

**Minutes of the Finance and General Purposes Committee Meeting held at
Beechen Hall, Wildfell Close, Walderslade on Tuesday 16 January 2018
commencing at 7.30 p.m.**

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

1. Apologies and non-attendance

None as all members present.

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

None.

3. Minutes of the meeting of 14 November 2017

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

4. Matters Arising from the Minutes

4.1 Minute 3048/4.1 Charitable Incorporated Organisations (CIOs). Cllr Vic Davies reported that the VVNR conversion has been delayed due to the need to update the details of present and past Trustees but is being progressed. Maidstone Borough Council is contacting Grove Green Community Hall about the change to the lease but will not be gifting the land to the Parish Council. **Noted.**

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 reports.

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

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

5.1.3 Unity Trust Bank. **Received and noted.**

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 Bank B. With an amendment to the pence figure due to a typing error **received and noted.**

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

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

5.2 Investments.

Lloyds B Account. Reinvestment for 3 months. **Agreed.**

Nationwide Beechen Hall. The Chairman proposed that the Estates Committee is **formally approached to agree to the release of this reserve to pay towards the cost of the development at Beechen Hall. Agreed. Action: Office.**

5.3 Income/Expenditure report as at 31 December 2017. With clarification on some issues **received and noted.**

5.4 Independent Internal Audit Report. **Received and noted.**

5.5 Financial Reports. **Agreed deferred to next meeting.**

5.6 Petty cash reconciliation. Due to the previous Estates Committee meeting it had not be possible to undertake the reconciliation as planned. The Chairman will attend the office to undertake the work. **Noted. Action: Cllr Ivor Davies.**
(Note: Action taken. Chairman reconciled the account on 18 January).

6. Contingency Fund and Budget adjustments

None.

7. Personnel matters

Due to the confidential nature of the information being discussed item 7.1 was taken in confidence.

7.1 TOIL, training, leave and sickness cover. Members received an update.

- 7.2 Staff appraisals. The Clerk notified members that due to the recent heavy workload on the office staff their appraisals had not been completed however they were planned for next week. **Action: Clerk.**

Item 9 was taken at this point in the agenda.

8. **2018/2019 Draft Budget** (This item was taken after item 9)
After members had reviewed and accepted each committee's bid for funds, considered the forecast income stream, the funds held in reserve and freezing the precept in view of this year's expected substantial increase in Council Tax, it was **agreed** unanimously **to recommend to the Parish Council that the committee's draft budget be accepted and that a precept of £107,437 be set.** **Action: Clerk.**
9. **Parish Hall Extension: Public Works Loan**
Members **received** and **noted** the information. After careful discussion the Chairman proposed seconded by Cllr Dengate, **the F&GPC recommends that the parish council applies for a £90,000 Public Works Loan Annuity repayable over a term of 15 years. Unanimously agreed.**
Earmarked Reserves of £90,000 will be released to fund the work and members expected that in most years the repayments will be covered by the hall's hire income. Beechen Hall would undertake the twice-yearly repayments which the Parish Council would underwrite.
After discussion a statement explaining why the loan was being applied for and how it would be repaid was **agreed.**
The timetable and method of consultation of residents was **agreed. Action: Clerk and Parish Council.**
The Clerk was asked to draw together all the information needed for the application and to use the various documents to produce an up to date business plan. **Action: Clerk.**

As it was approaching 9.30pm the Chairman used his delegated power to extend the meeting by 30 minutes.

- 10 **Policies and Procedures: Reports and Reviews**
- 10.1 Policy and Procedures Review calendar. **Agreed.**
 - 10.2 Review of banking arrangements. **Agreed no change.**
 - 10.3 Tender Opening Procedure. With an amendment to the wording concerning who can open the tenders **agreed.**
 - 10.4 Committee review of Financial Regulations. The following redraft of Regulation 12 was considered and **agreed** for recommendation to the Parish Council:
 - 12. LOANS**
 - 12.1 All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
 - 12.2 Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
 - 12.3 All loans shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

Renumbering of the subsequent regulations will be required. **Action: Office.**

10.5 Parish Tour. After discussion members **agreed** subsistence allowances will only be paid to councillors attending a parish tour. **Action: office.**

11 **Electronic Communication and Outreach**

11.1 General Data Protection Regulations. The report was **received** and **noted**. The Clerk informed members that NALC now advised that due to potential conflict of interest parish councils may need to employ an independent person to be the Data Protection Officer. NALC is currently asking the Government to relax this part of the regulation for parish councils. **Noted**. The Clerk is attending GDPR training on 24 January. **Action: Clerk.**

11.2 Other current issues. Brief discussion took place on the need to consider changes to the website, with provision being made in the budget to do so. No current action identified but to be considered further at the next meeting.

12 **Grant Requests**

None

13 **Matters for Information**

13.1 Notification of external auditor appointments for the 2017/2018 financial year. No change to the current appointment of PKF Littlejohn LLP. **Noted.**

13.2 Annual Return now renamed Annual Governance and Accountability Return. **Noted**

13.3 KALC Good Councillors Guide to Finance and Transparency, available from the office. **Noted.**

14 **Date of Next Meeting**

Tuesday 13 March 2018 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 10.00 p.m.

Signed as a correct record of the proceedings.

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