



Minutes of the Finance and General Policy Committee meeting of Bearsted Parish Council held at Madginford Hall, Egremont Road, Bearsted on Tuesday 4th February 2020 at 7:30pm

Present: Cllr Richard Ash MBE (Vice-Chair)
Cllr Michael Bollom
Cllr Denis Spooner

Also in attendance was the Acting Clerk Erin Sugden (AC).

There were no members of the public present.

1. Declarations of intention to record.

The AC declared that the meeting will be recorded for minuting purposes.

2. Apologies and absence

Apologies had been received from Cllr H Goodwin and Cllr J Hughes.

It was proposed and unanimously agreed to accept all apologies received.

3. Declaration of Interests, Dispensations, Predetermination or Lobbying

Cllr M Bollom declared an interest in 7a due to his knowledge of Webexpand. Cllr Ash declared he is a trustee of Involve, who are applying for a grant (7ei). Cllr Ash and Cllr Spooner also declared they were patients at Bearsted Medical Practice, the patients group were applying for a grant (7eiii).

4. To resolve to go into closed session and to exclude the press and the public at item 16 (Admissions to Meetings) Act 1960 in accordance with standing order 10 (xi) for consideration of HR matters and legal matters.

Cllr Bollom proposed to have the AC included in the closed session due their knowledge of the HR Matters.

5. Signing of minutes.

The minutes of the Finance and General Policy Committee meeting of Tuesday 7th January, 2020 were agreed as a true record and duly signed.

6. Matters arising from the last minutes and action points.

None.

7. Finance

- a) Resolution to authorise payments – Cllr Bollom abstained from the approval for Webexpand invoice with Cllr Ash and Cllr Spooner voting in favour. All other payments were unanimously agreed.

Invoice Date	Amount	Transaction Details
01/01/2020	£150.75	King George V Memorial Hall - Hall hire - various dates
01/01/2020	£388.80	Vision Ict - Email hosted 20 accounts
15/01/2020	£3,467.88	Paul Waring -
20/01/2020	£146.48	Invicta Law - Matter concerning residents and placement of bins
22/01/2020	£25.65	Opus Energy - 22.12-21.01 The Green Elec
22/01/2020	£53.29	Opus Energy - Woodland Trust elec 22.12-21.01
23/01/2020	£1,440.00	Whitehead Monckton - Prof fees re appeal - KCC

		PROW
23/01/2020	£209.89	British Telecom - BT Charges January
24/01/2020	£338.40	Downsmail Publications Limited - Advert in Jan Mail - full page
26/01/2020	£61.63	Cllr Jon Hughes - Expenses 19.1-26.1
28/01/2020	£360.00	Laddingford Engineering Ltd - Supply and delivery only - security bollard
28/01/2020	£368.86	Nicola Brittain - Finance, payroll, admin support
28/01/2020	£54.72	Kent County Council - Paper A4 box of 5
28/01/2020	£510.00	Gullands Solicitors - Advising and assisting re employment issues
29/01/2020	£6,147.00	Webexpand.Co.Uk - New website - in wordpress
03/02/2020	£166.78	Alan Quarman - Litter picking Jan to 2.2.20 and bags
20/02/2020	£66.00	National Allotment Society - Membership 18/1 yearly
Total	£13,956.13	

- b) Finance Reports: It was highlighted that there are funds available within the Environment Committee budget that have not yet been spent. It was proposed and unanimously agreed to accept the reports.
- c) Balances of accounts: The accounts were duly noted.
- d) Corporate card expenditure: The AC will write a letter to Unity Trust Bank to check the application of the corporate multi-pay card application.
- e) Grants and Donations requests:
- i) Involve Kent: A request was received for a donation of £500. The committee will recommend to the Full Council that the donation would not be offered but the charity would be invited to collect at one of the upcoming Markets on the Green.
 - ii) Bearsted Patient Participation Group: A request was received to support the creation of mental health for young people booklet for the local area at a cost of £177.82. The grant was unanimously agreed for recommendation to the Full Council.
 - iii) Heart of Kent Hospice: A request was received from the charity. The committee will recommend to the Full Council that a donation would not be offered but the charity would be invited to collect at one of the upcoming Markets on the Green.

8. Parish Service Scheme

It was reported that through the Parish Service Scheme BPC will receive £10,053.

9. Policies for updating

a) Disciplinary Procedure: This was recommended to be adopted by the Full Council.

b) Capability Procedure: This was recommended to be adopted by the Full Council.

c) Equal Opportunity Policy: This was recommended to be adopted by the Full Council.

10. Unity Trust Bank

Cllr Ash informed the committee that he is not able to log on to Unity Trust Bank but will aim to resolve this by the next Full Council meeting.

11. Investment Strategy

It was proposed and unanimously agreed to open a savings account with Hampshire Trust Bank.

ACTION: ACTING CLERK

12. GDPR

Under the Data Protection Regulations 2018 BPC are required to pay an annual data protection fee to the Information Commissioner's Office. It was proposed and unanimously agreed to continue with the direct debit at an annual cost of £35. The AC updated the committee about new areas of GDPR that have been highlighted through a training course which requires all Councillors to declare any documentation they are holding with sensitive data. The AC will inform the Full Council of the update.

13. Rosemary Road

The invoice to Maidstone Borough Council for the reclaim of maintenance costs for Rosemary Road was forwarded to Mr Mark Green who responded to the AC with questions as to what the charges related to. The AC has explained the invoice to Mr Green.

14. Future Agenda items

Rosemary Road
Investment Strategy
Business Continuity

15. Proposed date of next meeting being 3rd March, 2020

16. Closed Session

HR Matters

With no further business to transact, the meeting closed at 20.33hrs

Signed..... Date.....