



**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE ON TUESDAY 31<sup>ST</sup> OCTOBER 2017 HELD IN THE PARISH MEETING ROOM, GOUDHURST ROAD, MARDEN COMMENCING AT 7.30PM**

**Min.  
No**

- 12/17 Present:** Cllrs Adam, Mannington, Tippen and Turner. Cllr Brown and the Clerk were also in attendance.
- 13/17 Apologies:** Cllr Boswell gave her apologies.
- 14/17 (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
- 15/17 Approval of the Previous Finance Committee Minutes:** The minutes of the meeting held on 16<sup>th</sup> May 2017 were agreed and signed as a true record.
- 16/17 Accounts for the First Half of 2017/18**  
Details of the accounts/income & expenditure had previously been circulated and hard copies were given to Cllrs at the meeting. Several questions were raised regarding expenditure and these were explained by the Clerk and accepted. Cllrs therefore agreed first six months income and expenditure.
- 17/17 Income and Expenditure to end of Financial Year:**  
Grass Box for Westwood Ride on Mower: The Caretaker had requested that Councillors consider the purchase of a grass box/collector as would benefit and assist with the mowing of the playing field and Southons Field. The Clerk had obtained 4 quotes and Cllrs agreed for this purchase that the quote from Rams Hill be accepted (£615) – This would be from the capital account allocated for machinery/maintenance equipment.  
The Clerk's email had reached its limit and although there were additional "add-ons" Cllr Adam asked whether emails could be archived. The Clerk would look into this before reporting back to the next Finance Meeting.
- 18/17 Updating 5-year plan:**  
This was discussed in detail and the Clerk would aim to have this updated prior to the Finance/Budget meeting on 5<sup>th</sup> December.  
The Chairman brought to the attention of Cllrs an item in the new edition of "The Good Councillor's Guide to Finance and Transparency" in which it detailed how much reserves could be held by a Parish Council. After discussion it was proposed, and agreed, that Marden Parish Council would hold 3 months expenditure as general reserves. The Finance Committee would also consider an "election reserve" at the Budget meeting.

**19/17 Report from HR Sub-Committee:**

The Chairman briefed the Finance Committee on issues raised at HR Sub-Committee and informed Cllrs of the Clerk's absence due to Jury Service.

**20/17 Invoices to be agreed/Payments to be made:**

No invoices were presented.

**21/17 Other Financial Issues**

- (a) **DCLG 2017/18 Local Government Finance Settlement** – details of this had been circulated to Cllrs prior to the meeting and the main points were discussed in 18/17 above.
- (b) **Increase in Hall Hire Fees:** The Clerk had received a letter from the Hall Trustees informing the Parish Council that the hall hire fees for Youth Club would increase to £16 per hour (currently £12). This would take effect from 1<sup>st</sup> January 2018.
- (c) **Cast Iron Signage:** The Clerk has been asked to have the file available following a discussion at Full Council. It was proposed that the Clerk would speak to the caretaker to see if he was able to undertake some, or all, of the work of refurbishment.

There being no further business the meeting closed at 9pm

Signed: .....

Date: 2<sup>nd</sup> January 2018

Cllr Kate Tippen

Chairman, Marden Parish Council Finance Committee