

South Willlesborough and Newtown Community Council

Finance and General Purposes Committee 26th January 2026

The Chair opened the meeting at 7:15pm

in attendance Chair Cllr Sue Mullan (SM) Cllr Steve Campkin (SC) Cllr Lauren Corbett (LC) also in attendance Sarah Evans Community Council Manager (SECCM)

01/26 To Record and List Apologies for Absence

Apologies were noted for Cllr Marc Harris.

02/26 Declarations of pecuniary, other significant or voluntary interest

No Declarations were made.

03/26 To Agree the Minutes of the last Meeting November 2025 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.

04/26 To review the budget performance to date, reserves report, bank reconciliation and recommended bank transfers and agree actions.

Resolved:- #and Agreed Unanimously to the following

- 1) The budget monitor was accepted - The refund from Microshade Business in the amount of £2113.80 was noted and agreed as correct.
- 2) The Reserves report was accepted without comment
- 3) The bank reconciliation was agreed as correct
- 4) A bank transfer of £120000 was agreed from the Reserves Account to the Main Current Account.
- 5) To note that from 1 December 2025 the FSCS deposit protection rose to £120,000

05/26 To agree the payments listing (attached), new beneficiaries, endorse any payments agreed by email and any deposit key refunds required

Payments agreed by email were endorsed as per table 1 below. it was also noted the bank transfer of £4000 from Reserves Account to Current Account was within delegated limits and had been completed.

Table 1

Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
Current Account 1 (N	243 Dec invoice	Agilico Telecoms and Broadban	Agilico	S	49.28	9.86	59.14
50 Current Account E	240	Bank Charges	Unity Trust Bank	X	3.00		3.00
50 Current Account E	240	Bank Charges	Unity Trust Bank	X	6.00		6.00
Current Account 1 (N	241	Bank Charges	Unity Trust Bank	X	6.00		6.00
65 Account A	242	Bank Charges	Unity Trust Bank	X	6.00		6.00
50 Current Account E	239	Zoom Legal advice meetings	zoom	X	16.79		16.79
Current Account 1 (N	246	Royal Mail Large Response Lice	Royal Mail	S	98.00	19.60	117.60
Current Account 1 (N	247	Office Print Costs	ASL	S	35.00	7.00	42.00
Current Account 1 (N	248	Brushcutting Fruit Trees	S Heathfield Gardening Ser	X	180.00		180.00
Current Account 1 (N	249	Storage container hire PSEO	Ashford Cattle Market	S	120.00	24.00	144.00
Current Account 1 (N	250	National Allotment Society	National Allotment Society	S	70.00	14.00	84.00
Current Account 1 (N	251	WCAG Website setup and trans	Aubergine 262 Ltd	S	899.00	179.80	1,078.80
Current Account 1 (N	254	Copier Lease Hire	PEAC	S	84.99	17.00	101.99
Current Account 1 (N	252	Water Allotments	Waterplus	X	1.22		1.22
Current Account 1 (N	253	Hi Vis for Staff	Henwood Signs	S	58.40	11.68	70.08
Total					1,633.68	282.94	1,916.62

Table 2

The following payments were agreed as per table 2 below: plus, the further payment of invoice 7695 to Ashford Cattle Market £144.00

	Net	VAT	Total	Description	Supplier
265	£120.00	£24.00	£144.00	Storage container hire PSEO	Ashford Cattle Market
264	£49.28	£9.86	£59.14	Agilico Telecoms and Broadband	Agilico
263	£862.50	£172.50	£1,035.00	SLCC Job Evaluations Report	SLCC Enterprises
262	£24.75	£0.00	£24.75	Mileage PSEO	South Willesborough and Newtown Community Council
261	£556.68	£0.00	£556.68	HMRC Cumbernauld	South Willesborough and Newtown Community Council
260	£2,880.12	£0.00	£2,880.12	Salaries	South Willesborough and Newtown Community Council
259	£253.70	£0.00	£253.70	NEST Pension	South Willesborough and Newtown Community Council
258	£875.00	£175.00	£1,050.00	Office Rent	Ashford Cattle Market
257	£238.32	£47.66	£285.98	Office Electric	Ashford Cattle Market
256	£460.00	£92.00	£552.00	External Audit	Mazars
255	£27.50	£5.50	£33.00	Replacement Lock	Fixings Warehouse
255 = Clerk Emergency Decision					

06/26 To agree updated Risk Assessment Review Programme

Resolved :- Proposed LC Seconded SC and Agreed Unanimously to the updated Risk Assessment Review programme.

07/26 To consider Draft of Outdoor Working Weather Risk Assessment and Agree

Resolved :-Proposed LC Seconded SC and Agreed Unanimously to accept the Outdoor Working Weather Risk Assessment with revision as follows:- work should be suspended in temperatures at 29 degrees and above and rescheduled to cooler times of working.

08/26 To receive a report of the Community Council Manager on Annual Review of PPE and Safe Working Equipment and agree actions

Resolved :-Proposed SC Seconded LC and Agreed Unanimously

09/26 To review the Young Person Risk Assessment for 2026 and agree

Resolved :-Proposed SC Seconded LC and Agreed Unanimously to accept the risk assessment without amendment for 2026.

10/26 To review the Driving Risk Assessment for 2026 and agree

Resolved :-Proposed SM Seconded LC and Agreed Unanimously to accept the Driving Risk Assessment without amendment for 2026.

11/26 To review the application for Wilder Kent Framework Award as delegated by Council and agree

Resolved :-Proposed SC Seconded LC and Agreed Unanimously to the submission of the application and the evidence list was agreed.

Action SC to arrange WeTransfer of video footage of tree planting and PYO Pumpkin day by 28.1.26 in the event the video links did not work the photos would be used.

12/26 To review matter delegated by Council Feedback on KCC Budget and agree

Resolved:- Agreed unanimously to note the submission of questions to KCC Cllr Burns relating to the use of revenue generated from ANPR cameras and questions relating to use of the budget on the following:-

13/26 To agree the date of the next meeting as 23rd February 2026 and any items for the Agenda.

The date of the next meeting was agreed as 23.2.26

The VAT return and implementation of the risk assessment review programme for items on the Agenda.

There being no further business to discuss the Chair closed the meeting at 8:02pm.

Signed Chair _____ Date _____