listing (attached) and new beneficiaries, and any deposit key refunds required

Resolved: -Proposed AR Seconded SM and agreed unanimously to all payments. Also to endorse the payment to Skinners Shed agreed by email

Staffing Wages	£2,190.91		£2,190.91
Nest Pension Direct Debit	£197.04		£197.04
HMRC	£497.81		£497.81
HMRC Correction July August payments	£106.58		£106.58
Clerk Expenses (breakdown by separate cover)	421.13	£50.91	£472.04
KALC training	48	£0.00	£48.00
Manningtons	£245.00	£49.00	£294.00
S Heathfield Garden Service	£160.00	£0.00	£160.00
High Speed Training	£210.00	£42.00	£252.00
Skinners Shed(already paid by cheque agreed by email)	£874.16	£174.84	£1,049.00
KallKwik	£32.28		£32.28
Ashford Cattle Market Electricity 19/11/22-31/12/22	£18.62	£3.72	£22.34
Ashford Cattle Market Rent 19/11/22-31/3/23	£856.21	£171.24	£1,027.45

Ashford Web Services	£105.00	£0.00	£105.00
ASL Printing Office	£65.84	£13.17	79.01
Source Payments for Information			
Unity Trust			
Direct Debits for Information			
NEST Pension	see above		
Agilico	£17.00	£3.40	£20.40

26/23 To review the telephone monitoring system and agree

No decisions were taken.

Action SE To investigate the management requirements of the System.

27/23 To consider the costings to date for the Railway Event and agree

Resolved: -Proposed AR Seconded SM and agreed unanimously

- 1) To accept the quotes from AKON Security BMAS First Aid, Dallas Event, Ashford Inflatables, ID and C, Staging from Warehouse Light and Sound (organised by Roger Crouch at significantly reduced cost), the Drone Services (organised by Roger Crouch at significantly reduced cost) and all entertainment costs including those now received from Gypsy John and entertainment by The Transients, Four Jays Toilet Hire, All weather access disabled matting to be purchased.**
- 2) To investigate the provision of drinks, cups and sundries from Super Cups Vending.**
- 3) That as this event would likely attract more than 1000 visitors, Event Public Liability insurance would be required and to refer this item to Full Council.**
- 4) To agree the pitch fee for the vintage market at £30 vendors to bring own insurance and gazebos.**
- 5) To agree the pitch fee for food vendors at £200**
- 6) To note the income to date towards the vent and monitor its progress.**
- 7) To maintain this as a Free to attend event, but to consider the application of a cost for any non-residents to use the children's entertainment, fun fair and land train.**
- 8) Advertising would be arranged via the Communications Working Committee.**

Actions

- 1)AR to investigate provision from Super Cups**
- 2) SE to investigate the application of a cost for any non-residents to use the children's entertainment, fun fair and land train**

28/23 To confirm the banking signatories and agree

Resolved: Proposed and Seconded and agreed unanimously that AR would be a banking signatory.

Action The submission forms for the bank are signed and returned.

29/23 To review the progress of the banking arrangements

SE gave a verbal report that all forms to date had been signed and returned to the bank and that the form for the final changes for the bank mandate would be signed and returned now that the 4th Signatory had been agreed.

30/23 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.

The meeting was closed 19:44 by unanimous agreement.

31/23 To review the updated Railway Event management plan for the safety action advisory group

Proposed SM Seconded SC and agreed unanimously to submit the Railway Event Management Plan in line with the suppliers agreed under item 27/23.

32/23 To agree the date of the next meeting as 27th March 2023 and items to be included on the agenda

The date of next meeting was agreed to be 24 April 2023 not 27th March as erroneously written

Items to be included, Transparency Code to note all payments over £500, the SWANCC Risk Assessment, an update on item 26/23 Telephone monitoring system.

There being no further business the Chair closed the meeting at 8:26pm

Signed Chair _____ Date _____