



MINUTES OF THE MEETING OF THE FINANCE COMMITTEE ON TUESDAY 2ND JANUARY HELD IN THE PARISH MEETING ROOM, GOUDHURST ROAD, MARDEN COMMENCING AT 7.30PM

- 22/18 **Present:** Cllrs Adam, Boswell, Mannington, Robertson, Tippen and Turner. Cllr Jones and the Clerk were also in attendance.
- 23/18 **Apologies:** Cllr Brown gave her apologies.
- 24/18 **(a) Register of Interests:** There were no amendments to the register of interests
(b) Granting of Dispensation: There were no requests for dispensation of any item on this agenda
- 25/18 **Approval of the Previous Finance Committee Minutes:** The minutes of the meeting held on 31st October were agreed and signed as a true record.
- 26/18 **Financial Year 2017/18**
 The Clerk had circulated the expenditure to 30th November 2017 and the predicted end of year income and expenditure.
 After viewing the figures Cllrs agreed the documents.
- 27/18 **Other Expenditure for 2017/18**
 It was agreed to make a donation of £100 to Heart of Kent Hospice and Hospice in the Weald.
 No other expenditure other than than forecast is expected.
- 28/17 **Draft Budget & Precept 2018/19**
Revenue
- (a) Salaries: Report was received from the HR Sub-Committee on the proposed staff salaries for 2018/19. However it was discussed on what rate of inflation should be used and this would be taken back to the HR Sub-Committee to discuss for the next financial year.
 - (b) Public Conveniences – the only additional expenditure that was envisaged was for a new door to be placed on the ladies side of the building.
 - (c) Play Scheme 2018 – Cllrs agreed that the fees would remain the same as for 2017/18 as a small profit was made.
 - (d) Fees for Cemetery, Playing Field and Southons Field – It was agreed that the cemetery fees would remain the same for 2018/19 but would be discussed at November's Amenities Committee meeting for the next financial year. The fee for hire of the football pitch and changing facilities would be increased to £50 per match. The rate of hire for Southons Field would remain the same.
 - (e) Donations - After discussion this was agreed to keep at £500.

- (f) Increases to contract changes – The only notification the Clerk had received was from RBS (Financial Software providers) within an increase of £3 pa. However this did not necessary mean that others would not increase therefore an additional amount would be placed in the budget.
 - (g) Administrative Expenditure – The Memorial Hall had informed the Clerk that there would be an increase of hall hire to £16 per hour for the John Banks Hall. The Clerk had also stopped acting as Booking Clerk for the hall as a Facilities Manager had been appointed. This may have an effect on the office rent and the Clerk would write to the Trustees for details, however the Facilities Manager was using the Parish Office as a base and the photocopier for printing.
 - (h) Parish Councillor Micro Grants – this was discussed however it was felt that the current procedure for grant funding by the Parish Council was sufficient.
 - (i) Other Revenue expenditure to be considered – It had been agreed at a previous Full Council meeting that the Parish Council would contribute towards the costs of the Chainhurst Speed Restriction and £1,500 would need to be incorporated into the budget.
- Capital**
- (j) Purchase of equipment – if the Parish Council agrees to take on the soft landscaping from Kent Highways a new mower would need to be purchased. Several pieces of office furniture was also required to be able to store documents according to the new GDPR.
 - (k) Purchase of a beacon – It had been agreed at a previous Council meeting that the Parish Council would consider purchasing a beacon for the WW1 commemorative in November 2018. Quote for a gas beacon had been received however the Clerk was still investigating costs of a wrought iron one.
 - (l) Other Capital expenditure to be considered – Grasscrete was being looked at for the entrance to Southons Field however it was unclear at the current time whether this should be a capital or revenue expenditure.

29/18 Income and Expenditure to be Considered:

- (a) Community Transport Scheme – deferred

30/18 Setting the Budget and Precept for 2018/19

- (a) Budget - A spreadsheet was shown via projector and figures were discussed and placed in the appropriate budget heading. This was a draft and would be discussed in more detail, and agreed, at the Finance Meeting on 23rd January.
- (b) Precept – Although a figure was discussed this could not be agreed until the Tax Base information had been received from Maidstone Borough Council. This would be agreed formally at the Extraordinary Full Council Meeting on 23rd January.

31/18 Updating the Five-Year Financial Plan

The Clerk had drafted the plan with the forecast figures and the budget figures would be added for the meeting on 23rd January.

32/18 Human Resources Sub-Committee

The salaries of all the staff were discussed and reported earlier in this meeting.

33/18 **Invoices to be Agreed and Payment Made** – deferred

34/18 **Other Financial Issues**

- (a) Review Financial Regulations – The Clerk would review and report any changes at the next meeting.
- (b) Review Financial Risk Assessments – The Clerk would review and report any changes at the next meeting.
- (c) Delegated Powers – deferred

There being no further business the meeting closed at 10pm

Signed: Date: 23rd January 2018
Cllr Kate Tippen
Chairman, Marden Parish Council Finance Committee

Approved 23rd January 2018