

Minutes of the Finance and General Purposes Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 22 May 2018 commencing at 7.34 p.m.

Councillors present: Mr I Davies (Chairman), Ms L Clarke, Mr V Davies, Mr P Dengate and Mr B Hinder (arriving with apologies at item 5.2) together with the Clerk Mrs P Bowdery.

1. Apologies and non-attendance

Apologies: Cllr G Hayday and Cllr W Hinder.

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

None.

3. Minutes of the meetings of 13 March 2018

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

4. Matters Arising from the Minutes

4.1 Minute 3095/4.1 Charitable Incorporated Organisations (CIOs). Cllr Vic Davies reported that another query had been raised by MBC so the legal work for Vinters Valley Trust had yet to be completed. The Clerk notified members that Grove Green Hall had still not received a reply from MBC and she would now be escalating the issue. **Action: Clerk and Cllr Vic Davies.**

4.2 Minute 3095/4.2 Public Works Loan. Members were notified that the loan had been authorised. Cllr Dengate asked whether the amount could be increased and if so what would the interest repayments be. **Action: Clerk.**

4.3 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 B. **Received and noted.**

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

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

Received and noted. Concern was raised that some of the account balances were over the Financial Services Compensation Scheme threshold but it was recognised that the parish council would be undertaking some large scale expenditure in the near future.

5.2 Investments report.

5.3 Investments report. **Received and noted.** The Clerk was instructed to keep members informed of maturity dates as it was recognised that decisions may need to be taken out of meeting.

5.4 Income/Expenditure report as at 31.03.2018. **Received and noted.**

5.5 Income/Expenditure report as at 15.05.2018. **Received and noted.** The Clerk was asked to investigate a % spent query on cost centre 270 Beechen Hall Projects. A question was raised about the budget for boundary treatment at the allotments. **Action: Clerk.**

5.6 Petty cash reconciliation. To be undertaken out of meeting. **Action: Cllr Ivor Davies.**

6. End of Year

The Clerk apologised that an incorrect balance sheet (wrong date) had been scanned and included in the agenda. The working papers and another report from the audit trail were produced to show that the figures in section 2 of the return were correct. The Chairman then proposed **"that the RFO's recommendation that the End of Year Return be submitted to the parish council for adoption and signature be agreed."** **Unanimously agreed.**

7. General Data Protection Regulations

- 7.1 Beechen Hall booking forms and audit trail. The Clerk received guidance and some minor amendments were identified. **Agreed.**
- 7.2 Personal Data Audit. With some minor adjustments **agreed.** Cllr Dengate asked that a "reviewed date" column is added and for the document be produced in Excel, which he offered to do. **Action: Clerk.**
- 7.3 Retention of documents. The Clerk received guidance and some minor amendments were identified and it was noted that the document still required work on the section dealing with storage of personal data which was related to and would be completed in conjunction with item 7.4. **Agreed.**
- 7.4 Security briefing. The Clerk and Cllr Dengate's briefing report highlighting the work that was needed was **received and noted.** The need for encryption software was being investigated. **Action Clerk and Cllr Dengate.**
- 7.5 Privacy by design. The principle of 'designing out' the need for personal data on Council documents was **agreed.**

8. Personnel matters

- 8.1 TOIL, training, leave and sickness cover. An update was supplied to members. Cllr Vic Davies informed members that the Estates Committee had completed changes to the Caretaker contract and rotas. These would not result in any additional expenditure to the agreed 2018/2019 budget. **Noted.** Subject to references it was hoped to appoint the new caretaker in the next week. Members highlighted that they had not been informed that the interviews had taken place and asked for a confidential update. **Action Cllr Vic Davies.**

9. Parish Councillor Internal Audit

Cllr Brindle was thanked for undertaking the audit. She reported that a minor adjustment to the way receipts were reported to the parish council was needed. **Received and noted. Action: Clerk.**

10 Policies and Procedures: Reports and Reviews

In view of workload regarding GDPR, the programmed reviews, Health and Safety and Training were deferred until the next meeting. **Noted.**

11 Contingency Fund and Budget adjustments

The Clerk reported that a typing error on the budget had resulted in the Walderslade Woodlands Grant being shown as £6,283 instead of £5,333. Members were asked to amend their copy of the budget. **Action councillors.**

12 Grant Requests

None received.

13 Matters for Information

Parish tax bases. The BPC band D precept for 2018/19 is £27.82, whereas government figures show that nationally.

14 Items for Next Agenda

Requests for items for inclusion on the agenda to be submitted no later than 2 July 2018. Earmarked Reserves was identified as an agenda item. **Noted.**

15 **Date of Next Meeting**

Tuesday 10 July 2018 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 9.18 p.m.

Signed as a correct record of the proceedings.

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