



MINUTES OF THE MEETING OF THE FINANCE COMMITTEE ON TUESDAY 18TH JANUARY 2022 IN THE OLD SCHOOL ROOM, MARDEN MEMORIAL HALL, GOUDHURST ROAD, MARDEN COMMENCING AT 7.30PM

39/22 PRESENT:

Cllrs Adam (in the Chair), Boswell, Stevens, Tippen and Turner. The Clerk were also in attendance.

40/22 APOLOGIES:

Apologies were received from Cllr Gibson.

41/22 APPROVAL OF PREVIOUS MINUTES:

The minutes of the meeting held on 30th November 2021 were agreed and signed as a true record.

42/22 CLLR INFORMATION

Declarations of Interest

There were no declarations of interest

Changes to Cllrs Register of Interest

There were no changes to Registers of Interest

Granting of Dispensation

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

43/22 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

There were no members of the public in attendance.

44/22 2021/22 FINANCIAL YEAR

Accounts up to 13th January 2022 had been circulated to Cllrs. Several items of income and expenditure were discussed and Cllrs agreed the accounts to date.

45/22 ADDITIONAL EXPENDITURE FOR 2021/22

Costs for work to side of library

A £500 grant had been given by County Cllr Parfitt-Reid towards these works and Cllrs discussed the remaining £2,017.12. Cllrs proposed, and agreed, that the Parish Council would cover this cost from the 2021/22 expenditure budget.

Other additional expenditure to 31st March 2022

The Clerk reported that some additional tree works may be required before the end of the financial year. Cllrs proposed, and agreed, that delegated spending powers of up to £500 be given to any additional tree work at Marden Playing Field.

46/22 FORECAST FOR THE REMAINDER OF FINANCIAL YEAR (TO 31ST MARCH 2022)

Clerk had circulated draft forecast to Cllrs prior to the meeting. There was some donation budget left and the Clerk proposed, and Cllrs agreed, that an item be placed on the March Full Council agenda to discuss this.

Cllrs agreed the proposed forecast to 31st March 2022.

47/22 REQUESTS FOR FINANCIAL SUPPORT

No requests for financial support had been received prior to this meeting.

48/22 GRANTS AVAILABLE

Other than the KCC grant for the side of the library the Clerk had applied for a further Covid grant from Maidstone Borough Council which covers additional expenditure incurred since March 2019 to undertake Parish Council work. If successful, this would be for £3,601. It was agreed, once received, to discuss how this money should be spent.

Cllrs discussed other grants which may be available especially in regard to future works at the changing rooms. The Clerk would arrange a meeting with Marden Minors Football Club to ascertain if there are any funding streams available to them. The Clerk would investigate if any S106 money could be used for professional fees to begin the process of what is required. In regard to Section 106 contributions, the Clerk had met with Borough Councillor Russell earlier in the day and informed the Cllrs of money still being held by MBC. There was concern that some of this needed to be spent by 2023 although agreement had been received from the developer to extend this to 2025. Cllr Russell is liaising with MBC on our behalf to ensure that the legal documents were being put in place. Cllr Adam asked that S106 contributions be added to future Finance agendas to keep on track of this.

49/22 OTHER INCOME AND EXPENDITURE FOR 2022/23

Cllrs to consider the following:

Cemetery Gates and Fencing:

Cllrs agreed to budget £600 towards repairs to the gates but to defer repainting of the fencing until 2023/24.

The Clerk would ask Cllr Barker for written details of the spoil calculations for Marden cemetery to ascertain how often spoil should be removed. Currently Cllrs have agreed this should be done every other year.

Queen's Platinum Jubilee Celebrations:

Cllrs agreed to budget £2,000 towards the celebrations in June 2022.

National Insurance Employer Contributions:

It was understood that this would be increased for 2022/23 and the proposed budget would be amended accordingly.

Other

The Clerk reported that there was a deficit in the reserves held by the Council accordance with the Reserves Policy this should be 3 months of expenditure (minus any S106 expenditure). Cllrs would consider this when setting the budget and precept.

50/22 CAPITAL/FOUR YEAR FINANCIAL PLAN

Cllrs proposed that the four year plan would be looked in more detail at the next Finance meeting. In the meantime Cllrs were asked to consider the capital income from Covid grants received over the past 18 months.

The following was discussed briefly:

2021/22

Any additional Capital income and expenditure forecast: no further capital income or expenditure was envisaged other than what was forecast.

2022/23**(a) Christmas Lighting:**

As agreed at 11th January 2022 Full Council meeting the remainder of the lighting budget (company only charged MPC for the installation of the commando sockets and not the lights themselves) would be increased to £5,000.

(b) Any additional Capital income and expenditure:

As agreed at a previous meeting the mowing would be put out to contractors and therefore the £10,000 ringfenced for the ride on mower needed to be allocated to another budget heading. It was proposed that this could be moved to either, or both, the Infrastructure Spend Plan or Highways Improvement Plan and would be discussed in more detail at the next meeting.

Future Years

Review Financial Plan of future capital income and expenditure – deferred until the next Finance meeting.

51/22 BUDGET 2022/23

Cllrs took into account all the above and updated the budget. It was proposed, and agreed, that the expenditure budget of £202,686.84 and income budget (minus precept) of £40,159.68 be put before the Extra Ordinary Full Council meeting on 25th January 2022.

52/22 PRECEPT 2022/23

Cllrs, after revisiting the budget, proposed, and agreed, that the Precept to be put before the Extra Ordinary Full Council meeting on 25th January would be £168,004.40. This would be an increase of £2.98 per year / 25p per month to a Band D property. There had been an increase in subscriptions and services provided to the Council resulting in the increase in the precept.

OTHER FINANCIAL ISSUES

Future Community Infrastructure Levy (CIL) money received:

£262.50 had been received this financial year.

Future Bank Accounts:

Cllrs agreed for the Clerk to investigate CCLA to look at opening two accounts for (1) capital and (2) reserves. This would be reported back at the next meeting.

Financial Risk Assessments and Policies:

The Clerk agreed to review these before February and circulate any tracked changes to Cllrs. Once received Cllrs would review themselves and send any comments back to the Clerk by the end of February to be submitted to the March Full Council meeting for ratification.

54/22 INVOICES

The following invoices were put before Cllrs for agreement:

Two payments due to Marden PCC (£504.00 and £404.00) had been paid in error by Viners Funeral Directors for two burials to Marden Parish Council. Cllrs were asked to agree to transfer these direct to Marden PCC – agreed. For information: two payments were made in error to Marden PCC for these two burials and Marden PCC had agreed to transfer these two amounts to MPC.

Play Inspections: Annual play inspections - £333.60

Alison Hooker: Canva Subscription - £107.88

Prime One Maintenance: commando sockets - £4,468.46

Purchase Power: Admin costs - £6.00

Pitney Bowes: Franking Machine Rental - £15.54

Total: £5,839.48

Cllrs agreed all payments and Cllrs Boswell and Turner would authorise on Unity.

As agreed at Full Council MPC would commence payments to Pitney Bowes for franking machine rental of £15.54 per month via direct debit. Cllrs Boswell, Tippen and Turner signed the direct debit form for the Clerk to return to set up on Nat West system.

There being no further business the meeting closed at 9.07pm

Date:

Signed:

Cllr Richard Adam

Chairman, Finance Committee

Marden Parish Council

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