

South Willesborough and Newtown Community Council
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Finance and General Purposes Committee
25th July 2023

Minutes

The Vice Chair opened the meeting at 7:13pm

In attendance, Cllr Sue Mullan Vice Chair FGP Chair SWANCC (SM) Cllr Nirosha Thilagarajan (NT) Cllr Steve Campkin (SC)

Also, in attendance Sarah Evans Community Council Manager (SE)
Quorum 3

52/23 Record attendance and list apologies for absence

Cllr Andy Rogers sent apologies and these were approved.

53/23 Declarations of pecuniary, other significant or voluntary interest

None

54/23 To agree the minutes of the meeting of 22nd May 2023 and sign (attached)

It was proposed SC and Seconded NT that the Minutes were a true record of the meeting and the Chair signs them.

55/23 To note budget performance to date, bank reconciliation and recommended bank transfers

Members discussed the previously circulated report

Resolved:- Proposed SC and Seconded NT and agreed unanimously 1) to note the budget performance to date, bank reconciliation and recommended bank transfers 2) To accept and note the corrections made in June.

The internal transfers agreed at the May meeting had to be corrected due to an error in the setup.

Two payments were erroneously sent from the Allotment Account due to misreading of the new screen on the Unity Trust system, and a covering payment was made to correct this, both human error.

An extra step has now been put in place in the authorising of payments email request to ensure that this is not repeated. Also, the accounts are now named on the Bank Reconciliation as requested at the last meeting. Invoices are attached to the Reports for Signatories to ensure they are correct.

It was noted there was a very high volume of work over June and it did impact the accuracy of 2 invoices reported on the June payment listing which was corrected at the July Council Meeting and the payment listing is within those Minutes correctly.

The Salaries and Area Enhancement Budget on the Expenditure Budget has been adjusted. This was agreed to allow for a total in staff salaries including the Litter Picker and CCM and assist to CCM, to enable clear accounting for the AGAR requirements and internal audit. The same will be completed with the hire of the Community Gardener and PSEO.

Proposed SM and Seconded NT and agreed unanimously to transfer £10500 from the reserve account to the current account to ensure the balance is sufficient for the Summer recess and until the September FGP meeting.

56/23 To agree the payments listing (attached), new beneficiaries, endorse any payments agreed by email and any deposit key refunds required

Resolved Proposed SC and Seconded SM and agreed unanimously 1) to agree the payments listing attached 2) the addition of wages for the newly started SWANCC temporary assistant and the amendment to overall salary figure of £2558.39 to the payments listing for this month and record this in the minutes. 3) The invoice from Dallas Events for £839.50. 4) That Clerk expenses had been set up on Unity Trust at £96.98 and £2.62 an error of 2pence and that this was acceptable as the overall payment was correct. Action SE to ensure that the payment listing is adjusted to 2 decimal places on all future reports.

Break Down Of Wages (individual by separate cover)					
Staffing Wages			£2,558.39	Salaries	Staff salaries
Nest Pension Direct Debit			£197.04		
HMRC			£523.01		
Clerk Expenses	£96.98				
Postage	£3.70		£3.70	recorded letter	clerk expenses
Combination lock	£35.75	£7.15	£42.90	lock allotments	allotments
Carrier bags biodeg	£13.68	£2.74	£16.42	stall rising costs	rising costs
Loud Hailer	£28.30	£5.66	£33.96	Mgmt Plan	Railway Event
Chair expenses	£41.00	£5.00	£46.00	Chair expenses	
Ashford Cattle Market	£875.00	£175.00	£1,050.00	Rent	Office Rents
Roger Crouch	£2,325.00	£0.00	£2,325.00	Event Costs	Railway Event
Stefan Heathfield	£10.70	£0.00	£10.70	Expenses	Railway Event
Source Payments for Information	£0.00	£0.00	£0.00		
Direct Debits for Information	£0.00	£0.00	£0.00		
Agilico	£30.27	£6.05	£36.32	Phone rental	Tele Broadband
Unity Service Charge	£15.63		£15.63		
Clerk expenses agreed not paid	£2.60				

57/23 To agree the arrangements for payments over the Summer recess

Resolved:- Agreed unanimously to ensure the regular payments for August were made and agreed by email with attached salary and invoice reports these would then be authorised by 2 signatories.

58/23 To note the receipt of Multi Pay cards and agree the final arrangements

Resolved:- Proposed SM and Seconded NT and agreed unanimously that the cards received would be activated by users and returned to the RFO. That the complaint response had been received from Unity Trust and no further action would be taken other than to investigate the original application account summary. To transfer £978.75 to the 3rd Current account and then progress with this as the Allotment Account and adjust invoices accordingly.

59/23 To agree the date of the next meeting as 25th September and items to be included on the agenda

To receive a report of the Community Council Manager on the Half Year Budget review.

There being no further business to discuss the Chair closed the meeting at 7:38pm

Signed Chair _____ Date _____