



Minutes of the Finance and General Policy Committee meeting of Bearsted Parish  
Council held virtually on Tuesday 3<sup>rd</sup> November 2020 at 7:30pm

Present: Cllr Nigel Cox (Chairman)  
Cllr Michael Bollom  
Cllr Martin Broughton  
Cllr Denis Spooner

Also, in attendance was the Clerk Erin Sugden.

**There were no reports from the public.**

1. **Declarations of intention to record.**  
The Clerk declared that the meeting will be recorded.
2. **Apologies and absence**  
None received.
3. **Declaration of Interests, Dispensations, Predetermination or Lobbying**  
Cllr Bollom declared an interest in item 7a.
4. **To resolve to go into closed session and to exclude the press and public at item 16a and 16b (Admissions to Meetings) Act 1960 in accordance with standing order 10 (xi) for consideration of the budget for Project A and HR Matters**
5. **Signing of the Minutes of the last meeting**  
The minutes of the Finance and General Policy Committee meeting of Tuesday 6<sup>th</sup> October 2020 were agreed as a true record and duly signed.
6. **Clerk's report**  
No matters to report.
7. **Finance** (Accounts and Audit Regulation 2011/817)
  - a) **Resolution to authorise payments:** The Clerk explained that the invoice from BT was incorrect and a credit note for £79.90 would be issued. Payments were recommended for approval by Full Council with 3 in favour and one abstention.

Ledger date	Gross	Transaction Details
01/04/2020	£60.00	KALC - Dynamic Councillor 27/02/20
01/04/2020	£72.00	KALC - Full day conference - 06/02/20 Well being training
01/04/2020	£72.00	KALC - Website accessibility 20/01/20
18/09/2020	£1,799.08	Greenbarnes Ltd - Oak noticeboards with posts
15/10/2020	£216.00	LRH Property Maintenance - Noticeboard works - erect and remove
16/10/2020	£2,830.68	Paul Waring - Quarter to end Sept
18/10/2020	£21.20	Cllr Sandra Knatchbull - Community payback expenses
19/10/2020	£20.00	Royal British Legion Village - Wreath - donation payable
21/10/2020	£700.00	Whitehead Monckton - POA re KAI-B11032-32
22/10/2020	£32.66	Opus Energy - Woodland Trust elec 21.09-21.10
22/10/2020	£12.32	Opus Energy - Elec The Green 21.09 - 21.10
23/10/2020	£188.23	British Telecom - BT charges - October 2020
27/10/2020	£360.00	Creative Resins - Storage Xmas Lights 9th Jan to 1st Dec
30/10/2020	£242.34	NB - Finance and Payroll - Oct
01/11/2020	£48.00	Compute4U - Leased laptops Nov x 2

02/11/2020	£704.00	AB - Hours worked October
	£7,378.51	

- b) Finance Reports: The reports were duly noted.
  - c) Balances of accounts: The balance of accounts was duly noted.
  - d) Corporate card expenditure: The statement of the multipay card was duly noted.
  - e) Grants and Donations requests: An application for a donation of £500 was applied for by Bearsted & Downswood Angles to support their food packages for local families. It was proposed by Cllr Bollom to approve the donation with all in favour.
- 8. Policies for updating (LGA 1972 s.111)**
- a) Reserves Policy: It was recommended this policy be approved by Full Council with a review done every three years.
  - b) Email Etiquette: It was recommended this policy be approved by Full Council with a review done every three years.
  - c) Recruitment and Selection Policy: It was recommended this policy be approved by Full Council with a review done annually.
- 9. Strategy for Investment**
- Cllr Cox reported that the Metro Bank are not accepting new Community accounts until at least 3<sup>rd</sup> January 2021. He will investigate the Hampshire Trust Bank and Lloyds as potential saving accounts.
- ACTION: CLLR COX**
- 10. Scheme of Delegation**
- The Scheme of Delegation was reviewed and will be recommended for approval by the Full Council.
- 11. Fire Safe (LGA 1972 s.111)**
- The Clerk informed the committee of the advice received about the specification for fire safes. It was proposed to spend £1964.00 on a fire safe to securely store documents within the Parish Office which was unanimously agreed.
- 12. CIL Funds 2020**
- The Clerk informed the committee that BPC would soon be due £2,586.77 of CIL funds. Cllr Spooner informed the committee of potential areas that the money could be spent on. It was proposed that this money should be given to the newly formed Traffic Committee for initiatives benefiting the Parish. The committee unanimously agreed.
- 13. Budget 2021-2022**
- a) The committee discussed the Full Council budget and will make a recommendation at the next Full Council meeting for the budget to be approved.
- 14. Future Agenda items**
- Strategy for Investment  
Budget and precept setting 2021/22
- 15. Proposed date of next meeting being 8<sup>th</sup> December, 2020.**

**At 21.13hrs the meeting moved to closed session.**

- 16. Closed Session**

- a) To consider a budget for Project A  
Cllr Bollom updated the committee on areas of research but explained that additional time is required to investigate further projected costs to enable a budget to be put forward by the working group for consideration.  
**ACTION: PROJECT A WORKING GROUP**
  
- b) To consider HR matters  
It was proposed by Cllr Bollom to include within the budget 2021/22 sufficient allowances for Bearsted Parish Council staff which was unanimously agreed. It was recommended that a HR Committee be formed to deal with any further HR matters.

With no further business to transact, the meeting closed at 21.46hrs

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