



MINUTES OF THE MEETING OF THE FINANCE COMMITTEE ON TUESDAY 29TH NOVEMBER 2016 HELD IN THE PARISH MEETING ROOM, GOUDHURST ROAD, MARDEN COMMENCING AT 7.30PM

**Min.
No**

28/16 **Present:** Cllrs Adam (arrived late), Boswell, Childs, Cowin, Mannington and Tippen. The Clerk and Assistant Clerk were also in attendance.

29/16 **Apologies:** There were no apologies.

30/16 **(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

31/16 **Approval of the Previous Finance Committee Minutes:** The minutes of the meeting held on 4th October 2016 were agreed and signed as a true record.

32/16 **Financial Year 2016/17**

The Clerk had emailed Cllrs the income and expenditure along with the budget and hard copies were available at the meeting. Several items of expenditure were over the budget which related to footpath and driveway resurfacing and tree work at the Playing Field and Rookery Path.

The forecast to the end of year had also been emailed and hard copies were available. There were no additional expected expenditure to year end and the total figures forecast for both income and expenditure were still within the year's budget. Cllrs agreed the figures to 31st October 2016.

33/16 **Other Expenditure for 2016/17**

There was no other major expenditure envisaged to year end.

34/16 **Public Works Loan**

There was one more retainer payment due in April/May 2017 to the total of 7,028.86 which would leave £53,708.75 remaining. As discussed, and agreed, at a previous meeting this would be used for upgrading the Memorial Hall to the current health and safety standards. The Memorial Hall Trustees were in the process of finalizing the risk assessments and health and safety reports and once this was completed a report would be provided to the Parish Council with the outcome.

35/16 **Draft Budget & Precept 2017/18**

The Clerk and Assistant Clerk left the meeting whilst the following item was discussed

- (a) **Salaries:** Administrative Staff - Cllrs discussed the salary scales but were unclear as to the structure and how to progress staff. The Clerk would be asked to contact KALC for guidance and the HR Sub-Committee would be tasked with putting

together a Pay, Performance and Salary Progression Policy. The final decision for 2017/18 salaries would be deferred until the next Finance meeting in January.

The Clerk and Assistant Clerk returned to the meeting.

Salaries: Caretaking Staff – It was proposed, and agreed, that an increase of 1% would be awarded to both caretakers.

- (b) Public Conveniences: There was no additional expenditure envisaged for 2017/18
- (c) Play Scheme 2017: A small profit had been made in 2016 (not including salaries) and it was proposed that the fees remain the same. A 1% increase would be given to any returning members of staff.
- (d) Fees: Cemetery – these had been discussed by the Cemetery Sub-Committee and agreed at Amenities for a slight increase in some of the charges.
Fees: Southons Field – The fee of car parking would remain at £30 but the exclusive hire of the field would be increased to £112.50 for all day and £56.25 for ½ day (ie up to 4 hours).
Fees: Playing Field – The fee for outside hirers would be increased the same as Southons Field. The charges for the hire of the football pitch and changing rooms would increase to £48 per match.
- (e) Donations: Agreed to increase to £515
- (f) Increases to contract charges (including annual subscriptions) – The Clerk had provided forecasts of all annual charges (RPI 2%) and these figures were agreed to be adopted. The Clerk was asked to confirm the Internal and External Audit charges for next year.
- (g) Maintenance equipment budget: This was a capital expenditure and did not need to be discussed for the precept requirement.
- (h) Office IT Backup: Although this had been looked into before the Internal Auditor had no issues with the current arrangement and therefore it was agreed that no budget was required.
- (i) Storage at Southons Field: This was a capital expenditure and did not need to be discussed for the precept requirement. Amenities Committee would be asked to look into this in more detail.
- (j) Parish Council Vehicle Lease/Purchase: The Clerk had provided details of costings for both purchase and leasing of a vehicle. Clarification was required as to whether maintenance was included in the leasing costs but it was agreed in principle to budget for leasing a vehicle.
- (k) Parish Website: The Clerk had contacted KCC with regard to charges for the next financial year and was waiting for a response.
- (l) Other Expenditure to be considered: There were no other items for expenditure needing consideration for the precept budget.

36/16 **Setting the Budget and Precept for 2017/18**

Other than the figures discussed above a 2% increase was added to all income and expenditure however this would be looked at in more detail at the Finance meeting in January when all costings would be available and details of the Tax Base and Parish Services Scheme had been received from MBC.

37/16 **Updating Five-Year Financial Plan**

The Clerk had updated it with figures up to 31st October but this would be amended and discussed in more detail following the confirmation of the budget.

38/16 Human Resources Sub-Committee

The Chairman gave a brief update of what was discussed at the HR Sub-Committee meeting prior to Finance. All staff appraisals had been undertaken. The Clerk had expressed her concerns over the Management Committee of the Memorial Hall as several Trustees had either stepped down or were due to at the AGM in February. This had resulted in an increase in work for the Clerk. It was proposed that this would be reviewed after the AGM to see if other volunteers came forward. Ian Newton, the Parish Council Trustee, would be asked to raise an item at the next Hall Meeting of a hall manager, or similar, being employed to take over some of this work.

39/16 Invoices to be agreed and payment made:

Chq No.

5553 £84.00 (VAT £14.00) P & P Signs : Christmas Banner

5554 £850.00 (VAT £0.00) D Bishop: Erection and removal of Christmas trees

5555 £5,940.00 (VAT £990.00) Q-Tec Solutions : CCTV

5556 £759.00 (VAT £0.00) Custom Marketing Resources: Newsletter production

5557 £47.02 (VAT £2.23) SSE : Electricity Changing Rooms

40/16 Other Financial Issues

Unity Bank – The Clerk had sent the application off last week but had not received anything back to date.

Review Financial Regulations – The Internal Auditor had raised an issue that the contract item differed from that in the Standing Orders. The Clerk was asked to obtain information from KALC as to why it needed to be in both documents.

Review Financial Risk Assessments – This would need to be looked into if the Unity Bank application goes through in regard to electronic banking.

An additional Finance Meeting will be held in January (date to be confirmed) to finalise the budget and precept for 2017/18.

There being no further business the meeting closed at 9.40pm

Signed:

Date:

Cllr Kate Tippen, Chairman, Marden Parish Council Finance Committee