

**Minutes of the Finance and General Purposes Committee Meeting
held by Teams video-conference due to the Covid-19 pandemic on
Wednesday 17 March 2021 commencing at 7.30 p.m.**

Councillors present: I Davies (Chairman), V Davies, L Clarke, B Hinder, D Hollands, A Brindle and P Dengate together with Mrs D Baylis (Clerk)

1. Apologies and non-attendance

Cllr K Macklin

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

None.

3. Minutes of the meeting of 18 January 2021

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

4. Matters Arising from the Minutes

4.1 None

4.2 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/Investments.** The Chairman reported that he had carried out a reconciliation and all was in order.

It was agreed that the Lloyds investment be renewed for a further 3 months.

5.2 **Income/Expenditure** as at 28.2.2021. **Noted**

5.3 **Petty cash reconciliation.** The Chairman confirmed he had reconciled it electronically. **Noted**

5.4 **Review of Regular payments for Recommendation to Full Council**

It was proposed by Cllr I Davies, seconded by Cllr B Hinder and all agreed that the list of regular payments be put forward to Full Council for approval.

5.5 **End of Year Accounts and Internal Audit**

The dates were noted. Cllr Dengate asked for information on how the online service would access the accounts, what controls would be in place to restrict access solely to the accounts package and the office's ability to reset the password access afterwards. Action: Clerk to report back.

5.6 **Parish Services Scheme payment breakdown.**

Noted

5.7 **Opening a New bank account**

It was proposed by Cllr P Dengate, seconded by Cllr D Hollands and agreed unanimously to use the Beechen Hall accounts to keep the PC accounts within the agreed limits rather than opening an additional account.

6. IT and Website

6.1 Use of Sharepoint for document storage and backup

It was proposed by Cllr P Dengate, seconded by Cllr L Clarke that the quotation for Sharepoint be accepted. Cllr Dengate was in favour but warned that during any interruption to the internet service there would be no access to the office's systems but that this was unlikely to last for more than a day. Agreed unanimously.

6.2 Upgrade of laptops

It was agreed that the cost of upgrading old machines would not be cost effective. The Clerk was asked to obtain 2 quotations for 3 new laptops with

a specification of 8-16 GB RAM and a 500 GB SSD hard drive. One quotation for machines and set up and one for set up if the PC purchased the machines.

6.3 Chairman's Email Account

The opening of a Chairman's email account was ratified. Cllr Dengate was satisfied with the security of the account and its lack of access to other office systems.

6.4 Suggested addition to IT Policy regarding Charman's email account

Cllr Dengate was not satisfied with the wording and would send his suggested wording to the Clerk. This was agreed by all. **Action: Cllr Dengate.**

6.5 Future plans

The Office were setting up an online diary to back up the paper copy version. This is currently only available to the office staff. They would like to allow access to the caretakers on a read only basis. The Clerk was asked to provide more information as to how this would be hosted. **Action: Clerk.**

6.6 IT and Website

Cllr I Davies reported that the Website contains a link to the MBC Planning Portal without instructions on how to find applications local to the enquirer. A guide to using the advanced search feature will be added. He also mentioned that last November's F&GP minutes were still not on the website. **Action: Clerk.**

7. Closure of Beechen Hall

The report was noted.

8. Policies and Procedures for Review

8.1 Policies and Procedures Review

This was agreed and would be put forward to the next full Council meeting for approval.

8.2 Policies and Procedures Review Calendar

Noted

8.3 Sickness and Absence Policy

Deferred as still not ready.

9. Matters for Information

The Clerk presented some circulation figures for the Downs Mail who had asked if BPC would consider having a regular page again. It was agreed that the limited circulation now made in the south of the parish and complete absence of distribution in the north meant this would be spending a large amount of money for little gain. This would be reviewed in 6 months.

10. Matters for Urgent Decision

None

11. Items for Next Agenda

Councillors' reports and requests for items to be included on the agenda to be submitted no later than 14 May 2021. **Noted.**

12. Date of Next Meeting

Monday 24 May 2021. Place to be confirmed. **Noted.**

The Chairman to move that in view of the confidential nature of the business about to be considered that the press and public be excluded from the meeting.

There were no members of the public present.

13. Personnel Matters

It was agreed that the Clerk and Assistant Clerk should use up their remaining TOIL to keep it within agreed limits.

Meeting closed at 9.15 p.m.

Signed as a correct record of the proceedings.

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