



MINUTES OF THE MEETING OF THE FINANCE COMMITTEE ON TUESDAY 4TH OCTOBER 2016 HELD IN THE PARISH MEETING ROOM, GOUDHURST ROAD, MARDEN COMMENCING AT 8.30PM

**Min.
No**

- 14/16 Present:** Cllrs Adam, Boswell, Cowin, Mannington and Tippen. Cllr Brown and the Clerk were also in attendance.
- 15/16 Apologies:** Cllr Childs gave his apologies.
- 16/16 (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
- 17/16 Approval of the Previous Finance Committee Minutes:** The minutes of the meeting held on 19th July were agreed and signed as a true record.
- 18/16 Identification of Items Involving Public Speaking:** There were no members of the public in attendance.
- 19/16 2016/17 Accounts – Half Yearly Income and Expenditure**
 The income and expenditure for the first half year up to 30th September 2016 (although the bank statements had not been received at the time of the meeting) were projected onto the screen. The figures were gone through and explained where there was a large increase/decrease in the budget amount. Cllrs noted the high expenditure for Southons Field, Playing Field and Rookery Path but this was due to the resurfacing the footpaths/drive and outside contractors undertaking grounds maintenance during the time that the village caretaker was off sick. It was also reported that additional costs would be incurred especially for Rookery Path and Playing Field as several trees need to have work undertaken following the site meeting on Saturday. Following this review Cllrs agreed the accounts from 1st April to 30th September 2016.
- 20/16 External Audit 2015/16**
 The annual return had been received back from the auditors and no issues were raised. The Clerk was thanked for the work undertaken with the accounts. The annual return had been advertised on the website and notice boards according to the Accounts and Audit Regulations 2015.
- 21/16 Other Income & Expenditure for 2016/17**
Expenditure:
CCTV: Cllrs had met with QTec to discuss the camera locations. Cllrs had previously considered all the quotations received and it was proposed and agreed that the quote from QTec be accepted (£5,270 plus VAT).

Grounds Maintenance Equipment:

(i) Shredder/Chipper: It was agreed that a maximum of £1500 would be considered for a petrol chipper. The Clerk was asked to contact Rams Hill for advice and then obtain quotes.

(ii) Air Compressor: This was required to keep the mower clear of grass, especially now that a new mower had been ordered. The Clerk was asked to speak to the village caretaker to get precise details of what is required and then obtain costings.

(iii) Mower Jack: This would be used with the new mower to lift and gain access to clean underneath. This was agreed. It was also proposed that a cleaning schedule for the mower be placed at Southons Field and given to those who will be operating the vehicle to make sure that it is completed at the end of each mowing session.

Other Expenditure:

The Clerk was asked investigate more secure aspects for Southons Field storage and report to the next Finance meeting to include for inclusion in the 2017/18 budget.

Income:

Rams Hill had offered to store the old ride on mower once the new one had been delivered and advertise for us. They would not part-exchange with the new mower.

22/16 5 Year Financial Plan

Details noted and the content and graphs would be updated ready for the budget meeting in November/December.

23/16 Report from HR Sub-Committee:

In the confidential part of the HR Sub-Committee meeting Cllrs agreed, in principle, the provision of a vehicle for Council use. The Clerk was asked to contact vehicle dealers for costings for purchase or lease/hire, cost of a towbar, sign writing and insurance. There were three options of usage to consider (1) Council staff only; (2) Council staff and Cllrs; and (3) Council staff, Cllrs and others (with permission from MPC) and insurance costs for each would need to be obtained.

The costings would be obtained for the budget meeting in November/December.

If the decision were to go ahead rules and regulations would need to be put in place regarding usage etc.

24/16 Review of Financial Risk Assessment & Regulations

There were no additional information/amendments to either of these documents at the current time. However if the decision at item 25/16 were to go ahead these documents would need to be reviewed along with Standing Orders.

25/16 Banking

The Clerk has started completing the application form for Unity Bank and the Chairman had also read through the document. There were a couple of questions which needed answering (1) The Assistant Clerk would be added to the mandate in the event of the Clerk being on leave etc; (2) The maximum that could be held in the account was £75,000 it was therefore agreed that this account would be used for electronic banking only and the Clerk would monitor the level of money available – the Nat West account would remain as the main income account and for standing orders/direct debits to be paid from.

The Clerk would complete the forms and present to Full Council.

26/16 **Invoices to be agreed and payment made:**
No invoices were presented for payment

27/16 **Other Financial Issues**
There were no other financial issues discussed.

There being no further business the meeting closed at 9.30pm

Signed: Date: 29th November 2016
Cllr Kate Tippen, Chairman, Marden Parish Council Finance Committee

Agreed 29th November 2016