

**Minutes of the Finance and General Purposes Committee Meeting held by  
conference call due to the Covid-19 pandemic on  
Tuesday 26 May 2020 commencing at 7.30 p.m.**

**Councillors present:** I Davies (Chairman), V Davies, L Clarke, G Hayday, A Brindle and P Dengate together with Mrs D Baylis (Clerk)

**1. Apologies and non-attendance**

None received

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

Cllrs Dengate and I Davies - Allotments

**3. Minutes of the meeting of 16 March 2020**

The minutes of the meeting were **agreed** and **would be signed** at the first opportunity.

**4. Matters Arising from the Minutes**

4.1 **Minute 3364/5.4 Investments Report.** *It was agreed to transfer the £50,000 returned Lloyds investment from the Coop General Account to Barclays and then reinvest it in the existing Lloyds account when it comes up for renewal on the 29<sup>th</sup> April. Due to the current situation this has not been done and will be done at the next renewal in July.*

4.2 Any other matters arising from the minutes, but not on the agenda.

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

**5. Financial report.**

5.1 Reconciliation of accounts. The Chairman reported that, prior to the meeting, he had undertaken a remote reconciliation of all the bank accounts. **Noted.** As the money in some accounts exceeded agreed limits the Clerk would send out a recommendation for transfers between accounts.

**Action Clerk**

5.2 Income/Expenditure report as at 15.05.20. **Received** and **noted.**

5.3 Petty cash reconciliation. The Chairman reported that, prior to the meeting, he had undertaken a remote reconciliation, and all was in order. **Noted**

5.4 Investments Report. **Noted**

5.5 Publics Works Loan. The third instalment was paid on 1 April 2020. **Noted**  
It was agreed that in future items 5.1 and 5.4 would be covered under one item.

**6. End of Year Accounts and Annual Governance and Accountability Return (AGAR)**

6.1 Balance sheet as of 31 March 2020. **Noted**

6.2 Income and expenditure account for year ended 31 March 2020. **Noted**

6.3 Working details for Annual Return. **Noted**

6.4 AGAR 31 March 2020. **Noted**

6.5 Detailed income and expenditure by budget heading 31 March 2020. **Noted**

6.6 To consider a recommendation to full Council regarding adoption and signature by its Chairman.

It was proposed by Cllr Ivor Davies, seconded by Cllr Brindle and all **agreed** that the AGAR be submitted to full Council for approval and signature.

**7. Earmarked Reserves**

The Clerk's report was **received and agreed.**

## **8. IT and Website**

*The new website had been reviewed by the Working Party and amendments made. It would be ready for viewing by Councillors in the near future.*

The Clerk reported that there was a need for laptop stands/monitors for the Assistant Clerk and Clerical Officer. Cllr Dengate recommended a Targus laptop stands. The Clerk would discuss with the members of staff and report back with exact requirements and costs.

Members agreed that the Parish Councillor IT Survey provided useful information but regretted that it did not show (anonymised?) distribution by individuals to give a better picture.

The tablet in the office had been cleared by Cllr Dengate and an email address set up for Councillor Hollands who would be lent the device by the PC.

Microsoft Teams was being set up for committee meetings etc. It had already been used for an office meeting.

## **9. Insurance and Assets**

The Clerk questioned the current process of splitting up the insurance premium into so many different cost codes, many of which were the same. A report would be prepared for the next meeting.

The insurance company did not require a detailed list of assets as they were insured in a band based on total value. A detailed list would still be needed in the event of a claim and the PC's list was in the process of being updated.

## **10.Policies and Procedures: Report and Reviews**

### **10.1 Policy Review Schedule**

As many of the Policies had been reviewed out of schedule and some new ones created the Clerk would draft a new schedule for review at the next meeting.

## **11.Loss of Income/Expenditure from Closure of Beechen Hall**

The Clerk had prepared a revised budget and report on monthly losses. **Noted.** The Chairman reported that his tabulated worst case scenario (Hall closed for the rest of the Financial Year) showed that nearly £39k would be required from reserves if there was no other source. The Clerk reported that we did not qualify for any compensation schemes as the Parish Council is a Precepting Authority but this is being challenged by our MP Helen Whately and also KALC and NALC. The Parish Council has Business Continuity Insurance but Covid-19 is not on the list of infectious diseases covered. This is the stance of most insurance companies and it is being challenged in court.

Cllr Hayday asked the Clerk to check that the PWLB payment could be made from the Precept.

## **12.Matters for Information**

Cllr Hayday made Councillors aware of a large housing development submitted for planning permission between Church Lane and Willington Street.

Cllr Hayday asked that reducing or suspending Councillor Allowances during the lockdown period be put on the next Full Council Agenda.

## **13.Items for Next Agenda**

Councillors' reports and requests for items to be included on the agenda to be submitted no later than 10 July 2020. **Noted.**

## **14.Date of Next Meeting**

Monday 20 July 2020. Place to be confirmed.

## **15.Personnel Matters**

The Clerk and Assistant Clerk were working alternate days in the office and at home. The Clerical Assistant was working all her hours from home.

**16.** To ratify the Clerk's decision made out of meeting after consulting members to continue to pay 50% for the delivery of the Downs Mail. This decision is to be reviewed after 3 months (i.e. in July) at which point payment may then cease until the Downs Mail resumes publication. **Ratified**

Meeting closed at 9.20 p.m.

Signed as a correct record of the proceedings.

Chairman.....

Date.....

DRAFT