

South Willesborough and Newtown Community Council

Finance and General Purposes Committee 23rd March 2026 Minutes

The Chair opened the meeting at 7:00pm

In attendance Chair Cllr Sue Mullan (SM) Cllr Steve Campkin (SC) and Cllr Lauren Corbett (LC)

Also in attendance, Sarah Evans Community Council Manager (SECCM)

14/26 To Record and List Apologies for Absence

Apologies were received from Cllr Mark Harris and Approved

15/26 Declarations of pecuniary, other significant or voluntary interest

No declarations were made.

16/26 To Agree the Minutes of the last Meeting January 2026 and sign (attached)

It was Proposed SC and Seconded LC that the Minutes were a true record of the meeting and the Chair signs them.

17/26 To review the budget performance to date, reserves report, bank reconciliation and recommended bank transfers and agree actions.

Resolved: Agreed unanimously to accept the budget performance to date and budget monitor report, reserves were noted and the bank reconciliation was agreed. A transfer of £15,000 from Reserves to Current Account was approved.

18/26 To agree the payments listing (attached), new beneficiaries, endorse any payments agreed by email and any deposit key refunds required.

Resolved: Proposed SC Seconded LC and Agreed to the following:-

1. The updated payments listing was approved table 1 below.
2. A further payment To Cllr Sue Mullan of £11.70 for railway expenses for the Wilder Kent Award attendance approved. The expense form was complete, signed, and presented in the meeting and approved.
3. All payments agreed by email were endorsed table 2a and table 2b
4. Clerk emergency decisions were noted
 - 1) fencing pins and fencing for allotments at a cost of net £99.47 Vat £19.89 total £119.36. payment reference 135,
 - 2) Safety Boots £29.00 inc vat payment reference 298.

Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
291	Memorial Bench	Ashford Borough Council	X	600.00		600.00
292	Cable ties	Fixings Warehouse	S	6.02	1.20	7.22
293	Agilico Telecoms and Broadban	Agilico	S	49.28	9.86	59.14
294	Salaries	South Willesborough and N	X	2,220.62		2,220.62
294	Salaries	South Willesborough and N	X	850.20		850.20
294	Salaries	South Willesborough and N	X	339.33		339.33
294	Salaries	South Willesborough and N	X	320.37		320.37
295	NEST Pension	South Willesborough and N	X	253.70		253.70
296	Water Allotments	Waterplus	X	79.81		79.81
297	Microshade Cloud Services anc	Microshade	S	256.84	51.37	308.21
298	safety boots dpty clerk	Thanet Tools	S	24.17	4.83	29.00
299	Bank Charges	Unity Trust Bank	X	6.00		6.00
299	Bank Charges	Unity Trust Bank	X	3.00		3.00
300	Bank Charges	Unity Trust Bank	X	6.00		6.00
301	Bank Charges	Unity Trust Bank	X	6.00		6.00
302	Zoom Legal advice meetings	zoom	S	13.99	2.80	16.79
303	Room Hire Sal Army	Salvation Army Ashford Cor	X	703.75		703.75
304	Office Print Costs	ASL	S	35.00	7.00	42.00
305	HMRC Cumbernauld	South Willesborough and N	X	556.48		556.48
306	CLerk Exp Paper for office	South Willesborough and N	X	27.00		27.00
306	CLerk Exp Paper for office	South Willesborough and N	X	14.99		14.99
306	CLerk Exp Paper for office	South Willesborough and N	X	18.45		18.45
307	Storage container hire PSEO	Ashford Cattle Market	S	120.00	24.00	144.00
308	Copier Lease Hire	PEAC	S	84.99	17.00	101.99
309	Website Updates	Aubergine 262 Ltd	S	150.00	30.00	180.00
310	Communkity Skip Contact form	Ashford Web Services	X	55.00		55.00
Total				6,800.99	148.06	6,949.05

Table 2 a

Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
273	PAT Testing	Kingsnorth Electrical Ltd	S	91.15	18.23	109.38
274	Payroll Costs	Manningtons Chartered Acc	S	205.00	41.00	246.00
275	Fire Extinguisher Servicing	DELA Fire and Security Ltd	S	120.00	24.00	144.00
276	Salaries	South Willesborough and N	X	2,220.62		2,220.62
276	Salaries	South Willesborough and N	X	339.33		339.33
276	Salaries	South Willesborough and N	X	1,205.40		1,205.40
276	Salaries	South Willesborough and N	X	320.37		320.37
278	NEST Pension	South Willesborough and N	X	226.72		226.72
278	NEST Pension	South Willesborough and N	X	26.98		26.98
277	HMRC Cumbernauld	South Willesborough and N	X	-256.52		-256.52
279	Microshade Cloud Services anc	Microshade	S	97.64	19.53	117.17
280	Office Print Costs	ASL	S	35.00	7.00	42.00
281	Water Allotments	Waterplus	Z	88.21		88.21
282	Water temp probe	Screwfix	S	15.82	3.17	18.99
283	PPE and Safe Working Equipm	Tudor UK Ltd Trading as Ti	S	282.00	56.42	338.42
Total				5,017.72	169.35	5,187.07

Table 2b

Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
162	Bank Charges	Unity Trust Bank	Z	6.00		6.00
162	Bank Charges	Unity Trust Bank	Z	3.00		3.00
190	Agilico Telecoms and Broadban	Agilico	S	49.28	9.86	59.14
267	Bank Charges	Unity Trust Bank	X	6.00		6.00
267	Bank Charges	Unity Trust Bank	X	3.00		3.00
268	Zoom Legal advice meetings	zoom	S	13.99	2.80	16.79
269	Bank Charges	Unity Trust Bank	X	6.00		6.00
270	Bank Charges	Unity Trust Bank	X	6.00		6.00
Total				93.27	12.66	105.93

19/26 To review the Council Risk Assessment and agree.

Resolved:- Agreed unanimously to update the risk assessment that all new activities are risk assessed and for a more detailed summary of all activities to be added to the risk assessment. SECCM to update the risk assessment and return to the next meeting.

20/26 To review the Lone Working Risk Assessment for 2026.

Resolved:- Agreed unanimously to accept the risk assessment with a scoring of 2 and 2 for priority and severity after controls were put in place. It was delegated to SECCM To ensure all staff have a personal alarm; these were to be purchased as soon as possible by Council Debit card. That a zero-tolerance policy needed to be drafted and adopted by Annual Meeting in May 26.

SECCM to draft zero tolerance policy for review at next meeting and recommendation to Council at the Annual Meeting. SECCM to purchase personal alarms for all staff by Council Debit card.

21/26 To review the strimming brush cutting and mowing risk assessment for 2026.

Resolved:- Agreed unanimously to accept the risk assessment and adopt for 2026 2027.

22/26 To review the cleaning graffiti risk assessment for 2026 and agree.

Resolved:- Agreed unanimously to accept the risk assessment and adopt for 2026 2027.

23/26 To review the litter picking risk assessment and agree.

Resolved:- Agreed unanimously to accept the risk assessment and adopt for 2026 2027.

24/26 To review quotations for additional Safe Working Equipment and agree.

Resolved :- Proposed SC and Seconded LC to agree the following purchase from Tudor Environmental 2 x blue spray suit coveralls 1 x composite safety trainers £41.39 net £8.28 £49.67 inc VAT. plus delivery.

25/26 To review quotations for stationery and equipment of the SWAN office and agree.

Resolved :- Proposed SC and Seconded LC and agreed to the following

- 1) Purchase of 100 second class stamps to agree at local Post Office for payment by Council debit card**
- 2) Amazon Order Stationery and Equipment**

10 A4 Ring Binders economy pack

A4 Dividers Bulk Pack

Bonsai Card and Paper Shredder with Servicing Sheets It was noted that here was time limited deal on the shredder and this may return to market price £89.99

Paperclips and Assorted File Clips

Total £127.65 inc vat payment was quoted for the Amazon Basket and payment approved by Council Debit Card was approved.

26/26 To review the service report for Fire Extinguishers and agree actions.

Resolved:- Agreed unanimously to the purchase of a New fire extinguisher with UK kite marking. The purchase was to be completed as an Emergency decision by the Clerk to ensure safety payment by Council debit card approved.

27/26 To review delegation from Council acceptance of Consultant quotations

Resolved Agreed unanimously that

- 1. Planning Consultant proposal Local Council Consultancy**
Following a satisfactory introductory call with the associate, to accept the Written Quotation from Local Council Consultancy at an estimated costs of £1785.00 excluding VAT. It was noted that if additional time is required due to any charges costs would be charged at a day rate of £595.00. This quotation confirmed the service of drafting planning statement on behalf of SWANCC in respect of PA/2026/0171 and PA/2020/0171 to meet the Borough Council deadline of 16.4.26.
- 2. Independent Quotation for Highways and Transport Planning**
The associate for LCC has recommended an independent transport and highways assessment relating to planning applications above to inform the response from the Council and ensure a robust review of the highways and parking concerns the council has raised.
Aprica ltd and HD Consulting were recommended to the Council and due to the shortage of time created by the deadline from ABC this was investigated as 1 quote
To action SECCM to carry out an introductory call with recommended associate from Aprica ltd and HD Consulting and subject to a satisfactory call to receive fee proposal for Transport assessment in relation to these planning applications and circulate by email for payment agreement.

28/ 26 To agree the date of the next meeting as 27th April 2026 and any items for the Agenda.