

**Minutes of the Finance and General Purposes Committee Meeting held at
Beechen Hall, Wildfell Close, Walderslade on Tuesday 12 January 2016
commencing at 7.30 p.m.**

Councillors present: Mr Ivor Davies (Chairman), Mrs P Brooks, Mr Vic Davies, Mr P Dengate and Mr Bob Hinder together with the Clerk.

1. Apologies and non-attendance

Cllr Wendy Hinder (MBC commitment) and Cllr Geoff Smith (absent).

2. Declaration of Interests, Dispensations, Predetermination or Lobbying.

Cllr Vic Davies declared a pecuniary interest in item 10.2. Vinters Valley Trust grant application.

3. Minutes of the meetings of 10 November and 7th December 2015

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

4. Matters Arising From the Minutes.

4.1 Minute 2813/4.1. Purchase of pdf software. A difficulty with one of the existing computers was identified and discussion took place on the need to resolve the problem. Repair, reset of the system or a replacement unit, possibly solely for financial work to be investigated. **Action: office.** The pdf software upgrade to be actioned when the current problems are resolved.

4.2 Minute 2813/4.2 Charitable Incorporated Organisations (CIOs). All organisations have now committed to this change and have contacted the solicitor. **Noted.**

4.3 Minute 2813/4.3 KALC specific training. The logistics of arranging this to take place after the May elections will be investigated. **Noted.** Item to be removed from the agenda and returned in June 2016. **Action: Clerk.**

4.4 Any matters arising from the minutes, not on the agenda. None.

As there were no members of the public present the meeting was not adjourned.

5. Financial report.

5.1 Reconciliation of bank accounts report as at 31 December 2015. **Received and noted.** Lengthy discussion took place on the style of reports being submitted. Exact copies of the individual reconciliation pages are now to be included on the agenda for the active bank accounts. Investment accounts where there is no activity are to be reported as such with the maturity dates. **Action: Clerk.** A trial balance sheet to be submitted twice a year to the committee. **Action: Clerk.**

5.2 Investments. **Received and noted.** Request for authority to reinvest the Lloyds Bank three month bond for a further three months was **approved.**

5.3 Income/Expenditure report as at 31 December 2015. **Received and noted.** A number of entries were clarified by the Clerk and members asked that the title spelling errors be rectified if possible. Clerk to clarify the minus entry in 4460 via e-mail. **Action: Clerk.**

6. 2016/2017 Budget.

After discussion on the use of parish council reserves and the predicted increase in the KCC council tax element the Chairman proposed that ***"The draft budget be recommended to the Parish Council and that a precept of £98,481, including local council tax support of £2,062, be set"***. **Agreed unanimously.**

7. Policies and procedures reviews.

7.1 Review of banking arrangements. Discussion took place covering the existing bank accounts and the setting up of that at the Unitary Trust Bank; the impact of internet banking on the other accounts; the need for some training and the future need to review how councillors were coping with the new system. A new committee item, Banking Arrangements, is to be added to the agenda in order that issues can be discussed. **Action: Clerk.**

- 7.2 Annual Health & Safety and Accident Book Review. No accidents or incidents reported. **Noted.** Discussion took place covering the testing of fire alarms, emergency lighting and fire drills.
- 7.3 F&GPC Policies & Procedures, etc. 2016/17 Calendar (review). **Received** and, with the addition of a review of public use of Wi-Fi at Beechen Hall, **noted.**
Action: Clerk.
- 7.4 Committee review of Financial Regulations. To comply with the Public Contracts Regulations 2015 the March meeting of the parish council to receive a draft addition to the regulations concerning the procurement of public works, services or supply contracts with an estimated value of £25,000 or more.
Noted.
8. **Reserves.**
Suggestions regarding the proposed new format were made and **agreed.** A full review of the reserves to take place early in the new financial year. **Action: Clerk.**
9. **Personnel matters**
9.1 TOIL, training, leave and leave/sickness cover. Members' discussed the office and hall staffing situation. **Noted.**
- 10 **Grant Requests**
10.1 Age Concern. After discussion the chairman proposed that **a maximum sum of £200 be given to allow the purchase of a tablet. Agreed unanimously.**
10.2 Vinters Valley Trust. Cllr Vic Davies left the room for the duration of the item. The Chairman proposed that **Vinters Valley Trust be awarded a maximum of £2,000 to pay for the conversion to a Community Incorporated Organisation. Agreed unanimously.**
- 11 **Matters for Information**
None.
- 12 **Date of Next Meeting**
Tuesday 15 March 2016 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 9.12 p.m.

Signed as a correct record of the proceedings.

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