

## **South Willesborough and Newtown Community Council**

### **Finance and General Purposes Committee 24<sup>th</sup> October 2023**

#### **Minutes October 2023**

The Vice Chair opened the meeting at 7:12pm

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

#### **68/23 Record attendance and list apologies for absence.**

Apologies were received from Cllr Andy Rogers and Approved.

#### **69/23 Declarations of pecuniary, other significant or voluntary interest.**

None were given

#### **70/23 To agree the Minutes of the meeting of 25<sup>th</sup> September 2023 and sign (attached).**

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

#### **71/23 To the budget performance to date, bank reconciliation and recommended bank transfers with a year to date budget review and agree actions.**

Members reviewed a report on the reserves, a report on the year to date budget and considered the forecast of budgets for the remainder of the year, and the budget performance for October 2023.

#### **Resolved Proposed SC and Seconded NT and Agreed unanimously**

- 1) That the salaries budget was likely to shortfall by £4400 approximately as the salary costs were incorrectly forecasted with the national pay award and increase in hours for the Community Council Manager. To therefore**
- 2) To remove the ear marked reserved for Election Costs as this was covered by Ashford Borough Council and vire the amount of £3500 for the remainder of this financial year to meet the staffing costs.**
- 3) To use the unallocated contingency within the reserves to assist with remaining staffing costs.**
- 4) Members reviewed the initial predicted costs for Highways Improvement Plan for the Design Scheme and Traffic Regulation Order to use the remaining unallocated contingency if this was required in supplement to the area enhancement budget to meet the costs, subject to investigation of S106 funding, KCC Funding and any further external funding for this purpose.**

However, if the further costs exceed the initial predicted costs then this would need to be reviewed within the preparation for the 2024 2025 budget.

6) Members reviewed the overspend lines of the budget and noted the overspend and underspend lines of the budget on running costs and projects for the year as follows

<b>Overspend Lines year to date Event and Running Costs</b>	
<b>Railway Vintage Festival</b>	<b>Covered all costs within Event planning</b>
<b>Bank Charges</b>	<b>£60 for cover of all accounts now opened and Multipay card now in use</b>
<b>Defib Maintenance</b>	<b>Ear Marked Reserve £810 expect £330 or £660 if serviced in March</b>
<b>IT Equipment</b>	<b>Renewal to lower cost of Copier and can if Members agree can vire from Stationary and Equipment Budget</b>
<b>Insurance</b>	<b>Additional Cost of Event Insurance awaiting Renewal for Allotments</b>
<b>Legal Costs</b>	<b>Weller Hedley Ear Marked Reserve in place</b>
<b>Salary Litter Picker</b>	<b>Railway Festival Overtime and salary Review by Staffing Committee</b>
<b>Salary Admin Assist</b>	<b>£338 holiday pay and extension to end of Sept for Allotment work Locum fees have not yet been needed at £1800</b>

<b>Underspend Lines on running costs</b>	<b>Underspend amount</b>
<b>KALC Subscription</b>	<b>£172.62</b>
<b>Microshade Web Hosting Service</b>	<b>£350.22</b>
<b>Contracted IT Services</b>	<b>Not used £250</b>

<b>Review of Spend on wider lines</b>	
<b>Grants</b>	<b>1 grant application received SWAN LP to be reviewed. Aware SWAN Farm need £500 for costs to be reviewed if wish to apply and if meets grants criteria. Advertised within newsletter</b>
<b>Rising Costs</b>	<b>Met by grant from KALC KCC ongoing review. Members to review ongoing</b>
<b>Area Enhancement Budget</b>	<b>To be scrutinised for Living Bus Stop, Community Gardener timings to tie with budget facility and Highways Improvement costs if arise this financial year- Earmarked Reserve £6,000 for Speed Indicator predicted costs £8-£10k. HIP Costs awaited and to be paced with Budget and external funding investigated S106 and KCC.</b>

Proposed SC and Seconded NT and Agreed unanimously 1) to use the ear marked reserves for Legal Costs and Defib Maintenance for ongoing agreed costs. 2) To clarify the timing of the remaining costs for Defib Maintenance for 2024 and bring to the next meeting. 3) To vire budget from the stationary and equipment budget to meet the ongoing costs for copier and printer as whilst the cost has been lowered it will exceed the budget for the year. 4) To note the renewal of the Allotment Insurance and the need to expand the policy to investigate this and possible increased costs and make recommendations to Council. 5) To review the need for SLCC subscription with the staffing committee. 6) That the annual payment to Baxendale needed to be negotiated for the year and to bring this requirement to the next meeting. 7) That costs for the living bus stop were awaited and recommendations needed to brought to Council.

7) Agreed unanimously that the October Budget monitor was correct and the receipts and payments reconciled, 2) to adjust the transfer figure for the Current Account to £10,000 to ensure no overdraft fees and a working balance for monthly payments, 3) To have a balance of £15000 for the current account for October and to transfer £35653.27 to the Reserve Savings account to maintain best interest for balance of funds. 5) to transfer £26.84 from the expense account to the allotments accounts due to a tenant paying incorrectly. 6) to note allotment rent cheques had been paid into the main current account as the allotment account does not have a paying in facility to investigate if this can be arranged. 7) To bring the balance of cleared cheques and any fund for allotment rents paid into the current account to the next meeting to agree the transfer from the Current Account to the Allotments Account.

72/23 To agree the payments listing (attached), new beneficiaries, endorse any payments agreed by email and any deposit key refunds required.

Resolved:- Proposed NT and Seconded SC and Agreed unanimously 1) to the payments listing with the revised figure from Waterplus following submission of the meter reading. 2) New beneficiary JB Oliver 3) to endorse the emergency decision to use the debit card for postage on tenancy agreements. 3) to pay the invoice for Office Rental for Ashford Cattle market of £1168.61 subject to the invoice being circulated to members with the request for the payments to authorised on the bank system.

Oct-23

Break Down Of Wages (individual by separate cover)					
<b>Staffing Wages</b>					
			£2,293.18	Staff salaries	
HMRC			£499.01		
Nest Pension			£197.04		
<b>Clerk Expenses</b>					
labels	£29.66				
	£8.50	£1.70	£10.20		
Mileage KALC Training Clerk & Chair	£8.32	£0.00	£8.32	52 miles @16p per mile	

Mileage KALC Training Clerk & Chair	£8.64	£0.00	£8.64	54 miles @16p per mile	
Parking	£2.60	£0.00	£2.60	Parking for banking	
Mazars	£315.00	£63.00	£378.00	Legal fees	Audit Ext
KALC training	£140.00	£28.00	£168.00	KALC Training	CLr & Clerk Training
Manningtons	£210.00	£42.00	£252.00	Payroll services	Payroll
Interactivm	£525.00	£105.00	£630.00	Newsletter Print	Comms
Interactivm	£200.00	£40.00	£240.00	Newsletter Distribution	Comms
Waterplus meter reading submitted	£257.70	£0.00	£257.70	Allotments	Water
Naturescape Plug plant	£37.50	£8.50	£50.99	inc shipping at £4.99	Area Enhancements
JB Oliver	£1.50	£0.00	£1.50	Royal Mail postage charge refund	
<b>To also authorise</b>					
<b>Emergency Decision to use Council Debit Card to pay postage for correction of Tenancy Agreements postage</b>					
			£29.50		
Source Payments for Information	£0.00	£0.00	£0.00		
Direct Debits for Information	£0.00	£0.00	£0.00		
Nest	see above	£0.00	£0.00		
Unity Trust	£6.00	0	£6.00	Multipay card fee	
Unity Trust	£18.00		£18.00	Allotment account fee	
Unity Trust	£18.00		£18.00	Current Account fee	
Unity Trust	£18.00		£18.00	Expense account fee	
Agilico	£30.27	£6.05	£36.32	Telecoms Broadband	

£5,140.34

**73/23 To consider a report of the Community Council Manager regarding accounting packages for SWANCC.**

**Resolved: Proposed SM and Seconded NT and agreed unanimously to the purchase and implementation of Scribe Accounts and Scribe Allotment Accounts for SWANCC.**

**74/23 To review the Risk Assessment for the SWANCC Litter picker and agree**

**Resolved: Agreed unanimously to 1) the risks highlighted by the collection of vapes and to not collect vapes on routine litter picks. 2) To amend collection of dog waste to if it is bagged up it can be collected using the tools provided and to be put into a separate bag**

and hoop to be supplied and disposed of on each round in the correct bins within the area and not to be stored for collection. To put a poster with reminder not to collect vapes and advice on dog waste in the shed as a gentle reminder for the Litter Picker.

3) To note the emergency action to sort through all litter by the Community Council Manager and Litter Picker, 10 vapes had been found and correct disposal of the vapes at the Municipal facility had been arranged for 25-10-23. 4) to the purchase of a scissor style litter plier and hoop from Bagiotools at a cost of £20 -£30, if SC does not have this in his stores.

Action SC to advise CCM if he has spare litter hoop and scissor style litter plier.

75/23 To review a grant request from South Willesborough Litter Pickers and agree

Resolved:- Agreed unanimously to investigate the need for a Safeguarding Policy Within the grants policy and if SWAN LP have a policy in place and to check insurance PLI under SWANCC for SWAN LP Volunteers when on SWANCC land and bring back to the next meeting.

76/23 To conduct a review of key policies Council, Sponsorship, Procurement and Purchasing, Mental Health and Wellbeing and make recommendations to Council.

Resolved Proposed SC and Seconded NT and agreed unanimously to recommend to Council to withdraw the Sponsorship policy until the Council has GPC, 2) to adopt the Purchasing and Procurement policy for a further year and that this would be reviewed within the training plan for 2024. To recommend to Council 1) To update the Mental Health and Wellbeing policy to update referral option provisionally agreed but not written into the policy, for GHF Allotments to keep 2 x 1 perch plots where possible for fast track for residents referred by a GP or Mental Health Charity for an allotment. 2) To renew Signposting options following KALC AGM resource fair to then recommend the policy to Council.

77/23 To agree the date of the next meeting as 28<sup>th</sup> November 2023 and items to be included on the agenda.

The date of the next meeting was agreed as 28<sup>th</sup> November 2023 and proposals for budget for 2023 2024 would be reviewed

There being no further business to discuss the Chair closed the meeting at 8:28pm

Signed Chair \_\_\_\_\_ Date \_\_\_\_\_