

**Minutes of the Finance and General Purposes Committee Meeting held at
Beechen Hall, Wildfell Close, Walderslade on Tuesday 19 May 2014
commencing at 7.30 p.m.**

Councillors present – Mr Ivor Davies (Chairman), Mrs P Brooks, Mr Vic Davies, Mr P Dengate, Mr Bob Hinder and Mr G Smith (left during item 6.3/para 8.6.) together with the Clerk

1. Apologies and non-attendance.

Cllr Wendy Hinder (MBC commitments).

2. Declarations of Interest or Lobbying.

Cllrs Vic Davies, Ivor Davies, Dengate and Hinder declared that they had tenancies at the allotments but had been awarded dispensation to deal with allotment issues, item 8.3.

3. Minutes of the meeting of 11 March and 12 May 2014.

The minutes of the meetings were **agreed** and **signed** as a correct record.

4. Matters Arising.

None as all items are included in the main agenda.

The meeting was not adjourned as no members of the public were present.

5. Financial report.

5.1 Reconciliation of accounts report for 12 May 2014 **received** and **agreed**.

5.2 Income/Expenditure report as at 31 March 2014. Members **noted** the out-turn for the financial year 2013/14 measured against the budgets set. Various codes were discussed. The Clerk to supply information on the apparent anomaly at code 47. **Action: Clerk.**

5.3 Income/Expenditure report as at 12 May 2014. It was **agreed** that the report, already seen by the Chairman, would be submitted to members of the committee when available and any comments should be returned to the Clerk. **Action: Clerk.**

5.4 Investment Bonds. Clerk's update was **received** and **noted**.

5.5 Precept issues. The Chairman reported that an administrative error had occurred with the wrong precept being levied by MBC resulting in a shortfall of £6,000. Due to the disproportionate cost in reissuing the council tax demands there will be no action taken however MBC has noted that there was an error. An issue may arise for the next financial year if the Government decides to cap increases in parish council precepts. The Clerk was asked to monitor the situation and keep the committee and residents informed. **Action: Clerk.**

5.6 Budget issues. The Chairman reported that the budget for PAYE would have a shortfall as the Government's £2,000 employers' rebate now excluded local authorities. **Noted.**

6. Policy and procedures reviews.

6.1 Health and Safety Policy **agreed** with some amendments. **Noted** Refresher training for all staff will be undertaken in 2015. **Action: Clerk.**

6.2 Training Policy and Statement of Intent **agreed**. Cllr Hinder requested in-house training on Facebook. Cllr Dengate requested a workshop session on the new planning system.

6.3 Financial Regulations. After lengthy discussion the draft was, with some amendments, **agreed** for recommendation to the parish council for adoption. Discussion also touched upon internet banking and the resulting probable changes to the two signatory rule; relevant regulations will be made to cover these when the latter are known and the committee has considered and adopted relevant risk assessments and policies.

As it was 9.30 pm the Chairman used his devolved powers to extend the meeting for half an hour.

- 6.4 Internet Access by members of the Public using Parish Council computers - Risk Assessment. Members **agreed in principle** the risk assessment but asked that it be deferred to the next meeting for detailed examination and formal approval. In the meantime, the parish office was given permission to proceed using common sense and vigilance. Cllr Dengate identified that an additional computer may be needed as Windows XP is now obsolete and there is thus a slight security risk which will grow over time. He also informed the meeting that at the previous night's Environment Committee meeting the need for additional equipment in a different context had been identified which might release a suitable terminal/laptop. It was **agreed** that this would be investigated. **Action: parish office.**
- 6.5 Internet Access by members of the Public using the Parish Council computers - Policy. Due to lack of time it was **agreed** that this would be dealt with out of meeting via e-mail. **Action: parish office.**
- 6.6 Policy on the use of computer facilities, email and the internet by staff and councillors. Due to lack of time it was **agreed** that this would be dealt with out of meeting via e-mail. **Action: parish office.**

7. Personnel Matters

TOIL and leave report **received**.

The Chairman declared that the next item would be discussed in closed session due to personal information and data.

A confidential report was **received**. Members discussed an issue relating to staff sickness but decided that no action was required at present. The parish office was to continue with the support it was currently offering.

8. Contingency Fund.

8.1 Purchase of noticeboard for allotments, request from the Estates Committee. **Agreed** a maximum sum of £200 would be made available for the purchase and installation of a noticeboard.

8.2 Funding of equipment to help cope with MBC's cessation of supplying paper copies of planning applications. Dealt with at item 6.4.

The Chairman declared that the next issue would be discussed in closed session for reasons of commercial confidentiality.

8.3 Drainage improvements to the Dove Hill site entrance and Sandy Lane. The confidential report was received. After consideration of the cost of the work proposed and the relevant financial regulations it was proposed by Cllr Dengate, seconded by Cllr Vic Davies, that the quotation be accepted. **Agreed** (one abstention).

9. Grant Requests.

Friends of Boxley Church. **Agreed**, proposed by Cllr Vic Davies seconded by Cllr Brooks, that a grant of £250 is paid towards the cost of the public liability insurance for the Flower Festival.

10. Consultation

Local Audit and Accountability Act - Draft Openness of Local Government Bodies Regulations 2014. **Received and** noted and the response ratified.

11. Matters for Information.

Possible alteration in timing of Precept Notifications. **Received and noted.**

12. Date of Next Meeting.

Tuesday 15 July 2014 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 10.00 pm.

Signed as a correct record of the proceedings.

Chairman.....Date.....