



Minutes of the Finance and General Policy Committee meeting of Bearsted Parish
Council held at Madginford Hall, Egremont Road, Bearsted on
Tuesday 3rd March, 2020 at 7:30pm

Present: Cllr Helena Goodwin (Chairman)
Cllr Richard Ash MBE (Vice-Chair)
Cllr Michael Bollom
Cllr Jon Hughes
Cllr Denis Spooner

Also in attendance was the Acting Clerk Erin Sugden (AC) and one member of the public.

There were no reports from the public.

1. **Declarations of intention to record.**
The AC declared that the meeting will be recorded.
2. **Apologies and absence**
None received.
3. **Declaration of Interests, Dispensations, Predetermination or Lobbying**
None.
4. **Signing of minutes.**
The minutes of the Finance and General Policy Committee meeting of Tuesday 4th February, 2019 were agreed as a true record and duly signed.
5. **Matters arising from the last minutes and action points.**
Cllr Ash had not resolved his issues with Unity Trust and reported to the committee he will be able to authorise payments by the Full Council meeting.
6. **Finance**
 - a) **Resolution to authorise payments**
It was proposed and unanimously agreed that due to the number of volunteer litter pickers within the village it is now not necessary to pay for the service of the BPC litter picker.
A proposal was made to authorise all payments with 3 in favour and two abstentions to the payment for Tantons Tree Surgeons.

Invoice Date	Amount	Transaction Details
01/02/2020	£48.00	Compute4U - Leased laptops for month
05/02/2020	£22.98	Madginford Hall - Hire of Hall Jan session
05/02/2020	£1,200.00	Dynamic Fireworks Ltd - Deposit for 06.11.20 Firework
07/02/2020	£195.00	LRH Property Maintenance - To clean playground area of moss and algae
08/02/2020	£22.65	Cllr Suzanne Camp – Expenses
10/02/2020	£1,980.00	Tantons Tree Surgeons - Emergency works re trees at St Faith Lane
11/02/2020	£462.60	David Buckett - Internal audit 2018-19 fee
20/02/2020	£12.14	Opus Energy - 22.01-19.02 The Green Elec
21/02/2020	£338.40	Downsmail Publications Limited - Advert in Feb Mail - full page

22/02/2020	£49.19	Opus Energy - Woodland Trust elec 22.01-19.02.20
23/02/2020	£207.74	British Telecom - BT Charges February
24/02/2020	£171.82	Bearsted Medical Practice PPG - Donation per Fin Comm 4.02.20
25/02/2020	£114.94	Alan Quarman - Litter picking 09.02-01.3
28/02/2020	£20.00	Jimmy Shoes - 5 x key with disc
02/03/2020	£56.32	Erin Sugden - Expenses - all travel costs
02/03/2020	£330.00	Amy Bush - Admin hours Feb
	£5,231.78	

- b) Finance Reports: There were technical errors with the report and so the Finance Contractor will be requested to look in to this and re-send the report to the committee ahead of the Full Council meeting._
- c) Balances of accounts: The accounts were duly noted.
- d) Corporate card expenditure: The AC has now been issued with a Unity Trust card but a statement will not be available for one month.
- e) Grants and Donations requests: None received

7. Policies for updating

- a) Harassment, Bullying, Abuse and Intimidation: Cllr Ash to send amendments to Cllr Goodwin.
- b) Whistleblowing: Cllr Ash to send amendments to Cllr Goodwin.
- c) Grievance procedure: Cllr Ash to send amendments to Cllr Goodwin.
- d) Internal controls: Cllr Ash to send amendments to Cllr Goodwin.

ACTION: CLLR ASH/CLLR GOODWIN

8. GDPR

Cllr Bollom will request from all Councillors that they adhere to the Acting Clerk's request for the information amnesty spreadsheet to be completed. The AC reminded the committee about data not being stored locally to devices as this could be a breach of GDPR.

9. Business Contingency Planning

It was suggested that Cllr Graeme Hannington may have the experience to assist with the completion of this process. This item has been deferred to the Full Council for his assistance in putting this together.

10. 2018-19 Audit findings

The AC will respond to the internal auditor with updates.

ACTION: ACTING CLERK

11. Rosemary Road

The AC will send a final a reminder to MBC for the invoice for the of Rosemary Road.

ACTION: ACTING CLERK

12. Investment Strategy

The AC to look at other savings accounts such as Kent Reliance and Nationwide and report back at the next meeting.

ACTION: ACTING CLERK

13. Future Agenda items

GDPR

Audit 2019-20
Investment Strategy
Rosemary Road

14. Proposed date of next meeting being 7th April, 2020

With no further business to transact, the meeting closed at 20.25hrs

Signed..... **Date**.....