



**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE ON TUESDAY 15TH OCTOBER 2019 HELD IN THE PARISH MEETING ROOM, GOUDHURST ROAD, MARDEN COMMENCING AT 7.30PM**

**15/19 PRESENT**

Cllrs Adam (in the chair), Boswell, Jones, Mannington, Stevens and Tippen were present. Cllr Turner together with the Clerk were also in attendance.

**16/19 APOLOGIES**

There were no apologies.

**17/19 PARISH COUNCILLOR DETAILS**

**Declarations of Interests**

There were declarations of interest.

**Granting of Dispensation**

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

**18/19 MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting held on 30<sup>th</sup> July 2019 were agreed and signed as a true record. The Clerk was asked to draft the fee policy to present to the next Finance meeting.

**19/19 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING**

There were no members of the public in attendance.

**20/19 UPDATE FROM HR SUB-COMMITTEE MEETING**

The HR Sub-Committee had met to discuss the employees annual leave entitlement which had been reported to Full Council on 8<sup>th</sup> October. Cllrs had agreed to amend the leave for current members of staff to be in line with NALC recommendations. Employees contracts will be amended accordingly.

**21/19 REPORT FROM PARISH COUNCIL INTERNAL AUDIT REVIEW – 1<sup>ST</sup> QUARTER**

This was undertaken by Cllrs Mannington and Tippen on 7<sup>th</sup> October 2019. The bank Statements had been checked against the monthly bank reconciliations for April to June 2019 together with random invoice checks.

**22/19 2019/20 FINANCIAL YEAR – 2<sup>ND</sup> QUARTER REPORT**

The Clerk had provided a spreadsheet of the current income and expenditure from 1<sup>st</sup> April to 30<sup>th</sup> September 2019 – agreed by Cllrs.

**23/19 2019/20 FINANCIAL YEAR**

The income and expenditure spreadsheet had been updated to include a forecast to the end of the financial year. Additional costs were added which included the by-election costs of £2,869.54; extra training and tree work costs.

**24/19 FINANCIAL PLAN**

The Clerk had revised the 4-year financial plan and this was discussed after item 24/19. Following the draft setting of the budget this was uploaded to the spreadsheet to ascertain future years income and expenditure growth or reduction. The Clerk was asked to finalise the S106 income and expenditure and include in the plan prior to the next meeting.

**25/19 20/21 BUDGET**

Cllrs discussed the proposals for the next financial year. Some I&E would not change as they were set for future years however a 2% increase was added to be able to provide an indicative budget figure. Additional expenditure was agreed for VE Day Event (£600). The Clerk was also asked to look into the vehicle lease as this was due to expire in 2020. A further meeting to confirm the budget will be arranged following receipt of the Tax Base from Maidstone Borough Council.

**26/19 OTHER FINANCIAL ISSUES:****Quotes:**

The Clerk had obtained three quotes for tree work and after discussion Cllrs agreed to accept Wright Landscapes quote of £2,730.00.

*Cllr Adam left for the next item:*

The History Group requested an annual donation to assist with paying for the defibrillator pads and batteries. Cllrs agreed for a donation from 2020/21. It was understood that the History Group may wish to ask the Parish Council to take ownership of the defibrillator. The Clerk was asked to speak with the Chairman to provide this in writing together with what expenditure, insurance and maintenance was involved. This would then be taken to Full Council.

*Cllr Adam returned to the meeting*

**Request from Marden Memorial Hall re lighting**

No new information had been received so this was deferred until Full Council.

**Office IT**

The Clerk had requested the purchase of Microsoft 365 for the office computers and laptops to enable emails to be transferred to Outlook due to problems being experienced with undeliverable emails. Cllrs agreed for the purchase.

**27/19 INVOICES****Electronic Payments**

Alison Hooker: Travel/newsletter delivery £94.60

Employees: Salary £800.14

Total: £894.74

Cllrs agreed payments and Cllrs Jones and Mannington would authorise payments on Unity.

Cllrs Jones and Mannington initialled the invoice front sheets to confirm.

There being no further business the meeting closed at 10pm

Date:

Signed:

Cllr Richard Adam

Chairman, Finance Committee

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