

UNAPPROVED

CLAYDON & WHITTON PARISH COUNCIL

Finance & General Purposes Committee

A meeting of the Finance & General Purposes Committee was held on Monday 23 July 2018 at 7.30 pm in the Village Hall, Claydon

Present: Cllrs P Avis, G Cornish, N Gutteridge, G James, C Studd, A Thomas and J Whitehead

1. **APPOINTMENT OF CHAIRPERSON FOR THE ENSUING YEAR**

Cllr Studd proposed Cllr Gutteridge. This was seconded by Cllr Whitehead and unanimously agreed.

2. **APPOINTMENT OF VICE-CHAIRPERSON FOR THE ENSUING YEAR**

Cllr Studd proposed Cllr Whitehead. This was seconded by Cllr Cornish and unanimously agreed.

3. **PUBLIC FORUM**

No members of the public were present

4. **APOLOGIES**

Cllr C Barber due to a work commitment. This reason for absence was accepted.

5. **MINUTES OF LAST MEETING**

The minutes of the meeting held on 30 April 2018 were approved and signed.

6. **MEMBERS DECLARATION OF INTEREST**

Cllr Whitehead declared a non-pecuniary interest in item nine due to being the Parish Council representative on the Recreation Ground Management Committee.

7. **MEMBERS DECLARATION OF COUNCIL TAX ARREARS**

None

8. **BUDGETARY CONTROL REPORT**

The Clerk will talk to SALC about the Clerk's salary and pension payments to understand how the pension payments will be made.

9. **RECREATION GROUND CAR PARK**

The revised agreement resolves the issues that the previous parish council meeting raised of determining who decides when and how the car park should be maintained.

Cllr Whitehead agreed to liaise with the Recreation Ground Management Committee.

It was agreed that an extraordinary meeting of the Parish Council should take place in order to pass the resolutions.

10. DATA PROTECTION

The clerk updated the Parish Council on the SALC data protection briefing that she attended. A data audit will be necessary and there will be actions for everyone on securing the data that we hold.

Cllr Price had previously circulated a data permission form for parish councillors and it was agreed to put this on the next Parish Council meeting agenda.

11. NOTICE BOARD

The planned donation of the notice board cannot take place as it had already been broken up and recycled.

12. VERTAS INVOICES

Cllr Whitehead reported that the Recreation Ground Management Committee were expecting an annual cost for grass cutting of £1,623.74 and that there should have been a deduction to this due to less work being done than was contracted for.

The previous clerk had sent an email to Vertas to query the invoice on 30 May and has received no reply to date.

It was agreed that as Vertas had not responded to the query and as the Parish Council believe these invoices to be incorrect, the invoices should not be paid until these issues have been resolved.

13. SUCH OTHER BUSINESS THAT IN THE OPINION OF THE CHAIRMAN SHOULD BE CONSIDERED AS A MATTER OF URGENCY

Cllr Gutteridge highlighted the amount of time and energy that had been invested into attempting to pay by cheque, which was restricting the ability of the Parish Council to achieve good value for money.

The most recent issue is the purchase of Microsoft Office for the Clerk's laptop. It was agreed that Cllr Gutteridge would purchase this and be reimbursed by the Parish Council.

Cllr Gutteridge proposed that a business credit card is obtained. The clerk will investigate this with Barclays and Cllr Gutteridge will put together a series of checks that will ensure the protection of the Parish Council for the next Parish Council meeting.

11. MATTERS RAISED BY MEMBERS

The hump in the road on the A14 between the Claydon and Whitehouse junctions was discussed. The clerk will contact Highways England about this.

12. DATE OF NEXT MEETING

To be confirmed.

The meeting closed at 8.15pm

Chairperson