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## Finance and General Purposes Committee

### Minutes of a Meeting held at 8.30pm on 3 January 2019

Present: Mr A Burton (Chair), Mrs M Dormer, Mrs A King, Mr M Sambrook

In Attendance: Mrs S Heynes (Clerk)

#### **FGP32 To receive apologies for absence**

Apologies received from Mrs F Laing, Mr P Mantripp and Mr C Mercer.

#### **FGP33 To receive declarations of interest from Members in respect of any matter on the agenda**

Mr Burton declared an interest in the New England Wood grant request (item FGP44).

#### **FGP34 Public Question Time**

There were no members of the public present at the meeting.

#### **FGP35 To confirm the minutes of the meeting held on 28<sup>th</sup> September 2018**

The minutes of the meeting of the 28<sup>th</sup> September 2018 were taken as read and confirmed as a true record.

#### **FGP36 To note any matters arising from the minutes not included elsewhere on the agenda**

None.

#### **FGP37 To note the F&GP Action List**

Noted.

#### **FGP38 To consider the Council Budget Year to Date and Reserves**

##### **Council Budget**

Committee reviewed and accepted the year to date expenditure and variance descriptions, as well as the revised budgets.

##### **Reserves**

The Reserves were reviewed and accepted.

#### **FGP39 To note and approve the Bank Reconciliations to 31<sup>st</sup> December 2018**

All bank reconciliations were approved and signed off.

#### **FGP40 To note the quotations received to re-tarmac the pathways throughout the Churchyard and Cemetery**

The quotes received ranged from £6,000 to £60,000 and were all varying detail and specification. On this basis Committee recommended a professional survey was obtained and new quotes requested based on an exact specification. The Clerk was instructed to proceed with obtaining a survey up to a cost of £1,500.

**FGP41 To consider the quotations to remove and replace the old shed and tool shed gate at the Cemetery**

The Fencing Company were the approved option as they had included provision for a skip within the quote. It was noted that burning the shed materials would be illegal and should not be allowed.

**FGP42 To consider the proposal to invest in a card payment device to allow card payments to be accepted in the office**

The Clerk presented the options available and advised that two of the card payment providers would not allow payment for advance ticket sales to be processed due to their specific terms and conditions. On that basis it was resolved to proceed with Square, as well as to purchase a basic tablet for use with the card payment device.

**FGP43 To consider the proposed precept forecast for 2019-20 and agree final figures for recommendation at Full Council meeting on 24<sup>th</sup> January 2019**

The proposed precept was reviewed in detail. The Clerk was instructed to make some minor changes prior to circulation for review and approval at the next Full Council meeting. The Clerk was also instructed to investigate cheaper phone costs for the Queen's Hall.

**FGP44 To consider the grant request received from New England Wood Trust**

Council noted that New England Wood had already received a grant from the 2018-19 budget. The Clerk was instructed to bring the application to the next F&GP meeting for consideration from the 2019-20 budget.

**FGP45 To consider the donation to be made with income generated by the Christmas Street Festival**

The Clerk was instructed to add the £200 donations received to the grant donation fund for 2019-20 to enable either more or larger grants to be made.

**FGP46 To note the new pay scales issued by NALC**

Noted. The Clerk was requested to review the salary scales against the proposed 2019-20 budget to ensure they had been included.

**FGP47 To note the Unity Bank charges for making cash and cheque deposits**

Noted.

**FGP48 To note matters arising after the preparation of the agenda, which the Chairman agrees to take as urgent.**

None.

Meeting closed at 9.50pm.

Signed \_\_\_\_\_