



MINUTES OF THE MEETING OF THE FINANCE COMMITTEE ON TUESDAY 30TH NOVEMBER 2021 IN THE OLD SCHOOL ROOM, MARDEN MEMORIAL HALL, GOUDHURST ROAD, MARDEN COMMENCING AT 7.30PM

21/21 PRESENT:

Cllrs Adam (in the Chair), Boswell, Gibson, Stevens, Tippen and Turner. Cllrs Burton and Robertson together with the Clerk were also in attendance.

22/21 APOLOGIES:

There were no apologies.

23/21 APPROVAL OF PREVIOUS MINUTES:

The minutes of the meeting held on 31st August 2021 were agreed and signed as a true record.

24/21 CLLR INFORMATION

Declarations of Interest

There were no declarations of interest

Changes to Cllrs Register of Interest

There were no changes to Registers of Interest

Granting of Dispensation

There were no requests for dispensation on any item on this agenda

25/21 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

There were no members of the public in attendance.

26/21 UPDATE FROM HR SUB-COMMITTEE MEETING

The Chairman of the HR Sub-Committee, Cllr Tippen, gave an update of the meeting held on 25th November 2021. Items raised included office space, employee performance reviews and salary proposals. Minutes of the meeting had been circulated to all Cllrs.

27/21 2021/22 FINANCIAL YEAR

Quarter 1 (1st April to 30th June) and Quarter 2 (1st July to 30th September) had been circulated to Cllrs prior to the meeting. The Clerk was asked to go through discrepancies in the budget (ie significant over or underspend). Following this update Cllrs agreed the accounts.

28/21 ADDITIONAL EXPENDITURE FOR 2021/22

Repairs to fencing at Napoleon Drive Play Area and Playing Field Play Area – Agreed to repair the three panels at a cost of £100 per panel.

Costs of grounds maintenance at Marden library – The Clerk was asked to speak with County Cllr re grant funding and to Kent Libraries. The Clerk would add to Full Council agenda to finalise funding.

Cllr Tippen raised that more tree works may be required but some budget (although not forecast) is still available in the budget. This would be reviewed again at the January Finance meeting.

29/21 FORECAST FOR THE REMAINDER OF FINANCIAL YEAR (TO 31ST MARCH 2022)

Clerk had circulated draft forecast to Cllrs prior to the meeting. Following discussion on item 28/21 (library) the forecast would be reviewed again in January.

30/21 REQUESTS FOR FINANCIAL SUPPORT

No requests had been received for this financial year or next. This would be reviewed in January 2022.

31/21 FEES & DONATIONS TO BE CONSIDERED FOR 2022/23

- Cemetery Fees – New fees were adopted
- Play Scheme Fees – Agreed to keep the same as 2021
- Open Space Fees – it was agreed to increase to £35.00 for car parking; £17.50 hourly rate; £60.00 ½ day; and £120 full day.
- Donations – discuss when setting budget

32/21 SALARIES 2022/23

Cllrs to consider recommendations from HR Sub-Committee regarding employee salaries. The salaries for the administrative staff and grounds staff were agreed. In regard to future staffing this would be discussed at a Full Council meeting next year.

33/21 OTHER INCOME AND EXPENDITURE FOR 2022/23

Cllrs to consider the following:

- Contractor/mowing costs – This had been agreed in principle at Amenities meeting in October. However, after chasing, no further quotes had been received. It was therefore agreed that the contract be awarded to Steven Waring for 2022/23 for the mowing of Southons Field and Playing Field.
- New Parish Council Website – Admin Asst to investigate costs and report back to the January meeting.
- Provision of MPC Cllr Emails – add to Full Council meeting to ascertain how many Cllrs wished to have their own MPC email.
- Document Sharing & Storage – The office staff to review what is available and to consider Microsoft 365 (may be an additional cost) to use between the office and OneDrive with Cllrs.
- Cemetery Gates and Fencing Refurbishment – verbal quote received and Cllrs to review when discussing budget
- Southons Field gates refurbishment or replacement -Cllrs agreed to monitor the condition of the gates and place on Amenities Committee agenda if problems occur.
- Additional playing field costs – Cllrs agreed to wait to see what the outcome of the Football Club was following viewing the pitch size.
- Highways budget – covered in capital funding.

34/21 UTILITY COSTS

Cllrs to consider future utility company/costs for water and electricity supply. Cllrs agreed to defer until later in the next financial year.

35/21 CAPITAL/FOUR YEAR FINANCIAL PLAN

Cllrs to consider capital income and expenditure

2021/22

Any additional Capital income and expenditure forecast

2022/23

(a) Selling of ride on mower

(b) Any additional Capital income and expenditure

Future Years

Review Financial Plan of future capital income and expenditure

Consider purchase of tablets for Cllrs

Cllrs agreed to consider the capital income and expenditure later in the financial year.

36/21 BUDGET 2022/23

Cllrs began to draft the proposed budget for 2022/23 prior to receiving the tax base from Maidstone Borough Council. A further meeting would be held mid-January to finalise the budget and precept.

37/21 OTHER FINANCIAL ISSUES

Future Community Infrastructure Levy (CIL) money received

A total of £252 had been received this financial year. The Clerk was required, by MBC, to submit an annual report on how this money has been/will be spent in April 2022.

Cllrs to consider future bank accounts for investments – defer until Finance meeting discussing capital expenditure.

Internal Auditor Report (Interim Report – 2021/22) – This had been circulated prior to the meeting. The Clerk went through the recommendations raised and would provide a report to Full Council in December.

38/21 INVOICES

The following invoices were put before Cllrs for agreement:

P&P Signs – Christmas banners and posters/amenity signage - £396.00.

RJP Window Cleaning – public convenience cleaning - £635.00

Alison Hooker – Miscellaneous supplies - £265.09

Alison Hooker – Christmas lights - £71.97

Total: £1,368.06

Cllrs agreed invoices and Cllrs Boswell and Tippen would authorise on Unity.

There being no further business the meeting closed at 21.26pm

Date:

Signed:

Cllr Richard Adam

Chairman, Finance Committee

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