



**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING OF
KEMPSEY PARISH COUNCIL, TUESDAY 14TH NOVEMBER AT 7.00PM
AT THE YOUTH CENTRE**

(Please note the meeting commenced at 7.21pm)

PRESENT: - Cllr. Geens (Chairman), Cllr Dodge, Cllr Varley, Cllr Frazer-Cann, Cllr Michael & Cllr Smith

IN ATTENDANCE: - No members of the public.

1. Apologies: Cllr Waller (Personal) and Cllr Gerrard (Illness) – accepted
2. Declaration of Interests:
 1. Register of Interests: Councilors were reminded of the need to update their register of interests.
 2. Disclosable Pecuniary Interests (DPI): None
 3. Other Disclosable Interests (ODI): None

No Questions for Public Question Time.

3. Having been previously circulated, the minutes of 19.06.17 were signed as a true and correct record.
Matters arising: - Cllr Geens confirmed he would pursue the subject of Land Registration after Christmas.
4. Update from Working Parties on the review of Policies and Procedures.
Working Party One comprising of Cllr Smith, Cllr Waller and Cllr Michael plus The Clerk to review:-
 - The Complaints Procedure
 - Disciplinary Procedure
 - Grievance Procedure
 - Management of Unreasonable Complaint Behaviour Policy
 Cllr Smith advised that a member of the Working Party feels professional expertise should be obtained. It was felt the cost implications could not be justified as there is sufficient guidance from NALC/CALC. Cllr Smith will therefore proceed.

 Working Party Two comprising of Cllr Geens, Cllr Frazer-Cann and Cllr Gerrard plus The Clerk to review:-
 - Standing Orders
 - Financial Regulations
 - Communication Policy
 - Document Retention Policy
 - Publication Scheme
 Cllr Geens advised that due to the NDP and other Council matters this had not yet progressed. He will endeavor to pursue after Christmas.
5. Finance: - **RECOMMENDATION:** The preliminary Budget for Financial Year 2018/19 was agreed.

Action

INCOME	BUDGET 2017/18 £	Preliminary Budget 2018/19	Carried Over From 17/18 £
Kempsey Parish Council			
Precept	96,354	TBC	
Cancelled Cheques	0	0.00	
Wayleaves	475	485.00	
VAT recovered	0	0.00	
Community Centre Energy (Reimbursement from Tenants)	4,250	4000.00	
Commercial Rents	23325	23325	
Room 1 Hire	3,500	3500.00	
NDP	0	0.00	
Miscellaneous (Refunds etc.)	0	0.00	
Bank Interest	2,500	2500.00	
Youth Centre	2,000	2500.00	
TOTAL		36432.00	

EXPENDITURE	BUDGET	Carried Over From 16/17	Preliminary Budget 2018/19	Carried Over From 17/18
	2017/18			
	£	£		£
Staff Committee - Salaries	54,461		55130.00	
SUB TOTAL	54,461	0.00	55130.00	
F&GP Committee				
Community Centre Energy (Electricity, Gas & Water)	5,000		5000.00	
Audit Fees - Internal/External	1,500		650.00	
Parish Office Stationery/Postage	1,300		1300.00	
Photocopier Rental/Maintenance/Toner	1,600		1600.00	
BT Telephone/Broadband	1,250		1500.00	
Subs/Fees/Courses	2,000		1500.00	
Annual Report Print Costs & Distribution	250		350.00	
Parish Council Website	500		1000.00	
Mileage Expenses	400		300.00	
Insurance	3,800		4500.00	
Legal Fees	2,000	900.00	0.00	2500.00
Chairman's Allowance	250		250.00	
Grant to St Marys Church (Churchyard Maintenance)	2,500		2500.00	
Grant to Parish Magazine	350		350.00	
War Memorial Donation (Cleaning)	0		25.00	
Contract Cleaner	2,000		2000.00	
NDP Fees	0		0.00	
IT Support Parish Office/Website	500		500.00	
Registration of Land	3,000		0.00	3000.00
Chain of Office	500	250.00	750.00	750.00
NDP Referendum	500	3000.00	0.00	2800.00
Miscellaneous Expenditure	0		0.00	
Youth Centre Utilities/ Youth Hut	800		1250.00	
Defibrillator at Community Centre	300		0.00	300.00
Battles Over Nation Tribute Event ***NEW***	0		500.00	
Window Cleaner ***NEW***	0		200.00	
PACT	0	227.50	0.00	227.50
SUB TOTAL	30,300	4377.50	26025.00	9577.50

6. Any Other Business – None

Meeting Closed 8.12PM
Sharon Baxter
Clerk

Signed Chairman Date