



Minutes of the Finance and General Policy Committee meeting of Bearsted Parish Council held virtually on Tuesday 4th May 2021 at 7:30pm

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

Also, in attendance was the Clerk Erin Sugden.

1. Declarations of intention to record.

The Clerk declared that the meeting would be recorded for minuting purposes.

2. Apologies and absence

Apologies and accepted were received from Graeme Hannington.

3. Declaration of Interests, Dispensations, Predetermination or Lobbying

None.

4. Signing of the Minutes of the last meeting

The minutes of the Finance and General Policy Committee meeting of Tuesday 6th April 2021 were agreed as a true record and duly signed.

5. Clerk's report

The Clerk reported that the policies were adopted by the Full Council and that both the Skipton and Cambridge Building Society savings accounts were open. NatWest had been contacted to transfer £85,000 into each account.

6. Finance (Accounts and Audit Regulation 2011/817)

a) Resolution to authorise payments: Cllr Cox proposed to recommend the payments to Full Council for approval with the invoice from Whitehead Monkton being held due to a complaint being submitted for unsatisfactory service. The committee agreed with all in favour.

Ledger date	Gross	Transaction Details
09/11/2020	£1,798.80	Don Ruffles Ltd - Safe - Fire Commander F51913K
18/03/2021	£24.00	EDGE IT - End of Year Video access
01/04/2021	£1,944.00	KALC - Yearly subs y/end 31.03.22
06/04/2021	£102.00	Vision Ict - Biennial fee for gov.uk domain
08/04/2021	£1,608.00	Fernshire Tree Services Ltd - Tree works as per survey, Cherry fell
12/04/2021	£12.00	Hugofox Ltd - Monthly planner tracker support fee
12/04/2021	£168.00	Hugofox Ltd - Tracker Planning set up
19/04/2021	£50.00	John Cunningham - Refund key and plot deposit 05A
22/04/2021	£10.00	Peter Schmoeger - Key deposit refund re 49E
24/04/2021	£750.00	Purple Arbour - Design plans - 50% payment for Project A
29/04/2021	£654.50	Amy Bush - Admin hours April 2021
29/04/2021	£341.41	Nicola Brittain - Finance and payroll support April
01/05/2021	£48.00	Compute4U - Leased laptop charges
29/04/2021	£22.88	ABC Business Systems - Colour reading - ink usage Konica Printer
09/04/2021	£12.08	Opus Energy - Street lighting 09.03.21 - 08.04.21

09/04/2021	£40.55	Opus Energy - Street lighting 09.03.21 - 08.04.21
12/04/2021	£6.00	Payroo Ltd - March payroll fees
21/04/2021	£11.16	Opus Energy - The Green elec 22/03 - 20/04/21
21/04/2021	£38.56	Opus Energy - Elec Church Landway 22/03 - 20/04/21
23/04/2021	£106.14	British Telecom - April BT charges
08/04/2021	£15.17	Lloyds Bank - Recurring adobe charges
08/04/2021	£14.39	Lloyds Card - Zoom - Zoom recurring charges
14/04/2021	£42.00	Lloyds Card - KALC - Getting started with media 21/04
19/04/2021	£3.75	Lloyds Bank - Co-op toilet roll
21/04/2021	£10.00	Lloyds Bank - Co-op 5 x 10 large heavy
21/04/2021	£7.65	Lloyds Bank - Post Office - Special delivery
22/04/2021	£120.00	Lloyds Card - KALC - 2 x admission planning conf 12/05
26/04/2021	£7.65	Lloyds Bank - Special delivery postage
	£7,968.69	

- b) Finance Reports: There were no reports available as the year end had not been completed.
- c) Balances of accounts: The balance of accounts were not available as the year end had not been completed.
- d) Corporate card expenditure: The payments on multipay card were duly noted.
- e) Grants and Donations requests:
 - i. Samaritans: The committee discussed the application and concluded that there was no defined connection to the Parish however the charity would be offered the first opportunity to collect funds at any future Market on the Green. This was proposed by Cllr Cox and unanimously agreed.

7. Review policies for updating (LGA 1972 s.111)

19.54 Cllr Spooner left the meeting

- a) Complaints Procedure: Cllr Bollom proposed to recommend this policy to the Full Council with a review date of two years which was agreed with 4 votes in favour.
- b) Community Engagement Policy: A few amendments were made to the office availability and the removal of information being available in the Downsmail. Cllr Cox proposed to recommend the policy to the Full Council with 4 votes in favour. The review date was set for three years.

19.59 Cllr Spooner returned to the meeting

- c) Inclusions and Exemptions for Publishing Data Policy: Cllr Cox proposed to recommend this policy to the Full Council with a review date of three years which was agreed with all in favour.
- d) Maternity Policy: Cllr Bollom proposed to recommend this policy to the Full Council with a review date of three years which was agreed with all in favour.

8. Terms of Reference (LGA 1972 s.101)

The committee reviewed the TOR and removed items that were covered by the newly formed HR Committee. They also added in procedures to delegate to the Clerk for urgent matters. These were proposed by Cllr Broughton with all in favour.

9. Future agenda items

Councillor Co-option Policy
Debit Card Policy
Scheme of Delegation
Audit 2020-21 review.
Correspondence

10. Proposed date of next meeting being 8th June 2021

With no further business to transact, the meeting closed at 20.26hrs

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