

**Minutes of the Finance and General Purposes Committee Meeting held at  
Beechen Hall, Wildfell Close, Walderslade on Tuesday 13 March 2018  
commencing at 7.34 p.m.**

Councillors present: Mr I Davies (Chairman), Mr V Davies, Mr G Hayday and Mr B Hinder together with the Clerk Mrs P Bowdery.

**1. Apologies and non-attendance**

Cllrs Dengate (work commitment) and Cllr W Hinder (MBC training). Cllr Clarke (absent).

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

The Chairman reminded members that he was a member of Walderslade Woodlands Group (item 8.5).

**3. Minutes of the meeting of 16 January 2017**

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

**4. Matters Arising from the Minutes**

4.1 Minute 3066/4.1 Charitable Incorporated Organisations (CIOs). Cllr Vic Davies reported that Vinters Valley Trust's paperwork was almost ready to go to the Land Registry. There was confusion concerning the situation at Grove Green Community Hall and the Clerk was asked to liaise with GGCH to clarify the situation. **Action: Clerk.**

4.2 Minute 3067/9 Public Works Loan. The Chairman thanked Cllr Hayday for his work in producing the financial spreadsheet. The Chairman to draft a revision to the Financial Impact statement. **Action: Cllr Ivor Davies and Clerk.**

4.3 Parish Councillor Internal Audit. Date to be arranged with Cllr Brindle. **Noted. Action: Clerk and Cllr Brindle.**

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

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

**5. Financial report.**

5.1 Reconciliation of accounts.

5.1.1 Cooperative Bank. **Received and noted.**

5.1.2 HSBC Beechen Hall. **Received and noted.**

5.1.3 Unity Trust Bank. It was not possible to match the reconciled report to the actual statement. The Clerk was asked to investigate and provide a report to members. **Action: Clerk.**

5.1.4 Santander Investment Bond. **Received and noted.**

5.1.5 Barclays Bank. **Received and noted.**

5.1.6 Lloyds A. **Received and noted.**

5.1.7 Lloyds B. **Received and noted.**

5.1.8 Nationwide Beechen Hall. **Received and noted.**

5.1.9 Nationwide PC. **Received and noted.**

5.2 Investments report. After due consideration the Chairman proposed that in April £40,000 be moved into the Barclay's account. **Agreed.**

5.3 Income/Expenditure report as at 28.02.2018. **Received and noted.**

5.4 Financial Reports. Cllr Hayday to visit the office in June/July to see if improvements can be made to the way reports are prepared and presented. **Action: Cllr Hayday and Clerk.**

5.5 Trial Balance (05/03/2018). **Received and noted.**

5.6 Petty cash reconciliation. The Chairman will undertake the reconciliation after the meeting and notify members. **Action: Chairman.**

**6. Personnel matters**

6.1 TOIL, training, leave and sickness cover. An update was supplied to members. Members recognised that the office was heading for a particularly busy period and the Chairman and Cllr Bob Hinder would be liaising with the office staff.

Councillors offered to take on any jobs they could. **Action: Cllr Ivor Davies, Bob Hinder and Clerk.**

- 6.2 Staff appraisals. The Clerk confirmed that the appraisals have been completed and individual targets and aims have been agreed with staff.
- 6.3 Document updating. Members were notified that Cllr Clark had undertaken the work and the documents were with the office for reading. A full report would be submitted to members. **Action: Clerk/Asst Clerk.**
7. **General Data Protection Regulations (GDPR).**  
Various issues concerning the impact of the GDPR had already been discussed during previous items and the Clerk notified members that she would be presenting changes to procedures, policies etc. and will be giving advice to councillors on how the new regulation would impact their parish council work. **Action: Clerk.**
8. **Policies and Procedures: Reports and Reviews**
- 8.1 Insurance Cover. The Clerk was asked to provide details of the savings the parish council could make if renewing for a three or five-year period. Decision to be taken out of meeting when this information was available. Cllr Hayday requested that the insurance company be asked if they will be offering insurance cover for any legal costs relating to GDPR. **Action: Clerk.**
- 8.2 Terms of Reference (review). No changes were suggested.
- 8.3 Chairman's Pendant Procedure (review). The Clerk has reviewed this and considers it still fit for purpose. **Noted.**
- 8.4 Needles/Sharps Cut Procedure. With amendments made to statement and procedure **agreed.**
- 8.5 WWG Financial issues (review). **Approved.** Document to be reviewed in future as 'housekeeping'.
9. **Grant Requests**
- 9.1 Involve Kent. Cllr Vic Davies proposed seconded by Cllr Hinder that **a grant of £100 is made. Agreed.**
- 9.2 Five Acre Wood School. Cllr Vic Davies proposed seconded by Cllr Hayday that **a grant of £100 is made. Agreed.**
10. **Matters for Information**  
None.
11. **Date of Next Meeting**  
Tuesday 22 May 2018 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.
12. **Contingency Fund and Budget adjustments**  
After further discussion about GDPR, including acknowledgement that the issue will need to be reviewed if it is identified that the required GDPR Data Audit work cannot be completed in-house, Cllr Hayday proposed seconded by Cllr Vic Davies that **quotation three for the employment of a Data Protection Officer is accepted with the appointment reviewed after one year. The 2018/19 budget to be adjusted accordingly. Agreed** with the Chairman abstaining as his advice had previously been sought and he was given access to unredacted documents relating to the quotations.  
The Clerk was asked to keep members updated on the progress and, if needed, the cost of having confidential waste securely collected and shredded. Councillors offered to help in way they could. **Action: Clerk and office.**

Meeting closed at 9.13 p.m.

Signed as a correct record of the proceedings.

Chairman.....

Date.....