

**Minutes of the Finance and General Purposes Committee Meeting
held by Teams video-conference due to the Covid-19 pandemic on
Monday 18 January 2021 commencing at 7.30 p.m.**

Councillors present: I Davies (Chairman), V Davies, L Clarke, B Hinder, D Hollands, K Macklin (from item 6) 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 16 November 2020

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 proposed by Cllr I Davies, seconded by Cllr P Dengate and all agreed that the Lloyds investment be renewed for a further 3 months.

5.2 **Income/Expenditure** as at 31.12.2020. **Noted**

Cllr Dengate had noticed that the code 4120 Website Admin appeared under both Parish Office and General Parish Council Cost Centres. The Clerk would remove it from the Parish Office Cost Centre.

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

6. Budget

6.1 To agree the budget for 2021/22 for recommendation to Full Council.

After discussion it was proposed by Cllr I Davies, seconded by Cllr B Hinder and all agreed that the amended draft budget be recommended to Full Council for adoption.

6.2 To agree the Precept for recommendation to Full Council.

It was proposed by Cllr I Davies, seconded by Cllr V Davies and agreed with one abstention to recommend to Full Council that a Precept of £191,253 be set.

7. Conclusion of External Audit

The Clerk reported that the notification of conclusion of audit had been received with one minor problem reported. The audit fee had been reduced to £400.

8. IT and Website

The office was asked to have the word 'amazing' removed as a description of the website. Cllr Hinder also asked if it could be made more public that he is no longer Chairman as he still gets calls and emails.

9. Closure of Beechen Hall

The report was noted. A further business support grant of £6,001 had been received and taken into account in the precept calculation.

10. Policies and Procedures for Review

10.1 Review of Financial Regulations

The draft Financial Regulations were further amended and it was agreed they should be recommended to Full Council for adoption.

10.2 Financial Transactions Policy

Amendments were made and the document changed from a Policy to a Procedure. It was then agreed it should be recommended to Full Council for adoption.

It was noted that both documents call for an approved list of regular payments. This has not been done in the recent past. The Clerk would present a list to the next F&GP Committee Meeting for approval.

11. Matters for Information

An email regarding the LGA Local Elections Seminar had been circulated. Cllr Dengate commented that this training was daytime only and thus not accessible to those in full time employment. The Clerk would see if any other training was available or if recordings were available.

12. Matters for Urgent Decision

To ratify the Assistant Clerk's decision after consulting with the Clerk and Chairman of the Parish Council to donate the £180.00 raised through the Christmas Hamper Raffle to Macmillan Cancer Support using the Council's Lloyds Corporate Multipay Card-as this was the only means of payment on the charity's website. **Ratified**

To Ratify the Clerk's decision after consulting with the Chairman to create an Earmarked Reserve to receive the joint Boxley/Bredhurst Lidsing Garden working party funds. **Ratified.**

13. Items for Next Agenda

Councillors' reports and requests for items to be included on the agenda to be submitted no later than 5 March 2021. **Noted.**

14. Date of Next Meeting

Monday 15 March 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.

15. Personnel Matters

No TOIL was being generated at the present time. All staff had taken 3 days of annual leave over the Christmas period. It was agreed that 5 days of annual leave could be carried over into next year with the remainder to be used in this holiday year.

Meeting closed at 9.00 p.m.

Signed as a correct record of the proceedings.

Chairman.....

Date.....