

Minutes of The Finance and General Purposes Committee Meeting
held on Tuesday 21 February 2023 at 6.30 P.M
at The Council Office, The Clanfield Centre.

Present: Cllr P. Hurst – Chair; Cllr Stephen Williams; Cllr Brian Foster (Vice Chair) and Cllr Dave Harris (Ex Officio).

In attendance: Katie Knowles, Parish Clerk & RFO

The Staffing-Sub Committee had met at 5.45pm, to discuss staffing contingency arrangements, prior to the main Committee meeting.

FGP01/23 To receive Apologies for Absence

Apologies were received from Cllrs Margaret White and Laurent Coffre.

FGP02/23 Declarations of Interest

There were no interests declared.

FGP03/23 Minutes of the previous meeting

The minutes of the meeting held on 22 November 2022 were agreed as a correct record and signed by the Chair.

FGP04/23 Review of Income & Expenditure

Members of the Committee reviewed the income against expenditure as at 20 February 2023.

The following budget lines were discussed/clarified:

Clerks Salary / Tax & NIC contributions

It was noted the Tax & NIC contributions were significantly over budget, whereas the Clerk's salary was under. As budget headings continue to be realigned, it was noted that in 2023/24, NIC contributions would split employer & employee payments.

IT Support & Licenses

The Clerk advised the IT Licenses managed by Cloudy IT were due for renewal comprised:

Microsoft 365 licenses

2 x 365 Business Premium

MS Defender for 365 (Plan 2)

10 x 365 Business Basic

Cloud back up

Datasafe Cloud

Rialtas Accounts package

Rialtas Cloud application Base License

IT Support

Cloudy IT support

A quotation had been received which would increase the charges by 8.6%. Monthly payments would increase from £209.52 per month (£174,60 net) to £227.52 (£189.60 net) per month, (£2,275 per annum). It was noted that the budget for IT Support & Licenses for 2023/34 may need to be reviewed.

Members of the Committee agreed to accept the quotation from Cloudy IT, and the Clerk was asked to arrange the renewal.

FGP05/23 Risk Assessment

Members reviewed the Council's Risk Assessment. Several updates were agreed in respect of the Bowls Club, Tennis Courts, Noticeboard replacements, Grounds Maintenance in respect of

trimming, the approval payments, IT and the provision of a Cloud back up and Peel Park. An updated version of the Risk Assessment would go to the March Council meeting for approval.

FG06/23 Asset Register

Members reviewed the Asset Register for 2022/23. New assets purchased during the year were identified in red text. The total asset value for 2022/3 had not been updated in the version circulated, so Members were unable to agree the total. An updated version of the Asset Register would go to the March Council meeting for approval, in preparation for the year end.

FGP07/23 Review of Council's Standing Orders

Cllr Paterson proposed the Standing Orders were reviewed more widely than the changes agreed at the November Council meeting. Cllr Paterson comments had been previously circulated and were approved.

FGP08/22 Internal Audit Recommendations

Members received a report on the implementation of the interim audit recommendations. Supplementary documents had been circulated on NatWest's Bankline Service and a quotation from the Council's insurers to increase its Fidelity Insurance.

The fees for NatWest's Bankline Service were reviewed. Bankline offers individual user access, rights and privileges and need dual authorisation when making payments or administration changes. The Clerk advised that NatWest's accounts were used for all income and payments and Bankline would protect the Council and the Clerk. Members queried whether the Council should incur additional charges for each bank for a similar service. The Clerk suggested that transfer limits be applied to the Council's online accounts held with Lloyds and the Co-operative Bank.

Members agreed to approve the NatWest Bankline Service and that transfer limits be applied to the online accounts held with Lloyds Bank and Co-operative Bank.

The Internal audit report suggests the Fidelity insurance should be set at the combined cash / bank account holding plus a half-year's precept. The current level was £150,000.

The Clerk obtained a quotation from Council's insurer to increase cover to £450,000. The increase would increase the annual premium by £470.40. The Committee were also asked to confirm the Council met the minimum standards on p4 of a supplementary questionnaire, the insurer had asked to be completed in order that cover could be arranged.

Members agreed the standards were met and that the Clerk arrange the additional cover.

FGP09/23 Clanfield Parish Council meeting held on 14 February 2023

All items had been considered on the agenda.

FGP10/23 Policies

Members reviewed two draft policies.

- a. Child Protection & Safeguarding Policy
- b. Whistle Blowing Policy

Members agreed that additional work was required to make the draft policy documents, shorter and more succinct. Cllr Foster and the Clerk agreed to review examples from neighbouring Council's.

FGP11/23 **Date of the next meeting**

The date of next meeting will be held on 18 April 2023 at 6.30pm.

The meeting closed at 7.30 p.m.

Signed..... Dated.....