
Minutes of the meeting of the Finance & General Purposes Committee**Held on 2nd Oct 2017 at 7.30 pm in the Bush Room****Present:** - James Sumner (JS) (Chair), Ann Curtis (AC), Marcus Fry (MF), Steve McMillan (SM).
Graham Smith (Clerk)**1. Apologies accepted for Absence**

None

2. Evacuation Procedure

Evacuation procedures were noted.

3. Public Participation

None

4. Declaration of Interests

None

5. Minutes of meeting held on 4th Sept 2017 and Matters Arising5.1. Approval of the minutes of the meeting held on 4th Sept 2017**17.031 Resolved:** The minutes of the meetings held on 4th Sept 2017 were approved and signed by the Chairman

5.2. Matters Arising – (Clerk) informed Cllrs that he had received an email from Unity Trust Bank stating that they were unable to continue processing the account application until Cllrs confirmed that £28 CHAPS charge on withdrawals is acceptable and that Cllrs could only view the account online. (JS) reminded Cllrs that this was a deposit account and would not be used for regular transactions therefore the Chaps charge is not seen to be a problem. The priority is to set up the account and deposit the cheque and proposed that the finance committee accept the conditions set out on the Unity Trust email. (MF) seconded the proposal and all Cllrs agreed.

17.032 Resolved: The amended terms as set out by Unity trust relating to £28 CHAPS charge and view only internet account access is accepted by the Finance & General Purposes Committee.

5.3. Outstanding Actions – Reserve allocation review remains outstanding.

6. Matters Arising from Committee Reports

6.1. Planning Committee – None

6.2. Footpaths & Allotments Committee – None

6.3. Playing Fields & Open Spaces Committee – (Clerk) discussed the options relating to the timber trail for the Like Kiln Field and asked Cllrs to consider whether surfacing should be required as this and installation is a cost over and above the catalogue price.

7. Financial Reports7.1. Finance Report September 2017**17.033 Resolved:** The financial reports for July & August as presented were accepted as accurate.**8. Financial Matters**

8.1. 2018/19 Charges: (Clerk) requested that consideration to 2018/19 charges be made. Cllrs all agreed that whilst the Council finances were in order and reserves healthy that there was no justification in increasing charges for the coming year, however, prior to full resolution Cllrs requested that (Clerk) email the current list of charges to all on the finance committee.

- 8.2. Dongle! – (PC) demonstrated how his “dongle” works and tested that the receipt of internet is possible from the Jubilee Hall / Bush Room. All Cllrs agreed that in light of the resolution of Cllrs to look to the use of technology to improve processes the Parish Council should consider holding such an item of equipment. (JS) agreed to re visit costs / contracts and charges with (Clerk).

F171002-01: - Investigate charges / contracts / costs relating to acquiring a “dongle” to obtain best value.

Action to (JS / Clerk)

- 8.3. Budgeting & Expenditure from Reserves – (Clerk) reminded Cllrs that the budgeting process is to begin and that consideration is required relating to the use of reserves for community projects and that these need to be allocated. (JS) recommended, for guidance that due to the level of existing reserves that committees should work along the guide lines of maintain the level of precept to that of the previous year.

9. Authorisation of Payments

- 9.1. Payments authorisation by Cllrs Marcus Fry & Anne Curtis

| Details | Chq. no | £ |
|------------------------------------|---------|----------|
| Grounds Maintenance Contract - Sep | 2847 | 1170.00 |
| Annual Insurance | 2848 | 2002.00 |
| Litter Bin Empty | 2849 | 66.10 |
| Room Hire | 2850 | 36.90 |
| Total Payments | | £3238.10 |

- 9.2. Recent Receipts

| Details | Ref. | £ |
|---------------------------------|---------|---------|
| Gross Interest | DCR | 5.83 |
| Allotment Plot 25 | Inc2847 | 28.35 |
| D of G & Internment - Plot - 67 | Inc2848 | 228.00 |
| Memorial Stone – CR Plot 78 | Inc2849 | 168.00 |
| Total Receipts | | £430.18 |

10. Correspondence

11. Website / Helmet

(Clerk) informed Cllrs that the request for applications for Grant Aid from community groups was placed on the website in September for consideration at the Nov F 7 GP committee meeting.

12. Any other business

(SM) requested that the Committee consider setting money aside in the budget for the John Dyer award relating to Advertising / communications / awards.

(MF) reminded Cllrs that Community Forum Calendars had been printed and were on sale, and enquired whether the Parish Council should purchase. Cllrs agreed that they would be good gifts for staff and others that have contributed to the efforts of the Parish Council over the year. Cllrs agreed that the Parish council Purchase 10 calendars at £5 per calendar. (JS) proposed & (SM) seconded.

(MF) informed Cllrs that a field is available and willing by the owner to be gifted to a charitable organisation. Cllrs agreed that the management of such a field did not fall within the remit of the Parish council.

Meeting Closed 20.50PM

**The next meeting of the Finance and General Purposes Committee is on Monday
6th November 2017 at 8.15pm.**