

**Minutes of the Finance and General Purposes Committee Meeting  
Held at Beechen Hall, Wildfell Close, Walderslade on  
Monday 17 January 2022 commencing at 7.30 p.m.**

**Councillors present:** C Sheppard (Chairman), K Macklin, J Willmott, I Davies, D Hollands, V Davies and P Dengate together with Mrs D Baylis (Clerk)

1. **Apologies and non-attendance**  
Cllr A Brindle.
2. **Declaration of Interests, Dispensations, Predetermination or Lobbying.**  
None.
3. **Minutes of the meeting of 15 November 2021**  
The minutes of the meeting were agreed.
4. **Matters Arising from the Minutes**
  - 4.1 Item 11 the inclusion of a £5,000 for an 'Against Lidsing' fighting fund was missing from the budget.
  - 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 would reconcile the accounts when the office was fully open.  
**Noted.**
  - 5.2 **Income/Expenditure report** as at 31.12.2021.  
Noted.
  - 5.3 **Petty cash reconciliation.** The Chairman would carry out the petty cash reconciliation when the office was fully open.  
Noted.
  - 5.4 **To consider the report from the External Auditor.**  
The External Auditors Report was considered.
6. **Budget**
  - 6.1 **To agree the Budget for 2022/23 for recommendation at Full Council.**  
The budget could not be finalised without further information on salaries. The Clerk would send out a revised version on the 18<sup>th</sup> January. It was agreed to add a contingency into the salaries budget for overtime. It was agreed to add a further £20,000 to the general reserve.  
It was proposed by Cllr I Davies, seconded by Cllr B Hinder and all agreed that the Environment Committee Budget be approved subject to the agreed amendments.  
It was proposed by Cllr V Davies, seconded by Cllr P Dengate and all agreed that the Finance and General Purposes Committee Budget be approved subject to the agreed amendments.  
It was proposed by Cllr D Hollands, seconded by Cllr P Dengate and all agreed that the Estates Committee Beechen Hall Budget be approved subject to the agreed amendments.  
It was proposed by Cllr B Hinder, seconded by Cllr P Dengate and all agreed that the Estates Committee General Budget be approved subject to the agreed amendments.
  - 6.2 **To Agree the Precept for 2022/23 for recommendation at Full Council**  
This could not be agreed without a final budget. The Clerk would send out revised figures on the 18<sup>th</sup> January.
7. **IT and Website**  
The report was noted. It was proposed by Cllr P Dengate seconded by Cllr K Macklin and all agreed that the Clerical Assistant should start new facebook

account. Cllr Dengate asked that the Clerk advise the Clerical Assistant that if the accounts were too similar to the blocked one they could end up blocked again.

8. **Telephone and Broadband**

The report was noted.

9. **Policies and Procedures for Review**

9.1 **Policies relating to staff**

Cllr Sheppard reported that the documents produced by a previous Councillor were more suited to a large organisation rather than a small Parish Council. The existing policies would be circulated to members for comments.

10. **Investment of Walderslade Woods Enabling Fund**

The report was noted. The Clerk had received an investment proposal from George Stanley and had circulated it to members. Cllr I Davies noted that the proposal suggested a return of 2.44% with fees of 2.02%.

A meeting was being arranged with a Charity specialist at CCLA.

11. **Matters for Information**

None on this Agenda.

12. **Matters for Urgent Decision**

None.

13. **Items for Next Agenda**

Councillors' reports and requests for items to be included on the agenda to be submitted no later than 11 March 2022. **Noted.**

14. **Date of Next Meeting**

Monday 21 March 2022.

**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.

15. **Personnel Matters**

15.1 **TOIL, Training, Leave and Sickness Cover**

A verbal report was received.

15.2 **Staff Evaluation**

Due to the restructuring of office staff, this was deferred to a later date.

15.3 **Recruitment of Office Staff**

The job descriptions were revised. The restructuring of the office staff was agreed. It was proposed by Cllr Willmott, seconded by Cllr I Davies that an outsourcing service for HR be appointed.

15.4 **Staff Salaries**

Changes were made to the job descriptions. The Clerk would circulate all 4 job descriptions on the 18<sup>th</sup> January together with revised staff salaries and a salary comparison with last year.

15.5 **Employment of Contract Cleaners**

The report on the resignation of the cleaners was noted. The Clerk was told that specific individuals should not have been named even though this was an encrypted confidential document for Committee Members only. Councillors did not request any further information from the Cleaning company or the Clerk and this matter will not be investigated. Cllr Hinder proposed that an apology be sent to the individual concerned and this was agreed. Cllr Hollands would send the apology from the Estates Committee.

It was proposed by Cllr Hollands, seconded by Cllr Hinder and all agreed to ratify the decision made out of meeting to employ the contract cleaners for a further 6 months.

Meeting closed at 9.40 p.m.

Signed as a correct record of the proceedings.

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