



MINUTES OF THE MEETING OF THE FINANCE COMMITTEE ON TUESDAY 23rd OCTOBER 2018 HELD IN THE PARISH MEETING ROOM, GOUDHURST ROAD, MARDEN COMMENCING AT 7.30PM

Min. No

- 12/18 **PRESENT:** Cllrs Adam (*arriving late*), Boswell, Jones, Mannington and Stevens were present. Cllr Robertson and the Clerk were also in attendance.
- 13/18 **APOLOGIES:** Cllr Tippen gave her apologies.
In the absence of Cllr Tippen, Cllr Stevens took the chair.
- 14/18 **PARISH COUNCILLOR DETAILS:**
(a) **Register of Interests:** There were no amendments to the registers of interest.
(b) **Granting of Dispensation:** There were no requests for dispensation of any item on this agenda
- 15/18 **MINUTES OF PREVIOUS MEETING:** Cllr Jones wished item 03/18 of the minutes of the meeting held on 26th June to be amended as he had given his apologies although not recorded.
Cllrs agreed this and the Clerk amended the minutes. Once done the minutes of the meeting held on 26th June were agreed and signed as a true record.
- 19.34 Cllr Adam arrived at the meeting
- 16/18 **AGREEMENT OF HALF YEAR ACCOUNTS**
Income and Expenditure 1st April to 30th September 2018
The Clerk had provided a spreadsheet of the income and expenditure for the half of this financial year together with a prediction of income and expenditure for the remainder of the year. Following discussion the figures were agreed.
- 17/18 **S106 CONTRIBUTIONS**
MBC had agreed the purchase of the additional litter bins and bench for the playing field but the money had not yet been transferred to MPC's account. Once this had been received the Clerk would place the orders.
The Clerk had been informed that CCTV could not be paid for out of S106 contributions therefore a meeting was being arranged to MBC to discuss further.
- 18/18 **5-YEAR FINANCIAL PLAN**
The spreadsheet for the predicted income and expenditure was discussed and agreed that it would be a 4-year Financial Plan. The Clerk would make some amendments in regard to the figures and forward to Cllr Adam to adjust the graphs. This would then be available prior to the next Finance Meeting.
- 19/18 **2019/2020 BUDGET**
Cllrs were asked to consider income and expenditure for the next financial year and the Cemetery Sub-Committee and Open Space Sub-Committee to meet prior to the

next Finance Meeting to discuss fee increases etc. It was proposed that the budget meeting would be held on 20th November following a short Planning meeting. As many papers as possible would be made available prior to the Clerk going on leave.

20/18 **INVOICES**

Payee	Details	Amount
Pitney Bowes	Franking Machine Rental	15.54
Kent County Council	Photocopier Rental	373.63
	TOTAL	£389.17

Cllrs Mannington and Stevens to authorise payments on Unity.

21/18 **FINANCIAL POLICIES**

(a) Fee Charging Policy – the Clerk had drafted a new policy and this would be circulated to all Cllrs for further discussion at a future meeting.

(b) Finance Risk Assessment

(c) Financial Regulations

Both (b) and (c) had been reviewed and agreed in June 2018. A further review will take place in June 2019 unless changes are made prior to this.

22/18 **OTHER FINANCIAL ISSUES**

Letter from MBC regarding Parish Asset land – An original letter had been received which listed all open space and parish assets but this had included privately owned land as well as MPC land. This had subsequently been amended but there was still an issue with the listing of football pitches. The Clerk was in contact with MBC to rectify this.

Cllrs to discuss closing the NS&I account and transferring funds to Santander: As these were both accounts for MPC capital projects it was agreed that the NS&I account would be closed. The Clerk would provide a letter to be agreed and signed at the next Full Council Meeting.

Cllrs to discuss combining the Reserve and Current accounts of Nat West: It was agreed to keep both accounts running for the time being.

Replacement of "Spooky Pairs" game at Napoleon Drive – this piece of equipment had been vandalised and a quote for replacement had been received at a cost of £500.00. Cllrs agreed for the Clerk to ensure the game was safe in its current state and if so for this to remain in situ. If deemed unsafe the game would be removed.

Update of MPC email system: The Parish Office email system had experienced problems and was unable to be accessed for a period of approx. 4 days. The provider had suggested upgrading to another server however at the moment no further problems had been experienced. It was therefore proposed that MPC would continue with the current server and review again if further problems occurred.

Other Financial Issues for information:

Capital transfer of funds would be made at the February Full Council meeting so that and transfers are undertaken in the relevant financial year.

There being no further business the meeting closed at 8.40pm

Signed: Date:
Chairman, Marden Parish Council Finance Committee