



MINUTES OF THE MEETING OF THE FINANCE COMMITTEE ON TUESDAY 31ST MAY 2022 IN THE OLD SCHOOL ROOM, MARDEN MEMORIAL HALL, GOUDHURST ROAD, MARDEN COMMENCING AT 7.30PM

Cllr Kate Tippen took the chair for minute numbers 001/22 and 002/22.

001/22 ELECTION OF CHAIRMAN

Cllr Turner proposed and Cllr Boswell seconded that Cllr Adam be elected Chairman of the Finance Committee for the forthcoming year. All Cllrs in attendance agreed. The Clerk had spoken to Cllr Adam prior to the meeting and he had expressed an interest that he would be in agreement to stand as Chairman.

002/22 ELECTION OF VICE-CHAIRMAN

Cllr Boswell proposed and Cllr Turner seconded that Cllr Burton be elected as Vice-Chairman for the Finance Committee for the forthcoming year. All Cllrs in attendance agreed. Cllr Burton accepted the role and took over the meeting for the rest of the agenda.

003/22 PRESENT:

Cllr Boswell, Cllr Burton (in the Chair), Cllr Tippen and Cllr Turner. The Clerk was also in attendance.

004/22 APOLOGIES:

Apologies were received from Cllrs Adam and Gibson.

005/22 APPROVAL OF PREVIOUS MINUTES:

The minutes of the meeting held on 3rd May 2022 were agreed and signed as a true record.

006/22 CLLR INFORMATION

Declarations of Interest

Cllr Tippen declared an interest in item 008/22 Office storage extension costs.

Granting of Dispensation

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

007/22 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

There were no members of the public in attendance.

008/22 FINANCIAL YEAR 2022/2023

Income and Expenditure from 1st April 2022 to date

The Clerk had circulated the accounts from 1st April to 31st May prior to the meeting and projected onto the screen for Cllrs to view.

The Clerk informed the meeting of the following:

Expenditure:

- Additional expenditure had been made on franking machine due to purchase of ink
- Village Events (Jubilee) was over MPC budget. However £400 for stall income and a National Lottery Grant of £2,109 had been received which more than covered the overspend.
- Neighbourhood Plan budget had been spent on the Open Day earlier this month. The Clerk advised that if any other expenditure was planned Cllrs would need to either review the whole budget or look to obtaining grant funding.

- Village Spring Clean budget had been spent for this year. The Clerk reported that only bags would need to be purchased if the next litter pick was within this financial year.

Income

- Refunds had been received from EDF and Business Stream for overpayments in previous years to a total of £985.53
- Several burials and interment of ashes had taken place in the first two months of the financial year
- Income for Southons Field was already over predicted income due to a booking for a wedding and bowls club parking.

Cllrs were in happy with these explanations and agreed first two months accounts.

Other Income/Expenditure not budgeted for

Cllrs to consider request from Amenities Committee for purchase of additional trees at Marden Playing Field/Rookery Path

Cllr Besant had raised with Amenities Committee a request for Cllrs to consider additional trees to be planted. Amenities Committee agreed in principle to a cost of £750. The Clerk reported that there was no current budget allocated for new tree planting and Finance Committee discussed where possible funding could be found. It was proposed that the refund from EDF and Business Stream could be considered and would be discussed in more detail at the end of this item.

Cllrs to consider request from member of staff to increase hours.

A member of office staff had requested to increase hours which HR Sub-Committee had agreed in principle. Finance Committee had been asked to review the budget and to make the final decision based on budgetary implications. Cllrs reviewed the salary budget and agreed that this could be found within the existing budget.

Cllrs to consider a gift for member of staff for 35-years' service.

Member of caretaking staff will have completed 35-year's service in July 2022. The Clerk reported that no budget had been allocated for this but as MPC had General Power of Competence, if money could be found within the budget, a gift could be purchased. Finance Committee agreed in principle and would be discussed on more detail at the end of this item.

Office storage extension costs

The proposals to extend the office storage, along with refurbishment of the pre-school toilets, is due to be undertaken by contractors working for Marden Memorial Hall. An invoice would be sent from Marden Memorial Hall for work on behalf of Marden PC at a cost of £2,544 plus £154 for lighting and heating. The work had gone out to tender and the successful company had been appointed. The work would be undertaken during the school summer holidays (25th July to 31st August) and the specification had been circulated. Finance Committee discussed this and agreed that as Memorial Hall refurbishment was part of the Infrastructure Spend Plan this cost would be covered by the ISP budget.

Purchase of an additional trailer (capital)

Following the sale of the ride on mower the village caretaker was having to transport a hand mower in the back of the van which meant that other tools etc could not be carried at the same time. Therefore, he had requested that Cllrs consider the purchase of a 2nd trailer. (cost of previous trailer purchased in 2017 was £750). Finance Committee agreed in principle that the cost of this would be taken from the outdoor equipment capital budget and asked the Clerk to source costings.

Funding for trees and gift to staff member:

As raised above a refund had been received totalling £985.53. It was therefore proposed, and agreed, that £785.53 would be allocated to tree planting and £200 towards a gift for 35 year's service.

009/22 FOUR-YEAR PLAN**Review of Four-Year Plan**

Updated plan with unaudited accounts for 2021/2022 had been circulated and the Clerk projected this onto the screen for Cllrs to view. Cllrs asked for details of the VAT payments/income which the Clerk went through and explained.

Several amendments were made and it was agreed for the Clerk to update further with the items discussed above and report back to the next Finance meeting when the ISP and HIP could be discussed further.

010/22 FINANCIAL ISSUES**Donation Request from Paddock Wood Community Advice Centre**

This item had been deferred from Full Council meeting for Finance Committee to make final decision on donation amount. Cllr Burton proposed that a total of £150 be granted with £100 taken from the Donations budget and £50 from the Citizens Advice budget as they were not attending Marden at the current time but several residents had used PWCAC. All Cllrs in attendance agreed. This would be put before the next Full Council for payment.

Transfer of Funds from Capital to Revenue for 2021/22 expenditure

The Clerk explained that a total of £14,066.72 had been spent on capital and other financial capital transfers during 2021/22 from the revenue account and a total of £3,986.22 of payments received for CIL, Christmas budget and sale of ride on mower was due to be transferred from revenue to capital accounts.

The final amount to be transferred from capital to revenue was £10,080.50 and a letter would be drawn up to be signed at the next Full Council meeting to be sent to Santander.

Transfer of Funds from Unity to Nat West Revenue Accounts

Cllrs agree the transfer of revenue funds to Nat West ensure amounts are within the £85,000 limit. This was to be placed on the next Full Council meeting for transfer to be undertaken.

CCLA

Cllrs considered transfer some MPC funds to a CCLA account and looked in detail at the CCLA website. After a long discussion it was proposed that the link to the website would be circulated to all Cllrs and a representative of CCLA would be invited to the next Finance meeting to provide further information and to answer any questions before a final decision is made.

There being no further business the meeting closed at 9.20pm

Date:

Signed:

Cllr Richard Adam

Chairman, Finance Committee

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