

**Minutes of a meeting of the Finance & General Purposes Committee
held at 7pm on Thursday 29th July 2021
in the Windrush Room, The George Moore Community Centre**

Those Present: Cllr B Hadley (Chairman), Cllrs S Coventry, A Davis, L Hicks, and B Sumner, A Roberts

In Attendance: Sharon Henley (Clerk), Chris Cooper (Finance Officer)

Members of Public: N Randall attended until 8pm in a non-voting capacity

1. To elect a Chairman: Cllr Hicks proposed Cllr Hadley, seconded by Cllr Davis and unanimously APPROVED.
2. To elect a Vice Chairman. Cllr Hadley proposed Cllr Roberts, seconded by Cllr Sumner and unanimously APPROVED.
3. Apologies for absence. Cllr P Millett.
4. Declarations of Interest. There were none.
5. To receive and approve the minutes of the FGP committee meeting held on 26th April 2021, circulated. These were proposed by Cllr Hadley, seconded by Cllr Hicks and APPROVED.

It was confirmed that there were no matters arising.

6. Financial Reports: (Papers 1a, 1b, 1c, 1d)
To receive and approve the financial report, bank reconciliation, accounts for Q1 to 30th June 2021 and VAT Return Q1: It was confirmed that a total of £116.96 of CIL monies had been received in the previous financial year. It was agreed to transfer the payment of locum Clerks fees totalling £6,250 from the Administration to the Staffing budget. Payment of £839 for Village Green Byelaw Signs to be transferred from the Traffic Highways budget to the Village Maintenance budget. The Clerk to request receipt of the £3,000 from Cllr Hodgkinson for subsidising the ANPR camera and add £800 to the 2021-22 budget for taking down and putting up the Village Green railings during the season.
7. Management of Reserves: Cllr Davis asked that this was reviewed. The Clerk advised that there was a current Investment Policy but this would be reviewed in line with the Clerk's Schedule of Policies across the remainder of the year.
8. Internal Checks: To agree arrangements for Q1 Checks. It was confirmed that the internal checks for 2020-21 Q4 had been completed by Cllrs Roberts and Coventry and there were no unresolved issues. It was agreed that Cllrs Davis and Roberts would complete Q1 checks at 9am on Monday 9th August.
9. Internal Audit: It was confirmed that most actions were now complete.
10. External Audit & AGAR:
 - 10.1 It was noted that the Period of Exercise of Public Rights was complete and no requests to view documentation had been received.
 - 10.2 It was noted that the Clerk's contact details had been updated with the auditor.
11. Review of Internal Governance Documents for 2021/22:
 - 11.1 Review draft Standing Orders July 2021 (Paper 2) and make recommendation to Council for soonest adoption: Proposed amendments were discussed to reflect current working practices. It was agreed that a final draft to be presented to Council in September. Cllr Davis noted that colours used on the model document template meant that the document was not accessible to all users.

- 11.2 Review draft Financial Regulations 2021 (Paper 3) and make recommendation to Council for soonest adoption. Proposed amendments were discussed and the final draft to be presented to Council in September.
- 11.3 Expenses Policy – review advice received from SLCC in respect of Parish Basic Allowance in order to update policy.(Papers 4 & 5): This item was deferred to the following meeting.
- 11.4 Grants Policy – to review draft Grant Policy 2021 and consider existing timeline for awarding grants (Paper 6). A draft document was reviewed and it was agreed to including the wording “In exceptional circumstances we will consider grants on and ‘as and when basis’ ” for approval by full Council. Grant applications for 2021-22 to be reviewed at an Extraordinary Meeting on Thursday 23rd September at 6pm.
- 11.5 Confirmation of timescales for review of remaining Governance documents. The Clerk confirmed the Schedule of Policies for review as noted in item 7.
- 12. Community Awards Scheme: The request from Cllr Davis had been covered under the Grants Policy review in 11.4.
- 13. Email Upgrade: Review of take-up of new system and plan for completion of roll-out. It was agreed that all councillors should migrate to the new system by 1st October with councillors and the Clerk to provide assistance where required.
- 14. SLCC Annual Subscription: To review request from Clerk for payment of £289 due 1st August to continue to access member benefits and advice. This was proposed by Cllr Hadley, seconded by Cllr Davis and unanimously APPROVED for final approval by full Council.
- 15. Multipay Card: To consider providing a charge card facility for the Clerk (Paper 7). This was to ensure compliance with the Financial Regulations. It was agreed to apply for a suitable card via Lloyds Bank with a £500 limit if possible. Proposed by Cllr Hadley, seconded by Cllr Bryan and unanimously APPROVED. The quarterly checks to be updated to include checks on card spending were as per the Financial Regulations.
- 16. Purchase of additional Laptop: To approve a budget to purchase using SEN Resilience Grant. It was confirmed that funds of £645 were available to purchase an additional laptop for the GMCC. The specification to be agreed following a meeting with the IT contractor.
- 17. Date of Next Meeting – Thursday 21st October 2021 at 7pm.

There being no further business the meeting closed at 20.28 hours.