



If you have any questions etc that you wish to ask regarding this meeting please contact the Clerk on 01622 832305 or email clerk@mardenkent-pc.gov.uk.

BRIEFING NOTE FOR THE FINANCE COMMITTEE MEETING TO BE HELD ON TUESDAY 29TH APRIL 2025 IN THE PARISH OFFICE MEETING ROOM

037/25 PRESENT

Cllrs to inform the Clerk by 5.00pm on the day of the meeting if they will be taking part in the meeting.

038/25 APOLOGIES FOR ABSENCE

To receive apologies for absence.

Cllrs to inform the Clerk by 5.00pm on the day of the meeting if they will not be taking part in the meeting.

039/25 COUNCILLOR INFORMATION

Declaration of Pecuniary and Non-Pecuniary Interests

Changes to Register of Interest

Granting of Dispensation

040/25 APPROVAL OF PREVIOUS MINUTES:

Cllrs to receive and approve the minutes of the meeting held on 21st January 2025.

[Finance Committee Minutes & Agendas - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

041/25 CLLR INFORMATION

Declarations of Interest

To receive any declarations of interest from Cllrs on agenda items.

Granting of Dispensation

Request for dispensation on any item on this agenda

042/25 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

Members of the public to inform the Clerk if they wish to comment on any item on the agenda.

043/25 UPDATE FROM HR SUB-COMMITTEE MEETING

Meeting held on 15th April 2025. Minutes had been circulated prior to the meeting.

[HR Sub-Committee Minutes & Agendas - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

Cllrs to be provided with an update at the meeting.

044/25 FINANCIAL YEAR 2024/2025

Income & Expenditure

The Clerk to provide details of the income and expenditure for the financial year 2023/2024.

To receive and agree income and expenditure for 2024/2025.

[Finance Committee Minutes & Agendas - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

Bank Reconciliations to 31st March 2025

Cllrs to agree, and two Cllrs to sign, end of year bank reconciliations.

[Bank Reconciliations will be available at the meeting](#)

Internal Auditor

Confirmation of internal audit for end of year accounts.

[Papers are due to be sent to the Internal Auditor w/c 28th April 2025](#)

External Auditor/AGAR form

Cllrs to note details of the AGAR to be put before Full Council for submission to Mazars by 30th June 2024.

[Copy of the AGAR to be provided at the meeting.](#)

045/25 OTHER

Donations

Cllrs to consider requests for donations.

[Two requests for donations have been received from the Clerk and these will be circulated to Cllrs prior to the meeting.](#)

Changes to Financial Regulations

Cllrs to consider changes to the Financial Regulations as submitted by NALC

[Details previously circulated to Cllrs and documents will be available at the meeting.](#)

[Current Financial Regs can be viewed at: Standing Orders & Financial Regs - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

Expenditure

Changing Rooms – solar panels structural survey

Cllrs to consider quotes obtained following advice received in the structural survey.

[The Structural survey was put before Amenities Committee on 22nd April 2025. Quotes are currently being obtained and if available will be presented at the meeting.](#)

CCTV

Cllrs to consider details of upgrade to the Network Video Recorder following installation of new cameras.

[Quote for a new NVR has been received from the company at £590.00 plus VAT. This replacement is due to the new cameras not being compatible with the old system.](#)

Santander Account

Cllrs Newton and Tippen to sign documentation for closure of account.

[Information from Santander had been obtained by the Clerk with the relevant form required for closure. This will be available at the meeting.](#)

Update from Amenities Committee

Cllrs to note expenditure on the following:

Container storage for Cemetery

Spoil waste removal from Cemetery

[The above two items of expenditure were submitted to Amenities Committee on 22nd April when decision was made.](#)

[Draft minutes available from 28th April 2025 at Amenities Committee Minutes & Agendas - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

046/25 INVOICES

Invoices due for payment to be presented to the meeting.